

Preformers' Policies & Procedures 2025–2026

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****Child Protection Policy for Preformers Preschool Performing Arts Classes****

****1. Introduction****

At Preformers, we are committed to providing a safe and nurturing environment for all children who participate in our classes. This Child Protection Policy outlines our commitment to safeguarding children and provides guidance on the procedures that are in place to ensure their safety and well-being.

****2. Scope****

This policy applies to all staff, volunteers, and contractors working with children at Preformers. It covers all activities and events organized by the school, both on and off-site.

****3. Legal Framework****

Our child protection procedures are in accordance with relevant UK legislation, including the Children Act 1989 and 2004, the Protection of Children Act 1999, and the Safeguarding Vulnerable Groups Act 2006.

****4. Key Principles****

- a) The welfare of the child is paramount.
- b) All children, regardless of age, gender, race, ethnicity, religion, disability, sexual orientation, or social background, have the right to protection from harm.
- c) All staff and volunteers have a responsibility to report any concerns about the welfare of a child.

****5. Recruitment and Training****

- a) All staff and volunteers undergo thorough background checks, including Disclosure and Barring Service (DBS) checks, before they are allowed to work with children.
- b) Staff and volunteers receive regular training on child protection policies and procedures.

****6. Supervision and Ratios****

- a) Parents/guardians are fully responsible for their children at all times during classes & activities.
- b) Adequate supervision is provided at all times during classes and activities.
- c) Staff-to-child ratios are maintained according to national guidelines.

****7. Risk Assessment****

- a) Risk assessments are carried out for all activities and events to identify potential hazards and minimize risks to children.
- b) Any hazards identified are addressed promptly to ensure the safety of children.

****8. Code of Conduct****

- a) All staff and volunteers are expected to adhere to a code of conduct that outlines appropriate behaviour when working with children.
- b) Physical contact with children only occurs when necessary for the child's safety and well-being.

****9. Recognizing and Reporting Concerns****

- a) All staff and volunteers receive training on how to recognise signs of abuse or neglect.
- b) Any concerns about the welfare of a child should be reported immediately to the designated safeguarding lead, Rosemary Millward.
- c) Reports of abuse or neglect will be taken seriously and investigated promptly in line with statutory guidance.

****10. Confidentiality****

- a) Information about children and families will be treated with the utmost confidentiality, in line with data protection legislation.
- b) Information will only be shared with relevant parties on a need-to-know basis and with consent from the child's parent or guardian, except where there are safeguarding concerns.

****11. Communication with Parents****

- c) Parents/Guardians are kept informed about the Preformers's child protection policies and procedures.
- b) Any concerns raised by parents about the welfare of their child will be taken seriously and addressed promptly.

****12. Review and Monitoring****

- a) This Child Protection Policy will be reviewed annually and updated as necessary to ensure it remains effective and compliant with current legislation and best practice.
- b) Any incidents or concerns related to child protection will be recorded and monitored to identify any trends or areas for improvement.

****13. Conclusion****

At Preformers, we are committed to creating a safe and supportive environment where children can learn, grow, and thrive. We believe that safeguarding children is everyone's responsibility, and we will continue to work tirelessly to ensure the safety and well-being of all children in our care.

****Date of Policy Approval: 07/03/2025****

****Policy Review Date: 07/03/2026****

****Code of Conduct for Preformers (Ages 2-4) with Parental Presence****

****1. Introduction****

At Preformers, we are committed to providing a positive and inclusive environment for children and their families during our classes. Our Code of Conduct outlines the expected behaviour and responsibilities of all participants to ensure a safe and enjoyable experience for everyone involved.

****2. Respect and Courtesy****

- a) Treat all children, parents, staff, and volunteers with respect and courtesy at all times.
- b) Use appropriate language and tone when communicating with others.
- c) Respect personal boundaries and cultural differences.

****3. Parental Involvement****

- a) Parents are encouraged to actively participate in classes and engage with their children.
- b) Follow the instructions and guidance provided by the class instructor.
- c) Avoid disrupting the class or distracting other participants.

