



## **Safeguarding and Child Protection Policy**

Effective from March 26th, 2024

Principal: Hannah Carter

Venue: Dulwich Prep Cranbrook, Coursehorn Lane, Cranbrook, Kent TN17 3NP

This Policy was last updated on 26/03/2024

### **Preliminary Statement**

The Creative Dance Company is dedicated to fostering a 'culture of safety' wherein the welfare of the children under our care is protected from harm, abuse, and radicalisation. We are committed to promptly and appropriately responding to any incidents or concerns regarding child safety. Our child protection procedures adhere to relevant legislation and guidance issued by the Local Safeguarding Children Board (LSCB).

A Child Protection Officer (CPO) is available during all class sessions. The CPO coordinates child protection matters and liaises with external agencies such as Social Care and LSCB.

The designated CPO for The Creative Dance Company is Hannah Carter, with Matty Hurst serving as the Deputy.

### **Objectives of The Creative Dance Company:**

- To provide dance and musical theatre classes and training for children aged 4-18 years old.
- To offer performance opportunities in professional theatres, festivals, and competitions.

### **Policy Scope:**

This policy applies to children under 18 years old and identified vulnerable adults involved with The Creative Dance Company.

### **Staff and Personnel Requirements:**

All staff members are required to:

- Obtain satisfactory clearance through a police check conducted by the Criminal Records Bureau.
- Accept and commit to our Safeguarding and Child Protection Policy.
- Complete Safeguarding Training.
- Sign a personal declaration disclosing any criminal convictions, including spent convictions.
- Provide the names and contact information of two character references known for at least two years, excluding family members.

### **Policy Accessibility:**

This policy is accessible to parents and students at all times on our website:

[www.creativedanceco.co.uk](http://www.creativedanceco.co.uk)

### **Staff and Chaperone Guidelines:**

For the safety and protection of children, only staff and chaperones who have completed Disclosure and Barring Service (DBS) checks are authorized to engage in backstage or dressing room activities involving children. A minimum of one licensed chaperone must be present in each dressing or rehearsal room at all times.

### **Drop-off and Pick-up Procedures:**

Parents must personally hand over their child to a staff member upon drop-off. Children will be returned to parents by a staff member at the end of the class. Children are not permitted to leave the building or meet parents in the car park unaccompanied.

### **Photography and Recording Policies:**

- Photography or video recording by parents or audience members during our Summer Show performances is strictly prohibited.
- Parents are reminded not to post any photos or videos on social media if they include other children without consent.
- Staff devices are the only devices permitted for photographing children, with express permission from the principal.

### **Use of Mobile Phones and Cameras:**

- Photography of children requires parental permission.
- Only staff devices are permitted for photographing children with express permission from the principal.
- Mobile phones are prohibited in dressing rooms or areas where children are changing.
- Students are not allowed to use mobile phones during class. Any mobile phones brought into the class must only be used during assigned breaks.

## **Allegations Against Staff:**

- Allegations of child abuse against a staff member will be recorded and reported to the Local Authority Designated Officer (LADO).
- The Creative Dance Company will act on advice from the LADO, which may include suspension pending investigation or referral to the Disclosure and Barring Service (DBS).

## **Staff Training and Awareness:**

Staff members undergo Level 2 Safeguarding Children and Chaperone Training to ensure they understand their legal obligations and can recognise indications of abuse, neglect, or radicalisation.

## **Reporting Incidents:**

Any incident, suspicion, or concern regarding the welfare of a child must be reported immediately to the CPO or a senior staff member. This includes, but is not limited to, signs of abuse, neglect, or any behaviour that may pose a risk to a child's welfare.

Upon receiving a report, the safeguarding officer or senior staff member will take prompt and appropriate action, which may involve contacting relevant authorities or implementing internal procedures to address the concern effectively. Confidentiality will be maintained throughout the reporting and investigation process, with information shared only on a need-to-know basis and in accordance with legal requirements.

Additionally, all parties involved, including the child, parents or guardians, and any witnesses, will be contacted via parents for their account of the incident. This ensures transparency and allows for a comprehensive understanding of the situation from multiple perspectives.

