

SUTTON COMMUNITY DANCE SAFEGUARDING POLICY

We believe that no child or young person should be the subject of neglectful or abusive behaviour. Sutton Community Dance (SCD) will always do everything in its power to keep everyone safe and takes this responsibility very seriously.

The safeguarding lead for SCD is Co-Director, Gemma Bonner.

1. INTRODUCTION

We will promote and maintain the welfare of every child in our care and seek to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity or creed.

We will create a safe and welcoming environment for all.

This policy applies to all our staff, volunteers, advisory and governance members, covering children under the age of 18 and vulnerable adults under the age of 24.

2. SCD's SAFEGUARDING ACTIONS

To protect children and young people in our care, we will:

- Value and respect children and listen to what they have to say
- Work with children, parents and relevant organisations
- Share our policy with all staff, parents and students
- Ensure all required checks are made when hiring staff and that those in regular contact with children hold a current DBS check (or non-UK equivalent)
- Provide appropriate training and support to all staff
- Take responsibility for children and young people's safety when in our care
- Seek permission from parents before taking images (photographs or film) of students and inform them how and where the images will be used
- Report suspected neglect or abuse to the nominated member of staff, council safeguarding team, or police
- Ensure that this policy is regularly updated

Additional guidance can be found in the following sections at the end of this policy:

- Reporting Suspected Neglect or Abuse
- Appropriate Physical Contact in Dance
- Chaperoning Students to and from Dance Events
- Use of Photographs and Film of Children

3. REVIEWING AND FURTHER GUIDANCE

This policy was last updated on 30.11.21 and will be reviewed within 3 months.

Additional Guidance A: Reporting Suspected Neglect or Abuse

Concerns regarding a child's welfare can be reported by:

- Parents
- SCD Dance Teachers
- SCD other team members
- Friends
- The child or young person

All allegations of neglect or abuse will be taken seriously. If a concern is reported directly by the child or young person we will not seek to disagree, ask probing or leading questions, or do anything else which may discourage them.

We will make clear that reported concerns cannot be kept confidential but will need to be shared with a nominated member of staff or external organisation. Parents or guardians will also be involved if appropriate.

We recognise that early action is vital. Any concerns will be reported immediately.

If the child or young person is in immediate danger of harm, we will contact the police on 999

In all other cases, we will report concerns to the London Borough of Sutton Safeguarding Team:

020 8770 6001 (between 9am and 5pm, Monday to Friday)

020 8770 5000 (out of hours or weekend duty team)

Additional Guidance B: Appropriate Physical Contact in Dance

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position. Similarly, if accidents occur or a student is taken unwell, SCD team members will often need to make contact to help the student.

SCD team member-student contact can include:

- Lifting
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another

Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact.

We encourage students to report any concerns.

Additional Guidance C: Chaperoning Children to and from Dance Events

When chaperoning students to an event, we will:

- Provide details of our staff-children ratios, dependant on the age of the students and mode of transport to be used
- Provide parents and students with information about what the event is for
- Provide parents and students with the full address of the event
- In cases where the event is taking place in a large building, we will also give the room or studio number where possible
- Have a planned journey route that is shared with parents, students and chaperones
- Make sure that students are aware of what they should do if they get lost
- Ask parents and students for their contact details in case of emergency
- Have a clear and well communicated idea of how students will be cared for while at the event

We will ensure that chaperones hold all required checks and licences and are aware of our Child Protection Policy.

We will not take young students on trips without obtaining prior signed permission from a parent/guardian.

Additional Guidance D: Use of Photographs and Film of Children and vulnerable adults

We recognise that taking images of students in our care may not always be appropriate and that some children and parents may not want images taken at any time. Therefore, before taking images of a child or young person, we will:

- Ask every new SCD student (or their guardian if under 18) to identify on their account information whether they consent to inclusion on SCD photos and film. Any SCD account holder (parent or guardian) can login anytime and change this standing consent position.
- Make clear to the child and parent where and when the image will be taken
- Clearly identify the person who will be taking the image
- Explain how the image will be used, e.g. whether it will be posted on social media or printed to be displayed at SCD
- Display appropriate signage when photography is taking place so those not wishing to be included are well aware.
- Always seek permission from parents that images can be taken of their child via our online portal

Where we have publicly displayed images at our school or on social media, parents and students may withdraw their permission at any time. In such cases, the images will be removed as soon as is reasonable and without question.

We ask that any parent wanting to take photographs or film at our events only do so with our prior permission. Permission will only be granted on the agreement of all present. This includes direct filming of students or attempting to film anyone on our studio live camera TV screens.

SCD is passionate about continually improving its practice and to ensure all policies are concise, clear and abided by.

Any questions about this or any other SCD policies should be directed to info@scd.org.uk

This and other SCD policies can be found on the SCD website www.scd.org.uk