



## Southborough School of Dance Safeguarding Policy

Southborough School of Dance (SSD) is committed to building a 'culture of safety' in which the children in its care are protected from abuse and harm regardless of age, disability, gender, race, sexual orientation or identity, or religious belief.

Southborough School of Dance will respond promptly and appropriately to all incidents or concerns of abuse that may occur. Southborough School of Dance child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

Southborough School of Dance designated Child Protection Officer (CPO) is Tamara Moubayed . The CPO coordinates child protection issues and liaises with external agencies (eg Social Care, the LSCB).

### Forms of child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or indirectly i.e by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

### Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- inappropriate behaviour displayed by other members of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.



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### **If abuse is suspected or disclosed**

When a child makes a disclosure to a member of staff/chaperon, that member of staff/chaperon will:

- Reassure the child that they were not to blame and were right to speak out
- Listen to the child but not question them
- Give reassurance that the staff member/chaperon will take the disclosure seriously.
- Record the incident as soon as possible (see Logging an incident below).

If a member of staff/chaperon witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, they will be encouraged them to contact Social Care directly. If they will not do so, it will explained ,that Southborough School of Dance is obliged to, and the incident will be logged accordingly.

### **Logging an incident**

All information about the suspected abuse or disclosure will be recorded on the **Logging a concern form** as soon as possible after the event. The record should include:

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, the child's own words will be used.
- Name, signature and job title of the person making the record.

The record will be given to Southborough School of Dance CPO who will decide whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up in writing within 48 hours.

If any member of staff/chaperon thinks that the incident has not been adequately dealt with, they may contact Social Care themselves.

### **Allegations against staff/chaperon**

If anyone makes an allegation of child abuse against a member of staff/chaperon:

- The allegation will be recorded on an **Incident record form**. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO). The LADO will advise if other agencies (eg police) should be informed, and SSD will act upon their advice. Any reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.

### **Promoting awareness among staff/chaperon**

Southborough School of Dance promotes awareness of child abuse issues through its staff training. The Club ensures that:



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- Its designated CPO has relevant experience and receives appropriate training
- Safe recruitment practices are followed for all new staff/licensed chaperon's.
- All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse
- Staff are familiar with the Safeguarding File which is kept [
- Staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused'
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2012)'.

### **Use of mobile phones and cameras**

Photographs will only be taken of children with their parents' permission according with SSD's consent policy.

### **Contact numbers**

Social Care: 01622 765365

Out of hours contact: ?

LADO (Local Authority Designated Officer): 03000 41 08 88

LSCB (Local Safeguarding Children Board): 03000 411111.

Ofsted: 0300 123 1231

Police: 01622 690690

NSPCC: 0808 800 500

This policy was adopted by: Southborough School of Dance      Date:

To be reviewed: [Insert date] Signed: [by Manager/Proprietor]

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2012): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13].