

## 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.

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 - Phone 07483 098853 or 01273 696844. Email [Rose.kigwana@southeastdance.org.uk](mailto:Rose.kigwana@southeastdance.org.uk)

**Deputy Designated Safeguarding Officer:** Building Manager, to be appointed

**Online Safety officer:** Sarah Kearney, Assistant Producer - Community and Participation; Children and Young Person's lead - Phone 01273 696844.

Email [sarah.kearney@southeastdance.org.uk](mailto:sarah.kearney@southeastdance.org.uk)

**HR and Executive Team contact:** Rachel Gibson, Executive Director - Phone: 07958 543264.

Email [Rachel.gibson@southeastdance.org.uk](mailto: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](mailto: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](mailto: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](mailto: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 South East Dance projects. 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.

All staff, volunteers and external contractors are at all times ambassadors for South East Dance. This Code of Conduct outlines the behaviour 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 of behaviour and will 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).

### 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 level 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



## 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 Communication Technology (ICT) 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 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 - Children and Young People 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 ICT; 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 (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.

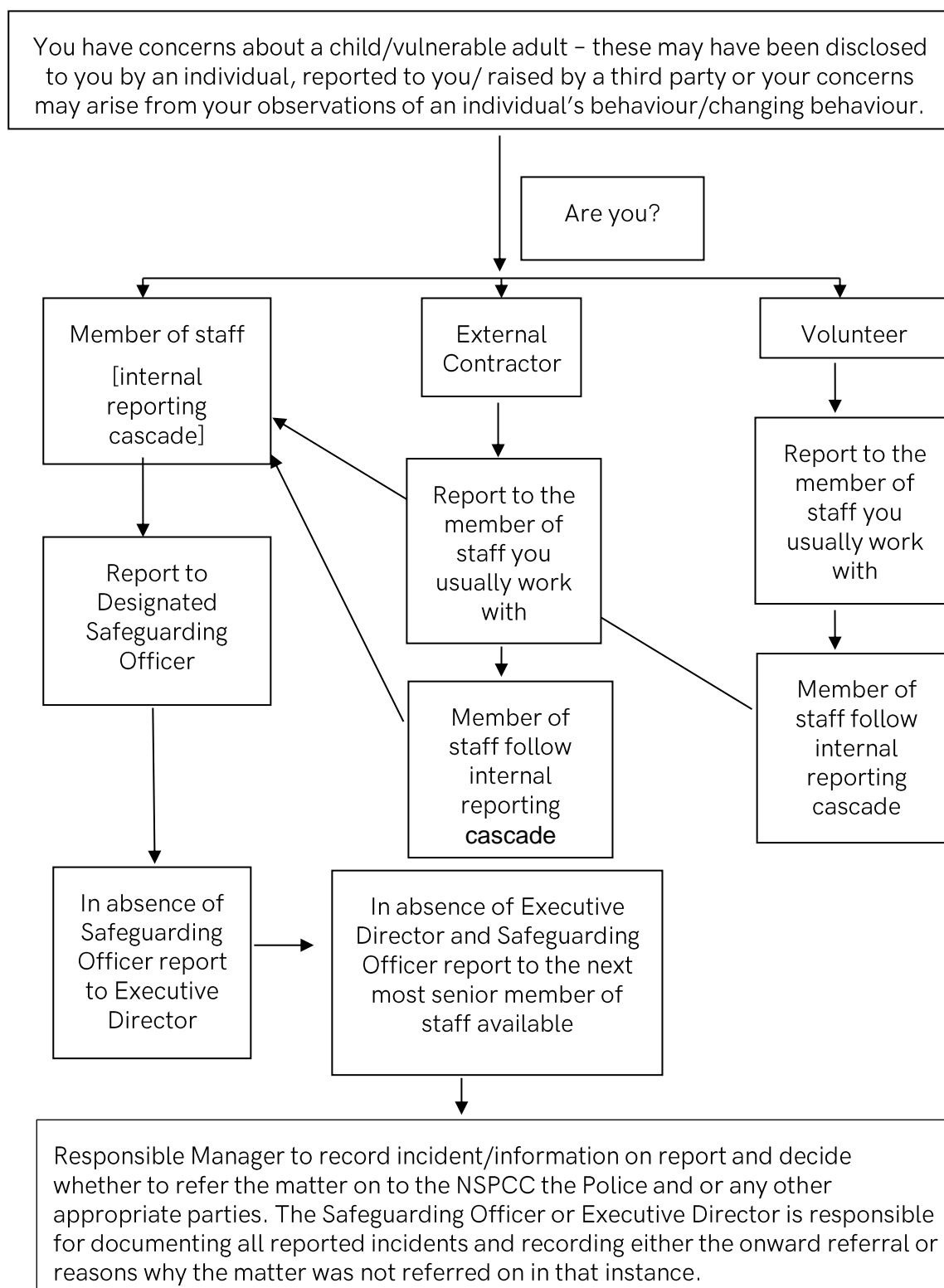
These policies and procedures have been written in line with the following government legislation and guidance:

