

## **Safeguarding Policy** **March 2019**

## **Safeguarding Policy**

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## **Introduction**

National Youth Ballet has formulated this policy to demonstrate its commitment to the welfare of children and employees, and has implemented effective procedures for recording and responding to incidents, complaints and alleged or suspected incidents of abuse.

The Safeguarding Policy is revisited annually to assess whether it requires updating. Members of staff who are accountable for ensuring adequate safeguarding policies and procedures undergo appropriate child protection awareness training. Further amendments may be necessary as new guidance is published.

## **Introduction for Parents**

The law defines someone as a child until they are 18 years old. Schools, child care and educational organisations and their staff form part of the wider safeguarding system for children, to protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Risks of harm include drugs, alcohol, gangs, neglect, abuse, sexual exploitation, sexting, female genital mutilation, risk of radicalisation and slavery, whether these come from within their family or are the product of outside influences.

National Youth Ballet is committed to the safety and protection of children in our care, ensuring children are respected, taken seriously, listened to; and preventing anything that contradicts the dignity and rights of a child. We have a duty of care to children with whom we work; their parents/carers/guardians need to feel confident that, as an organisation, we have the safety of their children as our primary concern.

Everyone has the right to protection. Children from all types of background may be at risk of being abused physically, emotionally, sexually or through neglect. It is not always easy to recognise or accept that abuse is happening. If you have concerns about a child you should immediately contact the Designated Safeguarding Lead.

The Head of Pastoral Care is responsible for dealing with concerns about child welfare. Our policy is on the National Youth Ballet website and is made available to all staff at both contract and induction stage, and parents, and takes into account:

*Working Together to Safeguard Children* (July 2018)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)

and *What to do if you are worried a child is being abused – Advice for Practitioners and Keeping Children Safe in Education* (KCSIE) (September 2018).

## **Policy for Staff**

### **Action to be taken by Designated Safeguarding Person**

Any concerns or allegations need to be reported by the DSL to the child's Local Authority Social Services. Referrals must be made within 24 hours, but if at any point there is a risk of immediate serious harm a referral should be made immediately. All National Youth Ballet children's details including their local authority are stored together securely on the company's server.

If the child is in immediate danger dial 999.

Explain in detail your concerns and accept their advice with regard to immediate action. Ask Social Services if they will be contacting the Police.

- Record name and position held of the person the information was passed to.
- Record location.
- Record any direction or advice given and action taken.

### **Contact Details**

- Designated Safeguarding Leads: Head of Pastoral Care Nichola Packham, Deputy DSL **name to be confirmed**.
- Trustee with responsibility for Child Protection: Jonathan Payn can be contacted via [info@nyb.org.uk](mailto:info@nyb.org.uk).
- For urgent issues outside of office hours please email [clare@nyb.org.uk](mailto:clare@nyb.org.uk).
- Social Services: The Willows, Hilda May Avenue, Swanley BR8 7BY Tel: 01322 6110000
- Social Services 24/7 Tel: 0300 333 5433.
- The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 08:00 to 20:00 Monday to Friday or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

National Youth Ballet is equally committed to ensuring that its members of staff are kept informed, supported and protected from unfounded allegations of abuse.

National Youth Ballet is dedicated to developing an environment of safety and security.

Staff should at all times maintain a professional relationship with our students/company members. The company enjoy a reputation for happy relationships between staff and children, but our staff are required to maintain a proper detachment from all children including those who are over the age of 18.

The Children Act (1989) defines “children in need” as those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of development, or their health or development will be significantly impaired without the provision of services of the Act. This includes those who are suffering or likely to suffer significant harm. Children with SEN or disabilities may be particularly vulnerable. This policy gives the procedure to be followed:

- a) For the management of safeguarding.
- b) If a staff members suspects a child is being neglected / abused or a risk, or another cast member makes a disclosure.
- c) To assist staff to protect themselves from criticism or accusation of malpractice which could potentially damage their careers.
- d) If allegations are made of misconduct by staff or a volunteer.
- e) For appointing new staff or volunteers, and arranging visits by non-staff

Sometimes parents or staff will have cause for concern; a student member might tell us themselves or their behavior changes in a way that means they could be being abused. If this happens we have a legal duty to inform their appropriate Council Social Services of any concerns we have of possible child abuse.

### **Safeguarding Procedure**

The National Youth Ballet Safeguarding Policy has been drafted in line with the guidance document produced by Arts Council England entitled ‘Keeping Arts Safe; Guidance for

Artists and Arts Organisations on Safeguarding Children, Young People, and Vulnerable Adults' and with the DfE document Working Together to Safeguard Children.

The designated person with primary responsibility for child protection for National Youth Ballet is Nichola Packham, Head of Pastoral Care. The Head of Pastoral Care is supported by Trustee, Jonathan Payn and the Operations Manager, Clare Witton. The Operations Manager in conjunction with the appointed Trustee and Head of Pastoral Care is responsible for the review and updating of the policy and procedure.

The role of the designated person includes:

- Attending child protection and safeguarding training and keeping up-to-date with current legislation and developments in the field of Safeguarding.
- Liaising with internal departments to ensure the implementation of the Safeguarding Policy.
- Receiving and recording information from staff, volunteers, children or parents/carers who have child protection concerns. Assessing the information properly and carefully, clarifying or obtaining more information about the matter as appropriate and consulting with senior colleagues if necessary.
- Consulting initially with a statutory child protection agency regarding any doubts or concerns as soon as possible. If necessary, to make a formal referral to a statutory child protection agency within 24 hours.

