

Shobana
Jeyasingh
Dance

**Children, Young people and Adults at risk
Safeguarding Policy**

July 2020

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 20 years. 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.

This policy uses the terms "children and young people" and "adults at risk".

The word 'children' is the legal term for anyone who has not yet reached their 18th birthday.

Within this document Shobana Jeyasingh Dance uses the term 'children and young people' to recognise the perspective of adolescents who prefer not be referred to as children and to identify with the subtle shift in safeguarding responses that may be required at differing ages in childhood.

Children and Young People - Anyone under the age of ~~19~~ 18. Within this age range, the Company will take different, but appropriate responses depending on the actual age of the child/young person involved. Children and young people will be protected under safeguarding children law, the Children Act 1989 and 2004 until their 18th birthday without exception.

Adults at risk – adults who are experiencing or who are at risk of experiencing abuse or neglect and who, as a result of their care and support needs, are unable to protect themselves from that risk or experience. Adults with care and support needs who are unable to protect themselves will be protected under the safeguarding duty within the Care Act 2014, with their consent or in their best interests where they are unable to consent due to lacking capacity to do so.

The Company recognises that the needs of children and young people and those of adults at risk 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. And apply the correct legal framework, process and practice.

Shobana Jeyasingh Dance strives for best practice at all times.

If this policy, or your role providing protection and safeguarding to children and young people and adults at risk 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 children and young people or adults at risk on a regular basis.
- Freelance artists working on short or long term contracts.
- All volunteers, particularly those with regular contact with children and young people or adults at risk.

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, young people and adults at risk has a responsibility for the safety and well-being of each 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 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 that adult or the parents / carers of children/young people.
- We will review our safeguarding 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 (DSO) at Shobana Jeyasingh Dance is Alice Odin, Learning Manager. This individual will lead all safeguarding issues; they will also be responsible for liaising with local safeguarding children and adults teams. Our Safeguarding Deputies are Verity Richards, Participation Manager, and Moya Maxwell, Executive Director. They are responsible for all safeguarding issues when the DSO is not available,

3.2 Code of Conduct

All Shobana Jeyasingh Dance staff freelancers and volunteers are expected to adhere to this Code of Conduct in promoting safe practice when working in a position of trust with children, young people and adults. Following the code will help to protect those at risk 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 where the concern/ allegation is relating to a child/ young person. The Safeguarding Adults team shall be notified where the concern / allegation relates to an adult who may be at risk.

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

When working with children, young people and adults, it is important to:

- Follow Shobana Jeyasingh Dance's safeguarding policy and procedures at all times
- Be a positive role model and provide examples of good conduct. 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 participants at all times
- Avoid favouritism
- Treat participants fairly and without prejudice or discrimination
- To remember that staff are not the participants friends and to maintain professional boundaries
- Value and take all contributions seriously

- Ensure any contact with the participants 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 participants rights to personal privacy
- Encourage participants 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.

You must not:

- Knowingly patronise.
- Allow allegations to go unreported
- Develop inappropriate relationships such as contact 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 participant of any age or indulge in any form of sexual contact. Any such behaviour is a serious breach of trust on part of the Company member and is not acceptable under any circumstances.
- Let participants have your personal contact details; e.g. home address, personal phone numbers or email address.
- Communicate with participants on personal accounts on social networking sites (i.e. 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 anyone.
- Act in a way that can be perceived as threatening or intrusive.
- Make inappropriate promises particularly in relation to confidentiality
- Jump to conclusions about others without checking fact
- Either exaggerate or trivialise abuse issues
- Film or photograph any participants without their consent. This includes taking pictures or filming any activity, which should ideally be undertaken on the company's equipment and deleted after use.

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 must seek permission from the individual before any physical contact is made.

Working with individuals 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 participant
- If any participant is distressed by physical contact.
- If a participant appears to be sexually aroused by your actions.
- If a participant 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 all and incorporated into the design, delivery and evaluation of programmes, operations and activities which involve or impact upon children, young people or at risk adults.

