

Safeguarding Children, Young People and Vulnerable Adults

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1. Policy Statement

South East Dance is an Arts Council England National Portfolio organisation and delivers and supports the participation in, development and presentation of dance across the south east region. We work with artists, community members, venue partners and partner organisations across a range of contexts. In 2021 we will take ownership of a public building where activity will be delivered with artists and the general public and the building will house office tenants. This policy statement is a forward facing document to address safeguarding within these contexts.

South East Dance believe that everyone, without exception, has the right to protection from abuse, harassment or any kind of harm regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion. South East Dance s policy applies to all staff, including senior managers and the board of trustees, staff, freelancers, volunteers, interns, apprentices, students or anyone working on behalf of South East Dance and is approved by our board of Trustees.

South East Dance are committed to practices that promotes safe environments and support the health, wellbeing, safety and positive development of children, young people and vulnerable adults. All staff are trained and supported to offer high quality, positive and safe dance opportunities.

South East Dance recognises:

- That the welfare of our participants is paramount and that they must be protected from harm at all times.
- The needs of children, young people and vulnerable adults from African or Caribbean heritage, people of South, East and South Asian heritage and people who are ethnically diverse and/or people who experience racism and those who are D/deaf or D/disabled, and the barriers that they may face, especially concerning communication.
- That everyone working with children, young people and vulnerable adults has a responsibility for the safety and wellbeing of each person in our care. They should feel safe and able to speak out if this is not the case.
- That all staff and volunteers should have the appropriate knowledge of how to safeguard children, young people and vulnerable adults, including an understanding of common safeguarding terms, in order to carry out their responsibilities effectively.
- The use of technology and information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people and vulnerable adults, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused by anyone, can be actually or potentially harmful to them.

South East Dance has appointed an Online Safety designated staff member to ensure that trustees, staff, partners and freelance practitioners have a thorough understanding of the principles and procedures in Online Safety that children, young people and vulnerable adults have the opportunity and freedom to learn and develop in a safe and professional environment without fear of abuse.

South East Dance meets their responsibility towards Safeguarding through:

- adopting the NSPCC 2019 Edition Voluntary and Community Sector Standards Six Standards
- ensuring proper recruitment and training for all staff and volunteers, including checking references and the appropriate level DBS certificate checks where appropriate
- sharing information regarding policies and protocols with external contractors and volunteers
- ensuring that all external contractors and volunteers agree to follow the South East Dance Code of Conduct
- that all documentation and sensitive information is treated confidentially and held and used in line with the Data Protection Act and General Data Protection Regulation
- that the relevant consent procedures are taken for filming and photography
- that there is sensitivity to the content of project sessions, taking into account age, gender and abilities of the participants

This policy is a lengthy document but this is to ensure that all relevant information is provided. If anything is not clear or does not make sense it is your responsibility to ask the Designated Safeguarding Officer (see section 3.1) for help.

South East Dance ensure that partners, external contractors and parents/ carers have access to this Safeguarding Policy and are aware of the procedures that are put in place to safeguard all those involved in South East Dance's work. The policy statement, link to the policy and information about who to contact is available on our website [Safeguarding of Children and Vulnerable People Statement | South East Dance](#)

All concerns, and allegations of abuse will be taken seriously by trustees and staff and responded to immediately and appropriately - this may require a referral to children's services and in some instances, the Police.

Additional relevant policies (Healthy and Safety, Lone Working etc.), resources and information are available to staff.

Trustees, staff and volunteers will familiarise themselves with this policy as soon as they begin working with us. Anyone can seek the advice and support of the Designated Safeguarding Officer at any time.

This policy will be updated as necessary and at least every two years. Last update date and staff member noted on the footer of this document.

