**Jack Stinton Dance Company**

###### **Child Protection Policy**

**Introduction**

Jack Stinton Dance Company (JSDC) fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children and expects all organisations, performers, teachers, staff, volunteers and groups that JSDC engages, employs and funds to have appropriate policies, processes and safeguards in place.

Through their day-to-day contact with children and direct work with families, staff, students, volunteers, organisations and groups have a crucial role to play in noticing indicators of possible abuse or neglect and in referring them to the Designated Person for Child Protection. This policy sets out how all over the above are required to comply with statutory responsibilities relating to safeguarding and promoting the welfare of children.

**There are four main elements to these requirements:**

**1. Prevention** through the support offered to children and the creation and maintenance of a protective ethos.

**2. Procedures** for identifying and reporting cases, or suspected cases of abuse.

**3. Supporting children** who may have been abused or witnessed violence towards others.

**4. Promoting a protective ethos.**  Policies apply to all staff, paid and unpaid, including volunteers. Concerned parents may also contact the organisation’s Designated Person for Child Protection.

**1.** **PREVENTION**

JSDC Staff, Organisations and Volunteers will recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children. They will therefore:

* Establish and maintain an ethos where children feel secure, are allowed to talk, and are actively listened to.
* Ensure children know that there are adults in the setting whom they can approach if they are worried or in difficulty.

**2. PROCEDURES**

JSDC will follow Cambridgeshire Local Safeguarding Children Board (LSCB)\* procedures, which can be accessed online: www.cambridgeshire.gov.uk/lscb (www.cambslscb.org.uk). The setting has regard for Working Together to Safeguard Children 2015 and What to Do if You Are Worried a Child is being Abused 2015 (DoE)

\*LSCBs bring together representatives of each of the main agencies and professionals responsible for helping to protect children from abuse and neglect in a given area. The LSCB is a multi- agency forum set up to agree how the different services and professional groups should cooperate to safeguard chuldren in that area and for making sure that arrangements work effectively to bring good outcomes for children.

**Designated Person for Child Protection: Jack Stinton**

JSDC will**:**

* Ensure this training is updated every three years.
* Recognise the importance of the role of the Designated Person and ensure she/he has the time and training to undertake her/his duties.
* Ensure there are contingency arrangements should the Designated Person not be available.
* Ensure that the Designated Person has access to Social Care at the Local Authority for ‘what if’ conversations. The Emergency Duty Team (out of hours) is also available
* Ensure that the Designated Person has access to the Early Years Safeguarding Advice Line
* Teachers and Volunteers will agree to follow school policies that are signed and agreed upon working in their venues.

**The roles of staff and management**

JSDC will ensure every member of staff knows:

* The name of the Designated Person and her/his role.
* How to pass on and record concerns about a child. By if possible completing the form at the end of the policy and cotacting the Designated Person as soon as possible.
* That they have an individual responsibility for referring child protection concerns to relevant agencies and within the timescales set out in LSCB procedures.
* Keep and maintain copies of all school policies as well as JSDC policies

Training will be provided for all staff from the point of their induction, and the setting will ensure that it is updated every three years at a minimum. Training made available must enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond to these in a timely and appropriate way. These may include:

* Significant changes in children’s behaviour.
* Deterioration in children’s general well-being.
* Unexplained bruising, marks or signs of abuse or neglect.
* Childrens comments which give cause for concern.
* Pattern of absences or frequent absences
* Any reasons to suspect neglect or abuse outside the setting for example in the child’s home.
* Inappropriate behaviour displayed by other members of staff or any other person working with the children.

**Liaison with other agencies**

JSDC will work to develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance and written reports at child in need, Team Around the Family (TAF) meetings and child protection conferences and core groups.