### **Legislative Context**

The Protection of Children Act 1999 established a coherent framework for identifying those adults considered to be unsuitable to work with children. The Act required childcare organisations to make use of the Disclosure service in their recruitment and reporting processes (and strongly urges other organisations involved with children and young adults to do so). The Protection of Children Act 1999 was superseded by the Criminal Justice and Court Services Act 2000, which is specifically about disclosures and child protection issues. Since 2002 there have been significant developments and incidents that bring protection issues to the forefront. These include:

- The introduction of the Criminal Records Bureau Disclosure service in April 2002.
- Sexual Offences Act 2003 and the Children's Acts 1984 and 2004.
- Working Together to Safeguard Children 2015.
- High-profile cases of children and young people harmed by adults known to them.
- The DfE requirements of increased vigilance regarding recruitment of staff and admittance of visitors to schools, and other educational bodies.
- Growing public awareness of how the internet can be exploited for the purposes of child sexual abuse.
- The Protection of Freedoms Act 2012 is now also a key statutory reference for the safer recruitment of staff working directly with vulnerable groups.
- Working Together to Safeguard Children updated in 2018.
- Keeping Children Safe in Educate updated in 2018.

### **Definitions**

For the purposes of this policy and procedure, the following definitions apply:

#### **“Member of Staff”**

The term “Member of staff” shall mean any permanent or fixed-term employee, casual worker freelancer or volunteer.

#### **“Child”**

For these purposes, a child is defined as any young person under the age of 18 (Section 105 of the Children Act 1989) who is participating in NYB performances, educational activities or on work experience.

**“Responsible Adult”**

Any adult, not being a parent of the child, who, for the time being, has legitimate care, custody or control of that child.

**“Child Abuse”**

Child abuse is the abuse of relationships. It is a misuse of power and a betrayal of trust. The results of abuse have an immediate and harmful effect on the child and the effects may remain with the child throughout later life. The consequences of the pain of child abuse are frequently more harmful than most people realise and unresolved abuse issues may follow the child into adulthood.

The different forms of child abuse are defined by the Government in its Working Together document as:

**“Physical Abuse”**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

**“Emotional Abuse”**

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

**“Sexual Abuse”**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**“Neglect”**

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Code of Conduct**

- a) No member of staff shall engage in sexual contact or in any relationship with a child other than a properly conducted staff-to-young person relationship. This condition applies regardless of the age of the child and also when the child is over the age of consent (It should be noted that a sexual relationship between an adult teacher and any student is in breach of professional teaching guidelines. In certain circumstances it may also constitute a criminal offence).
- b) No member of staff shall engage in conduct towards a child that is intended to be oppressive, threatening, and manipulative or in any way improper or with a view to causing the child physical or emotional harm or sexual harm.
- c) It is unrealistic and inappropriate for National Youth Ballet to prohibit physical contact between its staff and children. Touch is an essential part of the creative interpretation of roles as well as a means of directing movement, encouraging performance and providing comfort and re-assurance. Touch is also an essential part of the costuming process prior, during and after a performance. Physical contact is also an essential component of the appropriate provision of First Aid or Sports Therapy, for the means of assessment or treatment of injuries or illness. Where physical contact is necessary the responsible adult should be able to explain the reason. However, staff must bear in mind that even innocent actions can be misconstrued. It is important for staff to be sensitive to a child's reaction to physical contact and to act appropriately. No child should ever be touched on a part of his/her body in a way that is indecent. Touch must always be related to the needs of the child rather than to those of the member of staff.
- d) It is the primary duty of every member of staff to ensure the safety and well-being of every child in their care. Each member of staff must ensure that all reasonable steps are taken to minimise risk of harm or injury to any child and must abide by the policies, procedures and guidelines set out in this document.
- e) Where there is any reason for believing that a child has been abused, is being abused or is at risk of being abused, in any way arising as a result of that child's association with National Youth Ballet, it shall be the duty of any member of staff to whom that information is made known to take action at once, according to the procedures laid down in the Reporting Form, which is available from the National Youth Ballet office.
- f) Any instance of inappropriate behaviour towards a child, by any person employed by National Youth Ballet shall be the subject of an enquiry, which may involve external statutory authorities. The report of any enquiry will be presented to the Executive team and Artistic Director of National Youth Ballet and Safeguarding Trustee who will decide what further action is necessary and whether there are sufficient grounds to institute disciplinary proceedings. This will take place whether the Police choose to prosecute or not.
- g) A member of staff who finds him/herself alone with a child must exercise particular care. There should be no apprehensiveness in the mind of either person if such a situation arises, but physical contact should be avoided whenever possible and the presence of an additional person sought as soon as reasonably practicable.
- h) Children must at all times be treated with respect in attitude, language and

- behaviour. Sexual innuendo whether by word or gesture is prohibited.
- i) No person under the age of 18 years shall have the responsibility for supervising any other child.
  - j) Child performers must not be allowed to leave the premises, until a pre-arranged designated time.
  - k) Contact between children and the staff of National Youth Ballet should take place only in the course of the business of National Youth Ballet. Members of staff are discouraged from giving private tuition to a child whom the member of staff has come to know through National Youth Ballet. Should this happen, National Youth Ballet must be aware of this and the member of staff needs to understand that this takes place outside of the National Youth Ballet Safeguarding Policy.
  - l) In working with children staff should be aware of the Good Practice guidelines below. Good practice creates a positive child protection climate and assists in protecting staff from false allegations of abuse.

