



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, including the Keeping Children Safe in Education Act 2025 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.

The use of mobile phones for photographic purposes in dressing rooms by participants and/ or staff is prohibited, unless the photo is authorised to be taken by the lead teacher, who has obtained image consent for all young people featured in the image. Please see Dance Live! Code of Conduct for further details.

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 nonpenetrative 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 caregivers)
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appropriate Adult Behaviour

At The Guildhall Trust, we are committed to creating a safe and supportive environment for all children under our care. This section is designed to outline the expectations and standards for appropriate adult behaviour, to ensure the well-being and protection of every child.

Respect and Dignity:

All adults must treat children with respect and dignity, recognising their individuality and right to privacy. Verbal, physical, or emotional abuse will not be tolerated under any circumstances.

Supervision and Monitoring:

Adults should always be vigilant and provide adequate supervision to ensure the safety of children. Any concerns about the safety of a child should be reported promptly to the Designated Safeguarding Officer.

Professional Boundaries:

Adults must maintain professional boundaries with children, refraining from engaging in any behaviour that could be misconstrued as inappropriate or could compromise the child's trust.

Communication:

Open and transparent communication with children is encouraged. Adults should actively listen to children, respond to their needs, and foster an environment where they feel comfortable expressing themselves.



Physical Contact:

Physical contact with children should be appropriate, necessary, and in line with the nature of the activity. Consent should be sought whenever possible, and any physical contact must be non-intrusive and respectful.

Physical Behaviour:

Physical interactions with children should be appropriate, considerate, and devoid of aggression. Any form of corporal punishment, rough handling, or physical discipline is strictly prohibited. Adults should be mindful of personal space and avoid any physical behaviour that may cause discomfort to the child.

Language:

Adults must use language that is respectful, age-appropriate, and free from offensive or inappropriate content. Verbal abuse, offensive jokes, or derogatory language towards children is strictly forbidden. Communication should be positive, encouraging, and conducive to the child's emotional well-being.

Alcohol and Substance Misuse:

Adults must refrain from consuming alcohol or using substances during any activity involving children. Being under the influence of alcohol or substances impairs judgment and may compromise the safety of children. Any adult found to be under the influence will be immediately removed from the activity, and appropriate action will be taken, which may include reporting to relevant authorities.

Confidentiality:

Adults must respect the confidentiality of information shared by children unless there is a risk of harm. Any disclosures related to abuse or potential harm should be reported to the Designated Safeguarding Officer immediately, using the disclosure form below.

Training and Awareness:

All adults involved in activities with children are required to undergo appropriate training on safeguarding procedures and be aware of the signs of abuse. Continuous awareness and education on child protection issues are essential.

Reporting Procedures:

Any concerns or suspicions about the well-being of a child must be reported to the designated safeguarding officer promptly. Failure to report concerns may result in disciplinary action.

Supervision of Activities:



Activities involving children should be carefully planned and supervised to ensure a safe and secure environment. Risk assessments should be conducted, and appropriate measures implemented to minimize potential risks.

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 a digital incident form (**Appendix 1**) or hard copy (**Appendix 2**) using the child or vulnerable adult's own words as soon as possible after the disclosing conversation, and sign and date your record.

Allegations Against Staff

Allegations against staff members involving the safety and welfare of children are taken extremely seriously. We recognise the importance of responding promptly, thoroughly, and sensitively to any such allegations. Our organisation is dedicated to maintaining a culture of openness, accountability, and transparency in dealing with these matters.

Key Principles

Immediate Action:

Any allegation made against a staff member will be treated with urgency. The safety and well-being of the child involved will be the primary concern.

Confidentiality:

All information related to the allegation will be handled with the utmost confidentiality, ensuring the privacy of those involved.

Information will only be shared on a need-to-know basis, following legal and regulatory guidelines.

Impartial Investigation:

An impartial and thorough investigation will be conducted by designated personnel who are trained in safeguarding procedures.

The staff member involved will be treated fairly and will have the opportunity to present their perspective during the investigation.

Reporting and Documentation:



All allegations, investigations, and outcomes will be documented in a secure and confidential manner.

Relevant authorities, including child protection agencies, will be informed as required by law.

Process for reporting:

If staff have a safeguarding concern or an allegation of harming or posing a risk of harm to children is made about another member of staff (including temporary staff, volunteers, workshop leaders/ contractors) then:

- this should be referred to the Designated Safeguarding Lead
- where there is a concern/allegation about the Designated Safeguarding Lead, this should be referred to the CEO.
- in the event of a concern/allegation about the CEO, or a situation where there is a conflict of interest in reporting the matter to the CEO, the DSL should first be informed, whereby they should report directly to the local authority designated officer(s) (LADO). Details of your local LADO is easily accessible on your local authority's website.

Support for all Parties:

Support mechanisms will be in place for the child, their family, and the staff member involved throughout the investigation process.

Review and Continuous Improvement:

Our organisation is committed to ongoing review and improvement of our safeguarding policies and procedures.

Feedback from investigations will be used to enhance our practices and prevent similar incidents in the future.

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?)

Date Reviewed: 14th October 2025

Next Review Date: 14th October 2026

Signed:

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Name:

Hayley Reay

Job Title:

Head of Learning and Participation & DSL

Signed:



Name:

Andy Grays

Job Title:

CEO



Appendix 1

Digital Safeguarding Incident Report Form:

Please use the below QR code to report safeguarding concerns:

Digital Safeguarding Incident Report Form





Appendix 2

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:	