



# WE ARE KEEPING YOU SAFE

## Safeguarding Procedures, Safeguarding Policy & Child Protection Policy

DPA Academy of Dance & Performing Arts believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

**We are committed to safeguarding and promoting the welfare of all children.**

**We recognise that:**

The welfare of the child/young person is paramount

All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse

Working in partnership with children, young people, their parents, carers and their agencies is essential in promoting young people's welfare.

**Aim of the policy:**

The purpose of DPA Academy of Dance & Performing Art's safeguarding policy is to ensure every child within our school & college is safe and protected from harm.

This means we will always work to:

Protect children from maltreatment

Prevent impairment of children's health or development

Ensure that children are growing up in circumstances consistent with the provision of safe and effective care

Take action to enable all children to have the best outcomes

This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our organisation.

### **The purpose of the policy:**

To provide protection for the children and young people who receive DPA Academy of Dance & Performing Arts services, including the children of adult members or users.

To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of harm.

This policy applies to all staff, including senior managers, paid staff, volunteers and freelance workers, agency staff, students or anyone working on behalf of DPA Academy of Dance & Performing Arts.

### **Introduction:**

Our organisation fully recognises the contribution it can make to protecting children from harm and supporting and promoting the welfare of all children. The elements of our policy are prevention, protection and support.

We believe that no child or young person should be the subject of neglectful or abusive behaviour. We will promote and maintain the welfare of every child in our care and seek to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity or creed. We will create a safe and welcoming environment for all.

This policy applies to all our staff, volunteers, visitors and covers children under the age of 18. To protect children and young people in our care, we will:

Value and respect children and listen to what they have to say

Work with children, parents and relevant organisations.

Share our policy with all staff, parents and students.

Ensure all required checks are made when hiring staff and that those in regular contact with children hold a current DBS check (or non-UK equivalent).

Provide appropriate training and support to all staff.

Take responsibility for children and young people's safety when in our care.

Seek permission from parents before taking images (photographs or film) of students and inform them how and where the images will be used.

Report suspected neglect or abuse to the nominated member of staff, relevant organisation, or police (for UK members an appropriate relevant organisation will be their local council's Safeguarding Team).

Ensure that this policy is regularly updated.

## **Our Ethos:**

Our organisation will establish and maintain an ethos where our children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff, volunteer or regular visitor to our organisation if they are worried or concerned about something.

All staff, volunteers and regular visitors will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will do with whatever they have been told.

We will provide activities and opportunities that will equip our children with the skills they need to stay safe.

At all times we will work in partnership and try to establish effective working relationships with parents, carers and colleagues from other agencies and organisations.

## **General Procedures:**

When new staff, volunteers or regular visitors join our organisation they will be informed of the safeguarding arrangements in place. They will be given a copy of our organisation's safeguarding policy and told who our Designated Safeguarding Officer for Safeguarding is. They will also be shown the recording format, given information on how to complete it and who to pass it to.

Every new member of staff or volunteer will have an induction period of 3 months that will include essential safeguarding information. This programme will include safeguarding training through the Safer Programme relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and the remit of the role of the Designated Safeguarding Officer.

All staff and volunteers will be asked to read this policy yearly after it has been reviewed and updated if necessary. They will sign to say they have read and understood the policy.

We will display the reporting and referral flowchart when our organisation is operating.

All regular visitors and volunteers to our organisation will be told where our policy is kept, they will be given a set of safeguarding procedures, they will be told who our Designated Safeguarding Officer and alternate staff members are and what the recording and reporting system is.

All parents and carers will be asked to sign a distribution list confirming they have seen and read our safeguarding policy. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with Safeguarding enquiries and what happens should we have cause to make a referral to Children's Services.

Parents will sign a registration consent form at the start of their child's journey/enrolment with DPA Academy of Dance & Performing Arts which includes any vital health or otherwise notable information. It also requests permission for photographs to be taken for promotional purposes only. This will also include a statement making parents/carers aware by signing they consent to us

sharing information with the relevant authorities if we have concerns about the welfare of their child/children, but that we do not have to seek consent if there are serious concerns about harm or likely harm to their child/children.

### **Training:**

Every member of staff will undertake appropriate safeguarding training through the NSCB Safer Programme every three years, anyone that starts just after training will be asked to do the NSPCC Training Programme.

We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via **[www.norfolkscb.org](http://www.norfolkscb.org)**

The Designated Officer should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our organisation. This is Karen Thompson.

