



Safeguarding Policy

1. Introduction

Carlisle Dance Academy (CDA) has a 'duty of care' to provide a safe environment that is conducive to promoting the health and well-being of children and young people under the age of 18 years, and vulnerable adults. CDA will take all reasonable steps to ensure that safeguarding and promoting the welfare of children and vulnerable adults is embedded in our contact through the training and activities we provide for them.

The protection of children and vulnerable adults is important to CDA. The aim of the CDA's Policy and Procedures on Safeguarding Children and Vulnerable Adults (the "Policy") is to ensure that children and vulnerable adults with whom CDA comes into contact are well protected and that there is a system in place to protect their welfare.

CDA believes that; the welfare of the child is paramount, that all children regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse. Adults can be deemed to be at risk of harm as a consequence of the personal care and support they receive from others rather than because of a particular impairment or illness. Vulnerable adults are covered within the provision of the Safeguarding vulnerable adults guidance which can be found in Appendix 1.

Legal framework and definition of safeguarding -

Safeguarding Vulnerable Groups Act 2006

The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014

Working together to safeguard children 2018

Childcare Act 2006

Children Act 2004

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment.
- Preventing the impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2018').

The purpose of these policies and procedures are:

To facilitate protection for children under the age of 18 years and vulnerable adults during any activity provided by CDA. To provide staff with procedures to follow in the event that they suspect a child or vulnerable adult may be experiencing abuse; or be at risk of abuse or harm x or where there is concern about the behaviour of an adult that might harm a child or vulnerable adult.

Definition: Under The Children Act 1989, which applies mainly to England and Wales; 'a child' is up to the age of 18 years. For child protection purposes, all of the four nations use an age band up to 18 years old. This can also be up to the age of 25 years if they are receiving help from Children's Social Care or Education. Other relevant legislation includes the Children Act 2004 and the Children, Schools and Families Act 2010.

Similar arrangements exist in Scotland under The Children (Scotland) Act 1995; The Protection of Children (Scotland) Act 2003; The Protection of Vulnerable Groups (Scotland) Act 2007 and in Northern Ireland; The Children (Northern Ireland) Order 1995; Safeguarding Vulnerable Groups (NI) Order 2007.

CDA will embrace the guidance contained in 'Working Together to Safeguard Children 2018'. This covers the legal requirements of and expectations on individual services to safeguard and promote the welfare of children and to provide a clear framework for Local Safeguarding Children Boards (CSCP) to monitor the effectiveness of local services.

Safeguarding and promoting the welfare of children is defined as:

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

Safeguarding is everyone's responsibility and everyone who comes into contact with children and families has a role to play. (A child is defined as anyone who has not yet reached their 18th birthday).

CDA will seek to safeguard children and vulnerable adults by:

Valuing them, listening to and respecting them, adopting child protection procedures, sharing information about child protection and good practice with children, vulnerable adults, parents, staff and the companies and organisations with which we work, sharing information about concerns with the appropriate agencies, implementing a code of conduct and policy, ensuring safer recruitment, following the guidance in The Children (Performance and Activities) (England) Regulations 2014, using chaperones who are registered with the Local Authority and have an enhanced DBS check, selection and vetting of staff, providing effective management through supervision, support, training and development.

This Policy works in conjunction with other CDA regulations, policies and procedures.

The Policy is designed to assist all individuals in CDA to meet their duty of care to safeguard all children and vulnerable adults who take part in the activities provided by CDA. And, to ensure that where CDA employees, students, trainees or visitors have concerns about the welfare of children or vulnerable adults, they are in a position to take appropriate steps to address them.

This Policy will be available on CDA's website and all CDA employees will be made aware of this through induction programmes, training and personal development. It will also be referred to in our relevant correspondence and in briefings and presentations, and for site visits. All policies will be reviewed annually or sooner if there are changes in legislation, guidance or in the event of an incident.

