Safeguarding and Welfare of Children and Young People Policy

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Safeguarding and Welfare of Children and Young People Policy

Reviewed by	CEO Juliet Diener & icandance Trustees
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Signed by : Juliet Diener

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The purpose and scope of this policy statement

icandance works with disabled children and young people, including those with physical and learning disabilities and complex medical conditions. icandance also engages non-disabled young people as Young Volunteers, and disabled adults as Supported Volunteers, Young Ambassadors and Office Volunteers. This means that the majority of individuals we work with are from vulnerable groups, and we have a commitment and duty to keep them safe from harm.

The purpose of this policy statement is:

- to protect children and young people who receive icandance's services from harm.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of icandance including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

icandance fully recognises its responsibilities for safeguarding children, young people and vulnerable adults, and follows the procedures set out by Camden Safeguarding Children Partnership (CSCP) and the Department for Education.

icandance believes in a value-based approach to working with vulnerable children/young people and their families. Our mission is to build a creative, therapeutic community which empowers disabled children, young people, and their families through a specialist approach to dance and performance. Our core values are to nurture Joy, Love, Belief, Creativity, Wellbeing , Learning and Equality when working with those with disabilities. These values guide the icandance team and trustees to protect children/young people (C/YP) from any form of harm at all times.

icandance's Safeguarding Policy will be reviewed on an annual basis, taking account of best practice and any legislative change. This policy is posted on icandance's website, and is communicated to staff, volunteers, partner organisations, parents and carers, charities and other groups with whom icandance works.

Definition of a child

'A child or young person is defined as anyone up to their 18th birthday.'
Children Act 1989

Safeguarding children and young people is defined as:
Providing help and support as soon as problems emerge; protecting children from maltreatment within or outside the home, including online; preventing impairment of mental and physical health or development; ensuring safe and effective care; and taking action to enable all children to have the best outcomes.

Working Together to Safeguard children 2026

Legal framework

This policy has been drawn up on the basis of the legislation, statutory guidance and sector guidance that currently protects children in England:

- Working Together to Safeguard Children 2026 (statutory guidance, published March 2026).
- Keeping Children Safe in Education (KCSIE) 2026, statutory for schools and colleges from 1 September 2026 and adopted by icandance as a relevant safeguarding benchmark, alongside any host school or college's own procedures when icandance delivers on their premises.
- Children Act 1989 and Children Act 2004; Equality Act 2010; Human Rights Act 1998; Health and Safety at Work etc. Act 1974.
- Data Protection Act 2018, UK GDPR and the Data (Use and Access) Act 2025.
- Counter-Terrorism and Security Act 2015 and Prevent duty guidance: England and Wales (2023), in force from 31 December 2023, supplemented by non-statutory advice for charities and childminders (June 2015) and on the use of social media for online radicalisation (July 2015).
- Charity Commission guidance, Safeguarding and protecting people for charities and trustees (June 2022).
- Restrictive interventions, including use of reasonable force, in schools (DfE, April 2026), including the statutory recording and reporting provisions that apply to schools; Education and Inspections Act 2006, section 93A; and the Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025, where an incident occurs within a host school.
- Crime and Policing Act 2026 changes affecting regulated activity and volunteer checking, subject to commencement and current DBS guidance.

Keeping Children Safe in Education (KCSIE) is statutory for schools and colleges in England. icandance is a charity and adopts the relevant KCSIE 2026 provisions as safeguarding good practice. When icandance works in a school or college, its team must also follow the host setting's safeguarding, reporting and restrictive-intervention procedures. KCSIE 2026 took effect for schools and colleges on 1 September 2026.

This policy also takes into account the procedures and practice of the London Borough of Camden as part of the inter-agency safeguarding arrangements set up by the Camden Safeguarding Children Partnership (CSCP)

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- role description for the designated safeguarding lead (Appendix 2)
- dealing with disclosures and concerns about a child or young person – in policy
- managing allegations against staff and volunteers – in policy
- recording concerns and information sharing – in policy
- child protection records retention and storage – in policy
- code of conduct for staff and volunteers - request a copy from juliet@ icandance.org.uk
- safer recruitment – in policy
- online safety – appendix
- managing complaints - see https://icandance.org.uk/about/policies/
- whistleblowing- separate policy
- induction, training, supervision and support – in policy
- Safeguarding Vulnerable Adults – Separate Policy

To obtain any of these policies, please email info@icandance.org.uk

We believe and recognise that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them
- the welfare of children is paramount in all the work we do and in all the decisions we take

icandance's Safeguarding Policy aims to ensure that icandance's activities are safe and well planned, to increase awareness of good safeguarding practice amongst staff, and to prevent harmful situations from occurring wherever possible. In particular, icandance aims to:

- Support the belief that all people whatever their age, culture, disability, gender, language, religious belief and/or sexual orientation have the right to protection from abuse and to a happy and healthy life
- Ensure that all staff and volunteers working with children, young people and vulnerable adults are aware of their responsibility towards the safety and wellbeing of each child and person in its care
- Work in partnership with children and young people, their parents, carers and other agencies in promoting welfare

- Provide protection for children, young people and vulnerable adults who take part in icandance's sessions, projects, events, and performances
- Provide guidance to staff and volunteers on procedures which should be adopted if they suspect a child or vulnerable person may experience, or is at risk of, harm

We recognise that:

- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.
- That due to the nature of working with people with learning disabilities, icandance understands that communication around safeguarding issues may require particular support and consideration. We will ensure adequate assistance for any safeguarding matters.

Staff must also be alert to additional needs of young carers and to safeguarding risks affecting children in birth or extended families, kinship care, special guardianship, adoptive families, foster care or residential settings.

Children with SEND, learning disabilities, communication differences or medical conditions may face additional barriers to recognising, disclosing and reporting abuse. Staff must never assume that injury, distress, behaviour or communication is explained by disability. Safeguarding responses must reflect the child's preferred communication, processing time, sensory needs, medical risks and individual support plans.

Key Contacts

Local Authority Lado:
LADO@camden.gov.uk
020 7974 4556

Local Authority Children's Services:
Camden Safeguarding Children Partnership (CSCP)

Post only: Town Hall Judd Street
London, WC1H 9JE
Phone: 020 974 6658
cscp@camden.gov.uk
www.cscp.org.uk

020 7974 3317

Support and advice about Extremism:

Police
Holborn Police Station
EMERGENCY: 999
NON-EMERGENCY NUMBER: 101

Local Authority
Camden Safeguarding Children Partnership (CSCP)
020 7974 3317
counter.extremism@education.gov.uk

NSPCC Whistleblowing helpline
Address:
Weston House
21 Curtain Road
London
EC2A 3NH
TL: 0800 028 0285
email: help@nspcc.org.uk

Key Contacts at icandance

Designated Safeguarding Lead (DSL):
Juliet Diener (Founder & Chief Executive Officer)
juliet@icandance.org.uk

Designated Safeguarding Trustee:
Sarah Hollis (Chair)
chair@icandance.org.uk

Designated Safeguarding Officer (DSO):
Ourania Sitra (Team Lead)
ourania@icandance.org.uk

Designated Safeguarding Officer (DSO):
Agnes Dewhirst (Team Lead)
agnes@icandance.org.uk

Designated Safeguarding Officer (DSO):
Evridiki Nana Yakubu (Team Lead)
evridiki@icandance.org.uk

Identifying and reporting Safeguarding concerns

Throughout this policy the term 'Team Members' is used to refer to all employees, contractors, volunteers and trustees. Every Team Member, whatever their role, has a responsibility for Safeguarding and promoting the welfare of children.

Safeguarding is everyone's responsibility. All trustees, employees, volunteers, sessional workers, students, contractors and partner personnel must act in the child's best interests, remain professionally curious and report concerns promptly. No one should assume that another person will act.

Parents are encouraged to raise any concerns directly with icandance, if necessary, using this safeguarding policy for concerns about the safety and/or welfare of children.

Safeguarding is aimed at protecting a C/YP's overall welfare, especially those with a wider spectrum of complex learning, physical, emotional and medical needs. Safeguarding includes all aspects of protecting children and vulnerable young adults from abuse, maltreatment, neglect or the impairment of their health or development. It ensures children/young people grow up in safe circumstances.

Safeguarding concerns often overlap. Staff must consider the whole picture, including abuse, neglect, exploitation, discrimination, online harm, mental-health needs and risks outside the home. Racism, misogyny, misandry, discriminatory or derogatory behaviour, harassment and violence must be challenged and considered as possible safeguarding concerns.

Concerns about a Child

The Charity has arrangements for listening to children and providing early help. Details of these arrangements can be seen in the Flow Chart in Appendix 4.

