

Shobana
Jeyasingh
Dance

**Children and Young people
Safeguarding and Child Protection Policy**

**November 2017
Reviewed November 2018**

1. INTRODUCTION

Shobana Jeyasingh Dance (also referred to here as 'SJD', 'the Company' 'We') has a strong reputation for high quality dance education work and has been delivering participatory and educational projects for over 20years. We aim to promote high quality dance practice throughout the UK and beyond, through understanding and appreciation of the dance vocabulary and choreography of Shobana Jeyasingh. We are committed to providing a safe and secure environment for our staff and those in our classes, promoting a respectful environment and a space that individuals feel confident to share any concerns that they may have about their own safety or wellbeing or that of others.

This policy is available to Company staff, artists, volunteers and anyone else associated with us directly. It is also available to education establishments, theatres, workshop participants and their parents/guardians, as well as the general public, if requested.

Shobana Jeyasingh Dance acknowledges that the terms 'young people' or 'young person' and 'vulnerable persons' have no legal basis, but employs these terms to refer to the following:

Young People - Anyone under the age of 19. Within this age range, the Company will take different, but appropriate responses depending on the actual age of the child/young person involved.

Vulnerable Persons – some one who may be at increased risk of abuse and/or neglect.

The Company recognises that the needs of young people and those of vulnerable persons are not necessarily the same and that we will need to tailor our response to a situation in a manner that is appropriate for that individual. Shobana Jeyasingh Dance has produced this combined policy for young and vulnerable persons as the process of safeguarding and protection should follow the same framework.

Shobana Jeyasingh Dance strives for best practice at all times.

If this policy, or your role providing protection and safeguarding to young and vulnerable persons is not clear, please contact Alice Odin
education@shobanajeyasingh.co.uk or 020 7697 4446 immediately.

2. POLICY STATEMENT

This policy applies to all staff, volunteers which includes:

- Staff employed by Shobana Jeyasingh Dance including Board Members, Trustees, particularly for staff working with young or vulnerable persons on a regular basis.
- Freelance artists working on short or long term contracts.
- All volunteers, particularly those with regular contact with young or vulnerable persons.

As an organisation who works with young and vulnerable persons, Shobana Jeyasingh Dance firmly believes that:

- The welfare of our Participants is paramount and that they must be protected from harm and abuse at all times.
- All Participants whatever their age, culture, disability, gender, language or religious beliefs have the right to protection from abuse. The needs of each individual should be taken into account.
- Harm or abuse in whatever form is unacceptable and should be brought to the attention of the proper authorities.
- Everyone working with children and vulnerable adults has a responsibility for the safety and well-being of each young or vulnerable person in our care.

Shobana Jeyasingh Dance is committed to the following:

- All concerns and allegations of abuse will be taken seriously and will be responded to appropriately in a timely way .
- All Shobana Jeyasingh Dance staff will contribute to the prevention of abuse and neglect and must be aware of and alert to signs of abuse.
- We will achieve this by having an effective safeguarding procedure in line with national and local guidance
- Adhering to safer recruitment selection and vetting of our staff, volunteers, Board Members and Trustees. This includes regular Disclosure and Barring Service (formerly CRB) checks where required and clear written guidance on codes of conduct.
- Agreements with partners will include a statement that partners who do not have a child safeguarding policy will either abide by Shobana Jeyasingh Dance's policy or develop their own.
- The use of photography and video to document all projects will be done in consultation and only with the consent of parents / carers of children/young people.

- We will review safeguarding and child protection policy annually to take full account of any significant changes in national legislation or guidance or in response to any major change in the organisation

3. SAFEGUARDING GUIDELINES AND PROCEDURES

3.1 Designated Safeguarding Officer

The Designated Safeguarding Officer at Shobana Jeyasingh Dance is Alice Odin, Learning and Participation Manager. This individual will lead all child protection issues; they will also be responsible for liaising with local Child Protection teams

3.2 Code of Conduct

All Shobana Jeyasingh Dance staff freelancers and volunteers are expected to adhere to the Code of Conduct in promoting safe practice when working in a position of trust with children and young people. Following the code will help to protect young and vulnerable persons from harm, abuse and inappropriate behaviour. It will also support staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of any behaviour being misunderstood or misconstrued.

All members of staff and volunteers are expected to report any breaches of this code to the Designated Safeguarding Officer.

