



## **Arabesque School of Dance – Policy and procedures on safeguarding children.**

1. Arabesque School of Dance has a 'duty of care' to provide a safe environment that is conducive to promoting the health and well-being of children and young people under the age of 18 years. Arabesque School of Dance will take all reasonable steps to ensure that safeguarding and promoting the welfare of children and young people is embedded in our contact through the training and activities we provide for them.
2. The protection of children and young adults is important to Arabesque School of Dance. The aim of this policy is to ensure that children and young people with whom Arabesque School of Dance come into contact are well protected and that there is a system in place to protect their welfare.
3. Arabesque School of Dance believes that the welfare of each child is paramount and that all children regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.
4. The purpose of this policy and procedures is:
  - To facilitate protection for any child under the age of 18 years during any activity provided by Arabesque School of Dance.
5. This policy has been drawn up on the basis of UK law and guidance.

Safeguarding is everyone's responsibility. Everyone, including those who work for Arabesque School of Dance and particularly those who come into contact with children and families, has a role to play.

6. Arabesque School of Dance will safeguard children and young people by:
  - Valuing, listening to and respecting them
  - Adopting child protection procedures
  - Sharing information about child protection and good practice with children, young people, parents, employees, companies and organisations with which we work
  - Implementing and adhering to a code of conduct and policy
  - Ensuring safer recruitment, selection and vetting of employees
7. This policy is designed to assist all individuals at Arabesque School of Dance to meet their duty of care to safeguard all children and young people who take part in Arabesque School of Dance activities.
8. Arabesque School of Dance is committed to providing clear safeguarding policy and procedures for children and young people and will ensure that they are communicated to all Arabesque employees, students or visitors. All other parties that have contact with Arabesque School of Dance, will be made aware of the policy and are expected to adhere to it.

Arabesque School of Dance believes that all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

All staff (paid or voluntary) working in association with Arabesque School of Dance have a responsibility to report concerns to Arabesque School of Dance Principal, Michelle Nevin or Principal Teacher, Louise Williams.

### **Responding to incidents, suspicions and allegations of abuse involving children and young adults:**

These procedures aim to strike a balance between the need to protect children and young people from abuse and the need to protect Arabesque School of Dance employees, students, visitors from false allegations

It is not the responsibility of anyone working for Arabesque School of Dance in a paid or voluntary capacity to decide if a child or young person is being abused or might be abused, but there is a responsibility to act on their concerns in order that appropriate agencies can make enquiries and take necessary action to protect them.

It is the remit of the appropriate agency and not anyone connected with Arabesque School of Dance to investigate the incident.

If an incident, allegation or suspicion of abuse is seen, heard or suspected, the person receiving the information should follow the procedure below:

- Stop other activity and focus on what you are being told or seeing. Responding to the incident is priority.
- React in a calm and considered way but show concern.
- Take what the child, young person has said seriously.
- Keep questions to a minimum necessary to gain a clear and accurate understanding of what is being said. Do not interrogate.
- Listen and do not interrupt if they are recounting significant events.
- Offer reassurance.
- Do not give assurances of confidentiality, but explain you will need to pass on this information to those that need to know.
- Consider whether immediate action is needed to protect anyone at risk.
- Make a comprehensive record of what has been said or seen and actions taken.
- The incident should be reported to Principal Michelle Nevin or Principal Teacher Louise Williams immediately.
- Remember, safeguarding is everyone's business and if anyone tells you, or if you see mistreatment or abuse or have concerns about a child or young person being harmed or at risk, it is your role to respond sensitively and alert others.

### **Code of Behaviour and Good Practice:**

Anyone in association with Arabesque School of Dance must adhere to the code set out below:

- All children adults should be dealt with respect.
- Arabesque School of Dance will ensure that all activities will take place within the sight or hearing of responsible adults.
- Respect should be given to all child's rights to personal privacy.
- Physical contact with a child or young person may be misinterpreted and should be avoided. Where physical touching is required, it should be provided openly in front of other students. Parents and carers and students will be warned that physical touching may be required for correctional purposes only.
- Feedback should always be constructive rather than negative and the language used should never be upsetting or threatening.
- Private or unobserved contact with an individual should be avoided wherever possible unless authorised by a parent or guardian. (i.e 1:1 private dance lesson)
- Written parental/carer consent should always be obtained for the use of any photographs, film or videos involving children and young people.
- First Aid should only be given with the consent of a parent/carer.
- Arabesque Employees, students and visitors should challenge unacceptable behaviour in accordance with the provisions set out in this code of practice.

In all dealings with children and young people, Arabesque School of Dance Employees, students and visitors should never;

- Leave children in their care unsupervised.
- Play rough physical, sexually provocative games, involving or observed by children or vulnerable adults whether based on talking or touching.

- Allow or engage in any form of inappropriate physical activity involving children, or any form of bullying of a child by another adult or child.
- For or seek to form relationships of a sexual nature or which may lead to sexual activity.
- Allow children or adults to use inappropriate language without challenging it.
- Make sexually suggestive or discriminatory comments even in jest.
- Intentionally reduce a child to tears as a form of control.
- Use any physical punishment as part of disciplining a child or young person.
- Consume alcohol or drugs during the working day.
- Allow themselves to get into a situation where an abuse of trust may occur.
- Allow allegations made by a child or young person to go unrecorded or not acted upon.
- Undertake personal activities (such as washing or dressing) for a child or young person which they can do for themselves.

### **Arabesque School of Dance Policy Aims:**

Arabesque School of Dance promotes good practise:

- Providing children and young people with appropriate safety and protection whilst in the care of Arabesque School of Dance.
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

### **Promoting Good Practice**

Arabesque School of Dance will encourage the following:

- Always working in an open environment.
- Treating all young people equally and with respect and dignity.
- Always putting the welfare of each child or young person first.
- Maintaining a safe and appropriate distance with dancers.
- Building balanced relationships based on mutual trust.
- Making dance fun, enjoyable and promoting fair play.
- Keeping upto date with technical skills, qualifications and insurance.
- Being aware that if groups have to be supervised in changing rooms, parents/carers/teachers should work in pairs.
- Giving enthusiastic and constructive feedback.
- Recognising development, needs and capacity of children and young people.
- Avoid excessive training.
- Securing parental consent in writing, should the need arises, to give permission for the administration of emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with any treatment given and by whom.

This policy will be reviewed annually to ensure that the Policy continues to meet the safeguarding legislation and best practice.

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

**Michelle Nevin, Principal, Arabesque School of Dance**

**Dated: 1<sup>st</sup> September 2017**