Definitions of safeguarding and types and signs of abuse

Safeguarding and promoting the welfare of children is defined as providing help and support as soon as problems emerge; protecting children from maltreatment within or outside the home, including online; preventing impairment of mental and physical health or development; ensuring safe and effective care; and taking action to enable all children to have the best outcomes.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children. Abuse can be:

- **physical abuse;**
- **emotional abuse;**
- **sexual abuse; and/or**
- **neglect.**

Team members are referred to Appendix 1 of this policy for further detail of the types of abuse and possible signs of abuse, as well as further information regarding specific safeguarding issues such as child criminal and/or sexual exploitation.

Modern slavery, financial exploitation, stalking, coercive control, teenage relationship abuse, child-to-parent or caregiver abuse, and exploitation facilitated by an individual, organised network or gang are explicitly included. Where exploitation may constitute modern slavery, the DSL must consider a National Referral Mechanism referral alongside children's social care and police action. A child must not be blamed for conduct undertaken through coercion or exploitation.

Procedures for dealing with concerns about a child

If staff suspect or hear any allegation or complaint of abuse, exploitation, or neglect from a child or any third party, they must act immediately and follow the relevant procedure below. Staff should not assume that somebody else will take action and share information that might be critical in keeping children safe.

The guidance, Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers supports staff who have to make decisions about sharing information. The trustees and management recognises the importance of information sharing between practitioners and local agencies, including ensuring arrangements for sharing information within the organisation and with local authority children's social care, the safeguarding partners and other organisations, agencies, and practitioners as required. Fears regarding sharing information under the Data Protection Act 2018 and the UK GDPR should not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children, and neither the DPA 2018 or the UK GDPR prevent the sharing of information for the purposes of keeping children safe. If in doubt about what information can and should be shared, staff should speak to the Designated Safeguarding Lead ("DSL").

The trustees will ensure that staff understand the relevant data protection principles which allow them to share (and withhold) personal information, including:

- being confident of the processing conditions which allow them to store and share information for safeguarding purposes, including information, which is sensitive and personal and should be treated as 'special category personal data'

- understanding that 'safeguarding of children and individuals at risk' is a processing condition that allows the sharing of special category personal data, including without consent where there is good reason to do so. For example, information may be shared without consent where: it is not possible to gain consent; it cannot be reasonably expected to gain consent; and, gaining consent would place a child at risk
- not providing pupils' personal data where the serious harm test is met.

Information must be shared lawfully, proportionately, securely and on a need-to-know basis. Data protection law does not prevent necessary safeguarding information sharing. Staff must record what was shared, with whom, why and the outcome, including reasons for a decision not to share. Before informing a parent, staff must consider whether doing so could increase risk to the child.

All staff should:

- Report immediately to CSCP (Camden Safeguarding Children's Practice, 020 7974 3317) or directly to the police if the C/YP is in immediate danger
- Stay calm and listen carefully
- Avoid asking leading questions
- Give the child/young person (C/YP) time to say all they need to say.
- reassure the individual that the allegation/complaint will be taken seriously and that they will be supported and kept safe
- ensure that the individual is not made to feel ashamed for making the report or given the impression that they are creating a problem by making the report
- not guarantee absolute confidentiality (as this may ultimately not be in the best interests of the child) and explain that the information needs to be passed to the appropriate person who will ensure that the correct action is taken
- be aware that the individual may not feel ready or know how to tell someone that they are being abused, exploited or neglected, and/or may not recognize their experiences as harmful. Staff should exercise professional curiosity and speak to the DSL if they have concerns.
- determine how best to build trusted relationships with children and young people which facilitate communication
    - Do not make a C/YP repeat something unnecessarily.
    - Do not try to deal with it yourself. Report immediately to the Designated Safeguarding Lead.
    - As soon as possible, report the disclosure in writing using the C/YP's own words. Ensure that the date, time, witnesses and other relevant information are recorded.
    - Do not discuss what you have heard with other members of the team who are not appointed as responsible for the children's welfare.

All concerns, discussions, and decisions (together with reasons) made under these procedures should be recorded in writing. This will help if/when responding to any complaint about the way a case has been handled. The record should include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved and a note of any action taken, the decision reached and the outcome. The record should include the date, time and place of the conversation and detail of what was said and done by whom and in whose presence and signed by the person making it.

The information should be kept confidential and stored securely by icandance, ensuring that the file is only accessible to those who need to see it, and is shared in accordance with the guidance set out in Parts one and two of Keeping Children Safe In Education 2025 (KCSIE).

Where the allegation relates to harmful sexual behaviours, if possible, the disclosure should be managed with two members of staff present (preferably one of them being the DSL or a DSO).
Where there is a safeguarding concern, icandance will ensure the pupil's wishes and feelings are taken into account when determining what action to take and what services to provide. This is particularly important in the context of harmful behaviours, such as sexual harassment and sexual violence. icandance manages this by ensuring that there are systems in place, that are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback. The Charity operates its processes with the best interests of the C/YP at their heart.

The Designated Safeguarding Lead will immediately act on any information brought to their attention by:

1. Recording all information carefully and confidentially to share with relevant parties as needed, using password protection on the icandance cloud system
2. Seeking guidance from the NSPCC or Childline as needed.
3. Contacting the family, if appropriate.
4. Speaking directly with the designated safeguarding lead of the host school or partner organisation, where relevant
5. Making a Social Services referral and or speaking to the local MASH team (Multi-agency safeguarding hubs)

Early Help

Any child may benefit from early help, but all staff should be particularly alert to the potential need for early help for a child who:

- Is disabled or has certain health conditions and has specific additional needs
- Has special educational needs (whether or not they have a statutory education, health, and care plan)
- Has a mental health need
- Is a young carer
- Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- Is frequently missing/goes missing from care or from home
- Is misusing drugs or alcohol themselves

- Is at risk of modern slavery, trafficking, or sexual or criminal exploitation
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
- Has returned home to their family from care
- Is showing early signs of abuse and/or neglect
- Is at risk of being radicalised or exploited
- Has a family member in prison, or is affected by parental offending
- Is experiencing, or is at risk of experiencing family ostracism
- Is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
- Is a privately fostered child

Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. In the first instance, staff who consider that a pupil may benefit from early help should discuss this with the icandance DSL. The DSL will consider the appropriate action to take in accordance with the Camden referral threshold document.

Under Working Together 2026, staff should distinguish between universal or community-based early help and targeted early help delivered through Family Help. The DSL must use Camden's current local thresholds and assessment protocol and must not allow terminology or uncertainty about thresholds to delay protection or support.

What team members should do if they have concerns about a child

If team members have any concerns about a child (as opposed to a child being in immediate danger), they should, where possible, speak with the charity's DSO and DSL to agree a course of action, although staff can make a direct referral to children's social care. As set out above, staff should not assume that somebody else will take action and share information that might be critical in keeping children safe; they should maintain an attitude of "it could happen here". If anyone other than the DSL makes a referral, they should inform the DSL as soon as possible that a referral has been made. If a child's situation does not appear to be improving, the DSL should press children's social care for reconsideration. Staff should challenge any inaction and follow this up with the DSL and children's social care as appropriate. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

Mental-health concerns can be an indicator or consequence of abuse, neglect, exploitation or trauma. Where a mental-health concern is also a safeguarding concern, staff must follow the safeguarding procedure immediately and seek appropriate specialist help; they must not attempt to diagnose the child.

What team members should do if a child is in danger or at risk of harm

If team members believe that a child is in immediate danger or at risk of harm, they should make an immediate referral to children's social care and/or the police. Anyone can make a referral. Any such referral must be made immediately and in any event within 24 hours (one working day) of staff being aware of the risk. Parental consent is not needed for referrals to statutory agencies such as the police and children's social care. If anyone other than the DSL makes a referral, they should inform the DSL as soon as possible that a referral has been made. The local authority social worker should acknowledge receipt to the referrer within 24 hours and make a decision about the next steps and type of response required. Staff should challenge any inaction and follow this up with the DSL and children's social care as appropriate. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

icandance's Local Safeguarding Partnership is Camden (Camden Safeguarding Children Partnership /CSCP). A full copy of their local procedures can be found at: www.cscp.org.uk

What staff should do if a child is seen as at risk of radicalisation

Staff should follow the Charity's normal referral processes when there are concerns about children who may be at risk of being drawn into terrorism, as set out above. This may include a Prevent referral or referral to children's social care depending on the level of risk. However, if staff have concerns that there is an immediate/significant risk of a child being drawn into terrorism they must call **999** or contact **MASH**

(Multi-Agency Safeguarding Hub) :
020 7974 3317

Advice and support can also be sought from children's social care.

What staff should do if they discover an act of Female Genital Mutilation ("FGM")

Staff must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the member of staff has a good reason not to, they should still consider and discuss any such case with DSL and involve children's social care as appropriate. Staff are referred to Appendix 1 of this policy for the procedure to be followed where they suspect that a pupil may be at risk of FGM.

What staff should do if they have concerns that children are at risk from or involved with serious violent crime

All staff should be aware of indicators which may signal that children are at risk from or are involved with serious violent crime.

If staff have any concerns about a child (as opposed to a child being in immediate danger), they should, where possible, speak with the icandance DSL to agree a course of action, although staff can make a direct referral to children's social care.

