

## 5.0 - Child Protection and Safeguarding Policy:

Diamond Dancentre acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practise reflects statutory responsibilities, government guidance and complies with best practise and Child Protection requirements.

The Diamond Dancentre believes that:

- All children under 18 and vulnerable persons have the right to protection from abuse.
- The welfare of children 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 will be taken seriously and responded to swiftly and appropriately. All staff, helpers and volunteers have a responsibility to report concerns to the appropriate officer.

### 5.1 - Policy Statement:

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, All children:

- have a positive and enjoyable experience of sport at the Diamond Dancentre in a safe and child centred environment.
- are protected from abuse whilst participating in dance lessons/classes or outside of the activity whilst under the care of the Diamond Dancentre

As part of our safeguarding policy, Diamond Dancentre will:

- promote and prioritise the safety and wellbeing of children and young people.
- ensure staff and volunteers understand their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individuals who raise or disclose the concern.
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- prevent the employment/deployment of unsuitable individuals.
- ensure robust safeguarding arrangements and procedures are in operation.

The main hall is covered by a 24 hour recording CCTV unit, the data of which is held for 32 days. This data could be used as part of an investigation.

### 5.2 - Policy Aims:

The aim of The Diamond Dancentre Child Protection and Safeguarding Policy is to promote good practise and ensure staff and volunteers are trained correctly to:

- Allow all staff and volunteers to make informed and confident responses to specific child protection issues.
- Promoting good practise.

The Diamond Dancentre Good Practise:

- Always working in an open environment, if working alone, see Lone Workers Policy in Diamond Dancentre Policies and Procedures Manual.
- Avoid working alone with an under 18 at any cost.
- 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.
- Building balanced relationships based on mutual trust which empowers children to share in the decision making process
- Involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs.
- Ensuring that if mixed teams are taken away, a male and female member of staff should always accompany them. (NB however, same gender abuse can also occur).
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

Dancing is a physical sport, encouraging and exploring emotions between the dancers which involves physical connection with partner. More often than not, our teachers will need to show pupils what they mean, which may involve more physical corrections with the pupils during the lesson.

- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the 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. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Requesting written parental consent if dance centre officials are required to transport young people in their cars.
- Recognising the developments/needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Maintaining a safe and appropriate distance with dancers.
- Making dance fun, enjoyable and promoting fair play.
- Keeping up to date with the technical skills, qualifications and insurance in dance.
- Giving enthusiastic and constructive feedback rather than negative criticism.

#### 5.2.1 - Practise to be avoided:

If an emergency arises where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the Dancecentre or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to collect a child at the end of a session.

#### 5.2.2 - Practise never to be sanctioned:

The following should never be sanctioned. You should never:

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking children to your home where they will be alone with you.
- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- 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 or disabled adults that they can do for themselves.
- Invite or allow children to stay at your home unsupervised.

### 5.3 - Recruitment and selecting staff and volunteers:

The Diamond Dancentre 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 will be included:

- All new volunteers/staff should complete the DBS checks.
- Safeguarding training to level 1 for all private lesson and class teachers who work with under 18s.
- All DBS checks will be jointly funded by the individual and DD
- Individuals are responsible for their own safeguard training costs, unless directly employed by DD

It is not the responsibility of anyone directly involved in The Diamond Dancentre to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through the Designated Officer who will contact the appropriate authorities.

The Diamond Dancentre will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a person is or may be abusing a child.

When there is a complaint against a member of staff there may be three types of investigation:

1. A criminal investigation;
2. A child protection investigation;
3. A disciplinary or misconduct investigation;

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

### 5.4 - DBS Checks:

As a dance school, we must be aware of Children and Vulnerable Adults. We do run classes for children but we don't have any specific classes for Over 65 year olds. Therefore all staff who work individually with children within the Dance school are required to have an enhanced DBS check.

No under 16s can be DBS checked.

Over 16s can be DBS checked - unless they are in full time education.

At Diamond Dancentre we do not offer any regulated activities to vulnerable adults and therefore DBS checks are not required. A Vulnerable Adult is defined as an adult who is or may be in need of community care services by reason disability, age or illness; and is or may be unable to take care of or unable to protect him or herself against significant harm or exploitation.

All staff and freelance workers who work with children will need to have an enhanced DBS check. Unpaid staff will be required to have a Volunteers check.

If a member of staff has a DBS check from outside the dancentre it is up to us as a company to decide whether we are satisfied with the check or if we would rather perform our own check.

