



# BB Broadway Safeguarding Policy

**Date:** 18/02/2026

**Safeguarding Officer:** Bethany Alice Whiteley

**Contact:** bb-broadway@outlook.com | 07835 977156

## 1. Purpose & Scope

BB Broadway is committed to safeguarding and promoting the welfare of all children and young people who use our services.

**This policy aims to:**

- Protect children and young people from harm (including children of adults using our services).
- Provide clear guidance for staff, volunteers, children, young people, and families about safeguarding.
- Ensure compliance with statutory legislation and national guidance.
- Promote a safe and supportive environment for all.

**Applies to:**

- Senior managers and the Board of Trustees
- Paid staff
- Volunteers, sessional workers, agency staff, and students

## 2. Legal & Regulatory Framework

This policy is aligned with:

- **Children Act 1989 & 2004**
- **Working Together to Safeguard Children 2018**
- **Keeping Children Safe in Education 2023**
- **Data Protection Act 2018 / GDPR**
- NSPCC Safeguarding Guidance: <https://www.nspcc.org.uk/learning>

## 3. Supporting Documents

To be read alongside:

- Designated Safeguarding Officer (DSO) role description
- Staff & volunteer code of conduct
- Behaviour policies for children and young people
- Photography & image-sharing guidance
- Health & safety and risk assessment policies
- Induction, training, supervision, and support procedures
- Adult-to-child supervision ratios

## 4. Our Principles

**We believe:**

- Children and young people should never experience abuse.
- It is our duty to promote welfare, safeguard children, and protect them from harm.

## We recognise:

- The welfare of children is paramount in all decisions.
- Every child, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, has an equal right to protection.
- Some children may be more vulnerable due to previous experiences, dependency, communication needs, or other factors.
- Working in partnership with children, families, and agencies is essential.

## 5. Safeguarding Measures

BB Broadway safeguards children by:

- Listening to, valuing, and respecting them
- Appointing a Designated Safeguarding Lead (DSL)-Bethany Whiteley
- Following child protection best practices (**see code of conduct below**)
- Implementing robust online safety procedures
- Providing staff & volunteers with training, supervision, and support
- Recruiting safely with all appropriate checks
- Recording, storing, and sharing information securely (GDPR compliant)
- Ensuring children and families know where to get help
- Managing concerns and allegations appropriately
- Maintaining an anti-bullying environment
- Implementing complaints & whistleblowing procedures
- Providing a safe physical environment
- Promoting a safeguarding culture where concerns can be raised freely

## 6. Code of conduct

### a. Professional Boundaries & Conduct

Maintaining a clear line between "mentor" and "student" is the most effective way to protect both the student and yourself.

- **Communication:** Only use official school or camp platforms to contact students. Never use personal social media, private DMs, or personal phone numbers. Any contact with parents/students made by a teacher via email/phone/letter or other electronic form, will be deemed a breach of contract and GDPR compliance and may result in termination or legal action.
- **Physical Contact:** Keep it minimal and age-appropriate. A high-five or a pat on the shoulder in a public setting is generally fine; hugging or initiated physical affection should be avoided.
- **One-on-One Situations:** Never be alone with a student in an enclosed space. If a private conversation is necessary, ensure you are visible through a window or leave the door open. Children should be taken to the toilet in groups and teachers are not to assist kids with the bathroom, this is part of our booking policy and so kids must use bathroom independently. If there is a specific cause for concern for a child involving intimate areas i.e they have had an accident or are reporting pain or discomfort, two team members should be present for any communication or investigation. Do not enter a bathroom or private space with a child 1-1.
- **Favoritism:** Treat all students equally. Giving gifts or showing "special" attention to one child can be misinterpreted and creates an unhealthy dynamic.

### b. Digital Safety

In an era of instant connectivity, the "digital classroom" requires its own set of guardrails.

- **No Personal Photos:** Never store photos of students on your personal device. Once a photo is taken, please pass on to Bethany at the end of day and then delete all images and video. Do not post any photos featuring a child on your private social media page. Do not share any imagery of our classes or students with anyone, on any platform. Any imagery or content must be shared with Bethany and then deleted.
- **Screen Sharing:** If teaching virtually, ensure your background is professional and all personal tabs/notifications are closed before sharing your screen.
- **Live Sessions:** Always record online lessons (with consent) and ensure a supervisor has access to the links.

### c. Recognizing and Reporting (The Three Rs)

You are not a private investigator or a therapist; your job is to **Notice, Record, and Report**.

Step	Action
Recognize	Look for changes in behavior (withdrawal, aggression), physical signs (unexplained bruising), or disclosures of "secrets."
Record	Write down exactly what you saw or heard. Use the child's own words. Stay objective and avoid "I think" or "I feel."
Report	Immediately pass the information to your Designated Safeguarding Lead (DSL) or Camp Director. Do not wait to "see if it happens again."