4. TAKING ACTION IN RESPONSE TO CONCERNS ABOUT POSSIBLE ABUSE

4.1 Different Form of Abuse: children and young people

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 child or young person’s basic physical and/or psychological needs

Sexual Abuse

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

Emotional Abuse

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

For more in-depth descriptions see Appendix 1

Adult abuse: as outlined in Chapter 14 of the Care and Support Statutory Guidance that supports the Care Act 2014

Includes physical abuse, Psychological abuse (similar to emotional harm listed above) sexual abuse and neglect and acts of omission as mentioned above. In addition it also includes:

Self-neglect

- When an adult does not care for themselves to the extent where it could significantly affect their own health or safety, including not paying attention to their health needs such seeking medical treatment or disregarding their own hygiene or that of their environment.

Discriminatory abuse

- Where an individual is abused due to their protected characteristics for example by being deliberately excluded, being denied their needs or their basic rights.

Domestic abuse

-domestic abuse can be recognized through elements of physical, sexual, psychological and financial abuse and also through patterns of controlling and coercive behavior. It can occur in those age 16 or over in intimate partner or family relationships regardless of gender or sexuality.

Modern day slavery

- Can be domestic servitude, debt bondage, forced labour, sexual exploitation, human trafficking, forced acquisitive crime or forced sham marriage.

Organisational abuse

- Sometimes referred to as institutional abuse is when the abuse is a direct result of the management of the setting the person accesses and the treatment within that setting, for example a lack of treatment with personal dignity and respect or abusive and damaging responses to people who use a particular setting.

Financial and material abuse

- For example through theft, fraud, misuse of another individual's money, blackmail, coercion or denying access to finances or financial affairs.

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 adults at risk. 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. When working with adults we should remain curious and ask questions.

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 child or an at risk adult tells 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.

Seeking consent:

When working with children and young people you have a legal duty to share information with your designated safeguarding lead and **must do so immediately**.

When working with adults you have a legal duty to respect their consent. Information **cannot be shared unless they consent for you to do so**.

Information regarding safeguarding adults may only be shared without consent where there is:

- a broader public protection risk (e.g. others could be harmed for example organizational abuse)
- the information you wish to share is about a crime
- The person who you are concerned about does not have the mental capacity to give informed consent to that decision. (You may assume an individual lacks capacity only if you have done everything in your power to help them to decide for themselves but they are still functionally unable to make a decision regarding consent and you believe

that this is due to an underlying impairment or disturbance of the functioning of their mind or brain caused for example through illness or injury.)

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 SJD Safeguarding Incident Report form. 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
- Do you have consent to share this information (essential for working with adults, advisable **where safe to do so** when working with children).

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 immediately to the Designated Safeguarding Officer who will contact the Local Authority Designated Officer or Safeguarding adults team as required.

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) or safeguarding adults team. 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

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. Children, young people and adults at risk.

If anyone has a complaint regarding any aspect of the behaviour of staff or volunteers towards children, young people and adults at risk 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 or safeguarding adults team in circumstances where a complaint/allegation has been made regarding a member of staff's conduct towards a child/young person or adult at risk.

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 that adult or 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 children, young people or adults at risk.

All staff that will have direct contact with children, young people or adults at risk will be checked against the Disclosure and Barring Service with an Enhanced Disclosure Check appropriate to their role. A clear check will be made a condition of engagement for those working regularly with children, young people or adults at risk.

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 children, young people or at risk adults every three years.

5.2 Staff Training

All staff, freelancers and volunteers will be made familiar with Shobana Jeyasingh Dance's policies and procedures. 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.

APPENDIX ONE – THE FOUR FORMAL CATEGORIES OF ABUSE for safeguarding children

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, suffocating or otherwise causing physical harm to a child. Fabricated and induced illness may also constitute physical harm, whereby a parent or carer feigns the symptoms of, or deliberately causes ill health in a child or young person. Physical abuse can be the result of a deliberate act or the failure to protect and prevent.

Emotional Abuse

Emotional abuse is the persistent ill treatment of a young or vulnerable person so as to cause severe and persistent adverse effects on the individuals' emotional development. It may involve conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Not giving them the opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. Emotionally abused individuals' may frequently feel frightened or in danger which could lead to further exploitation. Emotional abuse can occur as the result of seeing or hearing the ill treatment of another and could involve bullying or cyber bullying.

A certain level of emotional abuse is usually involved in all types of abuse, although it can occur on its own.

