

Inspire Dance Academy
Safeguarding policies & procedures for performances

Inspire Dance Academy is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

Inspire Dance Academy acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavor to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

The teachers at Inspire Dance Academy recognises their duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and 2004 and the Criminal Justice and Court Services Act 2000 (in Scotland Protection of Children (Scotland) Act 2003), Working Together to Safeguard Children 2018.

Inspire Dance Academy believes that:

- The welfare of the child is paramount;
- All children, 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 should be taken seriously and responded to swiftly and appropriately;
- All members and employees of the Inspire Dance Academy should be clear on how to respond appropriately.

Inspire Dance Academy will ensure that:

- All children will be treated equally and with respect and dignity; the welfare of each child will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism; bullying will not be accepted or condoned.
- All adult members of the Inspire Dance Academy provide a positive role model for dealing with other people;
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep up-to-date with health & safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant development, training & CPD.
- It will hold a register of every child involved with the performance and chaperones will retain a contact name and number close at hand in case of emergencies.
- Inspire Dance Academy has safeguarding procedures which accompany this policy.

Inspire Dance Academy's dedicated Child Protection/Welfare/Safeguarding Officer, who is in charge of ensuring that the safeguarding policy and procedures are adhered to is Laura Burrell. She can be contacted on 07788944239 should there be a concern the surrounding child protection or safeguarding of a child.

In implementing this child protection policy Inspire Dance Academy will:

- Communicate to all workers/members their legal and moral responsibility to protect children and young people from harm, abuse and exploitation.
- Communicate to all workers/members/volunteers/members their responsibility to work to the standards that are detailed in our Safeguarding Children Policy and the need to work at all times towards maintaining high standards-of practice in protection of children.
- Ensure that all teachers/members/volunteers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to Inspire Dance Academy's named person for child protection.

- Ensure that Inspire Dance Academy's named person for child protection understands her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care)
- Ensure that any procedures relating to the conduct of workers/members are implemented in a consistent and equitable manner.
- Facilitate opportunities for children and young people to express their ideas and views on a wide range of issues in connection with the service they are provided with and to have access to Inspire Dance Academy's Complaints Procedure.

This policy will be regularly monitored by the Executive Committee of the IDTA and will be subject to annual review

Date agreed: 01/09/2023

Reporting Concerns

- All staff and volunteers must report all concerns to the designated safeguarding lead at the nearest available opportunity- Laura Burrell 07788944239.
 - It is the responsibility of all staff and volunteers at Inspire Dance Academy to take steps to protect children to keep them safe from hazards and to take appropriate action in the event of an accident.
 - It is the responsibility of all staff and volunteers to take reasonable steps to protect children and young people from harm and abuse while in contact with our Inspire Dance Academy and our staff and to report any incident of or suspicion of abuse to the Designated Safeguarding (Laura Burrell).
- In their absence to the appropriate statutory authority SPA- 02085475008 Mon-Fri 8.00- 5.15 or out of hours 02087705000.

- All staff working at Inspire Dance Academy who have contact with children and young people hold a valid, clear, enhanced DBS check.
- Safeguarding and promoting the welfare of children and young people means: Protecting children from maltreatment, preventing impairment of a child's health or development, ensuring that children are growing up with the provision of safe and effective care and taking action to ensure that children have the best life chances.

At Inspire Dance Academy we will do this by-

- Identifying and responding to concerns about a child or young person.
- Providing a safe and happy dance environment.
- Supporting development through dance in a way that fosters a sense of belonging / sense of self/ sense of community/ sense of independence.
- Supporting young people to communicate freely with us, supporting their communication methods. providing time and space to talk.
- Fostering an environment of trust and building appropriate professional relationships.

Consent and information sharing-

Issues of consent are essential to effective safeguarding practice.

Basic consents for day to day activities will be sought through enrollment process via registration forms.

Additional consent must be sought for an activity that is out of the usual parameters of our work-

- Permission forms to be included in our showtime.
- Permission to be photographed at Inspire Dance Academy.
- Permission for sharing of photographs for promotional use.
- Permission to be filmed as part of our showtime performance.

IDTA guidance shall be provided to ensure those consenting have clear and transparent information on what they are consenting to.

Significant harm is no exception to this. Before making a referral to Children's Social Care parents or carers are to be informed by Inspire Dance Academy before doing so. It should be noted however that in cases where parents, carers or children do not agree to information being shared Inspire Dance are still able to refer to Children's Social Care without consent but reasons are to be explained clearly to social care why consent cannot be established and to make a record of this.

Instances where Inspire Dance Academy may not wish to gain consent:

Discussion with parents/ carers could place the child or other members of their family at increased risk

The child is in immediate danger (e.g. requires medical attention)

Having the discussion with parents may put you or another member of staff at risk.

It is often necessary to share information to provide support and prevent impairment or to protect a child from harm. Decisions to share will be appropriate, necessary and proportionate.

Inspire Dance Academy will record reasons for it, whether or not we choose to share information. Information will be recorded about an incident and a note of who this was shared with.

Child protection:

As part of safeguarding children and promoting welfare. This refers to activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm.

This is about abuse and maltreatment of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them, or by others (for example over the internet.) They may be abused by an adult or adults or another child/ children.

Abuse may be physical, emotional, sexual, neglectful or multiple types of abuse. Please see appendix A for definitions of types of abuse.

All staff and volunteers will be able to recognise, and know how to act upon evidence that a child's health or development is being impaired or that the child is suffering or likely to suffer significant harm. All concern about harm will be recorded and shared with the Designated safeguarding lead

Photographs and images of children

During and at the event, there will be a strict policy where any persons entering the show performance will be forbidden to record or take images of any child participating in the show. This will be enforced by theatre staff, also notices will be placed around the building to prevent the occurrence.

In the event that a person is caught breaking the policy they will be asked to leave the performance and the images to be deleted.

Performance recording

A professional licensed audio visual company has been employed to record the show. All parents or guardians of the children participating have given written consent for their child to be filmed for the performance.

Social Media

As previously stated, recordings and images will be forbidden by any persons whilst in the performance including children participating in the show. Parents will be asked not to share images that include children other than their own, on social media unless they have explicit permission to do so by those parents or guardians.

Accidents

- To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child is injured while in the care of the Inspire Dance Academy, a designated first-aider (Thomas Burrell) will administer first aid and the injury will be recorded in the organisation's accident book. This record will be counter-signed by the person with responsibility for child protection.
- If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be counter-signed by the person with responsibility for child protection. This record can be useful if a formal allegation is made later, and will also be a record that the child did not sustain the injury while participating in the production.

Chaperones

The chaperones that have been appointed by Inspire Dance Academy have been registered with the London Borough of Hounslow, Richmond and Surrey.

Roles and Responsibilities of Chaperones

During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building.

- Children will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the place of performance unsupervised by chaperones unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the organisation.
- Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child until arrangements have been made to take the child home.
- Chaperones will be given an emergency contact number for each child participating in the show in case of an emergency. This will be provided by an excel spreadsheet that chaperones will keep with them at all times, this will also include any medical needs of a child if required.
- Chaperones are to be briefed prior to the show performance to discuss roles and responsibilities and answer any questions or concerns they may have.

