

Child Protection Policy for 1st Academy of Dance



Child Protection –1st Academy of Dance is an organisation established to provide Theatre/Dance Tuition to young people from the age of 18 months. The Academy is committed to safeguarding the welfare of all children and young people within all the activities it undertakes. Our policy is set in place to ensure that the rights of a child will be protected at all times whilst in the care of the 1st Academy of Dance School.

1st Academy of Dance believes that no child or young person should be the subject of neglectful or abusive behaviour, we will promote and maintain the welfare of every child in our care and seek to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity. We will always create a safe and welcoming environment for all.

1st Academy of Dance acknowledges its duty of care, to act appropriately to any allegations, reports or suspicions of abuse under the Children and Young Persons Act 1963, the Children ((performances and Activities) (England) Regulations 2014.

1st Academy of Dance will ensure that:

- All children will be treated equally with respect and dignity.
- The welfare of each child will always be a priority and put first.
- A balanced relationship based on mutual trust will be built which empowers the children 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 1st Academy of Dance will provide a positive role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- Health & Safety, Legislation, Development and Training will be kept up to date.
- Registers including contact details will be retained close at hand in case of any emergency.

Child Protection Procedures

1st Academy of Dance applies this policy to all members of staff including volunteers, who may encounter any contact with children under the age of 18 and/or vulnerable adults under the age of 24. All Staff and Volunteers are expected to follow this policy always; during dance classes, events/shows, and maintain the following guidelines on a regular day to day basis. Maintaining very high standards of responsibility towards all children/young persons at all times.

To protect children and young people in our care, we will:

- Value and respect children and listen to what they have to say
- Work with children, parents and relevant organisations
- Share our policy with all staff and parents on the website www.1stacademyofdance.co.uk
- Ensure all required checks are made when hiring staff and that those in regular contact with children hold a current DBS check
- Provide appropriate training and support to all staff
- Take responsibility for children and young people's safety when in our care
- Seek permission from parents before taking images (photographs or film) of students and inform them how and where the images will be used

- Report suspected neglect or abuse to the nominated person(s)/ member of staff:
Principal: Mrs Amy Jarrett (07880 558031) or Deputy: Claire Piper (07725 972510)
And or a relevant organisation: Police, Local Authority: North Norfolk County Council – Child Services)

The nominated person for this child protection policy at 1st Academy of Dance will:

- Communicate with all Teachers/ Volunteers their responsibility to work to the standards that are detailed in the Norfolk Safeguarding Children Board.
- Ensure that all Teachers/Volunteers understand their duty to report concerns that arise about a child/young person, or a person's conduct towards a child/ young person, to the organisations nominated person for the child protection.
- Ensure that the organisations named person for child protection understands his/her responsibility to refer any child protection concerns to the statutory child protections agencies (i.e. Police and/or Children's Social Care)
- Ensure that any procedures relating to the conduct of Teachers/Volunteers are implemented in a consistent and equitable manner.
- Facilitate involvement of parents or Carers in the work of 1st Academy of Dance, to maintain the child protection policies and procedures are consistent and available to them.
- Ensure that this policy is regularly updated

Nominated person for the child protection policy:

Name: Amy Jarrett _____

Job Title: Principal Teacher / Company Director _____

Signature: _____

Deputy Nominated person for the child protection policy:

Name: Claire Piper _____

Job Title: Dance Teacher _____

Signature: _____

Additional guidance can be found in the following documents at the end of this policy:

- Reporting Suspected Neglect or Abuse
- Appropriate Physical Contact in Dance
- Chaperoning Students to and from Dance Events
- Use of Photographs and Film of Children

This policy was last reviewed on: 04/01/2017

Name: Amy Jarrett _____

Job Title: Principal Teacher / Company Director _____

Signature: _____

A: Reporting Suspected Neglect or Abuse

Please note: failure to report suspected abuse can itself be considered to be abuse.

Concerns regarding a child's welfare can be reported by:

- Parents
- Teachers
- Friends
- The child or young person

Recognising the Signs and Symptoms of Neglect or Abuse

- If you see or suspect abuse of a child while in the care of 1st Academy of Dance, please make this known to the Nominated person responsible for child protection.
- If you suspect the person with responsibility for child protection is the source of the problem, you should make your concerns known to the local authority designated officer (LADO)
- Please make a note for your own records of what you have witnessed as well as your response, in case there is a follow-up in which you are involved.
- If a serious allegation is made against a member at 1st Academy of Dance, Chaperone or venue staff... action will be taken to ensure the individual does not have further contact with the child in question, until the investigation is concluded. The individual will be excluded from the venue, theatre, rehearsal room... and will NOT have any unsupervised contact with any other children in the organisation.

All allegations of neglect or abuse will be taken seriously. If a concern is reported directly by the child or young person we will not seek to disagree, ask probing or leading questions, or do anything else which may discourage them.

