

**Safeguarding Policy  
November 2022**

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## 1. Emergencies

If you believe that a child is in immediate need of protection you must contact the police on 999.

## 2. Contact Details

Designated Safeguarding Lead	Barbara Palczynski, Chief Executive	<a href="mailto:barbara@nationalyouthballet.org">barbara@nationalyouthballet.org</a>
Deputy Designated Safeguarding Lead (from April 2022)	Charlie Fulton-Langley	<a href="mailto:info@nationalyouthballet.org">info@nationalyouthballet.org</a>
Trustee with responsibility for Child Protection	Anna Meadmore	<a href="mailto:annaspringmeadmore@gmail.com">annaspringmeadmore@gmail.com</a>
Safeguarding and Support Team Manager (SSTM)	tbc	
Staff may report internal safeguarding failings	The NSPCC whistleblowing helpline	0800 028 0285 (0800 - 2000 Monday - Friday) <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
Children seeking confidential advice	Childline	<a href="https://www.childline.org.uk/">https://www.childline.org.uk/</a> 0800 1111 (available 24 hours a day, 7 days a week)

## 3. Introduction

National Youth Ballet is committed to the safety and protection of children and young people in our care, ensuring they 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 and young people 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. This policy outlines our approach to recording and responding to incidents, complaints, low level concerns, and alleged or suspected incidents of abuse. It provides clear procedures for staff to follow if they are concerned about the welfare of a child or young person within our care. This policy applies to all staff, trustees and volunteers working with National Youth Ballet. The

Safeguarding Policy is made available to parents and carers on our website and to staff at both contracting and induction stage. The Safeguarding Policy is revised annually in conjunction with updates to the DfE Keeping Children Safe in Education Guidance. Further amendments may be necessary as new guidance is published.

#### 4. Rationale

The National Youth Ballet Safeguarding Policy has been drafted in line with professional guidance produced by:  
 Arts Council England ‘Keeping Arts Safe; Guidance for Artists and Arts Organisations on Safeguarding Children, Young People, and Vulnerable Adults’ including their [Safeguarding and Child Protection Policy](#)  
 DfE [Working Together to Safeguard Children](#) .  
 DfE [Keeping Children Safe in Education](#) (updated September 2022)  
 DfE [What to do is you are worried a Child is being Abused - Advice for Practitioners 2015](#) (included in the KCSIE 2021 update)  
 Safeguarding Network [KCSIE 2022 Webinar](#)  
 Additional guidance on safeguarding online teaching has been sought from:  
<https://learning.nspcc.org.uk/news/covid/undertaking-remote-teaching-safely#heading-top>

#### 5. Context

This policy should be read alongside the following other NYB policies and Code of Conduct:

- Physical Contact in Dance
- Code of Conduct for Staff
- Grievance Policy for Staff
- Complaints Procedure
- Behaviour Policy for participants
- Missing or Uncollected Students Policy
- Data Retention Policy
- Child Protection Policy

#### 6. Responsibilities

The designated person with primary responsibility for child protection for National Youth Ballet is the Chief Executive, Barbara Palczynski. The Chief Executive is supported by Deputy DSL Charlie Fulton-Langley, Trustee, Anna Meadmore, Safeguarding and Support Team Manager (SSTM) tbc and the Creative Director, Jo Meredith. The Chief Executive, in conjunction with the Deputy DSL, appointed Trustee and NYB Safeguarding and Support Team Manager (SSTM), is responsible for the review and updating of the policy and procedure.

<p><b>The Designated</b></p>	<p>i. will receive formal appropriate training every two years to keep up to date with the latest safeguarding legislation including issues such as radicalisation, county lines, sexual harrassment, online sexual abuse and FGM</p>
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<p><b>Safeguarding Lead</b></p>	<ul style="list-style-type: none"> <li>ii. will ensure that their knowledge and skills are 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</li> <li>iii. will 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</li> <li>iv. will 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</li> <li>v. will ensure that all staff have received appropriate and regular safeguarding and child protection training and are aware of the important role that they play in safeguarding</li> <li>vi. will ensure that all staff members receive safeguarding and child protection updates via email, e-bulletins and staff meetings as required, but at least annually to ensure that they have the 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 childrens’ social care and understand their roles in these</li> <li>vii. will ensure that 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 child on child 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 provide the staff with a Code of Conduct and whistle-blowing policies and a copy of KCSIE Part 1 and Annex A. Through discussion in training and occasional questions the DSL will ensure that staff and volunteers know and understand KCSIE Part 1 and Annex A</li> <li>viii. will ensure that the Safeguarding Policy is effectively implemented and publicly available</li> <li>ix. will ensure that the register of DBS checks is kept up to date</li> <li>x. will report to the board of trustees regarding safeguarding matters</li> <li>xi. will ensure that a Safeguarding briefing is conducted with staff prior to in-person activity</li> <li>xii. will ensure that a Safeguarding report is completed after each online activity (see appendix C)</li> <li>xiii. will liaise with the appropriate external agencies regarding and doubts or concerns as the need arises. If necessary, to make a formal referral to a statutory child protection agency within 24 hours</li> <li>xiv. will ensure that the Safeguarding Policy is reviewed annually</li> <li>xv. will keep detailed and secure records of any Safeguarding concerns from staff, volunteers, children or parents/carer. The DSL will assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate and consulting with senior colleagues if necessary</li> <li>xvi. in line with KCSIE updates, will ensure a child-centred and whole organisation coordinated approach to Safeguarding including at governance level and will lead NYB with the ‘it could be happening here, even if there are no reports’ attitude.</li> </ul>
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<b>The Safeguarding Trustee</b>	<ul style="list-style-type: none"> <li>i. will attend regular Safeguarding training</li> <li>ii. will provide robust governance around Safeguarding, holding the administrative and creative teams to the highest standards of account in order to ensure the safety and wellbeing of the children and young people in our care</li> <li>iii. must ensure that all trustees have read the Safeguarding Policy and have approved it annually</li> <li>iv. must ensure that Safeguarding Policy is effective, in accordance with government guidance</li> <li>v. must ensure 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</li> <li>vi. must ensure that student members are taught about Safeguarding.</li> </ul>
<b>The Safeguarding and Support Team Manager (SSTM) (in person activity)</b>	<ul style="list-style-type: none"> <li>i. will be the first port of call for dealing with concerns about child welfare for in-person and residential activity</li> <li>ii. will ensure that an environment is created where people feel able to disclose any child protection and Safeguarding concerns</li> <li>iii. will provide support to the DSL in delivering their remit regarding Safeguarding</li> </ul>
<b>The Creative Director</b>	<ul style="list-style-type: none"> <li>i. will keep up to date with Safeguarding legislation</li> <li>ii. act as a Safeguarding deputy in the instance that the DSL, deputy DSL, Safeguarding and Support Team Manager (SSTM), and the Trustee with responsibility for Safeguarding are not available.</li> </ul>

## 7. Legislative Context

The Protection of Children Act 1999 established a coherent framework for identifying those adults considered to be unsuitable to work with children and young people. 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 people 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 1989 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 Safer 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 Education updated in 2022.
- Ofsted Review of Sexual Abuse in Schools and Colleges in 2021.