2. Definitions and Core Knowledge

2.1 Definitions

Child - the term used for a person up until their 18th birthday

Young Person - although not a legal term, widely used to include older children and those into their early 20's

Vulnerable Adult - a person 18 years or over who is deemed to require extra support with care, access or learning

Child Protection - protecting children from abuse and neglect through adhering to legislation

Safeguarding - recognised as the wider practice of supporting the needs of children, young people and vulnerable adults which also includes preventing impairment to health or development and where their welfare is actively promoted

2.2 Types of Abuse

Taken from the NSPCC document of the same name - Abuse and neglect are forms of maltreatment. Someone may abuse or neglect by inflicting harm or by failing to act to prevent harm. Abuse can be committed by an adult or another child. For the full definitions of Types of Abuse, please see Appendix 3.

3. Guidelines and Procedures

3.1 Designated Safeguarding Officer

The Designated Safeguarding Officer at South East Dance leads on child protection and safeguarding issues and concerns relating directly to South East Dance led activity. South East Dance will be responsible for liaising with the relevant Local Safeguarding Children's Boards or child protection teams. In the Designated Safeguarding Officers absence the Executive Director will act as Designated Safeguarding Officer until a new Designated Safeguarding is appointed. In 2021 South East Dance will be appointing a Building Manager who will become either the Designated Safeguarding Officer or deputy safeguarding.

As HR lead for the organisation, the Executive Director will oversee all safeguarding incidents and has overall safeguarding responsibility.

South East Dance Safeguarding Officers' contact details:

Designated Safeguarding Officer: Rose Kigwana, Senior Producer, Participation -Telephone 07483 098853 or 01273 696844. Email Rose.kigwana@southeastdance.org.uk

Acting Designated Safeguarding Officer: Building Manager, to be appointed

Online Safety officer: Sarah Kearney, Assistant Producer - Community and Participation; Children and Young Person's lead, Telephone 01273 696844. Email sarah.kearney@southeastdance.org.uk

HR and Executive Team contact: Rachel Gibson, Executive Director Telephone: 07958 543264.
Email Rachel.gibson@southeastdance.org.uk

3.2 Designated Safeguarding Officer at Board Level

There is a Designated Safeguarding Trustee at South East Dance. This individual will represent the board's interest and oversight on child protection and safeguarding policies and issues relating directly to South East Dance led activity.

Designated Trustee: Christine De-Cruz

3.3 Local Contacts

Local Area Designated Officer and Council Contacts:

Children and young people at risk

Front Door for Families, Brighton & Hove provides support and guidance for parents, carers, members of the public, young people and professionals.

- **Phone: (01273) 290400**
- **Email: FrontDoorForFamilies@brighton-hove.gov.uk**
- **Available:** 9am to 5pm, Monday to Friday

You can also use the [Online Referral Form](#)

Out of hours emergency - **to contact Children's Services outside normal working hours**, call 01273 335905.

If a child is in immediate danger or left alone, you should **contact the police or ambulance service on 999** -

Brighton & Hove - this is the Multi-Agency Safeguarding Hub (MASH) 01273 290400 or MASH@brighton-hove.gcsx.gov.uk

Local Area Designated Officer In Brighton & Hove, the Local Authority Designated Officer (LADO) is Darrel Clews. Please contact Darrel on 01273 295643.

Adults at risk

If you or someone you know is at risk of, or is experiencing abuse or neglect, tell us. Complete the online [report abuse form](#).

If you're a professional, complete the [safeguarding adults at risk form](#).

Find out about the [type of people who might be at risk, and how to recognise and report abuse and neglect](#) in the Sussex Safeguarding Adults Policy and Procedures.

How to report abuse or neglect

In an emergency, phone the police on 999.

Monday to Friday, 8.30am to 4.30pm, phone the Access Point on 01273 29 55 55, or send an email to hascsafeguardinghub@brighton-hove.gov.uk. Outside these hours calls will be answered by CareLink Plus.

If you think a crime has taken place, but it's not an emergency, phone Sussex Police on 101.

You can remain anonymous when reporting abuse and neglect if you wish.

Outside of Brighton & Hove, please contact your Local Area Designated Officer or Adult Services in your local authority area.

