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SAFEGUARDING POLICY

1) Introduction and policy statement 2

2) Responding to incidents, suspicions and allegations of abuse involving children and vulnerable adults 3

3) Code of behaviour and good practice 4

4) Recruitment, disclosure and barring 5

5) Training 5

6) Photography and filming of children and vulnerable adults 6

7) Allegations of abuse against staff members, trainees, volunteers and visitors 6

8) P.H.A.D staff members, trainees, students, visitors or P.H.A.D members already under investigation 6

9) Review of policy and procedures 7

10) Signature 7

11) Appendices

Appendix 1 Incident, allegation and suspicion of abuse Report form 8

Appendix 2 A quick guide to reporting procedures 10

1. Introduction and policy statement:

1.1 P.H.A.D provides a safe environment to promote the well-being of children and under the age of 18 years, as well as vulnerable adults. P.H.A.D will ensure that safeguarding and promoting the welfare of children and vulnerable adults is rooted in our contact through activities provided.

1.2 The protection of children and vulnerable adults is essential to P.H.A.D. The aim of P.H.A.D's Policy and Procedures on Safeguarding Children and Vulnerable Adults (the "Policy") is to ensure that children and vulnerable adults in contact with P.H.A.D are protected and that there is a system in place to care for their wellbeing.

1.3 P.H.A.D believes that; the welfare of the child is vital, that all children have the right to equal protection from all types of harm or abuse regardless of age, disability, gender, race, sexual orientation or identity, or religious belief. Adults can become at risk of harm as well.

1.4 The aims of these policies and procedures are:
● To facilitate protection for children under the age of 18 years and vulnerable adults during any activity provided by P.H.A.D
● To give staff procedures to follow should they suspect that a child or vulnerable adult at may be risk of or experiencing abuse or harm
● Or where there is concern about an adult that might harm a child or vulnerable adult.

1.5 Under The Children Act 1989, which applies mainly to England and Wales, 'a child' is up to the age of 18 years. This can apply up to the age of 25 years if they are receiving help from Social Services or Education. Other relevant legislation includes the Children Act 2004 and the Children, Schools and Families Act 2010. Similar arrangements exist in Scotland under The Children (Scotland) Act 1995; The Protection of Children (Scotland) Act 2003; The Protection of Vulnerable Groups (Scotland) Act 2007 and in Northern Ireland; The Children (Northern Ireland) Order 1995; Safeguarding Vulnerable Groups (NI) Order 2007.

1.6 P.H.A.D will embrace the guidance contained in 'Working Together to Safeguard Children's. This covers the legal requirements of and expectations on individual services to safeguard and promote the welfare of children.
Safeguarding and promoting the welfare of children is defined as:
● protecting children from maltreatment
● preventing impairment of children's health or development
● ensuring that children grow up in safe and effective care
● intervening to enable all children to have the best outcomes.

1.7 These policies and procedures have been drawn up on the basis of UK law and guidance, setting what children need to have a safe, happy and fulfilled childhood regardless of their sex, religion, social origin and where and to whom they were born.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417669/Archived Working_together_to_safeguard_children.pdf

1.8 P.H.A.D is dedicated to providing a child protection and vulnerable adults safeguarding policy and procedures and will make this available to the public via the website and expected to adhere to it.

1.9 There are four acknowledged categories of child abuse: physical, sexual, neglect and emotional abuse. P.H.A.D are also aware of other issues affecting children and young people, i.e. self-harm and bullying.

1.10 The main forms of abuse in relation to vulnerable adults include physical, sexual, psychological, financial or material abuse, neglect, discriminatory abuse and acts of omission.

2. Responding to incidents, suspicions and allegations of abuse involving children and vulnerable adults

2.1 These procedures are meant to choose a moderate course between the necessity to safeguard children and vulnerable adults from abuse and the need to protect P.H.A.D staff members, trainees, students, and visitors from false allegations.

2.2 It is not the duty of P.H.A.D's staff to decide whether a child or vulnerable adult is being abused or might be abused, but there is a responsibility to take action so that appropriate agencies can then take any necessary steps to protect them.