## 8. 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 at NYB.

### **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 or young person and the effects may remain with them 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 or young person 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. The sexual abuse of children by other children is a specific Safeguarding issue (also known as Child on Child abuse) and all staff should be aware of it and of NYB's policy and procedures for dealing with it.

### **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.

### **Overscheduling and Neglect**

NYB recognises that the intensive nature of dance training can put children attending NYB activities at increased risk of overscheduling. We are committed to creating a healthy environment in which children learn about training safely and with adequate rest breaks.

(Definitions taken from [Working Together to Safeguard Children](#)).

## **8.1. Female Genital Mutilation (FGM)**

FGM affects girls particularly from north African countries, including Egypt, Sudan, Somalia and Sierra Leone. It is illegal in the United Kingdom to allow girls to undergo FGM either in this country or abroad. People guilty of allowing FGM to take place are punished by fines and up to fourteen years in prison. At NYB we have a duty to report concerns we have about girls at risk of FGM to the police and social services. FGM occurs mainly in Africa and to a lesser extent, in the Middle East and Asia.

### **Key Points**

- Not a religious practice
- Occurs mostly to girls aged from 5 – 8 years old; but up to around 15
- Criminal offence in UK since 1985
- Offence since 2003 to practice FGM and to take girls abroad for FGM
- Criminal penalties include up to 14 years in prison

### **Reasons for this cultural practice include:**

- Cultural identity – An initiation into womanhood
- Gender Identity – Moving from girl to woman – enhancing femininity
- Sexual control – reduce the woman's desire for sex
- Hygiene/cleanliness – un mutilated women are regarded as unclean

Risk Factors include:

- low level of integration into UK society
- mother or sister who has undergone FGM
- a visiting female elder from the country of origin

- being taken on a long holiday to the family’s country of origin
- talk about a ‘special’ event or procedure to ‘become a woman’

Post-FGM Symptoms include:	Longer Term problems include:
<ul style="list-style-type: none"> <li>• difficulty walking, sitting or standing</li> <li>• spend longer than normal in the bathroom or toilet</li> <li>• unusual behaviour after a lengthy absence</li> <li>• reluctance to undergo normal medical examinations</li> <li>• asking for help, but may not be explicit about the problem due to embarrassment or fear.</li> </ul>	<ul style="list-style-type: none"> <li>• difficulties urinating or incontinence</li> <li>• frequent or chronic vaginal, pelvic or urinary infections</li> <li>• menstrual problems</li> <li>• kidney damage and possible failure</li> <li>• cysts and abscesses</li> <li>• pain when having sex</li> <li>• infertility</li> <li>• complications during pregnancy and childbirth</li> <li>• emotional and mental health problems</li> </ul>

If you suspect that a child is at risk of FGM, advice should be sought from the police or social services. Guidance on the warning signs that FGM may be about to take place, or may have already taken place, can be found in the [Multi-Agency Statutory Guidance on FGM](#)

### 8.2. Forced Marriage / ‘Honour’ Based Abuse

So-called ‘Honour based’ Abuse (HBA) encompasses crimes which have been committed to protect or defend the honour of the family and/or community, including forced marriage and practices such as breast ironing. Staff should be aware that all forms of so-called HBA are abuse (regardless of the motivation) and they should be handled and reported as such to the DSL. There are a range of potential indicators that a child may be at risk of HBA including conflict with parents, a child talking about an upcoming family holiday that they are worried about and a child directly disclosing that they will be forced to marry. More information can be found in the [Multi-agency guidelines: handling cases of forced marriage](#)

### 8.3. Child Sexual Exploitation (CSE)

Both CSE and Child Criminal Exploitation (CCE) are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity

- in exchange for something the victim needs or wants, and/or
- for the financial advantage or increased status of the perpetrator or facilitator and/or
- through violence or the threat of violence.

CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

This involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyber-bullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

A common feature of CSE is that the child or young person does not recognise the coercive nature of the relationship and does not see themselves as a victim of exploitation. This means that they are unlikely to report the abuse so police and partners must be alert to the signs of CSE and actively look for victims. CSE can also occur through the use of technology without the child's immediate recognition; for example being persuaded to post images on the internet/ mobile phones without immediate payment or gain. CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media. CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

#### **8.4. Child Criminal Exploitation (CCE)**

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity:

- In exchange for something the victim needs or wants, and/or
- The financial or other advantage of the perpetrator or facilitator and/or
- Through violence or the threat of violence

The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

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

#### **8.5. County Lines**

County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas (within the UK), using dedicated mobile phone lines or other form of 'deal line'.

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move (and store) drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Children are often recruited to move drugs and money between locations. Children who are involved in county lines, may:

- Go missing for periods of time or regularly coming home late;
- Regularly miss school or education or not take part in education;
- Appear with unexplained gifts or new possessions;
- Associate with other young people involved in county lines;
- Have older friends;
- Mood swings or changes in emotional wellbeing; and
- Drug and/or alcohol misuse.

If a member of NYB staff has concerns about any participants at risk of county lines, they should ensure that their concerns are passed promptly to the DSL so that a referral is made to the Concerns Hub. For more information read [County Lines Exploitation](#).

## **8.6. Mental Health**

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

It is not the role of NYB staff to attempt to make a diagnosis of a mental health problem. However, NYB staff can observe participants day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

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

If NYB staff have a mental health concern about a child that is also a safeguarding concern, and they feel that the child or young person in question is at risk of harm, such as evidence of self-harm (see Serious Violence), immediate action should be taken, by following the NYB Safeguarding Policy and discussing with the DSL.

## **8.7. Child-on-Child Abuse (formerly Peer on Peer Abuse)**

KCSIE 2021 in conjunction with the Ofsted Review of Sexual Abuse in Schools and Colleges 2021 says that all staff should be aware that children are capable of abusing other children. NYB should be clear about our policies and procedures to address child-on-child abuse.

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);

- sexual harassment, such as sexual comments, remarks, jokes, upskirting and online sexual harassment (including youth produced sexual imagery / sexting), which may be standalone or part of a broader pattern of abuse;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery);
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element) and;
- harmful sexual behaviour (see below).