### **Safer Staff and Volunteers:**

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

We ensure we adhere to the principles of safer recruitment as per our policy and also the guidance from Norfolk Safeguarding Children Board.

### **We ensure that we:**

Carefully consider the job description and person specification

Circulate all vacancies widely

Prepare an information pack

Ask for a written application form

Define our selection criteria

Ask for a written declaration with regards to criminal convictions, spent or otherwise

Ask for identification

Ask for originals of any qualifications

Conduct interviews with at least two people present

Ask for at least two references, including the last employer

Gain enhanced DBS checks where current Government guidance requires us to

Organise a comprehensive induction period which includes familiarisation with our safeguarding policies, procedures and safeguarding training through the Safer Programme.

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for our children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We will take all possible steps to safeguard our children and to ensure that the adults in our organisation are safe to work with our children. We will always ensure that the Norfolk Safeguarding Children Board's procedures are followed.

All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from the Local Authority Designated Officer (LADO) within 24 hours of a concern or allegation being made. The LADO can be contacted via the referral/consultation forms under 'how to raise a concern' at [www.norfolkscb.org](http://www.norfolkscb.org) or a message left on **01603 223473** for ongoing cases.

Staff will not investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against the Designated Safeguarding Officer or Deputy, this will be reported by the staff member or volunteer raising the concern directly to the LADO. There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in the NSCB **Safer Programme Safer Working Practice** (this guidance is on the NSCB website and also included in our procedures).

#### **Records and Confidentiality:**

If we are concerned about the welfare or safety of any child in our organisation we will record our concerns immediately on the agreed report form and give this to the Designated Safeguarding Officer Karen Thompson.

Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's file. These files will be the responsibility of the Designated Safeguarding Officer and information will only be shared within the organisation on a need to know basis for the protection of the child.

Any safeguarding information will be kept in the file and will be added to. Copies of referrals will be stored in the file.

All information is confidential, however if there is a safeguarding or child protection concern about a child, then information can be shared with other agencies, namely the Police or Children's Services. Reports of a concern to the Designated Safeguarding Officer must be made in writing and signed and dated by the person with the concern.

## **Roles and Responsibilities:**

Our Designated Safeguarding Officer will liaise with Children's Services and other agencies where necessary and make referrals to Children's Services using the procedure below.

Any concern for a child's safety or welfare will be recorded in writing and given to the Designated Safeguarding Officer who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

The Designated Safeguarding Officer will ensure that all staff, volunteers and regular/repeat visitors have received appropriate Safeguarding information during induction and have been trained by the Safer Programme.

The Designated Safeguarding Officer will ensure that our safeguarding policy is in place and is reviewed annually. The content of our policy has been written following consultation with the Safer Programme.

At all times the Designated Safeguarding Officer will ensure that safer recruitment practices are followed.

Our organisation undertakes to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

## **Procedures for Handling Disclosures:**

A child may decide to disclose information that may indicate they are suffering from abuse or neglect. A child chooses to speak to an adult because they feel that they will listen and that they can trust them. The adult needs to listen to what the child has to say, and be very careful not to 'lead' the child or influence in any way what they say.

### **It is important that the adult remembers to:**

- Stay calm
- Listen and be supportive
- Not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions
- Not stop or interrupt a child who is recalling significant events
- Never promise the child confidentiality – it must be explained that information will need to be passed on to help keep them safe
- Avoid criticising the alleged perpetrator
- Tell the child what must be done next (the safeguarding process must be followed)
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed. Be sure to sign and date the record in ink.
- Contact the designated person immediately
- Seek support

**We are clear that the Local Authority and Police must lead any investigation in to any allegation regarding safeguarding.**

If we have a concern about a child or children we will telephone the Children's Advice and Duty Service (CADS) on **0344 800 8021** immediately. We will be put through to a Social Worker who will take all of the relevant details. We will make sure we are prepared with full details of the child and family, plus what our concerns are, details of any support we have provided to the child/family and what we would like to happen. We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform the CADS worker of this and the reason for this.

The CADS worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within 5 working days. The outcomes could include a full referral to the Multi Agency Safeguarding Hub (MASH) for further investigation, the Police, or for work with Early Help. We will not investigate and will be led by the Local Authority and/or the Police. We will make careful records of all conversations, in ink, including the dates and times of who we spoke to, the information shared and the action agreed. We do not need to send a written referral. Full details on this process can be found at [www.norfolkscb.org](http://www.norfolkscb.org) under 'How to Raise a Concern'. We understand if we are unhappy about a decision made by CADS or MASH we can use the Resolving Professional Disagreements policy on [www.norfolkscb.org](http://www.norfolkscb.org) and contact the Safer Programme for more advice on this process.

