

**Safeguarding children policy  
& child protection procedure**  
Du Boisson Foundation

**9 April 2018**  
(review 8 April 2019  
or at a change of legislation)

**Anna Du Boisson**, Designated Safeguarding Lead

## Who this document applies to

This document applies to all young people under 18 at the schools we support and any other young people we come into contact with (e.g. siblings, friends etc).

Anyone coming into contact with young people through the foundation's work must abide by this policy which is available to everyone on our website.

Everyone working for the Foundation as a trustee, member of staff or volunteer has a duty to safeguard and protect our young people. They must read this policy and sign to say they agree to work to it.

Any contractors and similar must read our safeguarding statement:

## keeping young people safe is our **top concern.**

If on your visit you have any worries at all, please raise them with a member of staff or ask to speak to the artistic director. If you are still worried or do not feel able to share your concern with us you can:

- Speak to Anna du Boisson, the Artistic Director, or Nicola Tranah, a trustee, on 020 8743 3856
- Contact Hammersmith & Fulham Family Services on 020 8753 6600 (Out of hours – 020 8748 8588)
- If you have a serious concern about the academy we cannot deal with, please contact Charity Commission on 0300 123 4666

## Table of contents

Who this document applies to	2
Identifying abuse & neglect.....	8
If young people raise a concern.....	9
How should I respond? .....	9
Identifying risk of abuse or neglect.....	9
Information Sharing .....	10
Sharing information with other agencies:	11
What to do if you are still worried.....	12
Safer Recruitment.....	13
Supporting staff and volunteers.....	14
Allegations about staff & volunteers .....	15
Staff & volunteer training .....	16
Appendix A – definitions .....	17
Appendix B – Designated Safeguarding Lead .....	26
Appendix C - Other relevant legislation ...	27
Appendix D – Training requirements.....	27
Appendix E – Chaperones .....	30
Appendix F – Physical Contact .....	31

"Safeguarding is everyone's responsibility. The Du Boisson Foundation believes every child has the right to live free from fear of abuse and for the adults in their lives, at home, in the community and at the academy, to watch over them, listen to their views and take action if they are concerned. This safeguarding policy sets out how we will respond if worried about a child."

**Anna du Boisson, Artistic Director**

## How people know about this

This policy is available on our website and we mention it in our application forms. When young people start with us we talk about keeping safe and who they can talk to and have information about this on noticeboards in the building. We remind young people about this at least termly.

## Who's Who

**Anna Du Boisson** is the designated safeguarding lead, as well as being the Artistic Director. This means she has lead responsibility for the wellbeing and protection of all children the Foundation comes into contact with, ensuring staff and volunteers are recruited and trained safely, and monitoring the needs of any young person needing additional care or protection. For more information see **Appendix B** – The Designated Safeguarding Lead

Anna can be contacted on 020 8743 3856 or (if not urgent) by email at [aduboisson@aol.com](mailto:aduboisson@aol.com)

**Nicola Trannah** is a trustee who has had safeguarding training. She can be approached by anyone with a concern that cannot be dealt with by Anna Du Boisson

**Tony Mullins** is Chair of Trustees and deals with any concerns or allegations about the senior management of the Foundation. [tonytmullins@gmail.com](mailto:tonytmullins@gmail.com)



*"I love to perform on stage because I know it will make a lot of people happy and excited"*

## Our mission

**The Du Boisson Dance Foundation exists to advance the education of the public in the art of dance, especially ballet, to reduce barriers to accessing dance, and support access to the West London School of Dance and the Young Dancers Charitable Academy.**

*Performing on stage is the most ecstatic feeling in the whole world. I love the 'butterflies' you feel before you go on stage, knowing that you are going to perform to an audience. Seeing the audience smile and enjoying themselves makes it a very special occasion.*

## Principles

1. We **always** act in the best interests of each child.
2. We **listen** to any communication from young people or parents and always take concerns seriously.
3. We acknowledge there are **risks** to the young people we support. Without proper care and vigilance abuse or neglect of young people could occur. We talk about these risks with young people, staff and parents and together will plan carefully to keep them safe.
4. We recognise that young people take more risks as they grow and develop. We will support them to take managed risks so that they can achieve their **hopes and goals**. We are aspirational for and with young people.
5. People **must** act if they are worried about a young person, and keep acting until they believe the young person is safe.
6. We are **open** in our decisions, and let parents and local authorities know about concerns.
7. We make it easy to raise a concern, and **anyone** raising concerns will be kept safe.
8. **Every child** has the right to protection regardless of gender, ethnicity, disability, sexuality or beliefs

## diversity

Difference is central to our strength as a people. We promote inclusive behaviours that empower children to make choices right for them. Discrimination can also be a safeguarding issue, and we will work with other agencies to consider how hurtful behaviour or comments affects children and take action accordingly. If staff or volunteers behave in a way that discriminates against particular groups we will take action to rectify things and consider whether this is a breach of our Code of Conduct.

# What to do if you're worried about a child

## parents, staff, volunteers and other people

If the child is in **imminent danger**, take action to keep them safe. Tell our staff or if necessary call the Police on 999 or Hammersmith & Fulham on 020 8753 6600



If you are concerned about **staff behaviour** contact **Anna Du Boisson as the Artistic Director** on 020 8743 3856



For other concerns **speak to your contact in the Foundation**



**We will contact you** by the next working day (sooner if required) to tell you that action has been taken



**If you do not hear**, or you remain concerned, please speak to Anna DuBoisson, the ArtisticDirector.

## safeguarding leads

When a concern is raised about a child, or the Designated Safeguarding Lead has concerns



Assess the level of risk using the Hammersmith & Fulham Threshold of Needs Guide.

