

CHARTERS DANCE SAFEGUARDING POLICY

SEPTEMBER 2023

Charters Dance
Designed Safeguarding Lead: Bethany Hearn (Artistic Director)
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SAFEGUARDING POLICY FOR CHARTERS DANCE

"The welfare of the child is paramount" 1989 Children's Act

Charters Dance believe it is unacceptable for a child or young person to experience abuse of any kind. Charters Dance is committed to providing safe environments and promoting good practice in relation to working with children and young people, and preventing the abuse of children and young people. To help us do this effectively we have implemented Safeguarding and Health and Safety policies which are designed to protect our students or anyone that participates in our activities, namely children and young people under the age of 18, or adults working with us who may be considered vulnerable. Our policies and procedures apply to all teaching/support staff and visiting artists engaged by Charters Dance. Staff are not trained to decide if abuse has occurred but they are obligated to report any concerns. In accordance with the provisions of The Children Act 1989, this means that some of the usual considerations of confidentiality may be superseded by the need to protect children, young people and vulnerable adults.

In addition to our Safeguarding and Health and Safety policies and procedures, we have a simple Code of Conduct and Anti-Bullying Policy which we ask members of the Charters Dance community to observe. This is to ensure all our participants can make the most out of our sessions.

Purpose of this Policy

- To provide protection for the children and young people who participate in our classes and events.
- To provide staff (teachers, assistants, volunteers and visiting artists) with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing abuse, or be at risk of harm.

Child Protection Policy Statement

Charters Dance's priority is your child/ren's safety and welfare. We recognise that we have a responsibility to safeguard the welfare of your child/ren and to reassure you that appropriate policies and procedures are in place to ensure that your child/ren takes part in activities at Charters Dance within a safe and secure environment, for them to benefit from and enjoy all the opportunities that Charters Dance offers.

We do this by:

- Recognizing that all children have the right to freedom from abuse.
- Recognising the welfare of the child is paramount.
- Valuing, listening to and respecting all children and young people.
- Ensuring that staff adopt good listening techniques.

- Providing an environment in which children are safe, creating opportunities for students to be able to talk about any concerns, and in which any suspicion or allegation of inappropriate behaviour is immediately responded to in line with the procedures agreed.
- Ensuring no child or group of children are treated any less favorably than others.
- Recognising all children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- Ensuring all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately, and providing parents and children with the opportunity to voice any concerns they may have.
- Recognising 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.
- All students will be taught and supervised by an appointed Charters Dance teacher or approved visiting teacher during every session, including any breaks.
- Where at all possible, two members of staff will be present during Charters Dance activities.
- Adopting child protection guidelines through procedures and safe working practice for staff and volunteers.
- We will conduct thorough risk assessments for all activities and ensure appropriate steps are taken to minimise any risks identified.
- The Safeguarding Lead and/or Artistic Director will complete regular Safeguarding and Child Protection training.
- The Artistic Director will have a valid First Aid certificate and Chaperone License.
- All freelance Charters Dance staff will hold their own First Aid Certificate.
- There will always be at least one first aider on site.
- We commit to safe recruitment, selection and vetting of all our staff.
- Providing effective management for staff and volunteers through supervision, support and training.
- We will appoint a nominated Safeguarding Lead who will take specific responsibility for child safety and act as the main point of contact for parents, children and outside agencies.
- All staff accept responsibility for helping to prevent the abuse of children in their care and understand the necessity to report any concerns to the Designated Safeguarding Lead.
- We will share information about child protection and good practice with children, parents and carers, staff and volunteers. This Policy is available to parents on the school website and included within the welcome pack for new starters.
- Hard copies can be made available by request.
- We will share information about concerns with agencies who need to know, and involving parents and children appropriately.

- We will ensure access to confidential information is restricted to the Safeguarding Officer and/or Artistic Director or the appropriate external authorities.
- We will review the effectiveness of our Safeguarding Policy annually.

Child First Approach

Charters Dance will also follow the NSPCC's core values, which are based on the UN Convention on the Rights of the Child. They are:

- Children must be protected from all forms of violence and exploitation.
- Everyone has a responsibility to support the care and protection of children.
- We listen to children and young people, respect their views and respond to them directly.
- Children should be encouraged and enabled to fulfil their potential.
- We challenge inequalities for children and young people.
- Every child must have someone to turn to.

