



CHILD PROTECTION AND SAFEGUARDING POLICY

Policy Updated

September 2021

Signed by School Principal

K J Marquis

Next Review Date

September 2022

Introduction and policy statement:

Dance Warehouse has a 'duty of care' to provide a safe environment that is conducive to promoting the health and well-being of children and young people under the age of 18 years, and vulnerable adults. Dance Warehouse will take all reasonable steps to ensure that safeguarding and promoting the welfare of children and vulnerable adults is embedded in our contact through the training and activities we provide for them, and that there is a system in place to protect their welfare.

Dance Warehouse believes that; the welfare of the child is paramount, that all children regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.

The purpose of these policies and procedures are:

- to facilitate protection for children under the age of 18 years and vulnerable adults during any activity provided by the Dance Warehouse
- to provide staff with procedures to follow in the event that they suspect a child or vulnerable adult may be experiencing abuse; or be at risk of abuse or harm, or where there is concern about the behaviour of an adult that might harm a child or vulnerable adult.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best outcomes.

Safeguarding is everyone's responsibility and everyone who comes into contact with children and families has a role to play. (A child is defined as anyone who has not yet reached their 18th birthday).

These policies and procedures have been drawn up on the basis of UK law and guidance.

Dance Warehouse will seek to safeguard children and vulnerable adults by:

- Valuing them, listening to and respecting them
- adopting child protection procedures
- sharing information about child protection and good practice with children, vulnerable adults, parents, staff and the companies and organisations with which we work
- sharing information about concerns with the appropriate agencies
- implementing a code of conduct
- ensuring safer recruitment, selection and vetting of staff

The Policy is designed to assist all individuals at Dance Warehouse to meet their duty of care to safeguard all children and vulnerable adults who take part in the activities provided by us, and to ensure that where Dance Warehouse staff, students, or visitors have concerns about the welfare of children or vulnerable adults, they are in a position to take appropriate steps to address them.

This Policy will be given to all Dance Warehouse staff, who will be made aware of it. All policies will be reviewed annually or sooner if there are changes in legislation, guidance or in the event of an incident.

There are four recognised categories of child abuse: physical abuse, sexual abuse, neglect and emotional abuse, in addition Dance Warehouse are aware of other areas such as self-harm and bullying that affect children and young people.

Dance Warehouse's designated Safeguarding Officers is Katie Marquis.

Responding to incidents, suspicions and allegations of abuse involving children and vulnerable adults

These procedures aim to strike a balance between the need to protect children and vulnerable adults from abuse and the need to protect Dance Warehouse staff from false allegations.

It is not the responsibility of anyone working at Dance Warehouse in a paid or voluntary capacity to decide whether a child or vulnerable adult is being abused or might be abused, but there is a responsibility to act on their concerns in order that appropriate agencies can then make enquiries and take any necessary action to protect them.

It is the remit of the appropriate authority and not anyone connected with Dance Warehouse to investigate the incident.

If an incident, allegation or suspicion of abuse is seen, heard or suspected, the Dance Warehouse member of staff receiving the information should follow the procedure below:

- Stop other activity and focus on what they are being told or seeing. Responding to the incident being reported should take immediate priority.
- Where an incident is being reported, react in a calm and considered way but show concern.
- Tell the child, vulnerable adult or third party that it is right for them to share this information.
- Take what the child, vulnerable adult or third party has said seriously and allow extra time if a child or vulnerable adult has a speech difficulty and differences in language.
- Keep questions to an absolute minimum necessary to ascertain a clear and accurate understanding of what has been said but do not interrogate the child, vulnerable adult or third party.
- Listen to the child, vulnerable adult or third party and do not interrupt if they are recounting significant events.
- Offer reassurance to the child or vulnerable adult.
- DO NOT give assurances of confidentiality but explain you will need to pass on this information to those that need to know.
- Consider whether immediate action is needed to protect any child or vulnerable adult who may be at risk. Think about the child or vulnerable adult who is the immediate concern and any others who may be at risk, in light of what you have been told or seen. If the designated safeguarding officer (DSO) is not immediately available you should alert the appropriate authority and stay with those you think are at immediate risk until they can be transferred to safe care, where practical.
- Make a comprehensive record of what is said or seen and actions taken at the earliest possible opportunity. Where possible this should always be reported using the Incident Report Form attached to this policy, and within the timescales stated. Keep all original notes as they may be needed as evidence. The comprehensive and confidential record should include the following:

a) A detailed record of the incident in the child or vulnerable adult's own words or the words of the third party reporting it. You should note this record may be used later in a criminal trial and therefore needs to be as full and accurate as possible.

b) Details of the nature of the incident.

c) A description of any injury. Please note that you must not remove the clothing of a child or vulnerable adult to inspect any injuries.

d) Dates, times or places and any other information that may be useful.

e) Written records including emails and letters.

- The incident should be reported in writing immediately to the DSO for appropriate action to be taken.
- The DSO will pass on any allegations to the appropriate member of staff.

Remember, safeguarding is everyone's business and if anyone tells you, or if you see mistreatment or abuse or have concerns about a child, young person or vulnerable adult being harmed or at risk, it is your role to respond sensitively and alert others. Anyone with concerns and unsure what to do, should contact the Police, local Social Services Department or the NSPCC Adult Child Protection Helpline on 0808 800 5000 or Childline for children and young people on 0800 1111.

Code of behaviour and good practice

Dance Warehouse believes that the Code of behaviour and good practice will assist everyone with advice on protecting children and vulnerable adults and also help with identifying any practices which could be misinterpreted or lead to false allegations. Dance Warehouse staff organising any activities on behalf of the school involving children and/or vulnerable adults, must adhere to this code as set out below:

- All children and vulnerable adults should be treated with respect by Dance Warehouse staff and visitors.
- All activities involving children and vulnerable adults should include a ratio of one adult to every 12 children. For younger children under the age of nine, there will always be an additional member of staff e.g. a teacher, pianist or class assistant. Where this is not possible, Dance Warehouse will ensure that activities take place within the sight or hearing of other adults.
- Respect should be given to a child's or vulnerable adult's rights to personal privacy.
- In all activities Dance Warehouse staff should be aware that physical contact with a child or young person may be misinterpreted and should be avoided. Where any physical touching is required, it should be provided openly in front of other students. Parents, guardians and students will be warned in advance that physical touching may be required for correctional purposes only.
- Private or unobserved contact with a young person or vulnerable adult should be avoided wherever possible unless authorised on the appropriate consent form by a parent or guardian and recorded, e.g. for a 1:1 private dance lesson.
- If first aid is required, where possible, it should be administered by a trained first aider in the presence of another adult.
- Written parental or guardian consent should always be obtained for the use of any photographs, film or videos involving children and vulnerable adults.
- In all activities Dance Warehouse staff where appropriate, are required to challenge unacceptable behaviour in accordance with the provisions of this code of conduct and good practice.
- Any incidents, allegations or suspicions of abuse should be reported immediately to a DSO, as per the reporting guidelines.

In all dealings with children and vulnerable adults, Dance Warehouse staff where appropriate, should never:

- leave children who are in their care unsupervised on Dance Warehouse premises
- allow or engage in any form of inappropriate physical activity involving children or vulnerable adults, or any bullying of a child by an adult or another child
- form or seek to form relationships of a sexual nature or which may lead to sexual activity (i.e. 'grooming')
- allow children or vulnerable adults to use inappropriate language e.g. language of a derogatory nature or sexually explicit without challenging it
- intentionally reduce a child or vulnerable adult to tears as a form of control
- use any physical punishment as part of disciplining a child or vulnerable adult
- shout or use harsh criticism
- consume alcohol or take drugs during the working day, including any breaks or when involved in activities with children or vulnerable adults
- give your personal contact details to a child or vulnerable adult whom you have met through work or using social networking sites eg. Facebook.
- allow yourself to get into a situation where an abuse of trust may occur. This means that you should not form a close personal relationship with a child or vulnerable adult, even if they are seeking and are consenting to such a relationship

