



Safeguarding Policy and procedures for Children and Adults at Risk

1. Introduction

This policy is aimed at all individuals who are involved in Shauna Olivia Studios classes, examinations and show work.

The purpose of this policy is to set out the requirements for safeguarding and protecting children and vulnerable adults from any forms of abuse and the expectations of Shauna Olivia Studios on all individuals who are involved.

This policy will be subject to review and monitoring by Shauna Olivia Studios and if necessary will be amended and updated following feedback from candidates and teachers.

2. Issue and review

The date of issue of this policy is September 2021. This policy will be reviewed annually.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care taking action to enable all children to have the best outcomes.

3. Shauna Olivia Studios responsibilities for safeguarding and child protection

Shauna Olivia Studios understand that we have an explicit duty to safeguard and protect children, young people and vulnerable adults from abuse as defined in the Children Act 2004, the Education Act 2002 and the Safeguarding Vulnerable Groups Act 2006. Providing a safe environment and to promote health and well-being.

We believe that the welfare of the child is paramount, and that all children and adults at risk regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.

Everyone at Shauna Olivia Studios shares an objective to help keep children, young people and vulnerable adults safe by:

- Providing a safe environment for the students
- Identifying and responding to children, young people and vulnerable adults in need or support and / or protection
- Supporting the development of children and young people which will help to develop their sense of self-esteem and independence

- Fostering an environment in which children feel valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust.

We will endeavour to ensure that children and vulnerable adults are protected from harm whilst they are participating in any activities organized by Shauna Olivia Studios. We will do this by:

- Making sure all staff members are recruited with integrity
- Providing appropriate training for staff
- Carrying out checks and monitoring of all staff (which may require them to undergo an Enhanced Criminal Records Bureau disclosure)
- Establishing an ethos where children and young people feel secure and respected
- Taking all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult in contact with us
- Not physically, emotionally or sexually abusing any child or vulnerable adult in contact with us
- Taking all reasonable steps to prevent any staff member 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
- Taking all reasonable steps to prevent any staff member or member of the public from physically, emotionally or sexually abusing any child or vulnerable adult
- Reporting to the designated officer 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
- Referring to statutory authorities all incidents reported to the designated office
- Implementing this policy in conjunction with our Health and Safety guidelines already in place

Everyone working or applying to work for Shauna Olivia Studios 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. Copies of the policy will be held by Shauna McCarthy.

4. Roles and responsibilities for all Shauna Olivia Studios staff in safeguarding

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

- Ongoing monitoring of their suitability for a position working with children and vulnerable adults which may include 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 prompt and 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 promptly

- Always deliver Safe practice. Safety of participants and staff is of prime consideration
- Record all accidents in the organisation's accident book immediately or as soon as practicably possible
- Familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment
- Report suspected cases of child abuse to the named responsible person and/or agencies
- Have access to any parent consent/emergency consent forms for all children taking part in any activities [this information is confidential]
- Ensure that their activities start and end on time
- Promote, demonstrate and incorporate the values of fair play, trust and ethics throughout their activities
- Ensure they are adequately insured, to protect against claims of negligence, through their organisation or their own personal insurance if acting as a self-employed agent

5. Use of personal data

Where appropriate, personal data will be kept by Shauna Olivia Studios. This data will be subject to data protection requirements and will only be used for the purposes of providing emergency information if needed.

6. Code of behaviour for Shauna Olivia Studios staff

People working at Shauna Olivia Studios must always observe the following requirements where children, young people or similarly vulnerable people are concerned.

When working with children, we require our staff to:

- Behave professionally
- Be punctual and always check there is a parent or guardian to collect the student
- Listen to children
- Use positive language and praise where necessary
- 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

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 favouritism 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 or videos of children without permission

When working with vulnerable adults, we require our staff to:

- Be respectful, responsible and professional
- Act in an appropriate manner
- Listen and communicate
- Use common sense; be caring, attentive and aware
- Be sympathetic to their needs
- Be aware of your responsibility
- Be aware of any injury or disability and adjust content accordingly
- Be aware of policy and procedures as outlined in this document

DO NOT:

- Treat vulnerable adults as children
- Engage in inappropriate behaviour
- Be aggressive or physically restrain
- Do anything of a personal nature they can do for themselves
- Place yourself in a vulnerable position

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.