****4. Child Interaction****

- a) Encourage positive interactions between children, promoting kindness, sharing, and cooperation.
- b) Support your child's participation without putting pressure on them to perform beyond their capabilities.

c) Respect each child's individuality and encourage inclusivity.

****5. Safety and Well-being****

a) Ensure the safety and well-being of your child and others by supervising them at all times during class.

b) Report any concerns about safety or well-being to the class instructor or designated staff member immediately.

c) Follow all safety guidelines and instructions provided by the class instructor or staff.

****6. Attendance and Punctuality****

a) Arrive on time for classes to minimise disruptions and allow your child to settle in comfortably.

b) Inform Preformers in advance if you are unable to attend a class.

****7. Dress Code****

a) Dress your child appropriately for the class activities, considering comfort and ease of movement.

b) Encourage your child to wear suitable footwear to ensure safety during physical activities.

c) Respect any dress code guidelines provided by the Preformers for specific activities or performances.

****8. Use of Facilities****

a) Respect the Preformer's property and facilities, keeping them clean and tidy.

- b) Follow any specific rules or guidelines provided for the use of equipment or facilities during classes.
- c) Supervise your child to prevent damage to property or equipment.

****9. Photography and Social Media****

- a) Obtain permission from other parents before taking photographs or videos of their children.
- b) Respect the privacy of others by refraining from sharing images or videos of children without consent.
- c) Use discretion when sharing images or videos of classes or performances on social media platforms.

****10. Compliance with Policies****

- a) Familiarise yourself with and adhere to Preformers's policies and procedures, including child protection and health and safety.
- b) Seek clarification from Preformers staff if you have any questions or concerns about the policies.

****11. Feedback and Communication****

- a) Provide constructive feedback to Preformers's staff to help improve the quality of classes and services.
- b) Communicate any concerns or issues promptly and respectfully to the class instructor or designated staff member.

****12. Conclusion****

By following this Code of Conduct, we can create a supportive and enriching environment where children can explore their creativity and develop new skills. We appreciate your cooperation in upholding these standards and contributing to the positive experience of all participants in our preschool performing arts classes.

****Date of Policy Approval: 07/03/2025****

****Policy Review Date: 07/03/2026****

****Preformers Preschool Performing Arts Class – Complaints Procedure****

****1. Introduction:****

Preformers is committed to providing high-quality preschool performing arts classes. We understand that there may be occasions when individuals have concerns or complaints. This Complaints Procedure outlines the steps to be taken to address and resolve such matters promptly and fairly.

****2. Definition of a Complaint:****

A complaint is defined as an expression of dissatisfaction or concern related to Preformers preschool performing arts classes, including any aspect of service delivery, conduct, or other related matters.

****3. Informal Resolution:****

We encourage parents or participants to address any concerns informally first by discussing the issue with the relevant instructor. In many cases, concerns can be resolved through open communication and mutual understanding.

****4. Formal Complaint Process:****

If an issue cannot be resolved informally, the following formal complaints procedure will be followed:

a. **Submission of a Formal Complaint:**

- A formal complaint should be submitted in writing, either via email or letter, clearly outlining the nature of the complaint, the individuals involved, and any relevant details.

b. **Receipt of Complaint:**

- Upon receiving a formal complaint, Preformers will acknowledge receipt within 10 working days.

c. ****Investigation:****

- The complaint will be thoroughly investigated by Rosemary Millward who will be impartial and not directly involved in the issue.

d. ****Response:****

- A written response will be provided to the complainant within 10 working days of the acknowledgment, outlining the findings of the investigation and any actions that will be taken.

e. ****Appeal Process:****

- If the complainant is dissatisfied with the resolution, they may appeal the decision by submitting a written request within 10 working days of receiving the response.

f. ****Appeal Investigation:****

- The appeal will be investigated by a senior staff member not involved in the initial complaint process.

g. ****Final Decision:****

- A final decision will be communicated in writing to the complainant within [5] working days of receiving the appeal.

****5. Confidentiality:****

All complaints and related information will be treated with the utmost confidentiality, and only individuals directly involved in the complaint resolution process will have access to the information.

****6. Learning and Improvement:****

Preformers is committed to learning from complaints and using feedback to continually improve our preschool performing arts classes.