- 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.

## Appendix 1 - Reporting Flow chart





## Appendix 2 - South East Dance Safeguarding Report Form

Name of Individual:

Date of Birth:

Way in which they are involved with South East Dance:

Date and time of occurrence/disclosure:

Report made by:

Job title/Position in organisation:

Signed:

Date:

Report:

Within this report please note what was witnessed/said in as much of the own words of the witness/child/young person/vulnerable adult including any names mentioned/observed.

### Action taken

Report received by

(Designated Safeguarding Officer)

Signature

Date:

Action taken:

Proposed next actions by Designated Safeguarding Officer:

## Appendix 3 - Types of Abuse and Recognising Abuse

### Main types of Child Abuse and Recognising Abuse

*(taken from the NSPCC leaflet of the same name)*

Even experienced child protection professionals do not always find it easy to recognise signs of abuse but it is important for you to have an understanding about some of the signs to look out for when you are concerned about a child. It is useful to look at two areas – physical signs and behavioural signs. It is not suggested that you actively search for these signs, but that you are aware of what these signs could mean.

#### Physical Abuse

Physical abuse is when someone hurts or harms a child, young person or vulnerable adult on purpose. It includes: hitting with hands or objects, slapping and punching, kicking, shaking, throwing, poisoning, burning or scalding, biting and scratching, drowning, suffocating, breaking bones or otherwise causing physical harm to a child, young person or vulnerable adult. It's important to remember that physical abuse is any way of intentionally causing physical harm to someone. It also includes making up the symptoms of an illness or causing a child to become unwell.

Most children get cuts and bruises during their day-to-day activities, which makes it hard to spot when these may not be accidental.

#### Physical signs include:

- injuries which a child cannot explain, or explains unconvincingly
- injuries which have not been treated or treated inadequately
- injuries on parts of the body where accidental injury is unlikely (eg cheeks, chest or thighs)
- bruising which reflects hand or finger marks
- cigarette burns or human bite marks
- broken bones (particularly in children under the age of two)
- scalds, especially those with upward splash marks where hot water has been deliberately thrown over the child, or “tide marks” – rings on the child’s arms, legs or body where they have been made to sit or stand in very hot water.

#### Behavioural signs include:

- reluctance to have their parents/carers contacted
- aggressive behaviour or severe temper outbursts
- running away or showing fear of going home
- flinching when approached or touched
- reluctance to get undressed for sporting or other activities where changing into other clothes is normal
- covering arms and legs when this is not usually done
- depression or moods which are out of character with the child’s general behaviour
- unnatural compliance with parents or carers

## Sexual Abuse

When a child or young person or vulnerable adult is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online. It's never the victims fault they were sexually abused – it's important to make sure they know this.

There are 2 types of sexual abuse – contact and non-contact abuse. And sexual abuse can happen in person or online.

Contact abuse is where an abuser makes physical contact with a child. This includes: sexual touching of any part of a child's body, whether they're clothed or not, using a body part or object to rape or penetrate a child, forcing a child to take part in sexual activities, making a child undress or touch someone else.

Contact abuse can include touching, kissing and oral sex – sexual abuse isn't just penetrative.

Non-contact abuse is where a child is abused without being touched by the abuser. This can be in person or online and includes: exposing or flashing, showing pornography, exposing a child to sexual acts, making them masturbate, forcing a child to make, view or share child abuse images or videos, making, viewing or distributing child abuse images or videos, forcing a child to take part in sexual activities or conversations online or through a smartphone.