We will contact CADS immediately if we have concerns, it is important we do not delay.

## **Working Together 2018**

### **What is abuse and neglect?**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

### **Physical abuse:**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse:**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

**Once a child is born, neglect may involve a parent or carer failing to:**

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
  - protect a child from physical and emotional harm or danger;
  - ensure adequate supervision (including the use of inadequate care-givers); or
  - ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Safeguarding and promoting the welfare of children:**

### **Defined for the purposes of this guidance as:**

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

### **Child protection:**

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

### **Additional Guidance A: Reporting Suspected Neglect or Abuse.**

A smaller school with only one or two members of staff will contact an appropriate external agency to report suspected abuse or neglect. Larger schools will nominate a member of staff who will make the decision about what to do next. Please note: failure to report suspected abuse can itself be considered to be abuse. Concerns regarding a child's welfare can be reported by: • Parents • Teachers • Friends • The child or young person. All allegations of neglect or abuse will be taken seriously. If a concern is reported directly by the child or young person we will not seek to disagree, ask probing or leading questions, or do anything else which may discourage them.

We will make it clear that reported concerns cannot be kept confidential but will need to be shared with a nominated member of staff or external organisation. Parents or guardians will also be involved if appropriate. It can be helpful to write down what is being reported to you. Make sure you do not add your own assumptions, opinions or judgements. We recognise that early action is vital. Any concerns will be reported immediately. If the child or young person is in immediate danger of harm, we will contact the police on (999) In all other cases, we will report concerns to the local Protection Team (NSCB).

### **Additional Guidance B: Appropriate Physical Contact in Dance.**

Physical contact in a dance class is sometimes required to correct the posture or position of a student. Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position. This can include: • Lifting • Adjusting arms, legs, rib cage, hips, feet, hands • Moving one student in relation to another. Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact. We encourage students to report any concerns.

### **Additional Guidance C: Chaperoning Children to and from Dance Events.**

UK law does not state how many adults are required to look after a group of students. Therefore, it is up to the dance teacher to assess what is needed. Take account of:

- The length and type of journey
- The age of the students
- Anything else that may affect their safety.

In the UK some events require young performers to hold a Child Performance Licence and that any Licenced child has a designated chaperone who is pre-approved by the child's local council. More information about this scheme can be found on the UK Government website. Laws will be different in non-UK countries, so please check local regulations.

When chaperoning students to an event, we will:

- Provide parents and students with information about what the event is for
- Provide parents and students with the full address of the event
- In cases where the event is taking place in a large building, we will also give the room or studio number where possible
- Have a planned journey route that is shared with parents, students and chaperones
- Make sure that students are aware of what they should do if they get lost
- Ask parents and students for their contact details in case of emergency
- Have a clear idea of how students will be cared for while at the event

We will ensure that chaperones hold all required checks and licences and are aware of our Child Protection Policy. If a child is missing and all efforts to find them have failed, then it is advisable to call the police. Immediate action can make all the difference.

### **Additional Guidance D: Use of Photographs and Film of Children.**

It is common for teachers, parents and students to take images (in the form of photographs and film) at classes and events. However, there may be times when it is not appropriate for images to be taken. These can include:

- While students are getting changed or are in their designated changing rooms
- Where the image may be shared publicly on social media
- When students are in large groups and permission has not been sought from all those included in the image

It is therefore important for your school to have a policy that clearly states when images can be taken. The UK Government has provided advice on their website regarding safety when sharing photographs and film on social media. Other countries will have similar guidance.

We recognise that taking images of students in our care may not always be appropriate and that some children and parents may not want images taken at any time. Therefore, before taking images of a child or young person, we will:

- Make clear to the child and parent where and when the image will be taken
- Clearly identify the person who will be taking the image. Explain how the image will be used, e.g. whether it will be posted on social media or printed to be displayed at the school
- Seek written/electronic agreement from parents that images can be taken of their child. (This can take the form of a signed document that we will keep on file)

Where we have publicly displayed images at our school or on social media, parents and students may withdraw their permission at any time. In such cases, the images will be removed as soon as is reasonable and without question. We ask that any parent wanting to take photographs or film at our events only do so with our prior permission. Permission will only be granted on the agreement of all present.