### **Good Practice**

- Always working in and encouraging an open environment (e.g. no secrets).
- Treating all young people equally, with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance except where it is an essential part of the process.
- Building a balanced relationship based on mutual trust which empowers children.
- Ensuring that any form of manual assistance or physical support is provided openly. Children and parents, guardians or carers should be consulted and their agreement gained.
- Involve parents, guardians, carers and chaperones wherever possible.
- If groups have to be supervised do so in pairs where practicable.
- Being an excellent role model, this includes not smoking or drinking alcohol in the company of young people.
- Record any injuries sustained, accurately and in line with National Youth Ballet accident policy.

### **Practice to be Avoided**

- Avoid spending time alone with children away from others.
- Avoid association (outside the work environment) with children you have met at work.

### **Practice Never to be Allowed**

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a changing room alone with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Allow adults to use inappropriate language in the presence of children unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children that they can do by themselves.
- Invite or allow children to stay with you at your home unsupervised.

### **Filming, Photography and Social Media**

- a) National Youth Ballet works with a wide variety of media to promote understanding and engagement with its work. Children should not be photographed or filmed without prior permission from their teacher, parent or guardian. In use of this material the following guidelines should be considered:
  - i. Photographs of children in performances and other activities must be retained and stored in an appropriate manner and only used for legitimate National Youth Ballet purposes.
  - ii. The use of both a child's first and last name in photographs, captions and file names should be avoided.
  - iii. Group pictures rather than individuals should be used wherever possible.
  - iv. Only images of children in suitable dress should be used to reduce the risk of inappropriate use.
- b) National Youth Ballet acknowledges that social networking sites are a key tool for communication and marketing of its performances and participatory projects and can act as effective recruitment tools for projects and events. However, all staff and contractors should limit communication with individuals to official National Youth Ballet phone or email communications channels.
- c) Staff should not use their personal mobile devices for communication with children or vulnerable adults unless in an emergency.
- d) Staff should not use their personal devices for photographing or filming children taking part in National Youth Ballet activity.
- e) Staff should not accept children below 18 years of age who they have met through their work with National Youth Ballet as "friends" on social networking sites. Neither should they divulge private email addresses or telephone numbers to these children. Staff should not publish pictures on social networking sites of their work at National Youth Ballet that involves children.

### **Disclosure and Response Procedures:**

National Youth Ballet recognises the importance in having clear procedures available to enable staff to handle situations where an appropriate response is needed to a safeguarding concern. The term "disclosure" is generally used to describe what happens when a child/vulnerable person tells an adult that they are, or are at risk of, being abused. It is not the responsibility of anyone working at National Youth Ballet, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to one of the Designated Responsible Persons for National Youth Ballet. There are other ways that a concern may arise, including when a disclosure is made by another child or adult. Any disclosure, and whoever makes that disclosure, should be taken seriously. Staff and artists working within National Youth Ballet have been instructed and should adhere to the procedures outlined below and in Appendix A.

Responding to a child – The Four Rs:

#### **Receive**

Listen to the child.  
Take them seriously.  
Keep an open mind.

#### **React**

Stay calm, stay professional.



Ask open questions, examples of which will be defined in training.

Don't criticise.

Explain the next steps. Children need to be told that what is happening, in line with best practice.

Contact one of National Youth Ballet's Designated Responsible Persons.

### **Reassure**

"You've done the right thing!"

Be honest about outcomes.

Never promise confidentiality – find an appropriate early opportunity to explain it is likely that information will need to be shared with others. It is the adults **duty** to report this to the DSL, even if the child in concern is distressed or asks them not to.

### **Record**

Make brief notes immediately and keep them secure, use Appendix A as a checklist of details that should be recorded.

Record specific words used by the child/vulnerable adult.

Record impartially.

## **Child Performer Guidelines and the Role of Chaperones**

In accordance with the Children and Young Persons Act, 1963 section **Entertainment** National Youth Ballet understands and enforces that all children i.e. persons under age of 16 taking part in public performances, shall only take part in the performances, where payment is made to the company, if they have a licence granted by the local authority in whose area he/she resides or by the local authority in whose area the performances are taking place.

National Youth Ballet applies directly to the Local Authority to be approved as a Body of Persons under section 37 of the above act. If approved National Youth Ballet is exempted from the need to apply for individual licences for children to perform within the applicable council. The power to grant licences under this section shall be exercisable subject to such restrictions and conditions as the Secretary of State may by regulations made by statutory instrument prescribe and a local authority shall not grant a licence for a child to do anything unless they are satisfied that he is fit to do so and that proper provision has been made to secure his health and kind treatment and that, having regard to such provision (if any) as has been or will be made therefor, his education will not suffer; but if they are so satisfied, in the case of an application duly made for a licence under this section which they have power to grant, they shall not refuse to grant the licence.

Regulations under this section may make different provision for different circumstances and may prescribe, among the conditions subject to which a licence is to be granted, conditions requiring the approval of a local authority and may provide for that approval to be given subject to conditions imposed by the authority.

A licence under this section shall specify the times, if any, during which the child in respect of whom it is granted may be absent from school for the purposes authorised by the licence; and for the purposes of the enactments relating to education a child who is so absent during any times so specified shall be deemed to be absent with leave granted by a person authorised in that behalf by the managers, Trustees or proprietor of the school or, in Scotland, with reasonable excuse.

