

## Safeguarding Policy 2021

### SCHOOL LANYARD COLOURS

<b>PURPLE</b>	Miss Alex (Principal) and Teaching Staff
<b>BLUE</b>	Chaperones and DBS checked personnel
<b>GREEN</b>	First Aiders
<b>RED</b>	Visitors – must always be accompanied by a purple or blue badge. Must never be alone.
<b>ORANGE</b>	Student Assistants

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*Locomotion Dance Studios will be abbreviated throughout this document and referred to as LDS.*

**DESIGNATED SAFEGUARDING LEAD (DSL)** Alexandra Earnshaw

## Introduction

Locomotion Dance Studios believes that:

- ✓ The welfare of children and young people is paramount and will always be put first.
- ✓ All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs, and/or sexual identity have the right to protection from abuse. Bullying will not be accepted or condoned.
- ✓ All adults and 'Student Assistants' will demonstrate positive role modelling when interacting with other people whilst representing LDS.
- ✓ All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- ✓ All member and employees, voluntary or paid, working within Locomotion Dance Studios have a responsibility to report any concerns to the Principal Alexandra Earnshaw and should be clear on how to respond appropriately.
- ✓ Action will be taken to stop any inappropriate verbal or physical behaviour.
- ✓ LDS and its members and staff will be kept up to date with health and safety and child protection legislation.
- ✓ LDS's teachers and staff will undertake the relevant development and training.
- ✓ LDS's teachers and staff will take a register at the start of each session.
- ✓ LDS's teachers and staff will undertake a risk assessment however, the overall maintenance of the building(s) lies with the proprietor. LDS's teacher and staff will monitor risk throughout LDS's usage.

## Policy Statement

Locomotion Dance Studios has a duty of care to safeguard all children involved in sessions from harm. All children have a right to protection. The needs of disabled children and others who may be particularly vulnerable must be considered. Locomotion Dance Studios adheres to all safeguarding legislation and this policy. A child is defined as under 18 in The Children Act 1989. This policy is readily available in the policies folder at the dance school.

## Policy Aims

The aim of the Locomotion Dance Studios Child Protection Policy is to promote good practice:

- To provide children, young people and adults with appropriate safety and protection whilst in the care of Locomotion Dance Studios.
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues and know how to get in touch with the local authority social services.

## Parents

Locomotion Dance believes it to be important there is a positive partnership between parents and staff members.

- Parents are encouraged to be involved in the activities of the dance school and share in the responsibility for the care of children.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the Chaperones to take children home.

### Good Practice

Locomotion Dance Studios will encourage the following:

- Always put the welfare of the learner first and ensure they are always supervised .
- Follow all policies set out by LDS whilst making dance fun, enjoyable and promoting fair play.
- Teachers are required to keep up to date with the technical skills, qualifications and insurance in dance.
- Staff are required to work in an open environment avoiding unobserved situations with individual children, maintaining a safe and appropriate distance with children.
- If any form of manual/physical support is required, it should be provided openly and in accordance to the guidelines provided by the IDTA, with adults seeking permission from the child first and the purpose of the contact shall be made clear.
- Parents / Guardians have the right to request their child experiences zero physical support
- Treat students, staff and others who are associated with LDS, with respect and dignity as per the Equality and Diversity policy; treating all learners will respect and dignity.
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Performances: Parents will be involved in the chaperone process and are required to work in pairs.
- Staff must be an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- It is essential to give enthusiastic and constructive feedback as oppose to negative criticism.
- Students will not be pushed in terms of ability against their will; excessive training will not be provided unless this is the both the wish of the learner and their parent/guardian.
- By registering with LDS, parents/guardians (or the learner if over 16 years), have given LDS staff authorisation to provide emergency first aid to the learner.
- The accident book will be kept up to date including all details of the injury and any treatment given.
- Requesting written parental consent if dance centre officials are required to transport young people in their cars.

### Practice Never to be Sanctioned

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language; inappropriate language must be challenged.
- Make sexually suggestive comments to a child.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Invite or allow children to stay at your home unsupervised

### Photography and Filming

Videos may be used as a training aid as part of the coaching programme. Videos are stored on an encrypted device. Locomotion Dance Studios adhere to the following rules and guidelines with regards to photography and filming:

#### Photography and Filming:

- Permission for use of a child's photograph, for the use on social media and for the purposes of advertising on leaflets and LDS's website, parental/guardian permission will have been sought first.
- Images must be taken on a device which belongs to LDS and only by authorised personnel.
- LDS can give permission to external professional photography companies to take photographs and videos; this could be for performances or advertisement. All photography personnel and external companies will hold an up to date DBS (Disclosure and Barring Service).
- Images of children posted online or in printed matter will be identified by their first name only and with no other personal details.
- Anyone who has a complaint or concern regarding the images posted are to inform Alexandra Earnshaw at the earliest convenience.
- The expectations for parents or spectators who wish to take photographs or film at an event are to avoid inappropriate or intrusive photography.
- Locomotion will store the photographs and videos on an encrypted device and cloud.

