



H O U S E O F M O T I O N

# SAFEGUARDING & CHILD PROTECTION POLICY

House Of Motion Studio Ltd

1 Cranmore House, Lisburn Road, Belfast

## 1. Policy Statement

House Of Motion Studio Ltd is fully committed to safeguarding and promoting the welfare of all children and young people participating in its programmes, including but not limited to the Dancewise and One Motion curricula.

We recognise our duty of care to ensure that all children:

- are protected from harm
- feel safe, respected, and valued
- are able to participate in a positive and supportive environment

All staff, instructors, and volunteers are required to adhere to this policy at all times.

## 2. Scope

This policy applies to:

- All children under the age of 18
- All staff, contractors, and volunteers
- All activities conducted by House Of Motion Studio Ltd, including classes, workshops, events, and external programmes

## 3. Designated Safeguarding Lead (DSL)

House Of Motion Studio Ltd appoints a Designated Safeguarding Lead (DSL), responsible for:

- Managing safeguarding concerns
- Acting as the primary point of contact
- Liaising with external authorities where necessary

**Kylee Vincent**

## **4. Cancellations & Refunds**

All bookings are non-refundable unless exceptional circumstances apply.

Missed classes are not refundable.

House Of Motion Studio Ltd may, at its discretion, offer a transfer or credit.

## **5. Class Changes & Cancellations**

House Of Motion Studio Ltd reserves the right to cancel or reschedule classes and change instructors where necessary.

In such cases, clients will be offered a rescheduled class or a credit where appropriate.

## **6. Reporting Concerns**

Any safeguarding concern must be reported immediately to the Designated Safeguarding Lead, recorded in writing, and escalated where required.

House Of Motion Studio Ltd will take all concerns seriously, act promptly, and maintain confidentiality where possible.

## **7. Parental Responsibility**

Parents/guardians must:

- Ensure children are dropped off and collected on time
- Inform the studio of any relevant medical or behavioural conditions
- Provide accurate emergency contact details

## **8. Photography & Media**

No images or videos of children will be used for marketing, promotional, or commercial purposes unless prior written consent has been obtained from a parent or guardian.

Where consent has not been provided, House Of Motion Studio Ltd will ensure that the child is not included in any media capture or usage.

## **9. Review**

This policy will be reviewed annually or as required by changes in legislation or operational needs.