For Level 1 & 2 needs, talk to the parents, and provide support.



For Level 3 & 4 needs, contact parents (unless this would increase the risk or consent is not possible). Seek consent to involve other agencies, as explained the threshold of needs guide.



If you have consent, refer to children's social care on 020 8753 6600.

If you do not have consent and you have a child protection concern, you **must** still refer. Seek advice from the Designated Safeguarding Lead.



### **Monitor progress for the child.**

Unless it will increase the risk to the child make contact with the referrer, parent and any staff who need to know to let them know what is happening and what to do.

## **All staff, volunteers & visitors have a duty to act to protect children**

If you still have a concern after following these procedures please speak to Anna Du Boisson.

## Missing children

We take a proactive approach to keeping children safe. We are responsible for children and young people during their time with us and will ensure we know where they are at all times. Where a young person is not where they are expected to be we will take prompt action to ensure they are safe, or to make contact with parents, carers or other agencies as necessary.

**The timescales below are indicative.** Where there are reasons to have particular concerns for a child, for example they have a history of going missing, we will agree shorter time periods with parents or carers. If at any point we are concerned that a child might be at risk we will contact the Police on 999 immediately.

We request three telephone numbers for young people, the address where they are living and make a note about the child's travel arrangements when they enroll. If the young person has a mobile phone number this will be requested as well. These numbers will be checked annually with families. For young people under 14 parents are asked who will be responsible for collecting their child and no other person will be allowed to do this without the agreement of the parent.

### before registration

**Parents and carers must let us know if there is a reason their child has not attended when expected or if there is a change to the arrangements.**

If a young person has not arrived within **15 minutes** of the expected time we will make contact with parents or carers using each of the telephone numbers until we have spoken to someone directly.

If we have not been able to speak directly to someone within **1 hour** the safeguarding lead will be notified and we will attempt to visit the family home to make contact.

If we are still unable to make contact we will telephone the Police on 101 to report the child as missing and share any information with them as necessary to keep the child safe.

### after registration

Lessons are planned to ensure young people are safe at all times and that a member of staff has responsibility for each child.

If a child is not where they are expected to be within **15 minutes** the member of staff will take steps to find them, for example asking another student to look for them.

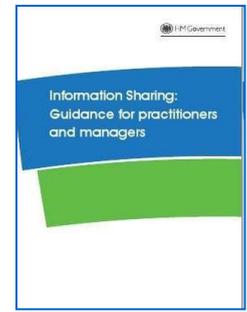
If the young person has not been found within a further **15 minutes** the safeguarding lead will be notified and take responsibility for finding the child. They will take steps including a search of the site and telephone contact with the young person, parents or carers. The designated lead will maintain hourly contact with the parents or carers until the young person is found.

If parents or carers cannot be contacted the Police should be alerted within **1 hour** of the young person going missing.

Again, if there is any reason to be concerned for the young person, such as their age, understanding, or if they were particularly distressed or upset then the Police should be alerted immediately and the safeguarding lead advised.

### young people not collected

If no contact has been made by parents or carers and young people have not been collected within **15 minutes** of the agreed time we will attempt to make contact with them. If no contact has been made after **1 hour** we will follow the safeguarding referral process and contact Children's Services (see above) for advice.



## The law

It's important every agency knows what to do if worried about a child. We follow the above national guidance so we are clear what to expect and can explain this to children and families.

Where there are specific risks we will access other specific guidance – please see a full list in Appendix B.

This policy links to other Foundation policies where relevant, such as our Health & Safety policy.

**'Safeguarding & promoting welfare'** of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

*Working Together 2015:5*

**'Child protection'** are the systems and processes all agencies follow if there is reasonable cause to suspect a child is suffering, or at risk of suffering, significant harm (s47, Children Act 1989).

## Safeguarding in Hammersmith & Fulham

We work within the [London Child Protection Procedures](#) and our [local safeguarding children board](#) which has specific procedures on:

- [Child Sexual Exploitation](#)
- [E Safety](#)
- [Female Genital Mutilation](#)
- [Harmful Practices](#)
- [LADO Managing Allegations](#)
- [Modern Slavery](#)
- [Neglect Campaign with NSPCC](#)
- [Private Fostering](#)
- [Violence Against Women \(VAWG\)](#)
- [i-Hop Information Hub](#)

Hammersmith & Fulham have a [Family Services Team](#) who provide the first response prior to referral to the [Tri-Borough Multi Agency Safeguarding Hub](#). Where there is cause for concern about a young person at the foundation we will contact Hammersmith & Fulham by phone on **020 8753 6600 (Out of hours – 020 8748 8588)**. An alternative is to call the NSPCC on **0808 800 5000** (or for children **0800 1111**).

Some of our young people live in other local authority areas. If we have concerns about young people at home we make a referral to their home social care team. When an incident happens at the foundation we will contact both the Family Services Team and the young person's placing authority.

"promoting children's voices"

## Identifying abuse & neglect

Abuse or neglect of a child can happen by someone inflicting harm or failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. Sometimes they tell us about abuse. More often they don't.