Both boys and girls can be victims of sexual abuse, it can happen at any age and it can happen to any child (including those with disabilities). Several factors make it difficult to identify including the fact it is likely to happen in private and abusers may go to great lengths to prevent discovery.

### Physical signs include:

- pain, itching, bruising or bleeding in the genital or anal areas
- stomach pains or discomfort when the child is walking or sitting down.

### Behavioural signs include:

- sudden or unexplained changes in behaviour
- apparent fear of someone
- self-harm, self-mutilation or attempts at suicide
- abuse of drugs or other substances
- eating problems such as anorexia or bulimia
- sexualised behaviour or knowledge in young children
- sexual drawings or language
- possession of unexplained amounts of money
- taking a parental role at home and functioning beyond their age level
- not being allowed to have friends (particularly in adolescence)
- alluding to secrets which they cannot reveal
- telling other children or adults about the abuse
- reluctance to get undressed for activities where changing into other clothes is normal.

## Emotional Abuse

Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child, young person or vulnerable adult. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore the victim. It may involve conveying to children, young people or vulnerable adults that they are worthless or unloved, inadequate, or valued only insofar as they met the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond their 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 causing children, young people or vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children, young people or vulnerable adults.

Emotional abuse is often a part of other kinds of abuse, which means it can be difficult to spot the signs or tell the difference, though it can also happen on its own.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

This is also hard to identify with certainty. Some children are by nature shy but this does not mean they are being abused. Experiencing physical or sexual abuse will mean it is likely there are elements of emotional abuse present.

### Physical signs include:

- a failure to grow or thrive (particularly if the child thrives when away from home)
- sudden speech disorders
- delayed development, either physical or emotional.

### Behavioural signs include:

- compulsive nervous behaviour such as hair twisting or rocking
- an unwillingness or inability to play
- an excessive fear of making mistakes
- self-harm or mutilation
- reluctance to have parents/carers contacted
- an excessively high regard or level of admiration towards others, especially adults
- an excessive lack of confidence
- an excessive need for approval, attention and affection
- an inability to cope with praise.

## Neglect

Neglect is the ongoing failure to meet a child, young person or vulnerable adult's basic physical and/or psychological needs, like to result in the serious impairment of their health or development. It is the most common form of child abuse. 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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-  
Safeguarding Policy

takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Neglect can be a lot of different things, which can make it hard to spot. But broadly speaking, there are 4 types of neglect.

- **Physical neglect**  
A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe.
- **Educational neglect**  
A parent doesn't ensure their child is given an education.
- **Emotional neglect**  
A child doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.
- **Medical neglect**  
A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.

This is a very difficult form of abuse to recognise and is sometimes seen as less serious than other forms, but its effects can be very damaging.

#### Physical signs include:

- being constantly hungry and sometimes stealing food from others
- being in an unkempt state, frequently dirty or smelly
- loss of weight or being constantly underweight
- being dressed inappropriately for the weather conditions
- untreated medical conditions – not being taken for medical treatment for illnesses or injuries.

#### Behavioural signs include:

- being tired all the time
- frequently missing school or being late
- having few friends
- being left alone or unsupervised on a regular basis
- compulsive stealing or scavenging of food.

It can take a great deal of courage for a child to talk to an adult about what is happening and it can sometimes be hard for an adult to listen or recognise what is going on. It is important that workers and volunteers respond in an appropriate way and training or briefings should be given to everyone. It is vital that everyone who works with children is equipped to recognise signs of abuse at the earliest opportunity so that harm can be stopped and the damage can start to be repaired.

## Other Types of Abuse of Children and Vulnerable Adults

This information is taken from the NSPCC website – for the most up to date and for further information we recommend you visit the NSPCC website. [Types of abuse | NSPCC](#)

### Bullying and cyber bullying

It is also our responsibility to protect children against bullying. Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school at home or online. Its usually repeated over a long period of time and can hurt a child or vulnerable adult both physically and emotionally.

Cyberbullying is bullying that takes place online. Unlike bullying online bullying can follow the child wherever that go via social networks, gaming and mobile phone.

- The majority of calls to helplines by children, relate to bullying
- Bullying can result in suicide attempts
- Bullying can leave children with feelings of self-hatred, isolation, loneliness and worthlessness

### Child Sexual Exploitation (CSE)

CSE is a type of sexual abuse. When a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Children and young people can be trafficked into or within the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.