**Proceduer to follow and record keeping**

A child can disclose at anytime to you through a number of ways, for example, by speaking to you or through a piece of work. It is our resposibility to be aware of this and follow these guildlines if you have a cause for concern, you must pass this information on immediately in writing to the Designated Person:

**Do: Stay calm and be patient**

**Listen Carefully**

**Explain why you cannot keep what you are told to yourself and what you will do next**

**Reassure the child that they are doing the right thing in telling you**

**Ask the child if there is anything else they want to say or anyone else they want to speak to**

**Do Not: Interpret what you have heard**

**Ask leading questions**

**Express an opinion**

**On the form: Where you were**

**Time**

**Name of the child**

**What they have said**

**Injuries seen, where and a description**

**Was there anyoneelse present during the disclosure**

**Who you are passing this information onto?**

**Your name, job title and the date**

**Sign your statement**

Your record may be used as evidence in court. Wirtten information must be factual and not your opinion.

JSDC will keep clear, detailed written records of concern about childrens welfare using the Log of Concern Form (at the end of this Policy). They will ensure all records are kept secure and in locked location. Parents do not have an automatic right to access child welfare records and consideration will be given as to what the consequences of information sharing might be. Unless it would place the child at risk of significant harm, parents will be informed that a Log of Concern Form has been completed, where it will be stored and what will happen to it when the child leaves the setting.

When the child about whom there have been child welfare concerns (whether subject to a child protection plan or not) leaves the organisation or transfers to school, the child’s child welfare file will be transferred to the receiving school or organisation using the following protocol:

* The file will be marked 'confidential, addressee only' and sent to the Designated Person, if known, of the receiving setting or school. The file will be delivered by hand if possible; otherwise sent by delivery that can be tracked and signed for.
* The organisation will contact the receiving setting/school by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm as soon as possible that they have received the file. The setting will keep a record that the file has been received in order to be able to identify its location.
* Parents will be made aware that child welfare records will be transferred, unless this would place the child at risk of acute harm.
* The organisation will not keep a copy of transferred records but will keep a record of the current file location and date the file was transferred.
* If individual child welfare files cannot be transferred for any reason, the setting will archive them for 25 years from the child’s date of birth.

**Confidentiality and information sharing**

Staff will ensure confidentiality and that relevant and proportionate information is shared appropriately. The organisation works within the guidelines set out in Information Sharing Advice for Safeguarding Practitioners 2015 (Department for Education).

The Designated Person may disclose any information about a child to other members of staff on a ‘need to know’ basis only. All staff must be aware that they have a professional responsibility to share relevant and proportionate information with other agencies in order to safeguard children.

**Communication with parents**

The organisation will:

* Undertake appropriate discussion with parents prior to involvement of another agency, unless the circumstances may put the child at further risk of harm. If in any doubt, staff will seek advice from Social Care as required.
* Ensure that all parents/carers have an understanding of the responsibility placed on the organisation and staff for safeguarding and child protection by ensuring that they receive a copy of this policy when registering their child at the setting.
* Record on the log of concern form what discussions have taken place with parents and if a decision was made not to discuss the matter with parents, the reason why not.

**3.** **SUPPORTING CHILDREN**

JSDC recognise that children who are abused or witness abuse may find it difficult to develop a sense of self-worth and trust those around them.

JSDC recognise that some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support and intervention.

The organisation will endeavour to support the child through:

* Activities to encourage self-esteem and self-motivation.
* An ethos that actively promotes a positive, supportive and secure environment that values people.
* A behaviour policy aimed at supporting all children. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the child’s sense of self worth. The organisation will ensure that the child knows that some behaviour is unacceptable but she/he is valued and not to be blamed for any abuse which has occurred.
* Liaison with other agencies which support the child and family such as Social Care and Locality Teams.
* A commitment to develop partnerships with parents.
* Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
* Monitoring childrens welfare, keeping records and seeking advice or making a referral to other agencies, e.g. Social Care, when necessary.

**Children with Disabilities**

JSDC recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. Staff who deal with children with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to signs of abuse.

**Prevention of Radicalisation**

The Government Prevent Strategy, has raised awareness of the specific need to

safeguard children, young people and families from violent extremism. The Counter-

terrorism and Security Act, 2015 places a duty on professionals have due regard to the

need to prevent people from being drawn into terrorism.

If a member of staff has concerns that a child, parent or staff member may be at risk of radicalisation or involvement in terrorism, they will speak with the Child Protection Designated Person.