7. Responding to a safeguarding incident or concern involving a child or adult at risk

If an incident, allegation or suspicion of abuse or any other matter which calls the wellbeing of a child or adult at risk into question is disclosed, seen, heard or suspected, the person receiving the information, whether a member of staff, student, or a visitor to Shauna Olivia Studios, should follow the procedure below:

- stop other activity and focus on what you are being told or seeing – responding to the incident being reported should take immediate priority
- react in a calm and considered way but show concern
- tell the child, adult at risk or third party that it is right for them to share this information
- take what the child, adult at risk or third party has said seriously and allow extra time where there is a speech or language difficulty
- keep questions to an absolute minimum necessary to gain a clear and accurate understanding of what is being said, and do not interrogate the child, adult at risk or third party
- listen and do not interrupt if they are recounting significant events
- offer reassurance

- do not give assurances of confidentiality, but explain you will need to pass on this information to those that need to know
- consider whether immediate action is needed to protect a child or adult at risk who may have been harmed or be at risk of harm. Think about the child or adult at risk who is the immediate concern and any others who may have been harmed or be at risk of harm, considering what you have been told or seen. All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the dance studio and/or can occur between children outside of the Shauna Olivia Studios)

Report this immediately to the designated safeguarding lead, *Shauna McCarthy*.

8. Photographing children

Photographs/videos of children should only be used if written consent has been obtained from a parent/guardian. General group photographs/videos may be used if no individual can be identified by reason of any attached data. Permission should be obtained firstly to take the photograph/video and secondly for permission from the parent if the photograph is to be reproduced. Reproduction of show videos should **NOT** be produced and will be considered Copyright. If a student does not consent to being photographed/videoed, we must receive written warning from the parent/guardian at the time of their enrolment.

9. What to do in case of accidents or injury

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 Health and Safety manual.

10. 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. 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. If unsure, check their medical form for the correct information.

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.

Familiarise yourself with the location of the first aid kit and the Health and Safety procedures.

11. Child abuse guidelines

The NSPCC has a written document which outlines the requirements for professionals reporting child abuse in the United Kingdom.

To read this information, please follow the link below:

<https://www.nspcc.org.uk/preventing-abuse/>

The Department of Health web-site www.doh.gov.uk contains a practical guide to the law relating to child protection, particularly The Protection of Children Act 1999. The site also provides a publication entitled: "What to do if you're worried a child is being abused". This publication has been developed to assist practitioners to safeguard and promote the welfare of children. It sets out the process for safeguarding children. It is aimed at those who come into contact with children and families in their everyday work.

12. The Role of the Chief Executive as Designated Officer

The Chief Executive is the Designated Officer for Child Protection.

Our organisation's Chief Executive is *Shauna McCarthy*.

The Chief Executive should ensure that they are knowledgeable about child protection and that they undertake any training considered necessary to keep updated on new developments.

The Chief Executive is the link between the members of the public, and staff.

The Chief Executive will have the following functions. Namely to:

- Be an advisor to all organisation and freelance staff on best practice in regard to the child protection policy
- Agree incident reporting procedures
- Keep records of incidents and reports, together with any other relevant information

- Report incidents to the Statutory Authorities and ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover;
- Ensure that individual case records are maintained of any complaint, injury or action taken by the organisation

13. Enhanced DBS disclosure

All staff should undertake an Enhanced DBS disclosure which will be up to date. It is the Principal's responsibility to view the contents of the Enhanced DBS disclosure and make a decision about whether that staff member should be excluded from working with young people within their organisation.

14. Further information

Statutory Guidance on inter-agency working to safeguard and promote the welfare of children:

In England this is Working together to safeguard children, and the local safeguarding children board's child protection procedures.

The NSPCC is a registered charity established to prevent cruelty to children. Help line for concerns about a child's welfare. 0808 800 5000 [24 hours], website <https://www.nspcc.org.uk/preventing-abuse/child-protection-system/england/reporting-your-concerns/>.

Links to specific information about Children and Vulnerable Adult Policy can be found by visiting: <https://www.nspcc.org.uk/preventing-abuse/child-prot>