****7. Contact Information:****

Complaints should be addressed to:

Rosemary Millward

Preformers Owner & Director

rosie@preformers.co.uk

****8. Review of Procedure:****

This Complaints Procedure will be reviewed annually to ensure its effectiveness and relevance.

****Signed:****



Rosemary Millward

Preformers Owner & Director

07/03/2025

****COVID-19 Policy for Preschool Performing Arts Classes (Ages 2-4) with Parental Presence****

****1. Introduction****

At Preformers, we are committed to prioritising the health and safety of children, families, and staff during the ongoing COVID-19 pandemic. This COVID-19 Policy outlines the measures we have implemented to mitigate the risk of transmission and ensure a safe environment for all participants in our classes.

****2. Compliance with Government Guidance****

- a) We adhere to the latest guidance and regulations issued by the UK government, including those from the Department for Education (DfE) and Public Health England (PHE), regarding COVID-19 safety measures for educational settings.
- b) Our policies and procedures are regularly updated to reflect any changes in government guidance or local restrictions.

****3. Hygiene Practices****

- a) Hand hygiene: Children, parents, and staff are required to wash their hands thoroughly upon arrival and before departure from the premises, as well as regularly throughout the class session.
- b) Hand sanitization: Hand sanitizer stations are provided throughout the premises for use when handwashing facilities are not readily available.
- c) Respiratory hygiene: Participants are encouraged to cover their mouth and nose with a tissue or their elbow when coughing or sneezing, and to dispose of tissues in a designated bin immediately.

****4. Social Distancing****

- a) If required, we promote social distancing wherever feasible within the class environment, including during activities and while waiting for entry or exit.
- b) Class sizes are limited to ensure adequate space for social distancing between children and adults.

****5. Ventilation****

- a) We maintain good ventilation within the class premises by opening windows and doors where possible to increase airflow.
- b) Air conditioning systems are regularly maintained to ensure proper function and air circulation.

****6. Face Coverings****

- a) In accordance with government guidance, if required, adults (including staff and parents) are encouraged to wear face coverings when inside the premises, especially in areas where social distancing is difficult to maintain. Face coverings are not required if current government guidance allows at the time.
- b) Children under the age of 11 are not required to wear face coverings.

****7. Cleaning and Sanitization****

- a) Enhanced cleaning protocols are in place to ensure frequent cleaning and disinfection of high-touch surfaces, equipment, and toys.
- b) Cleaning schedules are regularly reviewed and updated to maintain cleanliness and hygiene standards.

****8. Symptom Monitoring and Reporting****

- a) Parents/guardians are required to monitor their child for symptoms of COVID-19 and keep them at home if they display any symptoms.
- b) Staff and parents are encouraged to report any suspected or confirmed cases of COVID-19 within their household to the school immediately for appropriate action in accordance with government guidelines, if required at the time of class.

****9. Communication and Education****

- a) We communicate regularly with parents/guardians to provide updates on our COVID-19 policies and procedures.
- b) Educational materials and resources on COVID-19 prevention and safety measures are provided to staff and parents/guardians to promote awareness and understanding.

****10. Flexibility and Adaptability****

- a) We remain flexible and adaptable in our approach to COVID-19 safety measures, taking into account the evolving nature of the pandemic and any new guidance or regulations issued by the government.

****11. Conclusion****

By implementing these measures and working together with parents/guardians and staff, we aim to create a safe and supportive environment for preschool performing arts classes, minimizing the risk of COVID-19 transmission and ensuring the well-being of all participants.

****Date of Policy Approval: 07/03/2024****

****Policy Review Date: 24/02/2025****

****GDPR Policy for Preformers Preschool Performing Arts Classes (Ages 2-4) with Parental Presence****

****1. Introduction****

At Preformers, we are committed to ensuring the protection and privacy of personal data in accordance with the General Data Protection Regulation (GDPR) and other relevant data protection laws. This GDPR Policy outlines how we collect, use, store, and protect personal data related to children and families participating in our preschool performing arts classes.

