

Spanish Dance Society

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SAFEGUARDING AND CHILD PROTECTION POLICY

INTRODUCTION

The Spanish Dance Society (SDS), its examiners and members acknowledges the duty of care to safeguard and promote the welfare of children under 18 years of age as well as vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Graded Qualifications Alliance (GQAL) requirements.

The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all children and vulnerable adults:

- will have a positive and enjoyable experience of dance in a safe and child centred environment
- are protected from abuse whilst participating in examinations conducted by the SDS courses and seminars

As part of the safeguarding policy the SDS will:

- promote and prioritise the safety and wellbeing of children, young people and vulnerable adults
- ensure everyone representing the SDS understands their roles and responsibilities in respect of safeguarding and have an understanding of how to recognise, identify and respond to signs of abuse, impairment of health or development, neglect and other safeguarding concerns relating to children, young people and vulnerable adults, including radicalisation.
- ensure that SDS teachers and examiners understand that appropriate action should be taken in the event of incidents/concerns of abuse or other aspects related to safeguard / child protection and, support provided to the individual/s who raise or disclose the concern

- ensure that the SDS maintain any confidential, detailed and accurate records of all safeguarding concerns and that all records are securely stored
- ensure that the employment / deployment of unsuitable individuals is prevented as far as possible
- ensure robust safeguarding arrangements and procedures are in operation
- ensure that all examiners and guest teachers for courses or seminars are carefully selected to ensure that as far as possible (within the SDS capabilities) the SDS will prevent any examiner member, persons working for us or member of the public from physically, emotionally or sexually abusing any child or vulnerable adult
- ensure all examiners and administrators undergo a criminal clearance relevant to his / her country of residence (Enhanced Criminal Records Bureau/ Disclosure and Barring Service Disclosure)

ROLES AND RESPONSIBILITIES FOR ALL EXAMINERS, GUEST TEACHERS & STAFF (IF APPLICABLE)

- Safety of participants and staff is of prime consideration at all times
- All accidents involving anyone should be recorded in the SDS accident book immediately during an SDS course or seminar or as soon as practicably possible
- Examiners, guest teachers and staff are responsible for familiarising themselves with building / facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment
- Examiners, guest teachers or staff are responsible for reporting suspected cases of child abuse to the named responsible person and / or agencies
- Appropriate staff should have access to any parent consent / emergency consent forms for all children taking part in any activities [this information should be confidential]
- Examiners, guest teachers and staff are expected to promote, demonstrate and incorporate the values of fair play, trust and ethics throughout their activities
- Examiners, guest teachers and staff should ensure that they are adequately insured, to protect against claims of negligence, through their own personal insurance if acting as a self-employed agent

REPORTING OF INCIDENTS AND ALLEGATIONS OF ABUSE INVOLVING CHILDREN OR VULNERABLE ADULTS

- Examiners and guest teachers should either report to the Principal / Owner of the dance school that they are visiting as well as the SDS Designated Officers with any evidence or reasonable suspicion that a child or vulnerable adult has been physically, emotionally or sexually abused whilst in contact with any SDS examinations, courses or seminars OR
- In addition to the above statement where possible and / or necessary the incident(s) should be referred to appropriate statutory authorities

THE ROLE OF THE PRINCIPAL / OWNER OF DANCE SCHOOL OR DESIGNATED OFFICER

SDS members who are either the Principal or Owner of the dance school or the Designated Officer(s) should endeavour to have adequate knowledgeable about child protection and have sufficient understanding and knowledge considered necessary to keep updated on new developments.

The Principal or Designated Officer(s) is the link between the members of the public, examiners and staff if applicable.

The Principal Designated Officer(s) will have the following functions. Namely to:

- Be an advisor to SDS members and examiners on best practice in regard to the child protection policy
- Agree incident reporting procedures
- Keep confidential records of incidents and reports, together with any other relevant information
- If required report incidents to the Statutory Authorities and ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover
- Ensure that individual case records are maintained of any compliance issues, injury or action taken by the SDS
- Record such incidents anonymously on the SDS Risk Register.

GENERAL

The policy and procedures will be widely promoted and are mandatory for everyone involved in the SDS. Failure to comply with the policy and procedures will be

addressed without delay and may ultimately result in dismissal / exclusion from the organisation.

ISSUE AND MONITORING

The policy was re-issued in January 2019 and will be reviewed every three to five years, or in the following circumstances:

- changes in legislation and / or government guidance
- as required by the Local Safeguarding Children Board, and GQAL
- as a result of any other significant change or event

APPENDIX

CODE OF BEHAVIOUR FOR ALL TEACHERS, EXAMINERS, GUEST TEACHERS AND STAFF (IF APPLICABLE)

WORKING WITH CHILDREN:

DO:

- Behave professionally
- Listen to children
- Treat everyone with respect
- Communicate at an appropriate level
- Be aware of policy and procedures
- Report any suspicions within the SDS guidelines
- Be aware, approachable and understanding

DO NOT:

- Harm a child or frighten a child
- Touch inappropriately
- Use inappropriate language
- Threaten, shout or be aggressive
- Force a child to do something they do not want to do
- Mistreat, demean, ignore, or make fun of
- Show favouritism to any one individual or groups of individuals
- Let a child expose him / herself to danger
- Make racist, sexist or any other remark which upset or humiliate
- Take photos of children without permission

WORKING WITH VULNERABLE ADULTS

DO:

- Be respectful, responsible and professional
- Act in an appropriate manner
- Listen and communicate
- Use common sense; be caring, attentive and aware
- Be sympathetic to their needs
- Be aware of your responsibility
- Be aware of policy and procedures as outlined in this document

DO NOT:

- Treat vulnerable adults as children
- Engage in inappropriate behaviour
- Be aggressive or physically restrain
- Do anything of a personal nature they can do for themselves
- Place yourself in a vulnerable position

You have a strict duty never to subject any child to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct.

PHOTOGRAPHING CHILDREN

Photographs of children should only be used if written consent has been obtained from a parent, guardian or, if referring to school groups, relevant school authority. General group photographs may be used if no individual can be identified by reason of any attached data. Permission should be obtained firstly to take the photograph and secondly for permission from the parent if the photograph is to be reproduced.

Links to specific information about Children and Vulnerable Adult Policy can be found by visiting:

www.nspcc.org.uk/Inform/research/questions/answers_wda48954.htm