
Safeguarding Children and Child Protection Policy

Policies and Procedures

bbodance 2024-25

Introduction

This policy must be read and understood by anyone working for or on behalf of bbodance including senior managers, the board of trustees, paid staff, contractors, volunteers, sessional workers, agency staff and students and their parents / carers where appropriate. We will make sure this policy is accessible to all staff, parents and students via our website, and will make sure that all teachers / staff members can understand this policy by providing supporting training, guidance and information. All staff, contractors and volunteers at bbodance must adhere to this policy and must understand their duties and responsibilities regarding safeguarding. A copy of this policy will be available at all times on the bbodance website.

All teaching members at bbodance may use this policy to raise concerns about the safety of children or child protection issues at bbodance events or that come to light at bbodance events. All teaching members of bbodance are expected to uphold the good name of bbodance by ensuring they have appropriate safeguarding training and DBS checks in place and have, and abide by, appropriate safeguarding policies and arrangements in their own schools. The process outlined here is for bbodance staff, contractors and volunteers working **with or for** bbodance but the ethos of the policy and the good practice contained within is applicable to all teaching members of bbodance.

Our Responsibilities

At bbodance we recognise we have a responsibility to protect and safeguard the welfare of all children and young people we work with and have an explicit duty to do so under the Children Act 1989 and 2004 and the Education Act. At bbodance we believe that the welfare of the child is of paramount importance; that no child should be treated any less favourably than others in accessing services that meet their needs and that all children without exception have the right to protection from abuse regardless of their gender, ethnicity, disability, sexuality or beliefs.

A 'child' is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently, in further education, or working does not change his/ her entitlement to services or protection as a child. Our guidelines apply to all children and young people until their 18th birthday.

Safeguarding and promoting the welfare of children and young people means:

- protecting children from maltreatment,
- preventing impairment of a child's health or development,
- ensuring that children are growing up with the provision of safe and effective care
- taking action to ensure that children have the best life chances

At bbodance we will do this by (for example):

- identifying and responding to concerns about a child or young person
- providing a safe and happy dance environment with a focus on wellbeing
- having a health and safety policy and risk assessments for all events and activities
- ensuring our approach to equality, diversity and representation is consistent at all levels of our organisation and is aligned with our anti bullying strategy
- ensuring that we make appropriate applications such as body of persons approvals for events we hold
- ensuring all events are well staffed with individuals with appropriate training and checks
- ensuring all staff and contractors role model safe and appropriate behaviours

At bbodance all concerns and allegations of abuse will be taken seriously. It is the responsibility of all staff, contractors and volunteers to take steps to protect children, to keep them safe from hazards and to take appropriate action in the event of an accident. It is the responsibility of all staff and volunteers to take reasonable steps to protect children and young people from harm and abuse while in contact with our organisation /our staff and to report any incident of or suspicion of abuse to

the Designated Safeguarding Person at bbodance or in their absence the Deputy Designated Safeguarding Person or directly to the appropriate statutory authority.

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

Designated Safeguarding Person (DSP)

At bbodance our Designated Safeguarding Person is Fiona Knower. As designated safeguarding lead they have additional training in how to carry out this role, in addition to the same Safeguarding training that must be completed by all staff and teaching members of the organisation.

It is their role to coordinate and advise on matters relating to safeguarding and all safeguarding concerns should be shared directly with them.

The Deputy Designated Safeguarding Person is Sandra Tuli.

Managing Injury

If a child has a physical injury and there are concerns about abuse attention should be sought for the injury first, then safeguarding information shared with the DSP and referred to children's social care if needed. Contacting the emergency services for medical treatment must not be delayed for any reason. The member of staff at the scene of the incident is responsible for ensuring access to first aid and necessary medical support, the concern can be shared following this with the DSP. In the event an ambulance is required, any safeguarding concerns should also be shared with medical staff in attendance to ensure they are able to safeguard the child or young person in their ongoing work.

Managing Recruitment

All individuals working at or for bbodance who have contact with children and young people are required to hold a valid, clear DBS check. All staff, contractors and volunteers will be recruited in line with our Safer Recruitment Policy. No staff, contractors or volunteers will be employed or able to volunteer if they are barred from working with children and in the event of an incident where a member of staff must be dismissed (or chooses to leave) because they have harmed a child DBS will be notified, as will appropriate services such as police and social care.

Managing Allegations

If any member of staff or volunteer has concerns about the behaviour or conduct of another individual within the organisation the nature of the concern should be reported to bbodance. The member of staff who has a concern or to whom the allegation or concern is reported should not question the child or investigate further. The DSP will report the matter to the Local Authority Designated Officer (LADO). If an allegation or concern is raised about a member of staff outside of work, this may still present a risk of harm to children for whom that member of staff is responsible and as such the general principles of this policy still apply.

Harm to Children

Everybody working with children at bbodance must be alert to the needs of children and the risk of harm. All staff and volunteers should be able to recognise and know how to act upon evidence that a child's health or development is being impaired or that a child is suffering or likely to suffer significant harm. At bbodance we will make every effort to protect children from harm when they are visiting our setting/ attending our classes.

