



## Safeguarding Policy.

### Policy Statement

'Imperial Academy of Dance' recognizes its duty of care; under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000 to safeguard all children, young people and vulnerable adults involved with the academy and its activities. Protection guidelines adopted by 'Imperial Academy of Dance' provide clear direction about expected codes of behaviour, the development of good practice and sound procedures. This ensures that child protection concerns may be handled sensitively and professionally.

### Terminology

**A child** – is defined as a person under the age of 18 (The Children Act 1989)

**A student** – any child or young person who takes part in classes or activities offered by the Academy.

**A young person** – is in the upper age ranges of official definition of a child. The term does not have legal status, but acknowledges that people aged 16 or 17 may not think of themselves as 'children'.

**A child of licensing age** – a child whose 16th birthday falls between 1st September – 31st August, remains of compulsory school age (licensing age) until the last Friday of June, in the academic year of their 16th birthday.

**A vulnerable adult** – a person who is or may be in need of community care services because of disability, and who is, or maybe unable to take care of and/or protect themselves from significant harm or exploitation.

**Academy members** – all those involved in the participation in activities, development, performance and running of the academy.

**Academy** – Imperial Academy of Dance.

'Imperial Academy of Dance' believes that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members and employees of the Academy should be clear on how to respond appropriately.

### Policy Aims

The aim of the Academy Child Protection Policy is to promote good practice by;

- \* Providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of the Academy;
- \* Allowing all Academy members to make informed and confident responses to specific concerns.
- \* Creating a positive atmosphere for children, young people and vulnerable adults working with the Academy.

## **PROCEDURES FOR PROMOTING GOOD PRACTICE**

The Academy is committed to following good practice and to act responsibly to ensure that policies and procedures promote safe working practices and a clear understanding of what to do if abuse is suspected or disclosed. In addition there is a responsibility to ensure all members who work with children, young people and vulnerable adults are not placed in a situation where abuse might be alleged.

### **Good Practice Guidelines**

All members should be encouraged to demonstrate exemplary behaviour in order to promote children, young people and vulnerable adult's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive atmosphere.

#### **Good Practice in project planning**

- At least one member of 'Imperial Academy of Dance's staff with Safeguarding Training should be available at all times whilst the Academy and/or its activities are in operation.
  - Being aware of possible risks and monitoring risk throughout the project
    - Identifying the people with designated protection responsibility
    - Having information on how to contact local authorities, social services, in case needed
    - Having systems in place to create and manage good relationships with parents/carers
- Being aware of the content of the work and the impact it may have on children, young people and vulnerable adults.
  - Being aware of the legislation concerning children, young people and vulnerable adults.
- Hold a register of every child involved with the Academy and retain a contact name and number close at hand in case of emergencies.
- Engage in effective recruitment of chaperones, licensed by Leicestershire County Council when required for activities.

#### **Good Practice in building positive interaction parents/carers**

- ✓ The Academy believes it to be important that there is a partnership between parents and the Academy.

- ✓ A copy the Academy's Child Protection Policy and procedures will be available for all parents and Academy members.
- ✓ All parents have the responsibility to collect (or arrange collection of) their children after classes, performances, activities. It is NOT the responsibility of the Academy to take children home. However the Academy must ensure that all children are collected by their parent/guardian or other authorised adult.

### **Good Practice in physical environment and physical contact**

- Monitor risks throughout classes, projects, activities
- Be aware of health and safety arrangements
- Maintain a safe and appropriate distance from participants
- Only use physical correction /support when it is absolutely necessary to the particular activity
- Seek agreement of participants prior to any physical contact
- Make sure disabled participants are informed and comfortable with any necessary physical handling

### **Good Practice in interpersonal dealings**

- The duty of care to children will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the students to share in the decision making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members of the academy should provide a positive role model for dealing with other people.
- Treating all children, young people and vulnerable adults equally, and with respect and dignity.
- Being an excellent role model for dealing with other people
- Not allowing sexual relationships to develop between teachers, tutors and young people or vulnerable adults.