**All staff** should be clear as to NYB's Safeguarding policy and procedures with regard to child-on-child abuse and the important role we have to play in preventing it and responding where we believe a child or young person in our care may be at risk from it.

We recognise that it is possible that an NYB participant's behaviour will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the Behaviour Policy where necessary. However, there will be occasions when a participant's behaviour warrants a response under the NYB Safeguarding Policy rather than an anti-bullying procedure. Research suggests that up to 30 per cent of child sexual abuse is committed by someone under the age of 18.

Child Protection issues raised in this way may include child-on-child abuse (as outlined above) and/or physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a Safeguarding allegation against an NYB participant, some of the following features will be found:

The allegation:

- is made against an older participant and refers to their behaviour towards a younger or a more vulnerable participant;
- is of a serious nature, possibly including a criminal offence;
- raises risk factors for other participants at NYB;
- indicates that other participants may have been affected by this participant;
- indicates that young people outside NYB may be affected by this participant .

The management of children and young people with sexually harmful behaviour is complex and any concerns should be raised immediately with the DSL. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator.

## **8.8. Harmful Sexual Behaviour**

Harmful Sexual Behaviour is defined by DfE as sexual behaviours expressed by children and young people under the age of 18 years old that are developmentally inappropriate, may be harmful towards self or others, or abusive towards another child, young person or adult.

When we refer to sexual harassment and sexual violence, including online, we use the definitions and the language of victim and perpetrator in the DfE's guidance [Sexual Violence and Sexual Harassment in Schools 2021](#). We recognise that there are many different ways to describe children who have been subjected to sexual harassment and/or sexual violence. There are also many ways to describe those who are alleged to have carried out any form of abuse. Therefore, we are using the terms that are most widely recognised and understood. It is important to recognise that not everyone who has been subjected to sexual harassment and/or sexual violence, including online, considers themselves a victim or would want to be described in this way.

Any child or young person who exhibits harmful sexual behaviour may need a Safeguarding response or intervention. Professionals should respond with interventions that address the behaviour of the perpetrator, while also providing an appropriate level of support. Professionals involved should be aware that harmful sexual behaviour may be an indicator that the child has been abused.

It is also important to note that, although professionals' awareness of the vulnerability of children and young people could be helpful, it could also contribute to stereotypes about how a victim and survivor of child sexual abuse should look or behave. This may run the risk of victims who differ from that picture being overlooked or unwilling to come forward for fear of not being believed.

The DfE guidance is to help educational settings to know how to respond to sexual harassment and sexual violence, including online, between children. This explains that it is an offence for anyone to have any sexual activity with a person under the age of 16 and provides specific protection for children aged 12 and under who cannot legally give their consent to any form of sexual activity. The guidance acknowledges that professionals may be required to make complex decisions in situations of child-on-child sexual harassment and sexual violence, including online. It stresses the importance of effective training and clear policies for staff to help them take a considered and appropriate response.

If NYB becomes aware of sexual activity involving a child under the age of 13, we will always refer this to the police and children's social care. We will use the statutory guidance and our professional vigilance to establish whether risk factors are present before making a decision on whether to engage external agencies if the children or young people are aged 13 to 17.

## **8.9. Serious Violence**

All NYB staff should be aware of the indicators, which may signal children and young people are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

All NYB staff should be aware of the range of risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery. Advice for schools and colleges is provided in the Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance.

## 8.10. Preventing Radicalisation

‘Channel’ and ‘Prevent’

NYB recognises the positive contribution it can make towards protecting children and young people from radicalisation to violent extremism. NYB will continue to empower children and young people to create communities that are resilient to extremism and support the wellbeing of particular children and young people who may be vulnerable to being drawn into violent extremism or crime. It will also continue to promote the development of spaces for free debate where shared values can be reinforced.

Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or for a person who moves to adopt violence in support of their particular ideology. Radicalisation and extremism can be wider than religious beliefs and linked affiliations and can include radicalisation around far right groups and also by criminal groups connected with gang activity. Although a number of possible behavioural indicators are listed below, staff should use their professional judgement and discuss with the DSL if they have any concerns:

- Use of inappropriate language
- Secretive behaviour
- Searching for identity, meaning and belonging
- Possession of violent extremist literature including electronic material accessed via the internet and communication such as e-mail and text messages
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

If staff have any significant concerns about a child/young person beginning to support terrorism and/or violent extremism, they should discuss this with the Designated Safeguarding Lead immediately.

## 9. Indicators of abuse and what you might see

**All** staff should have an awareness of Safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education and consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk.

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they ‘tell’. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the designated person.

Remember, it is your responsibility to *report* your concerns. *It is not your responsibility to investigate or decide whether a child has been harmed or abused.*

A child who is being harmed, abused and/or neglected may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing their clothes for class / costume fittings
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless with regard to their own or other's safety
- self-harm
- arrive late or show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive, or happy-go lucky to withdrawn
- challenge authority
- be constantly tired or preoccupied
- be wary of physical contact
- be involved in, or particularly knowledgeable about drugs or alcohol
- display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed. It is very important that you report your concerns – even low level concerns - you do not need 'absolute proof' that the child is at risk. (See Appendix A for the 'Reporting a Concern' form).

**All staff** should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or are being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the designated safeguarding lead (DSL) if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication.

## 10. 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/young person at risk of harm tells an adult that they are being abused or are at risk of abuse. 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 Safeguarding 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 should adhere to the procedures outlined below and in Appendix A.

### 10.1. Taking Action

There are four key steps to follow to help staff identify and respond appropriately to possible abuse



and/or neglect.

1. Be alert
2. Question behaviours
3. Ask for help
4. Refer

It may not always be appropriate to go through all four stages sequentially, if a child or young person is in immediate danger or is at risk of harm, the DSL must refer to police or social care without delay, so it is important to share any concerns in a timely manner to ensure children are safe. Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When worried about the welfare of a child, staff members should always act in the interests of the child and report any concerns in line with the procedures set out below.

You have a concern about a child / young person's wellbeing, based on:

- a) Something the child/young person/parent has told you
- b) Something you have noticed about the child's behaviour, health, or appearance
- c) Something another professional said or did

Even if you think your concern is minor, the DSL may have more information that, together with what you know, represents a more serious worry about a child. It is never your decision alone how to respond to concerns – but it is always your responsibility to share concerns, no matter how small.

