



# KEYWORTH SCHOOL OF THEATRE DANCE

## Safeguarding Children Policy

At Keyworth School of Theatre Dance (KSTD) 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's Act 1989 and 2004 and the Education Act 2002.

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

At KSTD 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 the 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 who attend KSTD and their parents/carers may view our policy where appropriate and a copy will always be kept at our studio.

### **Designated safeguarding lead**

The designated safeguarding lead (DSL) within our organisation is Ann Marchant. As safeguarding lead additional training has been completed to fulfil this role (V5, An Introduction to Safeguarding Children). The designated deputy safeguarding lead is Kirsty Callender.

The DSL will:

- advise members of staff and visitors to KSTD on the best practice and expectations
- be responsible for the monitoring and recording of any safeguarding concerns
- ensure that all concerns are shared with the appropriate statutory authorities

All staff and volunteers at KSTD 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 regular team briefings

### **Overview of responsibilities**

All staff and volunteers must report all concerns to the DSL at the nearest available opportunity.

It is the responsibility of all staff and volunteers at KSTD 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 at KSTD 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 DSL, or, in their absence, to the deputy lead, who will in turn notify the appropriate statutory authority.

All staff and volunteers at KSTD 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 KSTD we will do this by:

- 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. KSTD will seek additional consent for any activity that is out of the usual parameters of our work. Basic consents for day to day activities will be sought through the enrolment process (this includes, for example, 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, including the reason/s why and must be asked for consent to do this. It should be noted however that in cases where parents, carers or children do not agree to information being shared, KSTD is still able to refer to Children's Social Care without consent but it is important to explain clearly to Children's 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/carers may put a 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. KSTD will record the decision and the reasons for it, whether or not parents, carers or children choose to share information.

## **Child protection**

Child protection is 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.) They may be abused by an adult or adults or another child/ children. Abuse may be physical, emotional, sexual, neglectful or multiple 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 DSL.

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 the 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**

The DSL will act on behalf of KSTD in referring concerns or allegations of harm to Children's Social Care or the police as appropriate. If the DSL is in any doubt information should be shared with Children's Social Care for a second opinion. It is not the role of the DSL to investigate; only to collate information, clarify details of the concern and facilitate information sharing. In the absence of the DSL the individual who has the concern is responsible for contacting Children's Social Care and the information should be shared with the DSL retrospectively.

The contact number for Children's Social Care is 0300 500 80 90; out of hours 0300 456 4546

### **Protection of children**

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

- appropriate recruitment and selection procedures
- provision of safeguarding training for all staff and volunteers
- ensuring all staff and volunteers hold clear current DBS checks
- taking all reasonable steps to ensure health, safety and welfare for all those who access our organisation
- taking 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
- not harming or abusing 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
- ensuring good reporting to the DSL and onward to Children's Social Care wherever we suspect harm and will foster an environment of good communication, transparency and trust
- ensuring all involved with our organisation follow our code of conduct

### **Allegations against staff members/ volunteers**

If any member of staff has concerns about another member of staff or volunteer at KSTD 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
- having 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 DSL.

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 DSL 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.

### **Staff recruitment**

KSTD will ensure potential staff and volunteers are screened for their suitability to work with children and young people. An up to date DBS is required and references will be requested.

This policy will be reviewed annually.

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