

Document Name:	Wild Technique Breakers customer protection policy for protecting the health and welfare of children and young people (ages 5 to 17) and adults (ages 18+) in attendance of advertised classes hosted by Wild Technique Breakers
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Document Version:	1.1
Date Version Completed:	01/09/21
Major Revisions:	<ol style="list-style-type: none"> 1. All Pages- Spelling and grammar corrections. No change of meaning. 2. Change “WTBreakers” to “WTB” abbreviation. No change of meaning.

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1. Introduction to our Organisation

Wild Technique Breakers (WTB) is an educational company that reaches out to teach children Aged 5+. We also teach adults aged 18+. We are providing group classes in a dance known as ‘Breakin’. These classes are delivered as group physical education lessons, taught by experienced ‘break’ dancers. This dance style involves spinning and

balancing on body parts that are not normally used as such; for example, hands; knees; heads etc. This publication is a statement of the serious rules and attitude of the WTB business rules and its child protection policy and customer protection policy in one document that WTB strives to maintain. It is aimed as a policy that includes the terms and conditions of participation in the advertised classes hosted by Wild Technique Breakers.

This company advertises for particular audiences to participate in. These can limit individuals' participation who are unable to meet the entry requirement to be a class participant. Though WTB does aim to be as inclusive and diverse as possible, we have to set boundaries for classes so as to provide a positive and safe teaching environment for the customer. We deliver these classes following a thorough Risk Assessment and identifying the best safety protocols that allow for the safest delivery of these classes.

This publication is aimed to cover the advertised classes of WTB. WTB does on occasion get hired to deliver education at different locations that are not WTB own advertised classes. This publication is the evidence of our promise that WTB only accepts the responsibility of providing responsible practice of business in our own advertised classes and those customers of the WTB own advertised classes are all that come under the protection of this policy, and we do not stretch our responsibilities to protect other businesses from failing to protect their customers, even if they hire WTB services

2. Our promise

A. Customer Protection Declaration

WTB is committed to the safety of its customers. WTB must ask any attending customer to complete registration forms, and for children under 18, there is a parental permission form for consent to participate and to be taught the dance of 'Breakin' by WTB. This is a requirement to gain the most important emergency contact information of the carer responsible for the child. We require medical information and personal details of the customer such as allergies; religious beliefs; ethnicity; gender of all students. The classes delivered for our pupils is as much of a safe environment as we can control. The owner and hired teachers delivering WTB classes for Ages 5-15 are certified Paediatric First Aid trained if harm or injury was to come to our students who are children and young people. Teachers hired for classes with students Ages 16+ are both certified Paediatric First Aid and First Aid at Work trained for the best protection of young people yet to turn 16 years of age. Classes are hosted by WTB in a studio environment on most occasions. The hired studio and its equipment are assessed to make sure it is suitable to be around. We deliver these classes following a thorough Risk Assessment and identifying the best protocols that allow for the safest delivery of these classes. If necessary WTB will provide our own methods of safety measurements and equip our students with the means to protect themselves against possible harm and injury, which is achieved by providing equipment: knee and elbow pads; helmets; padded flooring. WTB Paediatric First Aid training and First Aid at Work training is transferable to mostly all environment's, but WTB are only going to perform any of this training to maintain the prevention of further harm or loss of life, and aid recovery. It is

impossible to prevent harm completely.

B. Data Protection/GDPR

The prerequisite of any customer's participation in WTB own advertised classes is the completion of a form of registration, asking for personal details of the customer. There is a customer registration form for children/young people and registration forms for adults. These forms ask for the private information of the customer participating in the class because of the high intensity of the dance style the class involves them in, only for the sake of knowing as much as is suitably possible to ensure optimal care of WTB own advertised classes' customers. The information of the customers aged 17 and under requires two best contact numbers for the parents/carers/guardians responsible for the children/young people participating in the dance class. This is for use in the event of an emergency, and shall also be used for updates on the dance classes in the form of an SMS. This is not optional to be opted out of, the messaging does include receiving marketing information. Customers under the age of 18 are always able to withdraw from participating in WTB classes of any kind, and the contact information for the children/young people used to inform of updates for the WTB advertised classes will no longer be texted or contacted by WTB owner or hired teachers, as long as the WTB representatives are notified first of the withdrawal of the children/young people from the 'Breakin' classes. The information of adult students includes one best emergency contact person, such as next of kin and their best contact number and details of the relationship with the customer. The best contact number of an emergency contact for adult students is only to be used for emergency contact information, and will not be sent marketing information. The adult students attending WTB classes will be required to provide the best contact number for themselves to receive correspondence and updates from WTB also by SMS, this includes marketing information and can not be opted out of except by informing WTB that they are withdrawing from WTB services. If any customer who is a young person under 17 or adult over 18 that withdraws from WTB services and then wishes to resume at a later time, then they must complete another registration form.