****2. Data Collection and Processing****

- a) We collect personal data from parents/legal guardians for the purpose of enrolling their child in our classes and providing necessary information about our activities.
- b) Personal data collected may include names, date of births, contact details, emergency contact information, medical information (including allergies), and any additional information relevant to the child's participation in our classes.
- c) We only collect personal data that is necessary for the fulfilment of our contractual obligations or for purposes outlined with consent.

****3. Lawful Basis for Processing****

- a) We process personal data based on one or more lawful bases as defined in the GDPR, including:
- b) Consent: We obtain consent from parents/legal guardians before processing personal data, and parents/legal guardians have the right to withdraw consent at any time.
- c) Contractual necessity: Processing personal data is necessary for the performance of the contract between the parent/legal guardian and Preformers.

d)) Legal obligation: Processing personal data is necessary for compliance with legal obligations, such as safeguarding requirements.

****4. Data Security and Confidentiality****

- a) We implement appropriate technical and organisational measures to ensure the security and confidentiality of personal data.
- b) Access to personal data is restricted to authorised personnel only, and all staff members are trained in data protection principles and obligations.
- c) Personal data is stored securely, both physically and electronically, and is only retained for as long as necessary for the purposes outlined in this policy or as required by law.

****5. Data Sharing and Disclosure****

- a) We do not share or disclose personal data to third parties except in cases where it is necessary for the provision of our services (e.g., sharing emergency contact information with medical professionals in case of an emergency).
- b) We may share personal data with trusted service providers or contractors who assist us in operating our classes, provided they comply with data protection laws and our data processing requirements.

****6. Rights of Data Subjects****

- a) Parents/legal guardians have the right to request access to, rectification, erasure, or restriction of processing of their child's personal data.
- b) Parents/legal guardians also have the right to object to the processing of personal data or to lodge a complaint with the relevant supervisory authority.
- c) We will respond to any requests or inquiries regarding personal data promptly and in accordance with applicable data protection laws.

****7. Data Breach Notification****

In the event of a data breach involving personal data, we will notify the affected individuals and the relevant supervisory authority without undue delay, in accordance with GDPR requirements.

****8. Data Protection Officer (DPO)****

a) Preformers appoints a Data Protection Officer (DPO), Rosemary Millward, responsible for overseeing compliance with data protection laws and this GDPR Policy.

b) The DPO serves as the primary point of contact for data protection inquiries and concerns.

****9. Consent and Communication****

a) We obtain explicit consent from parents/legal guardians before sending any marketing communications or newsletters.

b) Parents/legal guardians have the option to opt out of receiving marketing communications at any time.

****10. Review and Updates****

a) This GDPR Policy is subject to regular review and may be updated to reflect changes in data protection laws, regulations, or business practices.

b) Any updates to this policy will be communicated to parents/legal guardians through appropriate channels.

****11. Conclusion****

By adhering to this GDPR Policy, we demonstrate our commitment to protecting the privacy and rights of children and families participating in our preschool performing arts classes. We are dedicated to maintaining transparency, accountability, and compliance with data protection laws in all aspects of our operations.

****Date of Policy Approval: 07/03/2025****

****Policy Review Date: 07/03/2026****

****Data Protection Officer (DPO): Rosemary Millward – rosie@preformers.co.uk****

****Equality Policy for Preformers Preschool Performing Arts Classes (Ages 2-4) with Parental Presence****

****1. Introduction****

At Preformers, we are committed to promoting equality and diversity in all aspects of our classes. This Equality Policy outlines our dedication to providing an inclusive environment where every child and family feels valued and respected.

****2. Principles****

- a) Preformers believe that all children, regardless of their race, ethnicity, religion, gender, disability, sexual orientation, or socio-economic background, have the right to equal opportunities and treatment.
- b) Preformers recognise the importance of celebrating diversity and fostering an inclusive culture that embraces the unique qualities and experiences of each child and family.

****3. Admissions and Participation****

- a) Preformers welcome children from all backgrounds and ensure that our classes are accessible to all.
 - Preformers does not discriminate in the admissions process based on any protected characteristic, and we make reasonable adjustments to accommodate children with disabilities or additional needs as much as we are able.