3.4 Recruitment and Training

All staff, external contractors and volunteers undergo a thorough recruitment process, including interview and reference checks. Staff recruited to work with South East Dance have the necessary skills to fulfil their role and are willing to attend relevant training to ensure that their role is performed well. They are given an induction that includes taking them through South East Dance's policies and procedures and are provided with the necessary support and supervision in their role.

Those working with South East Dance are required to read, understand and agree to the company Safeguarding policy and procedures, and will work in line with the Code of Conduct in this policy.

Those working with children, young people or vulnerable adults undertaking regulated activity will be required to go through the necessary DBS certificate checks at the appropriate level.

South East Dance's understand that it is not possible to gain the required level of suitability check from partners and artists who are not resident in the UK. Those without a DBS certificate at the appropriate level will not work alone with children, young people or vulnerable adults nor have access to sensitive information, including images. It is therefore necessary for those international external contractors to be supervised by an adult who is DBS checked at the level required by the DBS.

All South East Dance staff will refresh, review changes and read updates to this policy biennially and as and when appropriate through the All Staff Planning Days structure.

Specific Policy for External Contractors

All external contractors should receive the appropriate induction pack outlining the relevant South East Dance policies including this policy. It is the responsibility of the member of staff contracting the external worker/company to ensure that they understand and act on the relevant policies and to provide the Designated Safeguarding Officer's contact details and a list of staff in order of seniority.

Contracting & Working With Host Organisations

When working with a host organisation whether in a school or community setting all staff (or external contractors where this forms part of their contract with South East Dance, for example when an artist undertakes a series of workshops for South East Dance) must ensure the following procedures are in place:

A contract or letter of agreement for the provision of the sessions (if appropriate) – all contracts must be signed by an authorised signatory, and an scanned or online copy placed in the main contracts file for reference. This should include any agreements regarding the provision of a second worker to provide appropriate cover for sessions. A site risk assessment must be undertaken if the session is taking place in any setting other than a school or formal setting. This should be documented and any appropriate action taken to mitigate against identified risks.

It is the responsibility of staff issuing the contracts to ensure that they are equipped with the information and support to implement projects as outlined below.

a) Schools

There should always be at least two adults present, or if not, a risk assessment undertaken and the identified risks mitigated against. When working in new schools it must be decided beforehand who will be responsible for undertaking the risk assessment and action required, if any. South East Dance's policy states that this must be made a part of the agreement with the school prior to beginning work in that school.

b) Community/ Out of School Activities – Closed groups

There should always be at least two adults present if possible. When working in new settings it must be decided beforehand who will be responsible for this. South East Dance's policy states that this must be made a part of the agreement prior to beginning work there.

If an agreement has been made regarding provision of a second worker by the host organisation and this is not met, the external contractor should inform the organisation that it will be impossible to lead the session or any future sessions until a support worker is made available. The external contractor must also inform the member of South East Dance responsible for coordinating the project if this situation arises.

If for any reason a session is being held in a community context led by a member of staff or an external contractor and it has not been agreed prior to the session that there will be a second adult available (e.g. youth worker/ other group leader) then an assistant should be contracted to support the session leader. This individual must meet policy requirements regarding an up to date DBS certificate and appropriate references and could be a fully trained volunteer or a paid worker. If this is not possible, then South East Dance must undertake a risk assessment and ensure action is taken to mitigate any risk identified.

c) Working with Groups/ Projects Initiated by South East Dance

Sometimes external contractors will work with groups who have been brought together for a one-off project or series of sessions. These groups may consist of several different pre-existing groups some of whom may have a regular youth/community worker or teacher attached to them. Some of them may consist of individuals drawn from a local community who have no pre-existing link and no other workers involved with them in relation to the sessions. These sessions could happen in a variety of contexts – in schools, in youth or community centres, leisure centres or theatres.