1. Decide whether you need to find out more by asking the child / young person, or their parent to clarify your concerns, being careful to use open questions: beginning with words like: 'how', 'why', 'where', 'when', 'who'?
2. Let the child/young person/parent know what you plan to do next if you have heard a disclosure of abuse or you are talking with them about your concerns. Do not promise to keep what s/he tells you secret...for example, 'I am worried about your bruise and I need to tell e.g. Barbara so that she can help us think about how to keep you safe'.
3. Inform the DSL immediately. If the DSL is not available, inform the Trustee with responsibility for Safeguarding. If neither is available, speak to the most senior member of staff available or the Chair of Trustees. If there is no other member of staff available you must make the referral yourself.
4. Make a written record as soon as possible after the event using the "Reporting a Concern Form", noting:
  - a. Name of child
  - b. Date, time and place
  - c. Who else was present
  - d. What was said / What happened / What you noticed ... speech, behaviour, mood, drawings, games or appearance
  - e. If child or parent spoke, record their words rather than your interpretation
  - f. Analysis of what you observed and why it is a cause for concern

## **10.2. If you suspect a child or young person is at risk of harm**

There will be occasions when you suspect that a child may be at serious risk, but you have no 'real' evidence. The child's behaviour may have changed, or you may have noticed other physical but inconclusive signs. In these circumstances, you should try to give the child the opportunity to talk. The

signs you have noticed may be due to a variety of factors and it is fine to ask the child if they are alright or if you can help in any way.

Use the 'Reporting a Concern' (see Appendix A) to record these early concerns. If the child does begin to reveal that they are being harmed you should follow the advice in the section 'If a child discloses information to you'.

If, following your conversation, you remain concerned, you should discuss your concerns with the DSL.

## 11. If a child discloses information to you

It takes a lot of courage for a child to disclose that they are being neglected and or abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault. If a child talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on – you are not allowed to keep secrets. The point at which you do this is a matter of judgement. If you jump in immediately the child may think that you do not want to listen, if you leave it till the very end of the conversation, the child may feel that you have misled them into revealing more than they would have otherwise.

### During your conversation with the child:

- Allow them to speak freely.
- Remain calm and do not overreact – the child may stop talking if they feel they are upsetting you.
- Give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'.
- Do not be afraid of silences – remember how hard this must be for the child.
- Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what the child's mother thinks about all this.
- At an appropriate time tell the child that in order to help them you must pass the information on.
- Do not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused.
- Avoid admonishing the child for not disclosing earlier. Saying 'I do wish you had told me about this when it started' or 'I can't believe what I'm hearing' may be your way of being supportive but the child may interpret it that they have done something wrong.
- Tell the child what will happen next. The child may agree to go with you to see the designated person. Otherwise let them know that someone will come to see them before the end of the day.
- Report verbally to the designated person.
- Write up your conversation as a matter of urgency using the Recording a Concern form and hand it to the designated person. Make this your priority while it is fresh in your mind.
- Seek support from your line manager if you feel distressed.

**NYB staff should never assume a colleague, or another professional will take action and share information that might be critical in keeping children and young people safe.** They should be mindful that early information sharing is vital for the effective identification, assessment, and allocation of appropriate service provision, whether this is when problems first emerge, or where a child is already known to local authority children's social care (such as a child in need or a child with a protection plan). [Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers](#) supports staff who have to make decisions about sharing information. This advice includes the seven golden rules for sharing information and considerations with regard to the Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR). DPA and UK GDPR do

not prevent the sharing of information for the purposes of keeping children safe and promoting their welfare. If in any doubt about sharing information, staff should speak to the Designated Safeguarding Lead or deputy DSL. Fears about sharing information **must not** be allowed to stand in the way of the need to safeguard and promote the welfare of children.

## 12. 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 or young person 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.

## 13. 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 or young people who have suffered or are 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:

1. The Local Authority Designated Officer (formerly LADO now Designated Officer) for child protection concerns (all cases which concern a staff member or volunteer).
2. Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child).
3. Police (cases where a crime may have been committed).
4. 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.
5. 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.

## 14. Record keeping and retention of information

NYB has referred to guidance from [NSPCC Child Protection Records: Retention and storage guidelines](#). NYB Marketing Manager is NCVO Data Protection trained to ensure our Data Retention Policy is reviewed annually in accordance with guidelines and we are robust in our record keeping and retention of information.

NYB recognises the need for clear guidelines for the retention, storage and destruction of child protection records. Any recorded Safeguarding concern containing personal information, whether on paper or electronic should be:

- adequate, relevant and not excessive for the purpose(s) for which they are held
- accurate and up to date
- only kept for as long as is necessary

Any file containing sensitive information and confidential data such as a Safeguarding concern should be:

- kept confidential and stored securely. Electronic files should be password protected and stored in a separate child protection file for each child/young person and labelled carefully. If it pertains to an adult/NYB member of staff, stored in a separate personnel file
- accessed/shared only on a 'need to know' basis
- tracked internally using Google software to log viewers so NYB can see who has accessed the confidential file, when, and which file has been accessed
- shared electronically using passwords and encryption e.g. <https://switch.egress.com>
- NYB will ensure that there is clear agreement with all staff and volunteers who use their personal computers to ensure that any records are being stored securely.
- NYB will ensure that the child/young person or NYB member of staff in question understands what records we hold, why we need to hold them and who we might share the information with (for example as part of a multi-agency child protection team)

NYB adheres to the current UK legislation and guidance about the retention and storage of child protection records:

- If the file pertains to a report raised about a child or young person, it should be kept until they are 25 (this is seven years after they reach the school leaving age)
- If the file pertains to a report raised about an NYB member of staff, it should be kept until they reach their normal retirement age or for 10 years – whichever is longer
- NYB will keep records for the same amount of time regardless of whether the allegations were unfounded. However, if it is found that allegations are malicious NYB will destroy the record immediately

## 15. Safeguarding Online Activity

National Youth Ballet offers a range of online activity, including

- Teaching of physical warmups and of NYB repertoire
- Setting of creative tasks
- Video tutorials and tips
- Zoom conversations with NYB alumni
- Videos submitted by alumni
- Videos submitted by participants

National Youth Ballet recognises that online activity poses a different safeguarding context to face-to-face activity. We are aware that zoom /video-call participation allows a view into the homes of both staff and participants. NYB Online Safeguarding adheres to the same rigorous standards as outlined in the Safeguarding Policy. Safeguarding in all aspects of digital and online delivery of NYB activity, including changes that were made to delivery as a result of the COVID-19 pandemic, are now integral to NYB's organisational behaviour.

NYB has produced Terms and Conditions for Participation in Online Activity which all participants of online activity must adhere to, in accordance with our Safeguarding Policy 2022. NYB will share this document in advance of any online activity. See 15.3.

