



CHARTERS DANCE SAFEGUARDING CHILDREN AND PHOTOGRAPH POLICY

Charters Dance
1 Goose Corner, Hayley Green, Bracknell, RG42 6BY
07817 691 660
rachel@chartersdance.co.uk



REVIEWED July 2021

Child Protection Policy Statement

Charters Dance are committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people by a commitment to recommend best practice which protects them.

This policy applies to our teachers, assistants, volunteers, students or anyone working on behalf of Charters Dance (whom shall be know as staff and volunteers for the rest of the document)

We recognise that:

- the welfare of the child/young person is paramount
- 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
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of the policy:

- to provide protection for the children and young people who participate in our classes
- to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of harm.

We will seek to safeguard children and young people by:

Charters Dance
1 Goose Corner, Hayley Green, Bracknell, RG42 6BY
07817 691 660
rachel@chartersdance.co.uk



- valuing, listening to and respecting them
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made

- sharing information about child protection and safe working practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training.

Listening to children

Charters Dance should:

- Create the opportunity and environment for students to be able to talk about their concerns
- Ensure that staff adopt good listening techniques
- Children are vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures. Staff should not dismiss abusive behaviour as normal between young people and should not develop high thresholds before taking action. The school has additional guidance (see anti bullying policy) which should be consulted in these cases.

Always:

- Report to Rachel as soon as you have a concern. This can be done in person or by phone confidentially.
- Record information verbatim using the actual words of the child and noting any questions the child raises.
- Note dates, times, who was present, positions in the room, anything factual about the child's appearance.

Charters Dance
1 Goose Corner, Hayley Green, Bracknell, RG42 6BY
07817 691 660
rachel@chartersdance.co.uk



- Pass these notes to Rachel Moore at the earliest opportunity.
- If possible use a silent witness.

Never:

- Promise confidentiality to any student who is disclosing Child Protection information/evidence.
- Ask leading questions.
- Ask the child to write down his/her account.
- Investigate with, or without, others.
- Take photographs of marks.
- Attempt any medical judgement
- Arrange a medical examination
- Tape/video record an interview
- Ask a child to remove any clothing. Staff members should always be aware of their own vulnerability at this point, and should take steps to minimise risk to themselves whilst supporting the child.

We recognise that all matters relating to Child Protection are confidential. Rachel Moore will disclose any information about a student to other members of staff on a need to know basis only. Any member of staff who has reported a child protection concern using the school's internal procedure and who feels that it has not been appropriately dealt with should contact social services directly or use the NSPCC helpline. Charters Dance will ensure the child's wishes or feelings are taken into account when determining what action to take and what services to provide. Responsibility for the protection of a child does not end when a report is made to Rachel. Children will have the opportunity to express their views and give feedback.

Supporting Staff

We recognise that staff working in the 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 and upsetting. We will support such staff by providing an opportunity to talk through their anxieties and to seek further support as appropriate.

Reporting Procedures

It is essential that all concerns around child protection are passed on to the local authority. Usually a member of staff will pass their concerns to Rachel who will seek advice/make a

Charters Dance
1 Goose Corner, Hayley Green, Bracknell, RG42 6BY
07817 691 660
rachel@chartersdance.co.uk



judgement as to whether a referral to Social Care Services is required, or the need for any other action to be taken. However, all staff members have the right to make a referral to Social Care Services.

If a disclosure is made or a member of staff has reason to believe abuse has occurred a child protection incident report form should be completed as soon as possible and Rachel Moore should be notified. Any original notes should be signed, dated and securely attached to the incident report form. All staff must be aware of the high level of confidentiality of notes and individual staff members should pass all notes and records onto Rachel . Rachel will make a verbal referral to Social Services by the end of the working day and follow this up with a written referral within 24 hours.

Upon submitting an incident form the member of staff and Rachel should catalogue the form, sign and date it, in order to prove the procedure has been followed.

If the child's situation does not appear to be improving, the staff member with concerns should press for reconsideration.

In some circumstances, Rachel may decide, usually with advice from Social Care Services, that a multi-agency approach is required to support a child or family. They will therefore instigate an inter-agency assessment.

Staff and or Volunteer allegations

All child protection allegations relating to staff or volunteers must be reported directly to Rachel without informing the subject of the concern/allegation. The full evidence will be made available to the member of staff or volunteer who is the subject of the allegation, as soon as is agreed appropriate, within the ongoing needs of any investigation by the Police, Social Care Services, or by any disciplinary process. In some cases it may be necessary for the staff member/volunteer to be suspended whilst an investigation is carried out. It must be recognised that any decision to suspend a member of staff is without prejudice and on full pay, and is not an indication of any proof or of any guilt. Advice should always be taken in this respect. Any complaint or concern of a child protection nature received by any person and relating to the Principal (Rachel) must be passed immediately to the Local Authority Designated Officer.