Child-on-child abuse and harmful sexual behaviour

Child-on-child abuse (including harassment and violence) is preventable and must never be dismissed as banter, part of growing up or an inevitable feature of disability or group activity. It may occur inside or outside sessions and online, and can include serious physical harm or threats involving weapons. Every concern requires support and proportionate risk assessment for the child harmed, the child alleged to have caused harm and the wider group.

Harmful sexual behaviour exists on a continuum from inappropriate or problematic behaviour through to sexual violence. Assessment must consider age and developmental stage, disability and communication, power imbalance, coercion, consent, frequency, context and impact.

How should staff respond to an incident of nudes and semi-nudes being shared by pupils

All incidents involving making or sharing nudes or semi-nudes by a person under 18 require a safeguarding response, whether described as consensual or non-consensual. Staff must not view, copy, print, forward or ask a child to send an image. The incident must be reported immediately to the DSL and managed under current UKCIS guidance and police/social-care advice.

All members of staff in any setting have a duty to recognise and refer any incidents involving nudes and semi-nudes and will be equipped with the necessary safeguarding training and support to enable them to recognise concerns.

For this purpose, 'sharing nudes/semi-nudes' means the sending or posting of nude or semi-nude images, videos, or live streams by children under the age of 18 online. This could be via social media (including Snapchat), gaming platforms, chat apps (including WhatsApp and iMessage) or forums. It could also involve sharing between devices via services like Apple's AirDrop which works offline. The images may also be digitally altered or wholly generated using artificial intelligence, including what are sometimes described as "deepfakes" or "deep nudes" — these are treated the same as real images for the purposes of this policy and require the same safeguarding response. The sharing of nudes and semi-nudes may happen publicly online, in 1:1 messaging or via group chats and/or via closed social media accounts. The images, videos or live streams may include more than one child.

Any direct disclosure by a child will be taken seriously and staff will ensure the child is feeling comfortable and will only ask appropriate and sensitive questions, in order to minimise further distress or trauma to them.
If staff are notified or become aware of an incident of nudes or semi-nudes being shared by a pupil or of a pupil, they should refer the incident to the DSL as soon as possible.
The DSL will follow the UKCIS guidance "Sharing nudes and semi-nudes: advice for education settings working with children and young people" (UK Council for Internet Safety, updated March 2024) when responding to a report of sharing nudes and/or semi-nudes. This will include:

- Holding an initial review meeting with appropriate staff. This may include the staff member(s) who hear the disclosure and the safeguarding or leadership team who deal with safeguarding concerns.
- Carrying out interviews with the children involved (if appropriate).
- Informing parents and carers at an early stage and keep them involved in the process in order to best support the pupil unless there is good reason to believe that involving them would put the child at risk of harm. Any decision not to inform them should be made in conjunction with other services such as children's social care and/or the police, who would take the lead in deciding when they should be informed.
- Carrying out a risk assessment to determine whether there is a concern that a child has been harmed or is at risk of immediate harm at any point in the process
- If not, the incident can be handled in charity in accordance with the "sharing nudes" guidance and the Charity's Child Protection and Behaviour policies.
- If it is determined that there is a risk of harm, the DSL must make a referral to children's social care and/or the police immediately.

All incidents relating to nudes and semi-nudes being shared need to be recorded, whether they have been referred externally or not. Charities must record the reason for not reporting incidents externally and ensure it is signed off by the Head of the organisation and Chair. Records will be kept in line with statutory requirements set out in KCSIE and local safeguarding procedures. No copies of imagery will be taken or retained.

This guidance does not apply to the sharing of images of children under 18 by an adult over 18 as this constitutes child sexual abuse. In the event that staff become aware of such an incident, they should notify the DSL immediately, who should always inform the police as a matter of urgency.

What staff should do if they have safeguarding concerns about another staff member

The allegations and low-level concerns procedures apply equally to employees, volunteers, trustees, students, trainee teachers, sessional and agency workers and contractors. If a concern meets or may meet the harm threshold, the responsible senior person must consult the LADO without delay. Where another organisation supplies or employs the person, both organisations retain safeguarding responsibility.

A low-level concern is any concern – no matter how small – that an adult working on behalf of icandance may have acted in a way that is inconsistent with the code of conduct, including outside work, but which does not meet the harm threshold or is not serious enough to refer to the LADO. Low-level concerns must be shared with the DSL (or the Chair of Trustees if the concern is about the DSL), recorded in writing, kept confidential and reviewed so that any patterns can be identified and addressed.

Any allegation that a child/young person makes against a team member must be reported to one of the Designated Safeguarding Leads.
If the allegation relates to the Designated Safeguarding Lead/s, it must be reported to the Trustee Responsible for Safeguarding, Sarah Hollis. When the allegation has been reported, the Local Authority Designated Officer (LADO) will be contacted within 24 hours to report the concern and the necessary action taken. The LADO aims to advise an organisation in supporting the accused adult.

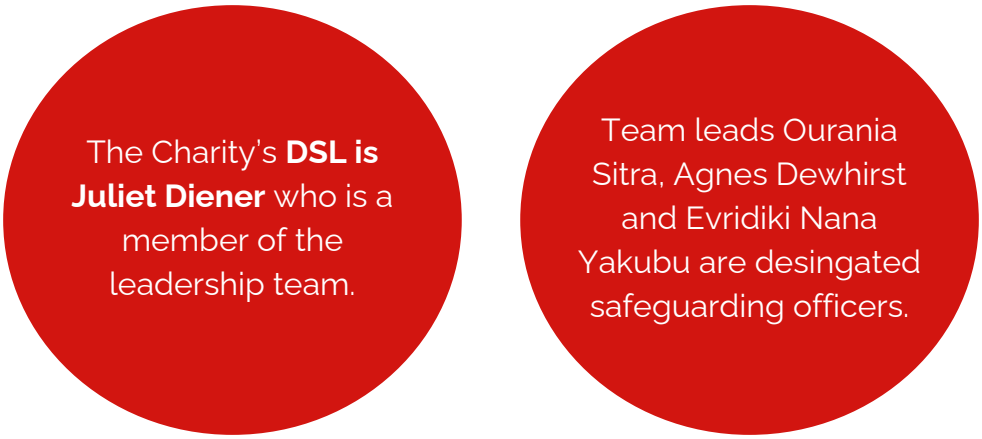
What staff should do if they have concerns about safeguarding practices within icandance

The charity aims to ensure there is a culture of safety and raising concerns and an attitude of 'it could happen here'. Where staff have concerns about poor or unsafe practices and potential failures in the Charity's safeguarding systems, these should be raised in accordance with the Charities whistleblowing procedures which can be found in the Whistleblowing Policy. There will be no disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

If staff and volunteers feel unable to raise an issue with the charity or feel that their genuine concerns are not being addressed, they may use other whistleblowing channels, such as the NSPCC whistleblowing advice line. Contact details for the NSPCC helpline can be found on the Key Contacts page at the start of this policy.

- The duty to refer to the Disclosure and Barring Service must be considered whenever a person is removed from regulated activity or would have been removed had they not resigned or otherwise left.
- Regulated activity and volunteer checking arrangements must be reviewed against current legislation and DBS guidance. KCSIE 2026 identifies Crime and Policing Act 2026 changes removing the former supervision exemption from regulated activity. icandance must not rely on the previous exemption and must confirm the correct level of DBS and barred-list check for each role before appointment.
- All team members aged 16 and over, including trustees, staff, sessional workers, students and volunteers, must have an enhanced Disclosure and Barring Service (DBS) check, including checks of both the children's and adults' barred lists, before they begin at icandance. Volunteers under 16 cannot be DBS checked; they are never left alone with children and are supervised by a DBS-checked team member at all times. DBS checks are renewed every three years. Where a team member is registered with the DBS Update Service, icandance will accept their existing certificate, provided it is an enhanced check with both barred lists, for the right type of role. icandance will check its status online before they start and then annually.
- It is illegal to engage someone to work with children or vulnerable adults if they are on the DBS 'barred list'.
- All team members will complete an application form. The application form will elicit information about an applicant's past and a self-disclosure form will be completed referring to any possible criminal record. This declaration will be signed annually.
- icandance is exempt from the Rehabilitation of Offenders Act. Therefore, any position by a team member will be judged on a case by case basis. This will depend on the nature of the position and the circumstances and background of the offence.
- All team members will receive a copy of the organisation's Safeguarding and Welfare of Children and Vulnerable Adult Policy. This forms part of their induction training to ensure that it has been read and understood. This will be signed.
- Two confidential references, including one regarding previous work with children, where appropriate. These references can 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 referral system and all checks would have been completed. Volunteers under 16 require one reference from school as well as parental consent.
- Evidence of identity and right to work in the UK is also required.
- An internet check including the social media of candidates will be conducted by icandance, identifying any involvement with radicalisation, racism, sexual misconduct against children and young people or any other concerning behaviour which may impact the role in which they are being interviewed. Shortlisted candidates will be informed that online searches may be done as part of due diligence checks.