### Child trafficking

Child trafficking and modern slavery are child abuse. Many children and young people are trafficked into the UK from other countries like Vietnam, Albania and Romania. Children are also trafficked around the UK.

Trafficking is where children and young people tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for: sexual exploitation, benefit fraud, forced marriage, domestic slavery like cleaning, cooking and childcare, forced labour in factories or agriculture, committing crimes, like begging, theft, working on cannabis farms or moving drugs.



Trafficked children experience many types of abuse and neglect. Traffickers use physical, sexual and emotional abuse as a form of control. Children and young people are also likely to be physically and emotionally neglected and may be sexually exploited.

Traffickers often groom children, families and communities to gain their trust. They may also threaten families with violence or threats. Traffickers often promise children and families that they'll have a better future elsewhere.

Trafficking is also an economic crime. Traffickers may ask families for money for providing documents or transport and they'll make a profit from money a child "earns" through exploitation, forced labour or crime. They'll often be told this money is to pay off a debt they or their family "owe" to the traffickers.

## Domestic Abuse

Domestic abuse or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse. It's important to remember domestic abuse:

- can happen inside and outside the home
- can happen over the phone, on the internet and on social networking sites
- can happen in any relationship and can continue even after the relationship has ended
- both men and women can be abused or abusers.

Domestic abuse of adults is any type of controlling, bullying, threatening. It can be emotional, physical, sexual, financial or psychological, such as:

- kicking, hitting, punching or cutting
- rape (including in a relationship)
- controlling someone's finances by withholding money or stopping someone earning
- controlling behaviour, like telling someone where they can go and what they can wear
- not letting someone leave the house
- reading emails, text messages or letters
- threatening to kill someone or harm them
- threatening to another family member or pet.

## Female Genital Mutilation (FGM)

FGM is also known as 'female circumcision' or 'cutting', but has many other names. (FGM) is illegal and is a form of child abuse. It's dangerous and a criminal offence in the UK. We know: there are no medical reasons to carry out FGM, it's often performed by someone with no medical training, using instruments such as knives, scalpels, scissors, glass or razor blade, females are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained, it's used to control female sexuality and can cause long-lasting damage to physical and emotional health.

FGM can happen at different times in a girl or woman's life, including: when a baby is new-born, during childhood or as a teenager, just before marriage, during pregnancy.

## Grooming

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Children and young people who are groomed can be sexually abused, exploited or trafficked.

Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.

Children and young people can be groomed online, in person or both – by a stranger or someone they know. This could be a family member, a friend or someone who has targeted them – like a teacher, faith group leader or sports coach. When a child is groomed online, groomers may hide who they are by sending photos or videos of other people. Sometimes this'll be of someone younger than them to gain the trust of a "peer". They might target one child online or contact lots of children very quickly and wait for them to respond.

The relationship a groomer builds can take different forms. This could be: a romantic relationship, as a mentor, an authority figure, a dominant and persistent figure.

A groomer can use the same sites, games and apps as young people, spending time learning about a young person's interests and use this to build a relationship with them. Children can be groomed online through: social media networks, text messages and messaging apps, like Whatsapp, email, text, voice and video chats in forums, games and apps.

Groomers might also try and isolate children from their friends and family, making them feel dependent on them and giving the groomer power and control over them. They might use blackmail to make a child feel guilt and shame or introduce the idea of 'secrets' to control, frighten and intimidate.

It's important to remember that children and young people may not understand they've been groomed. They may have complicated feelings, like loyalty, admiration, love, as well as fear, distress and confusion.

## Abuse of Trust

Adults working with children and young people have a duty to not to abuse their positions and should behave responsibly and professionally towards the children and young people in their care. If an older person is in a position of authority, influence or trust over children and young people, it is inappropriate for them to become involved in a sexual relationship with a young person under the age of 18, even if they are both over the age of consent.

Sections 3 and 4 of the Sexual Offences (Amendment) Act 2000 created a new offence of abuse of trust, applying to the whole of the United Kingdom. This Act makes it an offence for a person aged 18 or over to have sexual intercourse or engage in other sexual activity with a person under that age where they are in a "position of trust" in relation to the younger person.

This legislation protects 16 and 17-year-olds, who are not protected by other child sex offences. Younger children are protected by the specific child sex offences applying to those aged under 13 and those aged under 16 which carry a higher maximum sentence.