Members of staff will be offered prevent training at appropriate times and when funding allows

**Child Sexual Exploitation (CSE)**

Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities.

Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming.

If CSE is suspected, the setting will complete a Log of Concern form and make a referral to Social Care.

**Female Genital Mutilation (FGM)**

Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is carried out on children between the ages of 0–15, depending on the community in which they live. FGM is extremely harmful and has short and long term effects on physical and psychological health.

FGM is internationally recognized as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

The organisation will take these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the child protection procedures outlined in this policy.

**Preventing unsuitable people from working with children**

JSDC has a duty of care to ensure that people looking after children are suitable to fulfill the requirements for their role. The organisation will follow safer recruitment practices including verifying qualifications and ensuring appropriate DBS and reference checks are undertaken. The organisation will not allow people whose suitability has not been checked, to have unsupervised contact with children.

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). Failure to do so will result in immediate termination of their contract without a notice period and then follow the steps outlined in point 6.

**Disqualification By Association (DBA)** - JSDC has a responsibility to ensure staff are suitable to work with children and not disqualified. All staff will need to declare if they live in the same household as someone who is disqualified. Staff that may be disqualified may apply to Ofsted for a “waiver” of disqualification but cannot work in the setting until a waiver is confirmed.

JSDC will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the setting and that notification of any concerns is made to the relevant agencies, the Disclosure and Barring Service (DBS) and included in references where applicable.

**5. WHISTLEBLOWING**

* Preventing a problem getting worse.
* Safeguarding children and young people.
* Reducing the potential risks to others.

The earlier a concern is raised, the easier and sooner it is possible for the organisation to take action.

The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.

**6. ALLEGATIONS OF ABUSE AGAINST ADULTS WHO WORK OR VOLUNTEER IN THE SETTING**

If an allegation is made against a staff member or volunteer, the following action will be taken (as per the ‘Allegations of Abuse against Adults who Work or Volunteer in a Childcare Setting’ flowchart and guidance):

* JSDC will ensure the immediate safety of the children.
* JSDC will **not** start to investigate and will immediately contact the Early Years Safeguarding Manager (if the Early Years Safeguarding Manager is not contactable, the Local Authority Designated Officer (LADO) should be contacted direct).
* The Early Years Safeguarding Manager will discuss the case with the LADO, who will decide if it could be a child protection case.
* If the LADO decides the matter is a child protection case, external/internal agencies (e.g. police) will be informed by the LADO and the setting will act upon the advice given to ensure that any investigation is not jeopardised.
* The organisation will notify Ofsted of an allegation of abuse.
* It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
* If it is agreed that the matter is not a child protection case, the setting will investigate the matter and feed back the outcome of the investigation to the Early Years Safeguarding Manager and Ofsted.

**7.** **MANAGEMENT CHILD PROTECTION RESPONSIBILITIES**

The committee/owner of organisations and groups will fully recognises their responsibilities with regard to child protection and safeguarding and promoting the welfare of children. They will:

* Designate a committee member (where applicable) for child protection who will monitor the setting’s child protection policy and practice and champion good practice in relation to child protection and safeguarding.
* Ensure that their policy is annually reviewed in conjunction with the organisation’s Designated Person/s.

**8. SCHOOL POLICIES**

* Teachers working within schools will agree to all Child Protection policies in the setting they are working in.
* Teachers will take time to make themselves aware of the proceduer to record concerns.
* Schools will offer JSDC support in any additional training the school wants in place, as well as helping JSDC tutors get a DBS should a current tutor not have one.

**9. CHAPERONES**

All staff at performance events will be required to attend a Chaperone training course. This course outlines basic protection for children that are attending performances, the amount of hours children are allowed to perform/rehearse for, over a given day/time period and to maintain the childs education.

Staff and Volunteers will all be made aware of who the designated head chaperone is for each performance and will follow their lead.

Each chaperone is responsible for a maximum of 12 children. The chaperone will have knowledge of any medical conditions before starting to take responsibility for the child.

