

Centre Stage Performing Arts School

Child Protection Policy

Centre Stage Performing Arts School (CSPAS) is an organisation established to provide Dance/ Performing Arts Tuition to young people. The School is committed to safeguarding the welfare of all children and young people within all the activities it undertakes. Our policy is set in place to ensure that the rights of a child will be protected at all times whilst in the care of the CSPAS.

We believe that no child or young person should be the subject of neglectful or abusive behaviour, we will promote and maintain the welfare of every child in our care and seek to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity. We will always create a safe and welcoming environment for all.

CSPAS acknowledges its duty of care, to act appropriately to any allegations, reports or suspicions of abuse under the Children Act 1989, Children's Act 2004, Working Together 2018, What to do if you are worried a child is being abused 2015, the Children ((performances and Activities) (England)) Regulations 2014.

This policy applies to anyone working on behalf CSPAS, including and not limited to Staff, freelance instructors, parents/guardians, volunteers, chaperones and students. All are expected to follow this policy; during dance classes, events/shows, and maintain the following guidelines on a regular day to day basis towards all children/young persons at all times.

To protect children and young people in our care, we will:

- Treat all children equally with respect and dignity.
- The welfare of each child will always be a priority and put first.
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- NOT accept or condone bullying in any form.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- Health & Safety, Legislation, Development and Training will be kept up to date.
- Registers including contact details will be retained close at hand in case of any emergency.
- Share our policy with all staff, parents and students at www.centrestagepas.com
- Ensure all required checks are made when hiring staff and that those in regular contact with children hold a current DBS check
- Provide appropriate training and support to all staff
- Take responsibility for children and young people's safety when in our care
- Report suspected neglect or abuse to the nominated person(s)/member of staff or the relevant authorities:

Nominated safeguard lead: Rebecca Henman 07770 944848

Welfare officer: Laura Fisher 07544 561443

and or other relevant organisations; Police, Local Authority: North Norfolk County Council – Child Services.

The nominated person for the child protection policy at CSPAS will:

- Communicate with all Teachers/ Volunteers their responsibility to work to the standards that are detailed in the Norfolk Safeguarding Children Board.
- Ensure that all Teachers/Volunteers understand their duty to report concerns that arise about a child/young person, or a person's conduct towards a child/young person, to the organisations nominated person for the child protection.
- Ensure that the organisations named person for child protection understands his/her responsibility to refer any child protection concerns to the statutory child protections agencies (i.e. Police and/or Children's Social Care)
- Ensure that any procedures relating to the conduct of Teachers/Volunteers are implemented in a consistent and equitable manner.
- Facilitate involvement of parents or Carers in the work of CSPAS, to maintain the child protection policies and procedures are consistent and available to them.
- Ensure that this policy is regularly updated.

Additional guidance can be found in the following documents at the end of this policy:

- Reporting Suspected Neglect or Abuse
- Appropriate Physical Contact in Dance
- Chaperoning Students at Class and Dance Events
- Use of Photographs and Film of Children

Reporting Suspected Neglect or Abuse

Please note: failure to report suspected abuse can itself be considered to be abuse.

Concerns regarding a child's welfare can be reported by:

- Parents
- Teachers
- Friends
- The child or young person

All allegations of neglect or abuse will be taken seriously. ***Forms of abuse fall into one of four categories; physical abuse, sexual abuse, emotional abuse and neglect.*** If a concern is reported directly by the child or young person we will not seek to disagree, ask probing or leading questions, or do anything else which may discourage them.

We will make clear that reported concerns cannot be kept confidential but will need to be shared with a nominated member of staff or external organisation. Parents or guardians will also be involved if appropriate.

- If you see or suspect abuse of a child while in the care of CSPAS, please make this known to the Nominated person(s) responsible for child protection.
- If you suspect the person responsible for child protection is the source of the problem, you should make your concerns known to the local authority designated officer.

