



Child Protection Policy - Updated June 2017

Purpose of the Policy

The purpose of the Child Protection and Safeguarding Policy provides clear procedures, policies, and guidelines for the workforce of Natalie Jane Dance School, to promote health and wellbeing for children who attend the school. The policy aims to ensure that:

- All students are safe and protected from harm.
- All students, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All members of staff (paid/unpaid) are aware of their responsibilities and behaviours towards students.
- All students are aware of their behaviour towards staff (paid/unpaid).

Ethos

Natalie Jane Dance School has a duty of care to safeguard all children who attend classes and events from harm. All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be considered. Natalie Jane Dance School will ensure the safety and protection of all children involved in classes and events through adherence to the Child Protection guidelines. A child is defined as under 18 - *The Children Act 1989*.

Promoting Good Practice

Natalie Jane Dance School will ensure the following:

- Always working in an open environment (avoid private or unobserved situations and encouraging an open environment)
- Treating all young people/disabled adults equally, and with respect and dignity
- Putting the welfare of each young person first
- Maintaining a safe and appropriate distance with children
- Building balanced relationships based on mutual trust with both children and parents
- Ensuring that if any form of manual/physical support is required, it should be provided openly and in a professional manner. Physical corrections to a child while dancing is necessary, and care will be taken when doing so. Young people should always be consulted and their agreement gained.
- All members of staff (paid/unpaid) will hold a DBS check, and dance teachers will be qualified in the relevant technical skills, qualifications and insurance in dance
- All injuries and incidences will be written in the Accident Book, providing details of the incident and any treatment given.

Guidelines for use of photographic filming at dance events and in class

In class, filming is used as a training aid. There is no intention to prevent the use of video equipment as a legitimate coaching aid. However, dancers and their parents/carers should be aware that this is part of learning and care will be taken in the storage of such films. If any other kind of photographic material or video of your child is required e.g. DVD of a performance or for advertisement material then parental permission will be requested. Students/parents/carers are not allowed to record or take photos during classes or performances.

Recruitment and selecting staff and volunteers

Natalie Jane Dance School recognises that anyone may have the potential to abuse children in some way, and ensures that all reasonable steps are taken to guarantee that unsuitable people are prevented from working with children. When recruiting staff (paid/unpaid), the following should be considered:

- All volunteers/staff should complete an application form. This will elect information about an applicant's past and a self disclosure about any criminal record.
- All volunteers/staff will hold a DBS check warranting them to work with children.
- All teaching staff members will be qualified, and attend regular courses to keep up to date with changes.

Responding to suspicions, allegations or occurrences

In the event of an allegation, suspicious activity or occurrence of child abuse, the responsible adult present in the situation has a duty to report the incident to the principal (Natalie Harris). It should not be promised to the child that the incident shall remain a secret. It is in all staff members/volunteers duty to report the incident to necessary people, including parents and agencies. In the event of an allegation against a member or staff/volunteer, the following procedures will be adhered to:

- Ensure the child in question has been removed from any situation where harm or abuse may be occurring.
- Contact the parent/guardian of the child if deemed necessary.
- Ensure a fair investigation is carried out with the alleged, considering their rights.
- Take appropriate disciplinary action with the alleged if required, including suspension from work while investigations are carried out.
- Advise the necessary agencies on the outcome of the event, informing them of the disciplinary action taken, or dismissal as a result of the allegations.

Suspected abuse and bullying

Any suspicion that a child has been abused by either a member of staff, a volunteer or other child, should be reported to the principal. Actions which are considered necessary to ensure the safety of the child in question and any other child who may be at risk will be taken.

It is advised that all members of staff adhere to the following:

- All signs of bullying should be taken seriously
- Encourage all children to express their concerns openly about being bullied, witnessing bullying or bullying themselves.
- In the event of a child confiding in a member of staff, they should inform the principal.
- Investigate all allegations of bullying, ensuring any victims involved are safe.
- On investigation, keep a record of what is said by the victims and the alleged.
- Inform parents/guardians of those involved
- Take necessary action with the alleged bully/ies if required, including; discussing the situation and behaviour, seeking an apology, encouraging a change of behaviour, monitoring progress, and if required, temporary suspension or permanent dismissal of the bully/ies.