Even experienced child protection professionals do not always find it easy to recognise signs of abuse but it is important for you to have an understanding about some of the signs to look out for when you are concerned about a child. Please see Appendix 1 for information on Recognising Child Abuse.

## Mate crime

Mate crime is type of hate crime where perpetrators befriend a person with a disability but in fact soon begin to exploit, hurt or harm them. This can include sexual abuse, forced prostitution, financial exploitation, physical abuse, violence and even murder.

Abuse can take many forms. It does not have to fit comfortably into any of the above. Abuse can be perpetuated by one adult at risk towards another.

This is still abuse and should be dealt with accordingly. The adult at risk may also be neglecting him/herself which could also justify a safeguarding referral.

## Financial abuse

*(Taken from Help the Aged (2008) The Financial Abuse of Older People -A review of the literature.)*

Financial abuse is the main form of recorded abuse by Office of the Public Guardian amongst adults and children at risk. Financial abuse can occur in isolation, or as research has shown, where there are other forms of abuse, there is likely to be financial abuse occurring also. This is not always the case but staff should be aware of this potential.

#### Indicators of financial abuse include:

- change in living conditions;
- possessions sold;
- inability to pay bills/unexplained shortage of money;
- unexplained withdrawals from an account;
- unexplained loss/misplacement of financial documents;
- cut off from family/friends/social network;
- carer's enhanced lifestyle;
- sudden changes in bank account or banking practice
- the recent addition of authorised signers on a client or donor's signature card;
- unauthorised withdrawal of funds using the vulnerable person's ATM card, or changes in patterns of usage;
- sudden or unexpected changes in a will or other financial documents

## Appendix 4 – Media Consent forms

### Media Photograph/Film Consent Form - ADULTS

**Name of event/ activity:**

**Date:**

South East Dance will be taking photographs and film footage of [event/ activity]. This material will be used by South East Dance to promote the programme and its activity, to report on its success to funders and for archive purposes. It may be used in press/media, brochures, newsletters, season diaries and on the South East Dance and partner websites as well as official South East Dance channels of social media and its partners and associates. South East Dance has final usage rights.

South East Dance will follow its Safeguarding Children and vulnerable adults policy in taking and use of photographs and film footage. These images will be kept securely on our server for promotional and archive purposes.

Individual names of children and young people or vulnerable adults will not be associated with any photographs or film footage used.

South East Dance will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform South East Dance immediately.

**Indication of your agreement below, your signature and participation is confirmation of your consent.**

The South East Dance Safeguarding Policy is available on our website [www.southeastdance.org.uk](http://www.southeastdance.org.uk) or you can request a from [hello@southeastdance.org.uk](mailto:hello@southeastdance.org.uk) or call 01273 696844

|  |                          |
|--|--------------------------|
| <p><b>Please tick ONE of the following options:</b></p> <p><input type="checkbox"/> I AGREE                      <input type="checkbox"/> I DO NOT AGREE</p> <p>for images and/ or film footage to be taken of myself participating in [event/ activity] for documentation and publicity purposes including marketing, online publication/ publicity and social media.</p> |                          |
| <p><b>Signature, on behalf of (Group's Name)</b></p>   | <p><b>Print Name</b></p> |
| <p><b>Role/job title</b></p>   | <p><b>Date</b></p>       |

Please sign and return to a South East Dance staff member or email to [email of relevant staff member]

## Photograph/Film Consent Form - Group Consent

**Name of event/ activity:**

**Date:**

**Name of Group/Company:**

South East Dance will be taking photographs and film footage of [event/ activity]. This material will be used by South East Dance to promote the programme and its activity, to report on its success to funders and for archive purposes. It may be used in press/media, brochures, newsletters, season diaries and on the South East Dance and partner websites as well as official South East Dance channels of social media and its partners and associates. South East Dance has final usage rights.

South East Dance will follow its Safeguarding children and vulnerable adults policy in taking and use of photographs and film footage. These images will be kept securely on our server for promotional and archive purposes.

Individual names of children & young people under 18, will not be associated with any photographs or film footage used.

South East Dance will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform South East Dance immediately.

