

**CARLISLE DANCE ACADEMY**  
**BASIC CHILD PROTECTION PROCEDURES**

The designated person for Child Protection is **Laura Irwin** or in her absence **Lisa Brown** or **Leony Pollard**.

- For further reading and information refer to the CSCP website  
<https://cumbriasafeguardingchildren.co.uk>

If you suspect that a pupil is being abused because of marks / bruising / behaviour / hearsay from others, then:

- Tell the designated person as soon as possible.
- Do not ask the child about the situation yourself.
- Ensure you maintain confidentiality.

If a pupil tells you he / she has been subject to physical or sexual abuse or neglect, then:

- Never agree to keep “secrets” even if the pupil is very persuasive.
- Listen carefully to the pupil and allow them to say what they need to say.
- Avoid the use of closed or leading questions.
- Use questions for clarification.
- Never interrogate the pupil. The staff member only needs to know that the abuse has occurred/ is likely to occur.
- Reassure the pupil concerned and tell them that Children’s Services may need to be involved in the case (if age appropriate)
- Once the child has finished speaking and appears able to be left or return to the studio/group the staff member/ volunteer must then contact the designated person
- Write down the facts of the situation as you experienced them. Give it to the designated person.
- Do not tell anyone else about the incident.

If you suspect / receive information about any adult who may be abusing pupils:

- Notify the designated person.
- Write down the facts as you know them and give it to the designated person.

**PROTECT PUPILS**  
*PROTECT YOURSELF*  
**IF IN DOUBT – ASK**  
**ALWAYS REFER – NEVER INVESTIGATE**

**All referrals should be reported to the designated person verbally and in writing.**

**UPDATED: 13/06/23**

**REVIEW DATE: 13/06/24**