National Youth Ballet therefore provides the Local Authority appropriate to the performance with details of each performance / rehearsal including the dates, times and location, together with the full name, date of birth, address of all children and their respective local authority taking part, at least 21 days in advance of the first performance. Any changes to the

performance schedule are advised in advance. The organisation also provides the name and contact details of the lead person responsible for each performance.

National Youth Ballet comply with Regulation 11 and Regulations 15 to 29 of The Children (Performance and Activities) (England) Regulations 2014.

No payment is taken in respect of taking part in the performances, other than for offsetting expenses, that will be made to any young person or anyone acting on their behalf.

National Youth Ballet follow the National Network for Child Employment & Entertainment restrictions in relation to all performances. This covers age restrictions, breaks, hours permitted for performance or rehearsal.

### **Role of Chaperones**

- National Youth Ballet ensures that the appropriate number of Local Authority approved chaperones are engaged to care for the children with specific regard to their sex and age, and ensure all children are supervised at all times.
- National Youth Ballet provides details of the appointed chaperones.
- National Youth Ballet agrees to any authorised officer of the Local Authority having unrestricted access whilst any dress or technical rehearsal or performance is taking place.
- National Youth Ballet provides a written Child Protection Policy to the Local Authority.
- National Youth Ballet submits a Child Details form signed by a parent / guardian.
- National Youth Ballet ensures a list of emergency contact details in respect of each child is held.
- National Youth Ballet ensures signing in and out sheets and daily record sheets for each performance.
- National Youth Ballet ensures that any third party practitioner is chaperoned, and that consent is gained from the parent / guardian.

### **Management of Safeguarding**

The Trustees must read and ensure all staff read the Safeguarding Policy. They should ensure that mechanisms are in place to assist all staff to understand and discharge their role and responsibilities as set out in this guidance. Trustees must ensure that the Safeguarding Policy is effective, in accordance with government guidance interagency procedures, procedures are in place for appropriate responses to children who go missing from education particularly on repeated occasions and that the Staff Code of Conduct covers, amongst other things, acceptable use of technologies, staff/pupil relationships and communications including the use of social media.

Trustees must ensure that the ICT filters are appropriate and that student members are taught about safeguarding. The Head of Pastoral Care reports at least annually to Trustees on Safeguarding. The policy is reviewed at least annually and when there is any change in guidance or following any safeguarding issue, and is approved and endorsed by the Trustees each year.

The Trustee who takes a lead is Jonathan Payn.

The Designated Safeguarding Lead (DSL) is the Head of Pastoral Care, Nichola Packham. **In her absence TO BE CONFIRMED Name Deputy.** The DSL is the most likely person to have a complete safeguarding picture and to be the most appropriate person to advise on

the response to safeguarding concerns. It is very unlikely the DSL and the deputy DSL would be away, but if so the Artistic Director should be consulted and or take advice from the local children's social care and inform the DSL as soon as possible.

The Designated Safeguarding Lead is responsible for:

### **Managing Referrals**

The duty to make local safeguarding arrangements rests with the three safeguarding partners. These are the local authority, a clinical commissioning group for an area and the chief officer of Police for an area any part of which falls within the local authority area. For children who have suffered or likely to suffer significant harm, and liaising with relevant agencies for children who need support through the Common Assessment Framework (CAF) and Team Around the Child (TAC) or the Channel guidance.

Refer all cases of suspected abuse to the local authority children's social care and:

- The Local Authority Designated Officer (formerly LADO now Designated Officer) for child protection concerns (all cases which concern a staff member).
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child).
- Police (cases where a crime may have been committed).
- Liaise with the Chair of Trustees to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

### **Training**

The DSL will obtain access to resources and attend any relevant or refresher training courses. The DSL should receive formal appropriate training carried out every two years, but in addition their knowledge and skills should be updated, (for example via e-bulletins, meeting other designated safeguarding leads, or taking time to read and digest safeguarding developments), at regular intervals, but at least annually, to keep up with any developments relevant to their role in order to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as Early Help Assessments, and maintaining appropriate records.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Maintain up to date awareness of issues about safeguarding including FGM and risk of radicalisation.
- Ensure each member of staff has access to and understands the safeguarding policy and procedures, especially new and part time staff. All staff should know what to do if a child tells them they are being abused or neglected. All staff members and volunteers will receive appropriate safeguarding and child protection training which is regularly updated. In addition all staff members will receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively and to be able to keep detailed, accurate, secure written records of concerns and referrals. All staff should be aware of the local early help processes and the process for making referrals to children's social care and understand their roles in these.
- All new staff and volunteers are given an induction on Safeguarding including the

identity of the DSL(s), National Youth Ballet's policy and procedure for missing pupils and pupils missing education, that peer on peer abuse may occur including sexual violence and sexual harassment, that they have a responsibility to speak up about safeguarding and welfare matters within the company (and to external agencies where necessary), and provided with the staff code of conduct and whistle-blowing policies and a copy of KCSIE Part 1 and Annexe A. Through discussion in training and occasional questions we ensure that staff and volunteers know and understand KCSIE Part 1 and Annexe A.

- All teaching staff given a briefing at the start of the Residential.

