LLDS Child Protection Policy Lucy Lovick Dance school

This policy was written and adopted on August 1st 2019. This policy is to be reviewed in Summer term 2020 or in light of major changes.

Introduction

1.1 The Management and staff of Lucy Lovick Dance School fully recognises the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

1.2 All staff believes that our dance school should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.

1.3 The aims of this policy are:

1.3.1 - To support the child's development in ways that will foster security, confidence and independence.
1.3.2 - To raise the awareness of staff, students, and volunteers of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
1.3.3 - To provide a systematic means of monitoring children known or thought to be at risk of harm.

1.3.4 - To emphasise the need for good levels of communication between all members of staff.
1.3.5 - To develop a structured procedure within the dance school in cases of suspected abuse.

1.3.6 - To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
1.3.7 To ensure that all adults within our dance school who have access to children have been checked as to their suitability.

2.0 Procedures

2.1 - Our dance school procedures for safeguarding children will be in line with LSCB procedures. We will ensure that:
2.1.1 - We have a designated member of staff who undertakes regular training.
2.1.2 We have a member of staff who will act in the designated staff's absence.

2.1.3 All members of staff develop their understanding of the signs and indicators of abuse. 2.1.4 All members of staff know how to respond to a pupil who discloses abuse.

2.1.5 All parents/carers are made aware of the possibilities of staff members actions with regard to child protection procedures.

2.2 Our procedures will be reviewed regularly and up-dated accordingly.
2.3 All new members of staff will be given a copy of our child protection procedures as part of their induction into the dance school.

3.0 Responsibilities
3.1 The designated staff is responsible for:
3.1.1 Adhering to the LSCB, ISTD and dance school procedures with regard to referring a child if there are concerns about possible abuse.
3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
3.1.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
3.1.4 Ensuring that an indication of further record-keeping is marked on the pupil records.
3.1.5 Ensuring that any pupil currently who is subject to a child protection plan who is absent without explanation for three days is referred to Social Care.

4.0 Supporting Children

4.1 We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.

4.2 We recognise that the dance school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

4.4 Our dance school will support all pupils by:
4.4.1 Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
4.4.2 Promoting a caring, safe and positive environment within the dance school.
4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
4.4.4 Notifying Social Care as soon as there is a significant concern.
4.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the dance school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

5.0 Confidentiality

5.1 We recognise that all matters relating to Child Protection are confidential.
5.2 The Manager or designated Staff will disclose any information about a pupil to other members of staff on a need to know basis only.
5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
5.4 All staff must be aware that they cannot promise a child to keep secrets.

6.0 Supporting Staff

6.1 We recognise that staff working in the dance school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful.
6.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated staff and to seek further support as appropriate.

7.0 Safer Recruitment

7.1 Our Dance school will ensure we practice Safe Recruitment by undertaking enhanced CRB checks of staff and volunteers who work with children. Recruitment adverts will highlight the priority that the school places on this. The Management will ensure that the managers from each school will attend Safer Recruitment Training.

8.0 Allegations against staff

8.1 We understand that a pupil may make an allegation against a member of staff.
8.2 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Manager.
8.3 The Manager on all such occasions will discuss the content of the allegation with Local Authority Designated Officer

8.4 If the allegation made to a member of staff concerns the Manager, the designated staff member will immediately inform the area manager/ deputy who will consult with the Local Authority Designated Officer (LADO).
8.5 The Dance school will follow the procedures for managing allegations against staff, a copy of which will be readily available in the dance school.

9.0 Whistle blowing

9.1 We recognise that children cannot be expected to raise concerns in an environment where staffs fail to do so.
9.2 All staff must be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

10.0 Physical Intervention

10.1 Our policy on physical intervention by staff acknowledges that staff must only ever use physical intervention as a last resort, and that all times it must be the minimal force necessary to prevent injury to another person.
10.2 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures. Staffs need to be aware that if a child sustains an injury as a result of physical intervention Child Protection processes must be adhered too.

11.0 Bullying

11.1 Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

12.0 Prevention

12.1 We recognise that the dance school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.
12.2 The dance school community will therefore:

Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

13.0 Health & Safety

13.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from school when undertaking school trips and visits.

14.0 Mobile Phones

14.1 All staff must ensure that their mobile telephones are left inside their bags during working hours unless using an iphone as music implement.

. 14.2 Only the manager and/or deputy may have their phones to hand during work hours and this can only be used for work related calls

. 14.3 When on outings the dance school's own mobile will be used

. 14.5 If any staff member has a family emergency and require their mobile close at hand then senior management must be consulted and give permission for this to happen.

. 14.6 Under no circumstances must cameras of any kind be taken into the bathroom

. 14.7 All cameras in the dance school including those on staff mobile phones can be subject to scrutiny at any time by the safeguarding officer or senior manager

. 14.8 Any staff member, volunteer or student found to be none compliant with this policy would face disciplinary action
Parents are asked to keep their mobiles put away whilst inside the building

Lucy Lovick Dance School Policy statement to support Child Protection In line with our dance school statements of intent we aim:

To educate children to keep healthy and safe and recognise problems should they occur
To enable children to thrive in the world as it is today and to deal with confidence with the variety of circumstances with which they may be faced.
To empower staff with the knowledge of the policy and the structures in place to protect vulnerable children.
The nominated person for child protection is Lucy Lovick.
The policy and documentation is in the procedures file.
THIS POLICY IS TO BE FOLLOWED AT ALL TIMES AND HAS BEEN ADAPTED BY THE DANCE SCHOOL.
• Child non accidental injury and suspected incidents log pages are to be located in the Church Log in book located in the kitchen or at reception at Venue 28. The teacher in charge of the venue will also have the school log book to be completed.
• These are to be completed in accordance with the training for child protection in the school.
• The anti bullying policy is to be treated as part of this policy.

