

Shobana  
Jeyasingh  
Dance

Shobana Jeyasingh Dance  
**Children, Young People and Adults at Risk**  
**Safeguarding Policy**

**April 2024**

## **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 children and young people who have the right to freedom from abuse and harm, promoting a respectful environment and a space where individuals feel confident to share any concerns that they may have about their own safety or wellbeing or that of others. We recognise that the welfare of all those we work with is of paramount importance and that we have a duty to safeguard and protect children and young people in accordance with the Children Act 1989 and 2004 and the Care Act 2014 which informs this policy as well as guidance from the NSPCC.

This policy is available to all we are engaged with including 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/ carers, as well as the general public, if requested.

All staff including those who work on a freelance basis and those who volunteer including the SJD Board of Trustees have a duty to read and abide by this policy and should be able to demonstrate their roles and responsibilities regarding safeguarding. All those working at or in association with Shobana Jeyasingh Dance have a strict duty never to subject anyone to harm or abuse. Failure to adhere to this policy and associated procedures will be treated as gross misconduct.

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

The terms ‘child’, ‘children’ is the legal term for anyone who has not yet reached their 18<sup>th</sup> 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.

**Children and Young People** - Anyone under the age of 18. Children and young people will be protected under safeguarding children law, the Children Act 1989 and 2004 until their 18<sup>th</sup> birthday without exception. The term young people will be used to acknowledge the views of those adolescents who are still legally children but for whom life is more adult and more complex in nature. These young people, may find the term child/ children inappropriate or belittling so shall be referred to as young people. For the purpose of this guidance children / young people are interchangeable terms and both apply to anyone who has not yet reached their 18<sup>th</sup> birthday.

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 the same and that we will tailor our response in a manner that is appropriate for that individual applying 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 the SJD office: [admin@shobanajeyasingh.co.uk](mailto:admin@shobanajeyasingh.co.uk) or 020 7697 4444.

## 2. POLICY STATEMENT

At Shobana Jeyasingh Dance we recognise our responsibility to safeguard all children, young people and at risk adults and recognise our duties in relation to safeguarding as outlined in the Children Act 1989, Children Act 2004, the Education Act 2000 and the Care Act 2015.

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 children, young people and at-risk adults is paramount and that they must be protected from harm and abuse at all times.
- All children, young people and at risk adults have the right to protection from harm and 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 through good practice 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, working with external agencies such as the NSPCC and the police.
- Adhering to safer recruitment selection and vetting of our staff, volunteers, Board Members and Trustees. This includes regular Disclosure and Barring Service checks, a thorough process of application, and interview with safeguarding information sought from referees and a staff induction that includes safeguarding awareness training as appropriate to the role 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/ guardians 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 Victoria Race, safeguarding consultant, acting as SJD Designated Safeguarding Officer. This individual will lead all safeguarding issues; they will also be responsible for liaising with local safeguarding children and adults teams. Victoria can be contacted directly via [safeguardingdance@outlook.com](mailto:safeguardingdance@outlook.com)

Our Safeguarding Deputy is the company's General Manager. They are responsible for all safeguarding issues when the DSO is not available.

To contact the DSO and Safeguarding Deputy, please email [admin@shobanajeyasingh.co.uk](mailto:admin@shobanajeyasingh.co.uk)

#### **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 at-risk adults. Following the code will help to protect those at risk from harm and abuse, and prevent 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
- Treat participants fairly and without prejudice or discrimination
- To remember that staff are not the participants friends and to maintain professional boundaries and be aware of positions of power, favouritism is not tolerated.
- 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.
- Work within safe and appropriate staff to student ratios, either those outlined by the school or for out of school projects on a ratio of a maximum of 12 students to each adult.

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. Instagram/Facebook/X) 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 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 D/deaf, Disabled and Neurodiverse children and young people 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 Designated 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.
- You witness another person harm or abuse an individual in any way
- Someone tells you they have been harmed or abused by another.

### **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**

The Government's Working Together To Safeguard Children, 2015 details four main forms of abuse; these are defined as follows:

#### *Physical Abuse*

– Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

#### *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

Abuse of at-risk adults: 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 they needs or their basic rights.

## Domestic abuse

- Domestic abuse can be recognised through elements of physical, sexual, psychological and financial abuse and also through patterns of controlling and coercive behavior. It can occur to 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**

All staff are required to acquaint themselves with indicators of abuse. 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, young people and adults at risk. It is of equal importance to treat such signs and symptoms as a starting point not a conclusion, we should record our concerns, share this information with the DSO, remain curious and ask questions where safe and appropriate to do so.

Never ask leading or probing questions of anyone but it is always acceptable to ask someone if they are ok or ask them what happened if they are injured.

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 or at their request.

#### **If a Participant discloses information to you**

The term 'disclosure' is generally used to describe what happens when a child, young person or an at risk adult informs someone 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 freelance 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 or probing questions.
- Reassure the participant by telling them they 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**. It is good practice to inform relevant parties such as the parent / carer / school that you intend to do this, where it is safe to do so.

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 organisational 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.)
- where there are other at-risk adults involved who may need support for example the perpetrator of the harm is also an at risk adult
- where there is an associated child protection concern
- where a member of staff or freelance worker has been implicated in an allegation
- where there is a court order or other legal duty to supply information
- where there is believed to be coercion or control
- where there is an unreasonably high risk of severe injury or death

### 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, be clear to differentiate fact from professional opinion and be careful to express opinion in a professional and non judgemental manner.

