

EST 1950



# TINA'S DANCE STUDIOS



WHERE CHILDREN LOVE TO DANCE

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## Children Risk Protection Policy Guidelines

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### POLICY STATEMENT

I / We recognise that we have an explicit duty to safeguard and protect children from abuse as defined in the Children Act 1998 (as amended), the Education Act 2002 and the Safeguarding Vulnerable Groups Act 2006. Everyone at our organisation shares an objective to help keep children, young people and adults at risk safe by:

- Providing a safe environment to learn in
- Identifying and responding to children, young people and adults at risk in need or support and/or protection
- Supporting children and young people's development in ways which will foster a sense of self-esteem and independence
- Fostering a learning environment in which every pupil feels valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust.
- Knowing how to identify and deal with safeguarding incidents. I / We will endeavour to ensure that children are protected from harm while they visit or are attending classes on our property. We will do this by:

1. Appointing a Designated Safeguarding Lead (DSL) Our DSL is Mrs Stacey Tordoff to report directly to Mrs Tina Jameson.

2. Making sure our staff are recruited with integrity.

3. Providing appropriate training for staff in specific issues that can put children at risk of harm
4. Carrying out checks and monitoring of all staff (including teaching staff, administrators and ancillary staff) which may require them to undergo an Enhanced Criminal Records Bureau disclosure
5. To establish and maintain an ethos where children and young people feel secure and are encouraged to talk, and are listened to
6. Taking all reasonable steps to ensure the health, safety and welfare of any child in contact with us
7. Not physically, emotionally or sexually abusing any child in contact with us
8. Taking all reasonable steps to prevent any staff member, persons working for us or member of the public from putting any child in a situation in which there is an unreasonable risk to their health and safety
9. Taking all reasonable steps to prevent any staff member, persons working for us or member of the public from physically, emotionally or sexually abusing any child
10. Having a clear procedure to report to the Designated Safeguarding Lead any evidence or reasonable suspicion that a child has been physically, emotionally or sexually abused in contact with us or anyone in our organisation
11. Referring to statutory authorities all incidents reported to the Designated Safeguarding Lead
12. Ensuring that parents/carers are given the contact details of the Designated Safeguarding Lead and local authority designated officer (LADO), and know the local referral route into children's social care
13. Implementing this policy in conjunction with our Health and Safety guidelines already in place. Everyone working or applying to work for this organisation is to be made aware of our policy for children's welfare. Furthermore, this document should be issued to all staff and other people who are likely to have contact with children as part of their work with us. Copies of the policy will be held by the Principal, Manager of the organisation or the Designated Safeguarding Lead.

## **ROLES AND RESPONSIBILITIES FOR ALL STAFF**

These guidelines apply to:

- A situation involving children and young people up to age 18, whether or not accompanied by adults. We also recognise that people of any age who are at risk will benefit from similar safeguards. Wherever guidelines refer to children, this broader meaning applies
- All staff, contractors, freelance staff, volunteers and consultants working within our organisation or on our premises. In the case of contractors and consultants it is incumbent upon the Designated Safeguarding Lead to ensure that they are made aware of these guidelines

## **GENERAL DUTIES FOR ALL STAFF**

In regard to the safety and welfare of children all staff are required to:

- Agree to ongoing monitoring of their suitability for a position working with children which may include an Enhanced Criminal Records Bureau/ Disclosure and Barring Service Disclosure
- Take all reasonable steps to protect children from hazards
- Strictly observe the code of behaviour in this document
- Take prompt and appropriate action if an incident occurs
- Take all reasonable steps to prevent abuse of children in contact with anyone within the organisation
- Report any incident or suspicion of abuse promptly

#### ROLES AND RESPONSIBILITIES FOR ALL STAFF

- Safety of participants and staff is of prime consideration at all times
- All incidents involving anyone should be recorded either in the accident book immediately or as soon as practicably possible
- Staff are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits and first aid equipment
- Staff are responsible for reporting concerns to the Designated Safeguarding Lead and/or appropriate agencies
- Appropriate staff should have access to any parent consent/emergency consent forms for all children taking part in any activities [this information should be confidential]
- Staff should ensure that their activities start and end on time
- Staff are expected to promote, demonstrate and incorporate the values of fair play, trust and ethics throughout their activities
- Staff should ensure that they are adequately insured, to protect against claims of negligence, through their organisation or their own personal insurance if acting as a self employed agent
- Staff should participate in regular performance reviews to check ongoing suitability and training requirements after appointment

#### ADMISSION PROCEDURES

A register of names, addresses, next of kin and contact addresses and telephone numbers for emergencies will be kept. Parents or carers, and where appropriate older children, will be given a copy of a written statement which specifies the action which will be taken in the event of a child becoming ill or being injured and which indicates that any information which suggests a safeguarding concern will be passed on to the Social Services Department and/or the police.

## **CODE OF BEHAVIOUR FOR ALL STAFF**

People working at our organisation must always observe the following requirements where children, young people are concerned.

Do and Do Not: Working with Children

DO:

- Behave professionally
- Listen to children
- Treat everyone with respect
- Communicate at an appropriate level
- Be aware of policy and procedures
- Report any suspicions within our guidelines
- Be aware, approachable and understanding

DO NOT:

- Harm a child or frighten a child
- Touch inappropriately
- Use inappropriate language
- Threaten, shout or be aggressive
- Force a child to do something they do not want to do
- Mistreat, demean, ignore, or make fun of
- Show favouritism to any one individual or groups of individuals
- Let a child expose him/herself to danger
- Make racist, sexist or any other remark which upset or humiliate
- Take photos of children without permission

## **PHOTOGRAPHING CHILDREN**

Photographs of children should only be used if written consent has been obtained from a parent, guardian or, if referring to school groups, relevant school authority. General group photographs may be used if no individual can be identified by reason of any attached data. Permission should be obtained firstly to take the photograph and secondly for permission from the parent if the photograph is to be reproduced. All parents are asked for permission when they enrol their child. Any withheld permissions are noted on the register and must be adhered to.