### **Good practice in unsupervised contact**

- The Academy will attempt to ensure that no adult has unsupervised contact with students.
- If possible there will always be two adults in the room when working with students, if this is not possible the door to the room/studio should be kept open at all times.

### **Good Practice in managing sensitive information**

- The society has a policy and procedures for the taking, using and storage of photographs or images of children.
- Permission will be sought from the parents for use of photographic material featuring students for promotional or other purposes.
- The Academy's web-based materials and activities will be carefully monitored for inappropriate use.

- The Academy will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.
- The society has an up to date GDPR policy.

### **Good Practice in professional development**

- Keeping up to date with health and safety in teaching and working with children and young people
- Keeping informed of changes in legislation and policies for the protection of children.
- Undertake relevant development and training.

## **PROCEDURES FOR RESPONDING TO POSSIBLE ABUSE AND TO DISCLOSURE**

The Academy will assure all members that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member there may be three types of investigation:  
Criminal / Child Protection / Disciplinary or misconduct

### **Action if there are concerns**

1. Concerns of poor practice;  
If following consideration, the allegation is clearly about poor practice, the designated Child Protection Officer will deal with it as a misconduct issue.  
If the allegation is about poor practice by the Child Protection Officer, or the matter has been handled inadequately and concerns remain, it should be reported to the Principal who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
2. Concerns about suspected abuse;

If you see or suspect abuse of a child while in the care of the Academy, please make this known to the person with responsibility for child. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to an outside agency.

Make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.

If a serious allegation is made against any member of the Academy, that individual will be suspended immediately until the investigation is concluded.

The parents/cares of the child will be contacted as soon as possible following advice from the social services department.

## **Rights & Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

The Child Protection Officer, the parents of the person who is alleged to have been abused, the person making the allegation, Social Services/police. Information should be stored in a secure place with limited access to designated people, in line with data protection laws.

If a complaint is made against a member of the Academy, he or she will be made aware of their rights under the Academy's disciplinary procedures. No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released. In criminal law the Crown, or other prosecuting authority, has to prove guilt and the defendant is presumed innocent until proven guilty.

### **Action to take in cases of Disclosure**

It is possible that a child, young person or vulnerable adult who is/ has suffered abuse will confide in you. This is something you should be prepared for and must handle carefully. The following action should be taken if there are concerns of abuse:

If a child confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child that 'they did the right thing' in telling someone.
- Tell the child what you are going to do next.
- Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.
- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant, the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

### **Required information for Social Services/Police about suspected abuse**

The child's name, age and date of birth

The child's home address and telephone number

Whether or not the person making the report is expressing their own concerns or those of someone else  
the nature of the allegation, including dates, times, any special factors and other relevant information

Make a clear distinction between what is fact, opinion or hearsay

A description of any visible injuries and any indirect signs, such as behavioural changes  
Details of witnesses to incidents  
The child's account, if it can be given, of what happened and how any injuries occurred  
Have the parents been contacted? If so what has been said?  
Has anyone else been consulted? If so record details  
If the child is not the person who reported the incident, has the child been spoken to? If so what was said?  
Has anyone been alleged to be the abuser? Record details  
Where possible referral to the Police or Social Services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

### **Criminal Record Disclosures**

If the Academy believes it is in its best interests to obtain criminal record disclosures for personnel, it will inform the individual of the necessary procedures and the level of disclosure required. A Standard disclosure will apply for anyone with supervised access to children. An Enhanced disclosure will be required for anyone with unsupervised access. The society will have a written code of practice for the handling of disclosure information. The society will ensure that information contained in the disclosure is not misused.

The Academy has a dedicated Child Protection Representative, who is in charge of ensuring that the child protection policy and procedures are adhered to.

That person's name is Victoria East and she can be contacted on

01664 840876 / 07815009701 or [imperialacademyoffice@gmail.com](mailto:imperialacademyoffice@gmail.com)

OUTSIDE CONTACTS;

FIRST RESPONSE CHILDREN'S DUTY TEAM – 0116 305 0005

LOCAL AUTHORITY DESIGNATED OFFICER – 0116 305 7597

POLICE CHILD ABUSE INVESTIGATION UNIT - 101

Updated 15/12/2017

Updated 4/5/2019