### 15.1. Managing Online Content

Content is promoted on NYB social media platforms (NYB website, Instagram, Twitter, TikTok and Facebook). This content is managed, devised, sourced and posted by the Marketing and Creative team. Contributors are all professionally trained artists.

In 2021 we launched NYB Voices allowing our NYB participants to do Instagram and TikTok takeovers using the NYB smartphone. The content is created by the NYB Voices but using guidelines provided by the Marketing and Creative team and overseen by the Social Media Coordinator. The content is checked by the Social Media Coordinator before it is posted.

Videos submitted by participants are sent to an allocated secure National Youth Ballet email address and monitored by a member of the NYB staff. Consent to use the video content is obtained from the participant at the time the video is submitted. Details of consent are outlined in the terms and conditions for each online NYB activity. All activity will have an age and grade appropriate level to minimise the risk of injury to participant.

### 15.2. Responsibilities

Contributors must:	<ul style="list-style-type: none"> <li>● be familiar with NYB's current Safeguarding policy</li> <li>● select and share activities which are appropriate to the age or grade of participants</li> <li>● not encourage personally the uploading of any material not agreed by NYB as part of its programme of content by the participants on any other social media platform</li> <li>● not enter into any direct communication with participants on social media or by other means</li> <li>● ensure videoing and video-conferencing platforms are used appropriately, taking into consideration their background setting, language and professional appearance</li> <li>● Uphold a high level of professionalism on NYB's Zoom platform, maintaining and enhancing NYB's reputation and adhering to the NYB Code of Conduct</li> <li>● Ensure that they read through the safety guidance notes and disclaimer for online participation listed below</li> </ul>
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<p>NYB will</p>	<ul style="list-style-type: none"> <li>● use a dedicated zoom account for all online activity</li> <li>● ensure that access to password protected zoom rooms is only given to ticket holder</li> <li>● use the waiting room function on Zoom so that attendees can be vetted prior to having access to the group session</li> <li>● ensure that there are clear expectations for participants published at the time tickets are purchased (eg. children must be in a neutral setting, will be expected to have cameras turned on for the whole session, will identify themselves on their Zoom account by their first names and will have an adult within hearing distance)</li> <li>● supervise all video content, discussions, and broadcast content</li> <li>● promote safer internet usage to our participants via our social media channels</li> <li>● ensure that there is a silent witness for all online activity. Both the silent witness and the workshop lead will complete the safeguarding form for online content (See Appendix C)</li> <li>● Only use the speaker view when publishing online content to ensure that the identities of children are protected</li> <li>● Ensure that there are always two adults present for online teaching</li> <li>● ensure that all activity has an age and grade appropriate level to minimise the risk of injury to participants.</li> </ul>
<p>Silent witness will</p>	<ul style="list-style-type: none"> <li>● observe the session</li> <li>● record any safeguarding concerns in the Safeguarding Summary Reporting Form (Appendix C)</li> <li>● intervene immediately if there are any incidents or activity in the background which may present a cause for concern</li> </ul>

**15.3. Safety Guidance and Disclaimer for Online Activity**

Please refer to our [2022 Terms and Conditions](#).

**15.4. Reporting a Concern for Online Activity**

Anyone concerned about a child/young person/staff member should contact the DSL and follow the process for reporting a concern. It is important that all staff and volunteers act immediately on any safeguarding concerns as per the Safeguarding Policy guidelines outlined above about Information Sharing point 11. Trustees, staff and volunteers should report concerns about a participant to the DSL. During on-line content the DSL remains available and can be contacted.

**16. Filming, Photography and Social Media**

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 carer. In use of this material the following guidelines should be considered:

- i. Photographs of children and young people in performances and other activities must be

retained and stored in an appropriate manner on a password protected drive 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 images of individuals should be used wherever possible.
- iv. Only images of children and young people in suitable dress should be used to reduce the risk of inappropriate use.

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 email communications channels.

Staff must not use their personal mobile devices for communication with children or young people or adults at risk of harm unless in an emergency.

National Youth Ballet will make use of the NYB smartphone for photographing or filming children taking part in National Youth Ballet activity for the purposes of recording choreography, to share with other members of the artistic team and to show to the children themselves. NYB staff should not use their own personal device for such purposes.

Any recorded footage will be uploaded to the NYB Google drive at the end of the same day. Staff must be witnessed deleting the footage from their phone by one other member of the artistic team .

Staff must 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 must they divulge private email addresses or telephone numbers to these children or young people. Staff should not publish pictures on social networking sites of their work at National Youth Ballet that involves children or young people.

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

- 17.1. In accordance with the *Children and Young Persons Act, 1963 section 37 (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 they are fit to do so and that proper provision has been made to secure their health and kind treatment and that, having regard to such provision (if any) as has been or will be made therefore, their 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 complies 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 follows the National Network for Child Employment & Entertainment restrictions in relation to all performances. This covers age restrictions, breaks, hours permitted for performance or rehearsal.

## **17.2. Role of Chaperones**

- 17.2.i. National Youth Ballet ensures that at least the appropriate number of Local Authority approved chaperones are engaged to care for the children with specific regard to their gender and age, and ensure all children are supervised at all times. NYB adheres to the NSPCC guidelines for Good Practice ratios of adults to children. National Youth Ballet provides details of the appointed chaperones.
- 17.2.ii. 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.
- 17.2.iii. National Youth Ballet provides a written Child Protection Policy to the Local Authority.
- 17.2.iv. National Youth Ballet submits a Child Details form signed by a parent / guardian.
- 17.2.v. National Youth Ballet ensures a list of emergency contact details in respect of each child is held.
- 17.2.vi. National Youth Ballet ensures signing in and out sheets and daily record sheets for each performance.
- 17.2.vii. National Youth Ballet ensures that any third party practitioner is chaperoned, and that consent is gained from the parent / carer/ guardian.