Generally the guidelines applying to working in schools or community/ out of school context should be applied as appropriate. In summary:

Where groups come from a school setting (even if it is to participate in a wider project with community groups) they must have a support worker or teacher to provide support for their group; it will also be usual for them to obtain all necessary consents from their students regarding attendance at the session/ permission for photographs/ video footage to be taken etc. The group leader will be asked to sign a form confirming that group support will be provided and that all necessary consents are in place. (See attached template – Appendix 4)

Likewise where groups are drawn from existing community groups led by a worker, this worker should be asked to attend and provide support for their group; it will also be usual for them to obtain all necessary consents from the children, young people and vulnerable adults in their group regarding attendance at the session/ permission for photographs/ video footage to be taken etc. The group leader will be asked to sign a form confirming that group support will be provided and that all necessary consents are in place. (See Appendix 4)

Where children, young people and vulnerable adults are drawn from a constituency that has no lead worker or existing context within a school or community group then South East Dance has responsibility for obtaining all necessary consents from the participants, parents or carers regarding attendance at the session/ permission for photographs/ video footage to be taken etc. and to provide support for them. The forms appending this policy should be used for this purpose and stored in an appropriate manner. See section 5 for details.

3.5 Code of Conduct form

South East Dance believes that the safety of its participants is of paramount importance. Participants should not be put at risk at any time while they are involved in our projects and activity. All staff, volunteers and external contractors should ensure that their standards of personal behaviour, conduct and language are professional, that there is sensitivity to the content of workshop sessions, taking into account age, gender, and disability and protected characteristics of participants and adaptations made where necessary.

This Code of Conduct outlines the behaviours expected. It is set out to help protect children, young people and vulnerable adults from abuse, promotes good practice and challenges inappropriate behaviour. It serves to maintain professional and respectful standards and reduce the possibility of unfounded allegations of abuse being made.

All members of staff, volunteers and external contractors are expected to report any concerns or breaches of this Code of Conduct to the Designated Safeguarding Officer. A serious breach may result in a referral to the police, the Local Children's or Adult's Safeguarding Board, Social Services and/ or the Disclosure and Barring Service (DBS).

It is important to model behaviour that participants will adopt, and to report inappropriate or abusive behaviour from participants to the Designated Safeguarding contact or secondary contact.

When working with children, young people and vulnerable adults it is important to:

- Read in full and follow South East Dance's Safeguarding Policy at all times.
- Treat all children, young people and vulnerable adults with respect and provide examples of good conduct you wish others to follow
- Ensure that there is more than one adult present during activities with children, young people and vulnerable adults. At least one adult will hold the appropriate DBS certificate, and if only one adult is available, then appropriate measures will be identified by that adult and action taken to mitigate against any risk
- Know at all times where children, young people and vulnerable adults are and what they are doing
- Respect children, young people and vulnerable adults' right to personal privacy
- Challenge inappropriate language and behaviour
- Encourage children, young people and vulnerable adults to feel comfortable and to care enough to point out attitudes or behaviour they do not like
- Avoid physical contact where possible, unless it is clearly set out within a physical activity and ensure any contact with children, young people and vulnerable adults is appropriate and in relation to the work of the project (see below)
- Recognise that special caution is required when you are discussing sensitive issues with children, young people and vulnerable adults
- Choose music with lyrics that are not insulting or abusive and that content is appropriate to the age and ability of participants
- Operate within South East Dance's policies and guidance and any particular procedures
- Report all allegations/suspicions of abuse to SED's Designated Safeguarding Officer and/or partner organisation's Designated Safeguarding Officer immediately or as soon as possible.
- Ensure that children, young people and vulnerable adults are not left unsupervised at any time during the project activity whether it be indoors, outside or online.