Whistle Blowing

Charters Dance will operate a "whistle blowing" policy, whereby children and staff can voice ANY concerns about abusive or unethical conduct. Staff and students should note that it takes courage to challenge inappropriate behaviour but that concerns should be voiced immediately. This will prevent further incidents and make staff aware should anything take place in the future.

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.

Staff and or Volunteer Allegations

All child protection allegations relating to staff or volunteers must be reported directly to Bethany 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 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 Artistic Director (Bethany) must be passed immediately to the Local Authority Designated Officer.

Photographs and Videos

The use of all cameras, audio or visual recording equipment must be authorised by Charters Dance. Occasional photographs or video footage may be taken of classes/rehearsals/performances/events to help promote Charters Dance and celebrate our students' achievements. Photos/footage are only published on our website and/or marketing material/social media channels, with explicit parental/guardian permission which is sought upon enrolment or engagement in any new activity or event. Where parents/guardians do not wish photos/footage of their children to be taken and/or publicised, Charters Dance will ensure that their wishes are respected. Permission can be withdrawn at any time. Please contact the Artistic Director Bethany Hearn to update your permissions. Bethany will respond accordingly and remove all images/footage within the public domain within 48 hours. Even when such permission is given, no other identifiable information such as (but not limited to) full names or ages will be included.

Risks

It's 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 full names in photograph captions.
- Use a parental permission form to obtain consent for a child to be photographed and videoed.
- 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.
- 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 upon enrolment or engagement in a new activity at Charters Dance.

"Photo Consent: occasionally Charters Dance may take photographs or recordings of the children during classes/rehearsals/performances/events. 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 attends 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 full name of that child in the accompanying text or photo caption. We may use group or class photographs or footage with very general labels, such as 'Grade 2 Ballet' or 'Working on 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.

Appropriate Physical Touch

As Dance and Performing Arts practitioners and facilitators, there may be occasions when physical touch between students and staff, and students and other students is appropriate – for instance in the following circumstances:

- A distressed pupil needs comfort and reassurance which may include offering physical comfort such as a caring parent/carer would give. Staff should use their discretion in such cases to ensure that what is, and what is seen to be by others present, normal and natural, does not become unnecessary and unjustified contact.
- During dance tuition, it can be necessary to correct a child's posture, placement of limbs or stance. Charters Dance endeavours to ensure that a teachers' use of touch is in the appropriate manner and with appropriate contact and physical pressure. Teachers of Charters Dance always use demonstration, imagery and visualisation to help children mentally make the adjustments first before using appropriate touch. Teachers will only use physical correction once they have informed the child that they intend to physically correct them. Touch will be with a flat hand that is direct and only when it is completely necessary. Staff should be aware of the limits within which such contact should properly take place and of the possibility of such contact being misinterpreted.
- Students may find physical touch an important part of their learning and development. Such as in dramatic scenes, improvisation and choreography. Staff will ensure all students are comfortable with any physical contact between peers and any contact will be appropriate; never sexual/violent in content. If touch between students becomes inappropriate the Designated Safeguarding Lead/Artistic Director must be informed immediately, and a full incident report written.
- Parents/students can speak to Bethany Hearn (Designated Safeguarding Lead/Artistic Director) if they have any worries or concerns.

Social Media

No staff member shall engage with a student via social media. This includes but not limited to; Facebook, Instagram, Snapchat, TikTok and WhatsApp. Staff will not have mobile phone numbers for any student. The first point of contact is with the parent/guardian.

Safer Recruitment and Staff Guidelines

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.

The following information is designed to help all staff and helpers who come in to contact with children, young people and vulnerable adults whilst at Charters Dance.

All Staff will:

- Be checked as to their suitability for their proposed role.
- Possess a valid Enhanced DBS check.
- All staff will have read and agreed to adhere to, this policy and its related procedures, and complete the staff declaration form.
- Receive guidance and training on Safeguarding children.
- New staff will be interviewed before an appointment is made and will be asked to provide at least two references.
- All references will be followed up.
- All appointments will be subject to a probationary period.
- All staff will be required to possess a valid First Aid certificate and will be supported in doing so.
- All staff will be encouraged to obtain Chaperone License for events and will be supported in doing so.