Owner Jordan Wildman, and hired teachers of WTB, will not misuse any customers information, personal details or medical information given to WTB. WTB will protect the information of the students attending to the best of our ability and only share any of the sensitive information mentioned in the event of an emergency, or if WTB is approached by local services or the Police because of suspicion of maltreatment of any customer WTB comes into contact with (see sections 3 and 4). Each agreement will have to be signed again by each customer's carer under 18 years and participants over 18 years of age in the event of any changes of medical needs or changes of emergency contacts.

Customers will have the ability, at all times, to withdraw themselves from WTB services. To ensure the protection of the customers of WTB advertised classes is the best it can be, it is in WTB best interest to retain all information it has received in past contract years to ensure a trail of paperwork can be identified and customers have been fully

cooperative with WTB, and vice versa, for the upkeep of safety and consideration of all customers of WTB, past and future. WTB will retain information of its customers who are under the age of 21 until that customer grows to be 21 years old, so that any information about what that customer has submitted to us is clear and honest, and for the safety of the customer. When a customer is 21 years of age, the registration form and its information must be resubmitted a maximum of every three years since starting with the WTB, and information from the previous contract is no longer valid, but as mentioned, still withheld for customer safety. Finally, in the event there is a release of new information of terms and conditions of registration in the year of WTB advertised classes, then it is a requirement to immediately get a new signed registration form of customers to ensure the customer is fully informed and aware of the terms of participation in WTB own advertised classes.

WTB has to capture and use pictures and videos taken of the children, young people and adults who attend WTB own advertised classes for advertisement purposes. WTB would like all customers aware that these videos and pictures will be shared on social media platforms, and only used professionally. If there is a concern for the wellbeing of any participant, or the display of photos and videos is not wanted or desired by the customer or a parent/carer/guardian on a registration form, then WTB will not have the identity of that customer photographed and shared.

C. Physical Dance Education/Risk Assessment

Physical exercise like dancing, much like any sport, comes with risks. The kind of dance movement 'Breakin' involves is bouncing/hopping; balancing; spinning; explosive movement onto any part of the body. Though WTB will produce a Risk Assessment of WTB own advertised classes for the sake of protecting all participating customers as best as possible, it does not stop every possible risk of injury occurring, but WTB will not ask the student children/young people and adults to perform any 'Breakin' movement that the WTB representatives are without an understanding of on how the move is to be completed, or, how best to practice it. WTB teachings do require the physical contact of its students on frequent occasions, and this will always be for the sole purpose of teaching good practice of 'Breakin'. The education of WTB customers will never be allowed to be threatening or harmful. WTB demonstrations, physical contact, and education of the 'Breakin' style and completion of the dance will never be lewd, contain nudity, or expose WTB customers physically or sexually, and never with the intention of making participants or carers/parents uncomfortable or offended. WTB are well aware that areas of privacy on a human body are the groin, buttocks, nipples, breasts and orifices. In the incorrect preparation, or failing to anticipate the correct handling of a 'breakin' movement could result in the contact of these private areas, and we are sorry if this occurs and do not do this intentionally.

