



Louise Vincent School of Dance
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Louise Vincent School of Dance Safeguarding & Child Protection Policy

Louise Vincent School of Dance provides dance classes and tuition for both children and adults, comprising many forms of dance including recreational participation to vocational and professional classical training.

The purpose of this policy statement is:

- to protect the welfare of children and young people who receive Louise Vincent School of Dance services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
- This policy applies to anyone working on behalf of Louise Vincent School of Dance, including paid staff, volunteers, sessional workers, occasional agency staff and students.

Louise Vincent School of Dance is fully committed to safeguarding the welfare of all children and young people up to the age of 18. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

Louise Vincent School of Dance (LVSOD) acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. All staff and volunteers will work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

LVSoD recognises its responsibilities and duty of care in reference to: The Children and Young Persons Act 2008; The Children (Performances and Activities in England) Regulations (2014), The Children Act (2004), and Working Together to Safeguard Children, 2018 (updated 2020). (See Appendix for Policies' URLs)

LVSoD will ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

LVSoD will ensure:

- Everyone will be treated as individuals, with dignity and respect
- The welfare of each child is paramount
- Positive and constructive feedback will be given to pupils
- There is a zero-tolerance of any form of bullying
- All adult/staff/volunteer (members) will portray positive behaviours
- Action will be taken to stop any identified inappropriate behaviour
- Compliance with relevant Health & Safety and Child Protection policies and legislation (updating accordingly)
- Provision and delivery of relevant professional development and training
- It will ensure all contact and medical details for every child is up to date and available at the place of teaching or performance (in accordance with GDPR and ICO)
- Staff/volunteers will be delivered or directed to safeguarding and child protection information and training

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Designated Safeguarding Lead; Louise Vincent (07970 749 221)

In implementing this policy **LVSod** will:

- Ensure that all workers/members understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation.
- Ensure that all workers/members and volunteers understand their duty to report concerns that arise about a child or young person, or a worker conduct towards a child or young person to the Designated Safeguarding Lead.
- The Designated Safeguarding Lead will refer any child protection concerns to the statutory child protection agencies
- Parents/guardians, Children/pupils and staff/volunteers will be informed of who the Designated Safeguarding Lead are and be able to raise any safeguarding concerns and to know that appropriate procedures will be applied
- Ensure that staff/auxiliaries/volunteers will know how to behave in a consistent and equitable manner in line with the safer working practice/guidance (See Appendix)
- This policy will be regularly monitored by **Louise Vincent of Louise Vincent School of Dance** and will be subject to annual/regular review.

Signed:.....

Print name:.....

Witness; sign and print:.....

Date policy agreed: 27th June 2022

Reviewed and updated: 5th July 2023

(Proposed Date to review policy): 5th July 2024

2.1 Louise Vincent School of Dance Production Protocol

When **LVSOD** is organising/staging a production will;

- Undertake a Risk Assessment and monitor risk throughout the organisation and staging of production
- Identify and designate Safeguarding Lead and Deputy (at the outset) responsibility for child protection and policies' relevancy and applicability

Louise Vincent (DSL)

- Engage in necessary provision and allocation of chaperones (where necessary) and other individuals with responsibility for children, (including appropriate vetting if necessary in consultation with the LA's of Hampshire and Wiltshire)
- Ensure that the children are always supervised by a responsible adult
- Follow recommended guidelines for ratios of adult: children as per NSPCC policy;

2-3 years; 1:4, 4-8 years, 1:6, 9-12 years, 1:8, 13-18 years, 1:10

- Only Fully and Valid DBS checked adult volunteers to supervise toilet visits
- Volunteers may help and not all be vetted with no DBS but will not be left alone with children and their presence and help will be mitigated by the immediate presence of DBS checked and fully vetted volunteers/staff
- At least one (and most likely multiple) fully trained and certified emergency first aider/s will be in attendance at each performance
- There will be consistent record-keeping of signing in (and) out sheets
- Keep pupil's emergency contact details, medical needs and consent forms in a safe and appropriate place
- Ensure any children that require a relevant Performance Licence will have one in place in order to legitimately participate
- Ensure everyone is aware of evacuation procedures in the event of a fire or emergency

- Ensure to the best-informed knowledge that children are (physically and mentally) fit and well enough to dance
- Provide 'clear' ID badges for all staff/volunteers
- Ensure that the Designated Safeguarding Leader's know how to contact Children's Social Care if they need to report any concerns.

