

## SAFEGUARDING POLICY

### Introduction

This policy and procedure applies to all the LBSD's classes.

The policy follows guidance from the Charity Commission<sup>2</sup>. Other useful guidance is from the Social Care Institute for Excellence<sup>3</sup>, the Child Protection in Sport Unit<sup>4</sup>, the NSPCC<sup>5</sup>, and the Ann Craft Trust<sup>6</sup>.

Public helplines are available from the NSPCC and Childline, Thirtyone:eight and Ann Craft Trust.

All LBSD teachers, chaperones and volunteers are responsible for implementing this policy and procedure, for promoting wellbeing, and for remaining alert to observing safeguarding issues, and for reporting them.

The term "parent / carer" is used in this document to describe any adult who has decision-making responsibility for a child.

The LBSD's insurance is provided by AXA UK.

### Policy

LBSD is committed to promoting the wellbeing of all who interact with us, e.g. students, staff, chaperones and volunteers. We recognise the need to provide a safe and caring environment for children and young people. We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse, and neglect.

The requirements described in this document apply to all teachers, chaperones and volunteers.

We will induct and educate all teachers, volunteers and chaperones in safeguarding and related policies and procedures and good practice.

The LBSD undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures.
- provide on-going safeguarding training for all relevant teachers, chaperones and volunteers and regularly review its operational guidelines.
- support its Designated Safeguarding Officers in their work and in any action they may need to take to protect children and adults at risk.

### Risks

It is the LBSD's policy to promote wellbeing. Its recruitment, selection and training practices are designed to prevent any safeguarding issues arising in its activities. Nevertheless, LBSD is aware that its teachers, chaperones and

volunteers may encounter safeguarding issues in the circumstances listed below. Against each circumstance, possible risks and mitigations are also listed.

<b>Safeguarding issue</b>	<b>Risk</b>	<b>Mitigation</b>
<b>Examination</b>	A candidate is abused or bullied by an LBSD teacher, parent, carer, examiner, or fellow pupils	Examiners are trained to identify indications of such risks and what to do if identified; there is a whistleblowing policy and procedure in place
<b>Photo shoot</b>	Abuse is perpetrated or experienced by participants, LBSD teachers, parent, fellow pupils or a photographer	Teachers are trained to identify indications of such risks and what to do if identified
<b>Events/Shows</b>	A participant is abused, exploited or bullied by LBSD teachers, parent, carer or other participants	Teachers are trained to identify indications of such risks and what to do if identified
<b>Holiday Clubs</b>	A participant is abused, exploited or bullied by LBSD teachers, parent, carer or other participants	Teachers are trained to identify indications of such risks and what to do if identified
<b>Teachers</b>	Bullying and harassment from colleagues or externally	The organisation maintains and enforces respect, and has bullying and harassment policy
<b>Social media</b>	Participants in LBSD activities are harassed or bullied; undue influence or grooming, images or data being misused or used without consent	The organisation has an online safety policy
<b>Radicalisation</b>	Participants in LBSD activities are radicalised through contacts made at those activities	The recruitment processes are alert to those who may radicalise others or have been radicalised

We require teachers to undertake Safeguarding training on appointment and refresher training regularly thereafter.

## Safeguarding Children

Children have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”<sup>8</sup>

The LBSD recognises 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 Act 1989 and 2004 and the Education Act 2002. We will do this by:

- Ensuring that all LBSD teachers, chaperones and volunteers have received appropriate professional safeguarding training and can act on concerns raised appropriately.
- Identifying and responding to concerns about a child or young person swiftly and appropriately
- Providing a safe and happy dance environment at all our events by making all necessary local authority BOPA applications, using effective risk assessments, and following our Health and Safety, Safeguarding and Equity, Diversity and Inclusion policies.
- Supporting child development through the development of carefully created classes that foster ability and creativity
- Supporting parents, carers, children and young people to communicate freely with us, supporting their communication methods, and providing time and space to talk whenever they need it.
- Sharing information as appropriate with Councils, the police and children’s social care / local authority designated officers as appropriate
- Providing clear pathways for raising a concern for parents and carers.
- Ensuring that at all our events children, families and professionals are aware of safeguarding measures and processes that are in place.
- Providing information, advice and guidance for teachers, chaperones and volunteers on raising a safeguarding concern and information on where to access appropriate professional training.
- Raising awareness of safeguarding through our social media platforms and website.
- Ensuring that teachers, chaperones and volunteers receive safeguarding training and recognise the need to undertake safeguarding training and to have a DBS check.

