

The Kristie Louise Dance Academy (KLDA) have a moral and legal obligation to ensure that, when given responsibility for children & young adults all staff, chaperones, parents/legal guardians and volunteers accept their responsibilities to safeguard children from harm and abuse. This means to ensure that everyone follows procedures to protect children and report any concerns about their welfare to appropriate authorities.

Regardless of age, ability or disability, gender, race, religion or belief, sexual orientation & socio-economic background, KLDA aims to ensure that the welfare & interests of all children & young adults are paramount in all circumstances.

KLDA intentions are that all children & young adults:

- are in a safe & secure environment
- are protected from abuse whilst participating in all school's activities (within or outside the studio)
- treat everyone equally & with respect, dignity & recognition
- always put the welfare of each child or young adult first
- respects everyone's needs, feelings or views

As part of the child & safeguarding policy, KLDA will:

- ensure that all members & staff understand their roles & responsibilities in respect of safeguarding.
- all members & staff are provided with opportunities to develop their understanding of how to recognise, identify & respond to signs of abuse, neglect & other safeguarding concerns relating to children & young adults.
- ensure, when reported, that appropriate action is taken in the event of any incidents/concerns & offer support to those concerned or have raised these factors.
- ensure all members & staff are aware of the data protection act & that all records detailing these matters are securely stored.
- prevent the employment/deployment of unsuitable individuals.
- addresses any child found to be bullying or reported to be bullying. These incidents will be reported to parents. All staff, parent/carers & students have the responsibility to work against anti-bullying.
- will request all parents give permission to take images (photographs or film) of students & inform them how & where the images will be used.

There are three elements to our policy:

1. **Prevention**
Through awareness of each individual child's needs.
2. **Awareness of Definitions**
of Child Abuse and Neglect
3. **Procedures**
These are to identify and report any cases or suspected cases of abuse.

Prevention

KLDA expect that all staff, chaperones, parents/legal guardians, volunteers and anyone else who encounters the children & young adults behave in an appropriate manner at all times and remember that "The Welfare of the Child is Paramount".

Kristie Louise Dance Academy will therefore:

- Act within the Children's Act 1989 & 2004
- Act within The Children (Performances and Activities) (England) Regulations 2014
- Establish and maintain an ethos where children & young adults feel welcome and familiar with their environment and are informed of personal (toilets,

dressing rooms etc.) and emergency arrangements (fire exits, meeting points etc.) and any Health and Safety Procedures (Dangerous equipment, First aid etc.)

- Inform each child & young adults whom the appropriate person or people are to speak to if they have any questions, problems or concerns.
- Allowing children & young adults to express their comfort to physical touch & asking for permission when needing a hands-on approach within teaching to guide their dance technique.
- Ensure that all children & young adults are treated with respect and dignity and are treated as individuals and offered equality of opportunities.
- Recognising the individual needs of the child. E.g. recognising when a child may be tired and may need a break.
- Ensure that children are supervised appropriately.
- Ensure that all Chaperones are registered with the local authority in which they reside and have an enhanced DBS check.
- Ensure all outside staff & companies coming into close contact with a child are DBS checked.
- Ensure that all outside staff & companies who don't necessarily have close contact with children but who are assisting in the production are aware of their conduct around children.

Definitions of Child Abuse and Neglect

A child or young adult is abused or neglected when somebody inflicts harm or fails to act to prevent harm. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection.

- **Physical Abuse**

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after.

- **Sexual Abuse**

Forcing or enticing a child/young person to take part in sexual activities, whether or not they are aware of what is happening, may involve: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

- **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **Emotional Abuse**

The persistent emotional ill-treatment of a child or young adult such as to cause severe and persistent adverse effects on the child's or young adult's emotional and behavioural development. It may involve conveying to the child or young adult that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age and developmentally inappropriate expectations being imposed on children & young adults. It may involve causing children to feel frightened or in danger, for example witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children.

(Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.)

Legislation, Policy and Guidance

Kristie Louise Dance Academt will adhere to the relevant legislation when working with children and young people under the age of 18 years as outlined in the following:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2015

Procedures

In the situations of:

Suspicion of Abuse

- If you see or suspect abuse of a child or young adult, immediately make this known to the designated individual/manager responsible for child protection.

Disclosure of Abuse

If a child or young adult tells you that, they or another child or young person is being abused:

- Always stop and listen straight away, show that you take their allegations seriously.
- Encourage the child or young adult to talk, but do not ask leading questions, interrupt or ask them to repeat itself.
- Never promise that you will keep what is said confidential or secret – explain that if you are told something of concern that you will need to let someone know but that you will only tell the people who need to know and can help.
- Record what you have been told accurately and as soon as possible. Use the child or young adult's own words. Make a note of the time, location, whether anyone else present and of their demeanour.
- Ensure that your concerns are reported immediately to the designated individual/manager.
- Do not confront the alleged abuser.

Handling Allegations

- If a child makes an allegation against a member of staff it must be reported as a matter of urgency to the designated manager/individual for child protection who will refer to Social Services department for Children's Services. If the allegation is against the designated manager then the information should be reported to another senior manager or directly to Social Services department for Children's Services. (This would generally be referred to the authority in which the alleged incident took place).
- The alleged perpetrator should not be made aware of the allegation at this point.

Recording

- In all situations, the details of allegation or reported incident must be recorded. Make accurate notes of time, dates, incident or disclosure, people involved, what was said and done and by whom, action taken to investigate, further action taken e.g. suspension of individual and if relevant, reasons why the matter was not referred to a statutory agency, name of person reporting and to whom it was reported

The record must be stored securely and shared only with those who need to know.
DO NOT worry that you might be mistaken; you have a responsibility to pass on your concerns following a disclosure. Never think abuse is impossible, or that an accusation about a person you know well and trust is wrong.
IT IS YOUR DUTY TO REFER CONCERNS ON, NOT TO INVESTIGATE

The above policy & procedure is mandatory for everyone involved in the Kristie Louise Dance Academy. Failure to comply with the policy will be addressed immediately & will result in dismissal/exclusion of the school.

The Designated Individuals/Managers for child protection and safeguarding:

Name: Kristie Seeley
Position in company: Principal
E-mail: info@kristielouisedanceacademy.co.uk
Address: KLDA, Unit 2C, Stony Hills, Nr Ware, Herts, SG12 0HJ

The Designated Individuals/Managers for child protection and safeguarding:

Name: Rhiannon Fagg
Position in company: Vice Principal
Contact details: rhiannonfagg@gmail.com

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