D. Injury Logbook and Procedure

In the event of injury or harm occurring to any of WTB students only in our own advertised classes, WTB will record the happenings in an injury/incident logbook that is kept under the same level of care and protection as the sensitive information of WTB own advertised classes customers and is treated in the same caring respect as information in the section in this report on GDPR. The logbook will be used to record any injuries or events of noticeable concern that could be considered a further danger to children/young people and adult students as they occur by the owner of WTB or hired teachers. The information in the logbook will contain the information of the incident as follows: name of injured/unwell customer; date; time; a brief description of the incident; action/advice to prevent further harm. This logbook will not be shared with any third parties, but in the event, WTB is approached by local services or police because of a concern of maltreatment of any of WTB advertised classes customers then the information will be shared only appropriately with the relevant services or Police. Most importantly, the information of injuries that occur to any children/young people or adults under 21 years of age that occurs in WTB advertised classes, that are recorded in the injury/incident log book will be kept in the possession of WTB because it is in the interest of the customer to know until the injured children/young person under 21 grows to the age of 21 years old as aforementioned. This is in the event customers wish to pursue legal reprimand for the injury/incident recorded in the book. Adult customers over 18, who have sustained incident/injury in WTB advertised classes, and where the incident is recorded in WTB injury log book, has the ability to pursue legal reprimand against WTB as well and has WTB full cooperation for their health to work with them to the close of concern. When an incident/injury occurs to children/young people recorded in the incident/injury logbook, WTB will inform the parent/carer guardian of children and young people face to face at the soonest possible opportunity to help aid the recovery and care of the injured child/young customer. The parent/carer/guardian who has collected the child/young person, preferably whoever registered their children/young people to be a customer of the WTB classes, are to sign the logbook next to the incident record to evidence their gaining information and acknowledgement of their children/young people getting involved in injury/incident. To ensure the upkeep of proper protection of customer privacy in Section 2(b), the injury/incident log book will be kept in the protection of WTB with the same respect as the personal and sensitive information of each customer, that is why when incident/injury occurs and signature of acknowledgement of the injury/incident to the children/young people has occurred, the parents/carers/guardians will not be able to see other past information of other customers of WTB signatures, injury/incidents, or individuals involved in accidents using separate logs. In the event an adult is involved in injury/incident in the WTB own advertised classes and it is recorded in the incident/injury logbook, WTB will then stay in contact with the injured customer through their recovery time including until emergency services arrive in extreme situations. It is then that the injured customers emergency contact provided at registration is informed when it is a later safer and more suitable time. Adult customers registered to the WTB advertised classes who are involved in injury/incident that are recorded in the injury/incident log book do not have to sign for proof of their injury/incident as they will be signing upon registration to the WTB classes that they accept the risks of participation. Fair access to proof of the information that the adult customer was involved in

injury/incident will only be applicable to local services or police in the event claims against WTB are made and no information will be withheld for the safety and wellbeing of all WTB customers, past present and future. WTB wishes for customers to know that a lot of 'breakin' moves are dangerous, and require a number of attempts before being successfully completed, but WTB are very experienced in the dance style of 'Breakin' and know these moves are always achievable. Injury/Incident or even death may occur in the attempts to complete the movements of the dance style known as 'Breakin' and these are accepted upon signed registration to WTB own advertised classes.

3. Child Students Wellbeing

WTB representatives wish to be notified of any illnesses or injuries the customer is suffering before their participation in WTB own advertised classes. In the event there is any cause for concern for the safety and wellbeing of a student of WTB, especially in the case of children and young people who come to our classes, WTB will approach the local services or police and cooperate fully with any procedures. WTB will try to identify on any occasion where children and young people require help or have needs of support against any form of neglect, abuse or maltreatment, especially against adults the children and young people are associated with within their personal lives outside of class. In the event WTB are approached or accused of being a cause for concern for children and young people's wellbeing, WTB will suspend business until further notice, and WTB will cooperate fully with whoever approaches us from local services or the police.

"... duties placed on the local authority can only be discharged with the full cooperation of other partners, many of whom have individual duties when carrying out their functions under section 11 of the Children Act 2004 (see chapter 2). Under section 10 of the same Act, the local authority is under a duty to make arrangements to promote cooperation between itself and organisations and agencies to improve the wellbeing of local children (see chapter 1). This cooperation should exist and be effective at all levels of an organisation, from the strategic level through to operational delivery."

Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children July 2018
[PDF Online] Pg.6 (Accessed 1.10.18)
([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018 .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf))

For each class for children and young people ages 5 to 15, a parent/carer/guardian must take it upon themselves to notify WTB if a child is getting escorted off the premises by someone other than the signatory parent/carer/guardian on the registration document of that contractual year. But in the event of any individual trying to declare they are authorised on occasion to escort a child off the premises without WTB being previously informed or WTB are suspicious of the individual, WTB will use the contact details provided

to them to get confirmation directly from the signatory parent/carer/guardians before allowing the children and young people to leave with the individual, and will do their utmost to protect the children and young people from harm of the suspicious individual.

4. Adult customer wellbeing

WTB representatives wish to be notified of any illnesses or injuries the customer is suffering before their participation in WTB own advertised classes. This is to prevent further harm from happening to the customer. In the event there is some suspected risk or harm being caused to adults and we suspect there is an involvement of a threat to health and wellbeing of the adult customers outside of WTB advertised classes, WTB would be obliged to approach the relevant local services or Police and cooperate with them fully.