## **Health & Safety Policy.**

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for employees and students and make them aware of this policy
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy

Karen Thompson has overall responsibility for Health and Safety. Karen Thompson has day-to-day responsibility for ensuring this policy is put into practice. A Health & Safety Law poster is displayed in reception – this is a requirement under UK Law for anyone who employs others. A First Aid box is located in the reception area. An Accident Book is located in the reception area and in the case of an emergency or serious injury, please contact the emergency services on 999.

## **Continued Professional Development.**

Continuing Professional Development (CPD) and the ISTD Professional Standards Scheme CPD is the means by which a teacher keeps their knowledge up-to-date and refreshed throughout their career. As part of our new Professional Standards Scheme, the ISTD encourages all Members to attend a minimum of 18 hours (three days) of CPD events per year. Members who fulfil this element of the scheme will receive a publicly displayed badge on their new look dance-teachers.org profile. Taking part in CPD activities is vital for any teacher who wants to ensure that they continue to offer their students the best training possible. CPD can further your teaching practice through:

- Staying up-to-date with syllabus revisions
- Learning new teaching methods, approaches and concepts
- Keeping abreast of developments in the dance profession

Regular CPD attendance will demonstrate to students and their parents that you are committed to maintaining the highest standard of dance teaching.

- In order to achieve the CPD element of our Professional Standards Scheme, you will need to attend a minimum of 18 hours (or three days) of dance, drama, singing, fitness-related activities. These can include:
  - ISTD courses and congresses
  - Trinity Courses
  - LAMDA Training
  - Courses by other dance, arts and education organisations (providing these have clearly stated learning outcomes)
  - Teacher training qualifications
  - Further or higher education courses
  - Participation in regular dance classes or training
  - Attendance at ISTD awards
  - Attendance at professional performances and competitions
  - Mentoring or coaching.

## **Relevant Guidance and Legislation:**

Working Together 2018  
What to do if You're Worried a Child is Being Abused 2015  
Children Act 2004  
Children Act 1989  
Framework for the Assessment of Children in Need and their Families

**Norfolk Threshold Guide [www.norfolkscb.org](http://www.norfolkscb.org)**

## **Other Relevant Policies:**

To underpin the values and ethos of our organisation and our intent to ensure our children/young people are appropriately safeguarded the following policies are also included under our safeguarding umbrella;

**Safer Recruitment**  
**Bullying**  
**Code of Conduct**  
**Confidentiality**  
**Health and Safety**  
**First Aid**

## **Useful Contacts:**

**Children's Services 24 hours: 0344 800 8020**  
**Children's Advice and Duty Services: 0344 800 8021**  
**Norfolk Police (non emergency): 101**  
**In an emergency: 999**  
**Local Authority Designated Officers (LADO) Team: 01603 223473**  
**Norfolk Safeguarding Children Board (NSCB): [www.norfolkscb.org](http://www.norfolkscb.org)**  
**Safer Programme: 01603 228966**

## **Named Designated Child Protection Officer:**

The following designated staff are in post;  
Designated officer **Karen Thompson**.  
Telephone number 07824770109  
Deputy designated officer **Karen Mazzilli**.  
Telephone number 07758216170

**Policy Review:**

We will always make any changes immediately to our procedures in line with Norfolk Safeguarding Children Board's guidance on [www.norfolkscb.org](http://www.norfolkscb.org)

This policy will be reviewed on 31<sup>st</sup> May 2023.

**We will seek to safeguard children and young people by:**

Valuing them, listening to and respecting them

Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers

Recruiting staff and volunteers safely, ensuring all necessary checks are made

Sharing information about child protection and good practice with children, parents, staff and volunteers

Sharing information about concerns with agencies who need to know, and involving parents and children appropriately

Providing effective management for staff and volunteers through supervision, support and training. We are also committed to reviewing our policy and good practice annually.

DPA undertakes appropriate checks through the Criminal Records Bureau (DBS) and obtains references on all those connected with the tutoring and administration of DPA students.

Any concerns can be raised via the DPA designated Child Protection Lead Karen who has a procedure for their employees and voluntary staff. All other concerns can be raised direct with Ofsted by telephone on: 0300 123 3155.

This policy is approved and endorsed by DPA.

**Every representative of DPA must subscribe to this policy at all times.**