



Vulnerable Persons Safeguarding Statement

Service Provider: The Academy of Dance, Co. Kerry

Nature of Service

Provision of recreational and performance-based dance tuition, including ballet, tap, modern jazz, commercial/street, acro, workshops, rehearsals, examinations, competitions, performances, off-site performances, and related administrative and support services.

- Owner and Principal Teacher: Clarissa Michaux
- Employees: Teachers: Ciara Comerford and Nadiia Sichevska
- Vulnerable Persons Officer: Annie Doogan – vulnerablepersons.officer@theacademyofdance.ie
- Designated Liaison Person (DLP): Clarissa Michaux – theacademyofdance@live.ie

The Academy of Dance provides after-school and weekend dance education at time to time to vulnerable persons in County Kerry. We are fully committed to safeguarding the wellbeing of all students in our care in line with the Assisted Decision-Making (Capacity) Act 2015, as amended; the National Vetting Bureau (Children and Vulnerable Persons) Act 2012, as amended, where applicable; the Data Protection Act 2018 and the General Data Protection Regulation (GDPR); the Equal Status Acts 2000–2018; the European Convention on Human Rights Act 2003; the HSE Safeguarding Vulnerable Persons at Risk of Abuse National Policy & Procedures (2014); the National Standards for Adult Safeguarding; and the National Policy Framework for Adult Safeguarding in the Health and Social Care Sector (2025), together with other applicable national adult safeguarding, consent and protection guidance.

Dance School Locations:

- The Clubrooms, Tailor's Row, Castlegregory, Co. Kerry, V92 FH32
- Loreto Primary School, Scartlea, Muckcross, Killarney, Co Kerry, V93AY90
- The Comhaltas Building (Duchas) in Kerry Sports Academy MTU Tralee North Campus, Dromtacker, Tralee, Co. Kerry, V92 HD4V



Relevant Safeguarding Persons regarding this Vulnerable Persons Safeguarding Statement:

The Relevant Safeguarding Person for The Academy of Dance is Clarissa Michaux (Owner/Director Principal Teacher & Designated Liaison Person). She is the first point of contact for any queries regarding this Vulnerable Persons Safeguarding Statement.

Contact: theacademyofdance@live.ie

The Academy also appoints a Vulnerable Persons Officer who is available to support students, parents, guardians, teachers, teachers in training, staff, chaperones and volunteers with safeguarding concerns.

Contact: vulnerable persons officer – Annie Doogan
vulnerablepersons.officer@theacademyofdance.ie

Designated Safeguarding/Reporting Persons:

The Academy of Dance maintains a list of all Mandated Persons within the service in line with legislation. Mandated Persons within the Academy of Dance are the designated liaison person, the vulnerable person's officer, children's officer and all qualified dance teachers employed by the school. This list is reviewed and updated annually and is available on request.

** Procedure to recruit and select mandated persons within The Academy of Dance follows The Academy of Dance's Recruitment and Selection Policy*

1.1 Statement of Commitment

The Academy of Dance is fully committed to safeguarding the well-being of all vulnerable persons who engage in our services. Our paramount consideration is the safety, welfare, and protection of our participants from any form of harm, abuse, neglect, or exploitation.

We adhere to the requirements of the Assisted Decision-Making (Capacity) Act 2015, as amended; the National Vetting Bureau (Children and Vulnerable Persons) Act 2012, as amended, where applicable; the Data Protection Act 2018 and the General Data Protection Regulation (GDPR); the Equal Status Acts 2000–2018; the European Convention on Human Rights Act 2003; the HSE Safeguarding Vulnerable Persons at Risk of Abuse National Policy



& Procedures (2014); the National Standards for Adult Safeguarding; and the National Policy Framework for Adult Safeguarding in the Health and Social Care Sector (2025), together with other applicable national adult safeguarding, consent and protection guidance, and all relevant legislation, including the International Dance Teachers Association (IDTA) code of professional practice.