## Procedure

### Roles and Responsibilities

LBSD has appointed Louise Ling as its Designated Safeguarding Officer (DSO) who is responsible for putting into effect required policies and procedures including relevant DBS checks on teachers, chaperones and volunteers and regular safeguarding training.

LBSD teachers, chaperones and volunteers have a responsibility never to subject an individual child (or groups of children) to any form of harm or abuse.

### Disclosure and Barring Service

LBSD requires its teachers to obtain an enhanced Disclosure and Barring Service (DBS) check with a children's barred list check and to renew the check every three years. LBSD also encourages members to subscribe to the DBS Update Service. Teachers who subscribe to the DBS Update Service will not be required to obtain new DBS checks for as long as they maintain their subscription to the DBS Update Service.

### Recruitment

The LBSD adopts Safer Recruitment practices. This means that LBSD always:

- seeks references for all teachers wherever practicable.
- checks that teachers are eligible to work in the UK where applicable.
- conducts DBS checks through Due Diligence Checking –
- requires teachers of students to obtain enhanced level checks (where required, through Due Diligence Checking).
- only uses local authority approved chaperones.
- encourages teachers to use the DBS Update Service (where appropriate, i.e., where the original certificate was obtained in relation to an equivalent role) which allows them to keep their standard or enhanced certificates up to date and accessible to those to whom they choose to grant access. The LBSD will check whether teachers have registered with the Update Service within the 30-day window following issue of their Enhanced DBS Certificate, and thereafter at annual intervals.

### Training

LBSD is committed to providing on-going safeguarding training and development opportunities for all teachers, chaperones and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone.

### Safeguarding and reporting

When there are concerns of abuse or neglect of an individual or of groups of people, it is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or to seek advice from agencies such as the NSPCC, [Thirtyone:eight](#) or the [Ann Craft Trust](#). LBSD expects that its teachers, chaperones and volunteers will follow the procedures set out below. If, however, the individual with the concern feels that the LBSD's DSO has not responded appropriately, or where they have a disagreement with the DSO as to the appropriateness of a referral they are free to use the or to contact an outside agency directly. LBSD aims, by making this statement, to demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

### Children : Safeguarding

Consent and information sharing: Issues of consent are essential to effective safeguarding practice and appropriate guidance should be provided to ensure those consenting have clear and transparent information on what they are consenting to. This guidance must be provided by Designated Safeguarding Lead before concerns are shared. In the event that the LBSD's DSO makes a referral to Children's Social Care, parents or carers will be informed that LBSD is doing so, including the reasons why, and will be asked for agreement to share information.

It should be noted, however, that in cases where parents, carers or children do not agree to information being shared and we believe a child or young person has or could experience significant harm we will refer to Children's Social Care without consent but will explain clearly to social care why consent could not be established and will keep a record of this.

Instances where LBSD may not 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 may put a teacher, chaperone or volunteer 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. LBSD will record all decisions and the reasons for them, whether or not the concern is shared onwards. Where concerns are shared with social care / the police a record will also be kept of what was shared and who it was shared with.

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 or children. Abuse may be physical, emotional, sexual, neglectful or multiple types of abuse.

All teachers, chaperones 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 concerns about harm must be recorded and shared with the relevant person at LBSD. No one should assume that another will pass on information about the safety of a child.

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 ambulance or hospital staff and then must be reported as set out below. Nothing should be allowed to delay urgent medical treatment.

### Reporting

Detailed reporting guidance is at Appendix 1.

Under no circumstances should a teacher, chaperone or volunteer carry out their own investigation into an allegation or suspicion of abuse of a child. If anyone in any position has concerns about a child's welfare and believe they are suffering or are likely to suffer significant harm they should follow procedures as below:

- If the person is in receipt of allegations or suspicions of abuse or neglect which may have been perpetrated in the child's home setting or other setting away from the dance school, they should report the concerns as soon as possible to the local children's social services department for the alleged victim's home address. If unsure what to do, they should contact the Designated Safeguarding Officer (DSO) with responsibility for safeguarding at the dance school where they teach and seek advice. Further advice can be obtained from the National Society for the Prevention of Cruelty to Children (NSPCC), from Thirtyone:eight, and from the Ann Craft Trust.
- If the person is in receipt of allegations or suspicions of abuse or neglect which may have been perpetrated by a LBSD teacher, chaperone or volunteer at a LBSD school, they should report the concerns as soon as possible to the LBSD's Designated Safeguarding Officer (DSO). either by calling (+44 (0)7856 209802), or by email to [louisebensondance@hotmail.com](mailto:louisebensondance@hotmail.com) (please mark the email for urgent attention). If the suspicions implicate the DSO then the report should be made in the first instance to one of the below:

[Thirtyone:eight](#), P.O. Box 133, Swanley, Kent, BR8 7UQ, tel. 0303 003 1111.

