

Safeguarding Policy and Procedures

Name of organisation: AADANCE CHAFFORD HUNDRED

1. Introduction

AADance Chafford Hundred makes a positive contribution to a strong and safe dance community and recognises the right of every individual to stay safe.

AADance Chafford Hundred comes into contact with children through the following activities:

Dance Classes
Dance Competitions
Dance Shows
Dance Festivals
Dance Workshops

The types of contact with children will be the organising of the children and assisting with the above activities.

This policy seeks to ensure that AADance undertakes its responsibilities with regard to protection of children and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

2. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children wherever possible. In contrast, child protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

3. Responsibilities

All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Additional specific responsibilities

The Designated Lead officer is Alison Anderson.

This person's responsibilities are to:

- Ensure policy is in place and appropriate
- Ensure policy is accessible
- Ensure policy is implemented
- Ensure policy is monitored and reviewed
- Liaison with other staff members/volunteer and monitoring to ensure that it is put into practice
- Sufficient resources are allocated to ensure that the policy can be effectively implemented
- Promoting the welfare of children
- Ensure staff have access to appropriate training/information
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Keep up to date with local arrangements for safeguarding and DBS

4. Communications, training and support for staff

AADance Chafford Hundred commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of the designated Lead Officer (and who acts in their absence)

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice via:

- Team meetings
- One to one meetings (if necessary - formal or informal),

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling.
- The Lead officer will contact staff that have initiated protection concerns within a week.

5. Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at AADance Chafford Hundred-

- Communicate your concerns with your Lead Officer
- Seek medical attention for the vulnerable person if needed
- Discuss with parents of child
- Obtain permission to make referral if safe and appropriate
- If needed seek advice from the Children's Services
- Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact
- Ensure that feedback from the Local Authority is received and their response recorded

6. Allegations Management

AADance Chafford Hundred recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

First step - Any member of staff (paid or unpaid) from AADance Chafford Hundred is required to report any concerns in the first instance to the Lead Officer/peer.

Second step - Contact local authority for advice.

Third step - Follow the advice provided.

AADance Chafford Hundred recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the relevant authorities.

7. Monitoring

The organisation will monitor the following Safeguarding aspects:

- DBS/CRB checks undertaken
- Training – register/ record of staff training on child protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Presence and action of the Lead Officer responsible for Safeguarding is in post

8. Managing Information

Information will be gathered, recorded and stored.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children. The public interest in safeguarding children may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Lead Officer.

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

9. Conflict resolution and complaints

Conflicts and complaints in respect of safety of children will be taken forward to the relevant authorities.

10. Communicating and reviewing the policy

AADance Chafford Hundred will make clients aware of the Safeguarding Policy through the following means:

- Displayed on website

This policy will be reviewed by the Lead Officer, every year and when there are changes in legislation.

11. Confirmation of reading

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for AADance Chafford Hundred.

Please complete the details below and return this completed form to Alison Anderson – Lead Officer

Employee/Volunteer Name : _____

Employee/Volunteer Signature: _____

Date: _____