CDA is committed to providing a clear child protection and vulnerable adults safeguarding policy and procedures and will ensure that it is communicated to all CDA employees, trainees or visitors. All CDA employees will undergo safeguarding level 1 training as part of their induction process and relevant existing CDA employees will renew their safeguarding level 1 training annually to support understanding and implementation of the policy and supporting practice guidance. All other parties that have contact with CDA, including visitors, will be made aware of the policy via the website and expected to adhere to it.

There are four recognised categories of child abuse: physical abuse, sexual abuse, neglect and emotional abuse, in addition CDA are aware of other areas such as self-harm and bullying that affect children and young people.

CDA also works with vulnerable adults who are protected by different legislation. The main forms of abuse in relation to a vulnerable adults include; physical abuse; sexual abuse; psychological abuse; financial or material abuse; neglect and acts of omission and discriminatory abuse.

The full definitions relating to child abuse and vulnerable adults (and additional information about bullying, self-harm and eating disorders), can be found in Appendix 1.

CDA has a Designated Safeguarding Officer (DSO) (Laura Irwin) and a Named Senior Officer (Leony Pollard, Lisa Brown) who are responsible for safeguarding which is described in Section Two of this document.

Indicators of child abuse

- significant changes in children's behaviour
- deterioration in children's general well-being
- unexplained bruising, marks or signs of possible abuse or neglect
- children's comments which give cause for concern

- any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children, and will take advice from the appropriate bodies on this area.

2. Responding to incidents, suspicions and allegations of abuse involving children and vulnerable adults

2.1 These procedures aim to strike a balance between the need to protect children and vulnerable adults from abuse and the need to protect CDA employees, trainees, students, visitors and CDA members from false allegations.

2.2 It is not the responsibility of anyone working at CDA in a paid or voluntary capacity to decide whether a child or vulnerable adult is being abused or might be abused, but there is a responsibility to act on their concerns in order that appropriate agencies can then make enquiries and take any necessary action to protect them.

2.3 It is the remit of the appropriate authority and not anyone connected with CDA to investigate the incident.

2.4 If an incident, allegation or suspicion of abuse (hereinafter referred to as incident) is seen, heard or suspected, the person receiving the information, whether a CDA employee, trainee, student, a member of another organisation with which CDA is working or a visitor to CDA, should follow the procedure below:

- Stop other activity and focus on what they are being told or seeing. Responding to the incident being reported should take immediate priority.
- Where an incident is being reported, react in a calm and considered way but show concern.
- Tell the child, vulnerable adult or third party that it is right for them to share this information.

- Take what the child, vulnerable adult or third party has said seriously and allow extra time if a child or vulnerable adult has a speech difficulty and differences in language.
- Keep questions to an absolute minimum necessary to ascertain a clear and accurate understanding of what has been said but do not interrogate the child, vulnerable adult or third party.
- Listen to the child, vulnerable adult or third party and do not interrupt if they are recounting significant events.
- Offer reassurance to the child or vulnerable adult.
- Do not give assurances of confidentiality but explain you will need to pass on this information to those that need to know.
- Consider whether immediate action is needed to protect any child or vulnerable adult who may be at risk. Think about the child or vulnerable adult who is the immediate concern and any others who may be at risk, in light of what you have been told or seen. If DSO is not immediately available you should alert the appropriate authority and stay with those you think are at immediate risk until they can be transferred to safe care, where practical.
- Make a comprehensive record of what is said or seen and actions taken at the earliest possible opportunity. Where possible this should always be reported using the Incident Report Form in Appendix 3 and within the timescales stated. Keep all original notes as they may be needed as evidence. The comprehensive and confidential record should include the following:

a) A detailed record of the incident in the child or vulnerable adult's own words or the words of the third party reporting it. You should note this record may be used later in a criminal trial and therefore needs to be as full and accurate as possible.

b) Details of the nature of the incident.

c) A description of any injury. Please note that you must not remove the clothing of a child or vulnerable adult to inspect any injuries.

d) Dates, times or places and any other information that may be useful.

e) Written records including emails and letters.

