



Child Protection Policy

This policy applies to all our teachers and volunteers. It covers children under the age of 18 and / or vulnerable adults under the age of 24 and is *further supported by our EDI Policy and HSSE Policy.*

The Katy Anne Robinson School of Dance (KAR Dance) is fully committed to safeguarding the welfare of all children, young people and vulnerable adults. It recognises its responsibility to promote the welfare of children, practise in a way that protects them and keeps them safe from harm, abuse, neglect and exploitation.

KAR Dance acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

KAR Dance believes that:

- The welfare of the child is paramount.
- All children, whatever their age, disability, gender, gender reassignment, sex, race, religion or belief or sexual orientation, have the right to equal protection from all types of harm and abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.

KAR Dance will safeguard children and vulnerable adults by:

- Treating all children equally and with respect and dignity
- Valuing and listening to them and taking into account their wishes and feelings
- Creating an anti-bullying environment (*KAR Equality, Diversity and Inclusion (EDI) Policy*)
- Appointing a safeguarding officer and deputy officer to ensure the policies and procedures followed
- Having procedures for whistleblowing and escalation to relevant agencies
- Having safe recruitment, vetting and working practices
- Providing the appropriate supervision, support and training for teachers in relation to child protection and safeguarding best practice
- working openly and in partnership with parents and guardians in relation to child protection and safeguarding concerns
- Ensuring that we provide a safe physical environment for our children by applying health and safety measures in accordance with the law and regulatory guidance (*KAR HSSE Policy*)
- Keeping informed of changes in legislation and guidance for the protection of children
- Recording and storing information professionally and securely (*KAR Data Protection Policy*)

Safeguarding Officer

The school principal has overall responsibility for matters relating to child protection and acts as the designated safeguarding officer.

- The designated safeguarding officer is Katy Murphy, Contact: 07920 022870.
- The deputy safeguarding officer is Victoria Norris. Contact: 07713 467385.

The role and responsibility of the safeguarding officer is:

- To ensure that the child protection policy and procedures are adhered to.
- To ensure that all staff are aware of who they should talk to if they are concerned that a child/young person may be subject to abuse or neglect
- To record any reported incidents in relation to a child/young person. These will be treated as confidential and kept in a secure place.
- To monitor or refer cases to the local authority as appropriate or emergency services if necessary.



Procedures for safeguarding children

These procedures have been designed to provide guidelines to help all teachers/ volunteers protect the welfare of any child who has access to the services provided by KAR Dance and to act appropriately to any concerns that arise in respect of a child

KAR Dance believes that protecting children and young people is everybody's responsibility. All staff and volunteers who are in contact with such children and vulnerable persons are expected to be familiar with and to apply the procedures at any KAR Dance activity or events.

1. The principal teacher is appointed as safeguarding officer to advise on procedures to ensure KAR Dance and its members are aware of their responsibilities.
2. The safeguarding officer will keep and maintain an up-to-date list of all KAR Dance teachers/volunteers and of any other person who, from time to time, may have access to records about children, or who may be helping with activities which may bring them into a supervisory contact with children, using their facilities or KAR Dance facilities, services or activities, whether paid or voluntary.
3. Safer recruitment - All teachers at KAR Dance will be asked to undergo a disclosure check by the Disclosure Barring Service (DBS) to ascertain their suitability to supervise, protect and safeguard the welfare of children
4. KAR Dance will attempt to ensure that no adult without a DBS check, has unsupervised contact with children or works alone with the children.
5. A copy of this policy document and guidelines on good practice will be given to all persons teaching or volunteering with KAR Dance activities or events.
6. The principal teacher will ensure that the policy and its implementation will be kept under annual review. Any changes or amendments to policies will be communicated to parents, teachers and volunteers.
7. KAR Dance believes it to be important that there is a partnership between parents and KAR Dance. Parents are encouraged to be involved in the activities of the organisation and to share responsibility for the care of children.
8. All parents will be given a copy of the Child Protection Policy and procedures.
9. All parents have the responsibility to collect (or arrange collection of) their children after class, rehearsals or performances.
10. Holding register of every child involved with the organisation and will retain a contact name and number close at hand in case of emergencies which will be kept securely.