We recognise there are particular risks associated with dance so we take active steps to keep everyone safe. Issues around body shape, competitiveness, bullying, and eating disorder are all positively addressed in our curriculum, and as a result we have had no serious concerns for any young people to date. We also have a proactive safer recruitment policy, physical contact policy and safeguarding training for all staff and volunteers. We also work with young people to ensure they develop positive, enjoyable and respectful relationships as they grow up. Where there are serious concerns we always involve others such as parents, health staff, police or social workers.

There are four categories of abuse defined in Working Together and accompanying indicators which, if observed should trigger you to carefully consider whether what you are seeing could be as a result of abuse. That something is or is not on the list does not mean that you can instantly rule in or rule out abuse as a possibility and if there is something that is causing you concern you should act on those concerns.

Physical abuse	Sexual abuse	Emotional abuse	Neglect
----------------	--------------	-----------------	---------

Staff and volunteers must be familiar with each form of abuse and what to look for. These are listed in Appendix A.

Young people are abused or neglected in a range of situations. There is specific guidance about the following situations, also in Appendix A:

- Domestic violence and abuse*
- Physical intervention and restraint*
- Bullying*
- Young people with sexually harmful behaviour*
- Racist incidents*
- Forced Marriages & Honour Based Violence*
- Sexting*
- Child Sexual Exploitation*
- Female Genital Mutilation*
- Trafficking and exploitation*
- Radicalisation*
- Online or internet use and sexting*
- Photography & images*



## If young people raise a concern...

Always take young people seriously, listen carefully and report this to the safeguarding team.

### **Do...**

- Listen and accept
- Try not to interrupt
- Reassure they have done the right thing by telling you
- Explain what you are going to do next
- Make accurate notes using all the child's words as soon as possible
- Inform your manager or the safeguarding team

### **Don't**

- Don't promise confidentiality
- Don't investigate
- Don't use leading questions'
- Don't ask the child to repeat the disclosure over and over

## How should I respond?

### Parents & young people:

If you have a concern about your child or another child at the foundation, please make contact with our [Designated Safeguarding Lead](#). We will listen to your concerns, take these seriously and ensure you receive a response. You can contact Anna Du Boisson (Artistic Director) on 020 8743 3856. If you are still not satisfied you can contact, Tony Mullins (Chair of Trustees) through the same number, Hammersmith & Fulham's duty team (020 8753 6600) or if necessary Ofsted (0300 123 4666).

### staff & volunteers

Everyone has a duty to act to keep young people safe. Failure to act on a concern could lead to disciplinary action.

Concerns about the behaviour of staff or volunteers must be taken directly to the artistic director, Anna DuBoisson. Concerns in relation to the Artistic Director must be taken to the Chair of Trustees.

Other concerns about young people should be taken to Anna DuBoisson, Designated Safeguarding Lead. She will ensure the concern is explored and must let you know what happens. If you are still concerned after taking a concern to the Artistic Director you must follow the [escalation process](#) until you are not worried anymore.

## How do I tell if a young person is at risk of abuse or neglect?

It's difficult to be certain, but if you have a reason to worry then that's enough to talk more with the safeguarding team about the risk or to involve other agencies. Use the definitions of abuse or neglect in this document and the Tri-Borough threshold of need guide.

Some of the key issues affecting our young people are set out in [Appendix A](#). More detailed guidance on specific issues is available in the London Child Protection Procedures ([www.londoncp.co.uk](http://www.londoncp.co.uk)).



**Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect.**

*Information sharing advice for practitioners, 2015*

### Sharing information internally:

Legally, we must share information within the foundation on a 'need to know basis', so that everyone who needs to know information to keep young people safe and help them develop does know.

When we are worried about a child it is essential we record the concern and inform the designated safeguarding lead promptly.

Some information within the foundation will be restricted, for example:

- Where there is an allegation about a member of staff or volunteer the artistic director will decide who will lead on the concern and contact other agencies.
- Where the detail of information is particularly sensitive this can be restricted, for example the details of sexual abuse or a young person sharing worries about their mental health or sexuality. Staff or volunteers involved in their direct care may need to know in general terms the nature of the concern.
- We will keep a record of any low level or serious concern about a child, volunteer or staff member together with the actions we have taken. This record will be kept securely, separate to administrative records, and will only be accessible to the safeguarding lead and deputies. Where there are child protection concerns the relevant authorities will have been notified and will keep records to the child's 75<sup>th</sup> birthday. We will keep any safeguarding records until **\*\*period notified by insurance company\*\***

## Sharing information with other agencies:

Where a significant issue arises the designated safeguarding lead will ensure the parent is contacted within 24 hours, or immediately if required.

We follow the 7 Golden Rules from **Information sharing advice for practitioners, 2015**

1. The Data Protection Act 1998 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. We will be open and honest with individuals (and/or family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. We will seek advice from other practitioners (e.g. MASH) if in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. We share information with informed consent where appropriate and, if possible, respect the wishes of those who do not consent to share confidential information. We still share information without consent if, in our judgement, there is good reason to do so, e.g. where safety may be at risk. We base judgements on the facts of the case. We are clear why we share or request personal information from someone. We remain mindful that individuals might not expect information to be shared, even with consent.
5. We consider safety and well-being and base our information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: We ensure information we share is necessary for the purpose for which we are sharing it, is shared only with individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. We keep records of our decision to share (or not to share) and the reasons for it. We record what we have shared, with whom and for what purpose.

## What to do if you are still worried...

The Foundation has an internal escalation process below, and links with the [Tri-Borough Local Safeguarding Children Board escalation policy](#).