[Childline](#), Weston House, 42 Curtain Road, London, EC2A 3NH, tel. 0800 1111

[NSPCC](#), Weston House, 42 Curtain Road, London, EC2A 3NH, tel. 0808 800 500

- If the allegation or suspicion of abuse constitutes a potential criminal offence, the police should be contacted in the first instance. If unsure, advice should be obtained from the establishment’s Designated Safeguarding Officer (DSO) or from an agency such as the NSPCC. If for any reason further advice cannot be obtained within 24 hours of receipt of the allegation or suspicion of a criminal offence having been committed, the police should be contacted.
- The DSO should contact the appropriate agency or they may first ring the helpline of NSPCC, [Thirtyone:eight](#) or the [Ann Craft Trust](#) for advice. They should then contact social services in the area where the child lives.
- The DSO may need to inform others depending on the circumstances and/or nature of the concern, e.g., Designated Officer or LADO (Local Authority Designated Officer) if the allegation concerns a teacher, chaperone or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- A child body map should be used to record the site, appearance and dimensions of any visible marks observed on the child’s body – see Appendix 3b.
- Whilst allegations or suspicions of abuse will normally be reported to the DSO, the absence of the DSO should not delay referral to Social Services or the Police, or taking advice from the [NSPCC](#), [Thirtyone:eight](#) or the [Ann Craft Trust](#)

Referral to the DBS Barring Lists

LBSD takes its duty to refer seriously and reserve the right to report to the DBS any suspicions or accusations made against teachers, chaperones or volunteers which are drawn to our attention.

Adoption of this policy and procedure

This policy and procedure will be reviewed after any serious incident or annually (in September).

Signed by: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

A copy of this policy is published on the LBSD’s website <https://louisebensondance.co.uk/>.

## **List of Appendices**

Appendix 1: Reporting Procedure

Appendix 2: Child Body Map

Appendix 4 : Allegations of abuse against a person who works with children/young people.

Appendix 5: Useful Links and Resources

## **Appendix 1 : Reporting Procedure**

Detailed procedures where there is a concern about a child

Child abuse can take many forms:

- Physical abuse
- Psychological or emotional abuse
- Sexual abuse
- Grooming
- Child trafficking
- Child sexual exploitation
- Criminal exploitation and gangs
- Domestic abuse
- Female genital mutilation
- Organisational or institutional abuse
- Neglect or acts of omission
- Online abuse

## **Allegations of any form of abuse**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse in the child's home, the teacher, chaperone or volunteer will contact the Designated Safeguarding Officer (DSO) The DSO will:

- Contact Children's Social Services, or thirtyone:eight, or the NSPCC, or the Ann Craft Trust, for advice in cases of deliberate injury, if concerned about a child's safety, or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g., poor parenting), encourage the parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of immediate danger, if the parent/carer still fails to act, contact Children's Social Services direct for advice.

- Seek and follow advice given by the NSPCC, thirtyone:eight, or the Ann Craft Trust if unsure whether or not to refer a case to Children’s Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the DSO will:

- Contact the Children’s Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to anyone else.
- Seek and follow the advice given by the NSPCC, thirtyone:eight, or the Ann Craft Trust or if, for any reason, they are unsure whether or not to contact Children’s Social Services / Police.



<b>If you have safeguarding concerns in relation to a child:</b>	
<b>Do:</b> <ul style="list-style-type: none"><li>● Stay calm – do not rush into inappropriate action.</li><li>● Seek medical help if needed urgently. Inform the doctor of any suspicions you have.</li><li>● Maintain confidentiality</li><li>● Make a record of your concern and how it came to your attention (use the recording form, otherwise use a blank sheet of paper and use the heading “Safeguarding Incident”) and sign and date.</li><li>● Use a child body map (see Appendix 3b) to<ul style="list-style-type: none"><li>○ record any visible marks that you need to report.</li></ul></li></ul>	<b>Do not:</b> <ul style="list-style-type: none"><li>● Panic</li><li>● Delay taking action</li></ul>
<b>If the child has made a disclosure to you:</b>	
<b>Do:</b> <ul style="list-style-type: none"><li>● Reassure the child – that they are not to blame and confirm that you know how difficult it must be to confide.</li><li>● Listen – to what the child says and show that you take them seriously.</li><li>● Keep questions to a minimum – use clarifying questions and open questions, (i.e., those where more than a yes/no response is required).</li><li>● Ensure that you clearly understand what the child has said so that it can be passed on to the appropriate agencies for investigation.</li></ul>	<b>Do not:</b> <ul style="list-style-type: none"><li>● Make promises you can’t keep by explaining that you are not able to keep secrets and may have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality.</li><li>● Make the child repeat the story unnecessarily.</li><li>● Ask any questions beyond those which are designed to clarify what the child is disclosing. Investigations into safeguarding concerns are conducted through multi-agency cooperation and it is important that the investigation is carried out by the appropriate person – your role is to report the disclosure as accurately as possible, and not to investigate.</li><li>● Ask leading questions. The law is strict, and cases of alleged child abuse have been dismissed where it appeared that the child was led or that words or ideas were suggested to the child.</li></ul>
<b>Once you have gathered the information:</b>	