### d. Specific Guidelines for Camps & Trips

Residential settings or outdoor camps carry higher risks due to the less formal environment.

- **Changing Areas:** Staff must never be in changing rooms or bathrooms while students are undressing. Use a "knock and announce" rule.
- Children should be taken to the **toilet in groups** and teachers are **not to assist kids with the bathroom**, this is part of our booking policy and so kids must use the bathroom independently. If there is a specific cause for concern for a child involving intimate areas i.e they have had an accident or are reporting pain or discomfort, **two team members should be present for any communication or investigation**. Do not enter a bathroom or private space with a child 1-1.

### e. Creating a "Culture of Listening"

The best safeguarding happens when students feel empowered to speak up.

- **The "Secret" Rule:** If a student says, "I want to tell you a secret, but you have to promise not to tell," you must gently reply: *"I can't promise to keep it a secret if it involves your safety, but I promise to help you."*

- **Empowerment:** Teach students about their own boundaries and that they have the right to say "no" to any touch or situation that makes them uncomfortable.

## 6. Reporting & Managing Concerns

If you suspect abuse or have safeguarding concerns:

1. **Report via our online form:** [BB Broadway Reporting Form](#)
2. **Contact the Designated Safeguarding Officer:**
  - **Name:** Bethany Alice Whiteley
  - **Phone:** 07835 977156
  - **Email:** bb-broadway@outlook.com
3. **Urgent cases:** contact the NSPCC Helpline **0808 800 5000**

All reports will be recorded, escalated, and shared with relevant agencies as appropriate.

## 7. Training

All staff and volunteers are encouraged to complete safeguarding training regularly. Free courses in England can be accessed [here](#).

## 8. Policy Review

BB Broadway reviews this policy annually, or sooner if required by law or best practice.

- **Last reviewed:** 30/12/2025
- **Next review due:** 30/12/2026



## Resources

### Official Guidance & Statutory Documents

- [Working Together to Safeguard Children \(DfE\)](#)
- [Keeping Children Safe in Education \(DfE\)](#)

### Training & Courses

- [Free Online Child Protection & Safeguarding Training Courses](#)
- [NSPCC Safeguarding Training & Resources](#)
- [Safeguarding Children e-Learning \(e-LFH\)](#)
- [Virtual College Free Safeguarding Courses](#)
- [Basics of Safeguarding Children \(Alison\)](#)

### Guidance & Practice Resources

- [Getting Started with Safeguarding & Child Protection \(NSPCC\)](#)
- [NSPCC Online Safety Resources](#)
- [Child Protection System in England Overview \(NSPCC\)](#)

### Additional Resources

- [Internet Matters – Online Safety Guidance](#)
- [Childnet – Online Safety Resources](#)

# Staff & Volunteer Code of Conduct

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

## 1. Professionalism & Representation

- **I will** act as a positive role model, maintaining high standards of ethics and behavior.
- **I will** use appropriate language at all times and refrain from discussing inappropriate personal topics (e.g., partying, dating, or home life) with young people.
- **I will** respect the diversity of all participants, ensuring an inclusive environment free from discrimination or bullying.

## 2. Interaction & Boundaries

- **I will** avoid being alone with a child. I will operate within the "rule of two" (two adults present) or remain in a visible, public area.
- **I will** respect personal space. Physical contact will be restricted to "safe zones" (hands/shoulders) and must be child-initiated or required for safety.
- **I will not** develop "special" relationships or friendships with students that could be perceived as favoritism.

## 3. Communication & Social Media

- **I will** only communicate with students through approved organizational channels.
- **I will not** "follow," "friend," or "DM" students on any personal social media platforms (TikTok, Instagram, etc.).
- **I will not** share my personal phone number or home address with any student.

## 4. Safety & Environment

- **I will** immediately report any safety hazards or equipment damage to the supervisor.
- **I will** adhere to all "Knock and Announce" protocols for bathrooms or changing areas.
- **I will not** store photos or videos of students on my personal phone. Any imagery will be passed onto bethany and deleted immediately.

## 5. Mandatory Reporting

- **I understand** that I have a duty of care. If a child discloses abuse or I witness suspicious behavior, I will report it to the **Designated Safeguarding Lead (DSL)** immediately.
- **I will not** attempt to investigate or "prove" allegations myself; I will simply record and report.

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## Staff Acknowledgement

"I have read and understood the Safeguarding Guidelines and this Code of Conduct. I agree to abide by these principles to ensure the safety of the young people in my care and the integrity of my professional reputation."

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_