All Staff should:

- Understand their personal responsibility for protecting the children, young people and vulnerable adults with whom they work.
- Take all reasonable steps to protect those people from harm, discrimination or degrading treatment.
- Respond in an appropriate manner to any child who alleges or discloses that abuse is happening.
- Respond to any allegations swiftly in accordance with our Safeguarding Policy and procedures.
- Accept responsibility to implement procedures to provide a duty of care for all users, to safeguard their wellbeing and protect them from harm.
- Take appropriate action if there are suggestions or suspicions that a child or young person is being abused.
- Challenge any behaviour they believe to be inappropriate.

It is NOT staff's responsibility to decide whether (or not) a child is being abused but it is staff's responsibility to report their concerns. It is possible to reduce situations where allegations of abuse against children may occur.

All Staff will not:

- Spend excessive amounts of time alone with children away from others.
- Take children alone in a car on journeys, however short.
- Take children to their home where they will be alone with them.
- Engage in rough, physical or sexually provocative games.
- Engage in inappropriate touching of any form.
- Use inappropriate language, or make sexually suggestive comments.

- Use inappropriate resources (such as music or scripts with swearing or sexually provocative/non-age appropriate content).
- Allow children to use inappropriate language unchallenged.

Potential signs of child abuse

Staff can help to prevent harm by keeping an eye out for the signs or indicators of harm, and then taking appropriate action early. Staff should pay attention to the following:

- Physical signs of abuse or neglect. This could include unexplained injuries, repeated injuries, injuries that have not received medical attention, repeated unexplained illness/infections. Reluctance to remove clothing (e.g. a jumper/coat in hot weather). Self-harm. Changes in appetite. Changes in appearance – loss of weight/dirty clothes etc.
- Behavioural signs of abuse or neglect. This could include drastic change in behaviour/personality; becoming withdrawn/exhibiting outbursts, lack of concentration, attention seeking behaviour, avoiding their peers, little/no emotion when hurt, seeming to be afraid of their parents, not wanting to go home, knowledge, drawings or language regarding violence, drugs/alcohol or sex (which is beyond their age or developmental level), flinching when approached, saying they have secrets they can't tell, unexplained money/gifts.
- If the child talks about being abused.

This is not an exhaustive list. Please refer to Appendix A for detailed information on types and signs of abuse.

How to respond if you suspect abuse or a child confides in you:

Responding to a child's disclosure:

- Stay calm, listen carefully to what is being said.
- Find an appropriate opportunity to explain that it is likely that the information will need to be shared with others to keep them safe.
- Allow the child to continue at his/her own pace.
- Ask questions for clarification only and always avoid asking leading questions.
- Reassure the child that they have been brave and done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the child's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.

Helpful statements to make

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault

- I will help you

Do not say

- Why didn't you tell anyone before?
- I can't believe it
- Are you sure that this is true?
- Why? Who? When? Where?
- Never promise to keep what they've told you a secret.

Next steps:

- If a disclosure is made or a member of staff has reason to believe abuse has occurred an Incident Report Form (Appendix B) should be completed as soon as possible and the Designated Safeguarding Lead/Artistic Director: Bethany Hearn 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 Bethany.
- Bethany 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 Bethany will catalogue the form, sign and date it, in order to prove the procedure has been followed.
- Bethany will follow up with the teacher to confirm their disclosure/concern has been actioned.
- If the child's situation does not appear to be improving, the staff member with concerns should press for reconsideration.
- In some circumstances, Bethany 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.
- If a child has disclosed abuse the designated persons should carefully consider whether it is safe for a child to return home to a potentially abusive situation. On these rare occasions, any member of staff can take immediate action and contact Social Services/the Police to discuss putting safety measures into effect.

Reporting concerns without a child's disclosure:

- Immediately notify the Designated Safeguarding Lead/Artistic Director (Bethany) if you have any concerns about the safety of a child, or encounter or suspect abuse during your time at Charters Dance.
- Make notes/complete an Incident Report Form (Appendix B). You are required to make a report each time you become aware of any further grounds for your belief. You don't have to prove that the abuse has occurred but it is your principal responsibility to report your concerns.
- If may be necessary for the Designated Safeguarding Lead to talk to other agencies about helping the family – collaborate with or engage with community health services or local government services (see contacts below).

- Talk to the child - do this with respect for the child's or young person's need for privacy and confidentiality.
- Talk to the parents or carers - only do this when it will not jeopardise the safety of the child or young person.
- If a child has disclosed abuse the designated persons should carefully consider whether it is safe for a child to return home to a potentially abusive situation. On these rare occasions, it may be necessary to take immediate action to contact Social Services/the Police to discuss putting safety measures into effect.
- Bethany will follow up with the teacher to confirm their disclosure/concern has been actioned.

