



Leanne Thompson School of Dance Ltd Safeguarding & Child Protection Policy

LTSD Safeguarding and Child Protection Policy comprises of the following sections.

1. Policy Statement
2. Code of Practice
3. Designated Safeguarding Person
4. Procedure for Reporting Concerns
5. Process Flowchart
6. Appendix A Definitions of Abuse
7. Appendix B recruitment and Selection Procedures
8. Appendix C Responding Appropriately to a Child

1. Policy Statement

LTSD acknowledges it has a responsibility for the safety of children who attend classes. It also recognises that good safeguarding and child protection policies and procedures are of benefit to everyone involved with babyballet work, including staff, as they can help protect them from erroneous or malicious allegations.

LTSD is committed to practices which protect children from harm. For the purpose of this policy, LTSD staff include not only its employees but also the freelance teachers. All staff who have unsupervised access to or contact with children are required to:

- recognise and accept their responsibilities;
- develop awareness of the issues which can cause children harm; and
- report concerns following the procedure below.

LTSD will endeavor to safeguard children by:

1. adopting safeguarding and child protection procedures and a code of practice for all who work on behalf of the organisation;
2. reporting concerns to the authorities;
3. following carefully procedures for recruitment and selection of staff and freelance teachers ; and
4. providing effective management for staff and freelance teachers.

LTSD is also committed to reviewing its Safeguarding & Child Protection Policy and Code of Practice at regular intervals.

It is LTSD policy that:

1. All staff working on behalf of LTSD accept responsibility for the welfare of children who come into contact with LTSD in connection with its tasks and functions, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down.

2. There is a (DSP) within LTSD who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear.
3. The DSP knows how to make appropriate referrals to statutory child protection agencies.
4. All those who are involved with children on behalf of LTSD should adhere to the Code of Practice in relation to children.
5. Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the time-scales for passing it on.
6. The Children Act 1989 states that the “welfare of the child is paramount”. This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated, see appendix C.
7. LTSD’s policy on duty of care to children will be referred to or included in recruitment, training, where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation.
8. A culture of mutual respect between children and those who represent babyballet in all its activities will be encouraged, with adults modeling good practice in this context.
9. All staff, freelance teachers and anyone in paid or unpaid work on behalf of babyballet with unsupervised access to children will be vetted appropriately.
10. It is part of LTSD’s acceptance of its responsibility of duty of care towards children that anybody who encounters child protection concerns in the context of their work on behalf of babyballet will be supported when they report their concerns in good faith.

2. Code of Practice

LTSD expects that all staff, which for these purposes includes anybody in paid or unpaid work on its behalf, will be aware of this Code of Practice and adhere to its principles in their approach to all children.

- It is important any physical contact with children is appropriate.
- It is not good practice to take children alone in a car on journeys, however short.
- Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
- It is important not to deter children from making a ‘disclosure’ of abuse through fear of not being believed, and to listen to what they have to say. Guidance on handling a disclosure is set out in Appendix C. If this gives rise to a child protection concern it is important to follow LTSD’s procedure for reporting such concerns, and not to attempt to investigate the concern yourself.
- Remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
- Good practice includes valuing and respecting children as individuals, and the adult modeling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.

3. Designated Safeguarding Person

LTSD has appointed a Designated Safeguarding Person (DSP) who is responsible for dealing with any concerns about the protection of children. This person is the Leanne Izatt , telephone number 07462543496. admin@leannethompsonschooldance.co.uk The role of the DSP is to:

- Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of babyballet.
- Provide information and advice on child protection within babyballet.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover.
- Liaise with local children's social care services and other agencies, as appropriate.
- Keep relevant people within babyballet informed about any action taken and any further action required; for example, disciplinary action against a member of staff.
- Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence
- Advise babyballet of safeguarding and child protection training needs.
- Liaise with the National Society for the Prevention of Cruelty to Children (NSPCC) to review the operation of the Safeguarding & Child Protection Policy regularly to ensure the procedures are working and that it complies with current best practice.

4. Procedure for Reporting Concerns

Staff could have their suspicion or concern raised in a number of ways, the most likely of which are:

- the conduct of a member of babyballet's staff;
- a child "disclosing" abuse;
- bruising or evidence of physical hurt; which may or may not be accompanied by;
- unusual behaviour by a child.

If a member of staff has such concerns they should be reported to the DSP using the form as set out in Appendix D as a part of the Process Flow Chart.