- The incident should be reported in writing immediately to the DSO for appropriate action to be taken. If the concerns relate to a specific DSO, then it should be reported to an NSO.
- The DSO will pass on any allegations to the NSO and the appropriate member of staff.

- If the concern relates to a specific NSO then it should be reported to the Chief Executive or if the concern relates to the appropriate member of staff then it should be reported to their line manager.
- Remember, safeguarding is everyone's business and if anyone tells you, or if you see mistreatment or abuse or have concerns about a child, young person or vulnerable adult being harmed or at risk, it is your role to respond sensitively and alert others who have a designated role within CDA.

2.5 Anyone with concerns and unsure what to do, should contact the Police, 'Safeguarding Hub' Team at Children's Social Care 0333 240 1727) or the NSPCC Adult Child Protection Helpline on 0808 800 5000 or Childline for children and young people on 0800 1111.

2.6 A quick guide to reporting procedures can be found in Appendix 4.

2.7 If you believe an incident has not been dealt in accordance with the Policy this should be reported to the Cumbria Local Safeguarding Children's Board.

3. Code of behaviour and good practice

3.1 CDA believes that the Code of behaviour and good practice will assist everyone with advice on protecting children and vulnerable adults and also help with identifying any practices which could be misinterpreted or lead to false allegations. CDA employees, trainees and students organising any activities on behalf of CDA, involving children and/or vulnerable adults, must adhere to this code as set out below:

3.1.2 All children and vulnerable adults should be treated with respect by CDA employees, trainees, students and visitors.

3.1.3 All activities involving children and vulnerable adults should include a ratio of 1 adult to every 12 children. For younger children under the age of nine, there will always be an additional adult.

3.1.4 Respect should be given to a child's or vulnerable adult's rights to personal privacy.

3.1.5 In all activities, CDA employees, trainees, students, and visitors to CDA should be aware that physical contact with a child or young person may be misinterpreted and should be avoided. Where any physical touching is required, it should be provided openly in front of other students. Parents, guardians and students will be warned in advance that physical touching may be required for correctional purposes only.

3.1.6 In activities, feedback should always be constructive rather than negative and be mindful of the language that you use so as not to be threatening or upsetting.

3.1.7 Private or unobserved contact with a young person or vulnerable adult should be avoided wherever possible unless authorised on the appropriate consent form by a parent or guardian and recorded, e.g. for a 1:1 private dance lesson.

3.1.8 If first aid is required, where possible, it should be administered by a trained first aider in the presence of another adult, and the DSO should be informed. As part of the renewal process for training, in future there will be a rolling programme to undertake emergency/paediatric first aid.

3.1.9 Written parental or guardian consent should always be obtained for the use of any photographs, film or videos involving children and vulnerable adults.

3.1.10 In all activities, CDA employees, trainees, students, and visitors to CDA where appropriate, are required to challenge unacceptable behaviour in accordance with the provisions of this code of conduct and good practice.

3.1.11 No unauthorised person will be permitted into areas where children are in the care of CDA. Within the CDA studios, the double doors leading to studios/changing rooms will only be accessed by pupils and staff. Parents will only be allowed access to the studios if accompanied by approved staff.

When CDA shows or events are taking place, staff and chaperones have the authority to approve who gains access to children. Parents/carers, strangers will not be allowed to see children without an approval.

3.1.12 Any incidents, allegations or suspicions of abuse should be reported immediately to the DSO, as per the reporting guidelines.