Management of safeguarding at icandance



The DSL's contact details can be found on the Key Contacts page at the start of this policy.

The DSL's role is to take lead responsibility for safeguarding and child protection matters in the Charity. The DSL's responsibility is to maintain an overview of safeguarding within the charity, to open channels of communication with local statutory agencies, refer incidents to third parties (including the local authority children's services, the DBS, Channel (for radicalisation) and the police) where appropriate, to support staff in carrying out their safeguarding duties and to monitor the effectiveness of the Charity's policies and procedures in practice. The DSL works with the trustees to review and update the Charity's Safeguarding Policy.

The trustees regularly reviews the charities and their own practices and concerns about welfare and safeguarding matters. This includes the personal and professional duty of all staff to report welfare and safeguarding concerns to the DSL, or in the absence of action, directly to local children's services.

The DSL should liaise with the three safeguarding partners and work with other agencies in line with *WT*. "*NPCC - When to call the police*" can assist the DSL understand when they should consider calling the police and what to expect when they do. If the Charity has questions about any police investigation, it will ask the police. The DSL will also be responsible for liaising with the senior mental health lead and, where available, the Mental Health Support Team, where safeguarding concerns are linked to mental health. The DSL should be confident as to what local specialist support is available to support all children involved in sexual violence and sexual harassment and be confident as to how to access this support when required.

Whilst the CEO should ensure that the policies and procedures adopted, particularly those concerning referrals of cases of suspected abuse and neglect, are understood and followed by all staff, and the Trustees are ultimately responsible for ensuring staff are competent, supported, and regularly reviewed in relation to safeguarding, the ultimate lead responsible for safeguarding and child protection remains with the DSL and this responsibility should not be delegated. Safeguarding is on the agenda of every trustee meeting.

Full details of the DSL's role can be found at Annex B of KCSIE and Appendix 2.

Training and Safeguarding Procedures

All team members will receive training to enable them to work safely with the children /young people as well as training on how to deal with Safeguarding issues that may arise. This takes place during induction training and external Safeguarding training needs to be completed within three months of starting at icandance. Team members will receive accredited training every three years, and the Safeguarding Leads every two years. Team members will be required to sign a declaration stating that they have read the icandance safeguarding policies (see declaration form in Appendix 6). Young volunteers at icandance (those under 18 years old), will be briefed on relevant safeguarding information during their inductions with icandance team leads. This will be carried out during their onboarding when they begin volunteering. Trustees must ensure that all those working for icandance, in a paid or voluntary capacity, receive efficient training within safeguarding and child protection at induction stage.

From the 2026 review, all team members must be briefed on the full safeguarding expectations relevant to their role. Training must include child-on-child abuse and harmful sexual behaviour, online and AI-facilitated harm, information sharing, exploitation and modern slavery, SEND communication, mental health, professional boundaries and restrictive interventions. Training records and understanding checks must be retained.

All team members will maintain good practice with the children/young people and ensure they do not breach professional boundaries, act in a way that could be misinterpreted or otherwise leave them vulnerable to allegations of inappropriate behaviour.

Team Members must **NEVER**:

- Meet with children outside of designated activity times, without a parent or responsible adult being present, unless written consent is given by the parent and icandance's CEO is aware of the purpose of the meeting.
- Share inappropriate information with the children/young people or with other adults in front of C/YP
- Use demeaning or belittling language with or about the C/YP.
- Establish, or seek to establish, social contact with any C/YP or aim to secure a friendship or strengthen a relationship for any reason. This includes 'electronic' contact, such as by e-mail or social networking sites.
- Buy or give gifts to any C/YP other than as part of a reward system and as approved by icandance's CEO/member of the Executive Team.
- Give to, or exchange with C/YP any personal details such as home/mobile telephone number or home or personal e-mail address for any reason, unless a specific need to do so is agreed with icandance's CEO and with the written approval of their parents.
- Use physical contact except to support a C/YP to access activity or for their physical safely. See our touch policy. Any restrictive intervention must follow the section on Restrictive Interventions, Physical Contact, Restraint and Seclusion below.

- Use a personal mobile phone or other personal device to photograph, film, privately contact or store information about a C/YP (see Appendix 3).
- Enter identifiable or sensitive information about a C/YP into a generative AI tool, or use AI to create or alter the image or voice of a C/YP (see Appendix 3).

Team Members must **ALWAYS:**

- Treat all children/young people and their families with dignity and respect.
- Value and respect all C/YP equally, showing no discriminatory behaviour and always treating them with a polite, positive, responsive and considerate manner.
- Ensure they understand the process for reporting a Safeguarding concern or disclosure and know the name of the Designated Safeguarding Lead.
- Work in an open environment unless working specifically one-to-one on the direction of icandance's CEO.
- Build balanced relationships based on mutual trust which empower children to share in the decision-making process where possible.
- Work in pairs to attend to intimate or self-care needs of C/YP. Unless pre-agreed with parent/carers.

icandance will **ALWAYS:**

- Secure parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any incidents that occur, along with the details of any treatment given and investigation of the incident which may lead to further changes.
- Request written parental consent if team members are required to transport young people in their cars.

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. This information will be stored securely.
- No parent/carer is to be left alone with other children/young people whilst in the care of icandance unless permission has been given by C/YP's parent.
- Parents are to inform the icandance team who will be collecting their child/young person
- An agreement between icandance and the host organisation is to be signed when delivering within the host setting. The partnership agreement states clearly where the responsibility of Safeguarding lies. The host setting will inform icandance of the name of the DSL.

Oversight of safeguarding, including arrangements for reviewing policies and procedures

The Chair of Trustees is the board-level lead designated to take a lead in relation to responsibility for the safeguarding arrangements within the charity.

The charity considers its obligation to review safeguarding practices a matter of its everyday concerns. A review of the charities's child protection policies takes place at least annually, including an update and review of the effectiveness of procedures and their implementation, including lessons learnt.

The charities's safeguarding policies and procedures should be transparent, clear, and easy to understand for staff, pupils, students, parents, volunteers and carers.

The Board must receive anonymised safeguarding assurance information and monitor patterns, timeliness, training and action completion.

Restrictive interventions, physical contact, restraint and seclusion

- icandance's starting point is prevention. Restrictive interventions must be avoided wherever possible through communication, reasonable adjustments, sensory support, de-escalation, positive relationships and individual risk/support plans. They must never be used as punishment or routine behaviour management.
- Appropriate physical contact for therapeutic dance facilitation and dance movement psychotherapy, first aid, personal care, guidance, comfort or safety must be necessary, respectful, explained where possible, sensitive to the child's wishes and needs, and consistent with consent and individual plans.
- A restrictive intervention may be used only to prevent immediate harm where it is lawful, necessary and proportionate, and only by a person competent and trained for the situation. The least restrictive option and least amount of force must be used for the shortest possible time.
- Staff must consider medical conditions, disability, communication and sensory needs, age, size, trauma, equality implications and the risk that intervention may escalate distress. The child's dignity, breathing, circulation and wellbeing must be protected continuously.
- Staff must never obstruct breathing or circulation, cover the mouth or nose, apply pressure to the neck or abdomen, or intentionally use ground restraint. If a child is unintentionally on the ground, staff must release or move to a safer position as quickly as possible.
- Seclusion means preventing a child from leaving a place away from others through obstruction, blocking or threat. icandance does not use seclusion as punishment or routine practice. In an immediate safety emergency it may be used only for the shortest necessary period, in a safe non-threatening place, with continuous supervision and an exit as soon as risk reduces.

- Every use of restraint, force or seclusion must be reported immediately to the DSL and recorded in writing as soon as practicable, normally on the same day, even where it was anticipated in an individual plan.
- The record must include names; date, time, place and duration; relevant needs; events and triggers; prevention and de-escalation attempted; intervention and degree of force; why it was necessary and proportionate; injuries or distress; witnesses; treatment; the child's account; parent notification; referrals; and follow-up.
- Parents or carers must normally be informed as soon as practicable and, where possible, the same day. If informing a parent may create serious harm, the DSL must obtain advice from children's social care and record the decision.
- Where an incident occurs in a school, the school DSL or leader must be informed immediately and the host school's statutory recording and reporting procedure followed.
- The child and staff involved must be checked for injury and offered medical and emotional support. Separate reflective accounts and a debrief should inform review of support plans and risk assessments. Trustees must monitor incident data for repeated use, injury and disproportionality, including for children with SEND and protected characteristics.

Appendix 1 - Signs and Types of Abuse

All charity staff should be aware that abuse, neglect, and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone. In most cases, multiple issues will overlap with one another therefore staff should always be vigilant and always raise any concerns with the DSL or DSOs.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the charity and/or can occur between children outside of these environments. All staff, but especially the DSL, should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines, and radicalisation.

All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues and should recognise that children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently online and in daily life. Staff should be aware that children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

Online risk must be considered across content, contact, conduct and commerce. Online and offline harms are often linked.

