

CHILD PROTECTION AND SAFEGUARDING 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. This policy applies whilst we are at our registered business premises of Unit 5, White House Farm Barns, Salhouse Road, Norwich NR13 6LB or at any other premises utilised by Knowles Studios.

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 a safeguarding concern including suspected neglect or abuse, or an allegation.
- Appropriate Physical Contact in Dance.
- Chaperoning Students to and from Dance Events.
- Use of Photographs and Film of Children.

Additional Guidance A: Reporting a safeguarding concern including suspected neglect or abuse, or an allegation.

Concerns regarding a child's welfare can be reported by any person connected to that child, including their friends or the child or young person themselves.

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

All allegations or concerns 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 and/or external organisation. Parents or guardians will also be involved if appropriate.

We recognise that early action is vital.

We are clear that the Local Authority and Police must lead any investigation into any allegation regarding safeguarding.

If we have a concern about a child or children, we will telephone the Children's Advice and Duty Service (CADS) on **0344 800 8021** immediately. We will be put through to a professional who will take all the relevant details.

We will make sure we are prepared with full details of the child and family, plus what our concerns are and details of any support we have provided to the child/family.

We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation.

If we have not sought consent from the parent/carer we will inform the CADS professional of this and the reason for our decision.

We will not investigate and will be led by the Local Authority and/or the Police.

We will make careful records of all conversations, including the dates and times of who we spoke to, the information shared, and the action/s agreed.

Further details on this process can be found at www.norfolkscb.org under 'How to Raise a Concern'.

We understand if we are unhappy about a decision made by CADS or Multi Agency Safeguarding Hub (MASH) we can use the Resolving Professional Disagreements policy on www.norfolkscb.org and contact the Safer Programme for more advice on this process.

We will contact CADS immediately if we have concerns.

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

All adults who are in contact with children or young people acting on behalf of Knowles Studios will be made aware of the steps that will be taken if an allegation is made against them.

We will seek appropriate advice from the Local Authority Designated Officer (LADO) within 24 hours of a concern or allegation being made.

The LADO can be contacted via the referral/consultation forms under 'how to raise a concern' at www.norfolkscb.org or a message left on **01603 223473** for ongoing cases.

Roles and Responsibilities

Safeguarding Lead: Joanna Knowles - 07901644291

Assistant Safeguarding Lead: (should the Safeguarding Lead be unavailable for any reason)

Deborah Knowles - 07786060815

The Safeguarding Lead will ensure the safeguarding policy is reviewed annually, that all staff have completed the appropriate level of safeguarding training for their role, and is the key point of contact for all staff concerning and safeguarding issues they may have.

All members of staff or volunteers will complete safeguarding training appropriate to their role, as requested by the Safeguarding Lead.

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. We will 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.

We are committed to abiding by the rules and regulations set by Norfolk County Council in relation to Chaperone Licences for our volunteers where applicable. Full details on Chaperone Licences can be found here [Children in employment and entertainment - Norfolk County Council](#). Alternatively, please contact Gemma Isin via email on knowles.chaperones@outlook.com

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.