1.2 Principles

This Vulnerable Persons Safeguarding Statement (CSS) has been developed in line with relevant statutory safeguarding authority requirements and reflects our commitment to protecting vulnerable people. Key principles include:

- The welfare of the vulnerable persons is paramount.
- All vulnerable persons, regardless of age, ability, gender, or background, have equal rights to protection.
- Teachers, teaching assistants, teachers in training, staff, chaperones and volunteers must maintain professional boundaries at all times.
- Vulnerable persons, families, carers and authorised representatives are valued partners in safeguarding.
- All concerns about vulnerable person's protection will be taken seriously and acted upon in line with legal requirements. Following The Academy of Dance's procedure for managing allegations of harm.

2. Risk Assessment

In accordance with legislation, The Academy of Dance has carried out a risk assessment of potential harm to vulnerable persons while availing of our services.

Risk of Harm Identified	Procedures / Controls to Manage the Risk
Inadequate supervision during classes or rehearsals	Minimum adult-to-vulnerable persons ratios observed; staff trained in safeguarding; open-door policy
Risks associated with classes taking place in a multi-use building	Supervision procedures in place for reception areas, external monitoring of use of individual toilet facilities, monitoring of hallways, access areas and changing of studios
Risks associated with changing rooms or costume fittings	Supervision procedures in place; no unsupervised adults or children; privacy respected

Physical injury due to dance activities	Qualified teachers; adherence to IDTA safe practice standards; Employed teachers have first aid training
Risks during off-site events, travel, or competitions	Appropriate consent from the vulnerable persons or authorised representative, where applicable; suitable supervision/support arrangements; clear travel protocols *(Off -site risk assessment will be undertaken)
Inappropriate online or social media activity	Online safety policy; consent of the vulnerable persons or authorised representative, where legally appropriate for images; restricted social media use *(School social media policy in place)
One-to-one teaching or physical correction of posture	Conducted in open spaces or within view; safeguarding training for teachers
Volunteers or staff without adequate vetting	Mandatory Garda vetting, reference checks, induction before commencing roles
Bullying or peer-to-peer harm	Anti-bullying procedures in place; code of conduct for students *(School anti-bullying policy in place)
Mishandling of sensitive vulnerable persons records	GDPR-compliant data storage; restricted access; retention and destruction schedule
Risk of harm to vulnerable persons by a teacher, teaching assistant, staff member, teacher in training, chaperone or volunteer.	All personnel Garda vetted; safeguarding induction and training required; adherence to Code of Conduct; supervision and reporting procedures in place
Risk of harm to vulnerable persons by a visitor to the premises.	Visitors required to sign in/out; supervised at all times; no unsupervised access to vulnerable persons
Risk of bullying vulnerable persons or peer-to-peer harm.	Zero tolerance bullying policy; clear reporting and response procedures; staff vigilance; ongoing awareness with students and parents
Risk of harm to vulnerable persons while on outings, workshops, or performances off-site.	Off-site risk assessments completed; consent forms required; supervision ratios maintained; clear travel and emergency protocols; designated safeguarding lead present
Risk of harm to vulnerable persons from unauthorised photography, filming, or sharing of images.	Photography/filming only permitted with prior consent of the vulnerable persons or authorised representative, where legally appropriate, by appointed personnel; clear policies for staff, parents, and visitors; restricted use of devices; monitoring at

	events
Risk of harm to vulnerable persons through inappropriate use of social media, internet, or online communication.	Online communication restricted to official channels; staff prohibited from private messaging participants through personal accounts; clear digital safeguarding guidelines and social media procedures in place
Risk of harm to vulnerable persons through lack of adequate supervision.	Supervision ratios maintained at all times; cover arrangements in case of staff absence; open-door policy; registers taken at every class and event
Risk of harm to vulnerable persons if teachers, teaching assistants, teachers in training, staff, chaperones or volunteers are not appropriately Garda vetted or trained.	Mandatory Garda vetting; safeguarding training prior to commencement; induction covering vulnerable persons protection policies; ongoing refresher training

3. Procedures to Manage Identified Risks

To address and reduce risks of harm, The Academy of Dance has implemented the following policies and procedures:

The Academy has the following policies and procedures in place to manage and reduce the identified risks:

Recruitment, selection & vetting:	All teachers, teaching assistants, teachers in training, staff, vulnerable person's officer, chaperones and volunteers are appropriately Garda vetted, reference-checked, and recruited in line with our recruitment & selection policy.
Supervision:	Vulnerable persons are supervised at all times during classes, rehearsals, and events. Those who are in full time care are not permitted to leave until collected by a parent/guardian or authorised representative, unless written consent is provided.
Training:	All teachers, teaching assistants, teachers in training, staff, vulnerable persons officer,

	chaperones and volunteers complete relevant statutory safeguarding training. Lead teachers must equally hold First Aid, CPR, and EpiPen training.
Reporting Procedures:	All concerns and disclosures are reported to the Designated Liaison Person (DLP) or Vulnerable Persons Officer, in line with the vulnerable persons protection & safeguarding policy and procedure for managing allegations of harm
Anti-Bullying:	Our Anti-Bullying Policy ensures bullying, harassment and peer-to-peer harm are addressed promptly, with clear reporting mechanisms for vulnerable persons and, where appropriate, their support networks.
Photography & Media:	The Photography, Filming & Media Policy ensures images are only taken/used with consent of the vulnerable persons or authorised representative, where legally appropriate and stored securely.
Online Safety:	Our Social Media Policy sets strict rules for staff communication, prevents private online contact with students, and ensures safe handling of digital content
Risk Assessment Reviews:	Pre-class safety checklists and regular risk assessments are carried out to ensure risks are identified and mitigated

3.1 Declaration of Specified Safeguarding Procedures

The Academy of Dance confirms that it has in place the six specified safeguarding procedures as required by legislation.

These procedures are formally documented, reviewed annually, and support the implementation of this Vulnerable Persons Safeguarding Statement.

The six procedures are:

1. Procedure for identifying and maintaining details of designated safeguarding/reporting persons.
2. Procedure for appointing a relevant person.



3. Procedure for managing allegations of abuse or misconduct against workers or volunteers.
4. Procedure for reporting vulnerable person's protection and welfare concerns to relevant statutory safeguarding authority.
5. Procedure for the safe recruitment and selection of staff and volunteers.
6. Procedure for maintaining vulnerable persons safeguarding records..

Each procedure is fully implemented within The Academy of Dance's supporting safeguarding policies.

3.2 Specified Safeguarding Procedures in Place

The Academy of Dance confirms that the following six specified safeguarding procedures are in place to support the implementation of this Vulnerable Persons Safeguarding Statement:

Procedure for Maintaining a List of Designated Safeguarding/Reporting Persons – A current list of all designated safeguarding/reporting persons within the service (teachers, DLP, Vulnerable Persons Officer) is maintained, reviewed annually, and available to relevant statutory safeguarding authority on request.

Procedure for Appointing a Relevant Safeguarding Person – As described below, ensuring the individual is trained, vetted, and publicly identifiable.

Procedure for Managing Allegations of Abuse or Misconduct against Workers/Volunteers – Set out in the Academy's Procedure for Managing Allegations of Harm, Procedure for Reporting Vulnerable Persons Protection or Welfare Concerns to the relevant statutory and safeguarding authority. **Detailed in the Vulnerable Persons Protection and Safeguarding Policy.*

Procedure for the Safe Recruitment and Selection of Staff and Volunteers outlined in the Recruitment and Selection Policy, ensuring all personnel are appropriately vetted and trained.

Procedure for Maintaining Vulnerable Persons Safeguarding Records – Ensures all safeguarding and welfare records are stored securely in line with GDPR and Data Protection Act 2018, accessible only to the DLP and Vulnerable Persons Officer. **Detailed in the Vulnerable Persons Protection and Safeguarding Policy.*



These procedures collectively ensure that The Academy of Dance maintains the highest possible safeguarding standards and full compliance with Irish legislation and relevant statutory safeguarding authority's Vulnerable Persons Safeguarding Statement requirements.

3.3 Procedure for Appointing a Relevant Safeguarding Person

In compliance with legislation and the relevant statutory safeguarding authority's Guidance on Developing a Vulnerable Persons Safeguarding Statement, The Academy of Dance has a formal procedure for the appointment of a Relevant Safeguarding Person.

The Relevant Safeguarding Person is appointed by the Service Provider (The Academy of Dances Director) and is responsible for being the first point of contact in relation to the Vulnerable Adult Safeguarding Statement.

