

Martyn's Law (Protect Duty) Policy

Organisation: Sparkle Dance Studios

Applies to: All staff, freelancers, volunteers, students, parents/carers, and visitors

Age Range Served: 18 months + (children, young people, and adults)

Premises: Sparkle Dance Studios, PR2 1BD (controlled entry with keypad access)

1. Policy Statement

Sparkle Dance Studios is committed to providing a safe, secure, and welcoming environment for all students, families, staff, and visitors. In line with the principles of **Martyn's Law (The Protect Duty)**, we recognise our responsibility to take proportionate and reasonable steps to reduce the risk of harm from terrorist or serious security-related incidents.

This policy outlines how Sparkle Dance Studios assesses risks, manages access to the premises, prepares staff, and responds effectively to security incidents while maintaining a positive and inclusive environment.

2. Scope

This policy applies to:

- All activities held on Sparkle Dance Studios premises
- Classes, rehearsals, performances, workshops, and events
- All individuals on site, including children, adults, parents/carers, staff, contractors, and visitors

3. Risk Awareness and Assessment

Sparkle Dance Studios acknowledges that while the likelihood of a terrorist incident is low, awareness and preparedness are essential.

We will:

- Maintain a basic risk assessment considering security threats and vulnerabilities
- Review studio layout, entry points, and evacuation routes regularly

- Consider age-specific needs, particularly for toddlers and young children
- Update risk assessments following any significant change to the premises, operations, or guidance

4. Access Control and Premises Security

To reduce unauthorised access, Sparkle Dance Studios operates a **keypad-controlled entry system**.

Security Measures Include:

- Keypad access to the main entrance during class times
- Entry codes shared only with authorised staff and families
- Codes changed periodically or immediately if compromised
- Visitors required to be supervised at all times
- External doors kept closed and locked when classes are in progress

Staff are responsible for remaining vigilant and reporting:

- Unfamiliar individuals attempting to gain access
- Doors being left open or security systems being misused
- Any suspicious behaviour inside or outside the premises

5. Staff Training and Awareness

All staff and regular volunteers will receive appropriate guidance and instruction proportionate to the size and nature of the studio.

This includes:

- Understanding the principles of Martyn's Law
- Recognising suspicious behaviour or unattended items
- Knowing how to respond calmly and appropriately to incidents
- Understanding lockdown, evacuation, and communication procedures

Training will be refreshed periodically and when new risks are identified.

6. Procedures in the Event of a Security Incident

Sparkle Dance Studios adopts a **Run, Hide, Tell** approach where appropriate, adapted for a dance studio environment with children.

If an Incident Occurs:

- **Run:** Evacuate the building if it is safe to do so, following established evacuation routes
- **Hide:** Secure rooms, lock or barricade doors if evacuation is unsafe, keep everyone calm and quiet
- **Tell:** Contact emergency services as soon as it is safe

Staff will:

- Prioritise the safety of children and vulnerable individuals
- Provide reassurance and clear instructions
- Account for all students and staff where possible

7. Communication

In the event of an incident:

- Emergency services will be contacted immediately
- Parents/carers will be informed as soon as it is safe and appropriate
- Information shared will be factual and proportionate

Sparkle Dance Studios will avoid causing unnecessary alarm while ensuring transparency and care.

8. Safeguarding and Welfare

This policy operates alongside our **Safeguarding Policy, Health & Safety Policy, and Emergency Procedures.**

All actions taken under this policy will:

- Consider the emotional and physical wellbeing of children and adults
- Be age-appropriate and sensitive
- Support inclusive practice and accessibility needs

9. Roles and Responsibilities

- **Studio Owner/Manager:** Overall responsibility for implementation and review of this policy

- **Staff and Freelancers:** Day-to-day vigilance and adherence to procedures
- **Parents/Carers:** Supporting access control procedures and reporting concerns

10. Policy Review

This policy will be reviewed:

- Annually
- Following any security incident or near miss
- In response to changes in legislation or official guidance relating to Martyn's Law

Date: 03/04/2025

Next Review Date: 03/04/2026

Policy Approved by Harriet Barlow - Principal