Sexual Abuse

Sexual abuse involves forcing or enticing a young or vulnerable person to take part in sexual activities, whether or not the individual is aware of what is happening and whether or not the act is violent. The activities may involve physical contact, including penetrative or non-penetrative acts.

Sexual abuse may also include watching non-contact activities, such as involving individuals looking at pornographic material or watching sexual activities, or encouraging young or vulnerable persons to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet an individuals' basic physical and/or psychological needs. This is likely to result in the serious impairment of the individuals' health or development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect them from physical harm or danger, or the failure to ensure access to appropriate medical care treatment. It may also include neglect of an individuals' basic emotional needs.

Commercial and Sexual Exploitation

Commercial exploitation: exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour.

Child sexual exploitation: a form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves a child being manipulated or coerced, which may involve befriending children, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator involves an imbalance of power where the victim's options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual.

These safeguarding issues are also a key focus nationally

- bullying including cyberbullying
- children missing education
- child missing from home or care
- child sexual exploitation (CSE)
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage-
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- hate
- mental health
- missing children and adults
- private fostering
- preventing radicalisation
- relationship abuse
- sexting
- trafficking

Regarding safeguarding adults the Care Act statutory guidance lists an illustrative guide to harm and abuse of adults as including: (examples taken from the Social Care Institute for Excellence).

Physical abuse

- Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments

- Inappropriate or unlawful use of restraint
- Making someone purposefully uncomfortable (e.g. opening a window and removing blankets)
- Involuntary isolation or confinement
- Misuse of medication (e.g. over-sedation)
- Forcible feeding or withholding food
- Unauthorised restraint, restricting movement (e.g. tying someone to a chair)

Sexual abuse

- Rape, attempted rape or sexual assault
- Inappropriate touch anywhere
- Non- consensual masturbation of either or both persons
- Non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Any sexual activity that the person lacks the capacity to consent to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Indecent exposure

Psychological abuse

- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing someone from meeting their religious and cultural needs
- Preventing the expression of choice and opinion
- Failure to respect privacy
- Preventing stimulation, meaningful occupation or activities
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Cyber bullying

Neglect and acts of omission

- Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care
- Providing care in a way that the person dislikes
- Failure to administer medication as prescribed
- Refusal of access to visitors
- Not taking account of individuals' cultural, religious or ethnic needs
- Not taking account of educational, social and recreational needs
- Ignoring or isolating the person
- Preventing the person from making their own decisions
- Preventing access to glasses, hearing aids, dentures, etc.
- Failure to ensure privacy and dignity

Self-neglect

- Lack of self-care to an extent that it threatens personal health and safety
- Neglecting to care for one's personal hygiene, health or surroundings
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs

Financial and material abuse

- Theft of money or possessions
- Fraud, scamming
- Preventing a person from accessing their own money, benefits or assets
- Employees taking a loan from a person using the service
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Arranging less care than is needed to save money to maximise inheritance
- Denying assistance to manage/monitor financial affairs
- Denying assistance to access benefits
- Misuse of personal allowance in a care home
- Misuse of benefits or direct payments in a family home
- Someone moving into a person's home and living rent free without agreement or under duress
- False representation, using another person's bank account, cards or documents
- Exploitation of a person's money or assets, e.g. unauthorised use of a car
- Misuse of a power of attorney, deputy, appointeeship or other legal authority
- Rogue trading – e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

Domestic abuse

Domestic violence or abuse can be characterised by any of the indicators of abuse outlined in this briefing relating to:

- psychological
- physical
- sexual
- financial
- emotional.

Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage.

Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include:

- acts of assault, threats, humiliation and intimidation

- harming, punishing, or frightening the person
- isolating the person from sources of support
- exploitation of resources or money
- preventing the person from escaping abuse
- regulating everyday behaviour.

Modern slavery

Types of modern slavery

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

Organisational abuse

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Inappropriate use of restraints
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately
- Interference with personal correspondence or communication
- Failure to respond to complaints

Discriminatory abuse

- Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

APPENDIX TWO - INDICATORS OF ABUSE in children and young people:

Possible indicators of *physical abuse* include:

- Any injuries to babies
- Frozen stare
- Untreated injuries not attended to and a refusal to discuss them
- Fear of undressing or of going home
- Aggression or bullying behaviour
- Frequent bruising
- Bruising from over different periods of time
- Bite marks or cigarette burns
- Individual is frightened, watchful or over anxious to please

Possible indicators of *emotional abuse* include:

- Fear of new situations
- Developmental delay
- Inappropriate emotional responses to painful situations
- Self-harm, or mutilation or drug/solvent abuse
- Neurotic behaviour – obsessive rocking, thumb sucking etc.
- Air of detachment – don't care attitude
- Social isolation – does not join in and has few friends
- Desperate attention seeking behaviour
- Eating problems – including over-eating and lack of appetite
- Depression, withdrawal
- Loss of confidence and self-esteem
- Inability to communicate and is unable to play

Possible indicators of *sexual abuse* include:

- Bruises, scratches, burns or bite marks on the body
- Scratches, abrasions in the anal or genital regions
- Fear of going to the toilet
- Pregnancy – particularly in young adolescents
- Behaving in a sexually explicit way towards adults
- Refusing to stay with certain people or go to certain places
- Withdrawal from friends
- Child kept from school medicals
- The child describing sexual activity. The child should initially be believed unless there is substantial evidence to the contrary.
- Unhappy, isolated child
- Child exhibits any of the above in play or drawings.

Possible indicators of *neglect* include:

- Look thin, pale and uncared for
- Lack of energy and constant hunger
- Repeated accidents
- Lack of energy

Additional indicators of abuse in adults:

Possible indicators of physical abuse

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP

Possible indicators of domestic violence or abuse

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation - not seeing friends and family
- Limited access to money

Possible indicators of sexual abuse

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person

Possible indicators of psychological abuse

- An air of silence when a particular person is present
- Withdrawal or change in the psychological state of the person
- Insomnia

- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger

Possible indicators of financial or material abuse

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- The person allocated to manage financial affairs is evasive or uncooperative
- The family or others show unusual interest in the assets of the person
- Signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- Recent changes in deeds or title to property
- Rent arrears and eviction notices
- A lack of clear financial accounts held by a care home or service
- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- Unnecessary property repairs

Possible indicators of modern slavery

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers
-

Possible indicators of discriminatory abuse

- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

Possible indicators of organisational or institutional abuse

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care
- Lack of personal clothing and possessions and communal use of personal items
- Lack of adequate procedures

- Poor record-keeping and missing documents
- Absence of visitors
- Few social, recreational and educational activities
- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support
- Possible indicators of neglect and acts of omission
- Poor environment - dirty or unhygienic
- Poor physical condition and/or personal hygiene
- Pressure sores or ulcers
- Malnutrition or unexplained weight loss
- Untreated injuries and medical problems
- Inconsistent or reluctant contact with medical and social care organisations
- Accumulation of untaken medication
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing

Indicators of self-neglect

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

APPENDIX THREE – PROCEDURE FOR REPORTING A SAFEGUARDING INCIDENT

Member of staff has concerns about a participant's safety or welfare



Member of staff makes notes of their concerns using the reporting form, and discusses them with the Designated Safeguarding Officer (or Deputy Safeguarding Officers/most senior member of staff if DSO is not available).



The DSO takes advice from the Westminster Local Safeguarding Children Board (LSCB) and/or the NSPCC or [Westminster safeguarding adults team](#)

If necessary the DSO refers the case to the Local Authority children social services (CSS) or the [local authority safeguarding adults team](#) in writing within 48hrs. The CSS confirms receipt and decides on the appropriate action to be taken



The CSS advises what course of action should be taken. This may include referral to other services or removal of the individual from the care of the individual or environment under investigation

APPENDIX FOUR - PROCEDURE FOR RESPONDING TO AN ALLEGATION OF ABUSE AGAINST A MEMBER OF STAFF

Conducting an Investigation

There are up to three possible lines of enquiry when an allegation is made:

- investigation by an employer and possible disciplinary action being taken against the person in question.
- enquiries and an assessment by the local authority children's or adults social care department about whether a participant is in need of protection
- a police investigation of a possible criminal offence

This includes implementing a plan to manage any risk posed by the individual to participants or their own potential vulnerability to further complaints in the workplace until the outcome of the other investigations and enquiries are known.

Reporting an allegation or concern

If the allegation is made by a participant or family member to a member of staff, or if a member of staff observes concerning behaviour by a colleague at first hand, this should be reported immediately to the Designated Safeguarding Officer.

When to involve the local authority designated officer or safeguarding adults team

The named person should report the allegation to the local authority designated officer (LADO) or safeguarding adults team within one working day of the alleged behaviour suggests that the person in question:

- may have behaved in a way that has harmed or may have harmed a participant
- has possibly committed a criminal offence against or related to a participant
- has behaved towards a participant in a way that suggests that he/she may be unsuitable to work with children, young people or adults who may be at risk.

This should also happen if the individual has volunteered the information him/herself.

The LADO of safeguarding adults team may be told of the allegation from another source. If this is the case, then the first information received by Shobana Jeyasingh Dance may be when the LADO/ SG adult team makes contact in order to explain the situation.

Whoever initiates the contact, there will be discussion between the LADO/ SG adults team and Designated Safeguarding Officer to share information about the nature and circumstances of the allegation and consider whether a Strategy Meeting should be convened (Professionals only) including a referral to the Police , or, for adults, whether a section 42 enquiry should be initiated.

Dealing with a criminal offence

If there is reason to suspect that a criminal offence may have been committed regarding a child or young person (whether or not the threshold of 'significant harm' is reached), the LADO will contact the police and involve them in a similar strategy discussion, which will include the Designated Safeguarding Officer.

If there is reason to suspect a crime has been committed or there is a public protection issue that requires it the safeguarding adults team will contact the police. It may be the case that a section 42 enquiry runs parallel to a police investigation in this instant.

Shobana Jeyasingh Dance will cooperate fully with any discussion involving the police and should ask for similar cooperation from the police in terms of the sharing of information relevant to the person's employment.

Discussions with the police should also explore whether there are matters that can be acted on in a disciplinary process while the criminal investigation takes place, or whether disciplinary action must wait until the criminal process is completed.

Talking to parents about the allegation or concern relating to those under 18 years old.

If the participant's parents/carers do not already know about the allegation, the Designated Safeguarding Officer and the LADO need to discuss how they should be informed and by whom.

Talking to the person who is the subject of the allegation

The person at the centre of the allegation should be informed as soon as possible after the initial consultation with the LADO or safeguarding adults team. However, if a strategy discussion with Children's Services/ adult social care and police is needed, this might have to take place before the person concerned can be spoken to in full. The Police and Children's/ adult's Services may have views on what information can be disclosed to the person.

Only limited information should be given to the person in question, unless the investigating authorities have indicated that they are happy for all information to be disclosed or unless there is no need for involvement from these statutory agencies.

The Designated Safeguarding Officer will need to keep in close communication with the LADO/ adult SG team and the other agencies involved in order to manage the disclosure of information appropriately.

Taking disciplinary action

If the initial allegation does not involve a possible criminal offence, the Designated Safeguarding Officer and manager of the person at the centre of the allegation should still consider whether formal disciplinary action is needed.

The following timings should be kept to wherever possible, depending on the nature of the investigation:

- If formal disciplinary action is not needed, other appropriate action should be taken within three working days.
- If disciplinary action is required, and can be progressed without further investigation, this should take place within 15 days.
- If Shobana Jeyasingh Dance decides that further investigation is needed in order to make a decision about formal disciplinary action, the Designated

safeguarding person should discuss with the LADO/ adult SG team the possibility of this investigation/ enquiry being done by an independent person to ensure that the process is objective. Whether or not the investigation is handled internally or independently, the report should be presented to the named person within 10 working days.

- Having received the report of the disciplinary investigation, the Designated Safeguarding Officer should decide within two working days whether a disciplinary hearing is needed.
- If a hearing is needed, it should be held within 15 working days.
- The Designated Safeguarding Officer should continue to liaise with the LADO/ SG adult team during the course of any investigation/ enquiry or disciplinary proceedings, and should continue to use the LADO/ SG adult team as a source of advice and support.

Managing risk and supporting the person at the centre of the allegation

The first priority of Shobana Jeyasingh Dance must always be the safety and welfare of the participants.