- Please make a note for your own records of what you have witnessed as well as your response, in case there is a follow-up in which you are involved.
- If a serious allegation is made against a member at CSPAS, Chaperone or volunteer staff action will be taken to ensure the individual does not have further contact with the child in question, until the investigation is concluded. The individual will be excluded from the venue, theatre, rehearsal room... and will NOT have any unsupervised contact with any other children in the organisation.
- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
- To ensure that any concerns about a child/young person are acted on clearly recorded, referred on where necessary and followed up to ensure the issues are addressed.
- The named person(s) who will record any reported incidents in relation to a child/young person, which will be kept in a secure place.

We recognise that early action is vital therefore any concerns will be reported immediately.

If the child or young person is in immediate danger of harm, we will contact the police and in all other cases, we will report concerns to the local Protection Team (*Local Authority Designated Officer - LADO*)

B: Appropriate Physical Contact in Dance

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea, facilitate the movement or to correct the student's position. This can include:

- Lifting
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another

Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact. We encourage students to report any concerns.

C: Chaperoning Children at Class and Dance Events

The following chaperone regulations are:

- A Chaperone is expected to exercise the care which a good parent might be reasonably expected to give. The children must be under the supervision of their Chaperone all the time they are at the place of performance, except while they are in the charge of the tutor or his/her parent.
- The local authority shall not approve a Chaperone unless satisfied the he/she can exercise proper care and control of the child, and that he/she will not be prevented from carrying out his/her duties as a Chaperone by other duties.
- The number of children a chaperone will be in charge of will be predetermined by the guidelines provided by the local Child Performance Licensing Authority.
- Chaperone shall be responsible for the proper care and control of the child, including his/her health, comfort, kind treatment and moral welfare.

Chaperones code of conduct and good practice will be informed as predetermined by the local Child Performance Licensing Authority:

- The Chaperone must see that the child has the right breaks for rests and meals.
- The Chaperone must safeguard the child's welfare and not allow anything that could jeopardise the child's welfare, or cause them any harm.
- The Chaperone must ensure that any child in his/her supervision has suitable opportunities for recreation and that the child is protected from stress, strain, bad weather and any other conditions likely to harm him/her.
- The Chaperone must be satisfied with the arrangements in the dressing room, toilets etc, and know the procedures for the evacuation of the building in case of an emergency.
- The Chaperone must familiarise him/herself with the first aid conduct and the basis of health and safety and know who the designated First Aid officers are.
- The age of the students
- A risk assessment will be carried out in respect of each place of performance to ensure the children's safety is priority.
- Inform Chaperones their duties with the relevant information needed to assist them, while any child/young person is under his/ her care. CSPAS insists they have a trained First Aider on all dance events and that registered chaperones hold an enhanced DBS check (or local equivalent)
- Provide parents and students with information about what the event is for with the full address of the event
- In cases where the event is taking place in a large building, we will also give the room or studio number where possible
- Make sure that students are aware of what they should do if they get lost
- Ensure students contact details are up to date in case of emergency
- Have a clear idea of how students will be cared for while at the event

We will ensure that chaperones hold all required checks and licences through the local licensing authority and are aware of our Child Protection Policy. If a child is missing and all efforts to find them have failed, then it is advisable to call the police. **Immediate action can make all the difference.**

D: Use of Photographic and Filming devices around Children

Reducing the risks of inappropriate use of images:

- Avoid all photography/filming in dressing rooms or inappropriate environments.
- Limit the names of individuals in the image
- Ensure the parents support this policy.

We recognise that taking images of students in our care may not always be appropriate and that some children and parents may not want images taken at any time. Therefore, before taking images of a child or young person, we will:

- Make clear to the child and parent where and when the image will be taken

- Assess the potential risks to the child/ children when making decisions about the type of images that will be taken.
- Clearly identify the person who will be taking the image
- Explain how the image will be used, e.g. whether it will be posted on social media or printed to be displayed at the school
- Seek written agreement from parents that images can be taken of their child

We ask that any parent/guardian wishing to take photographs or film at CSPAS event must only do so with prior permission. Permission will only be granted on the agreement of all present.

Last reviewed September 2021

Signed *RJ Henman*

CSPAS Child Protection Policy is reviewed on a yearly basis.