The LADO (Local Authority Designated Officer) will be notified of any concerns/allegations regarding staff and volunteers

Staff and volunteers who breach the Code of Conduct behaviour may be subject to disciplinary procedures.

When working with adult and vulnerable persons, it is important to:

- Follow Shobana Jeyasingh Dance's adult and vulnerable persons protection policy and procedures at all times
- Be a positive role model and provide examples of good conduct we wish children and vulnerable adults to follow. This includes not smoking in front of participants, at the location of a project or on school premises. Staff must

also ensure that all changing of clothes is done privately and not in front of participants.

- Always ensure language is appropriate and not offensive or discriminatory. This extends to music choices for use during projects.
- Listen to and respect young and vulnerable persons at all times
- Avoid favouritism
- Treat young and vulnerable persons fairly and without prejudice or discrimination
- To remember that staff are not children or young people's friends and to maintain professional boundaries
- Value and take young and vulnerable person's contributions seriously
- Ensure any contact with young and vulnerable persons is appropriate and in relation to the work of the project
- Challenge unacceptable behaviour
- Report all allegations/suspicions of abuse to the Designated Safeguarding Officer
- Respect young and vulnerable persons' rights to personal privacy
- Encourage young and vulnerable persons to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Recognise that particular care and caution is required when discussing sensitive issues with children and vulnerable adults

You must not:

- Knowingly patronise young and vulnerable persons
- Allow allegations to go unreported
- Develop inappropriate relationships such as contact with young and vulnerable person that is not a part of the work of Shobana Jeyasingh Dance.
- Spend time alone with participants away from others.
- Conduct a sexual relationship with a young or vulnerable person or indulge in any form of sexual contact with a young or vulnerable person. Any such behaviour between a Company member and a young or vulnerable person represents a serious breach of trust on part of the Company member and is not acceptable under any circumstances.
- Let young and vulnerable persons have your personal contact details; eg home address, personal phone numbers or email address.
- Communicate with participants on personal accounts on social networking sites (ie Facebook/Twitter) and accept them as friends/follow them online.
- Upload content online and social media which could be misunderstood or potentially damage the professional reputation of Shobana Jeyasingh Dance.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of young and vulnerable persons.
- Act in a way that can be perceived as threatening or intrusive.
- Make inappropriate promises to young and vulnerable persons, particularly in relation to confidentiality

- Jump to conclusions about others without checking fact
- Either exaggerate or trivialise abuse issues
- Film or photograph any participants. This includes taking pictures or filming any activity, which should be undertaken on the company's equipment and not on personal mobile phones.

3.3 Physical Contact

Due to the nature of a dance workshop it is accepted that there may be physical contact during a class, however this should be only when absolutely necessary and the artist should seek permission from the individual before any physical contact is made.

Working with young and vulnerable persons who have a disability may mean that they are fully dependant on others to take part in activities that may involve lifting or other physical contact. You must

- Avoid taking on responsibility for tasks if you are not appropriately trained.
- Communicate with the individual and give them alternative choices or adaptations where possible

If any of the following occur report them immediately to the Safeguarding Officer of the workshop location and/or the Company Designated Safeguarding Officer and record the incident as accurately as possible.

- If you accidentally hurt a young or vulnerable person
- If the young or vulnerable person is distressed by physical contact.
- If a young or vulnerable person appears to be sexually aroused by your actions.
- If a young or vulnerable person misunderstands or misinterprets something you have done.

3.4 Risk Assessment

Shobana Jeyasingh Dance will assess risk when working with children and, where relevant, develop strategies to minimise those risks.

A risk assessment of our operations, programmes and project activities will be conducted, where necessary. Risk mitigation strategies will be developed, which

minimise the risk to children, and incorporated into the design, delivery and evaluation of programmes, operations and activities which involve or impact upon children.

4. TAKING ACTION IN RESPONSE TO CONCERNS ABOUT POSSIBLE ABUSE

4.1 Different Form of Abuse

It is widely accepted that there are four main forms of abuse; these are defined as follows (based on those from the Working Together To Safeguard Children, 2015 ;

Physical Abuse

- hitting, shaking, throwing, poisoning, burning or scalding etc.