## Appendix A

### Reporting a Concern Form – CONFIDENTIAL

Action to be taken if you have:

- a suspicion that a child or young person 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 an NYB peer, 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.
1. You should contact the Designated Safeguarding Lead. If the DSL is not available, please contact the Trustee with Responsibility for Safeguarding. Calls will be returned as a matter of urgency.
  2. Following discussion with the Designated Safeguarding Lead or other nominated person listed above, they will advise you regarding further action to be taken. In the meantime you should follow the general guidance below:
    - a. 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).
    - b. 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.
    - c. 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**

**Reporting a Concern Form**

<p>Nature of Concern: (Circle appropriate concern)</p> <p>Suspicion that a child or young person attending National Youth Ballet or its related project is being abused/harmed, but by somebody <b>not</b> connected to National Youth Ballet.</p> <p>Suspicion that a child is being abused/harmed by an NYB peer, or an NYB member of staff</p> <p>An allegation from a child or adult that they are being abused/harmed by somebody not connected to the National Youth Ballet.</p> <p>An allegation that somebody employed or working in a voluntary capacity in the National Youth Ballet has abused/harmed a child.</p> <p>Suspicion that a child attending National Youth Ballet is self-harming.</p>
<p>Name and address of the child, young person or adult making the allegation or believed to be the victim.</p>
<p>Name of the person, to whom the allegation or statement was made (including their role/position).</p>
<p>Name of all persons present when the allegation or statement was made.</p>
<p>Date and time the allegation was made or first came to notice.</p>
<p>What was said? What were the words used (please be as exact as possible and remain purely factual) and to whom? What did you notice (speech, behaviour, mood, appearance)?</p>

Please detail here why you believe that what you observed constitutes a cause for concern:
Who else is aware of the alleged abuse?
Any other relevant information:
Signed..... Date.....

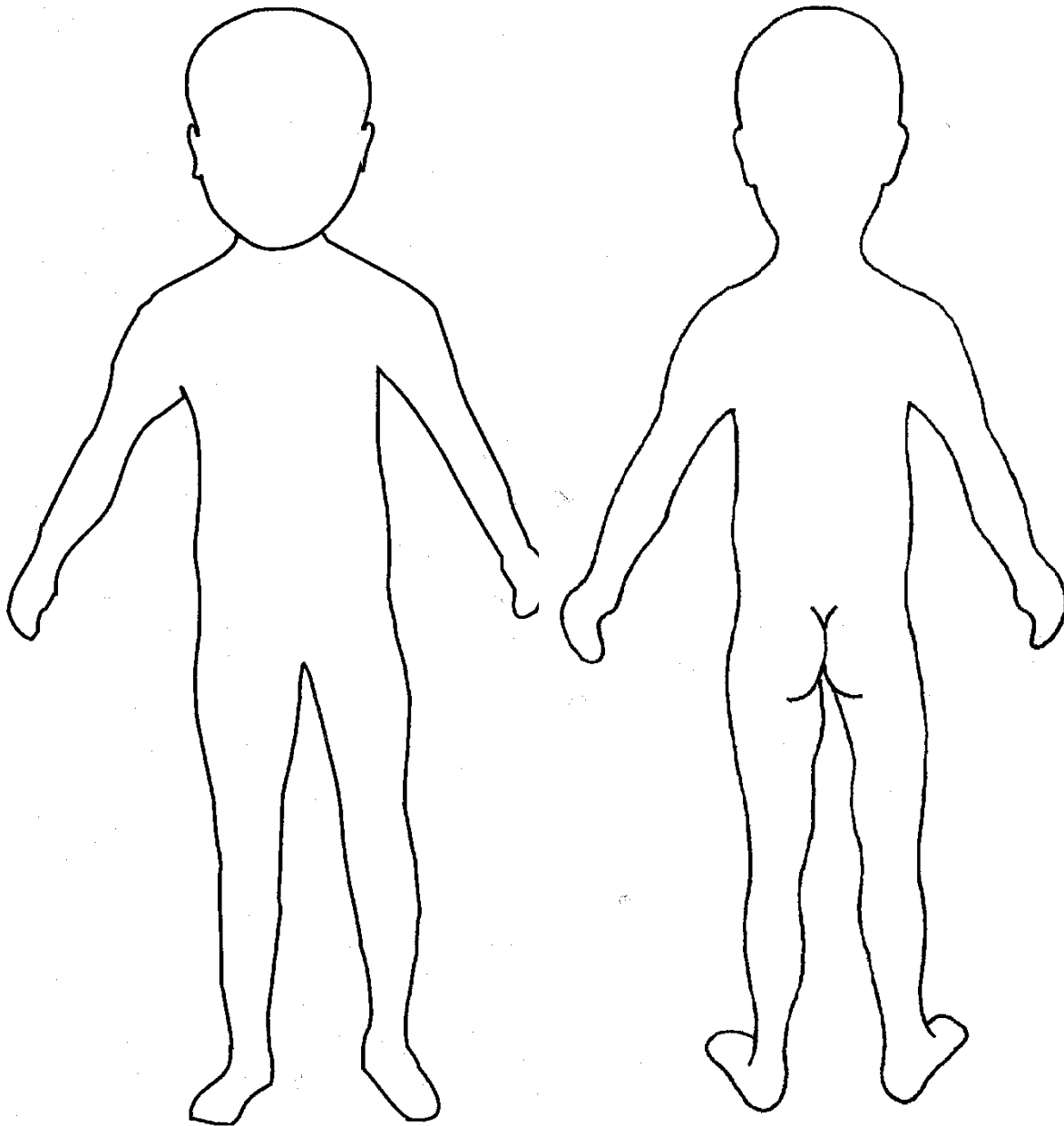
CONFIDENTIAL  
Body Map

To be completed at time of observation.

Name of Child: ..... Date of Birth: .....

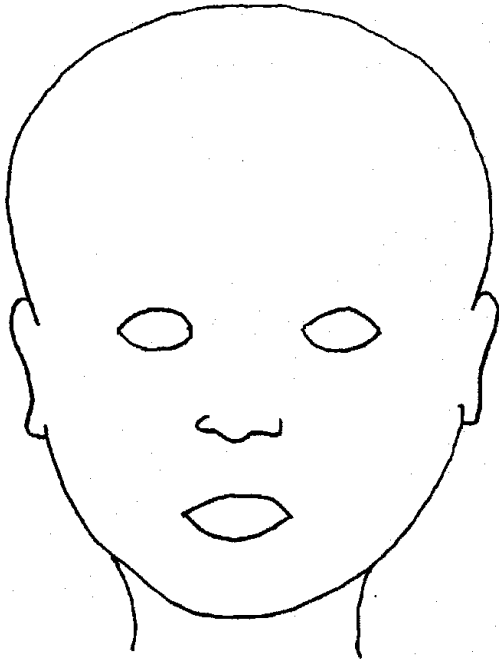
Name of Staff: ..... Job title: .....

Date and time of observation: .....