- At all times staff, volunteers, freelancers and external contractors should avoid being alone with an individual child, young person or vulnerable adult
- Understand that indulging in 'horseplay', tickling or fun fights is not permitted
- Ensure that you do not allow yourself to be drawn into any inappropriate or attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of children, young people or vulnerable adults
- Avoid jumping to conclusions about others without checking facts
- Avoid favoritism to any individual

You must not:

- Socialise with children, young people or vulnerable adults alone outside project hours
- Exchange personal contact details with any participant, including details of contacts on social media, such as Facebook, Instagram, Snapchat, Tumblr, Tik Tok etc
- Offer money, or lifts home from the project
- Exaggerate or trivialise any abuse issues
- Take film footage or photographs or screen shots on personal devices
- Conduct a sexual relationship with a child, young person or vulnerable adult or indulge in any form of sexual contact with participants. This includes showing suggestive images on electronic devices, sending online images or engaging in discussions of a sexual nature
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people or vulnerable adults in person or online
- Act in a way that can be perceived as threatening or intrusive
- Rely on your good name or that of the South East Dance to protect you
- Believe 'it could never happen to me'
- Take a chance when good sense, policy or practice suggests another more prudent approach

Physical Contact

It is recognised that because dance is a physical and creative activity, physical contact may be an appropriate part of different project and workshop activities. All physical contact must be appropriate to the activity and should never compromise the physical or emotional safety of participants.

- Be aware that every physical contact with a child, young person or vulnerable adult, however well-intentioned, may be misinterpreted
- Consider if physical contact is necessary. Use your skills in demonstration, clear instruction, imagery and intonation of voice to support participants to access activity and develop their technical and creative skills
- Where physical contact may be useful or necessary, ensure that permission is given, that clear explanation of the nature of the contact is given, and that an understanding or learning has occurred
- No participant should be forced into physical contact against their will. It is sometimes necessary to look at body language to check comfort and safety, and respond appropriately to meet the needs of the participant

- Any weight bearing activities should be assessed and alterations made to ensure physical safety of participants
- ‘Social’ physical contact beyond handshakes should be avoided

Film and photos

If the project you are involved in requires you to watch non-public footage or to view photos of children, young people or vulnerable adults on a computer that does not belong to South East Dance then you agree to storing those images and footage securely on a password protected device for your use only. All images and photos must be deleted once the project is complete unless agreed otherwise and must not be shared with anyone else without permission from SED.

South East Dance Safeguarding contact details

If you have any concerns then please call: 01273 696844 or email:

Designated Safeguarding Officer: Rose Kigwana rose.kigwana@southeastdance.org.uk

Executive Director: Rachel Gibson, contact email: Rachel.gibson@southeastdance.org.uk

Signed in agreement to abide by this code of conduct:

Name:

Signature:

Date:

You will be sent the South East Dance safeguarding children and vulnerable adults policy. There is a policy statement and key contact details available on our website [Safeguarding of Children and Vulnerable People Statement | South East Dance](#)

Reporting Abuse

4.1 Disclosures

A 'disclosure' is when a person shares information about abuse. Disclosures can be verbal, written or physical. It is sometimes the case that a disclosure occurs during more creative or emotionally engaging activities and to an adult who is less well known to the participant. Staff need to be well equipped to deal with disclosures and know the procedures necessary to support the child, young person or vulnerable adult.

Although each project, workshop or event will be supervised by a member of staff with a recent enhanced DBS certificate, it is possible that a child, young person or vulnerable adult will disclose abuse to an external contractor. It is imperative that this person knows how to respond to and report this disclosure. Please see Appendix 1 Reporting Flowchart.

Every concern must be acted upon. It is not the responsibility of the staff member or the Designated Safeguarding Officer to judge whether the information is true. Appropriate action will be taken following a consultation between the Designated Safeguarding Officer and a professional or professionals from child protection agencies. These include the police, NSPCC and Social Services.

Barriers to Disclosure

A child, young person or vulnerable adult may not tell anyone that they are being abused for a number of different reasons. They may be scared to do so and often receive threats from their abusers. They often believe it is their fault that they are being mistreated and are frightened that they may be taken away from their home if anyone finds out. It is often embarrassing for a child, young person or vulnerable adult to disclose such personal details.

Some children, young people and vulnerable adults may not be able to disclose information due to communication or learning difficulties, or they may simply be too young or vulnerable to understand what is happening to them.

Fear of not being believed is also a common reason for keeping quiet and it may be that they had tried on previous occasions to seek help and have been ignored.

Adults also face difficult decisions when they discover that abuse may be taking place. It can be very stressful and time consuming to become involved in allegation processes of this type. Some people fear that they may have got it wrong and don't want to cause unnecessary upheaval for the child, young person, vulnerable adult or their family.

The person to whom the disclosure has been made may not know who to contact or what to do with the information they hold. It may be that the allegation is against someone they know and they cannot face the consequences of becoming involved. By ensuring that all staff, volunteers and external contractors have read and understood this policy, South East Dance can mitigate against this.

4.2 Reporting and Responding to a Disclosure

If a child, young person or vulnerable adult discloses to you it is important to follow these guidelines.

- Stay calm
- Actively listen to the participant, allowing them to speak at their own pace
- You **must** tell the participant that you **cannot promise** to keep it a secret

- Where possible ensure that you are not alone during the disclosure
- Only ask questions to clarify what is being said, **do not ask leading questions**
- Reassure the participant that they have done the right thing by telling you
- Tell the participant what will happen next and who will need to know the information
- Record in writing what was said using the **participant's own words**. Include the date, time, child/young person/ vulnerable adult's name, your name and job title, location disclosure took place, what was happening immediately before the disclosure was made (the activity), any other witnesses
- Report the disclosure to the Designated Safeguarding Officer as soon as is possible on the report form (see Appendix 2- Report Form)

If you believe that the child, young person or vulnerable adult is in immediate danger or that a crime has been committed, **call the police**.

You must not share the information about the disclosure to other colleagues, though it is recommended that you inform your line manager that a disclosure has taken place so that you can be given the support that you need.

The Designated Safeguarding Officer will discuss concerns with the Executive Director, the Local Area Designated Officer, Local Area Children's board (MASH) Social Services or NSPCC and will take the recommended action.

If you have concerns about a participant, other staff member or volunteer, please discuss your concerns with the Designated Safeguarding Officer or Executive Director at South East Dance or the participating partner organisation. You will be informed of who this person is before you start work on the project.

4.3 Confidentiality

The legal principle is that the "welfare of the child is paramount"

- The right of a child, young person or vulnerable adult to protection takes precedence over their right to confidentiality. All concerns will be reported
- Names of children, young people, vulnerable adults or staff members about whom there are concerns or who have breached the code of conduct are not shared around the organisation
- Information will be stored in a secure place with limited access to designated people, and destroyed safely after a designated amount of time, in line with Data Protection laws (e.g. that information is accurate, regularly updated, relevant and secure)

5. Photography, Filming and Social Media

5.1 Consent and Handling of Images and Film Footage

South East Dance uses photos and film footage to document and promote its work. Images and footage will only be used when written consent is given by the parent or guardian of participants or by a relevant school or carers authority.

South East Dance recognises that some people (parents, guardians and participants) may be happy for images or footage to appear in documentation which is not widely distributed but do not want these to appear through social media or online.

- South East Dance will make explicit where images or footage will be uploaded onto the official South East Dance website, Facebook page or other social media site and ensure that the Media Consent Form includes an opt out from these.
- South East Dance will take reasonable steps to ensure that reproduction of a participant's image does not put any participant at risk.
- South East Dance will not attach names of participants to any photography or film material.
- All images and footage will be stored safely in line with Data Protection legislation
- for large scale open events / public events South East Dance will put up signage to communicate when activity is subject to filming and photography and whether this will be shared online via South East Dance websites
- See Appendix 4 for a pro forma of the Media Consent Forms.

5.2 Filming and Taking Photographs

Filming and the taking of photographs will be done by professional photographers, staff photographers or film makers engaged by South East Dance or the participating partner organisations to do so.

The taking of photographs or filming footage or online screen shots of children, young people or vulnerable adults on personal devices is not permitted. Doing so is a breach of confidentiality and can jeopardise the good name of South East Dance and its partner organisations, and open those filming or taking the photographs to serious allegations of abuse.

Should South East Dance or the participating partner organisation decide that, for the benefit of the project, film or photographic evidence can be taken, guidelines on how, on what device and safe transfer of images to the partner organisation or South East Dance will be prescribed.

6. Online Safety

Working in partnership with children, young people, vulnerable adults, their parents, carers, contracted artists and other agencies is essential in promoting our participants' welfare and in helping them to be responsible in their approach to online safety

The use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children, young people and vulnerable adults, and is beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by a child, young person or a vulnerable adult, can be actually or potentially harmful to them.

We seek to promote online safety by:

- appointing an Online Safety Coordinator, Assistant Producer, CYP to oversee the online safety policy and procedures
- developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of Information Communication Technology (ICT); (please see [Staying safe online | Childline](#))
- developing an online safety policy which will be made available to all staff and contractors or partners that require it due to the nature of their work. Please contact South East Dance to request this policy
- supporting and encouraging the children, young people and vulnerable adults using our service to use the opportunities offered by mobile phone and tablet technology and the internet in a way that keeps themselves safe and shows respect for others;
- supporting and encouraging parents and carers to do what they can to keep their children safe online and when using their devices such as mobile phones, laptops, tablets and game consoles;
- incorporating statements about safe and appropriate ICT use into the codes of conduct for staff, volunteers and external contractors, and for children, young people and vulnerable adults;
- developing an online safety agreement for use with young people and their carers (see Appendix 5);
- use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person/vulnerable adult (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse);
- informing parents and carers of incidents of concern as appropriate;
- reviewing and updating the security of our information systems regularly;
- providing adequate physical security for ICT equipment;
- ensuring that user names, logins and passwords are used effectively;
- using only official email accounts provided via the organisation, and monitoring these as necessary;
- ensuring that the personal information of staff, volunteers, external contractors and participants (including service users' names) are not published on our website;
- ensuring that images of children, young people, vulnerable adults and their families are used only after their written permission has been obtained, and only for the purpose for which consent has been given;

- any social media tools used in the course of our work with children, young people vulnerable adults and their families must be risk assessed in advance by the member of staff wishing to use them, and cleared with the Designated Safeguarding Officer;
- providing effective management for staff, volunteers and external contractors on ICT issues, through supervision, support and training;
- examining and risk assessing any emerging new technologies before they are used within the organisation.
- This document will be reviewed as a minimum annually or when appropriate in response to developments in technology and Online Safety policy and procedures.

7. Acknowledgements and Review

Acknowledgements

This policy was created by South East Dance with reference to the Safe Network, and First check guidelines produced by the NSPCC and Keeping Arts Safe, Arts Council England guidelines. Some information has been adapted from the EduCare Child Protection Awareness Programme (modules one and two) and training on Safeguarding Child and Vulnerable People by Artswork.

These policies and procedures have been written in line with the following government legislation and guidance:

- Children's Act 1989, Children's Act 2004, and Children and Social Work Act 2017
- Working Together to Safeguard Children (July 2018)
- Protection of Children Act 1999
- Police Act 1997
- Care Act 2014
- Data Protection Act 2018
- Mandatory reporting of female genital mutilation (FGM) (Serious Crime Act 2015)
- Counter-Terrorism and Security Act 2015 (Prevent Act)
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Disclosure and Barring Service
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006, amended 2010
- Children (Performances and Activities) (England) Regulations 2014
- Mental Health Act 1983
- Public Interest Disclosure Act 1998

Reviewing this policy

This policy and related procedures will be reviewed bi-annually as a minimum and reviewed and approved by the board of trustees bi-annually. The Designated Safeguarding Officer will check regularly for updates to safeguarding guidelines and will undertake training as and when appropriate. The policy will be updated as soon as possible after new information or guidance becomes available.