

# The Babel School of Dance

## Children and Vulnerable Adult Policy

### **POLICY STATEMENT**

We recognise that we have an explicit duty to safeguard and protect children from abuse as defined in the Children Act 2004 and the Education Act 2002.

Everyone at our organisation shares an objective to help keep children, young people and vulnerable adults safe by:

- Providing a safe environment to learn in
- Identifying and responding to children, young people and vulnerable adults in need or support and / or protection
- Supporting children's development in ways which will foster a sense of self esteem and independence
- Fostering a learning environment in which every pupil feels 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 while they visit or are attending classes on our property. We will do this by:

1. Ensuring our staff are carefully selected
2. Providing appropriate training for staff in issues of child protection
3. Ensure all staff (including teaching staff, administrators and ancillary staff) undergo an Enhanced Criminal Records Bureau disclosure
4. To establish and maintain an ethos where children and young people feel secure and are encouraged to talk, and are listened to
5. Taking all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult in contact with us
6. Not physically, emotionally or sexually abusing any child or vulnerable adult in contact with us
7. Taking all reasonable steps to prevent any staff member, persons working for us 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
8. Taking all reasonable steps to prevent any staff member, persons working for us or member of the public from physically, emotionally or sexually abusing any child or vulnerable adult
9. Reporting to the Principal 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
10. Referring to statutory authorities all incidents reported to the Principal,
11. Implementing this policy in conjunction with our Health and Safety guidelines already in place.

Everyone working or applying to work for this organisation will be made aware of our policy for children's welfare. Furthermore, this document will 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 the Principal or Manager of the organisation.

## **ROLES AND RESPONSIBILITIES FOR ALL STAFF**

These guidelines apply to:

- A situation involving children and young people up to age 18, whether or not accompanied by adults. We also recognise that vulnerable people of any age will benefit from similar safeguards. Wherever guidelines refer to children, this broader meaning applies
- All staff, contractors, freelance staff, volunteers and consultants working within our organisation or on our premises. In the case of contractors and consultants it is incumbent upon the Principal, to ensure that they are made aware of these guidelines

## **GENERAL DUTIES FOR ALL STAFF**

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

- Undergo 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 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

## **ROLES AND RESPONSIBILITIES FOR ALL STAFF**

- Safety of participants and staff is of prime consideration at all times
- All accidents involving anyone should be recorded in the organisation's accident book immediately or as soon as practicably possible
- Staff are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment
- Staff are responsible for reporting suspected cases of child abuse to the named responsible person and/or agencies
- Appropriate staff should have access to any parent consent/emergency consent forms for all children taking part in any activities [this information should be confidential]
- Staff should ensure that their activities start and end on time
- Staff are expected to promote, demonstrate and incorporate the values of fair play, trust and ethics throughout their activities
- Staff should ensure that 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

## **ADMISSION PROCEDURES**

A register of names, addresses, next of kin and contact addresses and telephone numbers for emergencies will be kept.

Parents or carers, and where appropriate older children, will be given a copy of a written statement which specifies the action which will be taken in the event of a child becoming ill or being injured and which indicates that any information which suggests that a child has been abused will be passed on to the Social Services Department and/or the police.

## **CODE OF BEHAVIOUR FOR ALL STAFF**

People working at our organisation will observe the following requirements where children, young people or similarly vulnerable people are concerned.

### **Do's and Don'ts for Working with Children**

#### **DO:**

- Behave professionally
- Listen to children
- 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 favoritism 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 of children without permission

### **Do's and Don'ts for Working with Vulnerable Adults**

#### **DO:**

- 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 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

We 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.

### **PHOTOGRAPHING CHILDREN**

Photographs of children will only be used if written consent has been obtained from a parent/guardian. General group photographs will be used if no individual can be identified by reason of any attached data. Permission will be obtained firstly to take the photograph and secondly for permission from the parent if the photograph is to be reproduced.

### **WHAT TO DO IF AN ACCIDENT HAPPENS**

Please see The Babel School of Dance Accident Policy

### **FIRST AID**

Please see The Babel School of Dance Accident Policy

## **ENHANCED DBS DISCLOSURE**

All staff including teachers, freelance teachers, contractors, volunteers, administrative and ancillary staff will undertake an Enhanced CR/DBSB disclosure which will be kept up-to-date.

This policy has been written following the guidelines of the Council for Dance Education and Training

<b>SIGNED</b> On behalf of The Babel School of Dance	<b>PRINTED</b>	<b>POSITION</b>	<b>DATE</b>
	<b>Sara Ridley</b>	<b>Principal</b>	<b>13.7.17</b>

**TO BE REVIEWED ANNUALLY**

**Next Review – July 2018**