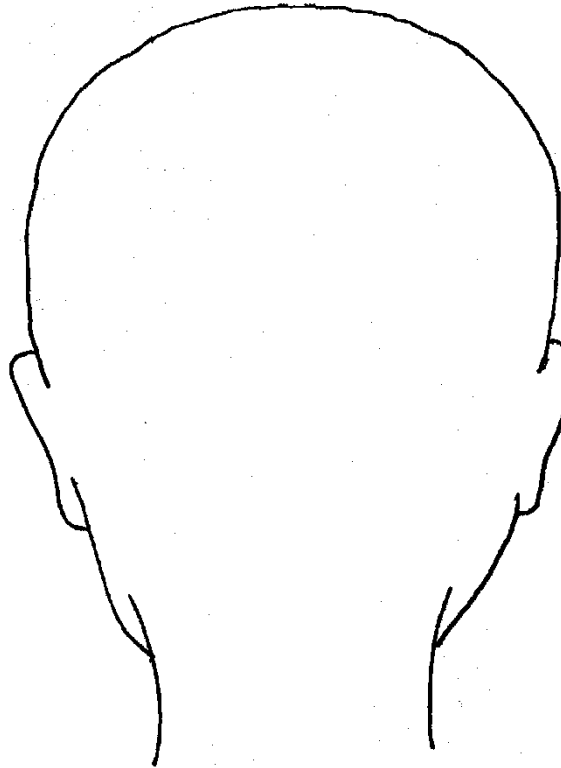


Name of Child: .....

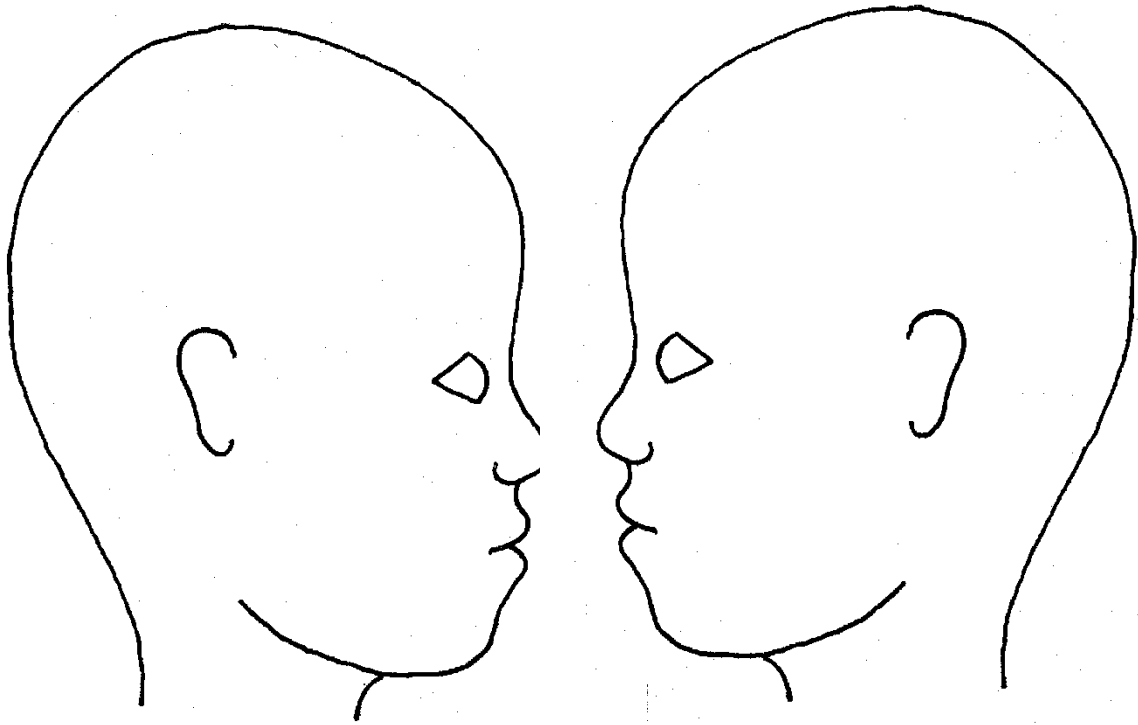
Date and time of  
observation: .....



FRONT



BACK

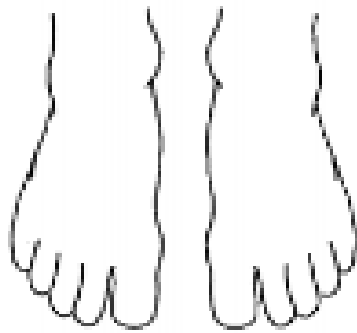


RIGHT

LEFT

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

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



R

TOP

L



R

BOTTOM

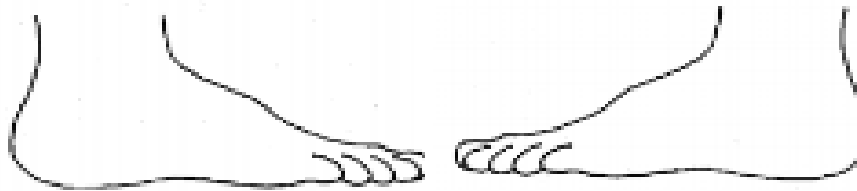
L



R

INNER

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R

OUTER

L

Printed Name:  
Signature:  
Job Title of Staff:

## **Appendix B: 2022/2023 Code of Conduct for Staff**

1. Staff and contractors should uphold the NYB values.
2. Staff are expected to exhibit professionalism and act as role models for the children and young people in our care.
3. Staff must not smoke or vape in the presence of children or young people..
4. Staff must not drink alcohol in the presence of children or young people. At all NYB activity and especially at our residential activity there is a non-alcohol policy across the entire Pastoral Care Team. NYB understands that during residential activities, some staff may wish to consume alcohol when off duty. In such instances, there will at all times be a designated member of NYB staff, over and above the Pastoral Care Team, who is on duty and staff who do choose to consume alcohol are asked to drink responsibly taking into consideration their responsibilities for working with children and young people the next morning.
5. NYB operates a zero-tolerance policy on drugs.
6. It is the primary duty of every member of staff to ensure the safety and well-being of every child and young person 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 or young person and must abide by the policies, procedures and guidelines set out in this document.
7. No member of staff shall engage in sexual contact or in any relationship with a child or young person 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).
8. 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.
9. It is unrealistic and inappropriate for National Youth Ballet to prohibit physical contact between its staff and participants. 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 reassurance. 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 or young person's reaction to physical contact and to act appropriately. No child should ever be touched on a part of their body in a way that is indecent. Touch must always be related to the needs of the participant rather than to those of the member of staff.
10. Where there is any reason for believing that a child or young person associated with NYB has been abused, is being abused or is at risk of being abused, 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 A Concern Form, which is available in Appendix A of the Safeguarding Policy or from the Safeguarding and Support Team Manager (SSTM), Chief Executive (DSL), General Manager (Deputy DSL) or



Creative Director.