However, as an employee or volunteer, the person who is the subject of the allegation has a right to be treated in a fair, sensitive and non-judgmental manner and to have his or her privacy respected as far as this ensures the safety of participants. This is line with having a duty of care towards employees

Information about the allegation must only be shared on a need to know basis with those directly responsible for supervising and managing the staff member or volunteer. Any other information (for example, explanations to other members of staff as to why the person is not at work or working to different arrangements) should be agreed and negotiated with the individual concerned.

If the person is a member of a trade union or a professional organisation, he/she should be advised to make contact with that body as soon as possible after being informed that he/she is the subject of an allegation. Arrangements should also be made for him/her to have access to on-going support and information about the progress of the investigation.

The possible risk of harm to participants presented by the person who is the subject of an allegation needs to be carefully managed both during and after any conclusion to the investigation processes following the allegation. This means that Shobana Jeyasingh Dance may need to consider suspending the person if there is cause to suspect that a participant may be at risk of significant harm, or if the allegation is serious enough to warrant investigation by the police, or if it is so serious that it

could lead to dismissal. However, a decision to suspend should not be taken automatically, as there may be other ways of managing any risk presented by the person.

The situation should be discussed fully between the named person, the individual's manager/supervisor and the LADO or safeguarding adults team, who will seek the views of the police and Children's Services/ adults services on the question of possible suspension. The conclusions of the discussion should also be carefully documented. Grounds for suspension should be clearly set out if this is the conclusion. If suspension is not the conclusion, then a clear plan should be made as to how any possible risk posed by the individual is to be managed. This could involve, for example, temporary changes to the person's duties so that they do not have direct contact with participants, and/or increased levels of supervision whilst at work.

If it is decided, once the case has been concluded, that a person who has been suspended or who has taken sick leave due to the stress induced by the allegation, is able to return to work, the named person and the manager/supervisor of the person who has been the subject of the allegations should consider how best to support the individual in this process. A plan to facilitate a return should be drawn up in consultation with the individual him/herself, and should take into account the need to manage any remaining safeguarding risks and also to support the person concerned after what will have been and will remain a very difficult experience.

If the decision is that the person cannot return to work and has to be dismissed or chooses to resign, the Designated Safeguarding Officer and the LADO/ adult SG team should discuss the need for the matter to be referred to the DBS and/or to any professional body to which the person may belong. Shobana Jeyasingh Dance does not enter into compromise agreements with individuals who resign following the conclusion of investigations into allegations made against them, and will always comply with its statutory obligations to share information about the individual in the interests of protecting children, young people and at risk adults.

If the allegation is found to be without substance or fabricated, Shobana Jeyasingh Dance will consider referring the participant in question to Children's Services or regarding an adult to adult services, with consent, to assess whether he/she is in need of services or whether he/she may have been abused by someone else. If there should be evidence to indicate that there has been malicious intent behind the allegation, Shobana Jeyasingh Dance will discuss with the police whether there are grounds to pursue any action against the person responsible.

Keeping a record of the investigation

All those involved in dealing with the allegation should keep clear notes of the allegations made, how they were followed up, and any actions and decisions taken, together with the reasons for these.

These notes should be compiled gradually as the situation unfolds, with each entry being made as soon as possible after the event it describes. The notes should be signed and dated by the person making them, and the person's name should be printed alongside.

The notes should be kept confidentially on the file of the person who is the subject of the allegation where appropriate. Discussion should take place with the LADO or safeguarding adults team to determine whether any aspects of the notes may not be shared with the person concerned. If there are no reasons not to do so, a copy of the records should be given to the individual.

The notes should be held on file for a 10-year period, whether or not the person remains with Shobana Jeyasingh Dance for this period.