In all cases, if staff are unsure, they should always speak to the DSL .

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child (including through corporal punishment). Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Sexual abuse also includes sexual violence and sexual harassment (see below) which can occur between two children of any sex (also known as child on child abuse). This can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence are sexual offences under the **Sexual Offences Act 2003**, such as rape, sexual assault, and assault by penetration. Charity's should be aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault.

Sexual harassment: is 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of the charity. Sexual harassment is likely to violate a child's dignity, and/or make them feel intimidated, degraded, or humiliated and/or create a hostile, offensive or sexualised environment. Sexual harassment can include sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names; sexual "jokes" or taunting; physical behaviour, such as deliberately brushing against someone, interfering with someone's clothes; or upskirting, and sharing of unwanted explicit content (for example displaying pictures, photos or drawings of a sexual nature); and online sexual harassment, which might include consensual or non-consensual sharing of sexual images and videos (often referred to as the sharing of nudes/semi-nudes, or sexting – see below); inappropriate sexual comments on social media; exploitation; coercion and threats. Online sexual harassment may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. Further information can be found in the SVSH- Sexual violence and sexual harassment advice.

Sexual violence: refers to sexual offences under the **Sexual Offences Act 2003**, including rape, assault by penetration, sexual assault, and/or causing someone to engage in sexual activity without consent. Consent to sexual activity may be given to one sort of sexual activity, but not another, or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. A child under the age of 13 can never consent to any sexual activity. The age of consent is 16, and sexual intercourse without consent is rape.

Child-on-child sexual violence and/or harassment: Sexual violence and sexual harassment (as defined above) can occur between two children of any age and sex, from primary through to secondary stage and into colleges. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

It is more likely that girls will be the victims of sexual violence and harassment, and it is more likely that it will be perpetrated by boys. It can however occur between children of any sex. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable. Children who are victims of sexual violence and/or sexual harassment wherever it happens, will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same charity. Further information can be found in the *SVSH* advice.

Harmful sexual behaviour: problematic, abusive and violent sexual behaviour is developmentally inappropriate and may cause developmental damage. A useful umbrella term is "harmful sexual behaviour". Harmful sexual behaviour can occur online and/or face-to-face and can also occur simultaneously between the two. Sexual behaviour between children can be considered harmful if one of the children is much older, particularly if there is more than two years' age difference, or if one of the children is pre-pubescent and the other is not. However, a younger child can abuse an older child, particularly if they have power over them, for example, if the older child is disabled or smaller in stature.

Sharing of nudes and/or semi-nudes: the sending or posting of nude or semi-nude images, videos, or live streams online by young people under the age of 18. This could be via social media, gaming platforms, chat apps or forums. It could also involve sharing between devices via services like Apple's AirDrop which works offline. Images may also be digitally altered or wholly generated using artificial intelligence, including what are sometimes described as "deepfakes" or "deep nudes"; these fall within this definition regardless of whether the image is a genuine photograph of the child. The sharing of nudes and semi-nudes can happen publicly online, in 1:1 messaging or via group chats and closed social media accounts and may include images or footage of more than one child or young person.

Alternative terms used by children and young people may include 'dick pics' or 'pics' or may be referred to by adults or professionals as 'youth produced/involved sexual imagery', 'indecent imagery', 'image based sexual abuse' or 'sexting'.

The motivations for taking and sharing nude and semi-nude images, videos and live streams are not always sexually or criminally motivated. Such images may be created and shared consensually by young people who are in relationships, as well as between those who are not in a relationship. It is also possible for a young person in a consensual relationship to be coerced into sharing an image with their partner. Incidents may also occur where:

- children and young people find nudes and semi-nudes online and share them claiming to be from a peer
- children and young people digitally manipulate an image of a young person into an existing nude online
- images created or shared are used to abuse peers e.g. by selling images online or obtaining images to share more widely without consent to publicly shame

For this reason, incidents can either be classified as 'aggravated' or 'experimental'. The UKCIS guidance *"Sharing nudes and semi-nudes: advice for education settings working with children and young people"* (UK Council for Internet Safety, updated March 2024) sets out the classification of incidents, and how each should be handled.

Upskirting: is a criminal offence and typically involves taking a picture under a person's clothing (not necessarily a skirt) without their permission and/or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Anyone of any sex can be a victim.

Neglect: 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Serious violence: indicators which may signal that children are at risk from, or are involved with serious violent crime include increased absence from the Charity, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation. All staff should be aware of the associated risks which increase the likelihood of involvement in serious violence (for example, being male, frequent absence from the charity or permanently excluded from the charity, experienced child maltreatment or having been involved in offending) and understand the measures in place to manage these.

Specific safeguarding issues: behaviours linked to drug taking, alcohol abuse, truanting and sexting put children in danger. Safeguarding issues can also manifest themselves via child on child abuse, such as abuse within intimate partner relationships, bullying (including cyberbullying), gender-based violence/sexual assaults, sexting and upskirting. Safeguarding issues can also be linked to, for example, children missing education; child sexual exploitation; domestic violence; fabricated or induced illness; faith abuse (including ostracism of families); female genital mutilation; forced marriage; gangs and youth violence; gender-based violence / violence against women and girls; hate; mental health; preventing radicalisation; relationship abuse; sexting; consensual and non-consensual sharing of nudes and semi-nudes; and trafficking.

Child sexual exploitation (CSE):

CSE is a form of child sexual abuse (see above) which occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity (a) in exchange for something the victim needs or wants (for example, money, gifts or affection), and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years (including 16 and 17 year olds who can legally consent to have sex) who has been coerced into engaging in sexual activities. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media). Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

CSE can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.

The below CCE indicators can also be indicators of CSE, as can:

- children who have older boyfriends or girlfriends, and
- children who suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant.

The DfE has published guidance on this entitled *"Child sexual exploitation: guide for practitioners".*

CSE may occur alone, or may overlap with CCE, and/or county lines, as well as other forms of abuse.

Child criminal exploitation (CCE): CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants (for example, money, gifts or affection), and/or (b) for the financial or other advantage (such as increased status) of the perpetrator or facilitator and/or (c) through violence or the threat of violence. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines, see below), forced to shoplift or pickpocket. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, their vulnerability as victims is not always recognised by adults and professionals (especially when they are older children). It is important in these circumstances that the child perpetrator is also recognised as a victim.

Some of the following can be indicators of CCE:

- children who appear with unexplained gifts, money, or new possessions
- children who associate with other children involved in exploitation
- children who suffer from changes in emotional well-being
- children who misuse drugs and alcohol
- children who go missing for periods of time or regularly come home late, and

The experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however staff should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

CCE may occur alone, or may overlap with CSE, and/or county lines, as well as other forms of abuse. Children who have been exploited will need additional support to help maintain them in education.

County lines: County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs, using dedicated mobile phone lines or other form of "deal line".

This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults exploited to sell drugs and move and store drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including charitable organisations (mainstream and special), further and higher educational institutions, pupil referral units, children's homes and care homes. Children are increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

A number of the ways of identifying indicators for CSE and CCE as detailed above may be applicable to where children are involved in county lines. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

- go missing and are subsequently found in areas away from their home;
- that have been the victim or perpetrator of serious violence (e.g. knife crime);
- are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs;
- are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection;
- are found in accommodation that they have no connection with, often called a 'trap house or cuckooing' or hotel room where there is drug activity;
- owe a 'debt bond' to their exploiters;
- have their bank accounts used to facilitate drug dealing.

Further information on the signs of a child's involvement in county lines is available in guidance published by the Home Office.

Modern Slavery: Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the National Referral Mechanism is available in the statutory guidance "Modern slavery: how to identify and support victims (May 2022)".

Cybercrime: is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer). Cyber-dependent crimes include:

- unauthorised access to computers (illegal 'hacking'), for example accessing a charity's computer network to look for test paper answers or change grades awarded;
- denial of Service (Dos or DDoS) attacks or 'booting'. These are attempts to make a computer, network, or website unavailable by overwhelming it with internet traffic from multiple sources; and,
- making, supplying, or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets, and Remote Access Trojans with the intent to commit further offence, including those above.

Children with particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime.

If there are concerns about a child in this area, the DSL, should consider referring into the Cyber Choices programme. This is a nationwide police programme supported by the Home Office and led by the National Crime Agency, working with regional and local policing. It aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Cyber Choices does not currently cover 'cyber-enabled' crime such as fraud, purchasing of illegal drugs on-line and child sexual abuse and exploitation, nor other areas of concern such as on-line bullying or general on-line safety.

Additional advice can be found at: Cyber Choices, 'NPCC- When to call the Police' and National Cyber Security Centre - NCSC.gov.uk.

Mental health: all staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences can impact on their mental health, behaviour, and education.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following this policy, and speaking to the DSL.