### **Raising Awareness and Sharing Concerns.**

The DSL will encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measure National Youth Ballet may put in place to protect them. To remind staff for the the need to maintain an attitude of "it could happen here" where safeguarding is concerned, and that when concerned about the welfare of a child, staff members should always follow this safeguarding policy in order to act in the best interests of the child. All staff and volunteers have a responsibility to be alert to the behaviour of other adults working with children and must share any concern about the behaviour of another adult towards or around a child (this includes all staff members and volunteers) with the DSL. They must also share any concern about peer on peer abuse with the DSL. The DSL should ensure National Youth Ballet's policies are known and used appropriately. They must also ensure the safeguarding policy is reviewed annually and the procedures and implementation are updated and reviewed and work with the executive team regarding this. Ensure the safeguarding policy is available publicly.

### **Procedures General Strategies**

National Youth Ballet is committed to foster self awareness, self-esteem and to ensure the wellbeing of children. National Youth Ballet ensures there are a range of appropriate adults who they feel confident to approach if in difficulty. Any help any child may benefit from should be considered. National Youth Ballet request the parents disclose any SEN and would include any of the following:

- is disabled and has specific additional needs
- has SEN
- is in a family circumstance presenting challenges

Confidentiality is always maintained.

Although National Youth Ballet has responsibilities under the Children Act to ensure the welfare of students in its care, the decision to take action to protect a young person is the responsibility of the "authorised agencies", i.e. the Social Services Department or Police.

This policy was written in March 2019.

Adopted by and behalf of National Youth Ballet.

**Review date March 2020.**

## **Appendix A Incident Reporting Form – CONFIDENTIAL**

Action to be taken if you have:

- a suspicion that a child attending National Youth Ballet or its related project is being abused/harmed, but by somebody not connected to National Youth Ballet.
- a suspicion that a child is being abused/harmed by somebody employed, or working in a voluntary capacity by National Youth Ballet.
- received an allegation from a child or adult that they are being abused/harmed by somebody not connected to National Youth Ballet.
- received an allegation that somebody employed or working in a voluntary capacity at National Youth Ballet has abused/harmed a child.
- suspicion that a child attending National Youth Ballet is self-harming.
- for any reason, concerns regarding Child Protection issues, or you are unsure of the action to take, or require advice.

You should contact the Designated Safeguarding Lead or Deputy. Calls will be returned as a matter of urgency.

Following discussion with the Designated Safeguarding Lead or Deputy, they will advise you regarding further action to be taken. In the meantime you should follow the general guidance below:

**Do not inform parents if the abuse allegation concerns what is happening in the child's\_ home, unless or until Social Services have given permission. (Please remember that Social Services may have information already on file that you are not aware of).**

**Because it can be very difficult for a child to report that they are being abused, particularly whilst it is happening, it is important that any allegation is taken seriously. The alleged victim is likely to minimise the seriousness of abuse that has occurred, so it is important to record everything.**

**If the allegation concerns abuse in a setting other than the home it may be appropriate for National Youth Ballet to advise the parents. The guidance of Social Services must be sought before doing so.**

**CONFIDENTIAL**

**Incident Reporting Form**

**Nature of Concern: (Circle appropriate concern)**

Suspicion that a child attending National Youth Ballet or its related project is being abused/harmed, but by somebody not connected to the National Youth Ballet.

Suspicion that a child is being abused/harmed by somebody employed, or working in a voluntary capacity by the National Youth Ballet.

An allegation from a child or adult that they are being abused/harmed by somebody not connected to the National Youth Ballet.

An allegation that somebody employed or working in a voluntary capacity in the National Youth Ballet has abused/harmed a child.

Suspicion that a child attending National Youth Ballet is self-harming.

Name and address of the child or adult making the allegation or believed to be the victim.

Name of the person, to whom the allegation or statement was made (including their role/position).

Name of all persons present when the allegation or statement was made.

Date and time the allegation was made or first came to notice.

What was alleged? What were the words used (please be as exact as possible and remain purely factual) and to whom?

What was the physical and emotional state of the alleged victim?

Who else is aware of the alleged abuse?

Are the media aware?

If Yes, please give information as to who they are and what they know. If the media are not aware are they likely to be made aware? If Yes, please give details.

Any other relevant information.

Signed..... Date.....