**10. SIGNATURES**

JSDC designated person

Date

Member of Staff/Volenteer

Date

APPROVED BY JACK STINTON DANCE COMPANY: DECEMBER 2019

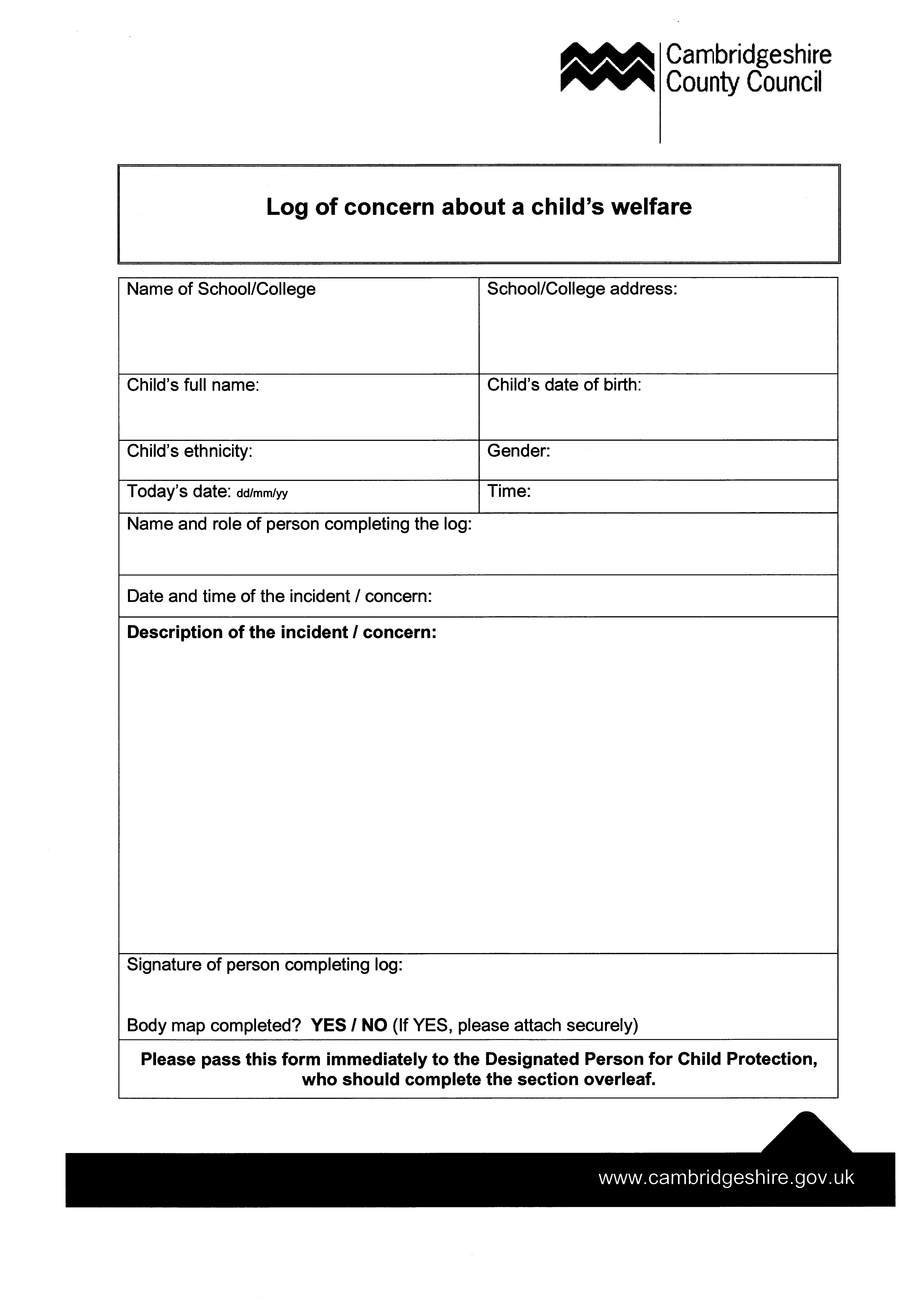
TO BE REVIEWED DECEMBER 2020

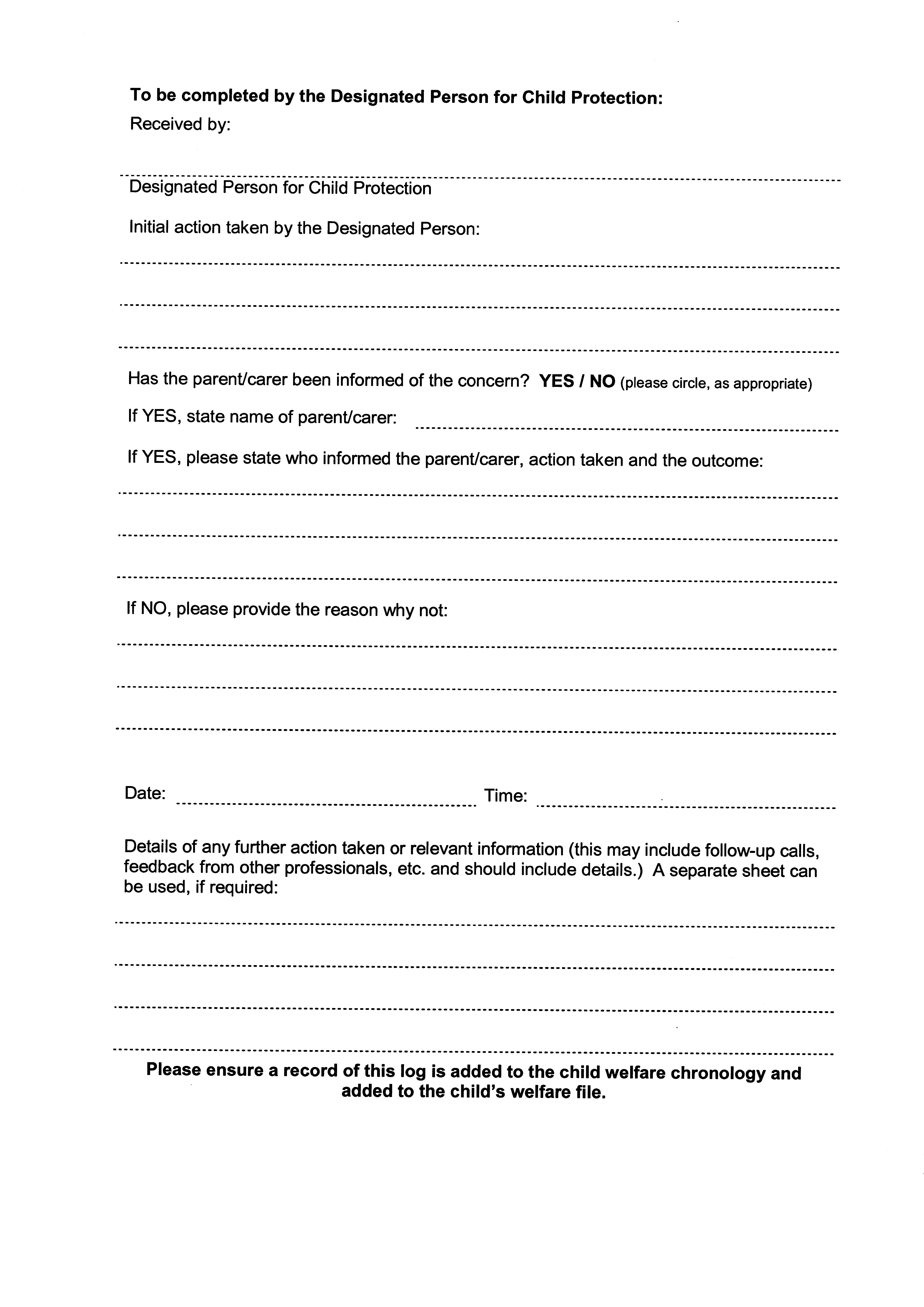
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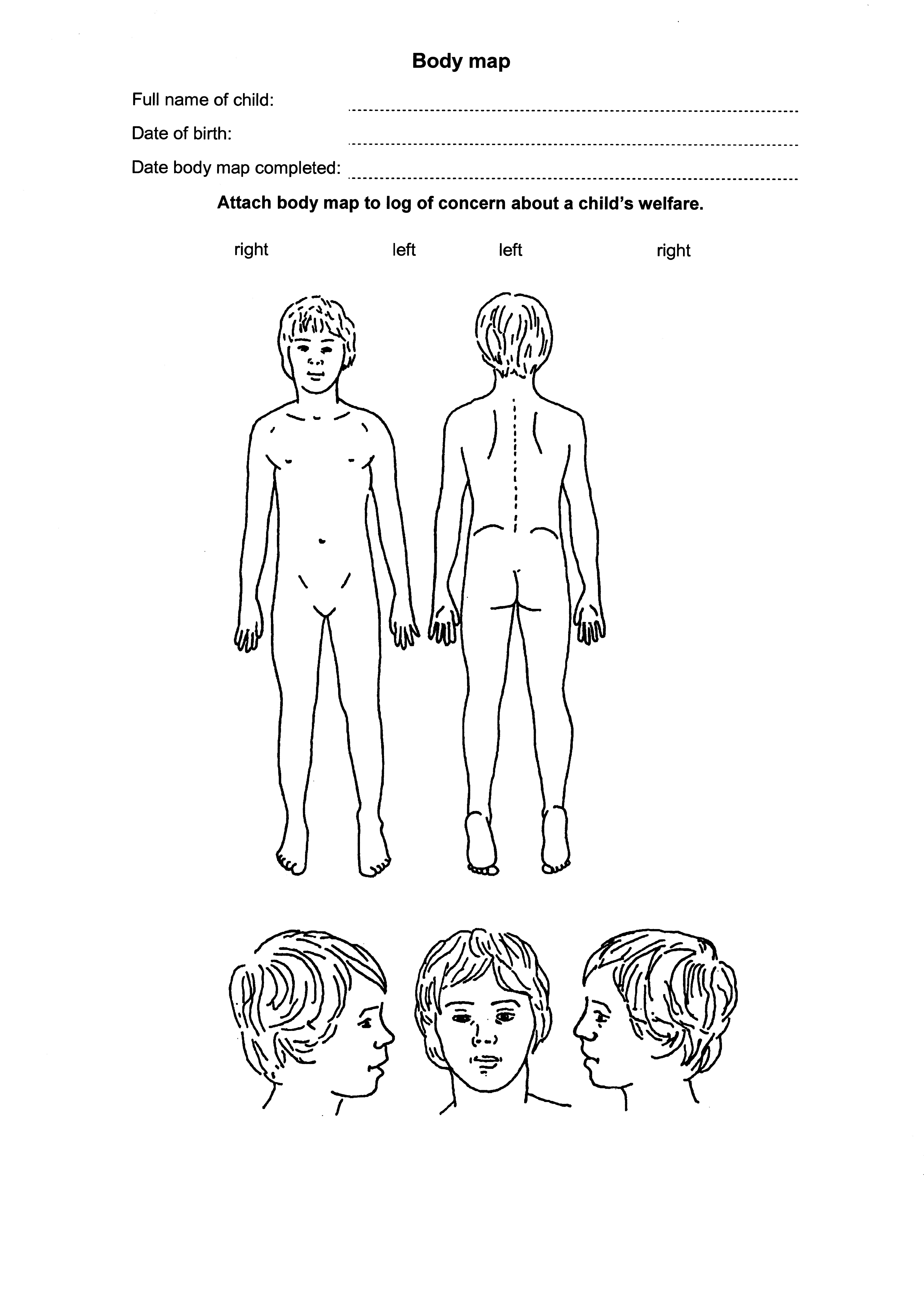
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| Early Years Safeguarding Advice Line | 01223 729040 |

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| Cambridgeshire Direct Contact Centre (Social Care) | 0345 045 5203 |
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| Early Years Safeguarding Manager (Gemma Hope) | 01223 714760 or 07876 038762 |
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| Local Authority Designated Officer (LADO) | 01223 727967 |
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| Ofsted | **0300 123 1231** |
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| Police – non-emergency and Multi Agency Safeguarding Hub (MASH) | 101 |

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| Wendy Lancaster – Chaperone and Child Performance advice | 01354 750166 |

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