<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>● Consult with the Designated Safeguarding Officer (DSO) – ensuring that you communicate all the information accurately.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>● Tell anyone about what you have reported other than the person you reported it to, and anyone involved in investigating what you have reported.</li> </ul>
<p><b>If you are the DSO (or person responsible for safeguarding):</b></p>	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>● Contact Children’s Social Services, or thirtyone:eight, or the NSPCC, or the Ann Craft Trust, for advice in cases of deliberate injury, if concerned about the child’s safety, or if the child is afraid to return home.</li> <li>● Seek medical help if needed urgently. Inform the doctor of any suspicions you have.</li> <li>● Record the details of all contact that you have in relation to the matter.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>● Tell the parents or carers unless advised to do so, having contacted Children’s Social Services.</li> </ul>
<p><b>If your concern involves alleged or suspected sexual abuse:</b></p>	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>● Contact the Children’s Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct.</li> <li>● If, for any reason, you are unsure whether or not to contact the police or children’s social services, seek and follow the advice given by the NSPCC, thirtyone:eight, or the Ann Craft Trust.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>● Talk to anyone else about the allegation or suspicion unless advised to do so by the police or children’s social services.</li> </ul>
<p><b>If your concern is of a lesser nature (e.g., poor parenting):</b></p>	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>● Speak with the parent/carer if it is safe, and you feel comfortable to do this - encourage them to seek help.</li> <li>● In cases of immediate danger, if the parent/carer still fails to act, contact children’s social services for advice.</li> <li>● If you are unsure whether to contact children’s social services, seek and follow advice given by the NSPCC, thirtyone:eight, or the Ann Craft Trust.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>● Speak with the parent/carer about your concern if this places the child at risk of significant harm.</li> </ul>
<p><b>If the concern involves a teacher, chaperone or volunteer:</b></p>	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>● Contact the Designated Safeguarding Officer</li> <li>● If a child has been or is in danger of being significantly harmed, contact children’s social services.</li> <li>● If you believe a crime has been committed, contact the Police.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>● Intervene in any way that might place yourself, the child, or other children at risk of harm.</li> </ul>

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| <ul style="list-style-type: none"><li>● Seek medical help if needed urgently. Inform the doctor of any suspicions you have.</li><li>● Take whatever practical steps you can to ensure that the employee/member is kept apart from children who could be at risk of harm while the concern is being investigated.</li></ul> |  |
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## **Appendix 2 Child Body Map**

### **Guidance**

Body maps should be used to document and illustrate visible signs of harm and physical injuries. Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

\*At no time should an individual teacher/member of staff or centre take photographic evidence of any injuries or marks to a child's person, the body map below should be used. Any concerns should be reported and recorded without delay to the Designated Safeguarding Officer (DSO), or the appropriate safeguarding services (e.g., the local authority children's social services department) or advice service (e.g., NSPCC, Ann Craft Trust, thirtyone:eight).