The DfE has published advice and guidance on *Preventing and Tackling Bullying, and Mental Health and Behaviour in Charitys.* In addition, Public Health England has produced a range of resources to support secondary and senior charity teachers to promote positive health, wellbeing and resilience among young people including its guidance *Promoting Children and Young People's Emotional Health and Wellbeing*. Its resources include social media, forming positive relationships, smoking and alcohol.

So called 'honour based' abuse: encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing.

Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take.

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. Guidance on the warning signs that FGM may be about to take place, or may have already taken place, can also be found on pages 38-41 of the Multi-agency statutory guidance on FGM. To give an example of indications that a girl has already been subjected to FGM:

- A pupil may have difficulty walking, sitting, or standing and may even look uncomfortable.
- A pupil may have frequent urinary, menstrual or stomach problems or spend longer than normal in the bathroom due to difficulties urinating.
- There may be prolonged or repeated absences from Charity and/or noticeable behaviour changes (e.g. withdrawal or depression) on the pupil's return.
- A pupil is reluctant to undergo medical examination.

If staff have a concern that a pupil may be at risk of FGM, they should speak to the DSL or a DSO, who will (where appropriate) activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and Children's Social Care.

The law places a personal statutory duty to report to the police on specific professionals — teachers and regulated health and social care professionals — where they discover (through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18 (FGM Act 2003, as amended). This legal duty does not extend to icandance staff and volunteers, who are not teachers or regulated health/social care professionals for this purpose.

Regardless, it is icandance's own policy that any team member who discovers that an act of FGM appears to have been carried out must report this to the police and to the DSL immediately, as a matter of urgency. icandance treats this as a non-negotiable safeguarding requirement for everyone, not only those covered by the personal legal duty. Where a team member suspects a child or young person may be at risk of FGM but has not discovered that an act has already taken place, they should follow icandance's usual safeguarding procedures and speak to the DSL without delay.

Further information can be found in the *Multi-agency statutory guidance on female genital mutilation and the FGM resource pack*, particularly section 13.

Forced marriage: Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological.

A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Charities can play an important role in safeguarding children from forced marriage.

There are a range of potential indicators that a child may be at risk of forced marriage, details of which can be found on pages 13-14 of the Multi-agency guidelines: Handling cases of forced marriage. Further information on forced marriage is available in guidance published by the Forced Marriage Unit. Charity staff can also contact the Forced Marriage Unit if they need advice or information: Contact: **020 7008 0151** or email **fmu@fco.gov.uk**

Radicalisation: Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. It can also call for the death of members of the armed forces, whether in this country or overseas. Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home). As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include making a Prevent referral. Designated safeguarding leads and other senior leaders in colleges should familiar themselves with the Prevent duty guidance: for further education institutions in England and Wales. Staff should contact the DSL, who should be aware of the local procedures in place, before making a Prevent referral.

In the event of a child leaving, the DSL should consider if it would be appropriate to share any information with the new charity or college. For example, information that would allow the new charity or college to continue supporting victims of abuse or those who are currently receiving support through the 'Channel' programme and have that support in place for when the child arrives at the new charity.

Special educational needs and/or disabilities (SEND), or pupils with certain health conditions: Pupils with SEND or certain health conditions can face additional safeguarding challenges. These children may not outwardly show signs of abuse and/or may have difficulties in communication about abuse or neglect, or bullying.

These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration;
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children;
- the potential for children with SEND or certain health conditions being disproportionally impacted by behaviours such as peer group isolation or bullying (including prejudice-based bullying), without outwardly showing any signs;
- communication barriers and difficulties in managing or reporting these challenges;
- being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in Charity or the consequences of doing so.

Staff will support such pupils in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of abuse, discussing this with the DSL as appropriate.

Lesbian, gay, bi or trans ("LGBT"): The fact that a child may be LGBT is not in itself an inherent risk factor for harm. However, children who are LGBT can be targeted by their peers. In some cases, a pupil who is perceived by their peers to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT. Risks can be compounded where children who are LGBT lack a trusted adult with whom they can be open. The Charity endeavours to provide a safe space for LGBT children to speak out or share their concerns with trusted members of staff.

Domestic abuse: The **Domestic Abuse Act 2021** received Royal Assent on 29 April 2021 and its provisions, including the statutory definition of domestic abuse, are now fully in force. The Act introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear, or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross- government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including but not limited to, psychological, sexual, physical, emotional, and economic abuse and coercive and controlling behaviour. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the 2021 Act).

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse.

Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio- economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

The government has issued statutory guidance under the Act to support those working with domestic abuse victims and perpetrators, including on its impact on children.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience domestic abuse within their own intimate relationships. This form of child on child abuse is sometimes referred to as 'teenage relationship abuse'.

Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

Domestic Abuse may lead to other safeguarding concerns and should therefore be managed under this policy.

Charity staff can contact **Operation Compass** on **0204 513 9990** for advice in respect of children who have experienced domestic abuse.

Homelessness: Being homeless, or at risk of homelessness presents a real risk to a child's welfare. The Charity should be aware of potential indicators of homelessness including household debt, rent arrears, domestic abuse, and anti-social behaviour, as well as a family being asked to leave a property. If staff are made aware or suspect that a pupil may be at risk of homelessness they should talk to the DSL in the first instance. Whilst referrals to the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not and should not replace a referral to the LADO where a child has been harmed or is at risk of harm, in accordance with this policy.

Children who go missing from charity: A child going missing from Charity is a potential indicator of a range of safeguarding issues including abuse, neglect, sexual abuse, CSE and CCE. It can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of FGM, so-called 'honour'-based abuse or risk of forced marriage. Staff must follow the Charity's procedures for dealing with children who go missing, particularly persistently.

Child abduction and community safety incidents: Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends, and acquaintances); and by strangers.

Other community safety incidents in the vicinity of a charity can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation.

As children get older and are granted more independence (for example, as they start walking to charity on their own) it is important they are given practical advice on how to keep themselves safe. Many charitys provide outdoor-safety lessons run by teachers or by local police staff.

It is important that lessons focus on building children's confidence and abilities rather than simply warning them about all strangers. Further information is available at: **www.actionagainstabduction.org** and **www.clevernevergoes.org**

Children and the court system: Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children 5-11 year olds and 12-17 year olds available on the gov.uk website.

The guides explain each step of the process and support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. The Charity may refer some parents and carers to this service where appropriate.

Children with family members in prison: Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation, and poor mental health. The National Information Centre on Children of Offenders (NICCO) provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

Appendix 2 - Role of the designated safeguarding lead

Trustees management committees should ensure an appropriate senior member of staff, from the charity leadership team, is appointed to the role of designated safeguarding lead.

The designated safeguarding lead/s should take lead responsibility for safeguarding and child protection (including online safety). This should be explicit in the role holder's job description. This person should have the appropriate status and authority within the charity to carry out the duties of the post.

They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

Any deputies should be trained to the same standard as the designated safeguarding lead and the role should be explicit in their job description. Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead, this lead responsibility should not be delegated.

The safeguarding Lead role is supported by safeguarding officers who work as deputies across sites for the safeguarding Lead.

Manage referrals

The designated safeguarding lead is expected to:

- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel programme (for radicalisation) where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police as required.

Work with others

The designated safeguarding lead is expected to:

- act as a point of contact with the three safeguarding partners;
- liaise with the Chair of Trustees to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the "case manager" (as per Part four) and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member;
- liaise with staff on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice and expertise for all staff.

Training

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to, and understands, the school's or college's child protection policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- understand the importance of information sharing, both within the charity, and with the three safeguarding partners, other agencies, organisations and practitioners.
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the charity with regards to the requirements of the Prevent (for radicalisation) duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the appropriate knowledge, filters and monitoring systems and up to date capability required to keep children safe whilst they are online at school or college;
- can recognise the additional risks that children with Special Educational Needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses; and staff, in any measures the charity may put in place to protect them.

Raise Awareness

The designated safeguarding lead should:

- ensure the charity's child protection policies are known, understood and used appropriately;
- ensure the charity's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

Child Protection Records

The designated safeguarding lead is responsible for ensuring that child protection files are kept up to date. Information should be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child.

Records should include:

- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.

Availability

Whenever icandance activities involving children take place, including outside school term time, the designated safeguarding lead (or a DSO) should always be available for staff to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or a DSO) would be expected to be available in person, it is a matter for individual places, working with the designated safeguarding lead, to define what "available"means and whether in exceptional circumstances availability via phone and or zoom or other such media is acceptable.

In the unlikely event neither the DSL or DSO is not available then any safeguarding concerns can also be addressed to the Chair of Trustees.

Appendix 3 - Safeguarding children and young people: working online guidance for icandance

icandance has reviewed our safeguarding practices for programmes which are conducted online, such as Young Ambassadors meetings and dance parties.

All practices as stated in our safeguarding policy apply to any online relationship and codes of professional conduct remain appropriate.

icandance aims to create a safe and enriching environment for all people who wish to take part in icandance online.

icandance has procedures in place to help any young person or adult at risk who requests help and support on a confidential basis, in issues relating to Safeguarding. (Please see our detailed Safeguarding children and vulnerable young people policy.)