We will make clear that reported concerns cannot be kept confidential but will need to be shared with a nominated member of staff or external organisation. Parents or guardians will also be involved if appropriate. Any concern should be written down whilst being reported to make sure personal assumptions or judgements are not being opinionated.

The nominated persons within 1st Academy of Dance are:

- 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.
- To 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.
- The named person(s) who will record any reported incidents in relation to a child/young person, which will be kept in a secure place.

We recognise that early action is vital. Any concerns will be reported immediately.

If the child or young person is in immediate danger of harm, we will contact the police on [101 or 999](#)

In all other cases, we will report concerns to the local Protection Team (*Local Authority Designated Officer - LADO*) [contact: 01603 223473](#)

B: Appropriate Physical Contact in Dance

Physical contact in a dance class is sometimes required to correct the posture or position of a student. It is therefore helpful to have a clear written document stating what is considered appropriate. Sharing this document with parents can reassure them should they have any concerns.

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position. This can include:

- Lifting
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another

Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact.

We encourage students to report any concerns.

C: Chaperoning Children to and from Dance Events

UK law does not state how many adults are required to look after a group of students. Therefore it is up to the dance teacher to assess what is needed. Although The Children (Performance and Activities)(England)regulations 2014 lay down regulations for Chaperones.

The following chaperone regulations are:

- The Chaperone shall be in charge of the child at all times, except when the child is in the charge of his/her parent or tutor.
- The local authority shall not approve a Chaperone unless satisfied the he/she can exercise proper care and control of the child, and that he/she will not be prevented from carrying out his/her duties as a Chaperone by other duties.
- A Chaperone shall not be in charge of more than twelve children at any one time.
- A Chaperone shall be responsible for the proper care and control of the child, including his/her health, comfort, kind treatment and moral welfare.

A Chaperone is expected to exercise the care which a good parent might be reasonably expected to give. The children must be under the supervision of their Chaperone all the time they are at the place of performance, except while they are in the charge of the tutor or his/her parent.

Chaperones code of conduct:

- The Chaperone must see that the child has the right breaks for rests and meals.
- The Chaperone must safeguard the child's welfare and not allow anything that could jeopardise the child's welfare, or cause them any harm.

- The Chaperone must ensure that any child in his/her supervision has suitable opportunities for recreation and that the child is protected from stress, strain, bad weather and any other conditions likely to harm him/her.
- The Chaperone must be satisfied with the arrangements in the dressing room, toilets etc, and know the procedures for the evacuation of the building in case of an emergency.
- The Chaperone must familiarise him/herself with the first aid conduct and the basis of health and safety.

1st Academy of Dance Staff will take account of:

- The length and type of journey
- The age of the students
- A risk assessment will be carried out in respect of each place of performance to ensure the children's safety is priority.
- Inform Chaperones their duties of care by handing them forms of relevant information needed to assist them, while any child/ young person is under his/ her care.

1st Academy of Dance insist they have a trained First Aider on all dance events and that registered chaperones hold an enhanced DBS check (or local equivalent)

In the UK some events require young performers to hold a Child Performance Licence and that any Licenced child has a designated chaperone who is pre-approved by the child's local council. More information about this scheme can be found on the [UK Government website](#).

When chaperoning students to an event, we will:

- Provide parents and students with information about what the event is for
- Provide parents and students with the full address of the event
- In cases where the event is taking place in a large building, we will also give the room or studio number where possible
- Have a planned journey route that is shared with parents, students and chaperones
- Make sure that students are aware of what they should do if they get lost
- Ask parents and students for their contact details in case of emergency
- Have a clear idea of how students will be cared for while at the event

We will ensure that chaperones hold all required checks and licences and are aware of our Child Protection Policy. If a child is missing and all efforts to find them have failed, then it is advisable to call the police. **Immediate action can make all the difference.**

D: Use of Photographs and Film of Children

1st Academy of Dance requests that if at any time a Parent/Guardian wishes to upload images of their child to Social Media e.g. facebook that has been taken during public performances which include other children/young persons in the performance permission must be obtained from their Parent/Guardian before uploading. Photographs can be used as a means of identifying children when they are accompanied with personal information, causing the child to become vulnerable to an individual who may wish to 'Groom' that child for abuse. The content of the photograph can then be adapted for inappropriate use on child pornography sites.

Reducing the risks of inappropriate use of images:

- Images can only be taken of children suitably dressed.
- Avoid all photography/ filming in dressing rooms or inappropriate environments.
- Limit the names of individuals in the image
- Ensure the parents support this policy.

We recognise that taking images of students in our care may not always be appropriate and that some children and parents may not want images taken at any time. Therefore, before taking images of a child or young person, we will:

- Make clear to the child and parent where and when the image will be taken
- Assess the potential risks to the child/ children when making decisions about the type of images that will be taken.
- Clearly identify the person who will be taking the image
- Explain how the image will be used, e.g. whether it will be posted on social media or printed to be displayed at the school
- Seek written agreement from parents that images can be taken of their child

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.