

Safeguarding Children

Policy for Adrenalin Dance member teachers

At **Adrenalin Dance** we recognise that the welfare of children is of paramount importance. We have a responsibility to protect and safeguard the welfare of all children and young people we work with and have an explicit duty to do so under the Children Act 2004 and 2014 and the Education Act 2002 (amended 2012).

A 'child' is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age is living independently, in further education, or working does not change his/ her entitlement to services or protection as a child.

At **Adrenalin Dance** we believe that all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs and that no child, or group of children should be treated any less favourably than others in being able to access services and support to meet their needs.

All staff and volunteers have a strict duty never to subject a child to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct.

Children and their parents/ carers who attend **Adrenalin Dance may view our policy where appropriate and a copy will always be kept online at <https://www.adrenalindance.com/>.**

Designated safeguarding lead:

The designated safeguarding person (DSP) within our organisation is **Ciara Lynch**

As safeguarding lead they have completed additional training to fulfil this role:

- Further Adult/Child Protection Training – Facilitated by the Child Protection Company in 06/20
- Paediatric First Aid: January 2021

The Designated Safeguarding Person will advise members of staff and visitors to **Adrenalin Dance** on best practice and expectations. They will be responsible for the monitoring and recording of any safeguarding concerns and for ensuring that all concerns are shared with the appropriate statutory authorities.

The designated deputy safeguarding lead is **Andrew Coombs**.

The safeguarding team can be contacted at +44 7738 687943 or adrenalindance@gmail.com

All staff and volunteers at **Adrenalin Dance should be made aware of this policy and should be able to demonstrate their roles and responsibilities for safeguarding and promoting the welfare of children and young people, including how to raise concerns with both children's social care and the police.** Staff and volunteers shall be made aware of this through team meetings, training sessions, and being directed to our safeguarding page at <https://www.adrenalindance.com/>. A hard copy of this policy will also be kept in the staff cupboard at the Old School Rooms.

Overview of responsibilities:

All staff and volunteers must report all concerns to the designated safeguarding lead at the nearest available opportunity.

It is the responsibility of all staff and volunteers at Adrenalin Dance to take steps to protect children, to keep them safe from hazards and to take appropriate action in the event of an accident.

It is the responsibility of all staff and volunteers to take reasonable steps to protect children and young people from harm and abuse while in contact with our organisation and our staff and to report any incident of or suspicion of abuse to the Designated Safeguarding Person or in their absence to the appropriate statutory authority.

All staff working at Adrenalin Dance who have contact with children and young people are required to hold a valid, clear DBS check.

Safeguarding and promoting the welfare of children and young people means:

Protecting children from maltreatment, preventing impairment of a child's health or development, ensuring that children are growing up with the provision of safe and effective care and taking action to ensure that children have the best life chances.

At Adrenalin Dance we will do this by:

- Ensuring everybody has the right to dance
- Identifying and responding to concerns about a child or young person
- Providing a safe and happy dance environment
- Supporting development through dance in a way that fosters a sense of belonging / sense of self/ sense of community/ sense of independence
- Supporting young people to communicate freely with us, supporting their communication methods, providing time and space to talk
- Fostering an environment of trust and building appropriate professional relationships.

Consent and information sharing:

Issues of consent are essential to effective safeguarding practice. Additional consent must be sought for any activity that is out of the usual parameters of our work. Basic consents for day-to-day activities will be sought through enrolment process, (Note: This also includes photo consent, consent for performances), and appropriate organisational guidance shall be provided to ensure those consenting have clear and transparent information on what they are consenting to.

Significant harm is no exception to this. Before making a referral to Children's Social Care parents or carers must be informed that we are doing so, given the reasons why and asked for consent to make the referral. It should be noted however that in cases where parents, carers or children do not agree to information being shared we are still able to refer to Children's Social Care without consent but it is important to explain clearly to social care why consent cannot be established and to make a record of this.

Instances where we may not wish to seek consent are where:

- Discussion with parents/ carers could place the child or other members of their family at increased risk
- The child is in immediate danger (e.g. requires medical attention)
- Having the discussion with parents may put you or another member of staff at risk.