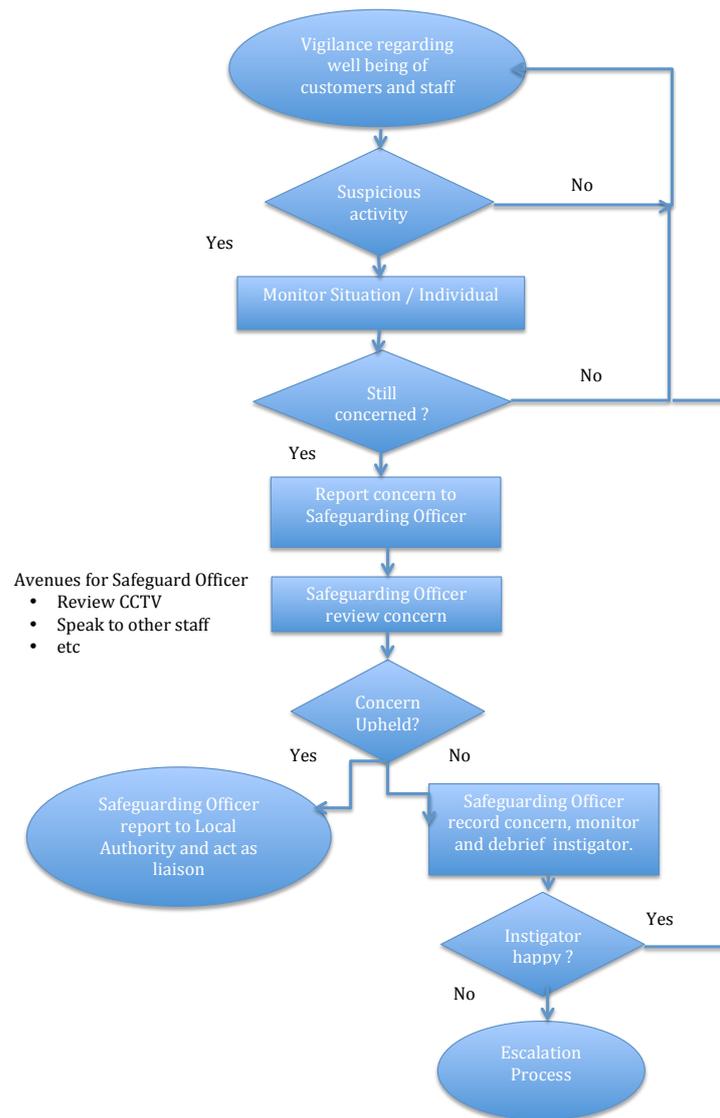
With regards to the Nationwide and partnering competitions and events, partners are never to be alone with the school pupils and therefore do not need a DBS check, they will be supervised at all times. All over 18 partners will be expected to sign the Partnering Agreement for every relevant competition.

All records will be held for 5 years and then securely destroyed.

### 5.5 - Suspected abuse:

Any suspicion that a child has been abused should be reported to the Management Committee. They 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.

- Report any concerns to the Management Committee. Point of Contact Cara Donaldson. The official DD appointed safeguarding officer.
- Encourage all children to speak and share their concerns, and tell the person in charge or someone on authority.
- Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe, record information on our incident reporting form found in Annex A
- 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).



## 5.6 - Action towards bullies:

The Diamond Dancentre does not condone bullying.

- If deemed necessary, Management will talk with the bully/bullies explain the situation and try to get the bully/bullies to understand the consequences of their behaviour.
- Seek an apology to the victim/s.
- Inform the bullies parents.
- Insist on the return of borrowed items and that the bully/bullies compensate the victim.
- Provide support for the teacher of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully/bullies to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all Diamond Dancentre members of action taken.
- Keep a written record of action taken.
- Action to help the victim and prevent bullying in dance.
- Take all signs of bullying very seriously.
- Speak with the victim and the bully/bullies separately.

## 5.7 - Online Safeguarding and Social Media Policy:

This policy provides guidance on how Diamond Dancentre uses the internet and social media, and the procedures for doing so. It outlines our expectations for people involved with the dance centre and how they act online and how we expect the staff and volunteers who work for us, to behave online.

Aims:

The aims of our online safety policy are:

- To protect all children and young people involved with Diamond Dancentre and who make use of technology such as mobile phones and the internet while in our care.
- To provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents.

Understanding the online world:

As part of using the internet and social media, we will:

- Understand the safety aspects, including what is acceptable and unacceptable behaviour for staff and children when using websites, social media, apps and other forms of digital communication. The internet, which we are aware the customers and staff connect to, has parental control measures applied to prevent acknowledged over 18 content to accessed.
- Be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether its a computer, mobile phone or games console.
- When using social media platforms (including but not limited to Facebook, Twitter and Instagram) ensure adherence to relevant legislation and good practise guidelines.
- Regularly review existing Child Protection policy and procedures with regard to digital mediums.

