

## Clee Academy of Dance

### Child Protection and Safeguarding Policy 2018

This policy is written in regards to the *Working Together to Safeguard Children 2018* policy, and the Royal Academy of Dance's Safeguarding procedures 2013 and the Royal Academy of Dance's Code of Professional Conduct.

For the purposes of this policy, Clee Academy of Dance will be referred to as 'The School'. The term 'Children and young people' or 'pupils' refers to those aged 18 and under with whom Clee Academy of Dance provides activities for.

1. The pupils' safety and wellbeing are paramount. All pupils have equal right to protection from all forms of abuse regardless of their age, disability, race, sexual orientation or identity or religious belief. The School expects all staff and volunteers to share this commitment. The School will take all reasonable measures to:
  - 1.1 Ensure that we practice 'safer recruitment' in checking and vetting staff and volunteer suitability in line with the Royal Academy of Dance's Professional Code of Conduct and the Local Authority requirements to ensure those working with our pupils are appropriately checked and supervised.
  - 1.2 Ensure all staff and volunteers have appropriate and current knowledge and understanding of Child Protection and Safeguarding policies and strategies and understand how to contact appropriate agencies and make referrals and/or raise concerns.
  - 1.3 Implement and adhere to the Royal Academy of Dance's Professional Code of Conduct, and Local and Government guidelines.
  - 1.4 Follow the local inter-agency procedures of the NEL LSCB Safeguarding Children to ensure all staff and volunteers are aware of the need to refer concerns immediately to the School Principal/children's services /children's social care.
  - 1.5 Protect each pupil from any form of abuse, whether from an adult or another pupil.
  - 1.6 Listen, value, and respect all concerns from pupils, parents, staff, volunteers or others and act appropriately, swiftly and fairly.
  - 1.7 Deal appropriately with every suspicion or complaint of abuse and to support children who have been abused in accordance with the agreed child protection plan.
  - 1.8 Be alert to the medical needs of pupils and provide appropriate support. The school will work with medical professionals as necessary to support pupils as best as it is able.
  - 1.9 Take all practical steps to ensure the School premises are secure as circumstances permit.
  - 1.10 Take all practical steps to limit risk of harm or injury and operate a sensible and robust Health and Safety procedure.
  - 1.11 Monitor pupil attendance regularly and refer any concerns to the authorities as necessary.
  - 1.12 Identify pupils at risk of extremism and radicalisation.

- 1.13 Consider and develop procedures to deal with other safeguarding issues which may be specific to individual pupils in the school.
- 1.14 Where there are allegations made against a member of staff by a child. We will follow the LSCB allegations Management Process where the criteria is met

2. The School acknowledges the types of abuse and neglect as set by the document *Keeping Children Safe In Education* which defines the following types of abuse:

**Physical:** A form of abuse such as hitting, shaking, throwing, poisoning, burning, scalding, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when an adult fabricates the symptoms of, or deliberately induces illness in a child.

**Emotional:** Persistent emotional maltreatment of a child as to cause severe or adverse effects on a child's emotional development. It may involve a child feeling worthless, inadequate. It may include not giving a child an opportunity to express their view or deliberately making fun of something they say or how they communicate. It may involve bullying, cause a child to feel frightened or in danger. Interactions may include those beyond a child's developmental capability as well as overprotection and limitation of learning, social interaction or participation. Some level of emotional abuse is involved in all types of maltreatment, although it can occur alone.

**Sexual:** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may include contact and non-contact activities such as watching inappropriate material, encouraging children to behave in a sexually inappropriate way or grooming a child in preparation for abuse. Sexual abuse can be committed by men, women and other children.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of a child's health or development.

**3. Action Staff must take after suspecting or hearing a complaint of abuse:**

- Listen carefully to the child and keep an open mind. The staff member must NOT make a decision as to whether or not the abuse took place.
- Not ask leading questions ie a question which suggests its own answer
- Reassure the child but not give a guarantee of absolute confidentiality. The staff member should explain that they will need to pass the information to the Principal who will ensure the correct action is taken.
- Keep sufficient written record of the conversation make note of the date, time, the place of the conversation and the essence of what is said and done and in whose presence. The records should be signed by the member of staff using their full name.
- Report the complaint or suspicion to the Principal using the *Not Quite Right Form*.

If Staff feel there concerns are not being appropriately dealt with within the School the staff member should seek support from:

- General guidance can be found on [Advice on Whistleblowing](#)
- [NSPCC whistleblowing helpline 0800 028 0285 Mon-Fri 8am-8pm](tel:08000280285). [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

#### **4. Confidentiality and Information Sharing**

The School will keep all child protection records confidential, allowing disclosure only to those organisations which need information in order to safeguard and promote the welfare of children. The School will co-operate with the police and children's social care to ensure that all relevant information is shared for the purposes of a child protection investigation under section 47 of the Children's Act 1989, in accordance with the requirements of the Working Together To Safeguard Children (March 2015).

#### **5. Photography and Videos**

The school will seek permission from parents/carers for those children and young people in our care before photographs and videos are taken and displayed for specific purposes. On each occasion these purposes must be clearly identified and explained and it must be made clear what will happen to the photographs or videos. Staff must be able to justify the images in their possession.

Pupils must understand why the images are being taken and agree to the activity.

Images must not be made secretly.

All images must be stored securely and only accessed by those authorised to do so.