#### **Disclosure of Abuse and Responding**

It is not the responsibility of anyone working for Locomotion Dance Studios in a paid or unpaid capacity to take responsibility or to decide whether child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to Alexandra Earnshaw who will take steps considered necessary to ensure the safety of the child in question and any other child who may be at risk.

Locomotion Dance Studios 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.

When there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation.
- A child protection investigation.
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation.

#### **Receiving Evidence of Possible Abuse:**

It is particularly important Locomotion Dance Studios respond appropriately to possible abuse.

The following must be adhered to:

- Stay calm and remain in control as to not frighten the young person
- Reassure the young person they are not to blame and that it was right to inform an adult / seek help

- Listen carefully to what has been said. Actively show the young person you are listening to them. Allow them to tell you at their own pace, only asking questions for clarification. Do not ask questions which could be deemed suggestive.
- Do not promise to keep the information a secret. Inform the young person you will speak to somebody who should be able to help.
- Reassure the young person they 'did the right thing' by telling you and tell them what to do next.
- Speak immediately with the person who oversees child protection.
- Safety of young people is paramount. If they need urgent medical attention, call an ambulance.

### Recording the Information

The record must include the following:

- The young person's name, age, date of birth, home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times, names used and any other relevant information.
- A description of any visible bruising or injury; this including location, size etc.
- Any indirect signs such as behavioural changes.
- Details of witnesses to the incidents.
- The young person's account, if it can be given, of what has happened.
- Have the parents/guardians been contacted? If so, what has been said?
- Has anyone else been consulted? If so, record all details.
- Has anyone been alleged to be the abuser? If so, record details.
- The record will be stored securely and only share with those who need to know about the incident or allegation.

### BULLYING

Bullying involves the persistent physical, verbal or mental abuse of another child or children.

### Action to help the victim and prevent bullying

- Take all signs of bullying seriously.
- Encourage young people to speak and share their concerns.
- Help the victim to speak out and to tell the person in charge or someone in authority.
- Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe.
- Speak with the victim and the bully/ies separately.
- Reassure the victim you can be trusted and will help them; never express you'll keep it a secret.
- Keep records of what is said (what happened by whom, when etc).
- Report any concerns to Alexandra Earnshaw.

### Action towards bullies

- We intervene to stop the abuse.
- Talk with both the young person who is being bullied and the bully to gain an understanding and context of the incidents which have taken place
- Talk with the bully(ies) to gain their perception of the incident(s) and understand the consequences of their actions.
- Attempt to resolve underlying issues whilst addressing the extent of the physical and mental injuries

- Impose sanctions as necessary.
- Encourage and support the bully/ies to change their behaviour and/or actions.
- Reassure the child who has been bullied.
- Inform the parents/guardian of both the victim and bully(ies).
- Provide support for the teacher of the victim.
- Hold meetings with the families to report on progress.
- Inform all appropriate members of the action taken.
- Keep a written record of action taken.
- We do not label children as 'bullies'

### Reporting other incidents

If during the care of LDS the following occur, report immediately to Alexandra Earnshaw; parents/guardians of the young person must also be informed:

- A young person is accidentally hurt due to staff or volunteers' actions
- The young person is significantly and usually distressed
- The young person appears to be sexually aroused by the staff or volunteers' actions

### Accidents

- To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child is injured while in the care of Locomotion Dance, a designated first-aider will administer first aid and the injury will be recorded in the accident book. This record will be countersigned by the person with responsibility for child protection.
- If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be countersigned by the person with responsibility for child protection. This record can be useful if a formal allegation is made later and will also be a record that the child did not sustain the injury while participating in the production.

### Accident Book

- The accident book is GDPR compliant and is kept with Alexandra Earnshaw
- All staff and adult volunteers know where it is kept and how to complete it.
- Once the accident has been recording, the page will be removed from the accident book and stored in a fire-retardant lock box.
- The accident book is reviewed at least termly to identify any potential or actual hazards.
- When there is an injury requiring a general practitioner or hospital treatment to a child, student, parent, volunteer, visitor etc. or where there is a death of somebody whilst attending LDS, we make a report to the Health and Safety executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

### First Aid and Medication

- At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

- At the time of admission to the school and by parents signing the registration form, parents/guardians are giving LDS permission to provide first aid seek emergency medical treatment if necessary

#### Our first aid kit:

- ✓ complies with the Health and Safety (First Aid) Regulations 1981.
- ✓ is regularly checked by a designated member of staff and re-stocked as necessary.
- ✓ is easily accessible to adults and is kept out of the reach of children.

#### **DEALING WITH INCIDENTS**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- any dangerous occurrence is recorded in our Incident Book. See below.

#### **Our Incident Book**

We keep an incident book for recording incidents including those that that are reportable to the Health and Safety Executive as above. These incidents include:

- break in, burglary, theft of personal or the school's property;
- fire, flood, gas leak or electrical failure;
- attack on member of staff or parent on the premises or nearby;
- any racist incident involving a staff or family on the centre's premises;
- death of a child, and
- a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services regarding evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed, and staff will take charge of the children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services are called, and the advices of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded and attached to the child's registration form.