**Anyone worried about a child must continue to raise the concern until they have a reason not to be worried about the child anymore.**



Every member of staff or volunteer must follow this process. There will be no reprisals for honestly raising a concern. Where an immediate decision is needed and a particular person is unavailable you may move to the next stage. The timescale for the process relates to the urgency of the decision, but in any event should not extend beyond one week.

We **always** listen to concerns raised by young people, families, staff, visitors or other organisations. The whistleblowing process should only be used if there are no clear safeguarding procedures, you are concerned your concern won't be dealt with properly or will be covered up, your concern has not been acted upon or you are worried about being treated unfairly. The prescribed organisation for charities whistleblowing is the Charities Commission on **0300 066 9197**. If you believe a crime has been committed you should contact the Police.

## Safer Recruitment

We do our best to ensure we employ 'safe staff' by following the guidance given by the [London Child Protection Procedure on Safer Recruitment](#) and our individual procedures.

Safer recruitment means that all applicants will:

- a) understand their duties to safeguard young people from the outset through the advertisement and in their job description
- b) complete and sign an application form which includes a full education and employment history (with explanations for any gaps)
- c) provide business contact details for two verified, formal referee statements following our own format, including at least one who can comment on the applicant's suitability to work with young people (the last child care employer if they have one) and one who has known the candidate for at least 5 years
- d) provide evidence of identity and qualifications
- e) be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role
- f) provide evidence of their right to work in the UK
- g) be interviewed by a panel of at least two people testing skills and abilities with value based questions against the job description including at least one person with safer recruitment training. At least one member of the panel will have completed safer recruitment training.
- h) ensure that recruitment documentation will state its commitment to safeguard young people

We also verify the candidate's mental and physical fitness to carry out their work responsibilities. All new members of staff and volunteers with responsibility for children will undergo face to face induction training which includes familiarisation with the safeguarding policies and procedures and support to identify their child protection training needs. All staff and volunteers will sign to confirm that they have read and understood the safeguarding policies and procedures and attend relevant training.

Please see our safer recruitment procedure.

## Supporting staff and volunteers at the foundation

### **Code of conduct**

We have published a code of conduct which sets out expectations of staff and volunteers around appropriate boundaries and staff and volunteers keeping themselves safe – staff and volunteers sign to say they have read this document.

### **Physical guidance**

Our staff and volunteers are not responsible for the teaching of dance. This responsibility rests with the schools we support.

### **Emotional support**

Having to deal with a situation where a young person has experienced harm can be stressful and upsetting. We will support staff and volunteers in a variety of ways, including a debrief with the line manager.

Where necessary confidential counselling services and additional resources will be sought.

### **Supervision**

Our chaperones are briefed by email before they are allocated work and a record is kept by the Stage Manager (or designate). They view the venue backstage risk assessments and have the opportunity to ask questions. They have access to support from the foundation while they are working, a pre-performance meeting with a manager and are debriefed at the end of period of allocated work. This space for them to talk about issues which they are facing in the work environment, thoughts that they have in terms of developing the service that is provided to the young people and discuss the emotional impact of the role as well as any other issues that they consider relevant.

Supervision will also be used to reflect on any safeguarding issues that the staff member or volunteer has been involved in (directly or indirectly) and allow for agreement on any further action required.



## Concerns and allegations about staff and volunteers

Staff and volunteers should take care not to place themselves in a vulnerable position with a young person. While we are friendly with young people, we do not become friends. No staff member or volunteer will share their personal details with young people, have on-going contact or relationships with young people outside of foundation (including social networking) and accept or give significant gifts. Staff and volunteers are not left in lone working situations – we always allocate a minimum of one additional chaperone to the required number. Anyone who is unsure should seek advice from their line manager. All staff and volunteers understand that a young person may make an allegation about someone. Any such concern will be reported directly to the artistic director.

We contact the [Hammersmith & Fulham's LADO](#) and the Charity Commission if current staff (including volunteers) may have:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

If the allegation concerns the artistic director staff will immediately inform the Chair of Trustees without notifying the artistic director first. The artistic director (or a designate) on all such occasions will discuss the content of the allegation with [Hammersmith & Fulham's LADO](#) (designated officer for the management and oversight of allegations) and follow their procedures for managing allegations against staff and volunteers. We will [make a barring referral to the DBS](#) should an allegation made against a member of staff or volunteer be upheld. Allegations about prior members of staff or volunteers, or historic allegations will be referred to the police.

**Whistleblowing** (for more details see our Whistleblowing Policy)

Our staff and volunteers occupy a vital position in promoting good practice and professional conduct throughout the organisation. We recognise that staff and volunteers are committed to providing a high standard of service and that young people cannot be expected to raise concerns in an environment where staff and volunteers fail to do so. All staff and volunteers are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If necessary, they should speak to the Designated Safeguarding Lead or the [local authority designated officer](#).

If a member of staff or volunteer notices anything that gives them cause for concern it is vital that this is raised. Acting upon concerns is fundamental in order to ensure good practice and support for staff or volunteers. Resolving issues must be viewed by all staff and volunteers as a positive action and not a breach of trust between colleagues or an attack on the organisation. We value an atmosphere of openness and honesty and welcome suggestions, complaints and criticisms.

