



ABCD
School of Dance and Drama



Safeguarding Policy

Introduction

ABCD Dance and Drama School is committed to providing a safe and secure environment for all children attending our school. This Safeguarding Policy outlines our commitment to safeguarding and promoting the welfare of children in accordance with the latest version of the Keeping Children Safe in Education guidance (2023). This policy has been developed to protect the children in our care and to provide a framework for the actions we take to ensure their safety and well-being.

Designated Safeguarding Leads (DSLs)

ABCD Dance and Drama School has a designated Safeguarding Lead (DSL), **Andrea Brunton**, who is responsible for ensuring that all safeguarding policies and procedures are implemented effectively. In her absence, **Caroline Thomas** and **Leah Brunton** serve as Deputy DSLs and will take on the responsibilities of the designated Lead Safeguarding Officer.

Contact Number for the DSL Team: **07568544442**

Health and Safety, Risk Assessment, and Emergency Preparedness

ABCD has a duty of care to ensure a safe environment for people who attend or visit. The Principals and Vice Principal are responsible for health and safety.

We keep up-to-date risk assessments, including dance-related hazards, such as slippery floors and suitable dancewear.

An Emergency First Aid Kit is regularly checked, and a designated first aid person is available.

We keep a register for accidents/injuries, and will provide a copy of the accident/injury for the child to take home to share with parents/carers. In some cases, we may contact parents/carers directly to inform them about an injury and advise for collection if we feel necessary.

Parental Consent

Parental consent is updated annually and includes two emergency contacts for each pupil any medical concerns, and allergies. The information meets the requirements that fall under the Data Protection Act 2018.

Recruitment, Employment, and Deployment of Staff & Volunteers

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and adults at risk. The following procedures are a guideline to members when employing staff. These procedures should be adopted whether staff are paid, unpaid, full or part-time.

Applications

All applicants, whether for paid or voluntary, full or part-time positions, should complete an application form, which provides the following information:

Name, address, and National Insurance Number (to confirm identity and right to work).

Relevant experience, qualifications, and training undertaken.

Listing of past employment (to confirm experience and identify any gaps).

Evidence of a current DBS check.

The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people (previous employer).

The form should also state that failure to disclose information or subsequent failure to conform to the Code of Practice could result in disciplinary action and possible loss of employment.

Regulated Activity with Children

The new definition of Regulated Activity with children combines the old definition which was focused on the type of activity and the frequency or intensity of the contact, with a further requirement that the individual conducting the activity must be unsupervised.

An individual is defined as being in Regulated Activity if the following requirements are met:

The Activity involves teaching, training, or instruction of children AND Happens frequently (once a week or more often) OR Happens intensively (on 4 or more days in a 30-day period, or overnight) AND The individual carrying out the activity of teaching, training, or instructing is unsupervised.

For purposes of this policy 'supervised' would indicate within eyesight and earshot of a supervisor.

Records and Confidentiality

If we are concerned about the welfare or safety of any child in our organisation we will record our concerns immediately on the agreed report form and give this to the Designated Safeguarding Lead.

Any information recorded will be kept in a separate named file, in a secured place.

These files will be the responsibility of the Designated Safeguarding Lead and information will only be shared within the organisation on a need to know basis for the protection of the child.

Any safeguarding information will be kept in the file and will be added to. Referrals will be made via Trafford's online referral process through the Trafford's First Response [Online Referral Form](#)

All information is confidential, however if there is a safeguarding or child protection concern about a child, then information can be shared with other agencies, namely the Police or Children's Services.

Reports of a concern to the Designated Safeguarding Lead must be made in writing and signed and dated by the person with the concern.

Roles and Responsibilities

Our Designated Safeguarding Lead will liaise with Children's Services and other agencies where necessary and make referrals to Children's Services.

Any concern for a child's safety or welfare will be recorded in writing and given to the Designated Safeguarding Lead who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

The Designated Safeguarding Lead will ensure that all staff, volunteers and regular/repeat visitors have received appropriate Safeguarding information during induction.

The Designated Safeguarding Officer will ensure that our safeguarding policy is in place and is reviewed annually.

At all times the Designated Safeguarding Lead will ensure that safer recruitment practices are followed.

Use of Mobile Phones and Personal Devices

ABCD Dance and Drama School acknowledges the potential risks and challenges associated with the use of personal mobile phones and devices by children on our premises. To maintain a safe environment, we have established the following guidelines:

- **Personal Mobile Phones:**

Personal mobile phones are not to be used by children while on the premises.

Children must keep their personal devices, such as mobile phones, securely stored in their bags throughout their time on-site.

Personal devices must not be accessed at any point while on the school premises by the children.

Staff/Assistants/Volunteers will not use their personal mobile devices when in contact with the children.

Staff/Assistants/Volunteers/Students under no circumstance will use their personal devices in lessons.

