





Updated 2020 by Leanne Kirkham and Annemarie Donoghue  
This document should be used by anyone that is not engaged  
in paid or unpaid work with Northern Ballet.

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## Introduction

Northern Ballet is committed to creating and maintaining the safest and most supportive environment possible for all children that engage with our work. We believe the welfare and happiness of our participants is paramount, regardless of age, culture, disability, gender, ethnicity, religious beliefs and/or sexual identity and we aim to provide safe training, participatory and creative opportunities for everyone we work with.

The Northern Ballet Safeguarding Committee includes a member of The Board of Directors, a Company Director, Designated Safeguarding Leads and Officers and Safeguarding Champions. The committee works together to ensure;

- all safeguarding procedures are regularly reviewed
- staff receive up to date training
- safety checks are completed
- staff adhere to the Northern Ballet's Safeguarding Code of Conduct.

For the purpose of this document 'staff' refers to all employees whether on permanent, temporary or freelance contracts. The term 'staff' also refers to apprentices, volunteers and anyone in paid or unpaid work on behalf of Northern Ballet.

Northern Ballet uses the word 'child' to refer to anyone who has not yet reached their 18th birthday

(Working Together to Safeguard Children 2018).

Northern Ballet uses the word 'guardian' to refer to the adult who is legally responsible for a child.

Northern Ballet works with children in a variety of ways:

- Through the various programmes of training and vocational classes led by the Academy of Northern Ballet.
- Through the programmes and projects delivered by the Learning Department both at Northern Ballet and in educational and community settings.
- Through work placements across the organisation.
- Through audiences at Northern Ballet's studio theatre and at the venues where the Company perform.
- Through the child performers who perform in Company productions.
- Through various digital activities such as viewing performances online.

This Safeguarding Policy outlines our Safeguarding Procedures, how to report allegations, and how to respond to and document disclosures. It refers to, and should be read alongside, all appendices listed on the contents page which serve to protect children and staff and avoid potential safeguarding concerns.

Failure to adhere to this policy by any member of staff will result in disciplinary action.

## Policy Objectives

**We have safeguarding objectives to ensure children and their guardians feel confident when in the care of Northern Ballet. Our objectives are:**

- safe organisational ethos
- safe environment
- safe processes for working with children
- safe staff
- safe collection and use of information, and ways of communicating.

## Policy Principles

**In support of these objectives, we are committed to the following principles.**

**To achieve a safe organisational ethos, we will:**

- Expect all staff to work within the Staff Code of Conduct and address any staffing concerns that occur.
- Provide effective management for all staff through supervision, support and training in safeguarding where appropriate.
- Ensure staff are supported with their use of the Whistleblowing Policy.
- Treat everyone fairly in being able to access Northern Ballet activities and services which meet their needs, regardless of gender, age, ethnicity, disability, sexuality or beliefs.
- Share information about safeguarding and good practice with children, guardians and staff which includes the names of the Designated Safeguarding Leads (DSL) and Officers (DSO) who can be contacted regarding any issues.
- Have a safeguarding committee who meet 3 times per year.
- Review our policy and practices annually or when legislation changes.

**To achieve a safe environment, we will:**

- Ensure the welfare and safety of children is paramount in all our activities.
- Listen to children and take account of what they tell us in making decisions about them.
- Take all reasonable steps to protect children from harm, discrimination and degrading treatment.
- Practice with respect for children's rights, wishes and feelings.
- Regularly assess and review safety risks which arise from premises, activities, equipment and travel arrangements.
- Expect organisations and individuals who wish to hire Northern Ballet spaces to comply with Northern Ballet's Safeguarding Policy.



**To achieve safe processes, we will:**

- Take all suspicions and allegations of abuse, from inside or outside the organisation seriously, and respond to them promptly and appropriately.
- Be clear about everyone's roles and responsibilities.
- Implement safeguarding procedures that are compliant with the expectations of the Leeds Safeguarding Children Partnership arrangements.
- Follow government guidance as set out in the document 'Working Together to Safeguard Children 2018' and amending company procedures where appropriate.
- Have in place clear arrangements for how we would respond to concerns about the implementation of safeguarding in practice within the organisation.

**To achieve safe staff, we will:**

- Recruit staff with regard to their suitability for work with children, including use of Enhanced Disclosure and Barring Service checks, should their role require.
- Provide staff with guidance and training in their safeguarding role, and ensure they have access to our policies and procedures.
- Make sure everyone has access to advice on safeguarding in the course of their work.
- Be clear with everyone what their individual role and responsibility is in safeguarding.
- Support staff to carry out their role with appropriate supervision.

**To achieve safe information, we will:**

- Be clear with children, staff and guardians how the things they tell us will be used.
- Communicate promptly and clearly within Northern Ballet and with external agencies, following the requirements of information and sharing protocols with the Leeds Safeguarding Children Partnership.
- Keep good records of our work with children and of our management of staff's work.
- Hold children's information in alignment with GDPR guidelines.

## Policy Monitoring

**Designated Safeguarding Leads are responsible for the writing, monitoring and evaluation of Northern Ballet's safeguarding policies and procedures by:**

- Keeping records of cases brought and their outcomes.
- Regularly monitoring the implementation of safeguarding policies and procedures.
- Learning from practical case experience to inform policy review and changes to safeguarding procedures.
- Accepting comments from participants, guardians and staff around the use of safeguarding policies and procedures.
- Consulting participants, guardians, staff and organisations to improve the policy and procedures.
- Updating policies and procedures annually or when legislation changes.



## Our Safeguarding Team

All staff who work directly with children at Northern Ballet are trained to respond to safeguarding issues. We also have a dedicated team: The Safeguarding Committee, which includes a member from the Board of Directors, the Designated Safeguarding Leads and Officers and the below named Safeguarding Champions.

Designated Safeguarding Leads and Officers receive specialist training through the NSPCC to ensure they are equipped and confident in their role to safeguard children—this includes ongoing training for staff. An up to date list of members of the Safeguarding Committee can be requested from Northern Ballet reception.

## The Safeguarding Committee

### **The Board of Directors:**

Elizabeth Jackson

### **Director Level Member & Designated Safeguarding Lead:**

Leanne Kirkham - Director of Learning

### **Designated Safeguarding Lead:**

Annemarie Donoghue - Academy Graduate & Associate Manager

### **Designated Safeguarding Officers:**

Emma Rodriguez-Saona - Open Programme Manager and Student Support Coordinator

Laura Walsh - CAT Manager

Nicola Phillips - Learning Project Manager

Shaun Daniels - Facilities Manager

### **Safeguarding Champions:**

Will Dawson - Head Receptionist

Fiona Heseltine - Head Receptionist

Emily Deller - Company Manager (for any concerns whilst on tour)

Martin Smith - Studio Technical Manager

All members of the Learning team

All members of the Academy team

All members of the Academy Student Support team

# What is Abuse?

All forms of abuse involve the elements of a power imbalance, exploitation and the absence of true consent, whether they concern acts of commission or acts of omission.

Abuse is the wrongful application of power by someone in a dominant position.

Recognising abuse is not easy, however Northern Ballet does not consider it the staffs' responsibility to decide whether or not abuse has taken place. If staff have any anxieties or concerns with regards to a possible case of abuse, it is essential that they report this using Northern Ballet's Procedures (see Appendix a), and then let the appropriate bodies investigate. This applies regardless of whether the concern relates to the behaviour of another staff member, or the possibility that the abuse might be taking place at home or elsewhere. There has been growing awareness that abuse can take many forms.

**There are 4 main forms of abuse:**

## Physical

Including hitting, shaking, throwing, scalding, drowning, suffocating and burning or otherwise harming a child. Failure to act to protect a child is also considered to be physical abuse.

**In our work, this could involve:**

- inappropriate touching
- over training or dangerous training
- failure to assess physical limits or pre-existing injuries or medical conditions
- failure to notice an injury done during class and administer appropriate first aid care
- administering, condoning or failure to intervene in drug use.

## Emotional

The persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. This can include making a child feel worthless, unloved or inadequate, often causing a child to feel frightened or in danger.

**In our work, this could involve:**

- exposing children to humiliating, taunting or aggressive behaviour or tone
- demeaning children's efforts by continuous negative feedback
- failure to intervene where a child's self-confidence and worth are challenged or undermined.

## Sexual

Involves forcing or enticing a child to take part in sexual activities whether or not the child is aware of what is happening. The activities may involve physical contact and non-contact activities such as involving children in looking at pornographic material or watching sexual activities or encouraging children to behave in inappropriate ways.

**In our work, this could involve:**

- inappropriate touching
- provocative choreography
- creating opportunities to access children's bodies.

## Neglect

Is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a guardian failing to provide adequate food, shelter and clothing, failure to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical treatment.

**In our work, this could involve:**

- exposing children to unnecessary cold or heat
- exposing children to unhygienic conditions, lack of food, water or medical care
- non-intervention in bullying or taunting
- consistently and continually failing to acknowledge, address and teach a child in and outside the classroom.

# Reporting a Concern

Abuse may become apparent in a number of ways:

- through observation
- a disclosure
- a third party may have reported an incident, or may have a strong suspicion
- you may have a suspicion

If you have a concern regarding a child or someone reports a concern to you regarding a child, you should either:

- Complete an online Cause for Concern Form – Appendix a
- Phone 0113 220 8000 and ask to speak to a DSL or DSO
- Speak directly with a DSL or DSO
- If the concern relates to the DSL on duty, report to the Chief Executive
- If you believe a child is in immediate danger and at risk of harm, call the police on 999, and then report to a DSL or DSO

Information will then be passed to a DSL who will safely store the information and decide the next steps. You can ask for an update on your concern but may not know the final outcomes.



# Responding to a Disclosure

If a child discloses information to you:

1. listen and re-assure
2. record
3. involve the DSL or DSO.

## 1. Listen and Reassure

### **DO:**

**Stay calm** – do not rush into inappropriate action.

**Reassure the child** – that they are not to blame and confirm that you know how difficult it must be to confide.

**Listen** – to what the child says and show that you take them seriously.

**Keep questions to a minimum** – use open ended questions, i.e. those where more than a yes/no response is required. If necessary, repeat their statement back to them in question form to instigate more conversation. The law is very strict and child abuse cases have been dismissed if it appears that the child has been led or words and ideas have been suggested.

**Ensure that you clearly understand what the child has said** so that you can record the conversation accurately.

**Ensure the child understands what will happen next** and they are emotionally and physically able to return to the studio/class.

**Maintain confidentiality**

### **DO NOT:**

**Panic**

**Make promises you can't keep** by explaining that you are not able to keep secrets and may have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality.

**Make the child repeat the story unnecessarily**

**Delay**

## 2. Record

Complete a Cause for Concern incident report form without delay with as much accurate detail as possible.

## 3. Involve the Appropriate People

Disclosures must be reported to a DSL or DSO immediately so a decision can be made as to the most appropriate course of action. On tour, all disclosures must be reported to the Company Manager who will work with the venue's DSL in response to the disclosure.

The DSL will assess the disclosure and if they suspect that a child is being or is at risk of being significantly harmed, they must report this immediately to the Leeds Safeguarding Children's Partnership.



# The Management of Allegations Against Staff

Keeping Children Safe in Education defines an allegation as follows:

**“... all cases in which it is alleged that a teacher or member of staff (including volunteers) in a school or college that provides education for children under 18 years of age has:**

- **behaved in a way that has harmed a child, or may have harmed a child;**
- **possibly committed a criminal offence against or related to a child; or**
- **behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.”**

It is essential that any allegation of abuse made against a member of staff is dealt with very quickly, in a fair and consistent way, providing effective protection for the child and at the same time, support the person who is the subject of the allegation.

As an employer, Northern Ballet has a duty of care to its staff. Therefore, it will ensure that effective support is provided for anyone facing an allegation. Suspension is not an automatic response to an allegation and Northern Ballet will respond proportionately to them in order to manage risk and provide appropriate support.

## Safe Recruitment

It is vital that we employ the best staff at Northern Ballet. All staff who come into contact with children as part of their role need to have characteristics and values that make them safe and suitable to work with children. We do this by:

- Ensuring prospective staff who work with children as part of their role are subject to criminal record checks (Disclosure Barring Service) and self-declaration.
- Conducting face to face interviews with all short-listed applicants.
- Verifying applicants' qualifications and experience.
- Gaining references from previous employers.
- Providing staff with an induction to their role (including safeguarding policies and procedures) and accredited safeguarding training where necessary.
- Ensuring all staff complete a probationary period.

For more information, please see Appendix d.

## Cause for Concern Form

All concerns must be recorded and a Designated Safeguarding Lead must be informed. Any situation where a child might be at immediate risk of harm should be reported to a DSL immediately and the police should be notified. Where the child is not at immediate risk of harm, this form should be completed and passed to a DSL at the end of the class/as soon as possible.

Please email the completed form to [DSL@northernballet.com](mailto:DSL@northernballet.com), this is a confidential inbox, Designated Safeguarding Leads are the only people with access to this inbox. If your concern relates to a DSL, you can give the form directly to another DSL or to the Executive Director. The DSL inbox is checked daily.

<b>Child's Name:</b>	<b>DOB (if known):</b>	<b>Teacher/Programme Manager at the time of incident:</b>
<b>Date:</b>	<b>Time (of writing this record):</b>	
<b>Name of person completing this form (please print):</b>		
<b>Job title or relation to child:</b>		
<b>Reason(s) for recording the incident/concern (headline):</b>		
<p><b>Record the following factually:</b> When (date &amp; time of incident or concern arising)? Where did your concerns arise? Who else – were any other children or staff present? What exactly did you see/hear/smell that raised your concern? Please record any direct disclosures/comments using the child or adult's exact words in quotation marks.</p>		
<p>If additional pages are used, these must be attached securely to this form</p>		
<p><b>Professional opinion:</b> our professional opinions, impressions and worries are important. Facts should be recorded in the box above but please record your opinions, impressions and worries here and state what has led you to form them (e.g. something you have noticed, feel or suspect).</p>		
<p><b>Immediate action following the disclosure for the child:</b> (e.g. child went back to lesson, child was collected by guardian).</p>		
<b>Action taken, including names of everyone spoken to about the incident/concern:</b>		
<b>Name of Designated Safeguarding Lead this form was passed to:</b>		
<p><b>Date and time incident/concern was shared with Designated Safeguarding Lead:</b></p>		
<p>Please check to make sure your report is clear; and will be clear to someone else reading it next year</p> <p><b>NOW PASS THIS FORM TO YOUR DESIGNATED SAFEGUARDING LEAD FOR COMPLETION OVERLEAF</b></p> <p>By end of the working day at the latest if the child is not at immediate risk of harm</p>		