All safeguarding checks have been conducted on staff. All team members have been trained in online safety measures and risk assessments have been completed. Team members are aware of appropriate code of conduct for online working.

Use of photography & film

- Parents sign consent when children are enrolled in icandance. At any time, this consent can be withdrawn by informing icandance' s CEO in writing.
- Parents will always be informed of when, where and how images may be used.
- Photography or filming is permitted only during performance times i.e. parent watch week, Annual Performance and Winter Awards. Parents will be asked not to place footage on social media.
- All photos and film footage will be stored securely.
- At times film 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 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.
- Personal mobile phones must not be used to photograph, film, privately contact or store information about children. Any authorised organisational-device use must follow consent, data-protection and image-use procedures. These should be registered with icandance.

Use of technology, devices and artificial intelligence:

- Generative AI must not be used to enter identifiable or sensitive information about a child, create or manipulate sexualised or humiliating content, simulate a child's image or voice, or provide unsupervised safeguarding advice. Suspected AI-generated abusive imagery or impersonation must be reported as a safeguarding concern.
- Filtering and monitoring on icandance-controlled networks and devices must be risk assessed and reviewed at least annually, with recorded checks. Technical controls never replace supervision, education or professional curiosity.

icandance uses Zoom to offer live sessions. Each Zoom session is:

- Led by an icandance facilitator and managed by a moderator
- The role of the moderator is to set up and coordinate each session. In particular, they identify any safeguarding concerns and if needed, they communicate with parents throughout the session away from the zoom session. The moderator manages the waiting area and who can access the session.
- Sessions are run from an icandance account
- Sessions must be booked prior to the start and a secure link is sent on the same day no more than an hour before the start of the session to reduce the risk of uninvited participants. The log in for each session is only held by icandance and shared with the families who have confirmed attendance.
- icandance will admit dancers into the session one by one operating a waiting room system making sure each participant can be identified
- icandance holds the right to record sessions with consent from parents/carers. No other participant is permitted to record sessions.
- icandance holds the right to take photos within sessions with consent from parents/carers. No other participant is permitted to photograph within sessions.
- All our sessions will be run as private meetings hosted through Zoom and locked once all dancers are present; only people issued with a link and registered with icandance will be able to access the meeting. All staff have undergone extensive training and will be following best safeguarding practice to ensure the delivery via Zoom will continue to protect the safety and well-being of the dancers.

For Families

To ensure the safety and well-being of our staff and dancers during the delivery of these sessions, we ask that all families/carers adhere to the following:

- Remain contactable and are vigilant to the safety and well-being of the child or young person for the duration of the session
- No recording or photos are taken during the session
- Everyone seen on the screen is always appropriately dressed and fully clothed
- Please make sure no private information is visible during the zoom session. For Young Ambassadors vlogs, only first names should be listed on each user's zoom name.

- Each session will have a unique link. **This link should not be forwarded to a third party and only persons authorised by icandance will be invited to take part in the sessions. Anyone who is not identified by us will be not be allowed access to the session.**

Terms and conditions for online sessions: as per email sent to families

Before going online:

- Please make sure you are familiar with Zoom prior to the session and it is compatible with the device you plan to use. A larger screen is preferable for best experience and visibility as well as landscape setting on handheld devices. Please make sure the chosen device is static.
- Once you have confirmed via email that you will be attending the class you will receive the meeting ID and password. This will only be sent an hour before the session as a safeguarding measure.
- For dance parties, space should be cleared as much as possible removing any dangerous objects that could cause injury
- The only people that are to be visible should be those participating/supporting in the session.
- For dance parties, wear suitable dance clothing and footwear. Bring a water bottle to each session

During the session:

- Please log in to the session a few minutes before start time where you will be placed in a "virtual waiting room". The moderator will admit you once ready.
- At the start of each session please can an adult make sure that the zoom view is set up correctly as directed by the facilitator/moderator.
- As sessions are taking place in your home please be aware of what is visible and make decisions accordingly. We recommend no private, sensitive or offensive material should be visible or audible.
- Please let us know via email if there are any new health concerns or injuries prior to starting the session.
- We accept no liability for any injuries sustained by those participating in the sessions, nor do we accept any liability for damage to personal property caused during the dance session.
- Each zoom session has a moderator who manages and co-ordinates the session making sure everyone receives the zoom link an hour before, admits dancers into the session, communicates with parents during the session as is needed and monitors all safeguarding throughout the session alongside the rest of the team that is present in the zoom.
- Juliet Diener is the Designated Safeguarding Lead (DSL) for icandance and can be contacted on 07488 287102 if you would like to raise a concern. Ourania Sitra, Agnes Dewhirst and Evridiki Nana Yakubu are also safeguarding officers.

- **As this is an online session participating from the dancers' home parents/carers remain responsible for the wellbeing and safety of the dancer. It is the parent/carers responsibility to gauge the level of support needed throughout the session to maintain the dancer's engagement and safety.**
- **We have the right to end the session or remove an individual participant to ensure the safety and wellbeing of all involved.**

Appendix 4 - Flow Chart for Sharing a Concern

Juliet Diener (Founder & CEO, DSL): juliet@icandance.org.uk
Agnes Dewhirst (Team Lead, DSO): agnes@icandance.org.uk
Ourania Sitra (Team Lead, DSO): ourania@icandance.org.uk
Evridiki Nana Yakubu (Team Lead, DSO): evridiki@icandance.org.uk
Sarah Hollis (Chair of Trustees): chair@icandance.org.uk

ICD: icandance
C/YP: Child/ young person
LSP: Local Safeguarding Provider
LADO: Local Authority Designated Officer
DSL: Designated Safeguarding Lead
DSO: Designated Safeguarding Officer

Always report a disclosure in writing using the C/YP's own words. Ensure the date, time, witnesses and other relevant information is recorded.

Camden Safeguarding Board
020 7974 3317 (9am-5pm)
0207 974 4444 (outside office hours)
LBCMASHadmin@camden.gov.uk

If you believe a C/YP is in danger or at immediate risk of harm, call the police on **999** straight away.

An individual with a safeguarding concern about a C/YP or staff member should share this with the ICD DSL/DSO. If neither are on site, refer to the Manager of ICD.

If the concern is regarding an ICD Safeguarding Lead refer to Chair of ICD.

NB Any individual with concerns may refer to Children's Services directly. If you believe a C/YP is in danger or at immediate risk of harm call the police.

DIRECT REFERRAL IF C/YP IN IMMEDIATE DANGER

CONSIDERATIONS
DSL/DSO consider the most appropriate course of action.

REFERRAL TO CSCP
(Camden Safeguarding Children's Practice)

020 7974 3317 (9am-5pm)

0207 974 4444 (outside office hours)

LBCMASHadmin@camden.gov.uk

If regarding a staff member/ volunteer, contact Camden LADO
020 7974 4556/ LADO@camden.gov.uk

LSP = the C/YP's Local Safeguarding Practice if they lived outside of Camden e.g. Enfield

Children's Social Care Consideration

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

ASSESSMENT by local authorities.
ICD to be kept informed.

NO ASSESSMENT
Possible onward referral to other agencies.

NO REFERRAL

Discuss with parent and/ or social work team.
Discuss with the team manager.

ICD DSL/DDSL to monitor situation

C/YP's situation is not improving/ stabilising - consider re-referral to LSP.

Appendix 5 - Flow Chart for Allegations About icandance Team

Safeguarding allegation raised about the conduct or behaviour of an employee, worker, contracted partner staff or volunteer

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Is the allegation about the Designated Safeguarding Lead / Deputy Designated Safeguarding Lead?

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Yes

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Inform the Safeguarding Trustee or Chair of Trustees as soon as reasonably possible and, in any event, within 24 hours.

No

↓

Inform the Designated Safeguarding Lead / Safeguarding Team immediately and the person raising the concern should complete the Safeguarding Concern Form as soon as reasonably possible and, in any event, within 24 hours

↓

Designated Safeguarding Lead or Safeguarding Trustee (if allegation is against the Designated Safeguarding Lead / Deputy Designated Safeguarding Lead) decides whether the employee, worker, contracted partner staff or volunteer has:

- Behaved in a way that has harmed or may have harmed a child, young person or adult at risk
- Possibly committed a criminal offence in relation to a child, young person or adult at risk
- Behaved towards a child or young person in a way that indicates they are unsuitable to work with a child, young person or adult at risk
- Demonstrated behaviour in their personal life that might indicate unsuitability to work with children, young people or adults who are at risk of harm

Designated Safeguarding Lead or Safeguarding Trustee completes the relevant sections of Safeguarding Form

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Designated Safeguarding Lead or Safeguarding Trustee contact the Local Authority Designated Officer (LADO)/Designated Person at the Local Authority and/or Police for advice and support. The Designated Safeguarding Lead or Safeguarding Trustee will act on the advice of Camden Children's Services (Children and Families Contact Service) and/or Police.