When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

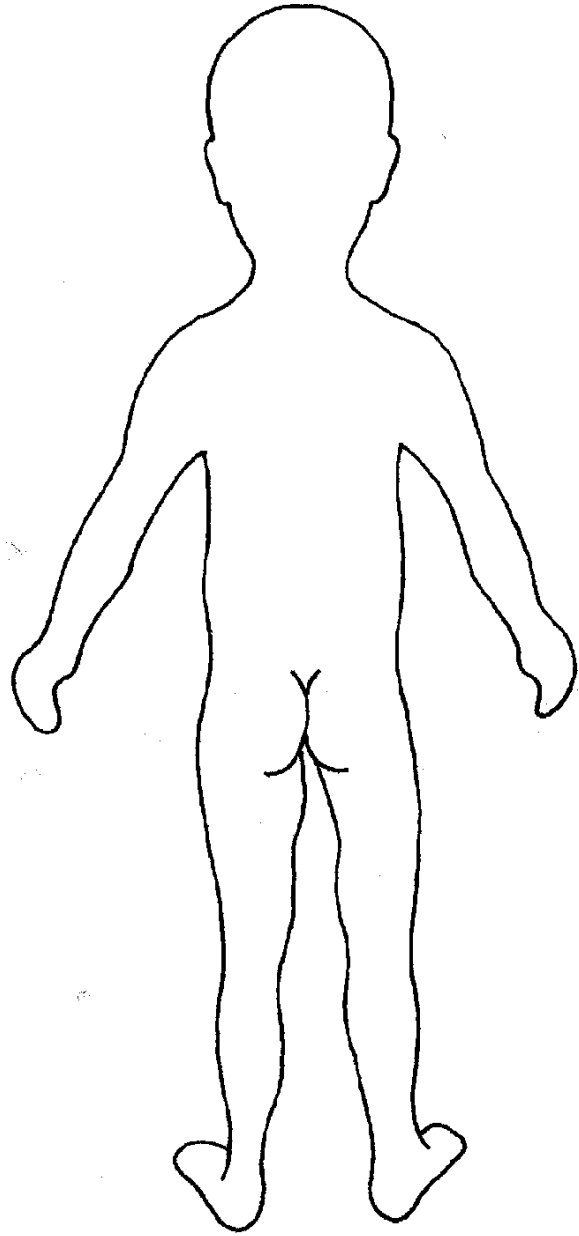
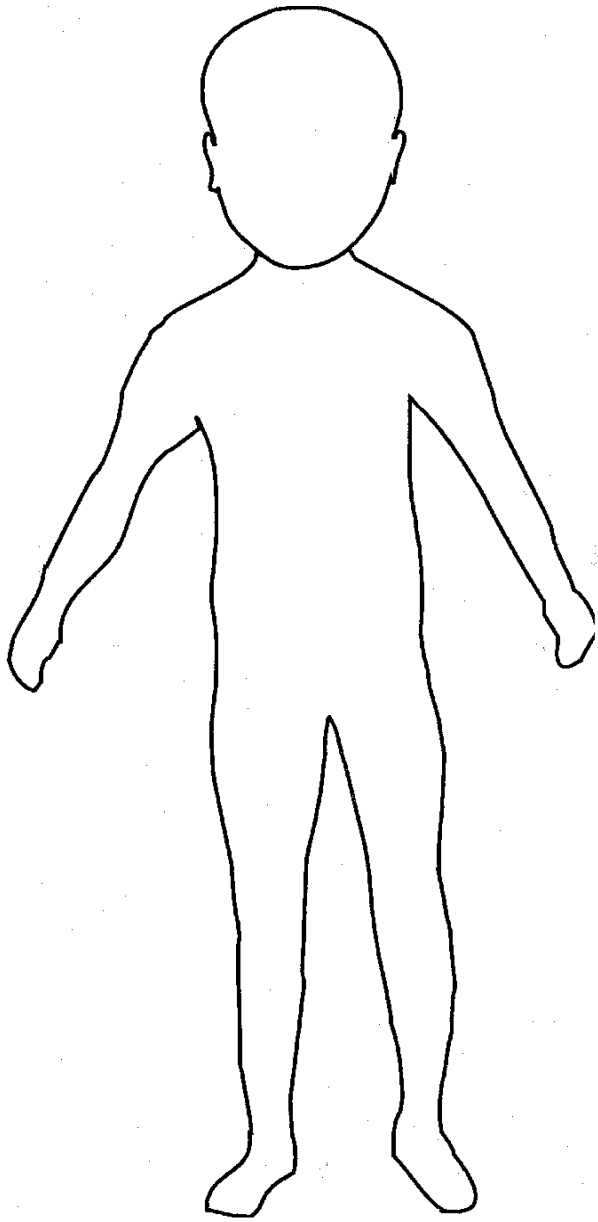
Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and record

A copy of the body map should be kept on the child's concern/confidential file.

