

# Greenford School of Dance

## Child Protection Policy

### What is child protection?

**Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.**

Greenford School of Dance values young people and children as being a vital part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment. The school acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Royal Academy of Dance requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure this regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation and socio-economic background.

This policy applies to all staff and volunteers working in the school and should be read alongside and in conjunction with our Child Protection Policy, Code Of Conduct (which includes our Hands on Policy), Privacy Information Notice and Intimate Care Policy.

### 1. **Purpose**

The purpose of Greenford School of Dance lessons is to offer the children a safe and welcoming environment with fun activities where the children can grow and learn. Whether this be through their own activities or through other independent groups working in partnership with Greenford School of Dance.

### 2. **Aims**

- To have a positive and enjoyable experience of dance in a safe and child centred environment
- To provide activities for children and young people to help them develop from childhood into adulthood and to provide support for them.
- To protect from abuse whilst participating in lessons or outside of the activity.
- To enable the children to express themselves.
- To assist the children in integrating into the community.
- To help children/young people appreciate the diversity of their cultures.

### **3. Organisation**

- Each child and young person will be formally enrolled within the school. This information includes an information/consent form which their parent/guardian must complete. These forms have vital information about medical conditions and emergency contacts and should be kept securely in a folder.
- Attendance register: a register will be kept for each session.

### **4. Designated Child Protection and Safeguarding Lead**

Greenford School of Dance has appointed a Designated Child Protection and Safeguarding Lead: Miss Rachael Greenall- Principal. If any staff has any child safety concerns, they should discuss them with her. She will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the Local Authority Designated Officer (LADO) if appropriate.
- Ensuring that everyone involved with the organisation is aware of the identity of the Designated Child Protection and Safeguarding Lead

### **5. Personal/Personnel Safety**

- A group of children or young people under sixteen will not be left unattended at any time.
- At no time will a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there.
- As such, meetings will be planned and have the approval of the Principal (this must be someone other than the organiser themselves).
- Teenage assistants will always be supervised.

### **6. Child Safety**

- Each teacher will make sure that the area they are using for activities is fit for the purpose, e.g. remove furniture which could cause injury.
- The Principal will make sure that all staff and assistants know
  - Where the first aid kit is
  - Who is responsible for First Aid and how to record accidents or injuries in the incident book
  - What to do in the event of a fire or other emergency
- Once a year there will be a fire practice.
- Staff will not let children go home without an adult unless the parent has specifically said they may do so. The school will also never let a child go with another adult unless the parent has informed you that this will happen.

Under normal circumstances staff will only give a lift home to a young person from group activities if the parents of the young person have specifically asked for them to do so. (If staff are asked to give a young person or child a lift home, they are not obliged to do so, it is left to their discretion).

In the case of trips or outings, it should be made clear if staff cars will be used and where the children or young people will be returned to.

## **7. New Teachers**

Teachers and assistants are by far the most valuable resource the school has for working with young people. When recruiting and selecting paid teachers and volunteers the following steps will be taken:

- An interview with the Principal of the school
- Observation of a class taught by the candidate.
- Identifying reasons for gaps in employment, and other inconsistencies in the application;
- Ensuring criminal record checks have been carried out through relevant local agencies approved by the Disclosure and Barring Service.
- Taking appropriate advice before employing someone with a criminal record.
- Allowing no unaccompanied access to children until all of the above have been completed.
- Ensuring good practice is followed in working with children and young people by suggesting appropriate training and guidance;
- A nominated child Protection representative.

## **8. Trips/Outings**

- When organising a trip/outing the school will make sure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms. (If a group information/consent form has not already been completed for a child or young person, then it will need to be completed).
- Ensure that there is adequate insurance for the work and activities.

## **9. Training**

Staff of Greenford School of Dance will be responsible for their own annual training of child protection.

## **10. IF A CHILD REPORTS ABUSE TO YOU**

### **What you should do**

- Listen to the child/young person
- Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
- Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.

- It is not the role of staff to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
- The Designated Child Protection and Safeguarding Lead will then decide whether to pass the information on to the Local Authority.

**What you should *not* do**

- Staff/volunteers will not begin investigating the matter themselves.
- Do not discuss the matter with anyone except the correct people in authority.
- Do not form your own opinions and decide to do nothing.

**Things to say or do:**

- ‘What you are telling me is very important’
- This is not your fault’
- ‘I am sorry that this has happened/is happening’
- ‘You were right to tell someone’
- What you are telling me should not be happening to you and I will find out the best way to help you’
- Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

**Things *not* to say or do:**

- Do not ask leading questions – Why? How? What?
- Do not say ‘Are you sure?’
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

**11. Monitoring**

The policy will be reviewed every year or in the following circumstances:

- changes in legislation and/or government guidance
- as a result of any other significant change or event

This policy was adopted by Greenford School of Dance on 1<sup>st</sup> May 2018

<b>Ratified on</b>	1 <sup>st</sup> May 2018
<b>To be reviewed</b>	Summer 2019