Whistleblowing includes raising and passing on concerns about any of the following:

- a) Poor standards of service
- b) Issues of bad practice
- c) The conduct of colleagues or managers
- d) Anything which is not in the best interest of the young person or the organisation
- e) Anything which is illegal or unacceptable behaviour

## Staff & volunteer training

This strategy has been devised drawing on requirements in Keeping Children Safe in Education

### Principles

The **Designated Safeguarding Lead** will ensure all staff and volunteers have safeguarding children training relevant to their role. We see safeguarding training as an on-going process and will remind staff and volunteers of their safeguarding responsibilities whenever they commence a piece of work.

### Job Roles at the foundation

We have aligned all job roles at the Foundation to the groupings set by the tri-borough Safeguarding Children Board and set out the training requirements (see Appendix C).

Requirements for staff undertaking supervision, interview panels and other particular roles are also listed here.

### New staff and volunteers

Prior to the first day of work the **artistic director** (or designate) will introduce them to the foundation Safeguarding Children Policy and pathways for raising concern and ensure they know what to do if worried about a child.

## Appendix A – definitions of abuse, neglect and specific situations

### Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical 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

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 a child 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. It may feature age or developmentally inappropriate expectations being imposed on young people. These may include interactions that are beyond a 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 young people frequently to feel frightened or in danger, or the exploitation or corruption of young people. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging young people 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 young people.

### Neglect

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.

## Who might abuse young people?

Whilst most abuse happens in the home, often from the parent who has most contact with the child, anyone who has a position of power can abuse young people.

Young people may also be targeted online, perhaps because of their vulnerability or because they are offered rewards or money. This can also happen in their local community.

Another common source of abuse is from siblings or peers. We take care not to minimize peer on peer abuse simply because it happens between young people. Young people can physically, sexually or emotionally abuse one another for example through serious bullying, social exclusion, exploitation, sexual assault and harassment or domestic violence.

## Indicators of abuse

Physical signs define some type 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 definition of physical signs is complicated, as young people 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 to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff and volunteers are also aware of the behavioural indicators of abuse and report any concerns to the Safeguarding Team.

It is the responsibility of staff and volunteers to report their concerns. It is not their responsibility to investigate or decide whether a child has been abused.

A child who has been abused or neglected may:

- a) Have bruises, bleeding, burns, fractures or other injuries
- b) Show signs of pain or discomfort
- c) Keep arms or legs covered, even in warm weather
- d) Be concerned about changing for PE, swimming or in the residential areas for bathing/ bed
- e) Look unkempt and uncared for – present as smelly
- f) Change their eating habits
- g) Have difficulty in making or sustaining friendships
- h) Appear fearful
- i) Be reckless with regard to their own or others safety
- j) Self-harm
- k) Frequently miss sessions or arrive late
- l) Show signs of not wanting to go home
- m) Display a change in behaviour – from quiet to aggressive, or happy go lucky to withdrawn
- n) Challenge authority
- o) Become disinterested in dance
- p) Be constantly tired or preoccupied
- q) Be wary of physical contact
- r) Be involved in, or particularly knowledgeable about drugs or alcohol
- s) 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 Safeguarding Team and other agencies to decide how to proceed.

## Specific issues

Staff and volunteers must respond if they identify any of the following:

### **a) Domestic Violence and Abuse**

We recognise that Domestic Abuse has a significant impact on a child's development and emotional wellbeing and should always lead to a child protection referral.

DVA is very widespread and where staff and volunteers have concerns for other staff members or volunteers they should talk to their supervisor.

### **b) Physical Intervention and restraint**

Staff and volunteers must read the [code of conduct](#) and understand how to work with young people in a person centred way and learn to analyse the child's behaviour and respond in a proactive and caring way to reduce the stress displayed.

Our procedure on physical intervention and restraint is set out separately, and acknowledges that staff and volunteers must only ever use physical restraint as a last resort, when a child is endangering themselves or others, and that at all times it must be the minimum force necessary to prevent injury and applied for the shortest possible time.

All staff and volunteers understand that physical intervention or restraint of a nature which causes injury or distress to a child may be considered a disciplinary matter.

### **c) Bullying**

While bullying between young people is not a separate category of abuse it is a very serious issue that can cause considerable anxiety and distress. At its most serious

level, bullying can have a disastrous effect on a child's wellbeing and in very rare cases has been a feature in the suicide of some young people.

All incidences of bullying including cyber bullying and prejudice-based bullying should be reported to be investigated by the Foundation and in some circumstances could lead to a child protection referral. Tutors and keyworkers will work with individual young people who have been bullied and those who have bullied others to assist them to understand their actions. If the bullying is particularly serious or if the procedures taken are ineffective the Safeguarding Team will consider implementing child protection procedures.

Staff or volunteers who allow or condone bullying may face disciplinary proceedings under the child protection procedures. This includes cyber, racist, homophobic and gender related bullying.

### **d) Sexual violence & harassment**

Sexual assault occurs when someone sexually touches someone else intentionally without consent. Sexual harassment is unwanted conduct of a sexual nature which can occur online or face to face.

Any allegations of such incidents will be taken seriously and we will consider both the child protection procedures and a report to the police.

We will take great care to support young people who may have been victims of such abuse, and consider any on-going risk to the young person, other young people and for the alleged perpetrator themselves.

Further guidance can be found [here](#).

### **e) Young people with harmful sexual behaviour**

Young people may be harmed by other young people. Staff and volunteers have been trained to recognise abusive behaviours, grading these using a recognised framework. Where there is concern a young person may have been sexually abused the local authority and parents will be contacted and we will plan together how best to respond.

