



## **BE.Dance Safeguarding Policy 2022**

### **1. Introduction**

BE.Dance makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

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 seeks to ensure that BE.Dance undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

BE.Dance acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and [insert name of regulatory body] requirements.

- We want all children to have a positive and enjoyable experience of dance at BE.Dance in a safe and child centred environment
- We will do our best to ensure that children are protected from abuse whilst participating in dance or outside of the activity.

BE.Dance acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy BE.Dance 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
- 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

- Ensure that this policy is regularly updated
- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in BE.Dance. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## **2. Legislation**

The principal pieces of legislation governing this policy are:

- Working together to safeguard Children 2010
- The Children Act 1989
- The Adoption and Children Act 2002:
- The Children act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

## **3. Definitions**

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect

## **4.Responsibilities**

**All staff** (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

**The Designated Senior Manager Officers are Rebecca Carter and Amy Morris.** Their responsibilities are:

- The policy is in place and appropriate
- The policy is implemented (usually delegated to SMT or lead officer)
- The policy is monitored and reviewed
- Promoting the welfare of children and vulnerable adults
- Ensure staff (paid and unpaid) have access to appropriate training/information
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Keep up to date with local arrangements for safeguarding and CRB
- Take forward concerns about responses

## **5. Implementation Stages**

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

### **Safe recruitment**

BE.Dance ensures safe recruitment through the following processes:

- Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.
- CRB checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults.

### **Health and Safety**

This is a statement of general policy and arrangements for BE.Dance.

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
- If first aid is required, where possible, it should be administered by a trained first aider and in the presence of another adult and the DSO should be informed.
- Regularly review and update this policy

### **Appropriate Physical contact in dance**

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.

### **Chaperoning Children at dance events**

When chaperoning students at 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
- Make sure that students are aware of what they should do if they get lost or in the event of a fire or emergency evacuation
- 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
- Have the correct ratio of chaperones to children

We will ensure that chaperones hold DBS checks and are aware of our Child Protection Policy

### **Use of photographs and filming of children**

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 agreement from parents that images can be taken of their child
- Where we have publically 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.

### **\*\*Beatrix Potter School\*\***

*The use of phones in class is strictly prohibited with the exception of using them to take the register using DanceBiz on ThinkSmart Software and to use music playlists to play the class music. Teachers are NOT permitted to use their phones to take calls / receive messages or take pictures of or film students during class and on the school premises.*

*Parents have signed a photo consent form when registering for classes- this is for the annual summer show which may be filmed.*

## **6. Communicationstraining and support for staff**

BE.Dance commits resources effective communications and support mechanisms in relation to Safeguarding

### **Training**

All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:

Annual Safeguarding courses for the Designated Senior Managers.

Access to the BE.Dance Safeguarding Policy.

### **Communications and discussion of safeguarding issues**

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- team meetings
- One to one meetings (formal or informal),

### **Support**

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Seeking further support as appropriate e.g. access to counselling.
- Staff who have initiated protection concerns will be contacted by line manager /DSM within a certain timescale e.g. 1 week).

## **7. Professional Boundaries**

BE.Dance expects staff to protect the professional integrity of themselves and the organisation.

The following professional boundaries must be adhered to:

### **Good Practice Guidelines**

- Always work in an open environment (e.g. avoid private unobserved situations and encourage open communication with no secrets)
- Avoid spending time alone with children away from others save in essential one to one situations when extreme care should be exercised.

### **Practices never to be sanctioned:**

- Allowing or engaging in horseplay, physical or sexually provocative games.
- Allowing or engaging in any form of inappropriate touching.
- Making sexually suggestive comments to a child or young person, even in fun.
- Reducing a child to tears as a form of control.
- Failing to act on and record any allegations made by a child.

Transport a child in a personal vehicle unless consent has been given by a parent or guardian. Where this is necessary in an emergency a DSO must be informed.

- Use of abusive language is strictly prohibited

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures

## **8. Reporting**

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 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.

**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;

**Wandsworth Child Protection Team 020 8871 7401**

The process outlined below details the stages involved in raising and reporting safeguarding concerns at BE.Dance.

Communicate your concerns with your immediate manager



Seek medical attention for the vulnerable person if needed



Discuss with parents of child



If needed seek advice from the Children and Families helpdesk or Adults helpdesk



Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact



Ensure that feedback from the Local Authority is received and their response recorded

The local authority has a process for reporting and this must be adopted. Organisations will be expected to complete the local authorities initial contact form when informing them of a concern about a child. The use of this form and compliance with the policy will be mandatory and must be built into your policy. Information on reporting concerns will be found at [www.gscb.org.uk](http://www.gscb.org.uk)

If the immediate manager is implicated, then refer to their line manager or peer.

## **9. Monitoring**

BE.Dance will monitor the following Safeguarding aspects:

- Safe recruitment practices
- CRB checks undertaken
- References applied for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place

## **10. Managing**

Information will be gathered, recorded and stored in accordance with the following policies ([insert policies e.g. Data Protection Policy, Confidentiality Policy](#)).

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

## **11. Communication and reviewing the policy.**

BE.Dance will make clients aware of the Safeguarding Policy through the following means

A statement to customers about safeguarding arrangements will be produced and soon be displayed on the website

This policy will be reviewed Rebecca Carter and Amy Morris every year and when there are changes in legislation.

Rebecca Carter and Amy Morris have overall responsibility for health and safety.

BE.Dance teachers have day-to-day responsibility for ensuring this policy is put into practice.

A First Aid should be carried by all teachers.

An Accident Book is located with Amy Morris

In the case of an emergency or serious injury, please contact the emergency services on 999

This policy was last reviewed on 29/4/22

Name: Rebecca Carter

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Job Title: Director, BE.Dance

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Signature: Rebecca Carter

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Name: Amy Morris

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Job Title: Director, BE.Dance

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Signature: Amy Morris

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