

La Sylvaine Ballet School Incorporating Wendy Bell School of Dance

SAFEGUARDING POLICY

Safeguarding Officer : Miss Blandine Lamaison - Principal

POLICY STATEMENT

La Sylvaine School and Wendy Bell recognise that we have an explicit duty to safeguard and protect all children involved in dance from harm and abuse as defined in the Children Act 2004 and the Education Act 2002. A child is defined in The Children Act 1989 as being aged under 18

POLICY AIMS

Everyone within the ambit of La Sylvaine and Wendy Bell shares the 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's development in ways which will foster a sense of self esteem and independence
- 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 endeavor to ensure that children are protected from harm while they visit or are attending classes run by staff member of the schools. We will do this by:

1. Making sure our staff are carefully selected
2. Providing appropriate training for staff in issues of child protection
3. Ensure all staff (including teaching staff, administrators and ancillary staff) undergo an Enhanced Criminal Records Bureau disclosure.
4. To establish and maintain an ethos where children and young people feel secure and are encourage 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 the Principal, (Miss Blandine Lamaison) 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 organisation
10. Referring to statutory authorities all incidents reported to the Principal.
11. Implementing this policy in conjunction with our Health and Safety guidelines already in place

Everyone working or applying to work for this organisation is to be made aware of our policy for 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. You will have been provided with a copy of this policy and the Health and Safety Policy

ROLES AND RESPONSIBILITIES FOR ALL STAFF

These guidelines apply to:

- A situation involving children and young people up to age 18, whether or not accompanied by adults. 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, volunteers and consultants working within our organisation or on our premises. In the case of contractors and consultants it is incumbent upon the Principal, to ensure that they are made aware of these guidelines

GENERAL DUTIES FOR ALL STAFF

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

- Undergo 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 appropriate action if an accident occurs
- Take all reasonable steps to prevent abuse of children in contact with anyone within the organisation
- Report any incident or suspicion of abuse

ROLES AND RESPONSIBILITIES FOR ALL STAFF

- Safety of participants and staff is of prime consideration at all times
- All accidents involving anyone should be reported to the Principal and recorded in the organisation's accident book 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 in those venues where they give lessons or assist
- Staff are responsible for reporting suspected cases of child abuse to the Safeguarding Officer
- 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 are adequately insured, to protect against claims of negligence, through the Schools

ADMISSION PROCEDURES

A register of names, addresses, next of kin and contact addresses and telephone numbers for emergencies will be kept along with a list of illnesses and medical conditions. The information received will not be given to third parties but will be used by the school in case of emergencies.

CODE OF BEHAVIOUR FOR ALL STAFF

People working for La Sylvaine/Wendy Bell must always observe the following requirements where children, young people or similarly vulnerable people are concerned.

Do's and Don'ts for 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
- Always work in an open environment
- Maintain a safe and appropriate distance with students (e.g. it is not appropriate to have an intimate relationship with a student)
- Ensure that if any form of manual/physical support is required that it is provided openly and sensitively.
- Keep up to date with all qualifications and technical skills.
- Be an excellent role model

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
- Avoid taking children in your car where they will be alone with you

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.

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 accident book.

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. The child's emergency contact number can be found on the class register. However, if a child is alone and seriously injured or unconscious, the situation will need to be dealt with immediately. If at all 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 0845 4647** 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
- 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.

Recruitment and selecting staff and volunteers

La Sylvaine/Wendy Bell recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure that unsuitable people are

prevented from working with children. When undertaking pre selection checks the following should be included:

All volunteers/staff should have a valid Disclosure and Baring Service check (formerly known as a CRB).

Evidence of identity (passport or driving licence with photo).

Responding to suspicions or allegations

It is not the responsibility of anyone working for La Sylvaine/Wendy Bell 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.

La Sylvaine/Wendy Bell will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is or may be abusing a child.

When there is a complaint against a member of staff 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 Safeguarding Officer 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.

Action to help the victim and prevent bullying in dance

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns.
- Help the victim to speak out and tell the person in charge or someone in authority.
- Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe.
- Speak with the victim and the bully/ies separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.

- Keep records of what is said (what happened by whom, when etc).
- Report any concerns to the child protection officer.
- Action towards bullies
- Talk with the bully/ies explain the situation and try to get the bully/ies to understand the consequences of their behaviour.
- Seek an apology to the victim/s.
- Inform the bully's parents.
- Insist on the return of borrowed items and that the bully/ies compensate the victim.
- Provide support for the teacher of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully/ies to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all appropriate members of the action taken.
- Keep a written record of action taken.