### **f) Racist Incidents**

We acknowledge repeated racist incidents or a single serious incident may lead to consideration as a disciplinary matter and under Child Protection procedures. All racist incidents, including for example racist jokes, name-calling or excluding someone on the basis of race, will be taken seriously and must be reported to the Executive director.

### **g) Forced Marriages & 'Honour' Based Violence**

Forced marriage is when a person faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if you're made to feel like you're bringing shame on your family).

'Honour' based crime is intended to protect 'family honour' through violence, threats, insults or other acts around forced marriage, where a cross-cultural relationship is suspected, or where other 'taboos' are broken, eg wearing of non-traditional clothes or attending events that violate a family or cultural 'norms'. If we become aware of either possibility it must be reported immediately to the Safeguarding Team or the Police.

### **h) Child Sexual Exploitation**

Child sexual exploitation (CSE) is a form of sexual abuse that involves the manipulation and / or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection or status. The victims can be male or female. The manipulation or 'grooming' process involves befriending young people, gaining their trust, and often feeding them drugs and alcohol, sometimes over a long period of time, before the abuse begins. The abusive relationship between victim and perpetrator involves an imbalance of power which limits the victim's options. It is a form of abuse which is often misunderstood by victims and outsiders as consensual. While young people may believe they are in a loving relationship, no child under the age of 18 can ever consent to being abused or exploited. CSE is a serious crime and can have a long-lasting adverse impact on a child's physical and emotional health. It may also be linked to child trafficking. All staff and volunteers must be aware of the indicators of sexual exploitation and all concerns reported immediately to the Safeguarding Team. Further advice is available from the [Tri Borough CSE lead](#).

### **i) Female Genital Mutilation**

Female Genital Mutilation is a form of violence against women and young girls and considered as child abuse in the UK wherever it has occurred. It is a grave violation of the human rights of girls and women to life and their right to health. The UK Government has signed international human rights laws against FGM, including the Convention on the Rights of the Child, and enacted the FGM Act 2003 which includes [mandatory reporting](#) by teachers who become aware that this may be

planned or has happened for any child (U18). Access elearning on FGM [here](#). Further advice is available in the [Tri Borough safeguarding team](#).

### **j) Trafficking and exploitation**

The two most common terms for the illegal movement of people – ‘trafficking’ and ‘smuggling’, are very different. In human smuggling, immigrants and asylum seekers pay people to help them enter the country illegally; after which there is no longer a relationship. Trafficked victims are coerced or deceived by the person arranging their relocation. On arrival in the country of destination the trafficked child or person is denied their human rights and is forced into exploitation by the trafficker or person into whose control they are delivered.

- Young people are a special case, any child transported for exploitative reasons is considered to be a trafficking victim, whether or not they have been deceived. This is partly because it is not considered possible for young people to give informed consent.
- Even when a child understands what has happened they may still appear to submit willingly, to what they believe to be the will of their parents. Any concerns about trafficking and exploitation must be reported to the Safeguarding Team immediately.

### **k) County lines**

This usually refers to urban drug dealers using a mobile phone number to establish new markets often in coastal or market towns. Young people without a criminal profile may be recruited as ‘runners’ for the drugs.

We are aware of this issue and if young people go missing for periods of time, have unexplained money, or are associating with people involved with drugs we consider this as a potential issue. Where we have reason to be concerned we will follow our safeguarding procedures, speaking to parents and contacting the police and children’s services.



### **l) Radicalisation**

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Extremism is defined by the Government in the Prevent Strategy as:

*Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.*

Extremism is defined by the Crown Prosecution Service as:

*The demonstration of unacceptable behaviour by using any means or medium to express views which:*

- *Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;*
- *Seek to provoke others to terrorist acts;*
- *Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or*
- *Foster hatred which might lead to inter-community violence in the UK.*

There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Young people may become susceptible to radicalisation through social, personal and environmental factors - it is known that

violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital our staff and volunteers are able to recognise those vulnerabilities.

Indicators of vulnerability include:

- **Identity Crisis** – the child is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- **Personal Crisis** – the child may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- **Personal Circumstances** – migration; local community tensions; and events affecting the young person’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- **Unmet Aspirations** – the child may have perceptions of injustice; a feeling of failure; rejection of civic life;
- **Experiences of Criminality** – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
- **Special Educational Need** – young people may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

More critical risk factors could include:

- Being in contact with extremist recruiters;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organisations; and
- Significant changes to appearance and / or behaviour;
- 
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

## Preventing Radicalisation

In order to reduce the risks of young people being radicalised we have:

- maintained and applied a good understanding of the relevant guidance in relation to preventing young people from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;
- raised awareness about our role and responsibilities in relation to protecting young people from radicalisation and involvement in terrorism;
- raised awareness about the safeguarding processes relating to protecting young people from radicalisation and involvement in terrorism;
- the Designated Safeguarding Lead as the first point of contact for case discussions relating to young people who may be at risk of radicalisation or involved in terrorism;
- collated relevant information from referrals of vulnerable young people into the Channel process;
- ensured the Designated Safeguarding Lead (or designate) could attend Channel meetings as necessary and carry out any actions as agreed;
- ensured that progress on actions would be reported to the Channel Co-ordinator; and
- shared any relevant additional information in a timely manner.