Managing our online presence:

Our online presence through our website or social media platforms will adhere to the following guidelines:

- All social media accounts are to be password protected. The Facebook page, Twitter and Instagram accounts will be monitored by a designated person and will be overseen by the Management Committee. The designated person will remove any posts deemed inappropriate; and inform anyone effected of the removal (as well as parents of the children directly involved). Any incidents will be recorded. No personal information - such as a child's address, school name or telephone number should be posted on any social media platforms.

- Parents/carers will need to give consent to Diamond Dancentre for photographs or videos to be posted on social media. This will be reviewed on a regular basis.

The Management Committee will review all those personnel who have permission to post to any social media platform on an annual basis.

What we expect of our staff and volunteers:

- Staff should be aware of this policy and behave in accordance with it
- Staff should seek the guidance of the Management Committee if they have any concerns about the use of Internet or social media.
- Staff should make sure any content posted, including personal accounts is accurate and appropriate as young people may follow them on social media.
- Staff should not communicate directly with young people via any media including voice, video or text (eg personal accounts, private messages, phone etc) without parental / carer consent.
- Messages should be signed off in a professional manner, avoiding the use of emojis or kisses (X's)
- Any disclosure of abuse reported through social media will be dealt with according to the Child Protection Policy.
- Smartphone users should respect the private life of others and not take or distribute pictures or videos of other people that may invade their privacy or deemed abusive or offensive.
- All staff and volunteers must not engage in "sexting" or send pictures to anyone that are deemed to be of an obscene, indecent or menacing nature.

#### 5.8 Diamond Dancentre Photography Policy:

Photography in dance schools is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families. As well as these statutory rights, restrictions on photography arise from issues of Safeguarding and Copyright in performances.

Diamond Dancentre recognises that it is difficult to balance the benefits of having photographic records of the wide variety of events that take place day to day in a dance school environment, whilst also appropriately protecting the individuals associated with the school.

'Photography' includes, but is not limited to photographic prints, streaming media and transparencies, video, film and digital imaging, created using devices such as cameras, video cameras, phones or tablets, etc.

There is no intention to prevent teachers using video equipment as a legitimate coaching aid. However, dancers and their parents/carers should be aware that this is part of the coaching program and care should be taken in the storage of such films. All recordings will only take place on the phone belonging to the pupil or the parent/carer of the pupil.

We require all pupils to be registered to Diamond Dancentre which can only be done by registering with the Diamond Dancentre website.

Diamond Dancentre may video or photograph your child for use on our website or in press and publicity information. By giving consent via the Diamond Dancentre website you will be agreeing to your child being included within these images, without permission being requested for each and every individual occasion. You are also informed that there is a live stream of the Dancentre rolling in Diamonds Plus, for parents to observe. By selecting yes when registering, you will give us permission for this to be allowed.

### Events run by Diamond Dancentre:

Diamond Dancentre will inform you, where appropriate at all times where a photographer will be taking pictures/ videos.

The taking photographs or videos for private use is not covered by the Data Protection Act 1998. The Act does not therefore stop parents from taking photographs or videos for their own personal use only. Diamond Dancentre may consider the banning of filming / recording / photography at organised events if it is believed appropriate.

Think before you post; The use of photos/videos on websites, social media, posters, the press or other publication, may pose risks to children and young people if not managed correctly.

### How to minimise the risks:

Think carefully before using any images showing children and young people on social media or other publications.

Choose images that present the activity in a positive light, and promote the best aspects.

Never supply full names of children along with the images, unless:

- it's considered necessary
- it's in the child's best interests
- the child and parent have consented

Only use images of a suitable nature. Dancing can possibly present a higher risk for potential misuse than other sports, so images of these activities should:

- focus on the activity rather than a particular person,
- avoid showing the full face and body of a person,
- avoid images and camera angles that may be more prone to misinterpretation or misuse by others.

Sharing photos online can sometimes identify your location. If you do not want to share your location through your photos:

- check the location settings on your device to know what apps are using geo-location and turn them off or limit the function
- ensure that geo-locations and schedules of children's activities are not shared online.

Please be considerate and careful when tagging in other people on to your posts. As soon as a person is tagged, that post is then opened to a far greater number of people. Please make sure you have their permission before you tag other people in on your posts.

Photography must not be allowed to upset the performance or smooth running of the event or affect the health and safety of pupils and others.