

Duet Academy of Dance

Safeguarding and Child Protection Procedures

Responsibilities

The Principal at Duet Academy of Dance is responsible for implementing these safeguarding and child protection procedures in accordance with the safeguarding and child protection policy.

We will:

- undertake a risk assessment and monitor risk throughout all lessons
- identify the person with designated responsibility for child protection
- ensure that children are supervised at all times
- know how to get in touch with the local authority social services, in case it needs to report a concern.

Parents and carers

- Duet Academy of Dance believes it to be important that there is a partnership between parents and carers and teachers
- parents and carers are encouraged to be involved in the activities of the dance school and share in the responsibility for the care of children
- all parents and carers will be told where they can read a copy of the Duet Academy of Dance Safeguarding & Child Protection Policy and procedures
- all parents and carers have the responsibility to collect (or arrange collection of) their children promptly after lessons
- parents should be in the immediate vicinity of the premises during dance classes unless they have prior agreement from Duet's Principal.

Physical contact

- both teachers and volunteers will maintain and act in a safe and appropriate manner with the children
- both teachers and volunteers will only touch children when it is absolutely necessary in relation to the particular dance activity to ensure correct alignment and avoidance of accident or injury
- parents or carers will be able to view lessons through windows/doors at all times unless not permitted on the premises due to COVID-19 regulations

Managing sensitive information

Duet Academy of Dance has a policy and procedure for the taking, using and storage of photographs or images of children.

- permission will always be sought from the parents or carers for use of photographic material featuring children before using for promotional or other purposes
- all our web-based materials and activities will be carefully monitored for inappropriate use

- Duet Academy of Dance will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information.

Suspicion of abuse

- if you see or suspect abuse of a child while in the care of Duet Academy of Dance, please make this known to the designated safeguarding lead as outlined in the Safeguarding & Child Protection Policy. If you suspect that this person is the source of the problem, you should make your concerns known to the deputy safeguarding lead.
- if a serious allegation is made against either teacher or volunteer, that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the studios.

Disclosure of abuse

If a child confides in us that abuse has taken place, we will:

- remain calm and in control but won't delay taking action.
- listen carefully to what has been said. Allow the child to tell us at their own pace and ask questions only for clarification. We will not ask questions that suggest a particular answer.
- not promise to keep it a secret. The first opportunity we have to share the information with the person with responsibility for child protection will be taken. It will be made clear to the child that we will need to share this information with others. It will be made clear that we will only tell the people who need to know and who should be able to help.
- reassure the child that 'they did the right thing' in telling someone.
- tell the child what we are going to do next.
- speak immediately to the designated safeguarding lead. It will be that person's responsibility to liaise with the relevant authorities, usually social services or the police.
- as soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Recording

- in all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless as to whether or not the concerns have been shared with a statutory child protection agency
- an accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken eg. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported
- the record will be stored securely and shared only with those who need to know about the incident or allegation.

Accidents

- to avoid accidents, children will regularly be advised of "house rules" regarding health and safety and will be notified of areas where more care is needed. Children will be advised of the clothing and footwear appropriate to the work that will be undertaking.

- if a child is injured while in the care of Duet Academy of Dance, a designated first-aider will administer first aid and the injury will be recorded in the accident book.

Criminal Record Disclosures

- Duet Academy of Dance believes it is in its best interests to obtain an enhanced criminal record disclosure for its teachers. As set out by the British Theatre Dance Association and remains a necessity of registration.
- Duet Academy of Dance will maintain confidentiality for the handling of all disclosure information.
- Duet Academy of Dance will ensure that information contained in the disclosure is not misused.

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17/8/23