



## **Child Protection and Safeguarding Policy**

KD Dance Academy believes that:

- The welfare of children is vital
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid/voluntary) working in dance have a responsibility to report concerns to the principal or other identified staff

The dance school has a duty of care to safeguard all children involved in dance from harm. All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

### **Policy Aims**

The aim of the KD Dance Academy Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of the studio
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues

### **Promoting Good Practice**

KD Dance Academy will encourage the following:

- Always working in an open environment (e.g. avoid private or unobserved situations and encouraging an open environment i.e. no secrets)
- Treating all young people/disabled adults equally, and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals
- Maintaining a safe and appropriate distance with dancers.
- Building balanced relationships based on mutual trust which empowers children to share in the decision making process
- Making dance fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly. 'Hands-on Teaching' is an important and necessary part of dance training and will be done openly and with the consent of the student.

- Keeping up to date with the technical skills, qualifications and insurance in dance.
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developments/ needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

**The following are guidelines for use by staff should a child disclose concerns of a child protection nature.**

Do:	Do not:
<ul style="list-style-type: none"> <li>❖ Listen to what the child says</li> <li>❖ Assure the child they are not at fault</li> <li>❖ Explain to the child that you cannot keep it a secret</li> <li>❖ Document exactly what the child says using his/her exact words</li> <li>❖ Remember not to promise the child confidentiality</li> <li>❖ Stay calm</li> <li>❖ Listen</li> <li>❖ Accept</li> <li>❖ Reassure</li> <li>❖ Explain what you are going to do</li> <li>❖ Record accurately</li> <li>❖ Seek support for yourself</li> </ul>	<ul style="list-style-type: none"> <li>❖ Ask leading questions.</li> <li>❖ Put words into the child's mouth.</li> <li>❖ Ignore the child's behaviour.</li> <li>❖ Remove any clothing.</li> <li>❖ Panic</li> <li>❖ Promise to keep secrets</li> <li>❖ Ask leading questions</li> <li>❖ Make the child repeat the story unnecessarily</li> <li>❖ Delay</li> <li>❖ Start to investigate</li> <li>❖ <b>Do Nothing</b></li> </ul>

### **Guidelines for use of photographs**

As part of registration parents will sign a consent which allows KD Dance Academy to take videos/ photographs of students for promotional purposes on the school's website and Facebook page.

Students/parents/carers are not allowed to record or take photos during classes or performances.

### **Recruitment and selecting staff and volunteers**

KD Dance Academy recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. When undertaking pre selection checks the following should be included:

- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau (DBS CHECK)
- Evidence of identity (passport or driving licence with photo)

### **Staff Training**

KD Dance Academy is committed to in-service training for its entire staff. All staff will receive basic child protection awareness training.

When new staff or volunteers start at the school they are briefed on the school's Child Protection Policy and Code of Conduct and given copies of these policies.

### **Mission Statement**

Our mission at KD Dance Academy is to create a fun, safe and engaging environment where dancers can learn, progress and acquire values which will benefit them throughout the rest of their lives.

Miss Kathryn