We will ensure:

- Appropriate recruitment and selection procedures

- Provision of safeguarding training for all staff and volunteers
- All staff and volunteers hold clear current DBS checks

We will take all reasonable steps to ensure health safety and welfare for all those who access our organisation.

We will take all practicable steps to ensure that no one working with us or for us would put a child in a situation of unreasonable risk to their health and safety.

We will not harm or abuse children within our care and will take all reasonable steps to ensure no one working with us or around us within the community could harm or abuse a child in our care.

We will ensure good reporting to our DSP and onward to children's social care wherever we suspect harm and will foster an environment of good communication, transparency, and trust.

During admissions processes relevant contact and medical information shall be collected and access to emergency contacts will be available to teaching staff and volunteers at every session.

Where We Suspect Harm and Abuse:

Every member of staff has a duty to be alert to the signs of harm and abuse. Where they have concerns, these should be recorded carefully and accurately. All concerns should be discussed with the DSP. A decision shall then be made with the DSP regarding sharing this concern onward to children's social care or the police as required.

Where possible and only if it is safe to do so the teacher who has the concern or the DSP should let the parent/carer of that child know if they intend to raise that concern with children's social care and they should seek their permission to share information.

Please be aware if the parent declines to consent and your concerns regard harm / significant harm you are still duty bound to share with children's social care and must inform the parent/carer of this if it is safe to do so. In the absence of the DSP all concerns should be shared directly with children's social care.

All information sharing must be Data Protection Act and GDPR compliant. Sharing must be discrete, appropriate, honest and accurate but it is important for all staff and volunteers to be aware GDPR and Data Protection law does not create a barrier to sharing safeguarding information and all concerns MUST be shared with the DSP and children's safeguarding as necessary.

When reporting FGM (female Genital mutilation), forced marriage or honour based violence: Reports must be made directly to either children's social care or the police. Do not share your concern with ANYONE ELSE until you have spoken to the police or social care and sought advice. Do not speak to the family, do not inform them of your decision to share information and do not discuss the matter with your colleagues or seniors. Report immediately and follow the instructions that are given to you at the point of referral.

Recognising Harm and Abuse

Below are the definitions of harm to children and young people use these to help you recognise harm and ensure you cause no harm.

Physical abuse: A form of abuse that may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately causes illness in a child.

Emotional abuse: The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless, unloved, inadequate or unvalued in so far as they meet the needs of another person only. It may involve deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as the over

protection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (or cyber bullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, touching outside of clothing. They may also include noncontact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: The persistent failure to meet a child's physical and/ or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home and abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care givers); ensure access to appropriate medical care or treatment. It may also include an unresponsiveness to a child's basic emotional needs.

If A Child Tells Us They Have Experienced Harm and Abuse

Always listen to what the child has to say with an open mind:

- Do not ask leading or probing questions
- Never stop a child who is talking freely about significant events
- Make a note of the discussion, taking care to record the timings, setting and people present, as well as what was said (see Appendix 1 for a suitable form to record this information)
- Do not ask children to make a written statement
- Never promise a child that what they have told you may be kept secret
- Explain that you have responsibility to share information
- Inform the DSP for your organisation immediately

Where we believe another Teacher or responsible adult has harmed a child:

If any member of staff or volunteer has concerns about the behaviour or conduct of another individual within the organisation the nature of the concern should be reported to the DSP. This will report the matter to the Local Authority Designated Officer (LADO).

This policy will be reviewed annually in August.

Safeguarding Concern Form

If you have a concern, please complete the details below as fully as possible and submit to the Designated Safeguarding Person (DSP).

Please complete this form as fully as you can but if you don't know **all** the details, please submit the form including just the information you know. Never delay or decide not to send the form because you don't have all the details.

Your details:

Full Name:

Address (inc. postcode):

Contact email:

Contact phone number:

Your role (e.g., The school you work at and your position there):

The details of the individual you are concerned about/ the person who has been harmed:

Full Name:

Date of birth:

Address (inc. postcode):

Name of the dance school they attend:

Name of school principal:

The details of the individual who you believe may have / has harmed a child, young person or at-risk adult:

Name:

Address:

Phone number:

Relationship to the individual:

Is this person in a position of trust? (e.g., are they a teacher, teaching assistant, chaperone or event volunteer).

Yes / No

If so, what is the name of the school they work at?

Please describe your concern as accurately as possible:

What happened:

When did it happen:

Who was present:

Where did this happen:

Please include any additional details explaining what you are worried about, what you understand or don't understand and anything that is complicated or confusing to you.

Please describe any action you have already taken for example first aid provided for an injury:

Please describe any details of any conversation you have held with the child / young person/ at risk adult:

If this concern is regarding a child / young person have you sought consent from their parent / guardian to share this information?

Yes/ no

If not, why not? Please provide details?

If this concern is regarding an adult, were they able to consent to you sharing this information?

Yes/ no

If not, why not? Please provide details:

What action have you taken so far? (For example, contact with your local social care or early help team, raising a safeguarding referral or contacting the NSPCC for advice).

What has been the outcome of those actions to date?

Signed:

Dated:

This information will be used as outlined in the bbodance safeguarding policies