

MJFSD Safe Guarding Policy

Miss Joanne Farnell believes that:

- The welfare of children is vital.
- 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 will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/voluntary) working at the event have a responsibility to report concerns to the child protection officer, Joanne farnell

Policy Statement

Joanne Farnell has a duty of care to safeguard all children involved in its events from harm. All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Joanne Farnell will ensure the safety and protection of all children involved in events through adherence to the Child Protection guidelines.

A child is defined as under 18 in The Children Act 1989.

Policy Aims

The aim of this Safeguarding Policy is to promote good practice:

- Providing children, young people and adults with appropriate safety and protection whilst taking part in events organised.
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

Promoting Good Practice

Joanne Farnell will encourage the following:

- When groups are supervised at events this must be by qualified teachers, dance teachers, dance artists, parents/carers – **all with current DBS certification and Chaperone Licenses**
. (In some circumstances this can be by the child's own parent who does not require a DBS. But this parent may not chaperone other children, without a current chaperone license.)
- Groups should be chaperoned* in the ratio 1:10 pupils but with a minimum of two chaperones. Younger children and those with additional needs will have more chaperones in line with local authority and The Lowry guidelines – see risk assessment document for details.
- Chaperones are responsible for ensuring children are collected by their parent/carer at the end of the event.

** the term chaperone is used to cover teachers, dance teachers, dance artists, parents/carers or local authority approved chaperones, who work with and are known to the children being cared for **and** have current DBS certification.*

- All content of events will be suitable for a family audience.
- All pupils taking part in events will secure the consent of parents/carers for the filming of the show by a professional company only. Parents/carers/audience must not film the live performances.
- All pupils taking part are given a stage safety briefing, by Joanne Farnell and the technicians, at their technical rehearsal on stage.
- All chaperones should be familiar with their own risk assessment and that of the event, and brief the children in their care with the do's and don'ts of the event.
- All chaperones will keep adequate emergency contact and medical details of the children in their care and complete time sheets
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- Treating all young people/disabled people/adults equally, and with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance with dancers.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the IDTA.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developments/ needs and capacity of young people and disabled adults
- Securing parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

Practice to be Avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge or the child's parents.

- Avoid spending excessive amounts of time alone with children away from others.

No unauthorised adult will be allowed backstage. Where access is required by an official and is deemed necessary and appropriate, Joanne Farnell will authorise access, ID and current DBS certificate/chaperone license.

Responding to suspicions or allegations:

It is not the responsibility of anyone taking part in the event, in a paid or unpaid capacity to take responsibility or to decide whether or not a child is at risk. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Joanne Farnell will assure all staff/volunteers that it will fully support and protect anyone, who in good faith, reports his or her concern that a child is at risk.

When there is a complaint, there may be two types of investigation:

- A criminal investigation.
- A child protection investigation.

Procedures for dealing with disclosures

It is vital that our actions do not abuse the child further or prejudice further enquiries.

If a member of staff receives a disclosure from a child they should:

1. **Listen**
 - take what the child says seriously
 - accept what the child says
2. **Stay calm**
 - and in control.
3. **Reassure**
 - and make the child feel safe.
4. **Use open questions**
 - such as “is there anything else you want to tell me?” or “yes?” or “and?”
5. Do not ask leading or probing questions
 - it is not our role to investigate
6. **Make notes**
 - about what was said – noting the position of any physical injuries/marks if appropriate, on a body map.
7. **Don't promise confidentiality**
 - reassure the pupil that they have done the right thing, and explain whom you will have to tell (the Designated Safeguarding Lead) and why.
8. **Inform the designated teacher**
 - as soon as possible (see reporting procedures) and give them the notes made.

USE TED – **Tell me** what happened, **Explain** how this happened, and **Describe** how this happened.