We recognise that all matters relating to Child Protection are confidential. Bethany Hearn 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 Bethany. Children will have the opportunity to express their views and give feedback.

CHARTERS DANCE Designated Safeguarding Lead is:

Bethany Hearn (Artistic Director)

Contactable on: 07913 267 241 or info@chartersdance.co.uk

Bethany has overall responsibility for all Safeguarding, Child Protection and Health and Safety matters at Charters Dance. However, it is not her role to decide whether a child/young person has been abused or not; this is the job of the statutory authorities to whom she has a duty to report possible child abuse.

IMPORTANT CONTACTS

If a child is in immediate danger and/or there is threat to life always call the emergency services on 999.

To report other concerns about a child contact Surrey Children's Single Point of Access:

Phone: 0300 470 9100 (Monday – Friday 9am – 5pm)

Email: cspa@surreycc.gov.uk

Out of hours phone: 01483 517898 to speak to our emergency duty team.

Email: edt.sst@surreycc.gov.uk

[EFR Request for Support Form](#) (this replaces the Multi-agency referral form (MARF))

The Surrey Children's Single Point of Access (C-SPA) is the umbrella term for the front door to support, information and advice for residents, families and those who work with Surrey Children. This replaces the Surrey Multi Agency Safeguarding Hub (MASH).

To report concerns about an adult working with children contact Surrey County Council's Local Authority Designated Officer (LADO) on:

0300 123 1650 (option 3) or email LADO@surreycc.gov.uk

Other Useful Contacts:

Thames Valley Police: 0845 8505 505

NSPCC: 24-hour helpline: 0808 800 5000

ChildLine: 24-hour helpline: 0800 11 11

Surrey general line for sexual abuse: 0300 470 9100

The Legislation and Guidance that Supports this Policy and its related procedures:

The Children Act 2004; The Police Act 1997; The Data Protection Act 1998; The Human Rights Act 1998; The Protection of Children Act 1999; The Criminal Justice and Court Services Act 2000, Working together to safeguard children 2018 and KCSIE 2023.

Policy and Review

The Safeguarding Officer/Artistic Director will constantly review their policy, revising and enhancing it as necessary. In doing this they will look to their local council, the NSPCC and the Arts Council of England for policy guidelines. They will seek to use best practice wherever that is to be found.

THIS POLICY WAS LAST UPDATED ON 03.09.2023.

APPENDIX A

Definitions and Signs of Abuse

These definitions are based on those from Working Together to Safeguard Children (Department of Health, Home office, Department for Education and Employment, 1999)

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described as factitious illness, fabricated or induced illness in children or "Munchausen Syndrome by proxy" after the person who first identified this situation. A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse, as well as being the result of a deliberate act, can also be caused through omission or the failure to act to protect.

Female Genital Mutilation (FGM) is also classed as physical abuse. FGM has been a criminal offence in the UK since 1985. In 2003, it also became a criminal offence for UK nationals or permanent UK residents to take their child abroad to have female genital mutilation.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person. It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to feel frequently frightened or in danger, or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex, or non-penetrative acts such as fondling. Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and or females, by adults and by other young people. This includes people from all different walks of life.

Neglect

Neglect is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any time. These four definitions do not minimise other forms of maltreatment.

Note

Recent guidance notes other sources of stress for children and families, such as social exclusion, domestic violence, the mental illness of a parent or carer, or drug and alcohol misuse. These may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that a child's well-being is adversely affected by any of these areas, the same procedures should be followed.

Recognising Abuse:

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical signs of abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls or games
- Unexplained bruising, marks or injuries on any part of the body
- Bruises which reflect hand marks or fingertips (from slapping or pinching)
- Cigarette burns
- Bite marks
- Broken bones
- Scalds
- Injuries which have not received medical attention
- Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care
- Repeated urinary infections or unexplained stomach pains
- Female Genital Mutilation

Changes in behaviour which can also indicate physical abuse

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example, wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

Emotional signs of abuse

- A failure to thrive or grow particularly if a child puts on weight in other circumstances e.g. in hospital or away from their parents' care
- Sudden speech disorders
- Persistent tiredness
- Development delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:

- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Being unable to play

- Attention seeking behaviour
- Fear of making mistakes
- Self-harm
- Fear of parent being approached regarding their behaviour