### **Child body map**

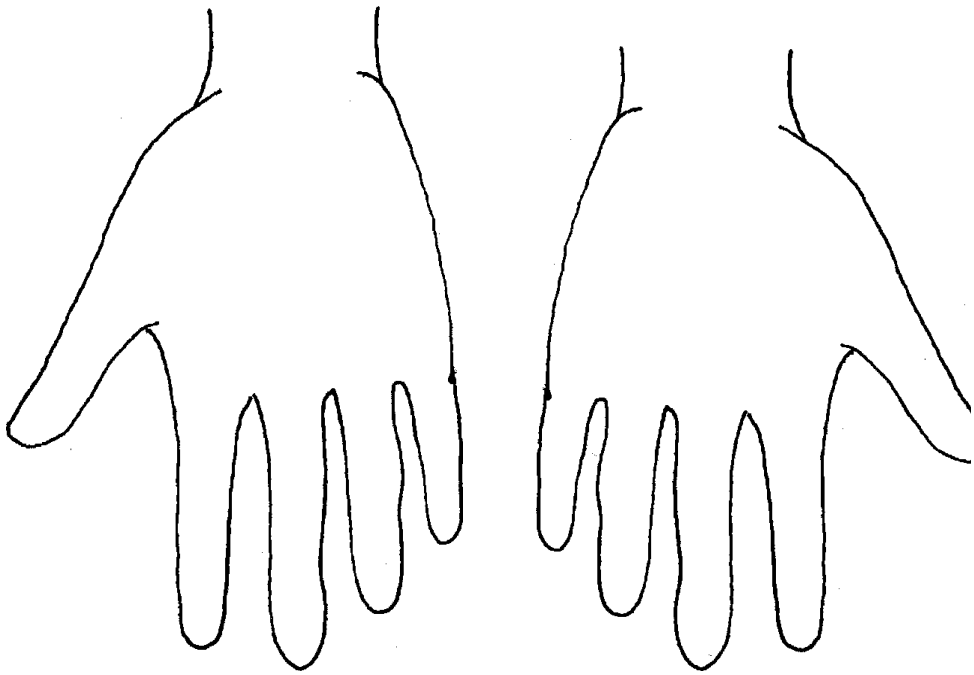
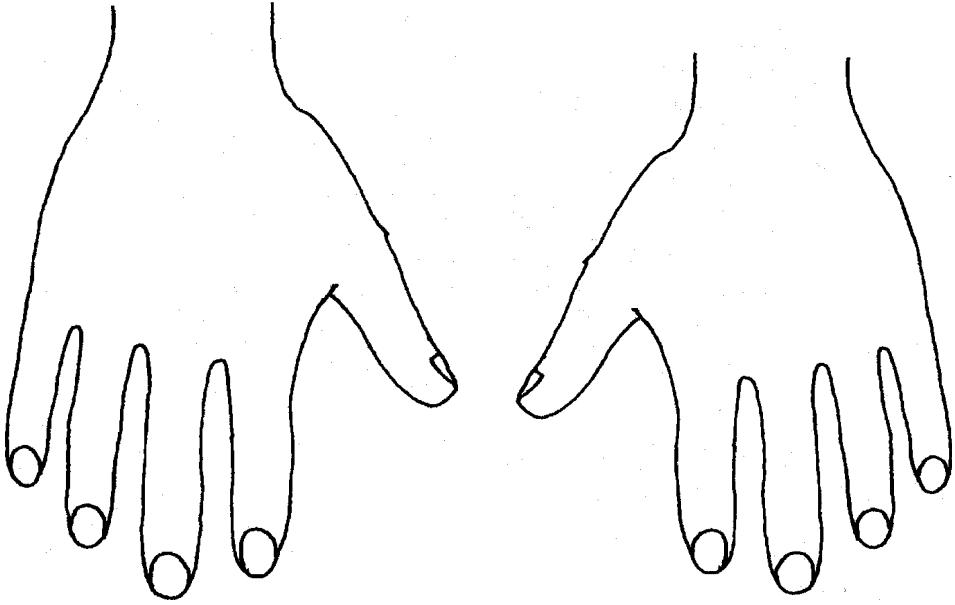
(This must be completed at time of observation)