## Following sections to be completed by Designated Safeguarding Lead

<b>Time &amp; date information received by DSL and from whom:</b>		
<b>Any advice sought by DSL</b> (date, time, role, organisation & advice given):		
<b>DSL's analysis of presenting issues/concerns and advice received:</b>		
<b>Action taken</b> (referral to or consultation with Leeds Safeguarding Partnership). <b>If decision not to refer, please state reason:</b>  Note time/date/names/who information shared with etc.		
<b>Outcome:</b>  Include names of individuals/agencies who have given you information regarding outcome of any referral (if made)		
<b>Guardian informed</b>  Yes/no – reason if no:		
<b>Where can additional information regarding the child/ incident by found?:</b> (e.g. pupil file, serious incident book)		
<b>Signed:</b>		
<b>Name:</b>		
<b>Date:</b>		
<b>Date and time member of staff submitting this form received feedback about action taken from DSL</b>	<b>Date:</b>	<b>Time:</b>
<b>What was shared:</b>		
<b>Date and time that a response was given to the child</b>	<b>Date:</b>	<b>Time:</b>
<b>What was shared:</b>		



## Appendix b(i)

# Safeguarding Code of Conduct for All Northern Ballet Staff

This Code of Conduct is expected of all Northern Ballet staff when they are interacting with children in any capacity on behalf of the Company.

1. Always prioritise the safety and wellbeing of the child. Remember they are children first, and dancers or participants second.
2. Always act within professional boundaries - ensure all contact with children is essential to the programme/project/activity/performance you are working on.
3. Never give out your personal contact details, ask children for their personal details and do not 'friend' or 'follow' children you are working with on social networking sites.
4. Follow guidance notifications of using toilets when children are using the same working space as you.
5. Do not assume sole responsibility for a child and only take on practical caring responsibilities such as taking a child to the toilet in an emergency or administering medicine following the detailed guidance in Appendix o. If a child needs care, alert the teacher, guardian or chaperone.
6. Never lose sight of the fact that you are with and around children - behave appropriately and use appropriate language at all times.
7. Listen to and respect children at all times, don't patronise them and avoid favouritism.
8. Treat children fairly and without prejudice or discrimination.
9. If you observe children engaging in bullying behaviour or other behaviour that may put them at risk, you must report it to the Designated Safeguarding Lead/Officer or chaperone.
10. Ultimately, if you have any concerns about the welfare of a child or feel someone is behaving inappropriately around children, you have a duty to report your concern to the Designated Safeguarding Lead/Officer.

### **Designated Safeguarding Leads:**

Leanne Kirkham

Annemarie Donoghue

### **Designated Safeguarding Officers:**

Emma Rodriguez-Saona

Laura Walsh

Nicola Phillips

Shaun Daniels

### **On tour and at theatres please report all concerns to the Safeguarding Champion:**

Emily Deller

Failure to follow this code of conduct will result in disciplinary action as detailed in the Northern Ballet Grievance and Disciplinary Procedure, available in General/Handbook & Policies or from the HR Manager who can be contacted via [HRAdmin@northernballet.com](mailto:HRAdmin@northernballet.com)



## Appendix b(ii)

# Safeguarding Code of Conduct for Northern Ballet Staff Working Closely with Children

We will endeavour to ensure that all children in our care are protected from physical, sexual and emotional abuse or neglect. We will not tolerate racism, sexism, bullying, homophobic remarks or behaviour, sectarianism or any form of discrimination towards disabled people and towards minority groups.

### Staff will:

- Create a safe and enjoyable environment.
- Treat all children equally, with respect and dignity and put their welfare and safety first.
- Provide an example of good conduct for others to follow that includes:
  - being polite and respectful of others
  - using appropriate and inoffensive verbal and physical language
  - carrying out duties with professionalism, care for others and for the environment and premises.
- Give enthusiastic and constructive feedback, not negative criticism and ensure any criticism is constructive and delivered positively.
- Challenge unacceptable behaviour using the Student Code of Conduct and Anti-Bullying Policy.
- Take time to listen to children's views and take these on board in any relevant decision-making process.
- Complete a written report of any injury on site, together with any subsequent treatment if relevant in the Injury Log.
- Respect a child's right to personal privacy and encourage them to feel comfortable.
- At all times, adhere to the Appropriate Physical Contact Statement.
- Always maintain visibility and openness when working with children, particularly during one-to-one situations.
- Use the accessible toilets when other toilets have been designated to children's use only.
- Report all allegations/suspicions of abuse to a Designated Safeguarding Lead or Officer.