5. Performances in Shows

A. Outdoor Shows

On occasion, WTB will host a show of the skills of our students encouraging the children/young people and adults attending WTB to demonstrate the education they have developed in. The public display of these shows can be featured on the streets in public, and in other circumstances, WTB could be invited to perform in a staged indoor event. WTB even hosts its own indoor show. In shows hosted by WTB, on the street and also in indoor showcases, WTB may ask audiences to pay for the viewing of the dance shows displayed by these children/young people and adults demonstrating these moves in a performance environment. The children/young people and adults participating should not be subjected to experience maltreatment; exploitation; or abuse in these public shows, and WTB will complete a risk assessment to ensure these participating children/young people are never at risk of harm, physically or emotionally. These risk assessments will be completed for each show.

B. Indoor Shows

If there is a company hiring WTB and its students to deliver a show, a better explanation of the environment our young people/children and adults are going to be performing in will be learnt about and agreed upon before the participating customers are going to be performing at the site. It is in WTB interest to ensure there are suitable retirement areas, toilet access and changing rooms for the children/young people and appropriate supervision for the children/young people to protect them from maltreatment, exploitation or harm, especially if they are staying on the performance site for a long duration. Parents/Carers/Guardians may be asked to remain on-site with their children/young people to aid in supervising their own children/young people at all times to maintain in care and protection of our children/young people customers.

C. Signing Customers to Perform

In all events and shows of the children/young people and adults displays of abilities under a WTB organised show or a show WTB are participating in to complete in an event, WTB are not hiring or employing the children to complete the show, and instead, the children and young people are showing their breakdance moves as a product of the education system WTB teaches to give the abilities these children have developed. There will be no payment given to the children/young people and adults for the shows completed, as we are not employing the children/young people and adults who are customers of WTB. The business is trying to collect funds to provide to the next class, fund better equipment, and fund better productivity.

6. Our teachers

The teaching representatives of WTB are experienced in 'Breakin' and hand-picked. The teachers are specifically chosen by WTB owner Jordan Wildman. Most of a WTB representative's dance experience is known through WTB Owner Jordan Wildman's own personal knowledge of 'Breakin' and evidence of the representative's abilities in the dance style is something physically observable. Representatives' experience in class leadership is reviewed and scrutinised before WTB allows any representation of us, to ensure the teacher can follow class plans to deliver safe and effective education. Furthermore, the representatives are to get full DBS certification before they can deliver their first class. In class, proportional ratios of students to teachers have always been a recommendation but not a requirement. Each class has significantly different risks and requirements so there will always be a First Aid trained representative on site whilst the class is being led.

7. Equality statement

Lastly, our organisation prides itself on all children and young people having the same protection regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We are committed to anti-discrimination in our company, and should a student/customer be exposed to the behaviour, any accused bodies will be reprimanded and asked to leave class safely and escorted out of the premises. In the event there is a child discriminating against another child, a conference will happen between WTB and the parent/carer/guardian of the discriminating child, where we will share what has occurred but not about who it occurred to. The child discriminator parent/carer/guardian will be called at first awareness to ensure a swift and easy process. Sympathetic notice will be given to the discriminated child, and the discriminated child's parent/carer/guardian. A more common phrase of discrimination the public is aware of is 'Bullying' and it is never tolerated. We speak up for those that are bullied and try to provide moral guidance in our classes as well as the physical education of 'Breakin'.

8. Links to relevant guidance

Leicester Safeguarding Children Board [Website] (Accessed 21/9/18)
<http://www.lcitylscb.org/information-for-practitioners/>

Children's Rights: United Kingdom (England and Wales) [Website] (Accessed 22/9/18)
<https://www.loc.gov/law/help/child-rights/uk.php>

Thresholds for access to services for children and families in Leicester, Leicestershire & Rutland, [Website] (Accessed 21/9/18)

<http://lrsb.org.uk/uploads/view-the-llr-lscb-thresholds-for-access-to-services-for-children-and-families-in-leicester-leicestershire-rutland.pdf> Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children July 2018 [PDF Online] (Accessed through a website)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf

Safeguarding in the Performing Arts [Website] (Accessed 21/9/18)

<https://learning.nspcc.org.uk/safeguarding-child-protection/for-performing-arts/>

9. Reviewing material

This policy has highlighted the customers of WTB that are children and young people (ages 5 to 17) and adults (ages 18+) are all considered to be protected under the education of WTB own advertised classes. WTB wishes to be a source of trusted education that produces high-level results of enjoyment and safety in the dance of 'Breakin'. WTB will review this policy each year and as mentioned, if any updates to the document or terms of our class change we will notify customers and ask for signed agreement to our company policy.

Signed,

Jordan Wildman, Owner of Wild Technique Breakers