Neglect

- the persistent failure to meet a young or vulnerable persons basic physical and/or psychological needs

Sexual Abuse

- forcing or enticing a young or vulnerable person to take part in sexual activities

Emotional Abuse

- the persistent emotional ill treatment of a young or vulnerable person

For more in-depth descriptions see Appendix 1

4.2 Indicators of Abuse

Recognising abuse is not easy. A list of signs and symptoms can serve as indicators of possible abuse, but this is not fail-safe. There is usually an overlap between the

signs and symptoms of the different types of abuse listed above. Within each category there are both physical and behavioural signs and changes to be aware of.

It is important to be alert and aware of the possibility of abuse when working with children and vulnerable adults. It is of equal importance to treat such signs and symptoms with caution; the presence of indicators of abuse does not always mean abuse is taking place.

For a full list of possible indicators of the four forms of abuse please refer to Appendix Two.

4.3 Responding to Suspicions of Abuse and Allegations

In the case of a concern it must be noted that it is not the responsibility of an artist or of Shobana Jeyasingh Dance to decide if abuse has occurred. The Company Designated Safeguarding Officer must pass on any concern to Social Services. All following action will be taken by Local Authority Social Services/Children's Services

If a Participant discloses information to you

The term 'disclosure' is generally used to describe what happens when a young or vulnerable person tells an adult that they are being abused. There are many other ways that a concern may come about, including when another child or adult makes a disclosure. Any disclosure should be taken seriously.

Staff and artists working within Shobana Jeyasingh Dance should adhere to the following procedures:

- It is important to stay calm
- Actively listen to the participant, allowing them to speak at their own pace
- You must tell the participant that you cannot promise to keep secrets
- Only ask questions to clarify what is being said, do not ask leading questions.
- Reassure the participant by telling them they are brave and have done the right thing.
- Tell the participant what will happen next and who will need to know the information

- Record in writing what was said using the participant's own words, using the incident report form in Appendix Five.
- Report the incident immediately to the Designated Safeguarding Officer at Shobana Jeyasingh Dance.

If you suspect a participant is being abused

If you have concerns about a participant, please discuss your concerns with the Designated Safeguarding Officer at Shobana Jeyasingh Dance.

The Designated Safeguarding Officer will pass on any concerns to Social Services if appropriate.

How to report an incident

A detailed record should always be made at the time of the disclosure/concern using the Incident Report form in Appendix Five. In recording, you should confine yourself to the facts and do not include your own opinions.

Information should include the following where possible:

- Name of participant
- Age
- School / group that they are part of
- Whether or not the person making the report is expressing their concern or someone else's
- The nature of the concern or allegation, including dates and times of any specific incidents
- A description of any visible injury, bruising etc.
- Details of witnesses to the incidents
- The participant's account, if it can be given, of what has happened and how injury occurred
- Have the parents/guardian been contacted? If so, what has been said?
- Has anyone else been consulted? If so, record details
- Has anybody been alleged to be the abuser? If so, record details

Once a report incident form has been completed you should then take the steps in the flowchart in Appendix Three to ensure the concern is dealt with.

How to respond to allegations of abuse against a member of staff

Report the matter to the Designated Officer who will contact the Local Authority Designated Officer .

What to do if an allegation is made or information is received

There are potentially two issues that need to be dealt with as a matter of urgency:

1. Is a participant in immediate danger or does she/he need emergency medical attention?

- If a participant is in immediate danger and is with you, remain with him/her and call the police.
- If the participant is elsewhere, contact the police and explain the situation to them.
- If the participant needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the participant. You also need to contact your supervisor/manager or Designated Safeguarding Officer to let them know what is happening.

The Designated Safeguarding Officer should also inform the participant's family if the participant is in need of emergency medical attention, and arrange to meet them at the hospital or medical centre. The parents/carers should be informed that an incident has occurred, that the participant has been injured and that immediate steps have been taken to get help.

2. Is the person at the centre of the allegation working with participants now?

If this is the case, the concern needs to be discussed immediately with the manager of the group/organisation and the Designated Safeguarding Officer. One of these should then, in a sensitive manner, remove the staff member involved in the allegation from direct contact with participants.

It should then be explained to the person, in private, that there has been a complaint made against him/her, although the details of the complaint should **not** be given at this stage. The person should be informed that further information will be provided as soon as possible but that, until consultation has taken place with the relevant agencies and within the organisation, they should not be working with the participants. It may be best, under the circumstances, for the person to return home on the understanding that the manager or named person will telephone him/her later in the day.