2.3 It is the responsibility of appropriate authorities to investigate any incidents.

2.4 Should an incident, allegation or suspicion of abuse (hereinafter referred to as incident) be seen, heard or suspected, the following procedure should be put in place:
● Discontinue any other activity and give the incident absolute priority.
● Keep calm and at the same time concerned when hearing the report of an incident.
● Advise the child, vulnerable adult or third party that it is appropriate for them to provide information.
● Take what reported seriously and allow extra time if a child or vulnerable adult has a speech difficulty or a different language proficiency.
● Keep questions concise and limited to ensure understanding of what has been reported, without making the child, vulnerable adult or third party feel interrogated.
● Avoid interrupting if the latter are recounting significant events.
● Reassure the child or vulnerable adult.
● Make clear that you will have to pass on these information to whom appropriate.
● Ponder whether urgent action is needed to protect any child or vulnerable adult. Identify others who may be at risk. If the Principal is not available, you should alert the appropriate authorities and remain with those who may be at risk until they can be taken to safe care, where suitable.
● Make a record of what has been said or seen and actions taken as soon as possible, using the Incident Report Form in Appendix 1. Keep original notes as they may be needed as evidence. The record should include:

a) A thorough record of the incident in the child or vulnerable adult's own words or the words of the third party reporting it. This record may be used later in a criminal trial and therefore needs to be as accurate as possible.
b) Details of the incident.
c) A description of any injury. Remember that you are not allowed to remove the clothing of a child or vulnerable adult for the purpose of inspecting injuries.
d) Dates, times or places and any other relevant details.
e) Written files including emails and letters.

● The incident should be reported in writing without delay to the Principal.
● Should you see or have concerns about a child, young person or vulnerable adult being harmed or at risk, it is your role to respond and advise the Principal of P.H.A.D.

2.5 When unsure about how to intervene, you should contact the Police, local Social Services Department or the NSPCC Adult Child Protection Helpline on 0808 800 5000 or Childline for children and young people on 0800 1111.

3. Code of behaviour and good practice

3.1 P.H.A.D's Code of behaviour and good practice is meant to give advice on protecting children and vulnerable adults while helping to avoid any practices which could be misinterpreted or lead to false allegations. P.H.A.D staff members, trainees and students involved in activities on behalf of P.H.A.D which include children and/or vulnerable adults must adhere to the following code:

3.1.2 P.H.A.D staff members, trainees, students and visitors must treat with respect all children and vulnerable adults, respecting their rights to personal privacy.

3.1.3 P.H.A.D staff members, trainees, students, and visitors to P.H.A.D should be aware that any physical contact with a child or young person may be misinterpreted. Where this is required, it should be provided openly in front of other students. It must be made clear that physical touching is required for correctional purposes only.

3.1.4 In activities, feedback should always be constructive and the language used not threatening or upsetting.

3.1.5 Unobserved contact with a young person or vulnerable adult should be avoided, unless authorised by a parent or guardian.

3.1.6 If first aid is required, it should be administered by a trained first aider in the presence of another adult, and the Principal should be informed.

3.1.7 Written parental or guardian consent should always be obtained for the use of any photographs, film or videos involving children and vulnerable adults.

3.1.8 In all activities, P.H.A.D staff members, trainees, students, and visitors to P.H.A.D, are required to challenge unacceptable behaviour in accordance with what provided by this code of conduct and good practice.

3.1.9 Any incidents, allegations or suspicions of abuse should be reported immediately to the Principal, as per the reporting guidelines (Appendix 2).

3.1.10 In all dealings with children and vulnerable adults, P.H.A.D staff members, trainees, students, and visitors to P.H.A.D where appropriate, should never:

- Leave children in their care unsupervised
- play rough physical or sexually provocative games, whether based on talking or touching or allow or engage in any form of inappropriate physical activity which involve or are observed by children or vulnerable adults
- share a room overnight with a child or vulnerable adult
- Enter the private room of a child or vulnerable adult unless it is absolutely necessary. Wherever possible, you should be accompanied by another adult
- tolerate bullying of a child by an adult or another child
- form or seek to form relationships of a sexual nature or which may lead to sexual activity (i.e. 'grooming')
- allow children or vulnerable adults to use inappropriate language without challenging it
- make comments that may be perceived as sexually suggestive or discriminatory even in jest
- Disciplining a child or vulnerable adult with physical punishment
- use harsh criticism