It is often necessary to share information to provide support and prevent impairment or to protect a child from harm. Decisions to share will be appropriate, necessary and proportionate. We must record our decision and the reasons for it, whether or not we choose to share information. If we decide to share we will record what we shared and who with.

When making such decisions staff will follow the guidelines as set out in the Hackney Child Wellbeing Framework available at:

https://www.chscp.org.uk/wp-content/uploads/2019/07/HDS9xxx_HCW-Framework-No2-1.pdf

Record keeping, using and storing information:

Where an incident has been reported against an Adrenalin Dance employee, Volunteer or student, all documents relevant to the incident will be returned to the company CEO to be kept in the personal file of the person concerned when the case has been concluded. If the incident was found to be malicious or without foundation, a record may be kept in the personal file. Where an allegation was made against a visitor to Adrenalin Dance, records should be kept securely and should an investigation be carried out, copies of these records should be passed to the appropriate authority.

Child protection:

Child protection is a part of safeguarding children and promoting welfare. It refers to activity that is undertaken to protect specific children who are suffering or likely to suffer **significant harm**.

This is about abuse and maltreatment of a child. Someone 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 institutional or community setting by those known to them, or by others (for example over the internet.) An adult or adults or another child/ children may abuse them. Abuse may be physical, emotional, sexual, neglectful or multiple types of abuse. Please see appendix A for definitions of types of abuse.

All staff and volunteers should be able to recognise, and know how to act upon evidence that a child's health or development is being impaired or that the child is suffering or likely to suffer significant harm. All concern about harm must be recorded and shared with the Designated Safeguarding person.

No professional should assume that another will pass on information about the safety of a child. If a professional has concerns about a child's welfare and believes they are or are likely to suffer significant harm they have a responsibility to inform Children's social care.

Seeking medical attention:

If a child has a physical injury, and there are concerns of abuse, medical attention should be sought immediately. Any safeguarding concerns should be shared with ambulance or hospital staff and then must be reported to children's social care.

Nothing should be allowed to delay urgent medical treatment.

Referring a concern and your DSP:

Our Designated safeguarding person will act on behalf of **Adrenalin Dance** in referring concerns or allegations of harm to Children's social care or the police as appropriate. If the designated safeguarding lead is in any doubt information should be shared with children's social care for a second opinion. It is not the role of the DSP to investigate only to collate information, clarify details of the concern and facilitate information sharing. In the absence of the DSP the individual who has the concern is responsible for contacting children's social care and the information should be shared with the DSP retrospectively.

The contact number for children's social care, E8 1DY, is 020 8356 5500 (Duty Main Line for daytime calls) 020 8356 2346 (Emergency Out of Hours calls).

Protection of children:

At **Adrenalin Dance** we will make every effort to protect children from harm when they are visiting our setting/ attending our classes. We will do this through:

- Treating all dancers and parents with respect and dignity
- Appropriate recruitment and selection procedures
- Provision of safeguarding training for all staff and volunteers
- Ensuring all staff and volunteers hold clear current DBS checks
- We will take all reasonable steps to ensure health, safety and welfare for all those who access our organisation (**See Our Health & Safety Policy under Appendix D**)
- We will take all practicable steps to ensure that no one working with us or for us would put a child in a situation of unreasonable risk to their health and safety.
- We will not harm or abuse children within our care and will take all reasonable steps to ensure no one working with us or around us within the community could harm or abuse a child in our care.
- We will ensure good reporting to our DSP and onward to children's social care where ever we suspect harm and will foster an environment of good communication, transparency and trust.
- All involved with our organisation will follow our code of conduct (**See Appendix E**)
- Managing children's behaviour in a positive way (**See Appendix F**)
- Inspiring kind and respectful behaviour within our classes (**See Appendix G**)

Allegations against staff members/ volunteers:

If any member of staff has concerns about another member of staff or volunteer at **Adrenalin Dance** such as

- Believing they have behaved in a way that has harmed or may cause harm to a child
- Having possibly committed a criminal offence against or relating to a child
- Behaved toward a child in a way that indicates he/ she is unsuitable to work with children. (This could include both children within the work place, children within the community or their own children).

The allegation or concern should be reported to the manager with responsibility for dealing with allegations immediately. This is **Andrew Coombs**.

