



## Safeguarding Policy

### Introduction

The Kellen Dance Academy is fully committed to safeguarding the children and young people who attend the Academy. We endeavour to take all reasonable steps to protect children and young people from abuse, neglect or harm. The Academy expects all members of staff, volunteers, visitors and third parties to share its commitment to safeguarding and promoting the welfare of pupils.

The purpose of this policy is to protect children and young people who attend the Kellen Dance Academy in regular classes, performances, workshops and other activity linked to the academy.

- The Kellen Dance Academy Safeguarding policy and procedure is introduced to all new teachers as part of their basic teacher trainer.
- All teachers, assistants and volunteers working at the academy know that they have a responsibility to identify any safeguarding concerns and, in partnership with other organisations, will take the appropriate action to address them.
- Staff at the academy understand that it is not their responsibility to investigate possible abuse or neglect.
- Staff and volunteers have a responsibility to identify those pupils who are at risk and to ensure that any concerns about a pupil are reported to the designated safeguarding lead or deputy designated safeguarding lead.
- The role of the designated safeguarding lead (DSL) is to take responsibility for safeguarding within the academy and to be available for staff to discuss safeguarding concerns.

The staff and volunteers of the Kellen Dance Academy will carry out its duty to safeguard children which is defined as:

1. Protecting children and vulnerable adults from maltreatment.
2. Preventing impairment of children's health or development.
3. Taking action to enable all pupils to have the best outcomes.

The academy will respond promptly and appropriately to all incidents or concerns regarding the safety of a pupil that may occur.

### Role of the Designated Safeguarding Lead (DSL)

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The designated safeguarding lead is responsible for matters relating to safeguarding. Staff and volunteers should speak to the designated safeguarding lead if they have a concern for a pupil. Parents and carers are also able to approach the DSL if they have any concerns.

Ellen Harrison is the designated safeguarding leads for the academy.

### **Child Abuse and Neglect**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of abuse and neglect are listed below.

- Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child.
- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

### **Signs of Child Abuse and Neglect**

Signs of possible abuse and neglect may include:

- Significant changes in a child's behaviour
- Deterioration in a child's general well-being
- Unexplained bruising or marks
- Comments made by a child which give cause for concern
- Reasons to suspect neglect or abuse outside the setting eg in the child's home, or that a girl may have been subjected to/or at risk of female genital mutilation, or that a child may have witnessed domestic abuse.
- Inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one to one attention beyond the requirements of their role, or inappropriate sharing of images.

### **Child on Child Abuse**

Children are vulnerable to abuse by their peers. Peer on peer abuse is taken seriously by the academy and will be subject to the same child protection procedures as other forms of abuse. Staff

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are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Teachers will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of child on child abuse:

- Sexual activity (in primary aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other
- One of the children is significantly more vulnerable than the other
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy

If child on child abuse is suspected or disclosed teachers will follow the same procedures as set out above for responding to child abuse.

### **Allegations Against Staff or Volunteers**

If anyone makes an allegation against a member of staff or volunteer:

- The allegation will be reported to the designated safeguarding lead.
- The allegation will be recorded in written form. Any witnesses to the incident will sign and date the record.
- The allegation must be reported to the Local Authority Designated Officer (LADO) by the DSL.
- The LADO will advise if other agencies (eg police) should be informed, and the academy will act upon their advice.
- Following advice from the LADO, it may be necessary to suspend a teacher or volunteer pending investigation into the allegation.
- If appropriate, the academy will make a referral to the Disclosure and Barring Service.

### **Promoting Awareness Among Staff and Volunteers**

The academy promotes awareness of child abuse and the risk of exploitation and ensures that:

- The DSL has the relevant experience and receive the appropriate training in safeguarding and the prevent duty.
- Safeguarding training is renewed
- Ensure all teachers have an up to date DBS check
- All staff and volunteers have a copy of the safeguarding policy and procedure, understand its contents and are vigilant to signs of abuse, neglect or exploitation.
- All staff and volunteers are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about exploitation

### **Use of Mobile Phones and Devices**

- Photography will only be taken of children with their parent's permission  
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- Only photographs of children with parental permission will be shared on social media.
- Mobile phones are only used by staff during class for contacting parents, emergency services, occasionally to play music or to take photographs of work.

## **Safeguarding Procedure**

If a child makes a disclosure to a member of staff or volunteer, the adult should:

1. Remain calm and try not to show shock or disbelief.
2. Listen with the utmost care to what the child is saying.
3. Always inform the child that this information will have to be passed on to help keep them safe.
4. Always offer reassurance to the child. Let them know that they were right to inform you, that the abuse isn't their fault, that they've done the right thing and that you are listening to them and treating the information seriously
5. Do not rush the child into giving details of the abuse. Your role is to listen to what the child wants to tell and not to contact an investigation.
6. Always use language that the child understands and wherever possible the child's words to clarify or expand what has been said. Record exactly what the child said in their words.
7. Question normally without pressurising and only using open questions.

If a concern is raised the DSL must be informed immediately and the relevant course of action followed.

If the situation is urgent and the child is at risk by going home with the parent/carer then the police should be contacted immediately on 999. This would be a situation where the teacher felt the child was in immediate danger.

### **Action of the DSL**

Once the DSL has received a concern the information will be reviewed and a decision on the action to take will be made.

1. Decision to monitor the concern. If this is the decision made then the teacher should monitor the child and feedback to the DSL within the agreed timescale.
2. Speak to the parent/carer. The teacher will speak to the parent or carer about the concern or disclosure. Following the discussion, the following action can be taken:
  - No action but the DSL to write a report with the concern and the follow up action
  - Decision to monitor the concern
  - Make a referral to children's services 01325 406333 in office hours, out of hours 01642 524552. If a referral is to be made the parent/carer should be informed.
  - All referral information and decisions, phone calls, discussions and actions should also be recorded and kept with the full record. This should also include a record of any decisions made not to refer the incident, along with the reasons.

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