The 'Prevent' counter terrorism duties

We recognize the duties set out in the governments 'Prevent' strategy do not apply to KAR Dance however the associated values are aligned with our *EDI Policy* i.e.: helping to promote democracy, the rule of law, individual liberty, and mutual respect for and tolerance of those with different faiths and beliefs.

Good Practice Guidelines for teachers and volunteers

Good practice

- Work in an open environment (e.g. avoid private unobserved situations and encourage open communication with no secrets).
- Treat all children equally and with respect and dignity.
- Always put the welfare of each child first.
- Avoid spending time alone with children away from others save in essential one to one situations when extreme care should be exercised.

Practices never to be sanctioned

- Allowing or engaging in horseplay, physical or sexually provocative games.
- Allowing or engaging in any form of inappropriate touching.
- Making sexually suggestive comments to a child or young person, even in fun.
- Reducing a child to tears as a form of control.
- Failing to act on and record any allegations made by a child.

Incidents that must be reported/recorded

If any of the following occur during or in the context of a KAR Dance event or activity, it should immediately be reported to the designated safeguarding Officer:

- If you accidentally hurt a child.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.
- If a child is unusually distressed and you have any suspicions of or concerns about potential abuse.

Appropriate Physical contact

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

Recognising the Signs and Symptoms of Abuse

- **Physical Abuse:** Physical abuse may involve hitting, shaking, throwing, poisoning, and burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional Abuse:** Emotional abuse is 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 children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying) causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.
- **Sexual Abuse:** 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. The activities may involve physical contact, including penetrative (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include noncontact activities such as involving children in looking at, or in the production of, sexual images or watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Neglect:** Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, (including exclusion from home or abandonment) failing to protect a child from physical harm or danger, failing to ensure adequate supervision (including the use of inadequate care-givers) or the failure to ensure access to the appropriate medical care or treatment. It may also include neglect of, or unresponsive to, a child's basic emotional needs.
- **Bullying:** Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks and mobile phones, is often called cyber



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bullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

- **Child Sexual Exploitation:** Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, drugs, alcohol, accommodation or gifts as a result of them performing, and/or others performing on them, sexual activities. Child sexual exploitation can also occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet or mobile phones without immediate payment or gain. Children or young people may be tricked into believing they're in a loving, consensual relationship. Child sexual exploitation is a hidden crime. Young people often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. Children who work in entertainment may be sexually exploited in return for offers of TV, film or modelling/ photographic work and roles in professional stage productions.

Handling complaints or concerns of incidents of abuse, or suspected abuse

Any complaint or incident to be reported under this policy should be reported in the first instance to the principal teacher, person in charge of the event or activity or the safeguarding officer - indicating that an abuse of a child or vulnerable person's welfare may have taken place or you have concerns about the wellbeing of a child.

The person in charge of the event or activity must report this to the safeguarding officer

Suspicion of Abuse

If you see or suspect abuse of a child while in the care of KAR Dance

1. Make this known to the safeguarding officer
2. If you suspect that the safeguarding officer is the source of the problem, you should make your concerns known to the deputy safeguarding officer or the local authority designated officer (LADO)
3. Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.

Disclosure of Abuse

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

1. Remain calm and in control but do not delay taking action.
2. Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
3. Don't promise to keep it a secret. Use the first opportunity you have 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.
4. Reassure the child that 'they did the right thing' in telling someone.
5. Tell the child what you are going to do next.
6. Speak immediately to the safeguarding officer. It is that person's responsibility to liaise with the relevant authorities, usually Children's Social care or the Police.
7. Never investigate or take sole responsibility for a situation where a child makes a disclosure
8. As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Allegations of abuse

If an allegation is made against any member of the organisation, chaperone, venue staff etc.:

1. On receipt of a complaint the principal teacher will convene, as soon as possible, a committee to hear and investigate the complaint. All parties to the complaint will have the right to be heard, including the parents or legal guardian(s) of the child or vulnerable person concerned.
2. The principal will have the power to suspend the individual(s) against whom the complaint has been made from KAR Dance until the investigation is complete and a decision on the action to be taken has been made.
3. If a complaint is made against a member of KAR Dance he or she will be made aware of his rights



4. No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
5. 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.

Recording of information and Reporting of suspected cases of abuse

How we will record information and the actions we may take:

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.
- An accurate note shall be made of the date and time of the 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 e.g. 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.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.
- In cases where there are concerns about a child's welfare (e.g. if there is a concern that the child is suffering significant harm or is likely to do so) the safeguarding officer will make a referral to local authority children's social care immediately.
- If there is a concern of more immediate danger to the child the safeguarding officer will call the police.
- Otherwise, a record will be made of any concern made and monitored if necessary

Use of Photographs and Film of Children

There are risks posed directly and indirectly to children and young people through the use of photographs on web sites and in other publications such as theatre programmes. Photographs can be used as a means of identifying children when they are accompanied with personal information, for example, "this is X who goes to such-and-such a school and who likes playing football".

This information can make a child vulnerable to an individual who may wish to start to 'groom' that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way on to child pornography sites.

Before taking images of a child or young person, KAR Dance will:

- Seek written agreement from parents that images can be taken of their child
- Avoid use of names of individuals in photographs or any information that might help locate a child
- Explain how images may be used, e.g. whether it will be posted on social media
- Make clear to the child and parent who, where and when the image will be taken if images are to be used on websites, programmes or other material.

The use of cameras or mobile phones with camera or filming capability is expressly forbidden under the following circumstances:

- While students are getting changed or are in their designated changing rooms and other inappropriate environments
- When students are in large groups and permission has not been sought from all those included in the image Where we have publicly displayed images at our school, on our website or on social media, parents and students may withdraw their permission at any time. In such cases, the images will be removed as soon as is reasonable and without question.

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. Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes. KAR Dance web based materials and activities will be carefully monitored for inappropriate use.

The organisation will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information.



E-Safety

Most children will use mobile phones and computers. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings.

KAR Dance will treat cyber-bullying by children, via texts, emails or the school's social media accounts, as seriously as any other type of bullying. KAR Dance will not communicate with children via their mobile phone but instead directly with their parents or guardian.

Children and parents are not permitted to use mobile phones during class times unless there is an emergency.

Child safeguarding arrangements during performances

At the outset of any performances we will:

- 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 authority);
- 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.

Chaperones

- Chaperones registered with their local authority, will be appointed by KAR Dane for the care of children during the performance process. 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.
- Potential chaperones will be required to obtain a chaperone registration from their local authority and to supply this registration to the organisation once the local authority has approved them as a chaperone.
- Chaperones will be made aware of this Child Protection Policy and Procedure.
- Chaperones may have unsupervised access to children in their care and consequently a DBS check will be sought as a requirement of the local authority, before the grant approval for the chaperone
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer. If changes cannot be made satisfactorily the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue.
- Under the Dangerous Performances Act no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to stop involving children in dangerous performances, and should contact the local authority.
- During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building.
- Children will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the place of performance unsupervised by chaperones unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the organisation.
- Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).



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- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child until arrangements have been made to take the child home.

Unsupervised Contact

- KAR Dance will attempt to ensure that no adult without a DBS check, has unsupervised contact with children or works alone with the 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.
- All children will be chaperoned at all times

Escorting Children to and from Dance events

UK law does not state how many adults are required to look after a group of students. Therefore we will consider the length and type of journey; the age of the students; anything else which may affect their safety (through risk assessment), to assess what is needed.

- We will ensure that chaperones hold all required checks and licences and are aware of our Child Protection Policy.
- Provide parents and students with information about the event and 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.

Useful contacts

- KAR Child Protection Officer - Katy Robinson - 07920022870
- KAR Deputy Child Protection Officer - Victoria Norris - 07713467385
- Surrey Child employment office - 01483 517838
- Surrey Child employment manager - 01483 518464 / 07971 664861
- Multi Agency Safeguarding Hub - 0300 470 9100
- Surrey Children's Services emergency duty team (out of hours) - 01483 517898
- NSPCC Whistle blowing helpline is : 0800 028 0285

Further information

- [The RAD](#)
- [The ISTD](#)
- Children Act 2004
- Government guide – working together to safeguard children 2018
- Good practice child licensing 2015
- Child performance and licensing legislation departmental advice 2015
- Chaperones licensing - [Surrey County Council](#)

We are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed on (date): *February 2020*

Reviewer: **School Principal, Katy Murphy**



Katy Anne Robinson School of Dance