**Indication of your agreement below and your signature, on behalf of your group is confirmation of your consent, and that you have gained consent from each participant aged 18 years+ and each parent/ carer for those aged 17 years and under and any vulnerable adults.**

The South East Dance Safeguarding Policy is available on our website [www.southeastdance.org.uk](http://www.southeastdance.org.uk) or you can request a from [hello@southeastdance.org.uk](mailto:hello@southeastdance.org.uk) or call 01273 696844

|   |                          |
|---|--------------------------|
| <p><b>Please tick ONE of the following options:</b></p> <p> <input type="checkbox"/> I AGREE           <input type="checkbox"/> I DO NOT AGREE         </p> <p>for images and /or film footage to be taken of all the children/ young people in my group for documentation and publicity purposes including marketing, online publishing/ publicity and social media.</p> |                          |
| <p><b>Signature, on behalf of (Group's Name)</b></p>  | <p><b>Print Name</b></p> |
| <p><b>Role/job title</b></p>  | <p><b>Date</b></p>       |

Please sign and return to a South East Dance staff member or email to [email of relevant staff member]

## Media - Photograph/Film Consent Form – PARENT/CARER

**Name of event/ activity:**

**Date:**

South East Dance will be taking photographs and film footage of [event/ activity]. This material will be used by South East Dance to promote the programme and its activity, to report on its success to funders and for archive purposes. It may be used in press/media, brochures, newsletters, season diaries and on the South East Dance and partner websites as well as official South East Dance channels of social media and its partners and associates. South East Dance has final usage rights.

South East Dance will follow its Safeguarding Children and vulnerable adults policy in taking and use of photographs and film footage. These images will be kept securely on our server for promotional and archive purposes.

Individual names of children and young people will not be associated with any photographs or film footage used.

South East Dance will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform South East Dance immediately.

**Indication of your agreement below, your signature and participation is confirmation of your consent.**

The South East Dance Safeguarding Policy is available on our website [www.southeastdance.org.uk](http://www.southeastdance.org.uk) or you can request a from [hello@southeastdance.org.uk](mailto:hello@southeastdance.org.uk) or call 01273 696844

|   |                    |
|---|--------------------|
| <p><b>Please tick ONE of the following options:</b></p> <p><input type="checkbox"/> I AGREE                      <input type="checkbox"/> I DO NOT AGREE</p> <p>for images and film footage to be taken of my child [NAME OF CHILD]</p> <p>for documentation and publicity purposes including marketing, online publishing/ publicity and social media.</p> |                    |
| <p><b>Signature</b></p><br><br><br>   |                    |
| <p><b>Print Name</b></p>  | <p><b>Date</b></p> |

Please sign and return to a South East Dance staff member or email to [email of relevant staff member]



## Appendix 5 - Online Safety Agreement

### Online Safety Agreement form for use with children and young people

South East Dance understands the importance of emerging technologies for children's education and personal development and seeks to support children and young people in making use of these in our work. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

#### Note to young people, parents and carers:

This agreement is part of our code of behaviour for children and young people. It also fits with our overarching online safety policy and the expectations we have of our staff and volunteers in terms of their use of communications technologies such as the Internet and mobile phones. If you would like to know more about this, please speak to the group leader or to our Online Safety Co-ordinator.

**Young person:** please read the following agreement and discuss with your parent/carer. If there is anything you do not understand, please also discuss with your group leader.

**Parents/carers:** please read and discuss this agreement with your child, and then sign it, ask your child to sign it, and return it to the group leader.

#### Young person's agreement

- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- I will only use my personal device if I have permission and use it within the agreed rules.
- I will not deliberately bypass any systems designed to keep the group safer.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal. I will not take or share images of anyone without their permission
- I will tell a trusted adult, such as the group leader, Online Safety Co-ordinator or my parent/guardian, if anything makes me feel uncomfortable or upset when I see it online.
- I will not give out any personal information such as name, phone number or address, including my own or that of others.
- I will not reveal my passwords to anyone. I will not use anyone else's password (even with their permission).
- I will not arrange to meet someone unless accompanied by a member of staff or a parent.
- I will not attempt to install programmes of any type on the devices belonging to South East Dance or other members of the group without permission from the supervising adult.
- I understand that all my use of the Internet and other related technologies will be monitored and logged and can be made available to the group leader.
- I will only use social networking, gaming and chat sites with permission

Name

Signature

Date