## **SAFE RECRUITMENT PROCEDURE**

In order to safeguard and promote the welfare of its pupils and ensure that risk of harm is minimised, our organisation employs a safe recruitment and selection policy which complies with national and local guidance. All recruitment procedures involve the following processes. All successful applicants including teachers, freelance teachers, contractors, volunteers, administrative and ancillary staff, should undertake an Enhanced DBS check where this is relevant and applicable. Employment records, references and qualifications will be verified for staff positions and references will be taken up for volunteers. All appointments are subject to these checks being satisfactory. The Person Specification will state the competencies and qualities required by the successful candidate and will state that the interview will explore issues relating to safeguarding and promoting the welfare of children. Additionally, for short-listed candidates, any relevant issues relating to the employment breaks or reference queries will be taken up at interview. The information pack for candidates will include; the application form, job description, the Person Specification and the Children and Adults at Risk Protection Policy. References will be sought before interviews take place. Open references and testimonials provided by applicants will not be accepted. No candidate will be appointed until a verified reference is received and scrutinized. For successful candidates, written references will be sought and verbally verified. All applicants will undergo a face to face interview where questions pertaining to child protection will be asked. All candidates will be asked to bring identity proof with them (e.g., a current driving licence or passport, a full birth certificate, plus a document such as a utility bill showing the candidate's current name and address). All candidates will be asked to bring documents confirming any educational and professional qualifications relevant to the post. All appointed staff will undergo an induction process which includes information and written statements of; policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti racism, physical intervention / restraint, internet safety and professional conduct. For volunteers, close attention will be taken to why the applicant would like to work with children and young people and follow up questions will be necessary prior to the appointment being made. All new employees/volunteers will go through a probation and induction process, including relevant training. Ongoing training and supervision will ensure all employees/volunteers are adequately supported. The Role of the Designated Safeguarding Lead The Child and Adults at Risk Protection Policy must include the name(s) of the Designated Safeguarding Lead, their role and responsibilities and how they can be contacted. Our organisation will promote awareness of the policy through the Induction Process. The Designated Safeguarding Lead should ensure that they are knowledgeable about child protection and that they undertake any training considered necessary to keep updated on new developments. The Designated Safeguarding Lead is the link between the members of the public, and staff. The Designated Safeguarding Lead will have the following functions. Namely to:

- Be an advisor to all organisation and freelance staff on best practice in regard to the child protection policy
- Agree incident reporting procedures
- Keep records of incidents and reports, together with any other relevant information
- Report incidents to the Statutory Authorities and ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover;

- Ensure that individual case records are maintained of any complaint, injury or action taken by the organisation

### **ENHANCED DBS DISCLOSURE**

All staff including teachers, freelance teachers, contractors, volunteers, administrative and ancillary staff should undertake an Enhanced DBS disclosure where this is deemed to be appropriate and relevant. It is strongly recommended that this is kept up-to-date. It is the Principal's responsibility to view the contents of the Enhanced DBS disclosure and make a decision about whether that staff member should be excluded from working with young people within their organisation.

### **SAFEGUARDING INFORMATION AND CONTACTS**

Below are useful resources and information about identifying and reporting safeguarding issues: NSPCC The NSPCC has a variety of useful and informative sections on its website, including: General information, support and tips about keeping children safe: <https://www.nspcc.org.uk/keeping-children-safe/> Downloadable templates, forms and resources for organisations and individuals working with children: <https://learning.nspcc.org.uk/research-resources> Other useful websites for resources, templates and guidance Ann Craft Trust [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk) (for adult safeguarding and sports/activities) NSPCC Learning <https://learning.nspcc.org.uk/> (children and young people) National Council for Voluntary Organisations <https://knowhow.ncvo.org.uk/safeguarding> (children and young people) Child Protection in Sports Unit (CPSU) <https://thecpsu.org.uk/> (children and young people) Social Care Institute for Excellence (SCIE) <https://www.scie.org.uk/safeguarding> (children and adults) Designated Safeguarding Lead responsibilities

Information about the role and responsibilities of Designated Safeguarding Leads can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/912592/Keeping\\_children\\_safe\\_in\\_education\\_Sep\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf) Reporting and handling allegations Information about how to report child abuse to a local council can be found here: <https://www.gov.uk/report-child-abuse-to-local-council> Information about handling safeguarding allegations about the behaviour of an adult towards a child in a charity has been published by the Department for Digital, Culture, Media and Sport and can be found here: <https://safeguarding.culture.gov.uk/> There is also information about reporting incidents in a Charity here: <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

### **STATUTORY GUIDANCE**

In England the Working together to safeguard children guidance outlines that every VCSE (voluntary, community and social enterprise), faith-based organisation and private sector organisation or agency should have policies in place to safeguard and protect children from harm. They should be aware of how to work together with the safeguarding partners in a local area to safeguard and promote the welfare of local children, including identifying and responding to their needs. In Wales the statutory guidance can be found in the All Wales child protection procedures and Safeguarding Children In Northern Ireland the statutory guidance can be found in the Co-operating to safeguard children and young people In Scotland the statutory guidance can be found in the National Guidance for Child Protection in Scotland CDMT