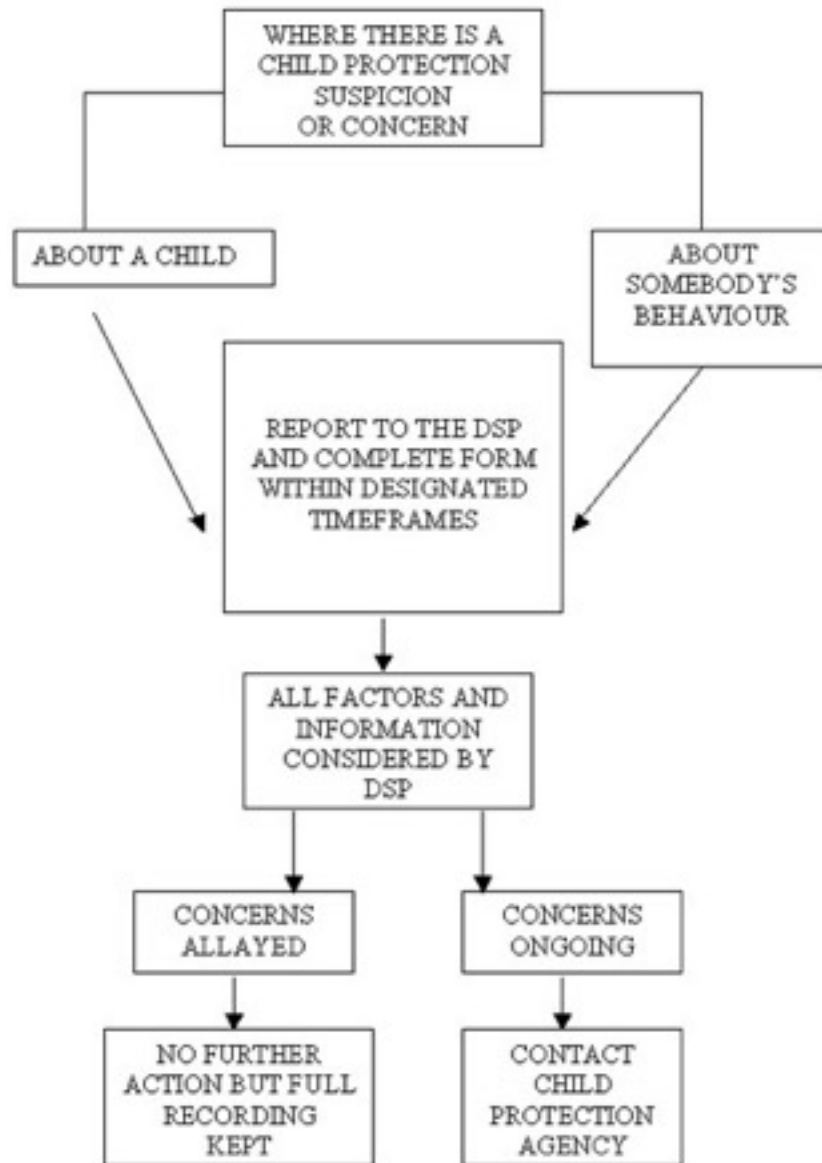
Concerns about a specific child should be reported immediately by telephone to the DSP and confirmed in writing within 24 hours using the form at Appendix D Delay could prejudice the welfare of a child.

If the concerns relate to the conduct of a member of staff these should be reported by phone to the DSP immediately. Steps will be taken to fully support anyone who in good faith reports his or her concerns about a colleague and every effort will be made to maintain confidentiality for all parties whilst the allegation is considered.

The DSP will consider the report and either refer this immediately to the authorities or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with the NSPCC), decide not to refer the concerns to the authorities but keep a full record of the concerns.

5. Process Flowchart for Reporting Concerns

This flowchart demonstrates the process by which child protection concerns will be addressed by Leanne Thompson School of Dance Ltd



6. Definitions of Abuse - Appendix A

6.1 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It may be the result of a deliberate act, but could also be caused through the omission or failure to act to protect.

6.2 Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

6.3 Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. It may involve physical contact, including rape or oral sex, or non-penetrative acts such as fondling. Boys and girls can be sexually abused by males and/or females, and by other young people. It also includes non-contact activities such as involving children in watching or taking part in the making of pornographic material, or encouraging children to behave in inappropriate ways.

6.4 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve failing to provide adequate food, shelter and clothing, or failing to ensure that a child gets appropriate medical care or treatment.

7. Recruitment and Selection Procedures - Appendix B

LTSD has adopted appropriate recruitment and selection procedures for staff and freelance teachers in the context of safeguarding and child protection and these include the following:

- A clear definition of any role so that the most suitable appointee can be identified.
- Identification of key selection criteria.
- Confirmation of the identity of the applicant.
- Requirement to declare previous convictions and obtain CRB disclosure for those candidates whose work will bring them into contact with children or who will have a management responsibility in relation to those whose work does bring them into such contact. **From November 2010 checks will also be made against the ISA Vetting and Barring Scheme.**
- A clear guarantee that disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the Criminal Records Bureau code of practice.
- Documentary evidence of qualifications.
- Use of several selection techniques to maximise the chance of safe recruitment, e.g. interview, references, checks.
- At least one representative from babyballet meeting personally with every applicant, and an exploration of their attitudes towards working with children.
- Written references not testimonials.

8. Responding Appropriately to a Child Making an Allegation of Abuse - Appendix C

- Stay calm.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Tell the child that the matter will only be disclosed to those who need to know about it.
- Allow the child to continue at her/his own pace.
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next, and with whom the information will be shared.
- Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the DSP in the organisation.

