



Safeguarding Policy & Code of Conduct 2026–2027

Last Reviewed: June 2026

Next Review: August 2027

This policy is reviewed annually and may be updated in accordance with safeguarding legislation, guidance, and best practice.

INTRODUCTION

Elysium Ballet Academy is dedicated to providing a safe, supportive, and nurturing environment for all students.

Founded and led by Selin Bernâ Çakıcı, a Royal Academy of Dance (RAD) Registered Teacher and certified Progressing Ballet Technique (PBT) Instructor, the academy places the welfare of children and young people at the centre of all activities.

This document outlines Elysium Ballet Academy's safeguarding policy and code of conduct and provides guidance for staff, substitute teachers, guest teachers, volunteers, students, and parents.

1. SAFEGUARDING POLICY

1.1 Policy Statement

Elysium Ballet Academy is committed to safeguarding, protecting, and promoting the welfare of all children and young people in our care.

The academy strives to create an environment in which every student feels safe, respected, valued, and supported.

1.2 Aims of the Policy

- To provide a safe environment where students can enjoy ballet training and artistic development.
- To promote a culture of respect, professionalism, and inclusion.
- To ensure that all staff and volunteers understand their safeguarding responsibilities.
- To establish clear procedures for reporting concerns regarding a child's welfare.
- To support the wellbeing of all students participating in academy activities.

1.3 Definitions of Abuse

Physical Abuse – Causing physical harm or injury.

Emotional Abuse – Persistent emotional ill-treatment that may adversely affect a child's emotional development

and wellbeing.

Sexual Abuse – Inappropriate sexual behaviour, exploitation, or involvement in sexual activities.

Neglect – Failure to meet a child’s basic physical or emotional needs, including adequate supervision, care, food, rest, or medical attention.

1.4 Responsibilities

Designated Safeguarding Lead (DSL)

Selin Bernâ Çakıcı serves as the Designated Safeguarding Lead (DSL) for Elysium Ballet Academy.

Responsibilities include:

- Maintaining and reviewing safeguarding procedures.
- Ensuring staff are familiar with safeguarding expectations.
- Managing safeguarding concerns and reporting where appropriate.
- Maintaining accurate records and confidentiality.
- Promoting a safe culture throughout the academy.

Staff Responsibilities

- Maintain professional conduct at all times.
- Report safeguarding concerns promptly.
- Support student wellbeing.
- Follow academy safeguarding procedures.
- Participate in safeguarding training where required.

Substitute Teachers, Guest Teachers, Volunteers & Assistants

All substitute teachers, guest teachers, volunteers, and assistants are expected to comply with:

- This Safeguarding Policy
- The Elysium Ballet Academy Code of Conduct
- Academy House Rules
- Photography, Video & Privacy expectations

They share responsibility for maintaining a safe, respectful, and supportive learning environment.

1.5 Confidentiality

Safeguarding concerns will be handled sensitively and confidentially.

Information will only be shared on a need-to-know basis where necessary to protect the welfare of a child or comply with legal obligations.

1.6 Online Safety & Digital Communication

Elysium Ballet Academy is committed to promoting safe and responsible use of digital communication.

Communication with students and parents should take place through approved channels, including:

- Eversports
- E-mail
- WhatsApp
- Official academy social media platforms

Where appropriate, communication regarding students under the age of 18 should involve parents or guardians.

All staff, substitute teachers, volunteers, and guest teachers must maintain professional boundaries in online communication.

1.7 Photography, Video & Privacy

Elysium Ballet Academy recognises the importance of protecting children's privacy.

No photography or video recording by parents, guardians, students, or visitors is permitted during classes, rehearsals, backstage activities, or within private studio spaces.

Images and videos captured by Elysium Ballet Academy are used with care, discretion, and appropriate parental consent.

Parents and guardians may request that their child is not featured in public photographs, videos, or promotional materials.

Further information can be found in the academy's House Rules & Membership Guidelines.

1.8 Reporting Concerns

Any safeguarding concerns should be reported immediately to the Designated Safeguarding Lead.

In the absence of the DSL, concerns should be reported to the teacher responsible for the activity and followed

up with the DSL as soon as reasonably possible.

Where there is an immediate risk of harm, the appropriate safeguarding authority, emergency services, or child protection services should be contacted without delay.

2. CODE OF CONDUCT

2.1 Ethical Standards

All staff, substitute teachers, volunteers, and guest teachers are expected to uphold the highest standards of professionalism and integrity.

Students should be treated with dignity, respect, fairness, and kindness at all times.

2.2 Professional Boundaries

Appropriate physical and emotional boundaries must always be maintained.

Behaviour that could be perceived as inappropriate, intimidating, discriminatory, or abusive will not be tolerated.

2.3 Communication

All communication should be professional, respectful, and age-appropriate.

Staff should avoid private or secretive communication with students.

2.4 Physical Contact

Physical contact should only occur where necessary for:

- Safety
- Ballet instruction
- Injury prevention

Any physical guidance should be appropriate, respectful, and clearly related to teaching purposes.

2.5 Use of Technology

Electronic communication must take place through approved academy channels.

Personal social media accounts should not be used for inappropriate or secretive communication with students. Where possible, communication should take place through approved academy channels and, where appropriate, involve parents or guardians.

2.6 Breaches of Conduct

Any breach of this policy or code of conduct will be taken seriously and may result in disciplinary action or removal from academy activities.

Staff and volunteers are encouraged to report concerns regarding conduct without fear of repercussions.

3. MONITORING & REVIEW

The academy will monitor adherence to this policy through:

- Regular review of safeguarding practices
- Staff and volunteer feedback
- Parent and student feedback where appropriate
- Annual policy review

Any concerns identified through these processes will be addressed promptly.

CONCLUSION

Elysium Ballet Academy is committed to creating a safe, supportive, and respectful environment for all students.

Safeguarding is a shared responsibility, and all members of the Elysium community are expected to contribute to maintaining a culture of safety, professionalism, and wellbeing.

CONTACT

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