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 or specific places mentioned
- 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/carer 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.

If any member of staff has concerns about another member of staff or volunteer working for or on behalf of the SJD such as

- believing they have behaved in a way that has harmed or may cause harm to a child
- Having possibly committed a criminal offence against or relating to a child
- behaved toward a child in a way that indicates they are unsuitable to work with children. (This could include both children within the work place, children within the community or their own children).

The allegation or concern should be reported to the individuals with responsibility for dealing with allegations immediately. Victoria Race or the Company General Manager.

Neither the individual who has raised the concern/ allegation nor the individual who is alleged against should be allowed to question children or be part of any further investigation.

The Designated Safeguarding Officer will report the matter to the Local Authority designated Officer (LADO). If an allegation or concern arises about a member of staff, volunteer or anyone working on behalf of SJD outside of their work with children, and this may present a risk or harm to a child/ren for which that member of staff is responsible, the general principles outlined in this policy will still apply.

## What to do in an emergency

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

### *1. Is a participant in immediate danger or do they need emergency medical attention?*

- If a participant is in immediate danger and is with you, remain with them and call the police.
- If the participant is elsewhere, contact the police and explain the situation to them.
- Please tell the police any relevant safeguarding concerns you have about the individual both regarding the incident and the context / history of the incident
- 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.
- If an ambulance is called for an individual for whom you have or have had safeguarding concerns ensure that your concern is shared with the ambulance staff so they can ensure that individuals ongoing safety.

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 them, 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 them later in the day.

The information provided to them 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 informed 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, by 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 and will have provided SJD with policies regarding safeguarding including information on their approaches to safe storage, retention and distribution of images and a clear policy on consent.



## **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 CATEGORIES OF ABUSE for safeguarding children**

### **Physical Abuse**

Physical harm 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**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development. It may involve conveying to children 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 children. These may include interactions that are beyond the child's development capability, as well as over protection 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 children frequently to feel frightened or in danger, or the exploitation or corruption of children;

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual Abuse**

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 (e.g. 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 children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children 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 children.

## **Neglect**

Neglect is 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;

It 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);

Neglect is 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;

It 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);

## **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**

### **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.

This relates to all parts of an individuals life. If a concern is raised about another, usually unrelated aspect of a persons life eg another job or in their private life this concern must still be raised.

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 false or unfounded, 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 they are in need of services or whether they 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

<b>Date of record:</b>	
<b>Date of incident:</b>	

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

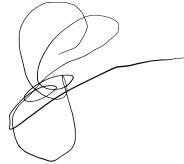
<b>Reported to:</b>		<b>Role of person reported to:</b>	
<b>Is the participant aware of this referral? (If no, explain why)</b>  <b>Do you have consent to raise this concern?</b>			
<b>Is the main carer aware of this referral? (If no, explain why)</b>			
<b>Signed:</b>			

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



Policy approved and signed by Ghislaine Granger, Executive Producer,  
Shobana Jeyasingh Dance

Signature:



Date: April 2024

Policy approved and signed by Victoria Race, Designated Safeguarding  
Officer

Signature:



Date: April 2024

Date of next policy review: April 2025

SJD Safeguarding Policy can be found on our website:  
<https://www.shobanajeyasingh.co.uk/>



## **APPENDIX**

### **Police**

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

### **Shobana Jeyasingh Dance Online safety co-ordinator**

Name: Victoria Race, safeguarding consultant, acting as SJD Designated Safeguarding Lead

SJD phone: 0207 697 4444

Email: [admin@shobanajeyasingh.co.uk](mailto:admin@shobanajeyasingh.co.uk)

### **Westminster Council (part of LSCP, Local Safeguarding Children Partnership)**

To report any abuse or discuss concerns in relation to children and young people please contact:

[acesstochildreancesservices@westminster.gov.uk](mailto:acesstochildreancesservices@westminster.gov.uk) or tel: 020 7641 4000

### **Further LSCP Contacts:**

<https://www.rbkc.gov.uk/lscp/information-professionals-and-volunteers/useful-safeguarding-contacts-professionals>

### **LSCP Contacts:**

#### **Emma Biskupski**

LSCP Business Development Manager

Telephone: 07779 348094

Email: [emma.biskupski@rbkc.gov.uk](mailto:emma.biskupski@rbkc.gov.uk)

#### **Victoria Harris**

LSCP Business Support Officer

Telephone: 07739 315388

Email: [victoria.harris@rbkc.gov.uk](mailto:victoria.harris@rbkc.gov.uk)

### **Contact the LSCP Team:**

- telephone: 07739 315388
- following us on Twitter: [@LSCPx3](https://twitter.com/LSCPx3)
- in writing to: LSCP c/o 1st Floor (Purple Zone) Kensington Town Hall, Hornton Street, London W8 7NX

Kensington and Chelsea child/young person

[socialservices@rbkc.gov.uk](mailto:socialservices@rbkc.gov.uk)

0207 361 3013

Hammersmith & Fulham: Tel: 020 8753 6610

**NSPCC Helpline : 0808 800 5000**