If parents/carers need to contact ABCD staff or require a message passing on to their children while they are at ABCD, they must contact the ABCD phone on: **0756854442**. We politely request that parents/carers do not contact the personal numbers of any of the staff members in relation to the children – thank you!

- **Official Company Devices:**

ABCD Dance and Drama School provides official company devices that are used for educational and communication purposes.

These official devices operate from a secure guest network at Park Road Academy Primary School, which includes a filtering and monitoring system to ensure safe and appropriate internet usage.

The use of official company devices is restricted to educational and approved purposes only, and any misuse or unauthorised activity will be subject to disciplinary action.

Safeguarding Children under 18 years

ABCD Dance and Drama School follows the statutory guidance contained in:

Department for Education (DfE) (2018) "Working together to safeguard children: a guide to interagency working to safeguard and promote the welfare of children"
The guidance (DfE) (2020) "Keeping children safe in out-of-school settings" (Updated 2023)

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned.

We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in our organisation are safe to work with our children.

All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from the Local Authority's (LADO) within 24 hours of a concern or allegation being made.

Staff will not investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against the Designated Safeguarding Lead or Deputy, this will be reported by the staff member or volunteer raising the concern directly to the LADO.

Procedures for Handling Disclosures

A child may decide to disclose information that may indicate they are suffering from abuse or neglect. A child chooses to speak to an adult because they feel that they will listen and that they can trust them. The adult needs to listen to what the child has to say, and be very careful not to 'lead' the child or influence in any way what they say.

It is important that the adult remembers to:

- Stay calm
- Listen and be supportive
- Not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions
- Not stop or interrupt a child who is recalling significant events
- Never promise the child confidentiality – it must be explained that information will need to be passed on to help keep them safe
- Avoid criticising the alleged perpetrator
- Tell the child what must be done next (the safeguarding process must be followed)
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed. Be sure to sign and date the record in ink.
- Contact the designated person immediately
- Seek support

We are clear that the Local Authority and Police must lead any investigation in to any allegation regarding safeguarding.

If we have a concern about a child or children we will telephone the Trafford's First Response or complete an online referral.

We will make sure we are prepared with full details of the child and family, plus what our concerns are, details of any support we have provided to the child/family and what we would like to happen.

We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform Trafford's First Response of this and the reason for this.

We will not investigate and will be led by the Local Authority and/or the Police.

We will make careful records of all conversations, in ink, including the dates and times of who we spoke to, the information shared and the action agreed.

What is abuse and neglect?

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse

A form of abuse which 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 induces, 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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, 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 a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to 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, though 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 and touching outside of clothing. They may also include non-contact 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. 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 basic 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 or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Safeguarding and promoting the welfare of children

Defined for the purposes of this policy as:

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

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

If the child or young person is in immediate danger of harm, we will contact the police on (999).

Appropriate Physical Contact in Dance.

Physical contact in a dance class is sometimes required to correct the posture or position of a student. 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.

Chaperoning Children to and from Dance Events.

UK law does not state how many adults are required to look after a group of students. Therefore, we will assess what is needed.

We will consider:

- The length and type of journey
- The age of the students
- Anything else that may affect their safety.

When chaperoning students to an event, we will: provide parents/carers and students with information about what the event is for • Provide parents/carers 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 • Have a planned journey route that is shared with parents, students and chaperones

- Make sure that students are aware of what they should do if they get lost
- Ask parents/carers 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.

We will ensure that chaperones hold all required checks and licences and are aware of our Safety Guarding Policy. If a child is missing and all efforts to find them have failed, then it is advisable to call the police. Immediate action can make all the difference.

Use of Photographs and Film of Children.

It is common for teachers to take images (in the form of photographs or film) in classes on ABCD devices and for parents/carers and students to take images (in the form of photographs and film) at events.

However, there may be times when it is not appropriate for images to be taken.

These can include:

- While students are getting changed or are in their designated changing rooms
- Where the image may be shared publicly on social media
- When students are in large groups and permission has not been sought from all those included in the image.

We recognise that taking images of students in our care may not always be appropriate and that some children and parents/carers may not want images taken at any time. Therefore, before taking images of a child or young person, we will seek written/electronic agreement from parent/carers that images can be taken of their child. Where we have publicly displayed images at our school or on social media, parents/carers 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.

Health & Safety Policy.

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/carers on matters relating to health and safety • 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 • Regularly review and update this policy.

Andrea Brunton and **Caroline Thomas** have overall responsibility for health and safety and all staff have day-to-day responsibility for ensuring this policy is put into practice. In the case of an emergency or serious injury, we will contact the emergency services on (999).

This Safeguarding Policy is reviewed annually, or more frequently if necessary, to ensure it remains in line with statutory guidance and best practices. Any amendments will be communicated to relevant parties.