



## **SAFEGUARDING AND CHILD PROTECTION POLICY**

### **INTRODUCTION**

The Spanish Dance Society (SDS), its examiners, and members acknowledge 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 understands 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 maintains 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 always of prime consideration.
- 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.

All issues must 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](http://www.nspcc.org.uk/Inform/research/questions/answers_wda48954.htm)