

CHILD PROTECTION POLICY FOR KNOWLES STUDIOS

We believe that no child or young person should be the subject of neglectful or abusive behaviour.

We will promote and maintain the welfare of every child in our care and seek to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity or creed. We will create a safe and welcoming environment for all.

This policy applies to all our staff/volunteers/ and covers children under the age of 18 and/or vulnerable adults under the age of 24.

To protect children and young people in our care, we will:

- Value and respect children and listen to what they have to say
- Work with children, parents and relevant organisations
- Share our policy with all staff, parents and students
- Ensure all required checks are made when hiring staff and that those in regular contact with children hold a current DBS check
- Provide appropriate training and support to all staff
- Take responsibility for children and young people's safety when in our care
- Seek permission from parents before taking images (photographs or film) of students and inform them how and where the images will be used.
- Report suspected neglect or abuse to the nominated member of staff, relevant organisation, or police.
- Ensure that this policy is regularly updated.

Additional guidance can be found in the following documents at the end of this policy:

- Reporting Suspected Neglect or Abuse
- Appropriate Physical Contact in Dance
- Chaperoning Students to and from Dance Events
- Use of Photographs and Film of Children

Additional Guidance A: Reporting Suspected Neglect or Abuse

Concerns regarding a child's welfare can be reported by:

- Parents
- Teachers
- Friends
- The child or young person

All allegations of neglect or abuse will be taken seriously. If a concern is reported directly by the child or young person we will not seek to disagree, ask probing or leading questions, or do anything else which may discourage them.

We will make clear that reported concerns cannot be kept confidential but will need to be shared with a nominated member of staff or external organisation. Parents or guardians will also be involved if appropriate.

We recognise that early action is vital. Any concerns will be reported immediately.

If the child or young person is in immediate danger of harm, we will contact the police on 999.

Additional Guidance A: Reporting Suspected Neglect or Abuse

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If the child or young person is in immediate danger of harm, we will contact the police on 999.

Additional Guidance B: Appropriate Physical Contact in Dance

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position.

- Lifting
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another
- Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact.

Additional Guidance C: Chaperoning Children to and from Dance Events

UK law does not state how many adults are required to look after a group of students. Therefore, it is up to the dance teacher to assess what is needed. Take account of:

- The length and type of journey

When chaperoning students to an event, we will:

- Provide parents and students with information about what the event is for.
- Provide parents and students with the full address of the event.
- In cases where the event is taking place in a large building, we will also give the room or studio number where possible.
- Have a planned journey route that is shared with parents, students and chaperones.
- Make sure that students are aware of what they should do if they get lost.
- Ask parents and students for their contact details in case of emergency.
- Have a clear idea of how students will be cared for while at the event.

Additional Guidance 4: Use of Photographs and Film of Children.

We recognise that taking images of students in our care may not always be appropriate and that some children and parents may not want images taken at any time. Therefore, before taking images of a child or young person, we will:

- Explain how the image will be used, e.g. whether it will be posted on social media or printed to be displayed at the school
- Seek written agreement from parents that images can be taken of their child
- Where we have publicly displayed images at our school or on social media, parents and students may withdraw their permission at any time. In such cases, the images will be removed as soon as is reasonable and without question.

We ask that any parent wanting to take photographs or film at our events only do so with our prior permission.

Health & Safety Policy

This is a statement of general policy and arrangements for Knowles Studios. We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions.
- Provide adequate control of the health and safety risks at our school.
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety.

- Provide information, instruction and supervision for employees and students and make them aware of this policy.
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training.
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future.
- Regularly review and update this policy.

First Aid kits will be accessible, the accident book will be kept with a teacher, either Joanna, Charlotte, Gemma or Jessica.

In the case of an emergency or serious injury, please contact the emergency services on 999.