## **Contact Numbers:**

- Social Care: [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk) | 03000 41 11 11
- Education Safeguarding Team: 0300 042 3157
- LADO: [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk) | 03000 41 11 11
- LSCB: [www.kscmp.org.uk](http://www.kscmp.org.uk)
- Local Authority Prevent Co-ordinator: [jess.harman@kent.gov.uk](mailto:jess.harman@kent.gov.uk)
- Police (non-emergency): 101 | Police (emergency): 999
- Anti-terrorist hotline: 0800 789 321
- NSPCC: 0808 800 500
- Ofsted: 0300 123 1231

The record will be given to the CPO who will decide on the appropriate course of action.

For concerns about child abuse, the CPO will contact Social Care. The CPO will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For minor concerns regarding radicalisation, the CPO will contact the Local Safeguarding Children Board (LSCB) or Local Authority Prevent Co-ordinator – [jess.harman@kent.gov.uk](mailto:jess.harman@kent.gov.uk)

For more serious concerns the CPO will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the CPO will contact the Police using 999.

For peer-on-peer abuse the CPO will contact Education Safeguarding Team (0300042 3157).

### **Use of mobile phones and cameras**

Photographs will only be taken of children with their parents' permission.

Only the staff devices will be used to take photographs of children at The Creative Dance Company, and only with the express permission of the principal. Photographs taken on staff devices must be transferred off the devices within 48 hours and sent by email or uploaded to the company dropbox.

Visitors may not take photographs at The Creative Dance Company, including audience members at shows.

Students are not permitted to use mobile phones during class. Any mobile phones brought into the class must only be used during assigned breaks.

Mobile Phones are not allowed in any dressing rooms or areas where children are changing at any time.

### **Allegations against staff**

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO). The LADO will advise if other agencies (e.g. Police) should be informed, and The Creative Dance Company will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate, The Creative Dance Company will make a referral to the Disclosure and Barring Service. [[DBS referral guidance](#)]

## Promoting awareness among staff

The Creative Dance Company promotes awareness of child abuse and the risk of radicalisation through its staff training. The Creative Dance Company ensures that:

- The designated CPO has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- Designated safe guarding lead training is refreshed every three years
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this **Safeguarding policy**, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
- All staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- All staff receive Level 2 Safeguarding Children and Chaperone Training
- Staff are familiar with the Safeguarding and Child Protection Policy which is on the website, The Creative Dance Company's procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)' and staff are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)

## Child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

### *Signs of child abuse and neglect*

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation, or that the child may have witnessed domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

### *If abuse is suspected or disclosed*

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible (see *reporting an incident*)

If a member of staff witnesses or suspects abuse, they will record the matter straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact [Social Care](#) or Front Door directly.

### **Peer-on-peer abuse**

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

*If peer-on-peer abuse is suspected or disclosed, we will follow the same procedures as set out above for responding to child abuse.*

## **Extremism and radicalisation**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, e.g.

- feeling alienated or alone seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

### *Signs of radicalisation*

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified-
- viewing violent extremist material online-
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations, and refer the matter to the CPO.

## **Contact Numbers**

Social Care: [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk) 03000 41 11 11

Social Care out of hours contact: 03000 41 91 91

Education Safeguarding Team: 0300 042 3157

LADO (Local Authority Designated Officer): [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk) 03000 41 11 11

LSCB (Local Safeguarding Children Board): [Home - Kent Safeguarding Children Multi-Agency Partnership \(kscmp.org.uk\)](http://Home - Kent Safeguarding Children Multi-Agency Partnership (kscmp.org.uk))

Local Authority Prevent Co-ordinator: [jess.harman@kent.gov.uk](mailto:jess.harman@kent.gov.uk)

Police: 101 (non-emergency) or 999 (emergency)

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231

This policy is written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021), Section 3 - Safeguarding and Welfare Requirements: Child Protection and Suitable People.

Signed,

Hannah Carter

Principal, The Creative Dance Company