### **m) Online or internet use and sexting**

Young people are increasingly using mobiles phones, tablets and computers on a daily basis. Our policy states they may not be used while at the foundation. While mobile devices are a source of fun, entertainment, communication and education we know that some adults and young people will use these technologies to harm young people. The harm might range from hurtful and abusive texts and e-mails, to enticing young people to engage in sexually harmful conversations, webcam photography or face-face meetings. Our e-safety policy explains how we try to keep young people safe in the home. Cyber bullying and sexting by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our Anti-Bullying procedure.

“Chatrooms” and social networking sites are the more obvious sources of inappropriate and harmful behaviour and young people cannot access these on our IT system. We will work with young people on how to maintain their own safety and how to summon help if they are concerned about what they see on line. Some young people will undoubtedly be chatting on mobiles or social networking sites at home and parents are encouraged to consider measures to keep their young people safe.

The Du Boisson Foundation Code of Conduct provides further advice and guidance regarding the use of social networking and electronic communication with young people in our care.

A report about online abuse can be made at <https://www.ceop.police.uk>

### **n) Photography and images**

The vast majority of people who take or view photographs or videos of young people do so for entirely innocent, understandable and acceptable reasons. We know some people abuse young people through taking or using images, so we must ensure that the following safeguards are in place.

While parents are permitted to bring in a camera to events, no staff member or volunteer should use their personal equipment to take photographs of young people. The foundation provides equipment for this purpose.

Where a staff member or volunteer has concerns someone is taking photographs in breach of this policy they should contact the Executive director.

To protect young people we:

- a) seek their consent for photographs to be taken or published (for example, on our website or in the newspapers or other publications).
- b) seek parental consent.
- c) use only the child’s first name with the image.
- d) ensure that the child is appropriately dressed.
- e) encourage young people to tell us if they are worried about any photographs that are taken of them.

Staff and volunteers should be aware that many indecent images in current circulation were taken by the child themselves or peers. Sex, sexuality and relationships should be an age-appropriate topic in the home, and include what to do if young people are worried about an image they see.

### **m) Private Fostering**

Private fostering is when a child or young person under 16 years old (or 18 if they have a disability) is to be looked after for a period of 28 days or more by someone who is not a close relative, guardian or person with parental responsibility. Close relatives include parents, step-parents, aunts, uncles and grandparents. This could include, for example, children whose immediate family still live in France.

By law, [the local authority](#) must be told about all private fostering situations. The child's parents, private foster carer and anyone else (including the foundation) involved in the arrangement are legally required to inform the local authority.

It is then the local authority's legal duty to make sure all private fostering arrangements are safe for the child or young person. Once

informed of the arrangement the local authority will check the suitability of private foster carers, make regular visits to the child or young person and ensure advice, help and support is available when needed.

### **n) Body Shape**

Young people come under increasing pressure to conform to so-called ideals by peers, adults, sometimes parents, the mass media, through social media and through their own view of themselves. [Research](#) shows more than half of young people worry about the way they look, and can lead to withdrawal, isolation, emotional and at its extremes serious physical harm. We work assertively to tackle these values, support individuality and teach body confidence at the foundation and encourage young people to work together to present a positive and healthy view of body shape.



## Appendix B – The Designated Safeguarding Lead

The Trustees ensure there is a suitably qualified and trained Designated Safeguarding Lead (DSL). The following responsibilities form part of the DSL's Job Description. The DSL will:

- Ensure safeguarding children is a central ethos in the foundation
- ensure all staff and volunteers are familiar with the Safeguarding Children policy and part I of Keeping Children Safe in Education.
- Ensure all staff and volunteers have developed skills and knowledge to identify and report abuse, including allegations of abuse against staff or volunteers.
- Be the first point of contact for any member of staff or volunteers worried about a child and provide advice and support to resolve that concern.
- Maintain oversight and hold ultimate lead responsibility for any concern about a child, including children requiring early help or child protection. This will include managing referrals by ensuring the DSL or a deputy is allocated to any child referred to children's services (including children in care). This person will keep the DSL up to date, communicate all significant information and provide reports to other agencies and attend all relevant meetings for that child.
- Keep accurate and secure child protection records
- Refer cases as necessary to other agencies, including the Channel programme where there is a concern about radicalisation, the Police where a crime may have been committed and the Disclosure & Barring Service
- Where the DSL is not the artistic director, the DSL will liaise closely about any ongoing enquiries, police investigations or concern for children.
- Ensure the Safeguarding Children policy is reviewed at least annually and when the legislation changes, is available publicly and that parents are aware of the role of the foundation in safeguarding children including referral to other agencies
- Receive relevant training in role at least every two years and Prevent awareness training. The DSL must seek out additional learning opportunities to ensure their knowledge and skills are refreshed and they are aware of any change in requirements, including through the local safeguarding children board.

“listening to children”

## Appendix C - Other relevant legislation

Working together to safeguard children A guide to inter-agency working to safeguard and promote the welfare of children March 2015

Misuse of Drugs Act 1971

Keeping Children Safe in Education, DfE, September 2016

Safeguarding Children and Young People from Sexual Exploitation, DfE

Preventing and tackling bullying, DfE, 2014

SEND Code of Conduct, DfE, January 2015

Guidance for Safer Working Practice for Adults who Work with Children and Young People Revised

"Safeguarding Children and Safer Recruitment in Education", DCSF Guidance February 2014

Children missing education Statutory guidance for local authorities, DfE January 2015

Framework for the Assessment of Children in Need and their Families

"What To Do If You Are Worried A Child Is Being Abused" 2003 –revised 2007'

What to do if you're worried a child is being abused Advice for practitioner, DfE, March 2015

The Equality Act 2010

Safeguarding children who may have been trafficked, HMG, 2011 Protecting vulnerable people from being drawn into terrorism, DfE

Guidance on Private Fostering, DfE

Children Act 1989

Human Rights Act 1998

UN Convention for Rights of the Child 1991

Data Protection Act 1998

Sexual Offences Act 2003

Children Act 2004

Education Act 2002

Protection of Freedoms Act 2012

Counter-Terrorism and Security Act 2015.

