1. **Introduction and Policy Statement**
   1. Caroline Butler School of Dance (CBSD) has a ‘duty of care’ to provide a safe environment that is conducive to promoting the health and well-being of children and young people under the age of 18.
   2. CBSD aims to ensure that children whom CBSD encounters are well protected and that there is a system in place to protect their welfare.
   3. CBSD believes that: the welfare of the child is paramount, that all children regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.
   4. CBSD believes safeguarding is everyone’s responsibility and everyone who encounters children and families has a role to play.
   5. The purpose of these policies and procedure are:

* To facilitate protection of children during any activity provided by CBSD.
* To provide CBSD staff with procedures to follow in the event they suspect a child may be experiencing abuse; be at risk of abuse or harm.
* Or where there is concern about the behaviour of an adult that might harm a child.
  1. Safeguarding and promoting the welfare of children is defined as:
* Protecting children from maltreatment
* Preventing impairment of children’s health or development
* Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
* Acting to enable all children to have the best outcomes.
  1. CBSD will seek to safeguard children by:
* Valuing them, listening, and respecting them
* Adopting child protection procedures
* Sharing information about child protection and good practice with children, parents, and staff with which we work
* Sharing information about concerns with the appropriate agencies
* Following industry code of conducts i.e., the regulatory bodies of which we are registered by and
* Ensuring safe recruitment, selection and vetting of staff
  1. CBSD will ensure all employees are made aware of this policy through induction, training, and personal development (including the recommendation of child protection training as part of continued professional development (CPD)).

1. **Responding to incident, suspicions and allegations of abuse involving children**

2.1 CBSD recognises there is a responsibility to act on concerns of child abuse in order that appropriate agencies can make enquires and take any necessary action to protect them.

2.2 If an incident, allegation, or suspicion of abuse (incident) is seen, heard, or suspected, the person receiving the information should follow the procedure below:

* Stop other activity and focus on what they are being told or seeing.
* Where an incident is being reported, act in a calm and considered way but show concern.
* Tell the child or third party that it is right that they share this information.
* Take what the child or third party has said seriously and allow extra time for speech difficulty or difference in language.
* Keep questions to an absolute minimum to ascertain clear and accurate understanding of what has been said but do not interrogate the child or third party.
* Offer reassurance to the child or third party.
* Do not give assurances of confidentiality but explain you will need to pass on this information to those that need to know.
* Consider whether immediate action is needed to protect the child who may be at risk. If the Designated Safeguarding Officer (DSO) is not immediately available you should alert the appropriate authority and stay with those you think are at immediate risk until they can be transferred to safe care, where practical (Appendix 1).
* Make a comprehensive record using the incident report form on the same day (Appendix 2).
* The incident should be reported in writing immediately to the DSO for appropriate action to be taken.
* The DSO will review the matter and make decisions regarding the concern/ incident within 24 hours of receiving the information.
* Action by DSO:
  + If concern is allayed – DSO to record the decision and store report securely.
  + If still concerned DSO to make a referral to the Local Authorities (Appendix 1)

1. **Code of behaviour and good practice**

3.1 CBSD believes that adhering to the following code of behaviour and good practice will assist everyone with advice on protecting children and help with identifying any practices which could be misinterpreted or lead to false allegations.

3.1.1 All activities involving children should include a ratio of one adult to every 12 children. For younger children under the age of 6 there will always be an additional member of staff or responsible adult present. Where this is not possible, CBSD will ensure that activities take place within the sight and hearing of other adults.

3.1.2 In activities, CBSD employees should be aware that physical contact with a child, where required, for example to ensure a correction is understood, should be provided openly in front of other students.

3.1.3 In activities, feedback should always be constructive rather than negative and be mindful of the language that you use so as not to be threatening or upsetting.

3.1.8 If first aid is required, where possible, it should be administered by trained first aider in the presence of another adult, and the DSO should be informed.

3.1.9 Written parental or guardian consent should always be obtained for the use of any photographs, film or videos involving children.

1. **Review of policy and procedures**

The Policy will be reviewed by the DSO annually or more frequently in response to new legislation or where an incident has occurred that requires an adjustment to processes within.

1. **Signature**

Principal

Caroline Butler School of Dance

Policy Date: February 2023

Review Date: April 2024

Appendix 1.

**A quick guide to DSO and LA contact details**

Appendix 2.

**Incident, allegation & suspicion of abuse report form**

Date Incident reported: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person recording the incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Knowledge of and relationship to the child: |

Child details:

|  |
| --- |
| Child’s full name: |
| Date of birth: |
| Contact details: |
| Disability (if applicable): |

Incident details:

|  |  |
| --- | --- |
| Location of incident (if relevant): | Date and time of incident (if relevant): |
| Detailed information (where applicable in child’s own words if possible):  Details of any observations made by you or to you (e.g., description of visible bruising, other injuries, child’s emotional state):  Action taken so far: | |

Alleged abuser’s details (if known):

|  |
| --- |
| Name: |
| Date of birth/ age: |
| Relationship with child: |
| Occupation: |
| Contact details: |
| Disability (if applicable): |

|  |
| --- |
| Emergency agencies contacted (including Name/ number/ date/ time/ details of advice received: |

I acknowledge that the details described are accurate and will remain strictly confidential between the appropriate reporting channels and myself.

Signed……………………………………………….. Date………………………………………………..

Please submit this form to the DSO immediately

Appendix 3.

**Statement of agreement in relation to CBSD safeguarding policy and procedures**

All CBSD employees, freelancers and anyone acting on behalf of CBSD will be expected to sign this statement of understanding as part of their terms and conditions relating to their employment or placement.

I……………………………………….. acknowledge that I have read and understood the CBSD Safeguarding Policy and Procedures.

I agree to adhere to this policy and the respective procedures and agree to act, as required, in the event of any concerns relating to children or young people. Should any concerns arise which indicate that I may be in breach of this policy I understand action may be taken in accordance with the professional codes of conducts and best practice advice.

Name:

Signature: Date:

Caroline Butler *arad BA hons rts*

Principal

Signature: Date: