



Dance Live! Safeguarding Policy

1. Purpose and Scope

Dance Live! recognises its responsibility to safeguard the welfare of all children and vulnerable adults, by a commitment to practice which protects them.

Dance Live! recognises that the welfare of children and vulnerable adults is paramount, and all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.

Dance Live! is managed by The Guildhall Trust, and therefore this policy sits in-line with the Trust's safeguarding, and associated, documents. Should you require any specific ones mentioned in this policy, please contact the designated safeguarding officer.

The purpose of this policy is:

- to provide protection for the children and vulnerable adults who use services provided by Dance Live!.
- to provide guidance on the safeguarding procedures they should adopt in the event that they suspect a child or vulnerable adult may be experiencing, or be at risk of, harm.

This policy applies to all colleagues, casual workers, volunteers, consultants, contractors or any other people working for or associated with the Dance Live! team.

A breach of the policy and its procedures may result in disciplinary action.

2. Principles

For the purpose of this policy, anyone under the age of 18 will be considered a child. The principles contained in this policy will also apply to vulnerable adults.

All concerns and allegations of abuse will be taken seriously by the Dance Live! team and its colleagues and responded to appropriately - this may require a referral to children's services, associated agencies or the Police.

Dance Live! is committed to putting processes in place which provide safe recruitment, selection and vetting.

The Safeguarding Policy is underpinned by child protection legislation and guidance, and The Trust's/ Dance Live!'s policies and procedures.



The Policy will be reviewed on an annual basis to ensure compliance with revised legislation and guidance.

3. Policy Objectives

3.1 Awareness and prevention

Employees, trustees and volunteers working for Dance Live! recognise that there are four main types of abuse suffered by children and vulnerable adults. These are physical abuse, sexual abuse, emotional abuse and neglect.

All Dance Live! employees, trustees and volunteers, have been made aware of Dance Live!'s child protection policy and guidelines for working with children and vulnerable adults.

The Dance Live! team work alongside any venues that they visit, to ensure that not only does the event comply with venues safeguarding procedures, but that venues follow strictly to the organisations policies.

The Dance Live! team work alongside Local Authorities' Child Employment Licensing teams, to ensure that the organisations complying with each local authorities safeguarding procedures.

Information that is collected by Dance Live! is on a need to know basis- the organisation will only collect information that is required from each Local Authority, to comply with their child licensing information.

Information collected of young people will be securely stored for 6 months after each event, whereby it will be securely destroyed. Information will only be securely shared with Local Authorities Child Licensing teams, should they request it.

Through awareness and good practice, Dance Live! employees, trustees and volunteers can minimise the risk of abuse to children and vulnerable adults and also protect themselves against false allegations of abuse.

Dance Live! is committed to careful planning of appropriate activities for children and vulnerable adults in order to minimise situations where abuse could occur.

3.2 Photographic images

Dance Live! will only share images of Children, Young People and Vulnerable Adults, when we have received permission to do so by the participating school. It is the school's responsibility to obtain image consent of participating children/ young people, and make the Dance Live! team aware of any photo consent issues that they have within their group. The Dance Live! team will send over any images to the lead



teacher, for them to vet, before any are released into the public domain. If an image is flagged as a safeguarding concern, these shall be permanently removed from the system.

3.3 How to recognise abuse and neglect

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them, or more rarely, by a stranger for example via the internet. They may be abused by an adult/adults or by another child/children.

Physical abuse involves causing physical harm, which may involve hitting, shaking, burning, suffocating etc. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable adult.

Emotional abuse is the persistent emotional maltreatment such as to cause severe and persistent adverse effects on a child or vulnerable adults emotional development. It may involve conveying that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children or vulnerable adults. These may include interactions that are beyond the child or vulnerable adult's capability, as well as overprotection and limitation of exploration and learning, or preventing participation in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing the person to feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults.

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, including prostitution, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities such as involving children in looking at, or in production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect from physical harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.



- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

4. Safeguarding Procedures

- **The Guildhall Trust's Head of Learning and Participation** will be designated officer for dealing with child protection matters on behalf of Dance Live!, and for making any referrals to children's services, other agencies, and the Police as required. That person is also responsible for providing support to a colleague, worker or other person who has reported a child protection concern.
- Colleagues, casual workers or any other people associated with Dance Live! should share any concerns about potential abuse with the designated officer.
- Under no circumstances should colleagues speak to or confront the alleged abuser, or share suspicions or information with any other person other than the designated person, Children's Services or the Police.
- Confidentiality is crucial in dealing with child protection matters, and the Guildhall Trust's Code of Conduct rules on protecting confidential and sensitive information apply.
- Safe recruitment, selection and vetting procedures will be implemented, including checks into the eligibility and the suitability of colleagues and casual workers who have contact with children, in line with current legislation.
- Any complaints about the unacceptable conduct or behaviour of colleagues, casual workers or other workers associated with Dance Live! towards children, should be initially made to the designated officer.
- Safeguarding guidance will be provided to colleagues of Dance Live! to support them in carrying out their responsibilities under the policy.

What to do if a child or vulnerable adult discloses

If a child or vulnerable adult tells a member of staff about harm or abuse that they are suffering, or have suffered that person should:

- Listen carefully and let them tell you what has happened at their own pace, only asking questions for clarification.
- Remain calm and caring and avoid interrupting information.



- Do not conduct an inquiry into what has happened.
- Avoid cross-questioning or leading questions.
- Do not promise to keep it a secret but tell them that you need to share this information with others, but make it clear that you will only tell people who need to know and who can help.
- Reassure them that they did the right thing in telling you.
- Speak immediately to the designated officer.
- Make a note of what was said using an incident form (**Appendix 1**) using the child or vulnerable adult's own words as soon as possible after the disclosing conversation, and sign and date your record.

Designated safeguarding officer to report concerns to

Hayley Reay
Head of Learning and Participation, The Guildhall Trust
02393 820 193// hayley.reay@portsmouthguildhall.org.uk

NB: Note for Implementation

This Safeguarding Policy needs to be underpinned by:

- Reporting procedures for the designated person
- Guidance for colleagues in dealing with potential abuse cases and protecting their own position when dealing with children.
- Recruitment and selection procedures related to vetting of potential colleagues
- Monitoring procedures for ongoing vetting (e.g. how often will staff be checked?)



Appendix 1

Dance Live!

INCIDENT REPORT FORM for Safeguarding Concerns

Have you?

- Reassured the person
- Been honest and not made promises you cannot keep
- Explained why you may have to tell other people in order to stop what's happening
- Avoided leading questions and asked as few questions as possible
- Encouraged them to use their own words
- The less questions you ask, the better

Thank you for identifying that you have concerns about a child or vulnerable adult in the workplace. It is not always easy to report an incident, and we would like you to know that this form will be treated in **STRICTEST CONFIDENCE**. Please complete this form with as much detail as possible, using additional sheets of paper if necessary to complete your report.

Child/Vulnerable Adult details	Details of Person Reporting
Name:	Name:
Address:	Department:
	Contact Details:
Postcode:	
Date of Birth:	
Tel:	Date if incident:
	Date of report:

Describe what was disclosed/witnessed

Say what you heard/saw, do not include opinion (include additional sheets if required)



Time of incident:	Location of incident:

I understand the information given above is correct to the best of my knowledge, and that any information disclosed in good faith will be treated in the strictest confidence. I also acknowledge that malicious allegations may result in prosecution.

Staff member completing	Designated safeguarding officer
Name:	Name:
Signature:	Signature:
Date:	Date:

Action taken	
Date:	Time:
Name:	Role:
Notes of discussion and action:	