### Staff will not:

- Show favouritism to any individual.
- Take images or film children using their own personal equipment.
- Use their personal mobile phone/technology when with children, unless it is to play music for a class.
- Friend or follow any children on social media sites.
- Use attention-seeking behaviour/make suggestive or derogatory remarks or gestures.
- Tolerate or condone bullying in any form.
- Have inappropriate physical or verbal contact with children.
- Do anything of a personal nature for a child if they can do it themselves.
- Make sexually suggestive comments.
- Meet with children outside of classes, events and meetings organised by Northern Ballet.
- Take children alone in a car on journeys, however short, without the express permission of guardians and a Northern Ballet DSL. If it is essential, business insurance is required.
- Let allegations made by a child go without being recorded.
- Deter children from making allegations.
- Abuse any position/relationship of trust.

Failure to follow this code of conduct will result in disciplinary action.

## Appendix c

# Participant Code of Conduct

Northern Ballet aims to create a positive, friendly and happy environment for children to dance and learn in, that fosters good relationships, encourages effective learning for all and creates the opportunity for all participants to thrive, enjoy dancing, gain resilience and confidence.

### All participants will:

- Act in a considerate and courteous manner to staff and fellow participants at all times.
- Avoid aggressive or bullying behaviour.
- Provide an example of good conduct for others to follow that includes:
  - being polite and respectful of others
  - using appropriate and inoffensive verbal and physical language
  - participate in classes with professionalism, care for others, and respect the environment and premises.
- Respect each other's right to personal privacy.
- Apply themselves in class, listen and pay attention, take corrections and try hard the first time.
- Be accepting of and open to expectations with regards to individual training and be willing to accept constructive criticism or correction.
- Develop resilience to adverse situations.
- Take responsibility for their own actions.
- Put their point of view across sensibly and sensitively.
- Speak with their teacher if they have any questions or concerns regarding class work.
- Speak with any member of staff if they have concerns relating to issues with other participants or issues away from their class work.
- Inform the project/programme manager, members of Student Support (where applicable) and teachers of any injury or illness prior to the beginning of class or immediately during class. It is the participant's responsibility to stop, notify the teacher and seek help.
- Do any assigned homework and practice corrections at home.
- Arrive no later than 10 mins prior to the published class time for registration, ensure you sign in and out of the building.
- Wear the correct uniform and have all necessary equipment with you.
- Travel around the building with a member of Northern Ballet staff and inform both their teacher and Student Support staff (if applicable) if they need to leave early or be elsewhere in the building.

### All participants will not:

- Use their mobile phone/technology during their time at Northern Ballet except for any designated lunch break.
- Use any equipment or sets in the studios without supervision from your teacher.
- Use the lift without supervision.
- Eat or drink anything other than water in the studios.
- Run or shout in either the corridors or studio spaces unless instructed to by a member of staff.
- Lean over the barriers looking over the atrium on each floor.

## **Dealing with Incidents**

Northern Ballet reserves the right to take action if we consider that any individual is not acting in an appropriate manner or complying with the above terms.

- Any incidents relating to unacceptable behaviour should be reported directly to the Programme Manager.
- Incidents will be recorded on a secure system which is in line with current GDPR guidelines.
- Dependant on individual cases Northern Ballet will carry out a full investigation into any incidents concerning behaviour that does not meet the principles outlined in this Code of Conduct, resulting in an appropriate course of action which may include one or more of the following:
  1. A participant being temporarily removed from their class and being asked to observe an alternative class.
  2. A meeting with participant/guardian with the appropriate Programme Manager to discuss the issues raised.
  3. A verbal warning.
  4. An email/formal written warning should it be decided that there has been enough evidence to suggest behaviour falls short of adhering to the Participant Code of Conduct.
  5. A Positive Behaviour Agreement, based on discussions with the participant/guardian may be put in place.
  6. Internal exclusion from classes, where the participant will observe and note take in a different class.
  7. Permanent exclusion following a thorough investigation carried out by the Designated Safeguarding Lead/s, in conjunction with support from Northern Ballet's Board of Directors. All exclusions must be approved by the Artistic Director and a Board Level Representative.