#### **Recruitment: Staff and Volunteers**

Locomotion Dance Studios recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. When undertaking pre selection checks the following should be included:

- All volunteers/staff must have a valid Disclosure and Baring Service check (formerly known as CRB)
- All volunteers / staff must have a valid safeguarding certificate
- Evidence of identity (passport or driving licence with photo)

- References from two previous employers. Where this is not possible due to employment not previously being undertaken, a school/college reference is required.

### Disclosure Baring Service

Locomotion Dance believes it is in its best interests to obtain a DBS (formally CRB) for chaperones or other 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.
- Locomotion Dance will maintain confidentiality for the handling of disclosure information.
- Locomotion Dance will ensure that information contained in the disclosure is not misused.

### Chaperones

- Licensed Chaperones will be appointed to care for the children during the production process. By law, the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone's care shall not exceed 12.
- Potential chaperones will be required to supply photographic proof of identity (eg. passport, driving licence) and two references from individuals with knowledge of their previous work with children, unless already well known to KR Dance. They will also be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children.
- Chaperones will be made aware of the Child Protection Policy and Procedures.
- Chaperones will not usually have unsupervised access to children in their care.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer. If changes cannot be made satisfactorily, the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue.
- Under the Dangerous Performances Act, no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to cease using children in this way and should contact the local authority.
- During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building.
- Children will always be kept together except when using separate dressing rooms.
- Chaperones will be aware of where the children are, always.
- Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the Appointed First aider and Child protection officer.



- Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child.

### Covid-19 Safeguarding, Wellbeing and Support

It is everyone's responsibility to safeguard our children, young people and other adults!

The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children and they may be at increased risk of harm or abuse. Due to current circumstances, vulnerable children may have become isolated, meaning that the family, community and professional networks they usually rely on may be unavailable or hard to access. Therefore, it is important as a school we are aware of safeguarding, its purpose, and the signs to look out for. These include:

- unusual injuries, including bruises, burns, fractures, bite marks or signs of self-harm
- consistently poor hygiene, poor living conditions or inappropriate clothing
- communicating aggressively or using sexual language
- appearing withdrawn, guarded, anxious or frightened, particularly around certain individuals,

#### **Supporting a Child's Wellbeing**

Upon returning to lessons, we will continue to support our children and will provide opportunities for the children to talk about their experiences, giving support where necessary. We will also provide 'catch up chats' during lessons on relevant topics, for example, mental wellbeing and staying safe.

#### **Supporting Adults Who Are Working from Home**

Many adults are working from home which can create an array of barriers such as becoming socially isolated or feeling unable to complete their work-role due to the distractions of home-life. This is understandable and we are here to support you. As a school, it is essential we 'look out' for other adults and ensure we promote positive mental health. **Below are 13 points which can assist with and promote positive mental health.**

#### **13 points - Positive mental health.**

- Be aware of employment rights as these may change due to the change in work setting.
- Stay connected with others such as by social media or video calls.

- Speak up about worries so that they do not start to impact wider feelings and behaviour.
- Stay physically active, even if this is just for a short time every day.
- Take time to go outside, ideally this should be several times per day.
- Try not to watch too much of the news, as this can be a great source of anxiety.
- Carry on doing things that bring enjoyment.
- Take time to relax.
- Create and stick to a new daily routine.
- Ensure that sleeping patterns remain consistent.
- Create a designated work space.
- Set house rules if there are other people in the household.
- Have a clear start and end to the working day.

### Resources To Help Children Learn About Coronavirus And How To Keep Themselves And Others Safe

The following links may be helpful in supporting our children to learn about coronavirus (COVID-19) and promoting safety measures, such as frequent handwashing.

[Talking to Children about COVID-19](#)

[Horrid hands](#)

[Super sneezes](#)

[Hand hygiene](#)

[Respiratory hygiene](#)

[Microbe mania](#)

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### Conclusion

By attending lessons at Locomotion Dance Studios, you agree to take full responsibility for your personal health, hygiene and assuring the safety of others in attendance. We strongly advise those deemed as high risk to avoid attending the studios, and should you choose to attend, you do so at your own risk.

This is uncharted territory and we are learning as we go. If you have any feedback, thoughts, or concerns, as ever, I would welcome the opportunity to speak with you.

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### USEFUL LINKS

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

----- **END OF POLICY** -----

**Declaration of Agreement**

This policy will be reviewed August 2021 or before, should there be a change in legislation.  
 By signing this document, I agree to adhere by this policy whilst undertaking paid / voluntary work for Locomotion Dance Studios.

**PRINCIPAL – ALEXANDRA LEIGH EARNSHAW**



Signed

Printed

ALEXANDRA EARNSHAW

Date 04.09.2021

**Declaration of Agreement**

This policy will be reviewed September 2022 or before, should there be a change in legislation.  
 By signing this document, I agree to adhere by this policy whilst undertaking paid / voluntary work for Locomotion Dance Studios.

**STAFF, VOLUNTEERS, CHAPERONES & STUDENT ASSISTANTS**

Name Printed	Position in LDS	Signed	Date


UPDATED SEPTEMBER 2021