The information provided to him/her at this stage will need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved, including the local authority designated officer (LADO). In some circumstances it will be necessary to consider formal suspension as a neutral act pending further investigation

Conducting an investigation

Once any urgent necessary steps have been taken, attention can be given to dealing with the full implications of the allegations.

For further procedures please see Appendix Four in the Full version of our Child Protection Policy.

4.4 Complaints Procedure

The complaints procedure aims to provide an open system where anyone can voice concerns about unacceptable and/or abusive behaviour towards young and vulnerable persons.

If anyone has a complaint regarding any aspect of the behaviour of staff or volunteers towards young and vulnerable persons the initial complaint should be made to the Designated Safeguarding Officer at Shobana Jeyasingh Dance.

If the complaint appears to be an allegation of a criminal offence, the complainant will be advised to report the matter immediately to the Police. A record of the complaint should be made as soon as possible together with a record of any action taken.

Where the complaint is not one that involves the Police and it can be resolved in an informal manner, a record should be made of the complaint and the way in which it was resolved.

The company will ALWAYS consult with the LADO in circumstances where a complaint/allegation has been made regarding a member of staff's conduct towards a child/young person ,

4.5 Confidentiality of Safeguarding Records

Every effort should be made to ensure that confidentiality is maintained for all concerned, as the protection of the participant is the most important consideration. Information should be handled and disseminated on a need to know basis only.

Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

4.6 Photography and Filming

- Shobana Jeyasingh Dance uses photos and video footage (images) of participants in publicity material.
- Images of participants in Shobana Jeyasingh Dance workshops and performances will only be used if written consent has been obtained from a parent, guardian or relevant school authority.
- Shobana Jeyasingh Dance will take reasonable steps to ensure that reproduction of a participant's image does not put any participant at risk.
- Shobana Jeyasingh Dance will not attach names of participants to any photography or film material.
- Photos or video will only be taken on Company equipment, but a member of Shobana Jeyasingh Dance in possession of a DBS check. If a third party organisation is contracted to document a session / series of sessions in this way they too will hold a DBS check.

5. RECRUITMENT AND TRAINING

5.1 Safe Recruitment and Selection Procedures

All staff will be carefully selected and vetted to try and ensure they do not pose a risk to young and vulnerable persons.

All staff that will have direct contact with children and vulnerable adults will be checked against the Disclosure and Barring Service with an Enhanced Disclosure Check. A clear check will be made a condition of engagement for those working regularly with children.

Disclosure and Barring Service Enhanced Disclosure Check. (DBS)

Shobana Jeyasingh Dance will pay for DBS checks for its own staff and freelance artists that have direct contact with young and vulnerable persons every three years.

Schools and organisations whose own child protection policy states that artists coming into contact with children must be DBS checked less than every three years will have to provide a suitably checked member of staff to be present at a workshop at all times.

5.2 Staff Training and Supervision

All staff, freelancers and volunteers will be made familiar with Shobana Jeyasingh Dance's policies and procedures, including the Young and Vulnerable Persons Protection Policy. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice, the reporting of poor practice and concerns of possible abuse.

Policy reviewed and signed by Amanda Cupples, Board Member for Shobana Jeyasingh Dance

Signature: 
Date: 8/11/17

APPENDIX

Designated Safeguarding Officer at Shobana Jeyasingh Dance

Alice Odin, Learning and Participation Manager

Office Tel: 020 7697 4446

Email: education@shobanajeyasingh.co.uk

Local Safeguarding Children Board (LSCB)

Emma Biskupski

LSCB Business Development Manager (Interim)

Telephone: 020 8753 3759

Email: emma.biskupski@lbhf.gov.uk

Victoria Harris

LSCB Business Support Officer

Telephone: 07739 315388

Email: Victoria.Harris@rbkc.gov.uk

Westminster Children's Services

Contact and Assessment Team

020 7641 4000

Kembra Healy

Safer Organisations Manager and Local Area Designated Officer (LADO)

Safeguarding, Review and Quality Assurance, RBKC, LBHF, and WCC

07823 532 538

Email: kembra.healy@lbhf.gov.uk

Police

In an emergency always dial 999. Police Child Abuse Investigation Team (CAIT)

0208 733 4286 – Specialist Unit who investigate crimes against children

NSPCC Helpline

0808 800 5000 (24hrs)