

Child Protection Policy Flex Dance Inc LTD

Flex Dance Inc is fully committed to safeguarding and promoting the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. Flex Dance Inc acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

In implementing this child protection policy *Flex Dance Inc* will:

- Ensure that all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's *Child Protection Procedures* and work at all times towards maintaining high standards of practice;
- Ensure that all workers are aware of LSCB interagency safeguarding procedures and are confident in how to work within these guidelines.
- Ensure that all workers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection;
- Ensure that the named person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children and Young People's Social Care);
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- Provide opportunities for all workers to develop their skills and knowledge, particularly in relation to the welfare and protection of children and young people;
- Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's *Complaints Procedure*;
- Ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures;
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

CHILD PROTECTION POLICY STATEMENT

Flex Dance Inc Limited

1. Flex Dance Inc believes that children must be protected from harm at all times.
2. We believe every child should be valued, safe and happy. We want to make sure treat children we have contact with know this and are empowered to tell us if they are suffering harm.
3. We want children who use or have contact with Flex Dance Inc to enjoy what we have to offer in safety.
4. We want children and parents who use or attend Flex Dance Inc to be supported to care for their children in a way that promotes their child's health and well- being and keeps them safe.
5. Flex Dance Inc will achieve this by an effective child protection procedure and following National guidance (*What To Do If You're Worried A Child Is Being Abused*) and local procedures (Calderdale Safeguarding Children Board).
6. If we discover or suspect a child is suffering harm we will notify Calderdale Care Services or the Police in order that they can be protected if necessary.
7. This child protection policy and our child protection procedure apply to all staff, volunteers and users of Flex Dance Inc and anyone carrying out any work for us or using our premises.
8. We will review our child protection policy and procedures annually to make sure they are still relevant and effective.
9. Flex Dance Inc are committed to policies and action to ensure that those who are employed in paid or voluntary capacity and the people it serves, are not discriminated on the basis of disability, race, age, religion or belief, sexual orientation or gender.
10. Flex Dance In can confirm that all of our practitioners hold a clear fully enhanced crb check and that they do not compromise the safety of children and young people
11. Flex Dance Inc promotes safer recruitment and can ensure that every member that works within the team has been a part of a safer recruitment procedure. All positions have a clear job description and all posts state that we have a commitment to the safe guarding and

protecting of children and young people. Every candidates i.d and qualifications are checked in advance of working for our company.

Signed: Samantha Catanach
Position: Director
Date: 15/02/2020

Guidelines and procedures for Flex Dance Inc

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by Flex Dance Inc. The procedures recognise that child protection can be an emotive subject and understand that some workers may find it a challenging area. However, it is important that staff respond appropriately to a child protection incident and is aware of their responsibilities. Flex Dance Inc is committed to the belief that protecting children and young people is everybody's responsibility and that these guidelines will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person. Flex Dance Inc offer a range of dance classes and educational workshops to young people and are committed to ensuring the welfare and protection of young people within all of the activities that Flex Dance Inc undertakes. We will always also ensure that equal opportunities, equality and diversity are always a main focus point of Flex Dance Inc's ethos and mission.

The purpose of these procedures is to ensure that all concerns about the care and protection of children and young people are effectively managed. Flex Dance Inc will ensure that all staff members whether paid or unpaid, undertake training to gain a basic awareness of the signs and symptoms of child abuse and of the LSCB's interagency safeguarding procedures.

Definitions of Abuse:

Physical abuse: 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/carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional

development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection 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, 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: Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts (e.g. rape, buggery or oral sex)

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. Neglect 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)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

Flex Dance Inc Named Person for Child Protection

Flex Dance Inc appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers to consult with. The named persons for Child Protection within Flex Dance Inc are:

Named Person for Child Protection: Samantha Catanach

Work telephone number: 07921222710

Mobile number: 07921222710

Emergency contact no: 07500618613

Deputy Name of contact person: Stephanie Keeting

Work telephone number: 07500618613

Mobile number: 07500618613

Emergency contact no: 07921222710

The role and responsibilities of the named person(s) are:

- > To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person maybe subject to abuse or neglect.
- > Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- > The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Stages to follow if you are worried about a child when working for Flex Dance Inc Limited.

Flex Dance Inc recognises that it has a duty to act on reports or suspicions of abuse and believes that the safety of the child should override any doubts, hesitations, or other considerations (such as the potential to have a negative impact on professional relationships with a family). When worrying changes are observed in a child's or young person's behaviour, physical condition or appearance, staff will:

Stage 1:

- ❖ Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you do not appear to be yourself today, is everything okay? But never use leading questions.
- ❖ Listen carefully to what the young person has to say and take it seriously.

