

# THE KNIGHT’S

*ACADEMY OF DANCE*

*Children and Adult Vulnerable Protection Policy*

## Last reviewed: June 2021

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures

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*THE KNIGHT****’****S ACADEMY OF DANCE*

*Children and Adult Vulnerable Protection Policy*

*Policy statement*

The Knight’s Academy of Dance (***the dance school***) recognises that we have an explicit duty to safeguard and protect children from abuse as defined in the Children Act 2004, the Education Act 2002 and the Safeguarding Vulnerable Groups Act 2006.

Everyone at our dance school shares an objective to help keep children, young people and vulnerable adults safe by:

* providing a safe environment to learn in;
* identifying and responding to children, young people and vulnerable adults in need or support and/or protection;
* supporting children and young people’s development in ways which will foster a sense of

self-esteem and independence; and

* fostering a learning environment in which every pupil feels valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust.

We will endeavour to ensure that children and vulnerable adults are protected from harm while they visit or are attending classes on our property.

We will do this by:

1. Making sure our staff are recruited with integrity.
2. Providing appropriate training for staff in issues of child and vulnerable adult protection.
3. Carrying out checks and monitoring of all staff (including teaching staff, administrators and ancillary staff) which may require them to undergo an Enhanced Criminal Records Bureau disclosure.
4. Establishing and maintaining an ethos where children and young people feel secure and are encouraged to talk and are listed to.
5. Taking all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult in contact with us
6. Not physically, emotionally or sexually abusing any child or vulnerable adult in contact with us.
7. Taking all reasonable steps to prevent any staff member, persons working for us or member of the public from putting any child or vulnerable adult in a situation in which there is an unreasonable risk to their health and safety.
8. Taking all reasonable steps to prevent any staff member, persons working for us or member of the public from physically, emotionally or sexually abusing any child or vulnerable adult.
9. Reporting to Stacey Knight (***the Principal***) any evidence or reasonable suspicion that a child or vulnerable adult has been physically, emotionally or sexually abused in contact with us or anyone in our dance school.
10. Referring to statutory authorities all incidents reported to the Principal, Manager or Designated Safety Officers.
11. Implementing this policy in conjunction with our Health and Safety guidelines already in place.

Everyone working or applying to work for this dance school is to be made aware of our policy

or children’s welfare.

Furthermore, this document should be issued to all staff and other people who are likely to have contact with children as part of their work with us. Copies of the policy will be held by the Principal of the dance school.

### Roles and responsibilities for all staff

These guidelines apply to:

* A situation involving children and young people up to age 18, whether accompanied by adults or not. We also recognise that vulnerable people of any age will benefit from similar safeguards. Wherever guidelines refer to children, this broader meaning applies.
* All staff, contractors, freelance staff and volunteers working within our dance school or on our premises. In the case of contractors and volunteers it is incumbent upon the Principal to ensure that they are made aware of these guidelines.

### General duties for all staff

Regarding the safety and welfare of children and similarly vulnerable people all staff are required to:

* agree to ongoing monitoring of their suitability for a position working with children and vulnerable adults which may include an Enhanced Criminal Records Bureau/ Disclosure and Barring Service Disclosure;
* take all reasonable steps to protect children from hazards;
* strictly observe the code of behaviour in this document;
* take prompt and appropriate action if an accident occurs;
* take all reasonable steps to prevent abuse of children in contact with anyone within the dance school; and
* report any incident or suspicion of abuse promptly.

### Roles and responsibilities for all staff

* Safety of participants and staff is always of prime consideration.
* All accidents involving anyone should be recorded in the dance school’s accident book or

other formal recording system immediately or as soon as practicably possible.

* 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.
* Staff are responsible for reporting suspected cases of child abuse to the Principal.
* 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).
* Staff should ensure that their activities start and end on time.
* Staff are expected to promote, demonstrate and incorporate the values of fair play, trust and ethics throughout their activities.
* Staff should ensure that they are adequately insured, to protect against claims of negligence, through their dance school or their own personal insurance if acting as a self- employed agent.

### Admission procedures

A register of names, addresses, next of kin and contact addresses and telephone numbers for emergencies will be kept.

Parents or carers, and where appropriate older children, will be given a copy of a written statement which specifies the action which will be taken in the event of a child becoming ill or being injured and which indicates that any information which suggests that a child has been abused will be passed on to the Social Services Department and/or the police.

### Code of behaviour for all staff

People working at our dance school must always observe the following requirements where children, young people or similarly vulnerable people are concerned.

##### When 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 our guidelines
* Be aware, approachable and understanding

##### When working with children 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 favoritism 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

##### When 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

##### When working with vulnerable adults 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.

##### What to do if an accident happens

Depending on your judgment of the situation, go to the scene immediately if possible and/or summon First Aid assistance and/or contact the emergency services. With children it can be hard to assess whether they have been injured or the extent of the seriousness of an injury. If you have any doubt about this, you should err on the side of caution and contact the emergency services. Even if a child is accompanied and you think an accident is not being treated seriously enough, get medical assistance on your own initiative if necessary. All accidents should be reported in the Health and Safety manual.

##### First aid

Unless there is good reason, First Aid should not be administered without the permission of the child’s parent or accompanying adult. A child cannot give consent. If the parent is not at the premises, obtain their phone number and try and make contact. However, if a child is alone and seriously injured or unconscious, the situation will need to be dealt with immediately. If possible, treatment should only be given by a trained First Aider.