● use alcohol, smoke or take drugs during the working day, including any breaks or when involved in activities with children or vulnerable adults
● give your personal contact details to a child or vulnerable adult met through work or using social networking sites
● Facilitate situations where an abuse of trust may occur. Specifically, you should not form a close personal relationships with a child or vulnerable adult, even if they are seeking and are agreeable to such a relationship
● transport a child or vulnerable adult in a personal vehicle unless explicit consent has been given by a parent or guardian or in case of an emergency where the welfare of the child or vulnerable adult is at risk. In such cases, the Principal must be informed
● let allegations made by a child or vulnerable adult to go unrecorded or omit acting on these
● carry out personal activities (e.g. washing or dressing) for a self-sufficient child or vulnerable adult, except when this becomes necessary to avoid discomfort. If a child has a disability, such tasks should only be performed with the full understanding and consent of and, where possible, assistance from the parents or carers. A vulnerable adult may be able to consent for themselves.

3.2 Any visitors or contractors must respect P.H.A.D's Code of behaviour and good practice as part of their agreement with P.H.A.D. They will also be required to sign a declaration stating that their staff and volunteers, where appropriate hold the necessary disclosure and barring checks.

3.3 The Principal should be informed of any activity involving children or vulnerable adults well in advance and provided with full details of the activity. This will include any further visitors to the site or filming or recording of such activities.

4. Recruitment and disclosure and barring

4.1 P.H.A.D has policies on and barring clearance, the recruitment of ex-offenders and the secure storage, use, retention and disposal of disclosures and disclosure information which inform this Policy.

4.2 On 1st May 2012, the Protection of Freedoms Bill became an Act of Parliament confirming changes to the system of barring and criminal record checks. The Act made a number of changes.

4.3 The Criminal Records Bureau and the Independent Safeguarding Authority merged to become the Disclosure and Barring Service (DBS) in November 2012. New requirements have also been introduced in relation to selection and checking of staff members and volunteers.

5. Training:

5.1 All P.H.A.D staff members who work with children or vulnerable adults will receive a copy of this Policy as part of their induction and thereafter will be required (as appropriate) to refresh, expand or update their knowledge related to subject of safeguarding of children and vulnerable adults.

5.2 Trainees will be provided with copy of this Policy on the safeguarding of children and vulnerable adults as part of their programme of study and thereafter will be required (as appropriate) to refresh, expand or update their knowledge related to subject of safeguarding of children and vulnerable adults.

6. Photography and filming of children and/or vulnerable adults

6.1 No unauthorised filming or photography is allowed during P.H.A.D activities without written or witnessed consent from the parent or guardian of children and vulnerable adults. The person

requesting filming, photographing or recording should explain the purposes for which any images or recordings will be used. This applies to both children and vulnerable adults.

6.2 In relation to photography and recording images of children, the good practice guidelines listed below should be adhered to. This measure is meant to avoid the risk of manipulation and inappropriate use of photographs or footage of young and disabled children and young people.
● All young people and vulnerable adults featured in photographs or recordings must be appropriately dressed for the activity they are undertaking
● Wherever possible, images of the young people and vulnerable adults should be recorded in small groups and focus on the activity
● Storage and dissemination of the photographs or video material must be carefully considered.

7. Allegations of abuse against staff members, trainees, volunteers and visitors

7.1 There is evidence that child and adult abuse can take place outside the family setting, including within private and public organisations. Personnel working with children or vulnerable adults in a paid or voluntary capacity may be involved. Abuse occurring in an organisation is rarely an isolated episode. Eos Dance School's staff should be aware of this and be prepared to respond to any allegation.

7.2 Should a member of staff or anyone involved in an activity within P.H.A.D have a concern about the behaviour of another staff member or adult working within P.H.A.D, even as a visitor, they must report this to the Principal within the same working day. The Principal will then make a decision regarding how to address the issue, including making a referral to the police, adult protection, children's social care and or the Local Authority Designated Officer (LADO), in England. The LADO should be alerted whenever it is alleged that a person who works with children has:
● harmed, or may have harmed a child
● committed or may have committed a criminal offence against children
● proved unsuited to working with children, following their inappropriate behaviour.

