



Children and Vulnerable Adult Protection Policy

Policy statement

We recognise that we have an explicit duty to safeguard and protect children from abuse as defined in the Children Act 2004 and the Education Act 2002. Everyone at Florian School of Dance shares an objective to help keep children, young people, and vulnerable adults safe by:

- Providing a safe environment to learn in.
- Identifying and responding to children, young people and vulnerable adults in need or support and / or protection.
- Supporting children's development in ways which will foster a sense of self-esteem and independence.
- Fostering a learning environment in which every pupil feels valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust.
- Knowing how to identify and deal with safeguarding incidents.

We will endeavour to ensure that children and vulnerable adults are protected from harm while they visit or are attending classes on our property. We will do this by:

- Having an appointed Designated Safeguarding Lead (DSL) - Principal Emma Emmerson.
- Making sure our teaching contractors are recruited with integrity.
- Encouraging appropriate training for teachers in specific issues that can put children and at risk adults at risk of harm.
- Carrying out checks and monitoring of all teachers which may require them to undergo an Enhanced Criminal Records Bureau disclosure.
- To establish and maintain an ethos where children and young people feel secure and are encouraged to talk, and are listened to.
- Taking all reasonable steps to ensure the health, safety and welfare of any child or adult at risk in contact with us.
- Not physically, emotionally or sexually abusing any child or adult at risk in contact with us.
- Taking all reasonable steps to prevent any teacher, persons working for us or member of the public from putting any child or adult in a situation in which there is an unreasonable risk to their health and safety.
- Taking all reasonable steps to prevent any teacher, persons working for us or member of the public from physically, emotionally or sexually abusing any child or adult at risk.
- Having a clear procedure to report to the Designated Safeguarding Lead any evidence or reasonable suspicion that a child or adult at risk has been physically, emotionally or sexually abused in contact with us or anyone in our dance school.
- Referring to statutory authorities all incidents reported to the Designated Safeguarding Lead.
- Ensuring that parents/carers can easily access the contact details of the Designated Safeguarding Lead and local authority designated officer (LADO), and know the local referral route into children's social care.

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- Implementing this policy in conjunction with our Health and Safety guidelines already in place

Everyone working or applying to work for this organisation is to be made aware of our policy for children's welfare. Furthermore, this document should be issued to all staff and other people who are likely to have contact with children as part of their work with us. Copies of all policies are available on our website: <http://www.floriandance.com/winchester-dance-school-info.htm>

Roles and Responsibilities

Florian School of Dance has a duty of care for any child or adult with care and support needs with whom it interacts, regardless of the nature of the interaction, as well as a responsibility to act in their best interests if it becomes aware of a risk of harm, even if the risk lies away from Florian School of Dance. We also recognise that alongside children up to the age of 18 years, people of any age who are at risk will benefit from similar safeguards. Wherever guidelines refer to children, this broader meaning applies.

Everybody working for Florian School of Dance, whether as a permanent, casual or freelance member of staff, or as a volunteer, and regardless of seniority or role, has a responsibility to safeguard children. They must be vigilant to the signs that may indicate a person is experiencing harm or is at risk of harm, and must report any disclosures or concerns, as soon as possible, to a 'Safeguarding Lead', Social Care or in cases of emergency, the police.

In the case of Contractors, Visiting Companies and Consultants it is incumbent upon the Principal that all such persons are made aware of this policy and comply with it.

The Designated Safeguarding Lead contact is Emma Emmerson (Principal)
florisnschoolofdance@outlook.com 07808 7637265

The safeguarding lead has received sufficient safeguarding training, renewed regularly. The responsibility of the safeguarding lead is to act as the first point of call for anyone within Florian School of Dance who may have concerns about the welfare of a child or young person. The safeguarding lead can also provide initial guidance to staff concerned about a child protection issue and can make accurate records of concerns about children and young people and the actions taken. All staff including teachers, freelance teachers, contractors, volunteers, administrative and ancillary staff will undertake an Enhanced CR/DBS disclosure which will be kept up-to-date.

General responsibilities of all contracted staff

In regards to the safety and welfare of children and adults at risk, all staff are required to:

- Agree to ongoing monitoring of their suitability for a position working with children and adults at risk which may include an Enhanced Criminal Records Bureau/ Disclosure and Barring Service Disclosure
- Take all reasonable steps to protect children from hazards
- Strictly observe the code of behaviour in this document

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- Take prompt and appropriate action if an incident occurs.
- Take all reasonable steps to prevent abuse of children in contact with anyone within the organisation

Safety of pupils and teachers is of prime consideration at all times.

- All incidents involving anyone should be reported to the Principal and recorded either in the accident book immediately.
- As stated in the Health and Safety Policy, teachers and activity volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment. Details provided in venue risk assessments.
- Teachers and volunteers are responsible for reporting concerns to the Designated Safeguarding Lead and/or appropriate agencies.
- Parent consent/emergency consent forms for all children taking part in activities will be held confidentially but will be available to appropriate teachers.
- Teachers should ensure that their activities start and end on time.
- Teachers are expected to promote, demonstrate and incorporate the values of fair play, trust and ethics throughout their teaching and activities.
- The teaching team is insured through Florian School of Dance.

Admission procedures

All students of any age are required to complete a registration form on enrolment. This information includes names, age, addresses, next of kin, telephone numbers for emergencies, allergy and health information. Information is secured stored on our online database DanceBiz. Please see our Data Protection and Confidentiality Policy for further details.

These details are required to ensure that students are placed in the most suitable classes; to enable teachers to undertake registration each session; to ensure teachers are aware of any health information and so that we have emergency contact details if required.

Code of behaviour for contracted teachers

At Florian School of Dance, all teachers will:

- Behave professionally and be aware of responsibilities as a teacher.
- Listen to children.
- Be aware, approachable, and understanding.
- Treat everyone with respect
- Communicate at an appropriate level.
- Be aware of policy and procedures.
- Report any suspicions within our guidelines.

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Teachers will not:

- Harm a child or frighten a child.
- Touch inappropriately
- Use inappropriate language.
- Threaten, shout or be aggressive.
- Force a child to do something they do not want to do
- Mistreat, demean, ignore, or make fun of
- Show favouritism to any one individual or groups of individuals.
- Let a child expose him/herself to danger
- Make racist, sexist or any other remark which upset or humiliate
- Take photos of children without permission
- Treat vulnerable adults as children
- Engage in inappropriate behaviour.
- Do anything of a personal nature they can do for themselves
- Place yourself in a vulnerable position.

Photographing Children

Photographs of children will only be used if written consent has been obtained from a parent, guardian or carer as part of the registration process. Please see further details in the Photography, Video and Social Media Policy. General group photographs will, in some instances be used, if no individual can be identified by reason of any attached data. Permission will be obtained firstly to take the photograph and secondly for permission from the parent if the photograph is to be reproduced.

Accidents and First Aid

Please refer to the Health and Safety Policy for full details.

Accidents will all be recorded in the school accident book and First Aid assistance summoned and/or emergency services contacted. If there is any doubt to the severity of the situation, teachers will err on the side of caution and contact the emergency services. If a child requires comfort because of a minor accident or fright, it is acceptable with the Code of Behaviour for teachers to hold their hand or put an arm around them.

First Aid will ideally be administered with the permission of the child's parent or accompanying adult and ideally with another adult present. A child cannot give consent. If the parent is not at the premises, teachers will try to make contact before administering First Aid. If a child is alone and seriously injured or unconscious, the situation will need to be dealt with immediately. Teachers will have access to medical information via online registers to know if the child uses medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Any treatment should be as little as necessary without threatening the child's wellbeing ensuring:

- nothing is done to aggravate the injury and make it worse

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- physical contact is what the child wants, and the kind of contact between you is appropriate to their age and stage of development
- teachers do their best to stay in sight of other adults.

If a child needs a doctor or hospital, the emergency services will be called, and the teacher will stay with them and wait for the ambulance. Only in exceptional circumstances should a teacher transport a student to the hospital themselves.

Child Abuse Guidelines

The Designated Safeguarding Lead will refer to the following guidelines to report concerns if there is a worry about a child or vulnerable person being abused:

NSPCC reporting child abuse in the UK:

www.nspcc.org.uk/Inform/research/questions/reporting_child_abuse_wda74908.html

The Department of Health "What to do if you're worried a child is being abused": www.doh.gov.uk

Safe Recruitment Procedure

In order to safeguard and promote the welfare of its pupils and ensure that risk of harm is minimised, Florian School of Dance employs a safe recruitment and selection policy which complies with national and local guidance. All recruitment procedures involve the following processes.

All successful applicants including teachers, freelance teachers, contractors, volunteers, administrative and ancillary staff, will undertake an Enhanced CRB/ DBS check. Employment records, references and qualifications will be verified for staff positions and references will be taken up for volunteers. All appointments are subject to these checks being satisfactory.

The Person Specification will state the competencies and qualities required by the successful candidate and will state that the interview will explore issues relating to safeguarding and promoting the welfare of children.

All applicants will undergo a face to face interview where questions pertaining to child protection will be asked. No candidate will be appointed until a verified reference is received and scrutinized. For successful candidates, written references will be sought and verbally verified.

All candidates will be asked to bring identity proof with them (e.g., a current driving licence or passport, a full birth certificate, plus a document such as a utility bill showing the candidate's current name and address).

All candidates will be asked to bring documents confirming any educational and professional qualifications relevant to the post. All appointed staff will undergo an induction process which includes information and written statements of; policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention / restraint, internet safety and professional conduct.

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For volunteers, close attention will be taken to why the applicant would like to work with children and young people and follow up questions will be necessary prior to the appointment being made.

Sources of further information

The booklet 'Safe from Harm': Code of Practice for safeguarding the welfare of Children in Voluntary Organisations in England and Wales' is available from the Home Office web-site www.homeoffice.gov.uk

All Social Services Departments have an Area Child Protection Committee, (ACPC). This is the key inter-agency forum for child protection, comprising representatives from all the relevant statutory organisations and representing the voluntary sector.

The NSPCC is a registered charity established to prevent cruelty to children. Help line for concerns about a child's welfare. 0808 800 5000 [24 hours], website www.nspcc.org.uk. Links to specific information about Children and Vulnerable Adult Policy can be found by visiting: www.nspcc.org.uk/Inform/research/questions/answers_wda48954.htm