****4. Curriculum and Activities****

- a) Our curriculum and activities are designed to be inclusive and diverse, reflecting the experiences and interests of all children.

a) We provide a range of activities that cater to different abilities and preferences, ensuring that every child has the opportunity to participate and succeed.

****5. Language and Communication****

b) We promote effective communication with children and families by using inclusive language and communication methods.

c) We respect and value the linguistic diversity of our community and provide support to children and families who speak languages other than English.

****6. Staff Training and Development****

a) Preformers provide training and support to our staff to ensure they understand and promote equality and diversity in their interactions with children and families.

b) We encourage ongoing learning and development to enhance our understanding of equality issues and best practices.

****7. Preventing Discrimination and Harassment****

a) Preformers has zero tolerance for discrimination, harassment, or bullying of any kind within our classes.

b) Preformers take immediate action to address any incidents of discrimination or harassment and provide support to those affected.

****8. Celebrating Diversity****

a) Preformers celebrate and showcase the diversity of our community through cultural events, performances, and educational activities.

b) Preformers actively promote understanding, respect, and appreciation for different cultures, religions, and traditions.

****9. Parental Involvement****

- a) We encourage parents to actively participate in their child's education and value their contributions to our classes.
- b) We welcome parents to share their experiences, traditions, and cultures with the wider community.

****10. Monitoring and Review****

- a) We regularly monitor and review our Equality Policy and practices to ensure they remain effective and compliant with relevant legislation.
- b) We welcome feedback from children, families, and staff to continuously improve our approach to equality and diversity.

****11. Conclusion****

By adhering to this Equality Policy, we reaffirm our commitment to creating a welcoming and inclusive environment where every child and family feels respected, valued, and empowered to thrive. Together, we celebrate diversity and promote equality for all in our preschool performing arts classes.

****Date of Policy Approval: 07/03/2025****

****Policy Review Date: 07/03/2026****

****Fire Policy for Preformers Preschool Performing Arts Classes (Ages 2-4) with Parental Presence****

****1. Introduction****

At Preformers, we prioritise the safety and well-being of children, parents, and staff. This Fire Policy outlines the procedures and protocols in place to ensure a safe response to fire emergencies during preschool performing arts classes.

****2. Responsibilities****

- a) Management: The management of Lichfield Methodist Centre is responsible for ensuring that appropriate fire safety measures are in place and adhered to at all times.
- b) Staff: All staff members are responsible for familiarising themselves with fire safety procedures and participating in fire drills and training sessions.
- c) Parents/Guardians: Parents/guardians are responsible for cooperating with fire safety protocols and following instructions from staff during fire emergencies.

****3. Fire Prevention****

- a) Regular maintenance: All fire safety equipment, including fire alarms, extinguishers, and emergency lighting, is regularly inspected and maintained by Lichfield Methodist centre to ensure proper functioning.
- b) Housekeeping: Rooms & common areas are kept clean and free from clutter to reduce the risk of fire hazards.
- c) Electrical safety: Electrical equipment and appliances are checked regularly by Lichfield Methodist centre for faults or damage, and plugs and cords are kept in good condition.

****4. Fire Detection and Alarm Systems****

- a) Fire alarms are installed throughout the premises and are tested regularly to ensure they are in working order.
- b) In the event of a fire alarm activation, staff will immediately evacuate children and parents/guardians from the building to the designated assembly point.

****5. Evacuation Procedures****

- a) Evacuation routes: Clear evacuation routes are posted in each classroom and common area, indicating the nearest exits and assembly points.
- b) Evacuation drills: Regular fire drills are conducted to familiarise children, parents, and staff with evacuation procedures and routes.
- c) Assembly point: A designated assembly point is established outside the building, away from potential hazards, where children and parents/guardians will gather during evacuations.

****6. Staff Training****

- a) All staff members receive training on fire safety procedures, including evacuation protocols, the use of fire extinguishers, and methods for safely evacuating children.
- b) Training sessions are conducted regularly to ensure staff are prepared to respond effectively to fire emergencies.

****7. Communication****

- a) Parents/guardians are informed of fire safety procedures and evacuation protocols during orientation sessions and through written materials provided at enrolment.
- b) In the event of a fire emergency, staff will communicate instructions to parents/guardians clearly and calmly to ensure a safe and orderly evacuation.