7.3 If a member of staff is concerned about their own line manager, then they should report the matter to the Principal, who will make a decision on the course of action.

7.4 Allegations against staff must be taken seriously and be acted upon regardless the nature of the allegation.

7.5 The parents or guardians of the child or vulnerable adult should be contacted immediately, following decisions made by the Principal, NSPCC, Children's Social Services or LADO.

8. P.H.A.D staff members, trainees, students, visitors or P.H.A.D members already under investigation.

8.1 Should a P.H.A.D employee, student, visitor, student/trainee, or Member be under investigation by a third party or an appropriate authority for actions affecting their suitability to work with children and vulnerable adults, any relevant information must be reported to the Principal.

8.2 The person under investigation will be prevented from working with children and vulnerable adults through P.H.A.D.

8.3 A further course of action will be then evaluated and implemented by P.H.A.D and relevant records stored appropriately.

9. Review of policy and procedures

9.1 The Policy will be reviewed by the Safeguarding Working Group annually or more frequently in response to new legislation or where an incident has occurred that requires an adjustment to processes within. This is to ensure that the Policy continues to meet the safeguarding legislation and best practice.

10. Signature

Kim Rogers

Kim Rogers
Principal P.H.A.D
I.S.T.D / A.A
P.H.A.D (Pamela Hebberd Academy of Dance)

Website: www.phacademyofdance.co.uk
Facebook: https://www.facebook.com/phacademyofdance/?ref=aymt_homepage_panel
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Email: phacademyofdance@hotmail.co.uk
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Appendix 1

Incident, allegation & suspicion of abuse (hereafter 'incident') report form

Date Incident reported:

Person recording the incident:

Person reporting the incident:
Name:
Job Role:
Knowledge of and relationship to the child/venerable adult
Contact Address:
Contact Number(s):
Email:

Child/Vulnerable adult details:

Full name of child/vulnerable adult:
Date of birth:
Contact address:
Telephone numbers(s):
Disability (if applicable):

Incident Details:

Location of incident (if relevant):	Date and time of incident (if relevant):
Detailed information (where applicable in child/vulnerable adults own words if possible):	
Details of any observations made by you or to you (e.g. description of visible bruising, other injuries, child/vulnerable adults emotional state). N.B. Make a clear distinction between what is fact and hearsay:	
Actions taken so far:	

Alleged abuser's details (if known):

Name:
Date of birth/age:
Relationship with child/vulnerable adult:
Occupation:
Address:
Telephone numbers(s):
Disability:

External agencies contacted:

AGENCY	YES/NO	CONTACT NAME	CONTACT NUMBER	DATE	TIME	DETAILS OF ADVICE RECEIVED
Police						
Social Services						
Local authority state if L.A.D.O contacted						
NSPCC						
Other (Please name)						

I acknowledge that the details described are accurate and will remain strictly confidential between the 'appropriate reporting channels' and myself.

Signed…….. Date.....

Please submit this form immediately to the Principal.

Appendix 2

A quick guide to reporting procedures

If you see, hear of or suspect abuse, are aware of serious poor practice or have concerns about a breach of Eos Dance School's code of behaviour in relation to child abuse or a vulnerable adult. Full details can be found in Eos Dance School's Safeguarding Policy and Procedures

1	If concerned about a child or vulnerable, report your concern to a DSO/NSO within 24 hours. If this is not possible and if there is an immediate risk, report it to the appropriate authority, e.g. police, NSPCC, children's social care or adult social care (social services)

2	Record the details of the abuse/allegation/suspicion Record accurately what the child/young person or Vulnerable Adult has said or what has been seen or reported

3	Include information about how the child/VA appeared (angry/upset), recording any visible signs on the child/VA e.g. burn on the hand. Do not ask the person to remove clothing. Do not ask leading questions or investigate. Complete the form in Appendix 1 the same day

4	Report the matter with the Principal, who will make a decision regarding the concern/incident