**Staples Dance Academy**

**Safeguarding Policy**

The Staples Dance Academy recognizes its duty of care under the Children Act 1989, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000. Sexual Offences Act 2003, Children’s Act 2004, Safeguarding Vulnerable Groups Act 2006, Children and Families Act 2014,

Staples Dance Academy recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. Staples Dance Academy is committed to practice which protects children from harm. All members of the Dance Academy staff accept and recognise their responsibilities to develop awareness of the issues which cause children harm.

**The Dance Academy believes that:**

• The welfare of the child is paramount.

• All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.

• All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.

• All employees of the Dance Academy should be clear on how to respond appropriately.

**The Dance Academy will ensure that:**

• All children will be treated equally and with respect and dignity.

• The duty of care to children will always be put first.

• A balanced relationship based on mutual trust will be built which empowers the children to share in the decision making process.

• Enthusiastic and constructive feedback will be given rather than negative criticism.

• Bullying will not be accepted or condoned.

• Action will be taken to stop any inappropriate verbal or physical behaviour.

• It will hold a register of every child involved with the Dance Academy and will retain a contact name and number close at hand in case of emergencies.

The Principal of the Dance Academy, is the dedicated Safeguarding Officer, who is in charge of ensuring that the safeguarding policy and procedures are adhered to. That person’s name is

Dawn Denman and she can be contacted on 07932 433867

This policy will be regularly monitored by the principal of the Dance Academy and will be subject to annual review.

**Date: Sept 2017**

**Review: Sept 2018**

**SAFEGUARDING PROCEDURES**

**Responsibilities of the Dance Academy**

At the outset of any production involving children the Dance Academy will:

• Undertake a risk assessment and monitor risk throughout the production process.

• Identify at the outset the person with designated responsibility for safeguarding.

• Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local education authority).

• Ensure that children are supervised at all times.

• Know how to get in touch with the local authority social services, in case the Dance Academy needs to report a concern.

**Parents**

• The Dance Academy believes it to be important that there is a partnership between parents

and the Dance Academy.

• All parents have the responsibility to collect (or arrange collection of) their children after dance classes, rehearsals or performances. It is NOT the responsibility of the Dance Academy to take children home.

**Physical Contact**

• Adults will only touch children when it is necessary in relation to the particular dance activity.

• Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

**Managing Sensitive Information**

• Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes. The Academy has a data protection policy which has been reviewed with the introduction of the GPDR.

**Suspicion of abuse**

• If you see or suspect abuse of a child while in the care of the Dance Academy, please make

this known to the person with responsibility for safeguarding (Dawn Denman). If you suspect that

the person with responsibility for safeguarding is the source of the problem, you should make your concerns known to Louise Glover contact 07908144468.

• Please make a note for your own records of what you witnessed as well as your response, date and sign, in case there is follow-up in which you are involved.

**Disclosure of abuse**

If a child confides in you that abuse has taken place:

• Remain calm and in control but do not delay taking action.

• Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don’t ask questions that suggest a particular answer.

• Don’t promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for safeguarding. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.

• Reassure the child that ‘they did the right thing’ in telling someone.

• Tell the child what you are going to do next.

• Speak immediately to the person with responsibility for safeguarding. It is that person’s responsibility to liaise with the relevant authorities, usually social services or the police.

**Contact Nottinghamshire County Council Social Services Tel 01623 520520 (out of office hours 0300 500 8080)**

**Police Tel 101 or NSPCC** [**www.nspcc.org.uk**](http://www.nspcc.org.uk) **0808 800 5000**

• As soon as possible after the disclosing conversation, make a note of what was said, using the child’s own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

**Recording**

• In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory safeguarding agency.

• An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken eg. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.

• The record will be stored securely and shared only with those who need to know about the incident or allegation.

**Rights & Confidentiality**

• If a complaint is made against a member of the Dance Academy, he or she will be made aware of his rights under the society’s disciplinary procedures.

• No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

• In criminal law the Crown, or other prosecuting authority, has to prove guilt and the defendant is presumed innocent until proven guilty.

**Accidents**

• To avoid accidents, chaperones and children will be advised of “house rules” regarding health and safety and will be notified of areas that are out of bounds.

Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.

• If a child is injured while in the care of the Dance Academy, first aid will be administered and the injury will be recorded in the accident book.

• If a child arrives with an obvious physical injury a record of this will be made in the accident book. This record will be countersigned by the person with responsibility for safeguarding. This record can be useful if a formal allegation is made later and will also be a record that the child did not sustain the injury while participating in any Dance Academy lessons.

**Chaperones**

• Chaperones will be appointed by the society for the care of children during the production process. By law the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone’s care shall not exceed 12.

• During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building

.• Children will be kept together at all times except when using separate dressing rooms.

• Chaperones will be aware of where the children are at all times.

• Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents or prior permission for them to leave alone has been given.

• Children will be adequately supervised while going to and from the toilets.

• Children will not be allowed to enter the adult dressing rooms.

• Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.

• Chaperones should ensure that any accidents are reported and recorded.

• Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.

• Children should be signed out when leaving and a record made of the person collecting.

• If a parent has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home.

**Review date September 2018**

**Appendix 1**

**Code of Conduct for written Disclosures**

Written disclosures provide an important source of information for investigation by members of the Society or in serious cases Social services or the police. It is therefore imperative that this record is taken and maintained in a confidential manner.

**Taking and Maintaining Record**

When making an initial written record take the child to a quiet and confidential area. It is important to support the child as much as possible and having someone who is well known and trusted by the child may help. Ask the child to suggest someone they feel safe with. Try to ascertain as much factual information as possible without suggesting things to the child, times, place, those present, what happened.

2. Only record information that is shared with you. Record name, date of birth and contact details of child concerned.

3. Date and time your record and if appropriate ask the child to verify the content

4. Record your name and contact details for future reference

5. Ensure all paperwork is marked confidential

6. Ensure all records are kept in a confidential file and in a locked facility.

7. Do not share record with anyone else other than Safeguarding officer and be prepared to share your record with any authority contacted eg Social services, police keeping a copy for future reference.

8. Records should be maintained until case has been closed.

**Review date Sept 2018**