Reporting arrangements for Child Abuse Concerns

- All concerns should be reported as soon as possible and by the end of the session in which the concern arose to Joanne Farnell
- Staff members who are unsure or have any doubts should always consult with the Designated Safeguarding Lead.
- The designated safeguarding lead will plan a course of action as a matter of urgency, and ensure that a written record is made
- The designated safeguarding lead will decide whether, in the best interests of the child, the matter needs to be referred to Social Care. If there are concerns that the child may be at risk, we are obliged to make a referral. Unless there are concerns that one or both of the parents may be the possible abuser (sexual or physical), the parents will be informed. In the case of a disclosure of sexual or physical abuse where a parent is the alleged abuser a conversation between the school and children's services will take place as to who is the best agency to inform parents.
- In exceptional circumstances, such as in an emergency staff should speak directly to Social Care or the Police.

Concerns that may trigger Early Help include:

- marks on child's body
- poor standard of appearance or change in standard of appearance
- unusual/different behaviour -including academic functioning and mood changes
- puzzling statements or stories from the child
- information from others
- Being without necessary equipment or clothing such as their usual dance clothes, a coat in cold weather etc.
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Confidentiality

Pupils and their families are entitled to confidentiality but MJFSD staff have a duty to share confidential information with other professionals if a pupil is at risk, particularly investigating agencies. A child's welfare will always take precedence in information sharing.

If a pupil confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he/she have a responsibility to refer for the child's own sake. Within that context, the child should, however, be reassured that the matter will be disclosed only to the people who need to know about it.

Personal information about all pupils' and their families is regarded by those who work in this dance school as confidential. Staff who receive the information about children and families in the course of their work should have the information only within their professional context.

All records relating to child protection incidents will be maintained by the Designated Safeguarding Lead and deputy, stored securely and only shared as is consistent with the protection of children.

Under the Data Protection Act parents have a right to see all notes, unless the content could jeopardise a child's safety.

Working with Parents/Carers

MJFSD will work with parents to support the needs of their child. The welfare of children is paramount however and it is the dance school's duty to safeguard all children, should a concern arise professional advice may be sought prior to contacting parents. The dance school aims to help parents understand that the dance school has a responsibility for the welfare of all pupils and a duty to refer cases to Social Care in the interests of the child. When working with parents, staff will need to have a non-judgmental attitude; respect confidentiality and recognise feelings of guilt, shame, betrayal and anger that may be evident in some circumstances.

This policy is available to all parents on the MJFSD website.

Responding to concerns of abuse against staff and volunteers

All dance school staff should take care not to place themselves in a vulnerable position with a child. Staff should always conduct work with individual children or parents with or in view of other adults. All staff must understand that they are employed in a 'Position of Trust'.

Staff must report to the director any concerns which they have about the safeguarding practice of colleagues and volunteers.

A referral to the DBS must be made if someone has harmed, or poses a risk of harm to a child and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. Referrals should be made to both DBS

(Disclosure and Barring Service) in cases where there is alleged serious teacher misconduct as well as harm or risk of harm to a child.

MJFSD has adopted the local authority procedures for dealing with allegations against staff.

Any concerns about staff or chaperones are to be dealt with by Joanne Farnell, who will act immediately and could lead to dismissal of the staff member/chaperone.

Whistle Blowing

Whistleblowing is when someone raises a concern about a dangerous or illegal activity or any wrongdoing within their organisation.

Raising a concern is known as "blowing the whistle" and is a vital process for identifying risks to people's safety.

Sharing information or talking through a concern can be the first step to helping an organisation identify problems and improve their practices.

If you have any concerns about a child in your workplace you should raise this with Joanne Farnell.

You should contact the Whistleblowing Advice Line if:

- the dancing school doesn't have clear safeguarding procedures to follow
- you think your concern won't be dealt with properly or may be covered-up
- you've raised a concern but it hasn't been acted upon
- you're worried about being treated unfairly.

Any suspicion that a child is at risk should be reported to the child protection officer (Joanne Farnell) immediately, 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.

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Miss Joanne Farnell is a registered childcare provider with Ofsted

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