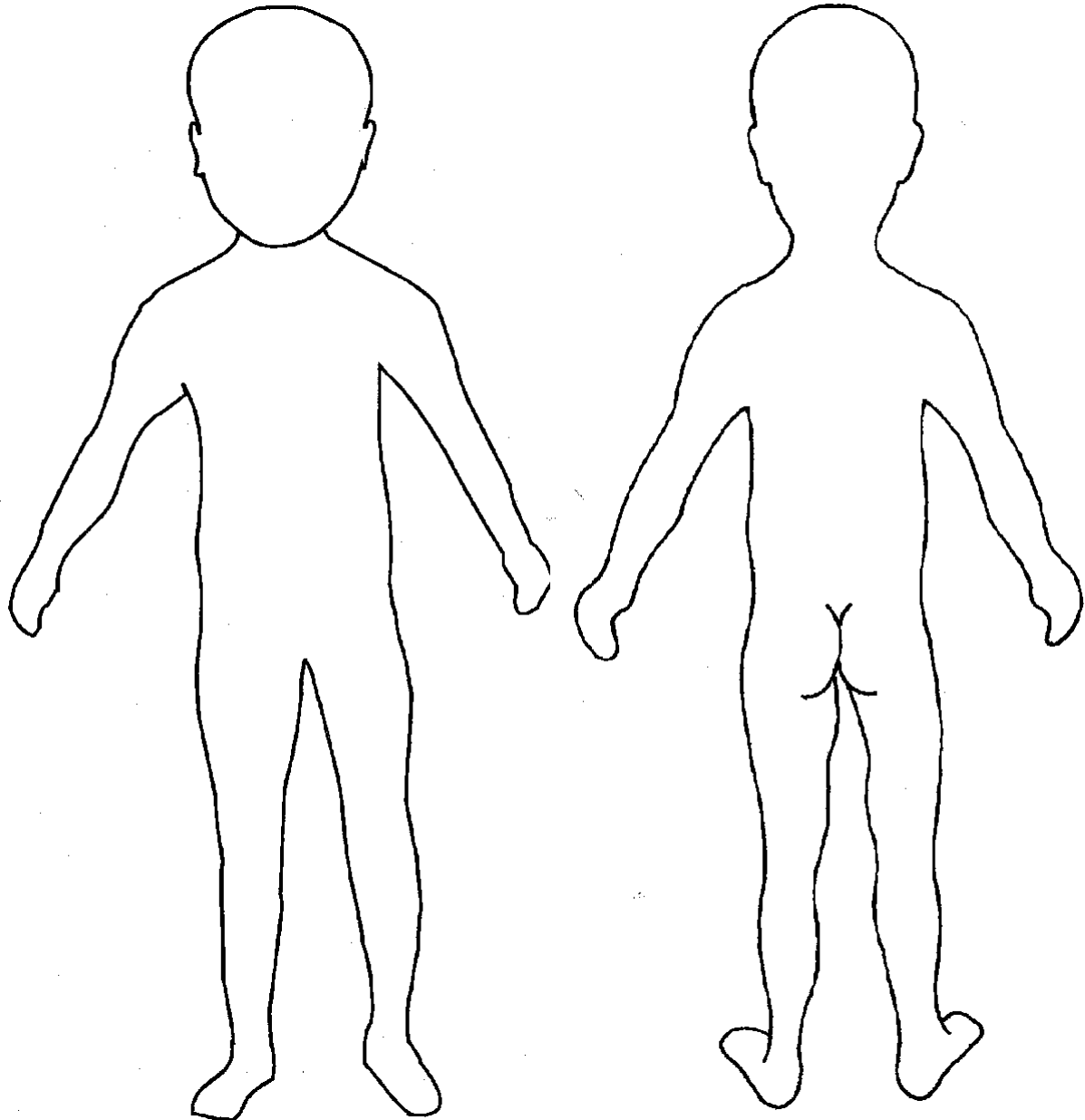
**CONFIDENTIAL**  
**Body Map**

**To be completed at time of observation.**

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Staff: \_\_\_\_\_ Job title: \_\_\_\_\_

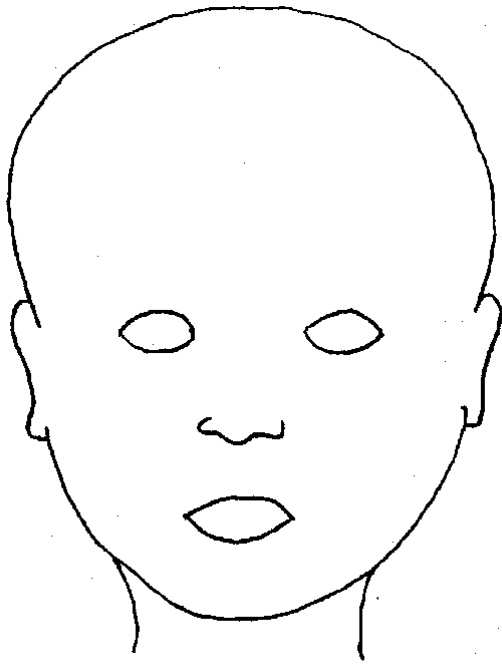
Date and time of observation: \_\_\_\_\_



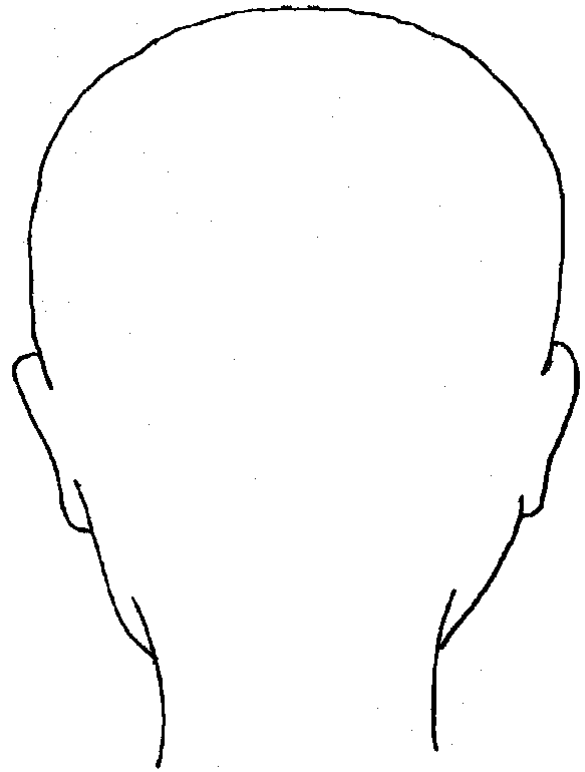


Name of Child:

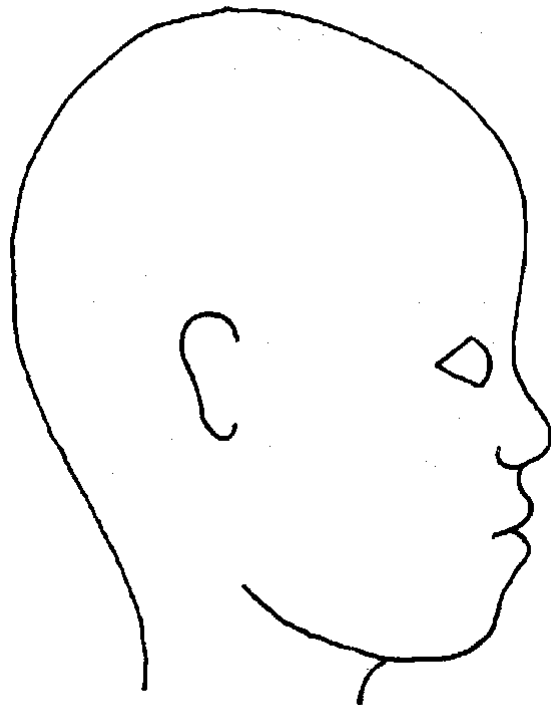
Date and time of  
observation:



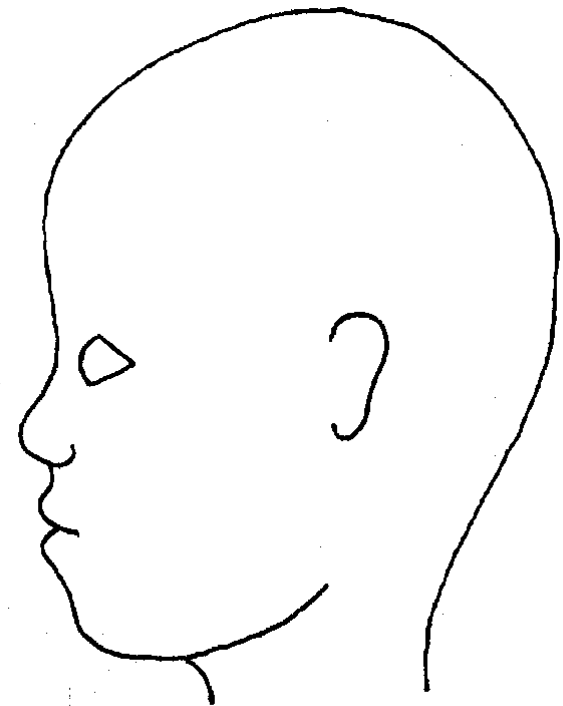
FRONT



BACK



RIGHT



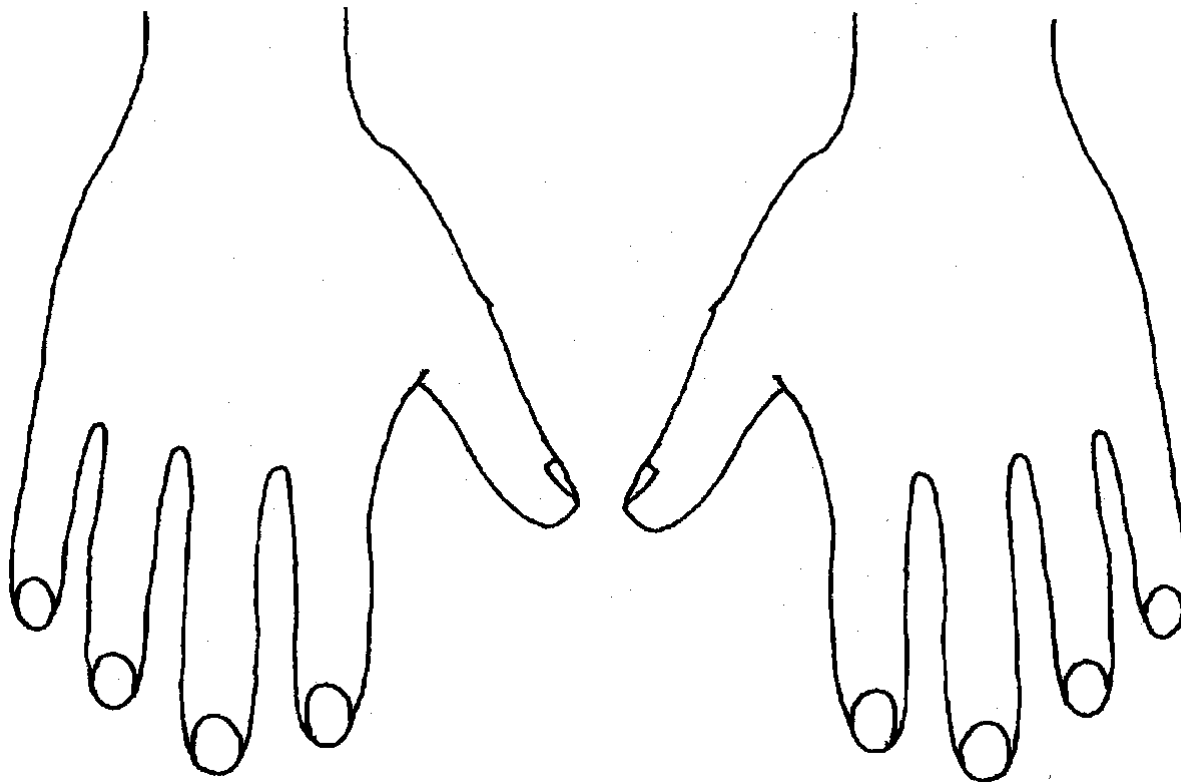
LEFT

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Name of Child: \_\_\_\_\_

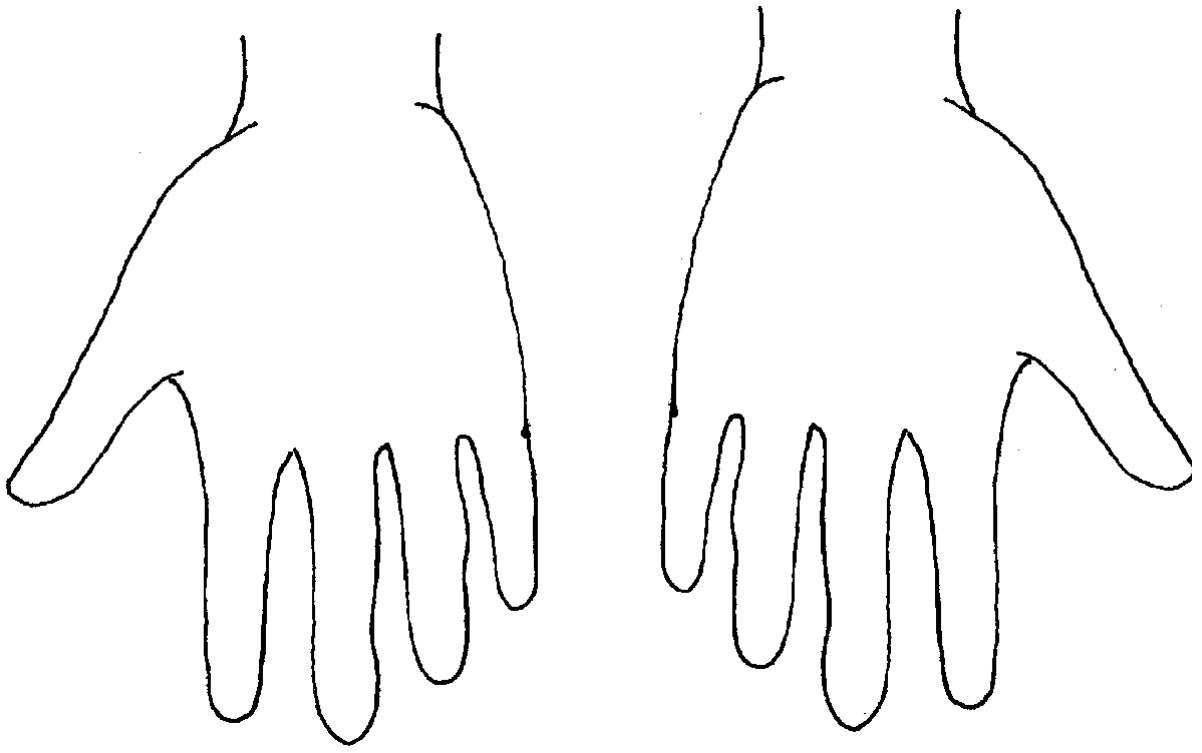
Date and time of observation: \_\_\_\_\_



R

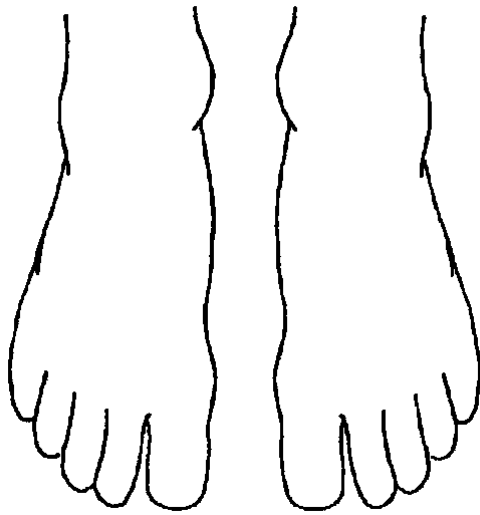
L

BACK

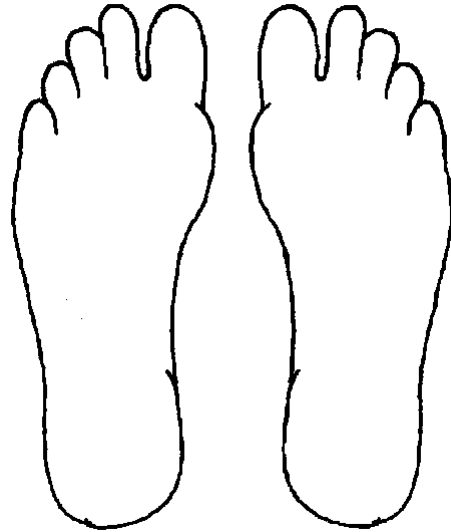


Name of Child: \_\_\_\_\_

Date and time of observation: \_\_\_\_\_



R TOP L



R BOTTOM L



R

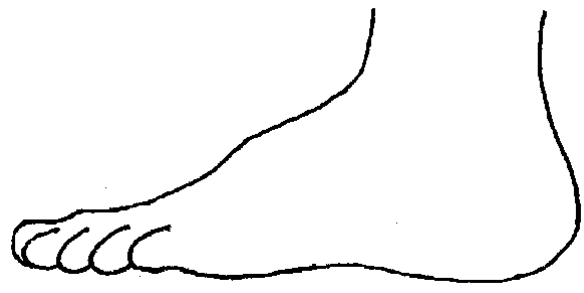


L

INNER



R



L

OUTER

Printed Name:

Signature:

Job Title of Staff:

