



BROADWAY BREAKTHROUGH SAFEGUARDING POLICY

January 2026

1. SAFEGUARDING PRINCIPLES

Broadway Breakthrough (and By the Collectives) is a trading name of The International Entertainment Collective Ltd (IEC). This Safeguarding Policy applies to all Broadway Breakthrough competitions, workshops, masterclasses, rehearsals, events and associated activities across all UK and international venues.

We are committed to keeping children, young people, and adults at risk,* safe from harm. Safeguarding is everyone's responsibility. Our approach is inclusive, respectful, and supportive for all, regardless of age, disability, race, religion, sex, sexual orientation, or gender identity.

This policy should be read alongside:

- Broadway Breakthrough Competition Rules
- Broadway Breakthrough Photography & Media Policy
- Venue specific safety information

Key points for staff:

- No child, young person or adult at risk should experience abuse, neglect or exploitation
- Every attempt must be made not to be alone with a single student. If unavoidable, ensure the environment is visible to others (open door, nearby colleague, or online supervision tools, e.g. Teams)
- Always act in the best interests of students and participants
- Report any concerns about safety or wellbeing immediately

2. SCOPE

This policy applies to:

- All Broadway Breakthrough staff, adjudicators, volunteers and contractors
- Visiting teachers, chaperones and studio representatives
- Participants, parents, carers and spectators
- All Broadway Breakthrough led activities, including competitions, rehearsals, workshops, masterclasses, photo sessions and online interactions

Safeguarding covers protection from:

- Physical, emotional or sexual abuse
- Neglect
- Bullying or cyberbullying
- Exploitation, radicalisation, or extremism (Prevent duty)
- Discrimination, harassment, or other harmful treatment

*Adult at risk: someone who needs care and support (whether or not they currently receive it), is experiencing – or is at risk of – abuse or neglect, and cannot protect themselves from abuse or neglect because of their care and support needs. IEC recognises there are many different factors that may result in an adult being vulnerable to exploitation, radicalisation or abuse, without them coming within the legal definition of an Adult at Risk, e.g. relationship breakdown, financial problems, physical or mental ill-health and social isolation.



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January 2026

3. KEY SAFEGUARDING ROLES AND CONTACTS

KEY SAFEGUARDING CONTACTS

Designated Safeguarding Officer (DSO)

Laura Proudfoot	laura@entertainment-collective.com
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IEC Managing Director

Drew Gowland	drew@entertainment-collective.com
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DSO Responsibilities:

- Lead implementation of safeguarding policy
- Undertake Level 3 safeguarding training and refresher every 2 years
- Provide safeguarding training to all staff every 3 years
- Offer advice, support, and guidance on concerns
- Liaise with social services, police, and other agencies
- Maintain safeguarding records securely
- Review and update policy annually and after any incident

Employee Responsibilities:

- Understand and follow this policy
- Complete safeguarding training as required
- Report concerns promptly to the DSO and use Safeguarding Concern Reporting Form (see Appendix A)
- Contact social services or police directly in urgent cases

Participant Responsibilities:

- Be aware of safeguarding guidance
- Report concerns about themselves or others
- Treat others respectfully and contribute to a safe environment

Whistleblowing:

- Employees must report unsafe practices or breaches of safeguarding to the DSO
- MD must report any harmful behaviours by employees to Disclosure Scotland
- IEC supports reporting in confidence without fear of retaliation



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January 2026

4. SAFEGUARDING AT COMPETITIONS

Broadway Breakthrough events involve large numbers of children and young people.

To ensure safety:

First Aid

- Qualified First Aiders are present at all events to manage injuries or medical emergencies

Backstage Access

- Only dancers, teachers and authorised chaperones may enter backstage areas
- Wristbands must be worn at all times
- Parents/Spectators (unless acting as the registered licensed chaperone with a wristband) are not permitted backstage, in dressing rooms or wings

Dressing Rooms

- Dressing rooms are gender specific unless otherwise required for accessibility or safeguarding reasons
- No photography or filming is permitted in dressing rooms
- Parents and spectators (unless acting as the registered licensed chaperone with a wristband) are not permitted backstage or in dressing rooms

Supervision

- Studios/teachers are responsible for supervising their dancers at all times
- Broadway Breakthrough staff oversee stage flow, backstage safety and welfare

Photography & Filming

- Consent is collected during registration
- Official photographers may operate in designated areas only
- Parents may take photos in designated areas (e.g. awards walls, foyer) but strictly **NO photography or filming is permitted** of the stage/performances or within dressing rooms

Talent Identification / Scouting

- Representatives from Talent Collective/Kids Collective may be present to identify talent
- All approaches regarding representation or platform invites will be directed to the parent/carer or studio teacher in the first instance
- No staff member or scout will approach a child under 18 alone or ask for direct contact details from the child

Behaviour & Conduct

We operate a zero tolerance policy for:

- Bullying • Harassment • Aggression • Inappropriate behaviour • Unsafe conduct

Anyone breaching these standards may be removed from the event.



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January 2026

5. RECOGNISING ABUSE

Staff should be alert to signs of abuse:

- **Physical:** unexplained injuries, burns, fear of touch
- **Sexual:** inappropriate sexual behaviour, self-harm, pregnancy
- **Emotional:** low self-esteem, withdrawal, extreme behaviours
- **Neglect:** poor hygiene, hunger, untreated medical needs
- **FGM or harmful cultural practices**

Important: Staff don't need to determine abuse – observe, record, report.
(See appendix B for procedure flow-chart.)

6. REPORTING SAFEGUARDING CONCERNS

Immediate risk: call 999 and notify the DSO

Non-urgent concerns: email the DSO: laura@entertainment-collective.com

Staff should:

- Listen carefully without judgment
- Reassure the student they are not to blame
- Avoid giving guarantees of confidentiality
- Use open-ended questions only
- Record concerns immediately using the Safeguarding Concern Reporting Form and provide a copy to the DSO

7. RECORD KEEPING AND CONFIDENTIALITY

- Keep accurate, factual records saved in IEC's secure Microsoft 365 cloud platform
- Share information only with those who need to know
- Information may be shared externally if necessary to protect a student or adult at risk

8. ALLEGATIONS AGAINST STAFF

- Report allegations to the DSO (or MD/Board if the DSO or MD are involved)
- Suspension is a neutral procedural step if there is risk of harm
- Investigations are fair, timely, and confidential, in cooperation with Police and Social Work
- Disciplinary action follows IEC's Staff Handbook procedures



BROADWAY BREAKTHROUGH SAFEGUARDING POLICY

January 2026

9. ONLINE SAFETY

- Children and adults must be protected from online risks, including cyberbullying and inappropriate content
- Staff should follow behaviour code in the Staff Handbook and the **IEC IT Policy**
- Students/Competitors should be supervised by their parents/guardians/teachers regarding online activity during events
- Students should only communicate with staff via official channels and follow the **IEC IT Policy**
- Report online safeguarding concerns immediately to the DSO
- IEC captured images of children/yp/adults and families are only used after written permission is obtained, and only for the purpose/s for which consent has been given (i.e. completion of IEC photography and video consent form: see Appendix C)

10. PHYSICAL CONTACT GUIDANCE

- Only use minimal contact necessary for safety or teaching technique
- Explain any physical correction to students at the start of sessions
- Students can refuse contact; respect their wishes and seek guidance from the DSO if needed

11. SAFER RECRUITMENT AND EXTERNAL GUESTS

- All staff must undergo Disclosure Scotland checks, references, and ID verification
- Visiting creatives and judges are always accompanied by IEC staff if interacting with students/competitors
- A central register tracks all vetting information

12. STAFF CODE OF CONDUCT

Staff must:

- Demonstrate high professional standards
- Maintain appropriate boundaries
- Treat participants/students and colleagues with respect
- Put competitor/student safety and welfare first
- Avoid behaviour that could damage IEC's reputation

13. GIRFEC AND SHANARRI FRAMEWORK

Broadway Breakthrough follows the GIRFEC and SHANARRI wellbeing principles in Scotland and applies equivalent child-centred safeguarding principles across all UK and international venues.



BROADWAY BREAKTHROUGH SAFEGUARDING POLICY

January 2026

14. TRAINING REQUIREMENTS

- **All staff:** mandatory safeguarding training every 3 years
- **DSO:** Level 3 refresher training every 2 years
- **Training includes:** recognising abuse, online safety, Prevent duty, and safe working practices

15. POLICY REVIEW AND RETENTION

- DSO reviews policy annually and after incidents
- Safeguarding records retained as legally required
- Staff are informed of updates or changes

Policy Owner: **Director of Education & Training (DSO)**

Review Frequency: Annually, as minimum

Next Review Due: January 2027

Signed: 

Laura Proudfoot on behalf of Broadway Breakthrough/IEC

Date: 30 January 2026



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APPENDIX A:

COPY OF SAFEGUARDING CONCERN REPORTING FORM



Safeguarding Concern Reporting Form

This form should be used to record safeguarding concerns relating to children, young people and/or vulnerable persons/adults at risk. In an emergency please inform the Police or social services immediately.

All the information gathered must be treated as confidential and reported to the Designated Safeguarding Officer within one working day, or the next working day if it's a weekend.

This form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken.

Please complete the form as fully as possible.

1	Your details (the person completing the form)
Name	<input type="text"/>
Position	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
2	Details of the person affected
Name	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
3	Details of the incident (describe in detail using only the facts)
<input type="text"/>	



Safeguarding Concern Reporting Form

4	Other present or potential witnesses
Name	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
5	Additional relevant information that you believe to be helpful or important
<input type="text"/>	

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>



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APPENDIX B:

PROCEDURE FOR REPORTING CONCERNS FLOW-CHART