Female Genital Mutilation Act 2003

Serious Crime Act 2015

Malicious Communications Act 1988

Communications Act 2003

Public Order Act 1986.

Local Safeguarding Children Board Procedures (LSCB).

The Modern Slavery Act 2015

Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers, March 2015

## Appendix D – Training requirements for job roles at the foundation

This list is reviewed annually. If your job role is not listed please contact Human Resources for advice.

You **must** complete all training in the Mandatory Training section and **aim** to complete all training in the Target section.

the foundation will align to the DSCB requirements for what is covered in the different levels of training.

Group	Roles	Mandatory Training	Target
<b>Group 1</b> Staff and volunteers who have infrequent contact with young people or families and who may become aware of possible abuse and neglect.	Fundraiser Cleaner Caretaker	Read and understand the safeguarding policy	
<b>Group 2</b> Those in regular contact or have a period of intense but irregular contact, with young people, young people	Chaperones Designated Safeguarding Trustee	Group 2 face to face training half day annually  Safeguarding is discussed on allocation of chaperoning work and in the debrief	

<p><b>Group 3</b> Members of the workforce who work predominantly with young people, young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns.</p>	<p>Teachers</p> <p>Note: We employ teachers from the schools who have met the relevant safeguarding training requirements. The foundation will satisfy itself that they have undertaken training by checking certificates and similar</p>	<p>Group 3 5 hour training (annually)</p> <p>Discussion with staff and volunteers about safeguarding at commencement of each piece of work, and at the debrief</p>	<p><a href="#">CHANNEL general awareness e-learning (3 years)</a></p> <p><a href="#">FGM elearning</a></p>
<p><b>Groups 4&amp;5 or Designated Safeguarding Lead training</b></p> <p>Professional advisors, named and designated lead professionals.</p>	<p>Designated Safeguarding Lead</p>	<p>Designated Safeguarding Lead training on analysis and decision-making (every 2 years)</p> <p>Interagency training (every 2 years)</p>	<p>Network meetings biannually with similar roles from other organisations to compare performance, peer review approaches and share good practice.</p>

<b>Interview panels</b>	Staff and volunteers involved in interviewing potential volunteers and employees	At least one member of staff on an interview panel must have received face to face Safer Recruitment training (every 3 years)	All staff on interview panels must complete Safer Recruitment e-learning.
<b>Offsite activity leaders</b>		Activity risk assessments (every 2 years)	
<b>Trustees</b>		Read the Safeguarding Children Policy	Read and understand <a href="#">Safeguarding for Trustees</a> (Children England) Completed Group 2 safeguarding children elearning

Appendix E –  
CHAPERONE, DRESSERS & VOLUNTEERS INFORMATION TICK LIST

**THE DU BOISSON DANCE FOUNDATION**

- I confirm that I have read and understood TDBDF safeguarding policy.
- I know who the safeguarding officer is for this performance.
- I know who the first aider is for this performance.
- I have been told what my responsibilities are and I am clear of my role and duties.

NAME .....

DATE.....

TDBDF OFFICE.....

DATE.....

**THE DU BOISSON DANCE FOUNDATION**

**CHAPERON, DRESSERS & VOLUNTEERS INFORMATION TICK LIST**

- I confirm that I have read and understood TDBDF safeguarding policy.
- I know who the safeguarding officer is for this performance.
- I know who the first aider is for this performance.
- I have been told what my responsibilities are and I am clear of my role and duties.

NAME .....

DATE.....

TDBDF OFFICE.....

DATE.....

## Appendix F

### Appropriate Physical Contact in Dance and Singing Policy

#### Physical contact

- Dancing and Singing are physical skills. It may be necessary at times to guide the student in physical movements by touch. Any contact is made with sensitivity and care, talking to the pupil about what they are going to do.
- Parents and Students are informed of this policy through their Parent Policy booklet. Parents and students sign a form agreeing to this form of correction. This form also sets out what to do if they feel uncomfortable at any time, from telling the teacher, through to contacting the Safeguarding Lead in confidence

#### Dance

- Contact by the teacher is made, with particular awareness of the needs of each individual, to assist young dancers in correcting placement.
- The school accepts that it is necessary to adjust parts of the body (especially with younger students)

#### Singing

- All individual lessons are carried out in the school house during school hours. Any lessons that is scheduled after school will only be done so with parental consent.
- A private tuition contract must be signed by the parent/guardian before a student may commence singing lessons. Failure to adhere to the terms and conditions will result in the termination of the contract.
- Any personal information imparted to the singing teacher is treated with confidence, except where this affects the right of children being protected from harm. Disclosure of information to the schools Child Protection Officer is permissible when necessary to safeguard the welfare of the child.
- Singing lessons will not be recorded visually or aurally unless permission is granted from the parent/guardian of the student.