Name of child: \_\_\_\_\_

Name of staff: \_\_\_\_\_

Date and time of observation: \_\_\_\_\_

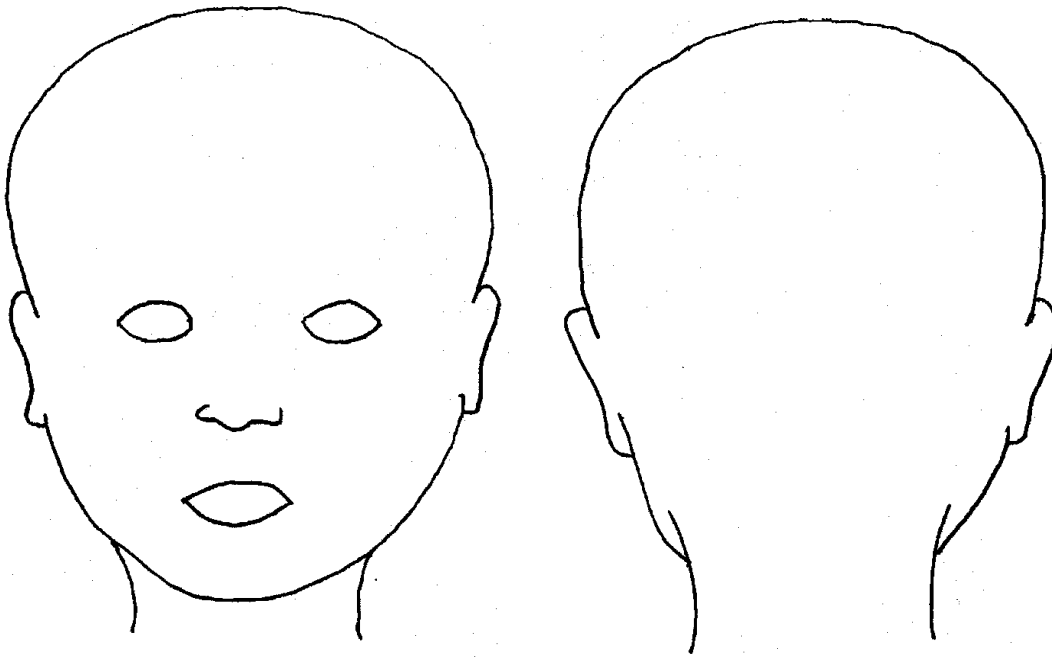


Name of child: \_\_\_\_\_

Name of staff: \_\_\_\_\_

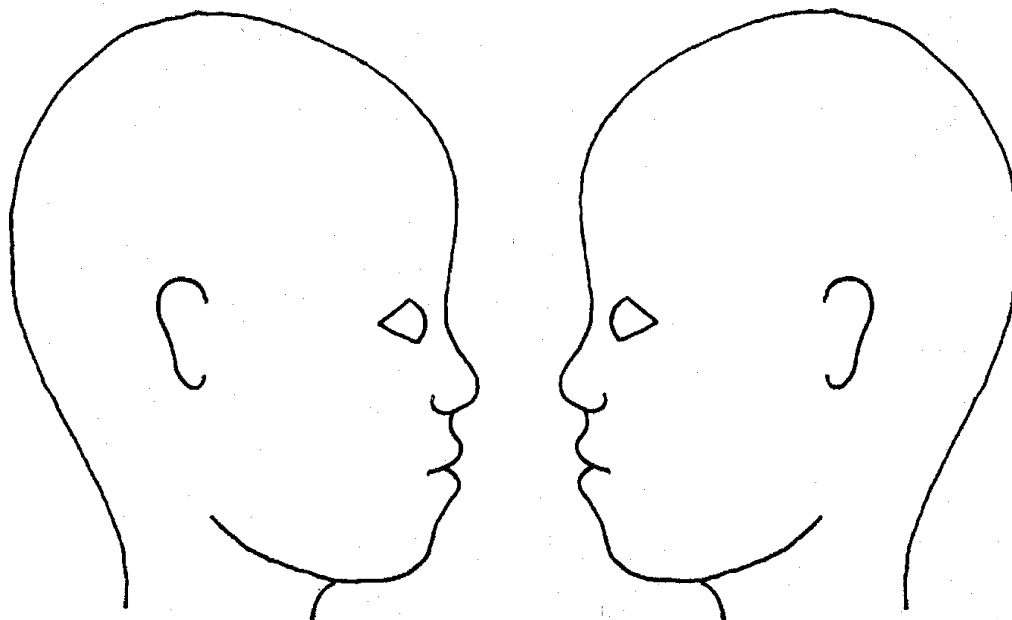
Date and time of observation: \_\_\_\_\_

