

## AKT Child Protection Policy

AKT Management put child safeguarding, protection and the young person's happiness at the forefront of all we do.

The main aims of the AKT Management child protection and safeguarding policy is to promote and encourage the highest working practice and level of care by:

- Providing young people with appropriate safety and protection whilst under the care of AKT Management
- Allow all self-employed staff/volunteers to make informed and confident responses to specific child protection issues

AKT Management promotes the beliefs that:

- The welfare of children is vital, and that safety and welfare come first at all times.
- Children and young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse or ill behaviour will be taken seriously and responded to swiftly and appropriately
- All staff including teachers, assistants and volunteers working for or on behalf of AKT Management have a responsibility to report concerns to the Head agent, principal or other identified team member.

AKT Management has a duty of care to safeguard the children/young people in its care and put safeguarding at the forefront of all activity.

All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be considered at all times.

**AKT Management** will ensure the safety and protection of all children involved in our classes, workshops or represented under the agency agreement in adherence to the Child Protection guidelines. A child is defined as under 18 “The Children Act 1989”.

### Promoting Best Practice

AKT Management promotes at all time the following:

- Always working in an open environment (e.g. avoid private or unobserved situations and encouraging an open environment i.e. no secrets)
- Treating all young people/disabled adults equally, and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals
- Maintaining a safe and appropriate distance with students (e.g. it is not appropriate to have an intimate relationship with a child)
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Making performing fun, enjoyable and promoting fair play and maintaining high standards of training that is fully inclusive
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by dance boards such as IDTA. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted, and their agreement gained.
- Ensuring that all class/performance material is age appropriate and never makes a child feel uncomfortable or concerned.

- Keeping up to date with the skills, qualifications and insurance in performing arts.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people, always aiming to speak in a positive manner and remembering that building confidence and ensuring the child is having a positive experience in conjunction with quality training is upheld.
- Keeping a written record of any injury that occurs, along with the details of any treatment given in an accident report book.
- Informing parents if any child is taken ill or injured during class.
- Never offering or allowing children to be transported home or to events in teachers' cars (without exception) or with parents of other young participants without consent.
- Ensuring that children switch off mobile phones in all lessons and teachers only use their phones for training purpose.

**The following practice not acceptable.**

**An AKT representative should never:**

- Engage in rough, physical or sexually provocative games
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children that they can do for themselves
- Build inappropriate relationships with guardians that could affect their judgement or unbiased
- Engage in social media contact without consulting the principal

## Guidelines for use of photographic filming

AKT Management does not allow any filming or photographing to take place; with the only exceptions being prior signed consent in advance from parents/guardians.

Parents or guardians cannot take photos of their children in shows, nor to make videos or recordings of any type. Professional, DBS checked photographers and videographers may be used where prior consent has been given.

The children/young people in the care of AKT Management will be required to keep mobile devices with photographic ability out of sight during their time with AKT.

## Recruitment and selecting staff and volunteers

AKT Management recognises that anyone may have the potential to abuse children in some way and that all reasonable steps must be taken to ensure that unsuitable people are prevented from working with children. When undertaking pre-selection checks the following should be included:

\* All our staff; freelance / volunteers / assistants, should complete an application form. This will elect information about an applicant's past and a self-disclosure about any criminal record.

- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau (DBS CHECK)
- Two confidential references, including one regarding previous work with children will be obtained.
- These references must be taken up and confirmed through telephone contact and evidence of identity (passport or driving licence with photo along with DBS certificate must be obtained)



## Responding to suspicions or allegations

It is not the responsibility of anyone working at AKT Management in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities. AKT Management will assure all staff/team members/volunteers that it will fully support and protect anyone, who in good faith reports their concerns in relation to abuse of any kind.

If there is a complaint against a team member there may be three types of investigation:

- A criminal investigation.
- A child protection investigation.
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation.

### Suspected abuse

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Principal/Head Agent Kyle Tovey, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

Should a parent wish to make a complaint against the nominee they will be encouraged to do so by first approaching the nominee/principal. However, should the child/Parent/guardian not wish to approach this direct they may approach any team member to start proceedings in confidence. The process for this would then be for the staff member and parent to contact the child safe guarding department at the child's LEA.

## Prevention help and avoidance

- Have a zero-tolerance policy to bullying
- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns•
- Help victims speak out and tell the person in charge or someone of authority
- Create an open environment
- Investigate all allegations and act to ensure the victim is safe
- Speak with the victim and the accused separately keeping integrity and independence
- Reassure the victim that you can be trusted and will help them
- Make the victim aware that any information divulged will remain confidential unless detrimental to the care or welfare of the child.
- Keep detailed records of discussions
- Report any concerns to the Principal and relevant service if required

## Action towards bullies

- Inform the parents of both parties
- Provide support to the teaching staff where required
- Take actions to ensure suitable, satisfactory steps are taken to achieve a positive outcome.
- Where there is no doubt that bullying has taken place in the care of AKT Management and this is backed up by evidential fact or where blame has been accepted, if no satisfactory outcome is reached expulsion may be the chosen outcome.

AKT Management will always work to the  
GROW, BELIEVE, PERFORM, SUCCEED  
ethos encouraging opportunity, growth and development at all times.



**Declaration**

By signing this declaration, I understand that I am agreeing to abide by the AKT Management’s set out plans and stipulated structure for safeguarding.

By agreeing to these terms should my actions in any way contradict these policies I understand that it could result in immediate termination of employment under any capacity.

I agree that the safeguarding and positive influence adhered to by the AKT Management ethos and terms will be at the forefront of my teachings or involvement with AKT Management.

I also agree that should I have any concerns regarding the welfare of the children/young people in my care or a fellow team member I will take appropriate action at the earliest opportunity.

I also understand that AKT Management values my involvement and will support me at every instance as long as best practice is adhered too.

Name.....

Position.....

DBS Number..... Update service Y / N

Update ref.....

Signed.....

Date:

Signed Principal.....