****8. Review and Testing****

- a) This Fire Policy is reviewed annually and updated as necessary to reflect changes in regulations or procedures.
- b) Fire drills and equipment tests are conducted regularly to assess the effectiveness of fire safety measures and identify any areas for improvement.

****9. Conclusion****

By adhering to this Fire Policy and working together with staff and parents/guardians, we aim to ensure the safety of all participants in Preformers preschool performing arts classes at Lichfield Methodist Centre in the event of a fire emergency.

****Date of Policy Approval: 07/03/2025****

****Policy Review Date: 07/03/2026****

****Health & Safety Policy for Preschool Performing Arts Classes (Ages 2-4) with Parental Presence****

****1. Introduction****

At Preformers, we are committed to providing a safe and healthy environment for children and families participating in our classes. This Health & Safety Policy outlines our commitment to maintaining high standards of health and safety and ensuring the well-being of all participants.

****2. Responsibilities****

- a) Management: The management of Preformers is responsible for providing adequate resources and support to ensure the implementation of health and safety measures.
- b) Staff: All staff members are responsible for familiarizing themselves with health and safety policies and procedures and following them diligently to ensure the safety of children and families.
- c) Parents/Guardians: Parents/guardians are responsible for cooperating with the Preformers's health and safety policies and providing necessary information about their child's health and any special requirements.

****3. Risk Assessment****

- a) Regular risk assessments are conducted to identify potential hazards in the class environment and activities.
- b) Control measures are implemented to mitigate risks, and assessments are reviewed periodically or after any significant changes.

****4. Supervision****

- a) Adequate parent/guardian supervision is provided at all times during classes to ensure the safety and well-being of children.
- b) Staff-to-child ratios are maintained according to national guidelines to ensure effective supervision.

****5. First Aid****

- a) A designated first aider, Rosemary Millward, is present during all classes and events and is responsible for providing first aid treatment in case of injury or illness.
- b) First aid kits are accessible and regularly checked to ensure they are fully stocked and up to date.

****6. Safe Environment****

- a) The class environment is kept clean, tidy, and free from hazards to minimize the risk of accidents or injuries.
- b) Furniture, fixtures, and equipment are regularly inspected and maintained to ensure they are safe for use.

****7. Emergency Procedures****

- a) Emergency procedures are in place and communicated to all staff and parents/guardians.
- b) Evacuation routes are clearly marked, and drills are conducted periodically to practice emergency responses.

****8. Hygiene Practices****

- a) Hygiene practices, including handwashing and sanitation, are promoted and encouraged among children, staff, and parents/guardians.
- b) Cleaning protocols are implemented to maintain a clean and hygienic environment, with particular attention to high-touch surfaces and shared equipment.

****9. Allergies and Medical Conditions****

- a) Parents/guardians are required to inform Preformers of any allergies or medical conditions their child may have.
- b) Procedures are in place to manage allergies and medical conditions effectively, including no food consumption in class, provision of medication and emergency response plans.

****10. Training and Communication****

- a) Staff members receive regular training on health and safety policies and procedures.
- b) Health and safety information is communicated to parents/guardians through orientation sessions, newsletters, and other communication channels.

****11. Review and Monitoring****

- a) This Health & Safety Policy is reviewed annually and updated as necessary to ensure it remains effective and compliant with current legislation and best practices.
- b) Incidents and near misses are recorded and monitored to identify any trends or areas for improvement.

****12. Conclusion****

By adhering to this Health & Safety Policy, we aim to create a safe and nurturing environment where children can learn, grow, and thrive. We appreciate the cooperation of all staff, parents, and participants in maintaining a culture of safety and well-being in our Preformers preschool performing arts classes.

****Date of Policy Approval: 07/03/2025****

****Policy Review Date: 07/03/2026****

****Preformers Preschool Performing Arts Class – Privacy Policy****

Effective Date: 24th February 2024

****1. Introduction:****

Preformers is committed to safeguarding the privacy of parents and children participating in our preschool performing arts class. This Privacy Policy outlines how we collect, use, disclose, and protect personal information.