If you are not happy with the response, raise the issue formally in a letter or email addressed to the CEO:

(Andrew Coombs, Old Fire Station, 16 Leswin Rd., N16 7NX or adrenalindance@gmail.com). You will receive an acknowledgement of your complaint being received within one week of receipt of the letter or email. You will receive a formal response to your complaint within 30 days of its receipt.

Neither the member of staff who has raised the concern/ allegation nor the member of staff who is alleged against should be allowed to question children or be part of any further investigation.

The designated manager for Adrenalin Dance will report the matter to the Local Authority designated Officer (LADO).

If an allegation or concern arises about a member of staff, outside of their work with children, and this may present a risk or harm to a child/ren for which that member of staff is responsible, the general principles outlined in this policy will still apply.

Safer staff recruitment:

When recruiting teachers and volunteers, we will follow the following process to ensure that any new staff are suitable to work with children. We will:

- Advertise vacancies widely
- Ask for identification
- Ask for original copies of any qualifications
- Ask for two references (one must be an employer)
- Ask for evidence of a clean, enhanced DBS check or apply for one (teachers will not be able to start their position until this has come through)
- Ensure new staff are knowledgeable of our policies and safeguarding procedures.

This Safeguarding policy will be reviewed annually.

Date of last review.....04/06/21.

Signed..... (Designated Safeguarding Person)

Appendix A:

Definitions of abuse:

1. Physical abuse:

A form of abuse that 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 of or deliberately causes illness in a child.

2. 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 children that they are worthless, unloved, inadequate, or valued in so far as they meet the needs of another person only, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as the over protection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (or 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 maltreatment of a child, although it may occur alone.

3. 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 assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing rubbing, touching outside of clothing. They may also include noncontact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, 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.

4. Neglect:

The persistent failure to meet a child's physical and/ or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home and abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care givers); ensure access to appropriate medical care or treatment. It may also include unresponsiveness to a child's basic emotional needs.

This is not a complete list, just examples. It is essential to remember it is not the role of staff or volunteers to determine whether abuse has taken place. It is simply to identify concerns and share them first with the DSP and then the Local Authority.

5. Bullying:

The Anti-Bullying Alliance defines bullying as:

- Bullying behaviour deliberately causes hurt (either physically or emotionally)
- Bullying behaviour is repetitive (though one-off incidents such as the posting of an image, or the sending of a text which is then forwarded to a group, can quickly become repetitive and spiral into bullying behaviour)
- Bullying behaviour involves an imbalance of power (the person on the receiving end feels like they cannot defend themselves)

Bullying is not:

- Teasing and banter between friends without intention to cause hurt
- Falling out between friends after a quarrel or disagreement
- Behaviour that all parties have consented to and enjoy (though watch this one as coercion can be very subtle)

Bullying can take the following forms:

- Emotional – being unfriendly, ignoring someone, not involving them in activities, humiliating or ridiculing someone
- Physical – pushing, kicking, hitting, punching or pinching or any use of violence
- Racist – racial taunts, graffiti or gestures
- Disability – bullying because of how somebody looks or presents related to their disabilities. Children with disabilities are more likely than their non- disabled peers to be excluded from activities
- Sexual – unwanted physical contact or sexually abusive comments. Sexual bullying can also relate to gender and gender identity and includes those who do not fit with the gender role prescribed to them Homophobic – because of, or focussing, on the issue of a young person's actual or perceived sexual orientation
- Verbal – in the case of children with disabilities this can take place in sign language – name calling, sarcasm, spreading rumours or teasing

Appendix B:

Harm or the potential harm to a child may come to your attention in a number of ways:

- Information given to you by the child, his/ her friends a family member or close associate
- The child's behaviour may become different from usual, be significantly different from the behaviour of their peers, be bizarre or unusual or may involve 'acting out' harmful situations through play.
- An injury may arouse suspicion if; it does not compare with the explanation given, different individuals give different explanations, the child appears anxious when discussing the injury, a child is pre mobile or has limited mobility and is bruised.
- Suspicion is raised as a picture of events is built up over time
- A child or young person is known to be having contact with an individual/s that have been identified as presenting a potential risk of harm to children.

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- A parents behaviour before the birth of a child may indicate the likelihood of significant harm to an unborn child for example substance misuse.

Appendix C:

Managing a disclosure from a child:

- Listen carefully
- Do not ask leading or probing questions
- Never stop an individual who is talking freely
- Never promise to keep a secret
- Be reassuring they have done the right thing in disclosing
- Following the disclosure record the information and pass it on to your DPS.

Appendix D:

Health and Safety Policy:

- All parents must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history.
- A copy of primary and emergency contact numbers will be kept on class registers.
- It is the parent's responsibility to notify the school of any changes to their emergency contact details.
- In case of fire all staff and pupils are to evacuate the building immediately, leaving all possessions behind; ensuring they have their class register with them.
- The School will undertake regular assessment of risks regarding our premises and any concerns will be raised with the owners.
- It is the Old School Room's responsibility to keep a fully equipped First Aid Box within the building. In case of an incident an Accident report must be completed and a copy given to parent/guardian on collection.
- All teachers are required to have up to date First Aid training.
- First-Aid should be administered only to the limit of the aide's knowledge.
- If required the school will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on the class registers.
- Parents understand that dance is an active sport and injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence.
- Pupils will be supervised during class time only and parents / carers must ensure the safety of their children in the waiting and toilet areas.
- We hold no responsibility for children and young adults using the grounds around the building.
- Children are not permitted in the kitchen area at any time.
- Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class.
- Parents must be responsible for ensuring their child's punctuality.
- Only indoor dance shoes should be worn inside the studio to protect the floor and for health and safety reasons.
- Pupils should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable).
- No food (or chewing gum) is allowed in the studio. Water is permitted in cap bottles.
- No child will be allowed to leave the Old School Rooms Venue with anyone other than a parent unless confirmed with teacher prior to class either verbally or via email.

Appendix E:

Code of Conduct - Our practical day-to-day guide for supporting good safeguarding practice:

- Be professional
- Be approachable and listen to what children tell you
- Don't cause children to feel afraid
- Don't show favouritism
- Do not make racist, sexist or otherwise discriminatory comments
- Be respectful
- Use age appropriate language
- Never accept bullying of any form
- Ensure that staff do not dismiss instances of peer on peer abuse as an inevitable part of growing up.
- All children's classes should include a ratio of one adult to every 10 children.

Practices to be avoided:

- Avoid spending time alone with children away from others
- 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.

If any of the following occur during an Adrenalin Dance event or activity, it should immediately be reported to the designated DSP:

- 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.

Appendix F:

Strategies for dealing with short attention spans and behavioural challenges:

- Keep the class moving – fill the time with a variety of activities
- Participate and model behaviour - Modelling behaviour is important for showing children how to behave.
- Offer "Dancer's Choice - freedom to choose is empowering, particularly for children who are learning to become independent in their thoughts and decisions
- Enlist and recruit a misbehaving child - Instead of repeatedly reprimanding a child, *enlist* his/her help in some way
- Offer positive feedback at every opportunity
- Limit negative attention - it is often better to ignore bad or distracting behaviour (if no one is getting hurt) than to draw attention to it. Negative words like "No," "Stop," and "Don't" should be used sparingly — usually only when there is risk of danger or injury.

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- Desired behaviour vs undesirable behaviour – explain the reasons behind rules and requests. We must help children understand the why behind what we ask them to do. We must help them develop the empathy that's at the heart of 'good behaviour'.

Appendix G:

Code of conduct for dancers:

- Dancers must participate within the class rules and respect all the teachers/staff and their decisions.
- Dancers must respect their fellow school pupils/students.
- Dancers must not distract, bully or harass other pupils/students during the class.
- Dancers must not use bad language.
- Dancers must treat all equipment with respect.
- Dancers must inform the Dance Teacher before the warm up begins if they have an injury or illness.
- Dancers must inform their teacher immediately if they begin to feel ill or sustain an injury during the class.
- Dancers must remain with teachers at the end of the class until they are safely collected by their parent or guardian.

Disciplinary procedure:

- Dancers that breach the code of conduct will first of all be reminded of the rules.
- Repeatedly breaching the code of conduct may result in separation from other pupils/students (dancer will be made to sit out).
- Continuous breach of the code of conduct will result in the parents being informed at the end of the class by the Dance Teacher to discuss the situation.