

Safeguarding Children and Vulnerable Young People Policy

icandance believes in a value based approach to working with vulnerable children/young people and their families. Our core values are: love, excellence, visibility, respect, integration, inclusivity, holism and relationships. These values guide the icandance team and trustees to protect children/young people from harm at all times.

Safeguarding is aimed at protecting a child's welfare involving a wider spectrum of needs and people. Child protection forms part of safeguarding and is directly related to protecting a child from harm.

General Guidelines

- We aim to create an environment that is safe for c/yp. We will do so by providing clear guidance for the staff in knowing what is expected and how they can ensure the safety of the c/yp.
- The welfare of c/yp is paramount. All c/yp have a right to be protected and any suspicion or concern of abuse/mistreatment or neglect will be dealt with immediately and appropriately. All staff and volunteers are aware that it is their duty to report any concerns regarding a c/yp's welfare to the appropriate Designated Safeguarding Lead. **icandance's Designated Safeguarding Lead is Juliet Diener (Principal) and the deputy is Yasmin Gal (Programme Lead). The Trustee link for safeguarding is the Chair, Cathy Baker.**
- Staff/volunteers will implement this policy using the following guidelines when conducting work that involves c/yp. This will protect the safety and well-being of the c/yp and that of our own team.
- The Safeguarding children and vulnerable young people policy and Code of Practice will be reviewed annually or earlier as the need arises.
- Where staff/volunteers are likely to engage with a child on a one-to-one basis, it is imperative that he/she has received appropriate safeguarding training.
- Staff/volunteers are trained to work with children/young people with physical disabilities, learning difficulties, emotional difficulties and behavioural needs. icandance is not able to accommodate violent or aggressive behaviour in class that poses a physical threat. If a child/young person poses a risk to themselves, other students, volunteers or staff, we reserve the right to reassess their participation in class which may lead to permanent exclusion. We aim to keep all parties safe and decisions

will be made in collaboration with the icandance team, Trustees , other professionals and where appropriate parents in order to maintain the physical safety of all involved.

All staff and volunteers are required to adhere to the procedures within this document as this will ensure that they are enabled to make informed and sensible responses to child/young people safeguarding issues.

Safeguarding practices re: conduct by staff/volunteers/trustees

The term 'team member' is defined as anyone working under contract/partnership agreement, whether paid or unpaid, with **icandance**.

- All team members supporting children/young people will be required to undergo an enhanced Disclosure and Barring Service check (DBS) before beginning at icandance. Trustees must also undergo an enhanced DBS check. Team members are required to sign a declaration re: any criminal offences. This declaration will be signed annually.
- icandance is exempt from the Rehabilitation of Offenders Act. Therefore any opportunity to part of be a team member will be judged on a case by case basis.
- All team members will receive a copy of the organisation's Safeguarding children and vulnerable young people policy. This forms part of their induction training.
- All team members will receive training to enable them to work safely with the children as well as training on how to deal with child protection issues that may arise. Team members will receive accredited training every 3 years and the Safeguarding Officers every 2 years.
- All team members will maintain good practice with the children. This will be ensured by:
 - Not meeting with children outside of the designated activity times, without a parent or responsible adult being present, unless written consent is given by the parent.
 - Not sharing inappropriate information with the children.
 - Never using demeaning or belittling language with the children.
 - Treating all the children with dignity and respect.
 - Ensuring that all team members know the name of the designated safeguarding lead.
 - Always working in an open environment.
 - Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
 - When attending to intimate or self-care needs staff will always work in pairs.
 - Using physical contact to enhance access to dance.
 - Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
 - Keeping a written record of any incident that occur, along with the details of any treatment given.
 - Requesting written parental consent if team members are required to transport young people in their cars.

- When recruiting and training staff/volunteers the following will be addressed:
 - All volunteers/staff will complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record. This declaration will be signed annually.
 - An enhanced DBS application will be completed.
 - Two confidential references, including one regarding previous work with children, where appropriate. These references must be taken up with one via telephone contact and the other written contact. Students on placement do not require references as they will have come via the universities. Volunteers under 16 require 1 reference from school as well as parental consent.
 - Evidence of identity and right of work in the UK.
 - Safeguarding procedures are explained and training needs are identified.
 - They must sign up to the organisation's Code of Practice and Safeguarding Policy.

Safeguarding practices re: parents/carers and other organisations

- It is the responsibility of the parent/carer and other organisations to ensure that **icandance** has all relevant information concerning the c/yp with whom we work.
- When enrolling at **icandance** parents are required to complete a personal information form and to keep **icandance** informed of any changes.
- No parents to be left alone with other children whilst in the care of **icandance** unless permission has been given.
- An agreement between icandance and host organization is to be signed when delivering within the host setting. The partnership agreement states clearer where the responsibility of the safeguarding lies. The host setting will inform icandance of the name of the DSL.

Use of photographic & filming equipment

- Parents sign consent when children are enrolled in **icandance**. At any time this consent can be withdrawn.
- Parents will always be informed of when, where and how images may be used.
- No photography or filming is permitted during classes by parents/carers.
- All photos and videos will be stored securely.
- At times video footage will be taken as part of staff training and development. Parents/carers will always be informed of the intention of the filming.
- icandance uses pseudonyms when using pictures or videos of children/young people unless an agreement with the family states otherwise. Please see Data Protection Policy.
- At icandance public performances, audience members may take photography/film of dancers, staff, and anyone else on the stage/at the event. If a situation arises where a parent/team members/dancer or other adult asks a person to stop taking photography/filming and that person refuses to do so, then it could become an offence.

Preventing radicalisation

icandance celebrates difference and welcomes all belief systems, cultures and ethnicities. icandance's values support tolerance and acceptance of difference. Any hate or behavior/opinion which attempts to radicalise or demean others beliefs or values will be noted as a safeguarding issue and reporting will follow the normal procedures.

Identifying and reporting abuse/safeguarding concerns

- There are different forms of abuse namely:
 - Emotional
 - Physical
 - Sexual
 - Neglect

- There are a number of ways in which abuse may become apparent:
 - A c/yp discloses abuse.
 - Someone else discloses that a c/yp has told him/her or that he/she strongly believes a c/yp has been or is being abused.
 - A c/yp may show signs of physical injury for which there appears to be no satisfactory explanation.
 - A c/yp's behaviour may indicate that it is likely that he/she is being abused.
 - A member of staff's behaviour or the way in which he/she relates to a child which causes concern.

- The process when dealing with suspicion or disclosure of abuse:
 - Stay calm and listen to the c/yp without asking probing questions.
 - Give the c/yp time to say all they need to say.
 - Reassure them that they have done the correct thing in telling you. Explain to them that only the professionals who need to know will be informed. Do not promise to keep it a secret.
 - Do not try to deal with it yourself. Report immediately to the Designated Safeguarding Lead.
 - Report in writing what you have heard, as soon as possible. Ensure that the date, time, witnesses and other relevant information are recorded.
 - Do not discuss what you have heard with other members of staff who are not appointed as responsible for the children's welfare.
 - Do not make a c/yp repeat something unnecessarily.

- **The Designated Safeguarding Lead**
 - Will immediately act on any information brought to their attention by:
 1. Seeking guidance from the NSPCC or Childline.
 2. If appropriate contact will be made with the family.
 4. Speak directly with the Designated Safeguarding Officer at the school/organisation and report your concerns

3. Social Services referral.

- Will record all information carefully and confidentially to share with relevant parties as needed.
- Using password protection on safeguarding documents, storing securely on the icandance cloud system.
- Please see reporting flow chart

Reviewed and amended on the 19th July 2017

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