3.1.13 In all dealings with children and vulnerable adults, CDA employees, trainees, students, and visitors to CDA where appropriate, should never:

- Leave children who are in their care unsupervised on CDA premises,
- Play rough physical or sexually provocative games, involving or observed by children or vulnerable adults whether based on talking or touching,
- Allow or engage in any form of inappropriate physical activity involving children or vulnerable adults, or any bullying of a child by an adult or another child,
- Form or seek to form relationships of a sexual nature or which may lead to sexual activity (i.e. 'grooming');
- Allow children or vulnerable adults to use inappropriate language e.g. language of a derogatory nature or sexually explicit without challenging it,
- Make sexually suggestive or discriminatory comments even in jest,
- Intentionally reduce a child or vulnerable adult to tears as a form of control,

- Use any physical punishment as part of disciplining a child or vulnerable adult.
- Shout or use harsh criticism,
- Consume alcohol or take drugs during the working day, including any breaks or when involved in activities with children or vulnerable adults,
- Give your personal contact details to a child or vulnerable adult whom you have met through work or using social networking sites,
- Allow yourself to get into a situation where an abuse of trust may occur. This means that you should not form a close personal relationship, sexual or otherwise with a child or vulnerable adult, even if they are seeking and are consenting to such a relationship,
- Transport a child or vulnerable adult in a personal vehicle unless consent has been given by a parent or guardian. In the case of an emergency, the DSO must be informed.
- Allow allegations made by a child or vulnerable adult to go unrecorded or not acted upon in accordance with these or other CDA procedures, and
- Undertake personal activities (such as washing or dressing) for a child or vulnerable adult which they can do for themselves. If a child has a disability, such tasks should only be performed with the full understanding and consent of and, where appropriate, assistance from the parents or carers. A vulnerable adult may be able to consent for themselves.

3.1.14 Any incidents which cause concern in respect of a child or vulnerable adult are required to be reported immediately to the DSO. Below are examples of incidents which are to be reported. When:

- A child has been left unsupervised on CDA property,
- A child or vulnerable adult is hurt accidentally,
- There is a concern that a relationship is developing which may be an abuse of trust,
- You are worried that a child or vulnerable adult is becoming attracted to you,
- You are worried that a child or vulnerable adult is becoming attracted to a colleague who cares for them,
- You think a child or vulnerable adult has misunderstood or misinterpreted something you have done,

- You have been required to take action to prevent a child or vulnerable adult from harming themselves or another or from causing significant damage to property. Unless you have received specific training on how to restrain a child or vulnerable adult, this should only be done as a last resort. Do not do it alone, call for assistance, write up what happened and pass the information to the DSO,
- You see any suspicious marks on a child or vulnerable adult,
- You hear of any allegations made by a child or vulnerable adult of events both inside and outside of the RAD.

3.2 All of the personnel listed in 3.1 will be briefed as to the expectations in the Code of behaviour and good practice guidelines as part of their induction or before any such activities take place. These will assist in the event that anyone suspects or is made aware of an incident showing that CDA Code of behaviour and good practice is not being adhered to. Such incidences should be reported to the DSO.

3.3 Any visitors, such as external hirers or contractors must adhere to CDA's Code of behaviour and good practice as part of their contractual arrangement. The DSO must be informed if such personnel are going to be present during activities or training provided by CDA. They will also be required to sign a declaration stating that their staff and volunteers, where appropriate will have had the necessary disclosure and barring checks, and that the organisation has its own safeguarding policy and procedure.

3.4 The DSO should be informed of any activity involving children or vulnerable adults well in advance and provided with full details of the activity. This will include any potential 'visitors' to the site or filming or recording of such activities.

4. Recruitment and disclosure and barring:

As part of CDA's commitment to safeguarding we will ensure that safer recruitment practices are integrated into our recruitment, vetting, selection and induction processes.

5. Training:

All staff will be required to complete Level 1 safeguarding training on a bi-annual basis. Training will be provided as an e-learning course through the Cumbria Local Safeguarding Children's Board. This is to ensure that they are aware of current safeguarding legislation and best practice.

Safeguarding leads will hold higher safeguarding qualifications.

6. Photography and filming of children and/or vulnerable adults

6.1 No unauthorised filming or photography should take place during CDA activities without the person running the activity gaining appropriate written, informed parent or guardian permission. This should explain the purposes for which any photographic images will be used. This applies to both children and vulnerable adults.