All members of staff including volunteers working within the school need to be aware of their vulnerability to allegations especially when working with students on a one to one basis, escorting students in their own vehicles and engaging with students in inappropriate electronic communications, and must address their practice accordingly. They must adhere to the school's

policy/guidance in respect to safe conduct. Reference should be made to the staff code of conduct, guidelines on appropriate touch, e-safety guidance and anti-bullying strategy.

Students cannot be expected to raise concerns in an environment where staff fail to do so. All staff/ volunteers should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

It is never acceptable for a member of staff to socialise with students informally off the school site. Staff must never visit a student's home or have a student to visit their private accommodation at any time, unless express permission from the School Principal has been granted. Failure to adhere to this could lead to disciplinary action.

Charters Dance has a responsibility to report to the Disclosure and Barring Service (DBS), within one month of leaving the school, any person (whether employed, contracted, volunteer or student) whose services are no longer used because he/she is considered unsuitable to work with children.

Parents and Carers

Parents and carers will be made aware of this policy through published information and in initial meetings with parent and carers of new children. They will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Social Care Services. It will be made clear that this is a legal obligation and not a personal decision.

Contact details for agency involvement:

EducationSafeguarding Team - Surrey - 01483 518158
Surrey safeguarding team contact centre - 0300 200 1004
Childline - 0800 1111
Surrey general line for sexual abuse: 0300 470 9100

Charters Dance
1 Goose Corner, Hayley Green, Bracknell, RG42 6BY
07817 691 660
rachel@chartersdance.co.uk



Safer Staffing

A vital part of Charters Dance culture of keeping children safe is the safe recruitment, selection and pre-employment vetting checks. The School has a staff recruitment procedure which helps deter, reject or identify people who might abuse children. This includes the use of personal and

professional interviews as part of the process and adhering strictly to a robust safer recruitment checklist. For most staffing appointments, an enhanced DBS check with barred list information is required, as most staff will be engaged in regulated activity. The School follows the definition of regulated activity set out in the document Keeping Children Safe in Education (DfE 2014). The school maintains a Single Central Record of appointments that covers all staff who work at the school and all others who work in regular contact with children at the school including volunteers and all members of the governing body.

Action When a Child has Suffered or is Likely to Suffer Harm

YOU HAVE CONCERNS ABOUT A STUDENT'S WELFARE.

If there is a risk of immediate serious harm to a child, a referral should be made immediately to Children's Social Care. Anyone can make a referral.

Talk to Rachel about your concerns.

DOCUMENT ALL CONCERNS using Child Protection Referral form.

Next

Refer to Children's Social Care - Surrey

Monitor the situation

Children's Social Care decide within one working day what action will be taken and report back to the referrer.

Assessment – Social Care Services complete the assessment within 45 working days of the referral (this could be a section 17 or section 47 assessment)

No Assessment – if no section 17 or section 47 assessment is recommended, an early help assessment may be recommended or onward referral to other services.

Charters Dance
1 Goose Corner, Hayley Green, Bracknell, RG42 6BY
07817 691 660
rachel@chartersdance.co.uk



PHOTOGRAPHY AND SHARING IMAGES

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if organisations are aware of the potential risks and dangers and put appropriate measures in place.

Some of the potential risks of photography and filming at events and classes include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.

The following has been written to help Teachers, children, volunteers and parents understand how photographs and film can be shared more safely.

- Do not use children's names in photograph captions. If a child is named, avoid using the photograph.
- Use a parental permission form to obtain consent for a child to be photographed and videoed
- Obtain the child's permission to use their image
- only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.

Charters Dance
1 Goose Corner, Hayley Green, Bracknell, RG42 6BY
07817 691 660
rachel@chartersdance.co.uk



- Address how images of children on an organisation's website can be misused. Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
- state written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- Do not allow photographers unsupervised access to children
- Do not approve photography sessions outside the event or at a child's home.

The text below is part of our terms and conditions that all parents will view via our terms and conditions.

Photo Consent

Occasionally Charters Dance may take photographs or recordings of the children during classes. We use these images for our school printed advertising, social media pages and website. To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child.

Conditions of use

This form is valid for the period of time your child/children attend Charters Dance. The consent will automatically expire a year after your child/children have left Charters Dance. We will not re-use any photographs or recordings a year after your child/children leave Charters Dance. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, social media or in any of our other printed publications. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, social media or in other printed publications. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article. We may use group or class photographs or footage with very general labels, such as 'Grade 2 Ballet' or 'Working on

Charters Dance
1 Goose Corner, Hayley Green, Bracknell, RG42 6BY
07817 691 660
rachel@chartersdance.co.uk



Port de Bras'. Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Parents can then enter that they agree or disagree for the following

I give permission for my child's picture to be used on Charters Dance website

I give permission for my child's picture to be used on Charters Dance printed advertisements such as boards, flyers and banners.

I give permission for my child's picture to be used on Charters Dance social media

The information regarding each child's photographic/filming consent is stored on our safe Dancebiz software.

Charters Dance
1 Goose Corner, Hayley Green, Bracknell, RG42 6BY
07817 691 660
rachel@chartersdance.co.uk