Provided this does not in itself put the child at risk, always try to administer First Aid with another adult present. Always tell the child exactly what you are doing and why.

Unless it is irrelevant, ask the child if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some children have allergic reactions to stings.

For minor injuries, you may not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, phone **National Health Service Direct on 111** or the emergency services.

Any treatment should be as little as necessary without threatening the child’s wellbeing.

If a child comes to you for comfort because of a minor accident or fright, it is acceptable with the Code of Behaviour to hold their hand or put your arm around them. Just ensure:

* you know about any injury and do nothing to make it worse;
* physical contact is what the child wants, and the kind of contact between you is appropriate to their age and stage of development; and
* you do your best to stay in sight of other adults.

If a child needs a doctor or hospital, call the emergency services.

It is nearly always best to stay with them and wait for the ambulance. You should only take the risk of bringing in the child yourself if the emergency services ask you to do so because of exceptional circumstances.

### Child abuse guidelines

The NSPCC has a written document which outlines the requirements for professionals reporting child abuse in the United Kingdom.

To read this information, please follow the link below: https[://w](http://www.nspcc.org.uk/preventing-abuse/)ww[.nspcc](http://www.nspcc.org.uk/preventing-abuse/).[org.uk/preventing-abuse/](http://www.nspcc.org.uk/preventing-abuse/)

The Department of Health web-site [www.doh.gov.uk](http://www.doh.gov.uk/) contains a practical guide to the law relating to child protection, particularly The Protection of Children Act 1999. The site also provides a publication entitled: "What to do if you're worried a child is being abused". T his publication has been developed to assist practitioners to safeguard and promote the welfare of children. It sets out the process for safeguarding children. It is aimed at those who come into contact with children and families in their everyday work

### Safer Recruitment

In order to safeguard and promote the welfare of our pupils and ensure that risk of harm is minimised, our dance school employs a Safe Recruitment and Selection Policy which complies with national and local guidance. All recruitment procedures involve the following processes.

All successful applicants including teachers, freelance teachers, contractors, volunteers and administrational staff, undertake an Enhanced CRB/ DBS check. Employment records, references and qualifications are verified for staff positions and references are taken up for volunteers. All appointments are subject to these checks being satisfactory.

No candidate will be appointed until a verified reference is received and scrutinized. For successful candidates, written references will be sought be verbally verified. All applicants will undergo a face to face interview where questions pertaining to child protection will be asked.

All candidates will be asked to bring identity proof with them (e.g., a current driving licence or passport, a full birth certificate, plus a document such as a utility bill showing the candidate’s current name and address).

All candidates will be asked to bring documents confirming any educational and professional qualifications relevant to the post.

All appointed staff will undergo an induction process which includes information and written statements of; policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti racism, physical intervention / restraint, internet safety and professional conduct.

For volunteers, close attention will be taken to why the applicant would like to work with children and young people and follow up questions will be necessary prior to the appointment being made.

All new employees/volunteers will go through a probation and induction process, including relevant training. Ongoing training and supervision will ensure all employees/volunteers are adequately supported.

##### The Role of the Principal

The Child and Vulnerable Adult Protection Policy must include the name of the Principal, her role and responsibilities and how s can be contacted.

Our dance school will promote awareness of the policy through the Induction Process.

The Principal will ensure that she is knowledgeable about child protection and that she undertakes any training considered necessary to keep updated on new developments. The Principal is the link between the members of the public, and staff.

The Principal has the following functions. Namely to:

* Be an advisor to all dance school and freelance staff on best practice in regard to the child protection policy.
* Agree incident reporting procedures.
* Keep records of incidents and reports, together with any other relevant information.
* 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 compliant, injury or action taken by the dance school.

##### Enhanced CRB/DBS disclosure

All staff including teachers, freelance teachers, contractors, volunteers and administrational staff should undertake an Enhanced CRB/DBS disclosure where this is deemed to be appropriate and relevant. It is strongly recommended that this is kept up to date. It is the Principal’s responsibility to view the contents of the Enhanced CRB/DBS disclosure and decide about whether that staff member should be excluded from working with young people within their dance school.

The NSPCC is a registered charity established to prevent cruelty to children. Help line for concerns about a child’s welfare. 0808 800 5000 [24 hours], website https[://w](http://www.nspcc.org.uk/preventing-abuse/child-protection-system/england/reporting-)ww[.nspcc](http://www.nspcc.org.uk/preventing-abuse/child-protection-system/england/reporting-).[org.uk/preventing-abuse/child-protection-system/england/reporting-](http://www.nspcc.org.uk/preventing-abuse/child-protection-system/england/reporting-) your-concerns/.

Links to specific information about Children and Vulnerable Adult Policy can be found by visiting: https[://w](http://www.nspcc.org.uk/preventing-abuse/child-protection-)ww[.n](http://www.nspcc.org.uk/preventing-abuse/child-protection-)s[pcc.org.uk/preventing-abuse/child-protection-](http://www.nspcc.org.uk/preventing-abuse/child-protection-) system/england/legislation-policy-guidance/

## Reviewed by Stacey Knight, Principal

#### Date: June 2021