LA Dance Academy
Safeguarding & Child Protection Policy

Effective Date: 11th March 2026
Review Date: Annually or upon legislative updates

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1. Policy Statement

LA Dance Academy is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults. We believe that every individual has the right to learn and grow in a safe, supportive, and inclusive environment, free from harm, abuse, or exploitation.

2. Scope

This policy applies to all staff, volunteers, contractors, and anyone working on behalf of LA Dance Academy. It covers all activities, classes, performances, and events involving children and vulnerable individuals.

3. Principles

- The welfare of the child is paramount.

- All children, regardless of age, ability, gender, race, religion, or sexual orientation, have equal rights to protection.

- We work in partnership with children, parents, carers, and external agencies.

- All concerns and allegations of abuse will be taken seriously and responded to appropriately.

4. Roles & Responsibilities

- Designated Safeguarding Lead (DSL): [Insert Name]

Responsible for overseeing safeguarding procedures, responding to concerns, and liaising with external agencies.

- All Staff & Volunteers:

Must complete safeguarding training, follow this policy, and report any concerns to the DSL.

5. Safe Recruitment

We follow safer recruitment practices including:

- Enhanced DBS checks for all staff and volunteers

- References and identity verification

- Clear safeguarding responsibilities in job descriptions

6. Training & Awareness

- All staff receive regular safeguarding training.

- Policies are shared during induction and reviewed annually.

- Updates are communicated promptly.

7. Code of Conduct

Staff must:

- Behave professionally and respectfully

- Avoid inappropriate physical contact

- Never be alone with a child unless necessary and appropriate

- Report any concerns immediately

8. Recognising Abuse

Abuse may include:

- Physical, emotional, sexual abuse

- Neglect or bullying

- Online abuse or exploitation

Staff are trained to recognise signs and respond appropriately.

9. Reporting Concerns

- Concerns must be reported to the DSL immediately.

- All disclosures are documented and handled confidentially.

- If a child is in immediate danger, emergency services will be contacted.

10. Photography & Media

- Written consent is required before taking or using images of children.

- Group photos may be used only if individuals cannot be identified.

11. Venue Safety

- All venues are risk assessed.

- Emergency procedures are in place.

- Children are only released to known adults.

12. Policy Review

This policy is reviewed annually or sooner if legislation changes. Updates are shared with staff and parents.

LA Dance Academy

Privacy Policy

LA Dance Academy – Privacy Policy

Effective Date: 11th March 2026

Last Reviewed: 11th March 2026

1. Who We Are - LA Dance Academy

LA Dance Academy is the data controller responsible for deciding how and why personal data is used.

Registered Address: [Insert Address]

Privacy Contact: ladanceacademy@live.co.uk | 07772 173424

2. What Information We Collect

- Identity & Contact Data: name, address, email, phone number

- Child Data: date of birth, emergency contacts, enrolment details

- Special Category Data: health/medical details relevant to participation

- Payment Information: processed securely via third-party providers

- Attendance & Class Records

- Photos & Videos (with explicit consent)

- Website/Cookie Data: IP address, analytics identifiers

3. How We Use Your Information

We use your data to:

- Register students and manage classes

- Communicate schedules and updates

- Ensure safety and safeguarding

- Process payments and maintain financial records

- Improve services and internal operations

- Share class registers with instructors

- Use photos/videos with prior consent

4. Legal Basis for Processing

- Contract: enrolment and delivery of classes

- Consent: marketing, photo/video use, certain medical information

- Legal Obligation: safeguarding, HMRC financial record-keeping

- Legitimate Interests: safety, day-to-day operations, service improvement

- Special Category Data: explicit consent or vital interests where necessary

5. Data Sharing (Third-Party Recipients)

We may share data with:

- Payment processors (e.g., Stripe/PayPal)

- Class management software providers

- Email and communication platforms

- Emergency services when necessary

- Regulatory or safeguarding bodies

All third-party processors act under written data-processing agreements.

6. International Data Transfers

Some providers may store data outside the UK. Where this occurs, we ensure approved safeguards such as the UK International Data Transfer Agreement (IDTA) or adequacy regulations.

7. Data Retention

We retain data only for as long as necessary:

- Financial records: 6 years

- Enrolment records: duration of enrolment + 2 years

- Consent-based media: reviewed annually

- Website analytics data: according to cookie policy

8. Cookies & Tracking Technologies

Our website uses essential and non-essential cookies.

- Essential cookies: required for site function

- Non-essential cookies (analytics/marketing): used only with consent

Users can manage preferences via our cookie banner.

9. Your Data Rights

You have the right to:

- Access your data

- Request correction or deletion

- Withdraw consent

- Object to processing

- Request restriction or portability

Requests can be made by emailing: info@ladanceacademy.co.uk

10. Children's Privacy

We take special care with data of children under 18.

Parental/guardian consent is required for any consent-based processing.

We follow the ICO Children's Code where services may be accessed by children.

11. Automated Decision-Making & Profiling

We do not use automated decision-making or profiling.

12. How to Complain

If you have concerns, contact us at: info@ladanceacademy.co.uk

If unresolved, you can contact the Information Commissioner's Office (ICO):

ICO Website: www.ico.org.uk

Tel: 0303 123 1113

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

13. Updates to This Policy

We may update this policy from time to time. The latest version will always be available on our website.