The appendices to this document are used in the in-house training for every member of staff in child protection as during their induction period or as soon as possible.
Child abuse categories
Child abuse falls into the following categories, please be specific about which category is being referred to if a child is causing concern

• Physical abuse
• Suspected physical

- Severe failure to thrive
- Emotional abuse leading to behavioural and or emotional disturbance
- Sexual abuse

N.B. All the following procedures are to be carried out with strict regard for confidentiality
Procedures to be followed where suspicions are aroused:
These fall into 4 main categories
1. Concern without actual proof
Child incident log
Staff often instinctively has concern when marks and bruises are not easily explained by everyday childhood bumps or are too easily explained in a rehearsed way. (Please refer to training notes on NOT asking children questions relating to marks when a disclosure is made) There may be only a general suspicion and nothing more; in such cases the report log sheet should be completed.
The decision will be then made as the next actions to be taken; these logs will be made available to any section such as child protection team when the need arises.

2. Disclosures
Reporting to named person and completing log
disclosures will be covered during the in-house training, it can be described as when a child tells an adult of an incident that is causing them concern. Staff will, in tandem with the named school person complete the relevant documentation, using the schools logs and LEA documentation.

3. Consultation with Child Protection services
Further concern
If a repeated report has been made it will result in the child protection coordinator telephoning the duty officer at the child protection team. It must be made clear in this conversation whether the conversation is intended as advice sought or a referral.

4. Formal referral
A formal referral must include full details and all relevant information.
There should be no misunderstanding that a formal referral is being
made. The process once in place will follow the policy of the LEA.
Telephone numbers are available in the front office.
The dance school should ensure that the child is not put under any stress or duress as is covered in our training and support must be calm and unobtrusive.
This policy will be updated from time to time and in the light of changes to practice or policy. It will be presented to the all staff at each change.
L Lovick 2016

Child Protection Statement

We all have a duty to be aware that abuse does occur in our society. This statement sets out the procedures that will be taken if we have reason to believe a child in our care is subject to emotional, physical or sexual abuse or neglect.

Our prime responsibility is the welfare and well being of all children in our care. As such we believe that we have a duty to the children, parents/main carers and staff to act quickly and responsibly in any instance that may come to our attention.

The Dance school has a duty to report any concerns relating to abuse to the Local Authority. The children Act 1989 (section 47[1]) places a duty on the Local Authority to investigate such matters. The Dance school will follow the procedures set out in the Local Authority Child Protection Guidelines and will seek their advice on all subsequent procedures.

Physical Abuse

Action will be taken under this heading if staff has reason to believe there has been a physical injury to a child, including deliberate poisoning, where there is a definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure
Accident/incident at home
Parents are asked to inform staff on arrival at the Dance school of any mark or injury incurred since their child's last session and to explain how it occurred.

The incident will be discussed with the parent/main carer and any information given will be recorded by the parent/main carer on the nursery's pro-forma and signed by both that same day.

The parent/main carer will have access to such records.

If the Dance school staff is not satisfied with the explanation given regarding the mark/ injury the Local Authority will be notified and advice sought.

Accident/incident at school

Details regarding any mark or injury found on a child once left at the Dance school will be recorded and signed by staff.

The incident will be discussed with the parent/main career when the child is collected and the record then signed by the parent/main carer that same day.

If the parent/carer is not satisfied with the explanation given regarding the mark/injury the Local Authority may be notified and advice sought.

Sexual Abuse

Action will be taken under this heading if the staff team have witnessed occasions where a child has indicated sexual activity through words, play or art, has displayed an excessive pre- occupation with sexual matters and/or had an inappropriate knowledge of adult sexual behaviour.

Procedure

The observed instances will be recorded and reported to the Dance school Principal. Referral to the Local Authority will be made.

Emotional Abuse

Action will be taken under this heading if any of the staff team has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or neglect.

Procedure

The concern will be discussed initially with the parent/main carer.
Such discussion will be recorded and the parent/main career will have access to such records. If there appears to be any concerns regarding the circumstances, the matter will be referred to the Local Authority.

Neglect

Action will be taken under this heading if any of the staff team has reason to believe there has been persistent or severe neglect of a child i.e. by exposure to any kind of danger including cold and starvation, which results in severe impairment of the child's health or development, including non-organic failure to thrive.

Procedure

The concern will be discussed initially with the parent/main carer.
Such discussion will be recorded and the parent/main career will have access to such records. If there appears to be any concerns regarding the circumstances, the matter will be referred to the Local Authority.

Allegations against staff.

All staff must protect themselves especially when meeting on a one to one basis with students and staff should bear in mind that even perfectly innocent actions can sometimes be misconstrued. Staff who hear an allegation of abuse against another member of staff should report the matter immediately to the Principal so that procedures can be followed. If the allegation is against the Principal it should be taken directly to the School secretary and through them to the Local authority.

Confidentiality

All information and records received and kept by the Dance school either from parents, carers or outside agencies will be treated in the strictest confidence by all members of staff.

Child Left at Dance school

If a child is not collected from the Dance school at the end of his/her session and the Dance school has not been able to contact parents/carers and named persons, Social Services will be contacted and asked to collect the child.

Visitors

Visitors to the Dance school and anyone not 'Police-checked' will not be allowed unsupervised access to any child at any time.