- transport a child or vulnerable adult in a personal vehicle unless consent has been given by a parent or guardian. In the case of an emergency, the DSO must be informed.
- allow allegations made by a child or vulnerable adult to go unrecorded or not acted upon in accordance with these procedures
- undertake personal activities (such as dressing) for a child or vulnerable adult which they can do for themselves. If a child has a disability, such tasks should only be performed with the full understanding and consent of and, where appropriate, assistance from the parents or carers. A vulnerable adult may be able to consent for themselves.
- Any incidents which cause concern in respect of a child or vulnerable adult are required to be reported immediately to a DSO. Below are examples of incidents which are to be reported. When:
 - * a child has been left unsupervised on Dance Warehouse property
 - * a child or vulnerable adult is hurt accidentally
 - * there is a concern that a relationship is developing which may be an abuse of trust
 - * you think a child or vulnerable adult has misunderstood or misinterpreted something you have done.
 - * you have been required to take action to prevent a child or vulnerable adult from harming themselves or another or from causing significant damage to property. Unless you have received specific training on how to restrain a child or vulnerable adult, this should only be done as a last resort. Do not do it alone, call for assistance, write up what happened and pass the information to the DSO
 - * you see any suspicious marks on a child or vulnerable adult,
 - * you hear of any allegations made by a child or vulnerable adult of events both inside and outside of Dance Warehouse.

Any visitors, such as external hirers or contractors must adhere to Dance Warehouse's Code of behaviour and good practice as part of their contractual arrangement. They will also be required to sign a declaration stating that their staff and volunteers, where appropriate will have had the necessary disclosure and barring checks, and that the organisation has its own safeguarding policy and procedure.

The DSO should be informed of any activity involving children or vulnerable adults well in advance and provided with full details of the activity. This will include any potential 'visitors' to the site or filming or recording of such activities.

Recruitment and disclosure and barring

As part of Dance Warehouse's commitment to safeguarding we will ensure that safer recruitment practices are integrated into our recruitment, vetting and selection processes. The Criminal Records Bureau and the Independent Safeguarding Authority merged to become the Disclosure and Barring Service (DBS) in November 2012. New requirements have also been introduced in relation to vetting and checking of employees and volunteers.

Training

All Dance Warehouse staff will receive an initial briefing as part of their induction and thereafter will be required (as appropriate) to undertake training in relation to the safeguarding of children and vulnerable adults.

Where possible teaching staff and desk assistants will also hold first aid certificates and chaperone licences, and therefore have undergone the relevant safeguarding training through KCC.

Photography and filming of children and/or vulnerable adults

No unauthorised filming or photography should take place during Dance Warehouse activities without the person running the activity gaining appropriate written, informed parent or guardian and student permission.

This should explain the purposes for which any photographic images will be used. This applies to both children and vulnerable adults.

All young people and vulnerable adults featured in photographs or recordings must be appropriately dressed for the activity they are undertaking. Wherever possible, images of the young people and vulnerable adults should be recorded in small groups and focus on the activity. Trainee teachers can still be allowed to use equipment to record an activity as a teaching aid, providing that written consent of the parents or guardians and young person or adult is sought and that this is placed on file. Care needs to be taken with regard to the storage and dissemination of the photographs or video material.

Allegations of abuse against members of staff and visitors

Child and adult abuse can and does take place outside the family setting, including within organisations. This can include anyone involved in working with children or vulnerable adults in a paid or voluntary capacity. Evidence in this area indicates that abuse which takes place in an organisation is rarely a one-off event, so it is important that all staff within Dance Warehouse are aware of this and take the appropriate action to respond to an allegation.