****2. Information We Collect:****

a) **Parent/Guardian Information:**

- Names
- Contact information (address, email, phone)
- Emergency contact details
- Billing information

b) **Child Information:**

- Names
- Date of birth
- Health information (if relevant)
- Any special needs or considerations

****3. How We Use Information:****

- a) To facilitate communication with parents/guardians about the class, updates, and emergencies.
- b) To ensure the health and safety of the children during the class.
- c) To process payments and maintain billing records.

****4. Consent:****

a) By enrolling in Preformers preschool performing arts class, parents/guardians provide explicit consent for the collection and processing of their and their child's personal information.

****5. Security:****

a. Preformers employs industry-standard security measures to protect personal information.

b. Access to personal data is restricted to authorised personnel only.

****6. Third-Party Disclosures:****

a) Preformers does not sell, trade, or transfer personal information to third parties.

b) Information may be shared with authorised personnel and regulatory authorities as required by law.

****7. Data Retention:****

a) Personal information will be retained for the duration necessary to fulfil the purposes outlined in this policy.

b) Financial records will be retained in accordance with legal requirements.

****8. Parental Rights:****

a) Parents/guardians have the right to access, correct, or delete their and their child's personal information.

b) Requests regarding personal information can be made by contacting Preformers at rosie@preformers.co.uk

****9. Photography and Promotion:****

a) Parents/guardians are welcome to take photos or videos of their child during class for personal use only.

b) Preformers may use class photos for promotional purposes with consent in writing by the parent/guardians.

****10. Changes to the Privacy Policy:****

a. Preformers reserves the right to update this privacy policy. Any changes will be communicated to parents/guardians.

****11. Contact Information:****

Preformers

109 Bridgeman Way, Lichfield, WS14 0AL

rosie@preformers.co.uk

****Preformers Preschool Performing Arts Class – Safeguarding Policy****

****1. Policy Statement:****

Preformers is committed to the safeguarding and well-being of all children attending our preschool performing arts class. We believe that every child has the right to be safe, secure, and protected from harm.

****2. Legal Framework:****

This policy is based on the principles and requirements outlined in the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006, and Working Together to Safeguard Children 2018.

****3. What is Safeguarding:****

In accordance with KCSIE and Working Together to Safeguard Children, safeguarding and promoting the welfare of children is defined as:

- a) protecting children from maltreatment
- b) preventing impairment of children's mental and physical health or development;
- c) ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- d) taking action to enable all children to have the best outcomes.

In addition, the Children Act 1989 sets out six key principles in safeguarding:

- 1. Paramount – the child's welfare is paramount
- 2. Parental Responsibility – parents have a duty of care for their child and meet their needs
- 3. Partnership – professionals and families are to work together for the welfare of children
- 4. Participation – children's wishes, and feelings should be ascertained so that they can contribute appropriately
- 5. Prevention and provision of Services – services may be necessary to safeguard and promote the welfare of a 'child in need'.
- 6. Protection – a child must be protected from serious harm. The Local Authority

has a duty to investigate any report that a child is suffering, or likely to suffer, 'significant harm'

****4. Designated Safeguarding Lead (DSL):****

Preformers appoints Rosemary Millward as the Designated Safeguarding Lead. The DSL is responsible for:

- a) Coordinating safeguarding matters within the class.
- b) Acting as a point of contact for staff, volunteers, parents, and external agencies.
- c) Keeping up-to-date with relevant training and guidance.

****5. Safer Recruitment:****

- a) All staff and volunteers will undergo enhanced Disclosure and Barring Service (DBS) checks before commencing their role.
- b) Thorough recruitment processes, including reference checks and interviews, will be followed.

****6. Staff Training:****

- a) All staff and volunteers will receive regular and up-to-date training on safeguarding procedures and practices. Tiger Lily Safeguarding Level 2.
- b) Training will cover the recognition of signs of abuse, appropriate reporting mechanisms, and the importance of confidentiality.

****7. Code of Conduct:****

- a) A Code of Conduct will be established for all staff and volunteers, outlining expected behaviour and professionalism (please see Code of Conduct on Preformers' Policies and Procedures available on Preformers' website and booking process)
- b) Clear guidelines on appropriate physical contact with children will be provided.