FRONT



RIGHT

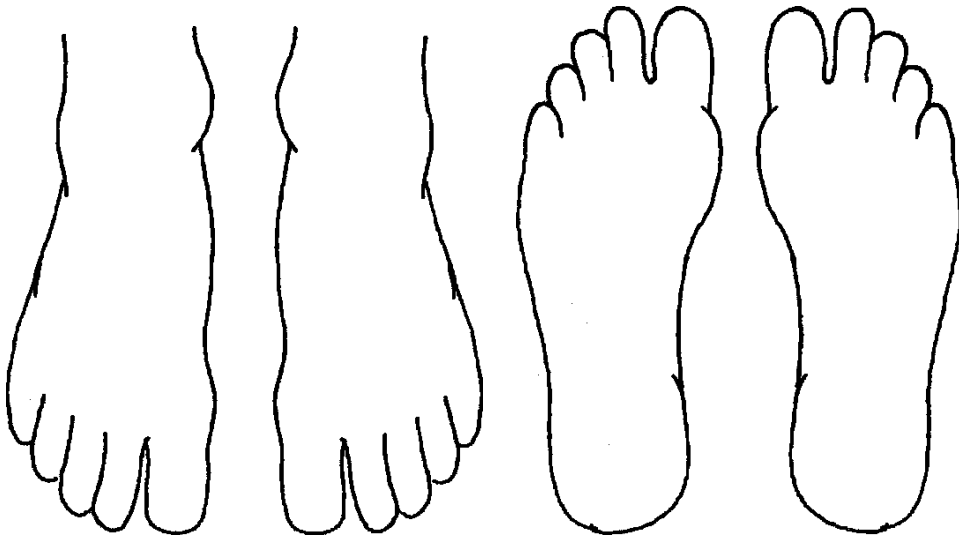
LEFT



Name of child: \_\_\_\_\_

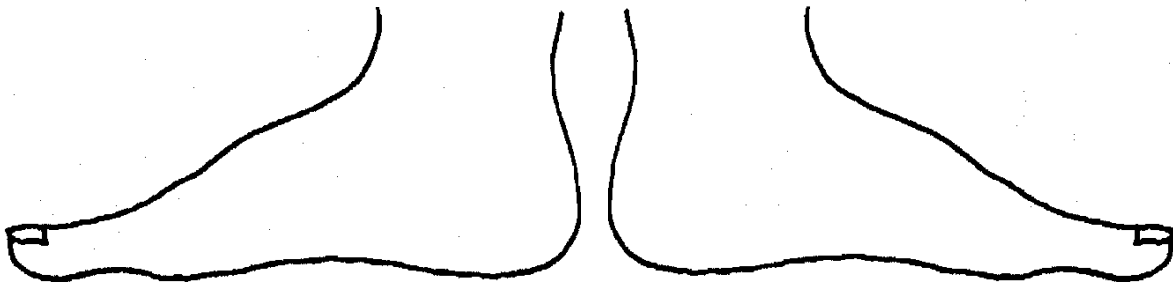
Name of staff: \_\_\_\_\_

Date and time of observation: \_\_\_\_\_



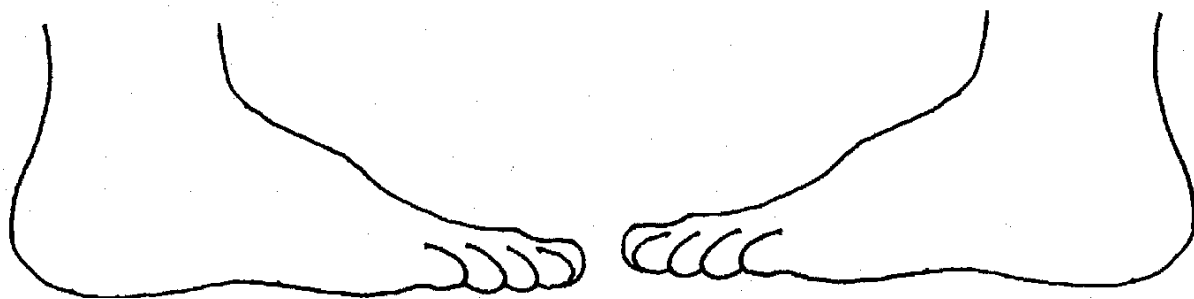
RIGHT INNER

LEFT INNER



RIGHT OUTER

LEFT OUTER



Name of child: \_\_\_\_\_

Name of staff: \_\_\_\_\_



Date and time of observation: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Job title \_\_\_\_\_

#### Appendix 4 : Allegations of abuse against a person who works with children/young people.

If an accusation is made against a worker (whether teacher, chaperone, or volunteer) whilst following the procedure outlined above, the Member will inform LBSD's Designated Safeguarding Officer (DSO) who will:

- Liaise with Children's Social Services
- Consider of the suspension of the worker pending the outcome of investigation(s) into the allegation(s)
- Make a referral to a designated officer within the local authority (sometimes called a Local Authority Designated Officer (LADO)) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

Regardless of the outcome of any potential or actual criminal investigation, should an internal investigation by LBSD (under its relevant procedures) result in dismissal (of worker) the DSO will make a referral to the Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children. This decision should be informed by the LADO if they are involved.

#### Appendix 5 : Useful links and resources

1. [DfE: Keeping Children Safe During Community Activities, After School Clubs and Tuition - Non-Statutory Guidance](#)
2. [Thirtyone:eight Help Section](#)
3. [NSPCC Guidance and Support Helpline](#)
4. [Childline](#)
5. [NSPCC Child Protection in Sport Unit: Introduction to safeguarding/child abuse in a sports setting/](#)
6. [NSPCC Guidance on Child Abuse](#)
7. [Ann Craft Trust](#)