Sexual Abuse

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal area
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as over-eating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way with adults

Neglect

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or smelly
- Loss of weight or being constantly underweight
- Inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect include:

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning being left alone or unsupervised

APPENDIX B

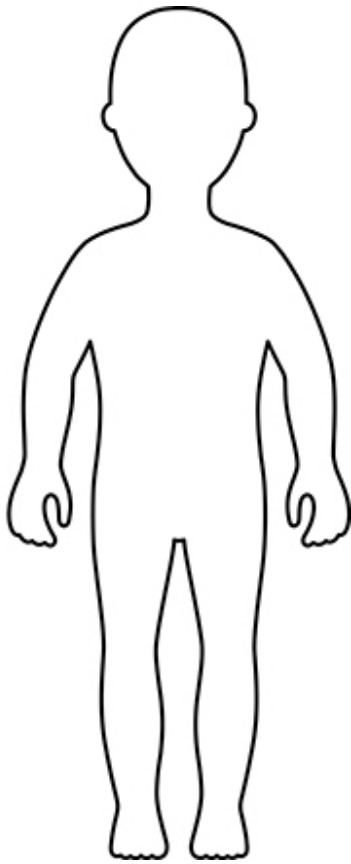
Reporting Suspected Abuse - Confidential Recording Sheet

Organisation:	
Name and Position of Person Reporting:	
Name of Student:	
Age/Date of Birth:	
Ethnicity:	
Religion:	
First Language:	
Disability/SEND:	
Name of Parent/Carer:	
Home Address:	
Telephone Number:	
Are you reporting your concerns or reporting someone else's? Please give details.	
Brief description of what has prompted the concerns: include date, time, specific incidents.	
Any physical signs? Behavioural signs? Indirect signs? If physical, please mark on body map on the last page.	

Have you spoken to the child? If so, what was said? *Use separate sheet if you need more space.	
Have you spoken to the parent(s)? if so, what was said?	
Has anybody been alleged to be the abuser? If so, please give details?	
Have you consulted anybody else? Please give details.	
Person reported to:	
Date of reporting:	
Any action agreed?	
Signature of person reporting:	
Today's date:	
Contact Details:	

Use the additional sheets if necessary and attach to this form before returning to the Designated Safeguarding Lead.

Body Map – mark/note if appropriate.



Additional Notes:





APPENDIX C

Staff Declaration Form

This form is to be completed by all Charters Dance staff and will be held in their personnel file along with a copy of their Birth Certificate, Driving License or Passport and details of their Enhanced DBS Certificate.

Charters Dance maintains a high level of safeguarding for children and young people in our care. By completing this form, you agree to have read, understood and adhere to our Safeguarding Policy and its related procedures, and uphold the expectations it places upon professionals working with children and young people.

Furthermore, by completing this form you also understand that if you have provided false information, or your behaviour falls short of the expectations set out above, your position at Charters Dance will be subject to review and possible dismissal. Additionally, you will inform Charters Dance immediately if there is any change in your circumstances which may affect your ability to work with children and young people. Finally, you understand that if you are no longer engaged by Charters Dance due to child safeguarding concerns or issue, Charters Dance will report you to the relevant Safeguarding authorities.

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Full Name:

DBS Certificate Number:

Issue Date:

Please circle the correct answer for the following questions.

Have you ever been known by any other name than the one given to Charters Dance? Yes or No
If 'Yes', please give details below.

Have you ever been cautioned or convicted for an offence in relation to children and young people, within the last 5 years? Yes or No
If 'Yes', please give details below.

Have you been barred from working with children or young people by the Disclosure and Barring Service (DBS) Yes or No
If 'Yes', please give details below.

Do you knowingly live in the same household as another person who has been barred from working with children or young people by the Disclosure and Barring Service (DBS)? Yes or No
If 'Yes', please give details below.

I confirm that I have read, understood and adhere to Charters Dance Safeguarding Policy and its related procedures. Yes or No

I confirm that I agree to uphold the expectations it places upon me as a professional working with children and young people. Yes or No

I confirm that the information I have provided is true and complete to the best of my knowledge. Yes or No

I confirm that I will notify you if my circumstances change. Yes or No

I confirm I understand that I may be subject to review, dismissal and may be reported to the relevant authorities if my behaviour falls short of the expectations set out in this document or I knowingly provide false information. Yes or No

Signed:

Date:

