



FLAWLESS DANCE SCHOOL SAFEGUARDING POLICY

Safeguarding Policy

Flawless Dance School and its volunteers, has a duty of care under the Children and Young Persons Act 1963, the Child Regulations 1968, the Protection of Children Act 1999, to provide a safe environment that is conducive to promoting the health and well-being of children and young people under the age of 18 years, and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them. This policy applies to our paid staff, volunteers, students or anyone working on behalf of the dance school.

Flawless possesses public liability insurance for the protection of staff.

Flawless Dance School recognises that:

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- we are to provide our students with the best possible experience and opportunities, whilst ensuring that everyone must operate within an accepted ethical framework
- all suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.

Flawless Dance School know that the purpose of the policy is:

- to provide protection for the children and young people who participate at our school, in our show productions, or any other activities
- to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of harm
- taking all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult in contact with us

Flawless Dance School we will seek to safeguard children and young people by:

- valuing them, listening to them, and treat all young people equally with respect and dignity
- building balanced relationships based on mutual trust
- maintain a safe and appropriate distance with and amongst students (e.g. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given)
- always give enthusiastic and constructive feedback rather than negative criticism
- recording and storing information securely and adhering to the procedures
- appointing a Designated Safeguarding Officer (DSO)
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and safe working practice with children, parents, staff and volunteers
- providing effective management for staff and volunteers through supervision, support and training

The dance school directors will review this policy annually, or sooner in light of any changes in legislation or guidance. All changes will be communicated to our members with immediate effect. All the teachers are DBS checked and fully insured.

Roles and Responsibilities

Designated Safeguarding Lead (DSL) – Flawless Dance School Director (Amelia Benoit) and Secondary Lead (Tia Magno-Wallen):

Responsibilities of all members of staff:

- undertake a risk assessment and monitor risk throughout the production process.
- identify at the outset the person with designated responsibility for child protection.
- engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local education authority).
- ensure that children are supervised at all times.
- know how to get in touch with the local authority social services, in case it needs to report a concern
- ensure that no adult has unsupervised contact with children/young people, 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
- permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- an accurate note shall be made of the date and time of any incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken eg. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported
- if a child is injured, 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 shows signs of 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.

Responsibilities of all members of Chaperones:

- ensure 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. Chaperones will be made aware of the Child Protection Policy and Procedures.
- ensure chaperones will be made aware that all children will be kept together at all times except when using separate dressing rooms.
- 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.

FDS are aware that where a child is in immediate need, to protect the child, the police should be called on 999.