11. Any instance of inappropriate behaviour towards a child or young person, by any National Youth Ballet Member of Staff shall be the subject of an enquiry, which may involve external statutory authorities. The report of any enquiry will be presented to the Chief Executive 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.
12. A member of staff who finds him/herself alone with a child or young person 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. Until such time, it is advisable to keep the door open.
13. Children and young people must at all times be treated with respect in attitude, language and behaviour. Sexual innuendo whether by word or gesture is prohibited.
14. Staff should be aware of not dismissing inappropriate behaviour, in particular sexual violence or harassment as 'banter' or 'just having a laugh'. NYB is a Banter-Free-Zone. Banter can have harmful unintended consequences and so it is not tolerated at NYB.
15. No person under the age of 18 years shall have the responsibility for supervising any other child.
16. Child performers must not be allowed to leave the premises, until a pre-arranged designated time.
17. Contact between children / young people 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 prohibited from giving private tuition to a participant whom the member of staff has come to know through National Youth Ballet. Should a situation arise where this is requested by the participant and/or their parent/carer, National Youth Ballet's Creative Director must be made aware of this immediately. It is vital that any NYB member of staff understands that such activity would not form part of the NYB contract with either that staff member or the NYB participant and therefore falls outside of the NYB Safeguarding Policy. We strongly encourage any NYB staff to discuss this openly with us, as NYB has a duty of care to safeguard both our staff as well as our participants.
18. In working with children and young people, NYB 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.
19. Maintaining a professional relationship with all NYB staff. If any issues arise between colleagues, in the first instance NYB advocates for these to be discussed with transparency and reasonably between colleagues in the spirit of reaching a professional resolution and documented in writing. Members of the NYB leadership team are available to support if needed. Where issues cannot be resolved in this way, NYB can instigate the formal process of our Internal Grievance Procedure and/or Whistleblowing Policy where appropriate. The Creative Director should be the first point of contact.

### **Good Practice**

- NYB is a safe space for all children and young people. We work in and encourage an open environment and we discourage any behaviours that make other children, young people or staff feel uncomfortable or excluded. We do not keep secrets.
- Treating all young people equally, with respect and dignity.
- Always putting the welfare of each young person first.

- Ensuring that the correct pronouns are used for both students and staff team members.
- 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 and young people away from others.
- Avoid association (outside the work environment) with children and young people 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 or young person.
- Allow or engage in any form of inappropriate touching.
- Allow children and young people to use inappropriate language unchallenged.
- Allow adults to use inappropriate language in the presence of children and young people unchallenged.
- Make sexually suggestive comments to a child or young person, even in fun.
- Reduce a child or young person to tears as a form of control.
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children and young people that they can do by themselves.
- Invite or allow children or young people to travel in your car unsupervised, unless permission has been sought from parent/carer for specific purpose.
- Invite or allow children or young people to stay with you at your home unsupervised.

<b>NYB Values</b>	
Safe	We champion healthy and sustainable practice.
Nurturing	We contribute to a mutually positive and nurturing experience.
Respectful	We are respectful of each other, and show this in our interactions with everyone; both online and in person.
Inclusive	We value diversity and proactively seek to create an inclusive environment for all stakeholders.
Communal	We are a community and we grow from our shared experience.
Creativity and Artistry	At our core we are creative and collaborate in our creative process.

Challenging	We challenge perceptions about what ballet is and conventions about who ballet is for.
Sustainable	We acknowledge that there is a climate emergency. We are action-oriented and committed to using our influence, resources and skills to be a positive force for change.
Exceptional	We work hard to create high quality educational and dance experiences.

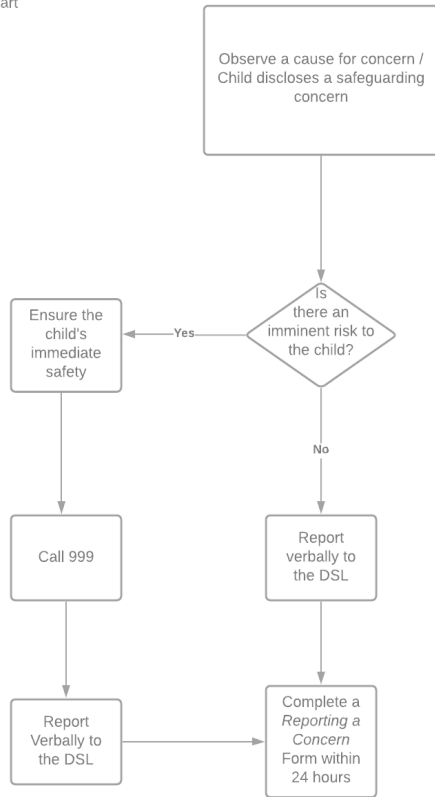
## Appendix C - Safeguarding Summary Reporting Form

This form has been designed to allow us to keep a record of any safeguarding concerns during NYB activity. It is important that we have a record of any concern, no matter how small. This form should be completed after each day of activity. If you have a specific concern about a child in a face to face setting please complete the "Reporting a Concern" form. If you are in doubt please speak to the DSL.

<b>Name of Activity</b>	
<b>Date of Activity</b>	
<b>Format of Activity</b> (circle)	<b>In person</b> <b>Online</b>
<b>Person Completing the form</b>	
<b>Role of Person Completing the form</b>	
<b>Other Adults Present</b>	
<b>Observations during the session</b>	Please use this space to record any incidents or cause for concern. This can include inappropriate behaviour, language, dress of people in the background that may impact other participants. It can also include concerns that you may have of the behaviour of participants.

## Appendix D - Flow Chart of Safeguarding Reporting

National Youth Ballet  
Safeguarding Flow Chart  
May 2021



**Conducting a Conversation**

1. Keep calm
2. Allow the child to talk freely
3. Do not interrogate
4. Reassure the child "you've done the right thing"
5. Let them know that you have to pass on what they have told you to keep them safe

**How to report**

1. Take as many notes as possible as soon as possible
2. Use direct quotes
3. Remain objective and report what you have been told.
4. Use specific words and phrases.
5. Do not speculate or infer.
6. Record the date, time and venue.

**Appendix E: Event Sheet for NYB Activity**

<p><b>NYB</b> National Youth Ballet</p> <p><b>Event Sheet for NYB In Person Activity</b></p>	
<b>Date of Activity</b>	
<b>Title of Activity</b>	
<b>Name of DSL</b>	
<b>Contact Number for DSL</b>	
<b>Email address for DSL</b>	
<b>Alternative Contact Name</b>	
<b>Alternative Contact Title</b>	
<b>Alternative Contact Number</b>	
<b>Number of Attendees</b>	
<b>Notes</b>	