2.2 Photography Policy

LVSOD will:

- Use Google form for parent/guardian permission/exemption in order to obtain expressed and explicit consent for a child to be photographed/videoed, and also (where applicable) the permission of the child, for the use/publication of images.
- Only use images of children where attire is considered and agreed to be suitable in order to alleviate risk of inappropriate use
- Further seek explicit permission (when necessary) from the parent/guardian for use of images on the Louise Vincent School of Dance website
- Not allow photographers unsupervised impermissible access to children
- Not use children's names in reference to photograph captions. If a child is named, avoid using the photograph
- State written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection
- Not approve photography sessions outside the event or at a child's home
- Not share photos on social media unless prior permission has been sought from the parents/guardians of the children in the image
- To conform to this policy expectation, LVSOD courteously requests and informs parents/guardians and pupils not to share photographs/video images on social media sites without the expressed and explicit (prior) permission from parents/guardians/pupils of everyone in the image/s.

2.3 E & Cyber-Safety

- All staff/volunteers must not communicate with children under the age of 18 via their phone or on social media. Communication should be directly with the recorded parent/guardian
- Staff/volunteers should not be friends with pupils under the age of 18 on social media
- Contingency must be agreed that mobile phones must only be used in emergencies when backstage and/or during performance/class
- Images should not be taken backstage, but any that are for special circumstances must not be posted on social media sites without permission from those in the photo
- Cyber bullying by children via texts, social media and email will be treated as seriously as any other type of bullying (see Appendix links).

2.3.1 Recognising the signs & symptoms of abuse:

Abuse comes under the main headings of physical abuse, sexual abuse, emotional abuse and neglect.

LVSOD (DSL & Dep.SL) are aware of the above forms of abuse and would seek further advice if any concerns that a child maybe experiencing or at risk of harm or neglect and contact the relevant children's services or agencies (See Appendix of Policies and Procedures for links to reporting to Hampshire and Wiltshire CCs.)

2.4 Parents

- **LVSOD** strongly advocates the importance of the good relations between The School, parents/guardians and the pupils. Parents/guardians are encouraged to be actively involved with, and in good communications with LVSOD and to share responsibility and meet/uphold applicable policy in relation to the care and safeguarding of the children.

- All parents/guardians/pupils are able to request/access a copy of the LVSoD Child Protection/Safeguarding Policy and Procedures.
- All parents/guardians have the responsibility to deliver/collect (or arrange agreed collection of) their children around classes, rehearsal or performances.
- It is the imperative that collections are upheld but if a child is not collected (for unforeseen circumstances), every effort will be made to contact the parent/guardian using the child's registration form details. If necessary, the emergency contact will be telephoned and *when possible* two adults/designated individuals will remain until *all* the children are collected.

2.5 CODE OF BEHAVIOUR FOR ALL STAFF/VOLUNTEERS

People working/volunteering at **Louise Vincent School of Dance** must always observe the following requirements.

- Display appropriate and professional behaviour
- Listen and observe children (empathy)
- Treat all as individual (with respect)
- Attempt to communicate effectively and appropriately
- Observe and adhere to policies and procedures
- Seek advice and/or guidance in relation to policies and procedures if required
- Follow guidelines to report issues/suspensions
- Be aware, be empathetic, be approachable and understanding
- Apply appropriate actions if accidents occur

DO NOT:

- Seek to harm, intimidate, frighten or harm a child
- Compromise physical contact/inappropriately touch a child
- Vocally threaten, shout, be aggressive to a child (inappropriate language or racist/sexist comments)
- Coerce or force a child against their will
- Use negative feedback, ignore, make fun of

- Exhibit behaviours of favoritism
- Take/use photos/images without all prior permissions
- Allow a child to dance/performance if there is good reason to believe they are not physically/mentally fit to do so

2.6 Data recording

LVSOD will ensure;

- recording and storing of pupils', staff and volunteer's details and information is stored and handled securely, in line with data protection legislation and guidance (*more information about this is available from the Information Commissioner's Office, See Appendix*)

Appendix of Policy and Protocol links

Child Protection (England) NSPCC

<https://learning.nspcc.org.uk/child-protection-system/northern-ireland>

Safeguarding Children and Young People

<https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people>

Hampshire County Council Children's Services

<http://www3.hants.gov.uk/childrens-services/contact-cs.htm>

Wiltshire County Council Children's /Young Peoples ` Services

<http://www.wiltshire.gov.uk/children-young-people>

HCC, reporting abuse

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Children's Act (2004)

<https://www.legislation.gov.uk/ukpga/2004/31/contents>

Children's and Young Persons Act (Performances) 2014

https://www.legislation.gov.uk/uksi/2014/3309/pdfs/uksi_20143309_en.pdf

Working Together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Children and Young Persons Act (2008)

<https://www.legislation.gov.uk/ukpga/2008/23/contents>

<https://ico.org.uk/for-organisations/>