****8. Recognising Signs of Abuse:****

- a) Staff and volunteers will be trained to recognise signs of abuse, including physical, emotional, sexual abuse, and neglect.
- b) Clear procedures will be in place for reporting and recording any concerns.

****9. Responding to Concerns:****

- a) Any concerns or suspicions of abuse will be taken seriously and handled in accordance with established procedures.
- b) The DSL will assess the level of risk and take appropriate action, including making referrals to local authorities or relevant agencies.

****10. Confidentiality:****

- a) Information regarding safeguarding concerns will be treated confidentially and shared only on a need-to-know basis.
- b) Staff and volunteers will be made aware of the importance of maintaining confidentiality.

****11. Communication with Parents/Guardians:****

- a) Parents/guardians will be informed about the class's safeguarding policy during the booking process.
- b) Regular communication channels will be maintained with parents/guardians while respecting confidentiality.

****12. Preventing Bullying:****

- a) Preformers is committed to preventing bullying and will implement measures to create a positive and inclusive environment.

****13. Review and Reporting:****

- a) This Safeguarding Policy will be reviewed annually or sooner if there are changes in legislation.
- b) Any worrying concerns, serious incidents or allegations will be reported to the local authority as required.

****14. Contacts:****

- a) Designated Safeguarding Lead: **Rosemary Millward**
- b) Staffordshire Children's Advice & support service or emergency duty team
Mon-Thurs 8:30am-5:00pm **0300 11 8007**
Mon-Fri 8:30am-5:00pm **0300 111 8007**
Out of Hours **0345 604 2886**
- c) Local Authority Designated Officer (LADO): **0300 111 8007**
- d) NSPCC Helpline: **0808 800 5000**

****Signed:****



Rosemary Millward

Business Owner & Class Leader

07/03/2025

Preformers WEBSITE TERMS & CONDITIONS

****1. Introduction****

Welcome to the website of Preformers Preschool Performing Arts Classes. These terms and conditions govern your use of our website. By accessing or using our website, you agree to comply with these terms and conditions. If you do not agree with any part of these terms, you may not use our website.

****2. Use of Website****

- a) You must be at least 18 years old to use our website. If you are under 18, you may only use our website with the involvement and consent of a parent or guardian.
- b) You agree to use our website for lawful purposes only and in accordance with these terms and conditions.

****3. Intellectual Property Rights****

- a) All content on our website, including text, graphics, logos, images, audio clips, and software, is owned or licensed by us and is protected by copyright and other intellectual property laws.
- b) You may not reproduce, distribute, modify, or create derivative works of any content from our website without our prior written consent.

****6. Links to Third-Party Websites****

- a) Our website may contain links to third-party websites or services that are not owned or controlled by us. We are not responsible for the content, privacy policies, or practices of any third-party websites or services.

b) We do not endorse or make any representations about third-party websites. Your use of third-party websites is at your own risk.

****6. Limitation of Liability****

a) To the fullest extent permitted by law, we will not be liable for any direct, indirect, incidental, special, consequential, or punitive damages arising out of or in connection with your use of our website.

b) We make no warranties or representations about the accuracy, reliability, completeness, or timeliness of the content on our website.

****7. Indemnification****

a) You agree to indemnify and hold harmless Preformers, its affiliates, and their respective directors, officers, employees, and agents from and against any and all claims, liabilities, damages, losses, or expenses arising out of or in connection with your use of our website or any violation of these terms and conditions.

****8. Changes to Terms & Conditions****

a) We may revise these terms and conditions at any time without prior notice. By continuing to use our website after any such changes, you agree to be bound by the revised terms and conditions.

b) It is your responsibility to review these terms and conditions periodically for any updates or changes.

****9. Governing Law****

a) These terms and conditions shall be governed by and construed in accordance with the laws of England and Wales, without regard to its conflict of law provisions.

b) Any disputes arising out of or in connection with these terms and conditions shall be subject to the exclusive jurisdiction of the courts of England and Wales.

****10. Contact Us****

If you have any questions or concerns about these terms and conditions, please contact us at rosie@preformers.co.uk

****Date of Last Update: 07/03/2025****