- ❖ Never investigate or take sole responsibility for a situation where a child/young person talks about matters that may be indicative of abuse.

- ❖ Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm.

- ❖ Notify the organisation's Named Person for Child Protection

- ❖ Record what was said as soon as possible after any disclosure; The person who receives the allegation or has the concern should complete a pro-forma and ensure it is signed and dated. Respect confidentiality and file documents securely.

Stage 2:

- ❖ The Named person(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person will contact the police and/or Leeds Children and Young People's Social Care. If a referral is made direct to the Leeds Children and Young People's Social Care this must be followed up in writing within 24 hrs.

- ❖ NB Parents / carers will need to be informed about any referral to Children & Young people's Social care unless to do so would place the child at an increased risk of harm.

- ❖ The named person can also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC National Child Protection Helpline on 0808 800 5000.

Flex Dance Inc Procedure for managing allegations made against a member of staff or volunteer of the company.

Flex Dance Inc will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

- ❖ The worker must ensure that that the child is safe and away from the person against whom the allegation is made.

- ❖ The named person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person.

- ❖ The named person should contact the local authority designated officer (LADO - who is based within Children and Young People's Social Care, Child Protection Unit 0113 2478653) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.

- ❖ The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from the police and/or Children and Young People's Social Care.

Regardless of whether a police and/or Children and Young People's Social Care investigation follows, Flex Dance Inc will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

Management and supervision of Flex Dance Inc colleagues and volunteers.

Flex Dance Inc is committed to the appropriate management and supervision of staff and / or volunteers working with children and or young people to ensure that appropriate lines of accountability are in place with respect to work with children and young people.

- ❖ Colleagues will receive regular supervision meetings in line with the organisation's supervision policy. These will be recorded and the notes agreed by both parties.

- ❖ When a member of staff is involved in a child protection incident this will be reviewed within supervision i.e. recordings, assessments, monitoring arrangements etc and decisions relating to the level of involvement will be taken by the appropriate officer/ member within the organisation

- ❖ Supervisors will ensure that information about children is appropriately shared with other organisations and that they will be informed if work ceases with a child when other organizations are involved.

Recording and managing confidential information

Flex Dance Inc will ensure that any colleague or volunteer that has concerns about the welfare of a child will complete a safeguarding and protecting children form detailing their concerns and any discussions that they need to document that have taken place with any young person. This form will then be given to the designated named person within the company at that time. Flex Dance Inc will make sure that every colleague has a copy of this form in their

induction pack when starting any work with our company. The colleague should record any concerns or allegations of abuse harm or neglect in detail.

Flex Dance Inc Data Protection Policy

Flex Dance Inc needs to process personal data and private information, in order to deliver many of its services. Flex Dance Inc is aware of and takes seriously its obligations under Data Protection Legislation.

In order to comply with its obligations, the organisation will:

- ❖ Use personal data and private information in the most efficient and effective way possible to deliver services.
- ❖ Adopt the least intrusive approach. Where services can be delivered or improved without affecting personal privacy, they will be.
- ❖ Only use personal data or private information for such purposes as are described at the point of collection, or for purposes, which are legally, permitted.
- ❖ Ensure that where there is data and information sharing without the consent of the individual, this is done lawfully, and there is openness and accountability in the process of striking a fair balance between individual rights and the wider public interest.
- ❖ Only share data or information with others as described above, if it Flex Dance Inc is required to do so by law, or to comply with a Court Order.
- ❖ Strive to collect and process only the data or information, which is needed.

- ❖ Strive to ensure data and information is accurate.

- ❖ Have procedures for inaccurate or misleading data or information to be checked and corrected as soon as this is brought to the director's attention.

- ❖ Strive not to keep data and information for longer than is necessary.

- ❖ Securely destroy data and information, which is no longer needed.

- ❖ Process data and information in accordance with individuals' rights under the data protection and human rights rules

- ❖ Have appropriate technical and organisational measures against unauthorised or unlawful processing, and against accidental loss or destruction of, or damage to data and information.

- ❖ Provide general information to the public on their rights under data protection and human rights legislation.

- ❖ Provide guidance and training for staff at an appropriate level.

- ❖ Ensure that where appropriate, breaches of this policy are dealt with under the Flex Dance Inc Disciplinary Rules and Procedures.

- ❖ Ensure there is a designated member of staff and/or volunteer with responsibility for implementing the data protection and human rights rules.

Flex Dance Inc will review this policy on an annual basis and any changes or amendments that are made will be disseminated to all colleagues and partner organisations immediately.

Flex Dance Inc Directors January 2020

Signed: S Catanach

Signed: S Keeting