If a member of staff or anyone involved in an activity at Dance Warehouse has a concern about the behaviour of another staff member or adult working at Dance Warehouse, even as a visitor, they should discuss this with the DSO within the same working day. A decision will be made as to the best course of action. This could include a referral to the police, adult protection, children's social care and or the Local Authority Designated Officer (LADO), in England. Following this course of action and the outcome, Dance Warehouse may then wish to refer the individual for consideration for barring and will contact the Disclosure and Barring Service. The LADO has a specific role within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has: behaved in a way that has harmed, or may harmed a child, possibly committed a criminal offence against children, or related to a child, or behaved towards a child or children in a way that indicates they are unsuited to working with children. It is important that all allegations against staff are taken seriously and are acted upon whether the allegation constitutes abuse or not.

Any member of staff, FoE students/trainees, or volunteers hearing allegations will be expected to provide a written report and a summary of any additional information including the names and addresses of potential witnesses. There should be two copies of this document signed and dated which will be stored centrally and in a personnel file, if applicable. The parents or guardians of the child or vulnerable adult should be contacted as soon as possible following decisions made by the NSO, NSPCC, Children's Social Services or LADO.

Record keeping, using and storing information

Where an incident has been reported against a member of Dance Warehouse staff, all documents relevant to the incident will be returned to the DSO to be kept when the case has been concluded. If the incident was found to be malicious or without foundation, a record may be kept in the personal file.

Where an allegation was made against a visitor to Dance Warehouse, records should be kept securely and should an investigation be carried out, copies of these records should be passed to the appropriate authority.

Review of policy and procedures

The Policy will be reviewed by the DSO annually or more frequently in response to new legislation or where an incident has occurred that requires an adjustment to processes within. It will be reviewed to ensure that the Policy continues to meet the safeguarding legislation and best practice.

A quick guide to reporting procedures

If you see, hear of or suspect abuse, are aware of serious poor practice or have concerns about a breach of Dance Warehouse's code of behaviour in relation to child abuse or a vulnerable adult:

If concerned about a child or vulnerable adult – report your concern to the DSO within 24 hours. If this is not possible and if there is an immediate risk, report it to the appropriate authority, e.g. police, NSPCC, children's social care or adult social care (social services)



Record the details of the abuse/allegation/suspicion
Record accurately what the child/young person or Vulnerable Adult has said or what has been seen or reported



Include information about how the child/VA appeared (angry/upset), recording any visible signs on the child/VA e.g. burn on the hand. Do not ask the person to remove clothing. Do not ask leading questions or investigate. Complete the attached form the same day.



DSO will make a decision regarding the concern/incident within 24 hours of receiving the information



Action by DSO – concern allayed – record the decision and store securely on file.



Still concerned:

Make a referral to the local Children's Social Services, Adult Social Care, LADO, Police, NSPCC (0808 800 5000) or Childline (0800 1111)

Incident, allegation & suspicion of abuse report form

Date Incident reported: _____

Person reporting the incident
Name:
Job role:
Knowledge of and relationship to the child/vulnerable adult:
Contact address:
Telephone numbers(s):
E-mail:

Child/Vulnerable adult details
Full name of child/vulnerable adult:
Date of birth:
Contact address:
Telephone numbers(s):
Disability (if applicable):

Incident Details
Location of incident (if relevant/known):
Date and time of incident (if relevant/known):
Detailed information (where applicable in child/vulnerable adults own words if possible):
Details of any observations made by you or to you (e.g. description of visible bruising, other injuries, child/vulnerable adults emotional state). N.B. Make a clear distinction between what is fact and hearsay:
Actions taken so far:

--

<i>Alleged abuser's details (if known)</i>						
Name:						
Date of birth/age:						
Relationship with child/vulnerable adult:						
Occupation:						
Address:						
Telephone numbers(s):						
Disability:						

<i>External agencies contacted</i>						
AGENCY	YES/NO	CONTACT NAME	CONTACT NUMBER	DATE	TIME	DETAILS OF ADVICE RECEIVED
Police						
Social Services						
Local authority state if L.A.D.O. contacted						
NSPCC						
Other (please name)						

I acknowledge that the details described are accurate and will remain strictly confidential between the 'appropriate reporting channels' and myself.

Signed.....

Date.....

Please submit this form immediately to a DSO.