The Relevant Safeguarding Person must hold current relevant statutory safeguarding authority Vulnerable Persons training, have up-to-date Garda vetting, and demonstrate a full understanding of vulnerable person's protection procedures.

The appointment is reviewed annually or whenever a change in personnel occurs.

The Relevant Safeguarding Person's name, role, and contact information are clearly displayed within this Vulnerable Persons Safeguarding Statement and on the Academy of Dance's website.

The current Relevant Safeguarding Person for The Academy of Dance is:
Clarissa Michaux (Owner/Director and Designated Liaison Person)
Email: theacademyofdance@live.ie

Additionally:
Vulnerable Persons Officer: Annie Doogan
Email: vulnerablepersons.officer@theacademyofdance.ie



4. Confidentiality & GDPR Compliance

The Academy of Dance ensures compliance with the Data Protection Act 2018 and GDPR:

- Vulnerable Persons safeguarding records are maintained confidentially, securely stored, and accessible only to the DLP and Vulnerable Persons Officer.
- Records are retained securely in accordance with applicable data protection and records-retention requirements, unless otherwise required by law.
- After retention, records are securely destroyed.
- Information is shared on a “need to know” basis only, in line with statutory reporting obligations.

5. Roles and Responsibilities

- Designated Liaison Person (DLP): Clarissa Michaux – Responsible for receiving and managing reports of vulnerable person’s welfare concerns, making reports to relevant statutory safeguarding authority, maintaining safeguarding records, and liaising with statutory authorities.
- Vulnerable Persons Officer: Annie Doogan – Acts as an advocate for vulnerable persons, ensures their voices are heard, and provides a confidential point of contact for students, vulnerable persons, families, carers and authorised representatives.
- All Teachers, Teaching Assistants, Teachers in Training, Staff, Chaperones and Volunteers – Share responsibility for safeguarding vulnerable persons by following this statement, attending training, and reporting concerns immediately without delay.
- The Academy of Dance maintains a written and securely stored list of all designated safeguarding/reporting persons in the service (Teachers, Designated Liaison Person, and Vulnerable Persons Officer). This list is reviewed annually, updated following any staffing changes, and made available to relevant statutory safeguarding authority upon request.

6. Implementation & Review

This Vulnerable Persons Safeguarding Statement will be reviewed every two years or sooner if there is a material change in any matter to which the statement refers.

Date of Adoption: 10th of October 2025

Next Review Date: 09th of October 2027

7. Legislative and Policy Framework

This Vulnerable Persons Safeguarding Statement is informed by the following legislation, standards and organisational policies where applicable:

- Assisted Decision-Making (Capacity) Act 2015, as amended
- National Vetting Bureau (Children and Vulnerable Persons) Act 2012, as amended, where applicable
- Data Protection Act 2018
- General Data Protection Regulation (GDPR)
- Equal Status Acts 2000–2018
- European Convention on Human Rights Act 2003
- HSE – Safeguarding Vulnerable Persons at Risk of Abuse – National Policy & Procedures (2014)
- National Standards for Adult Safeguarding
- National Policy Framework for Adult Safeguarding in the Health and Social Care Sector (2025)
- Other applicable national adult safeguarding, consent and protection guidance
- IDTA Professional Conduct and Safeguarding Standards

8. Availability of Statement

This Vulnerable Persons Safeguarding Statement is:

- Available publicly on The Academy of Dance website for all parents, guardians, students and is available upon request.
- Circulated to all employed staff, teachers, teaching assistants, teachers in training, chaperones and volunteers.
- Included in staff, chaperone and volunteer induction and training.



9. Contact Details

The current Relevant Safeguarding Person for The Academy of Dance is:
Clarissa Michaux (Designated Liaison Person – DLP and Owner/Director)
Email: theacademyofdance@live.ie

Vulnerable Persons Officer: Annie Doogan
Email: vulnerablepersons.officer@theacademyofdance.ie

Relevant statutory safeguarding authority:

HSE Safeguarding and Protection Team – Kerry & Cork
Telephone: 021 492 7550
Email: safeguarding.cho4@hse.ie