6.2 CDA is committed to providing a safe and enjoyable learning experience for young people and vulnerable adults.

6.3 There are some good practice guidelines listed below that should be adhered to in relation to photography and recording images of children, especially as there is evidence that some people do use activities and events as an opportunity to take photographs or footage of young and disabled children and young people which can be manipulated or used inappropriately:

- All young people and vulnerable adults featured in photographs or recordings must be appropriately dressed for the activity they are undertaking. Wherever possible, images of the young people and vulnerable adults should be recorded in small groups and focus on the activity. Trainees and instructors can still be allowed to use equipment to record an activity as a teaching aid, providing that written consent of the parents or guardians and young person or adult is sought and that this is placed on file. Care needs to be taken with regard to the storage and dissemination of the photographs or video material.

7. Allegations of abuse against members of staff, trainees, volunteers and visitors

7.1 Child and adult abuse can and does take place outside the family setting, including within organisations. This can include anyone involved in working with children or vulnerable adults in a paid or voluntary capacity. Evidence in this area indicates that abuse which takes place in an organisation is rarely a one-off event, so it is important that all staff within CDA are aware of this and take the appropriate action to respond to an allegation.

7.2 If a member of staff or anyone involved in an activity within CDA has a concern about the behaviour of another staff member or adult working within CDA, even as a visitor, they should discuss this with the DSO within the same working day. A decision will be made as to the best course of action. This could include a referral to the police, adult protection, children's social care and or the Local Authority Designated Officer (LADO), in England. Following this course of action and the outcome, CDA may then wish to refer the individual for consideration for barring and will contact the Disclosure and Barring Service. The LADO has a specific role within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may harmed a child,
- Possibly committed a criminal offence against children, or related to a child, or

- Behaved towards a child or children in a way that indicates they are unsuited to working with children.

7.3 It is important that all allegations against staff are taken seriously and are acted upon whether the allegation constitutes abuse or not.

7.4 Any member of staff, trainees, or volunteers hearing allegations will be expected to provide a written report and a summary of any additional information including the names and addresses of potential witnesses. There should be two copies of this document signed and dated which will be stored centrally and in a personnel file, if applicable.

7.5 The parents or guardians of the child or vulnerable adult should be contacted as soon as possible following decisions made by the NSO, NSPCC, Children's Social Care or LADO.

8. CDA Employees, trainees, students, visitors or RAD members already under investigation.

8.1 Where a CDA employee, student, visitor, trainee, or member is under investigation by a third party or an appropriate authority, for actions that might give cause for concern about their suitability to work with children and vulnerable adults, it must be reported to the DSO.

8.2 In this instance, the person under investigation will be prevented from working with children and vulnerable adults through CDA activity and have CDA membership suspended.

9. Record keeping, using and storing information

9.1 Where an incident has been reported against a CDA employee, trainee or student, all documents relevant to the incident will be returned to the DSO to be kept in the personal file of the person concerned when the case has been concluded. If the incident was found to be malicious or without foundation, a record may be kept in the personal file.

9.2 Where an allegation was made against a visitor to CDA, records should be kept securely and should an investigation be carried out, copies of these records should be passed to the appropriate authority.

10. Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Data held on pupils will only be shared with CDA staff, Chaperones where there is maybe a concern and they need to know basis. Any information is shared in line with guidance from the CSCP.

11. Extremism – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

12. Review of policy and procedures

The Policy will be reviewed by the Business Owner annually or more frequently in response to new legislation or where an incident has occurred that requires an adjustment to processes within. It will be reviewed to ensure that the Policy continues to meet the safeguarding legislation and best practice.

LADO: **0333 240 1727**

Ofsted Telephone: **0300 123 1231**

Cumbria Safeguarding Children Partnership (CSCP) **03332 401 727**

Cumbria Safeguarding Hub **0333 240 1727**

Non-emergency police **101**

Government helpline for extremism concerns **020 7340 7264**

Reviewed by Owner/Principle: L.Irwin _____

Date: June 2020

Date to be reviewed: June 2021