APPENDIX FIVE – SAFEGUARDING INCIDENT REPORT FORM

Please indicate what you are reporting

- I have concerns that abuse may be occurring
- I was involved in an incident with a participant
 - I accidentally hurt a participant
 - A participant misinterpreted or misunderstood something I have done
 - I was a witness to one of the above (please indicate which one)

- I have received an allegation of abuse
- A participant has told me that they are being abused

Date of record:	
Date of incident:	

Name of referrer		Role of referrer	
-------------------------	--	-------------------------	--

Contact details of referrer:			
Participant name:		Year Group/Age:	
Any other useful information about participant (school/address etc):			
Details of concern or incident:	<ul style="list-style-type: none"> • <i>use body map if appropriate</i> • <i>use full names if possible</i> • <i>any other notes (including those taken at time of disclosure), may be attached to this form</i> • <i>include any action you may have taken so far and the reasons for doing so.</i> 		

Reported to:		Role of person reported to:	
Is the participant aware of this referral? (If no, explain why) Do you have consent to raise this concern?			
Is the main carer aware of this referral? (If no, explain why)			
Signed:			

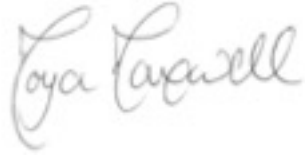
Action taken:		Advice sought: <i>(from whom and what was advice given)</i>	
Concern / referral discussed with parent / carer?		<i>If not, state reasons why – if yes, note discussion with parent</i>	
Referral made:		<i>If not, state reasons why – if yes, record to whom and any action agreed</i>	
Feedback to referring member of staff:			By whom
Response to / action taken with pupil:			By whom
Name and contact number of key workers:			

Name and contact details of GP:	
Other notes / information / concerns: Any other action required:	

Please refer to the Government's [Information sharing advice for practitioners 2018](#), (in SJDServer too) for further help

Policy approved and signed by Moya Maxwell, Executive Director, Shobana Jeyasingh Dance

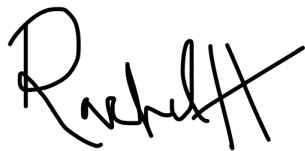
Signature:

A handwritten signature in cursive script that reads "Moya Maxwell".

Date: 4th August 2020

Policy approved and signed by Rachel Harris, Board Member, Shobana Jeyasingh Dance

Signature:

A handwritten signature in cursive script that reads "Rachel Harris".

Date: 30th July 2020

APPENDIX

Designated Safeguarding Officer at Shobana Jeyasingh Dance

Alice Odin, Learning and Participation Manager

Office Tel: 020 7697 4446

Email: education@shobanajeyasingh.co.uk

Police

In an emergency always dial 999. Police Child Abuse Investigation Team (CAIT)
0208 733 4286 – Specialist Unit who investigate crimes against children

Westminster Access Team – Tel: 020 7641 4000

(Out of hours – 020 7641 6000)

Email: AccesstoChildrensServices@westminster.gov.uk

For case consultations or follow-up enquiries please contact

Duty Child Protection Adviser in the first instance

Telephone: **020 7641 7668.**

Vanessa Silva Carreira

Child Protection Adviser

Telephone: 07971 092072

Email: vcarreira@westminster.gov.uk

John Griffin

Child Protection Adviser

Telephone: 020 7641 1615

Email: jgriffin@westminster.gov.uk

Gabby Bernard

Child Protection Adviser

Telephone: 020 7641 4003

Email: gbernard@westminster.gov.uk

For LADO consultations and referrals please contact the duty Child Protection Adviser

Telephone: 020 7641 7668

Email: LADO@westminster.gov.uk

Safeguarding and Child Protection Training, Consultation and Advice for Schools and Education

Di Donaldson

Safeguarding Lead for Schools and Education

Mobile: 07890 397 061

Email: di.donaldson@rbkc.gov.uk

Tri-borough FGM

Rochelle-Ann Naidoo

Tri-borough Senior Practitioner
Telephone: 020 7641 1610
Email: rnaidoo@westminster.gov.uk

PREVENT

Kiran Malik

Prevent Programme Manager, Westminster enquiries only
Telephone: 020 7641 5071
Email: kmalik@westminster.gov.uk

Tri-borough Multi-Agency Safeguarding Hub (MASH)

Karen Duncan

Tri-Borough MASH Business Support Officer
Telephone: 020 7641 3991
Email: kduncan1@westminster.gov.uk

Bi-Borough Admissions and Access to Education (Children Missing Education, Child Employment and Elective Home Education enquiries)

Wendy Anthony

Bi-Borough Head of Admissions and Access to Education
Telephone: 020 7745 6440
Email: wendy.anthony@rbkc.gov.uk

NSPCC Helpline 0808 800 5000 (24hrs)