Safeguarding Policy - Children **LBYBSC**

Working in a dance school will inevitably bring you into close contact with children. How regularly this happens and what nature this contact will be depends on the nature of your role in the dance school, but it is important that all staff in the dance school are aware of their legal obligations in the area of child protection. This is for the benefit of both children and adults; most of what follows is common sense but it is important that you follow these guidelines.

* If a child tells you information regarding a situation where they are at risk of being harmed (usually through some type of abuse) you have a legal obligation to report this information onto the Designated Safeguarding Officer(s). It might, for example, involve a severe case of bullying, a parent or other adult hitting them or perhaps an abusive sexual relationship.
* If such a conversation seems to be developing, it may be necessary to gain more information. If appropriate, you must make it clear that such a serious matter must be reported to another member of staff who will pass on this information. If they decide not to tell you any more, then report your concerns to your Designated Safeguarding Officers(s).
* If they do divulge further information you might offer to accompany the learner to speak to the designated safeguarding officer or provide the information in the form a report of the incident/s from the subject.

1. Do not ask leading questions e.g. 'what did they do next?'
2. Be prepared to listen.
3. Be prepared to believe (don't make statements that suggest you don't believe what you are hearing).
4. Do not make any judgments.
5. As soon as reasonably possible inform your Designated Safeguarding Officer(s).
6. Together with your Designated Safeguarding Officers(s), you will need to provide brief notes of the conversation - the sooner you do this the better, particularly if there is a delay in passing this information on to another adult.

* If you have reason to believe that a child is at risk because of other factors (but not arising from a conversation with that child) you should pass on this concern to your Designated Safeguarding Officers(s).
* If you feel that anything has been done or said by you or the learner(s) that might later be misinterpreted, please report the incident or conversation to your Designated Safeguarding Officers(s).
* If complaints arise of allegations of abuse against a staff member, these must immediately be raised with a DSO, who will look into the investigation and **consider the necessary action. This may then be reported** **to the LADO (Local Authority Designated Officer), in order for further investigations to take place.** On receipt of a formal complaint, action will be taken to separate the member of staff from the learner to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the member of staff to another work area or suspension with contractual pay until the matter has been resolved.
* If you have any questions on what this policy contains, please ask your Designated Safeguarding Officers(s) for further information or advice. Remember this policy is to safeguard Children and Staff. Failure to report an incident may result in disciplinary action being taken. Whilst every effort will be made to preserve confidentiality this cannot be guaranteed at this stage.
* Designated Safeguarding Officer: Vanessa Hooper. Contact details : [vanessajjhooper@aol.com](mailto:vanessajjhooper@aol.com) 07889404336