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ICD will decide whether to suspend the employee, worker, contracted partner staff or volunteer pending the statutory investigations and inform the LADO/Designated Person and/or Police of ICD decision.

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Once any statutory investigations are concluded or where appropriate in parallel, ICD will undertake its own investigation and decide what sanction should be taken against the employee, worker, contracted partner staff or volunteer. If the employee, worker, contracted partner staff or volunteer is removed from their role in working with children, young people or adults at risk, a referral will be made to the Disclosure and Barring Service (DBS)

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Any learning and recommendations from the case will be implemented

Appendix 5 - Form for Reporting a Concern

Concern Form

Name of Child/ Vulnerable Adult:		Date of Birth:	
SEND Diagnosis (if known):		Name of sibling/s:	
Name of person completing this form:	Role:	Date of Concern:	Time of concern:
Nature of concern:		Place of disclosure:	

Please complete this form if you have any concerns about a vulnerable adult

Detail of concerns: *What you saw, what you heard, in the child's words. Include brief, accurate details and who else was present. Was it 1st or 2nd hand information? Distinguish between fact and opinion.*
Continue on a separate piece of paper and attach as required

For Completion by Designated Safeguarding Lead:

Concern shared with:	Signature of referrer:	Date of record: Time of record:

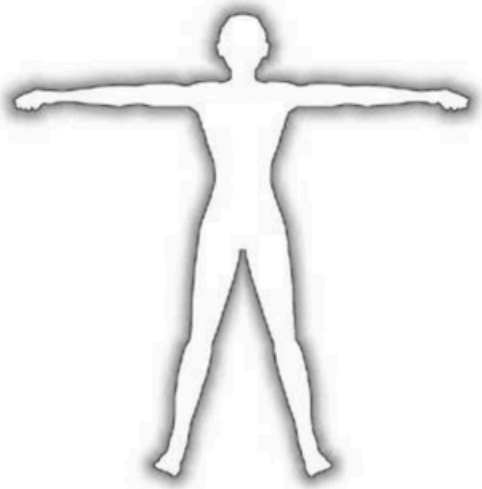
Agreed actions with basis for decision	By whom	By when

Signature of Designated Lead:	Date of when actions are to be reviewed:

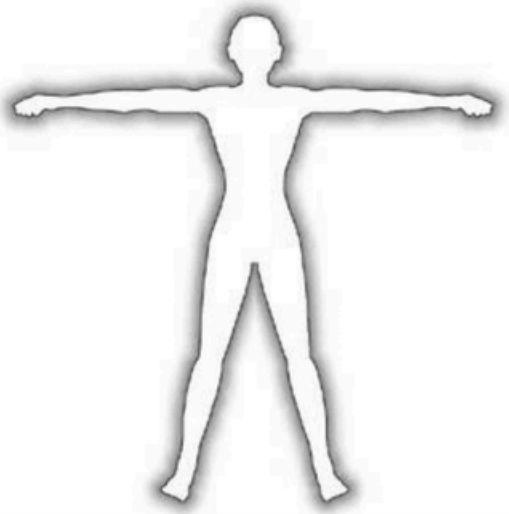
Remember when completing the body map to give an approx. sizes/dimensions of mark/injury

Sites of Injury

FRONT



BACK



Parent/Carer Informed – Yes	and if not the reason for not doing so: ❑	Date:
Entry on Chronology ❑	By:	

Outcome of Concerns for Completion by Designated Safeguarding Lead:

Appendix 6 - Team Onboarding Safeguarding Declaration

Safeguarding Declaration

At icandance, safeguarding is at the heart of our core mission. We are committed to ensuring the safety and protection of disabled children and young people (CYP), recognising their unique vulnerabilities and celebrating their right to express themselves freely, safely, and without discrimination. Safeguarding aims to protect disabled CYP and vulnerable adults.

icandance has two important policies about safeguarding:

- **Safeguarding & Welfare of Children and Young People Policy**
- **Safeguarding & Welfare Policy for Vulnerable Adults Policy**

Accessing Our Policies

- Both policies are available on our website
- You will receive the safeguarding policies during your induction and whenever it is updated
- You can also request a copies of policies at any time by contacting info@icandance.org.uk

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I confirm that I have read the following icandance policies:

- **Safeguarding & Welfare of Children and Young People Policy**
- **Safeguarding & Welfare Policy for Vulnerable Adults Policy**

I understand and accept the rules, requirements and procedures contained within it.

I understand that if I knowingly make a false declaration this may lead to disciplinary action being taken against me. This could result in my dismissal as an employee, or the termination of my services as a contractor/volunteer.

Signed:

Name:

Job Title/Role:

Date:

Appendix 7- Young Volunteer Consent Form

Volunteer Parental / Guardian Consent Form
For volunteers aged 14-18

Dear Parent or Guardian,

Thank you for your young person's interest in volunteering with icandance. Volunteering helps young people build confidence, learn new skills, and make a difference in the community.

Please note:

- Volunteers must be at least 14 years old. Anyone aged 14–18 needs parental/ guardian consent to volunteer.
- Supervision: Young volunteers are never left alone with dancers and there will always a team member present.
- Training: Young volunteers receive training and mentoring to support them in their role. They are always supported by the icandance team.
- Safety Checks: We carry out DBS checks for volunteers aged 16 and over.
- Risks: Volunteering can sometimes be physically or emotionally challenging, even with training and support. There is a small risk of injury as we are working with complex young people and movement.
- Insurance: Young volunteers are covered by the icandance professional liability and injury insurance.
- Photos: We may take photos of volunteers for our website, social media, or to celebrate events. By signing this form, you give permission for this, unless you tell us otherwise.
- By signing below, you confirm you have read and understood this information and agree for your young person to volunteer with icandance.

I have read, understood and agree to the information above.

Parent/ Guardian name:

Parent/ Guardian signature:

Date:

Appendix 8 - Flow Chart for Information Sharing at icandance

1) Concern identified: A safeguarding concern is raised
Data collected: name, date/ time, individuals involved, description of concern

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2) Record the Concern: Concern recorded using safeguarding form/ system
Data collected: contact details. relationship to charity, immediate needs

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3) Report to DSL: Concern securely passed to DSL (Designated Safeguarding Lead)
Data handled: case reference, safeguarding register, supporting evidence

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4) Assess the Concern: DSL reviews information, decides whether to monitor internally or refer externally
Data considered: risk level, previous history, urgency

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5A) Internal Monitoring
Case monitored within charity
Data stored: wellbeing updates, support actions, progress notes

5B) Referral to External Agency
Relevant information shared with statutory bodies
Data shared: necessary identity details, concern details, actions taken

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6) Review and Close Case: Outcome recorded securely
Data stored: closure record, agency response, retention notes

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7) How We Store Data

Secure Storage:
Digital: encrypted systems with password control.
Restricted Access: Only DSL, deputies, and authorised trustees.
Separation: Safeguarding records kept separate from service user files.
Retention & Disposal: Retained in line with Record Retention Schedule.
Securely destroyed when no longer needed (e.g., shredding or digital deletion).

8) Data Breaches

Immediate Reporting: Any personal data breach involving safeguarding information is reported to the DSL.
Regulatory Reporting: Serious breaches reported to the Information Commissioner's Office (ICO) within 72 hours.
Notification of Individuals: Affected individuals informed if there is a high risk to their rights and freedoms.
Record Keeping: All breaches logged and reviewed to improve safeguarding and data handling practice.

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9) Ongoing Safeguarding Training & Audit
Regular staff/volunteer training on safeguarding and GDPR.
Data collected: training logs, audit reports, breach register.

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10) Data Protection Complaints
If anyone wishes to complain about how we have handled their personal information, they can find all details of the ICD complaints policy on the website at www.icandance.org.uk
We will acknowledge all complaints within 30 days, as required under the Data (Use and Access) Act 2025, and respond fully once the investigation is complete.

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11) Data Protection Complaints
Contact: email, post, phone; acknowledge in 30 days, full response after investigation

Appendix 9: 2026 Change Register

Area	Source/status	Integrated change	Effective date
KCSIE 2026	Statutory for schools/colleges; benchmark for icandance	Integrated changes on whole-team duties, DSL cover, child-on-child abuse, exploitation, mental health, SEND, online/AI/mobile phones, volunteers and allegations	1 Sept 2026
Working Together 2026	Statutory national guidance	Updated safeguarding definition, Family Help, anti-discriminatory practice and information sharing	18 Mar 2026
Restrictive interventions	Part statutory for schools; adopted good practice for icandance	Prevention, least restriction, prohibited practice, same-day records/parent reports and debrief	1 Apr 2026
Data (Use and Access) Act 2025	Statutory change	Updated data protection and safeguarding information sharing	Jan 2026
Crime and Policing Act 2026	Statutory change subject to commencement	Review volunteer regulated-activity checks; former supervision exemption not to be relied on	Confirm commencement/current DBS guidance