

# **CAROL ALLEN SCHOOL OF DANCING**

## **SAFEGUARDING POLICY**

### **Mission Statement**

***The Carol Allen School of Dancing started in Hatfield and St Albans in 1962. The ethos of the school is to promote and encourage a love of dance and both a sense of teamwork and commitment. We encourage all our students to work to their full potential and be disciplined in their approach to learning. The Carol Allen School of Dancing offers ballet, modern and tap classes in a fun and positive environment.***

### **We recognize that:**

The Carol Allen School of Dancing has a duty of care to safeguard all children involved in the school from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The Carol Allen School of Dancing will ensure the safety and protection of all children involved in the school through adherence to the Safeguarding Policy and good practice guidelines.

Staff have a commitment to the care and welfare of all children in school with safeguarding given high priority. Staff are encouraged to adopt an open and accepting attitude towards pupils and to promote a listening climate within the school environment. The school has a commitment to working closely with other agencies (Local Safeguarding Children's Board) involved in the protection of children.

- The welfare of the child/young person is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and their agencies is essential in promoting young people's welfare.

A child is defined as a person under the age of 18 (The Children Act 1989).

### **The purpose of the policy:**

- To provide protection for the children and young people who are students of the Carol Allen School of Dancing.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

- This policy applies to all staff, volunteers, students or anyone working on behalf of the Carol Allen School of Dancing.

**We will seek to safeguard children and young people by:**

- Valuing them, listening to and respecting them.
- Adopting good practice guidelines.
- Through recruiting staff safely, ensuring necessary checks are made.
- Sharing information about safeguarding and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Providing effective management for staff and volunteers through supervision, support and training.

**Good Practice means:**

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Building balanced relationships based on mutual trust.
- Making dance and classes fun and enjoyable.
- Ensuring that if any form of manual/physical support is required, it should be provided openly. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted.
- Keeping up to date with technical skills, qualifications and insurance in dance and dance instruction.

- Involving parents/carers wherever possible. For example, encouraging them to take full responsibility for their children in the reception area/changing them and challenging their behaviour when appropriate.
- Being an excellent role model.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the development needs and capacity of young people – avoiding excessive training or competition and not pushing them to achieve against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given in the accident book.
- Occasionally staff will help younger students to change or into costumes or in and out of classes. Guidance may take the form of holding a hand if required for reassurance or if stairs are involved. This should be done in an open manner. Children should not be physically moved into a class but the parents contacted if they refuse to go in.

The Carol Allen School of Dancing recognises that there are cases that may arise where lone working situations are unavoidable for example private tuition. There may be situations such as medical emergencies, failure to collect a child and other scenarios that require a child or young person to be escorted by a member of staff. Action taken in these situations must always be with the knowledge and consent of the founder of the school, Mrs Carol Allen.

**Practices never to be sanctioned:**

**Teachers/Volunteers should never:**

- Engage in rough, physical or sexual provocative games.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.

- Fail to act upon and record any allegations made by a child.
- Do things of a personal nature for children that they can do for themselves.
- Staff should not use social media to contact students under the age of 18. Contact should be made through their parents.

It is not the responsibility of anyone working in the Carol Allen School of Dancing, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate team member. The safeguarding lead is Mrs Carol Allen. Any parent, child, staff member or volunteer may ask social services for help or advice. The Carol Allen School of Dancing assures all staff/volunteers that it will fully support anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

#### **Recording Information:**

- It is essential to record the information from a disclosure immediately however small or insignificant. It is vitally important that you do not “promise not to tell” but must explain if you believe the child to be in danger or at risk, you will have to inform others. Explain that these will be social services if necessary, but that you will make sure the child is supported through this by appropriate people.
- Any information recorded must be signed and dated and stored in the safeguarding folder which is kept locked. Access to this folder is restricted to Mrs Carol Allen.

It is the responsibility of Mrs Carol Allen to report any disclosures or concerns to social services or the Local Area Safeguarding Board to receive further advice and instruction. It is the responsibility of all staff and volunteers to comply fully with any investigation by an appropriate outside authority and to adhere to any recommendations made if necessary. Mrs Carol Allen may also seek advice from safeguarding professionals/solicitors if required but these will be bound by strict confidentiality.

#### **Recruitment and training of staff and volunteers:**

The Carol Allen School of Dancing recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

- All staff should complete an application form. The application form will elicit information about an applicant’s past and a self-disclosure about any criminal record. Any gaps in employment will be challenged.
- Applicants should hold a current enhanced DBS certificate.

- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo).
- Interview and induction.
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Safeguarding procedures are explained and training needs are identified.

**The Carol Allen School of Dancing will review this policy annually or sooner if required.**