



DARTFORD HINDU MANDIR
Kent, United Kingdom
POLICIES AND PROCEDURES MANUAL
Company Number: 13344798

Safeguarding Policy
Document 3 of 15
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Section 3: Safeguarding Policy (Children & Vulnerable Adults)

This policy is crucial for running Language, Music, Dance, and Youth Classes at the Mandir.

3.1 Designated Safeguarding Lead (DSL)

A Designated Safeguarding Lead (DSL) and deputy must be appointed and clearly identified. The DSL will maintain a secure, encrypted register of all DBS certificate numbers and renewal dates.

3.2 Safeguarding Procedure

If a concern arises:

1. Record concern immediately
2. Report to DSL
3. DSL assesses risk
4. Refer to appropriate authority if required
5. Maintain confidential records

3.3 DBS Checks

- Enhanced DBS required for all regulated roles
- DBS checks reviewed every 3 years
- No unsupervised access to children without clearance

3.4 Regulated Activity and DBS Clearance

- Mandatory Vetting: Every teacher, tutor, instructor (including music, dance, and language classes), and regular youth volunteer must hold a valid, Enhanced Disclosure and Barring Service (DBS) check with a children's barred list check.
- Vetting Register: The DSL will maintain a secure, encrypted register of all DBS certificate numbers and renewal dates.

3.5 Classroom & Studio Safety Rules

- The Two-Adult Rule: A minimum of two vetted adults, or one vetted teacher and one parent volunteer, must be present in every language, music, or dance classroom at all times. No instructor may be left alone behind closed doors with a single child.
- Sign-In/Sign-Out: Parents must physically sign their children into classes and sign them out. Children under 12 will not be allowed to leave the classroom or building unescorted.
- Photography of Minors: No photos or videos of children participating in classes, dance performances, or temple activities may be taken or posted online without explicit, signed parental consent forms.

3.6 Physical Contact in Performing Arts

- Dance/Instrument Instruction: Dance and music (e.g., Harmonium, Tabla, Madal) instruction occasionally requires physical adjustment of posture or hand placement. Instructors must always ask the student's permission before

making a physical correction and ensure the adjustment is done openly in the view of others.

End of Safeguarding Policy

Dartford Hindu Mandir, Kent