

CHILD PROTECTION POLICY

Contact Details

Name: KIM JENKINS

Telephone Number: 07778521473

Email: fgschoolofdance@virginmedia.com

Date of completion: 24th March 2020 - reviewed annually

**POLICY STATEMENT**

THE FREDA GURNEY SCHOOL OF DANCING (FGSD) is fully committed to safeguarding the welfare of all children and young people. We recognise our responsibilities to take all reasonable steps to promote safe practice and to protect children and young people from harm, abuse and exploitation. THE FREDA GURNEY SCHOOL OF DANCING acknowledges its duty to act appropriately with regards to any allegations towards a member of staff or volunteer, or towards any disclosures or suspicion of abuse.

FGSD recognises its duty of care to safeguard children as detailed under the Children Acts’ 1989 & 2004 and Working Together to Safeguard Children 2015.

FGSD believes that:

• The welfare of all children & young people is paramount.

• All children, whatever their age, culture, ability, gender, language, ethnicity, religious or spiritual beliefs and/or sexual identify, have the right to protection from abuse.

• All allegations, reports or suspicions of abuse should be taken seriously and responded to in a swift and appropriate manner.

**Roles & Responsibilities:**

All staff and volunteers working within FGSD must:

• Undergo a Disclosure and Barring Services/Enhanced Criminal Records Bureau check.

• Ensure all children and young people are treated equally, with respect and dignity ensuring reasonable steps are taken to protect them from hazards.

• Ensure the welfare of each child will always be of highest priority.

• Ensure that bullying (in any form) is neither accepted or condoned.

• Take action to stop any inappropriate verbal or physical behaviour.

• Understand that there is a clear line of accountability with regards to safeguarding concerns.

• Keep updated with regards to changes in legislation and policies for the protection of children and young people.

• Understand the different categories of abuse and neglect, and how to recognise the signs.

• Understand their responsibilities’ in reporting concerns about a child who is being, or believed to be at risk of being, abused. This includes reporting any concern they may have regarding another staff member or volunteer’s behaviour towards a child or children.

• Understand the line of accountability for reporting safeguarding concerns, and be fully aware of the school’s safeguarding leads and their role within the organisation.

• If appropriate; liaise with other agencies, contribute to safeguarding assessments and attend child protection meetings / core groups / conferences

**In the event of unsupervised contact:**

• The organisation will attempt to ensure that no adult has unsupervised contact with children.

• If possible there will always be two adults in the room when working with children.

• If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area or in a designated room with a door open. Parents/carers will be invited to watch any such sessions.

• All children will be chaperoned at all times.

**The responsibilities of the safeguarding leads include:**

• To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.

• Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and followed up to ensure the issues are addressed.

• Keeping a record of any reported incidents in relation to a child/young person. These will be kept in a secure place.

**Specific responsibilities of the Dance School**

At the outset of any production the organisation will:

• undertake a risk assessment and monitor risk throughout the production process.

• identify the person with designated responsibility for child protection;

• engage in effective recruitment of chaperones and / or other individuals with responsibility for children

• ensure that children are supervised at all times;

• know how to get in touch with the local authority social care services, in case it needs to report a concern.

**Recognising the Signs of Abuse**

Abuse and Neglect are forms 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 institution or community setting by those known to them or, more rarely, by others. Children can 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 or, 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.

*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.

*Neglect*: The persistent failure to meet a child’s basis physical and / or psychological needs, likely to result in the serious impairment of the child’s health or development.

**SAFEGUARDING ROLES WITHIN FGSD**

The Safeguarding Leads for THE FREDA GURNEY SCHOOL OF DANCING are

**Mrs Kim Jenkins** and **Miss Cara Jenkins**.

They can be contacted on

**07778521473 (Kim Jenkins)**

**07948009256 (Cara Jenkins)**

If neither the Safeguarding Leads are available, advice should be immediately sought from:

The First Response Team on 0845 4600001

(outside of office hours call: 0800 999 7677)

email: [secure-cypfirstresponse@buckscc.gov.uk](mailto:secure-cypfirstresponse@buckscc.gov.uk)

**FREDA GURNEY SCHOOL OF DANCING - Policies and Procedures.**

This Child Protection policy has been written in line with the Buckinghamshire Safeguarding Children Board policies and procedures.

**Training**

FGSD have a commitment to allow staff and volunteers to access appropriate training.

All staff and volunteers working with children and young people must undertake basic awareness training, which should be updated regularly. Training is available via the e-learning signposts on the BSCB website:

E-learning courses | Buckinghamshire Safeguarding Children Board

**What to do if there are concerns about a child**

If a child or young person discloses that abuse or inappropriate behaviour has / is taking place, we will:

• Listen to the child.

• Remain calm. Be reassuring and supportive.

• Not promise to keep it a secret. Use the first opportunity 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.

• Tell the child what you are going to do next.

• When able to, make an accurate record of what we have been told, taking care to note any times, dates or locations mentioned.

• At our earliest opportunity, speak to a Safeguarding Lead regarding the disclosure. If your Safeguarding Lead is not available, ring First Response for advice.

Further information and instructions can be found online at:

http://www.bucks-lscb.org.uk/concerned-about-child/

**Allegations or concerns regarding a member of staff or volunteer**

Disclosures of abusive or inappropriate behaviour may also be made towards staff members or volunteers working within our organisation. Alternatively, staff members or volunteers may have concerns regarding behaviour they have witnessed from other members of staff or volunteers towards children. In either instance, the disclosure or concern must be raised with the Safeguarding Lead, who should contact the Local Authority Designated Officer (LADO) on 01296 382070

If a serious allegation is made against any member of the organisation, chaperone, venue staff etc., action will be taken to ensure the individual does not have further contact with the child until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms, filming location, TV Studio, etc. and will not have any unsupervised contact with any other children in the production.

If the concern relates directly to the Safeguarding Lead, the LADO would be approached directly for advice.

**Records and Confidentiality**

Accidents must be recorded as quickly and accurately as possible.

Child protection concerns, disclosures from children or safeguarding allegations made against another staff member or volunteer must be kept totally confidential. This information should be shared solely with the Safeguarding Lead and all written records must be kept in a safe place by the lead.

**Whistleblowing**

If a member of staff or volunteer has a concern regarding a child or young person, or is aware of inappropriate behaviour by another member or staff or volunteer AND the safeguarding lead refuses to follow the correct notification procedures, they would be able to alert the First Response Team / LADO directly.

Any employee (both in a paid or voluntary capacity) who whistle blows against their own organisation is protected by the Public Disclosure Act 1998.

**Photography and use of images of children:**

As confirmed in the Data Protection Act, FGSD will ensure written consent is sought from the parent or carer of any child under the age of 18 using our services before any photographs are taken. If consent is given, FGSD will make a clear agreement with the parent or carer as to how the image will be used (for example, on a business card or on a dance school website).

Due consideration will be given to the appropriate of clothing and posture, and details such as a child’s name or age will not be shared unless integral to the use of the image (such as the acceptance of an award) in particular when additional identifiers (i.e. a school or uniform logo) are being shared.