

# Diamondz school of dance safeguarding Policy 2019

## 1. Introduction

This policy is aimed at all individuals who are involved in Diamondz school of dance

The purpose of this policy is to set out the requirements for safeguarding and protecting children and vulnerable adults from any forms of abuse

This policy will be subject to review and monitoring by Abbi Thompson and if necessary, will be amended and updated following feedback from students and staff.

## 2. Issue and review

The date of issue of this policy is September 2019. This policy will be reviewed annually.

## 3. Diamondz School of Dance responsibilities for safeguarding and child protection

Diamondz school of Dance recognises that we have an explicit duty to safeguard and protect children, young people and vulnerable adults from abuse as defined in the Children Act 2004, the Education Act 2002 and the Safeguarding Vulnerable Groups Act 2006.

Everyone at Diamondz School of dance shares an objective to help keep children, young people and vulnerable adults safe by:

- Providing a safe environment for classes and events
- Identifying and responding to children, young people and vulnerable adults 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 an environment in which children feel valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust.

Diamondz school of dance will endeavour to ensure that children and vulnerable adults are protected from harm whilst they are taking examinations or participating in any other activities organized by Diamondz school of dance. We will do this by:

- Making sure our staff and volunteers have relevant qualification/experience and trust to work in the environment
- Providing appropriate training for staff and ensuring volunteers have relevant experience and knowledge of our safeguarding policy
- DBS checks and monitoring of all staff/volunteers
- Establishing and maintaining an ethos where children and young people feel secure and are encouraged to talk, and are listened to
- Taking all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult in contact with us
- Taking all reasonable steps to prevent any staff member, persons working for us or member of the public from putting any child or vulnerable adult in a situation in which there is an unreasonable risk to their health and safety

- 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 or vulnerable adult
- Reporting to Abbi Thompson or Diane Spinks if any evidence or reasonable suspicion that a child or vulnerable adult has been physically, emotionally or sexually abused
- Referring to statutory authorities all incidents reported to the Abbi/Diane
- Implementing this policy in conjunction with our Health and Safety guidelines already in place

Everyone working or volunteering with Diamondz School of dance 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 Abbi/Diane.

#### **4. Roles and responsibilities for all staff in safeguarding**

Regarding the safety and welfare of children and similarly vulnerable people all staff are required to:

- Agree to ongoing monitoring of their suitability for a position working with children and vulnerable adults 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 accident occurs
- Take all reasonable steps to prevent abuse of children
- Report any incident or suspicion of abuse promptly
- Safety of participants and staff is always of prime consideration
- All accidents involving anyone should be recorded in the organisation's accident book or other formal recording system 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, location of emergency telephones and first aid equipment
- Staff are responsible for reporting suspected cases of child abuse to the named responsible person and/or 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

#### **5. Use of personal data**

Where appropriate, personal data relating to students will be collected. This data will be subject to GDPR and data protection requirements and will only be used for the purposes of providing emergency information if needed.

#### **6. Code of behavior for Diamondz school of dance staff**

People working at Diamondz School of dance staff must always observe the following requirements where children, young people or similarly vulnerable people are concerned.

## **Do's and Don'ts for 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

## **Do's and Don'ts for Working with Vulnerable Adults**

### **DO:**

- Be respectful, responsible and professional
- Act in an appropriate manner
- Listen and communicate
- Use common sense; be caring, attentive and aware
- Be sympathetic to their needs
- Be aware of your responsibility
- Be aware of policy and procedures as outlined in this document

### **DO NOT:**

- Treat vulnerable adults as children
- Engage in inappropriate behaviour
- Be aggressive or physically restrain
- Do anything of a personal nature they can do for themselves
- Place yourself in a vulnerable position

You have a strict duty never to subject any child to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct.

## **7. Photographing children**

Photographs of children can only be taken and used for dance school purpose (advert, Show DVD, show photos) if written consent has been obtained from a parent or guardian on students contact form.

## **8. What to do in case of accidents or injury**

Depending on your judgment of the situation, go to the scene immediately if possible and/or summon First Aid assistance and/or contact the emergency services. With children it can be hard to assess whether they have been injured or the extent of the seriousness of an injury. If you have any doubt about this, you should error on the side of caution, and advise appropriately. All accidents should be reported on an accident form, which is signed by the parent.

## **9. First aid**

Unless there is good reason, First Aid should not be administered without the permission of the child's parent or accompanying adult. A child cannot give consent. If the parent is not at the premises, obtain their phone number and try and make contact. However, if a child is alone and seriously injured or unconscious, the situation will need to be dealt with immediately. Treatment should only be given by a trained First Aider.

Provided this does not in itself put the child at risk, always try to administer First Aid with another adult present. Always tell the child exactly what you are doing and why.

Unless it is irrelevant, ask the child if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some children have allergic reactions to stings.

For minor injuries, you may not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, phone **National Health Service Direct on 0845 4647** or the emergency services.

Any treatment should be as little as necessary without threatening the child's wellbeing.

If a child comes to you for comfort because of a minor accident or fright, it is acceptable with the Code of Behaviour to hold their hand or put your arm around them. Just ensure:

- you know about any injury and do nothing to make it worse
- physical contact is what the child wants, and the kind of contact between you is appropriate to their age and stage of development
- you do your best to stay in sight of other adults

If a child needs a doctor or hospital, call the emergency services.

It is nearly always best to stay with them and wait for the ambulance. You should only take the risk of bringing in the child yourself if the emergency services ask you to do so because of exceptional circumstances.

## **10. Child abuse guidelines**

The NSPCC has a written document which outlines the requirements for professionals reporting child abuse in the United Kingdom.

To read this information, please follow the link below:

<https://www.nspcc.org.uk/preventing-abuse/>

The Department of Health web-site [www.doh.gov.uk](http://www.doh.gov.uk) contains a practical guide to the law relating to child protection, particularly The Protection of Children Act 1999. The

site also provides a publication entitled: "What to do if you're worried a child is being abused". This publication has been developed to assist practitioners to safeguard and promote the welfare of children. It sets out the process for safeguarding children. It is aimed at those who encounter children and families in their everyday work.

### **11. The Role of the Abbi/Diane as Designated Officers**

Our organisation will promote awareness of the policy through the Induction Process.

Abbi should ensure that staff are knowledgeable about child protection and that they undertake any training considered necessary to keep updated on new developments.

Abbi/Diane 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 compliant, injury or action taken by the organisation

### **12. Enhanced DBS disclosure**

All staff including examiners, contractors, volunteers, administrative and ancillary staff should undertake an Enhanced CR/DBS disclosure where this is deemed to be appropriate and relevant. It is strongly recommended that this is kept up to date. It is Abbi Thompson's responsibility to view the contents of the Enhanced CRB/DBS disclosure and decide whether a staff member should be excluded from working with young people within their organisation.

### **13. Further information**

Statutory Guidance on inter-agency working to safeguard and promote the welfare of children:

In England this is Working together to safeguard children, and the local safeguarding children board's child protection procedures.

In Wales the All Wales child protection procedures and Safeguarding children: working together under the Children Act 2004.

In Northern Ireland Cooperating to safeguard children and Area Child Protection Committees' regional policy and procedures.

In Scotland the National Guidance for Child Protection in Scotland and the local Child Protection Committee's guidance.

The NSPCC is a registered charity established to prevent cruelty to children. Help line for concerns about a child's welfare. 0808 800 5000 [24 hours], website <https://www.nspcc.org.uk/preventing-abuse/child-protection-system/england/reporting-your-concerns/>.

Links to specific information about Children and Vulnerable Adult Policy can be found by visiting: <https://www.nspcc.org.uk/preventing-abuse/child-prot>