

## **Dance Dedication (hereafter 'DD')**

### **Child Protection and Safeguarding Policy**

DD recognises 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.

DD is committed to protect children from all forms of harm and abuse, including physical, emotional and sexual abuse.

DD believes that:

- all children 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 of DD should be clear on how to respond appropriately.

For the purpose of this policy, a child is defined as a person under the age of 18.

DD will ensure that:

- all children will be treated equally and with respect and dignity;
- the welfare of each child will always be put first;
- bullying will not be accepted or condoned;
- all adult members will provide a positive role model
- action will be taken to stop any inappropriate verbal or physical behaviour
- it will keep up to date with changes in legislation and policies for the protection of children

DD operates the following child protection procedures to accompany this policy.

The Principal (Christina Hadjisavvas) will be responsible for Child Protection and will endeavour to ensure that DD child protection policies and procedures are adhered to.

### **CHILD PROTECTION PROCEDURES**

#### **Responsibilities of DD**

- Ensure that children are supervised at all times.
- Identify at the outset of each class/production the person(s) with designated responsibility for child protection for that class/production. (Unless otherwise stated to the contrary, the person responsible for child protection of each individual class is the teacher teaching the class).

#### **Responsibilities of Sub-Contracting Staff**

- Staff should hold an Enhanced Full Disclosure document / Staff may also be required to complete an additional application on behalf of DD
- Temporary sub-contracting staff, who 'cover' classes short term, will be required to produce their own CRB or DBS check and provide the Principal with a copy, prior to teaching the class.

#### **Parents and Guardians**

- DD believes it to be important that there is a partnership between parents/guardians and the staff at DD.
- A parent/guardian will be advised where they can view/obtain a copy of this Child Protection Policy and Procedures.
- Parents/guardians are responsible for ensuring the safe collection and

transportation of their children to and from classes, rehearsals and performances. It is not the responsibility of DD to collect/deliver children to/from their home, nor to supervise children who are waiting for classes.

### **Unsupervised Contact**

- In the case of Private Lessons, where there is a one-on-one teaching situation, appropriate precautions will be taken to minimise the risk of harm or abuse. These involve the parent / guardian having the option to remain with their child during the lesson, and signing a form to state that they understand that if they choose not to then the child will be taught without the presence of another adult.

### **Physical Contact**

- All adults will apply appropriate physical contact with the children e.g. holding hands.  
- Except in an emergency, adults will only touch children when it is absolutely necessary for the activity and the consent of the child will be explicitly sought in advance.

### **Photos and Other Personal information**

- Permission will be sought from a parent/guardian on registration forms for the use of photographic and film material featuring children for promotional, training or other purposes.  
- Permission will be sought from a parent/guardian for the disclosure of any personal information that relates to their child through any medium, including the website.  
- We ask that any parent wanting to take photographs or film at our events only do so with our prior permission. Permission will only be granted on the agreement of all present.

### **Suspicion of Abuse**

- If you see or suspect abuse of a child while in the care of DD, please make this known to the person with responsibility for child protection. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the Principal (Christina Hadjisavvas).  
- Please make a note for your own records of what you suspect or witnessed as well as your response, in case there is any follow-up in which you are involved.  
- If a serious allegation is made against any member of DD, chaperone, venue staff etc, that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the classes, rehearsal rooms, etc. and will not have any unsupervised involvement with any child within the care of DD.

### **Disclosure of Abuse**

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

- Remain calm and in control, but do not delay to take action.  
- Listen carefully to what has been said.  
- Do not promise to keep it a secret. Make it clear to the child that you will need to share the information with others who need to know and who will be able to help. Take the first opportunity available to share this information with the person with responsibility for child protection.  
- Reassure the child that 'they did the right thing' in telling someone, and explain what you are going to do next.  
- Make a record of what you were told. Note the time, date, names involved/mentioned and with whom you shared the information. Sign and date this record.

**Recording of disclosure**

The person with responsibility for Child Protection (Christina Hadjisavvas) will ensure that:

- In all situations, (including where a disclosure was made in confidence) the details of an allegation or reported incident will be recorded, regardless of whether the concerns were shared with a statutory child protection agency.
- The record will be securely stored and shared only with those that need to know about the incident.

**Rights and Confidentiality**

- If a complaint is made against a member of DD, he or she will be made aware of their rights under this policy and of the appropriate disciplinary procedures.
- No matter how you feel about the complaint, all affected parties will have the right to confidentiality. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- Remember that in criminal law the defendant is presumed innocent until proven guilty.

**Chaperones**

- The person responsible for child protection will decide when the use of chaperones during a production is appropriate.
- Guidelines for chaperones will then be issued on an ad hoc basis by the person responsible for child protection.