Corporal punishment is never used at Northern Ballet in any circumstances.

## **Bullying**

Northern Ballet takes issues around bullying extremely seriously and will deal with any such issues using the full possible range of actions outlined in this policy, up to and including permanent exclusion.

Bullying is discussed in the Anti-Bullying Policy, Appendix g.

## **Complaints Procedure**

Any person wishing to complain about any issue dealt with under the Participant Code of Conduct should report concerns to the Programme Manager or the Designated Safeguarding Leads.

## **Equalities**

Northern Ballet has a duty to ensure that all participants are treated fairly, in line with the Equalities Act 2010. Where a participant has an identified disability or another factor that should be taken into account, such as a mental health condition, this will be given due and appropriate regard when assessing an incidence of poor behaviour. No participant will be sanctioned when their behaviour is the result of a disability, mental health condition or other protected characteristic. However, there may be occasions where actions need to be taken to assure the safety of the individual concerned or the wider community; this may include creating a bespoke behavioural contract which specifically details expected behaviour and the support package in place.

# Safe Recruitment at Northern Ballet

Northern Ballet is committed to providing the best possible experiences to its participants and to ensure they are safe when engaging with us. In order to achieve this, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

### **The aims of Northern Ballet's Safe Recruitment policy are as follows:**

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position which includes their attitudes towards safeguarding and their ability to work with children and young people in a way which promotes the safety and welfare of children.
- To ensure that all job applicants are considered equally and consistently.
- To ensure that no job applicant is treated unfairly in reference to any protected characteristic under the Equality Act (2010).
- To ensure compliance with all relevant legislation, recommendations and guidance.
- To ensure we meet our commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks.

Everyone who is involved in the recruitment and selection of staff is responsible for familiarising themselves and complying with the provisions of this policy.

### **Staff Recruitment and Selection Procedure for those working in roles working with children.**

1. Vacancies will be advertised in a variety of media and on Northern Ballet's website, accompanied by a Job Description with a Personal Specification. Discretion not to advertise might be exercised in exceptional circumstances.
2. Prospective applicants should submit an application form, containing questions about their academic and employment history and their suitability for the role. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. Ordinarily, a Curriculum Vitae (CV) will not be accepted in place of an application form. However, in exceptional circumstances, for example when a guest teacher is approached directly, a CV may be used in place of an application form due to there not being a need to 'apply' for the role. The CV will be scrutinised in the same manner as an application form and any gaps must be explained.
3. All personal information will be removed from the application form. The recruitment panel will see only the applicant's qualifications, employment history, skills and personal statement. This is to ensure all applicants are treated on the same footing, regardless of any protected characteristic they may possess and to safeguard the processing of personal data.
4. The panel will shortlist applicants against set criteria based on the Job Description and the Person Specification. We are a disability confident employer, therefore where an applicant has identified as disabled and meets the minimum requirements for the role, an interview will be offered, and any additional support required will be provided.
5. Those shortlisted will be invited to attend an interview which may include a panel interview, one-to-one interview, tests, presentations and class teaching/observation. All shortlisted applicants will be questioned at interview about their suitability to work with children.
6. Notes of the interview, test scores and classes will be recorded. All applicants will be asked the same questions including questions about their motivations to work with children and young people.
7. The decision to appoint will be made by at least two members of staff. At least one person on any recruitment panel has undertaken safer recruitment training.

## Pre-Employment Checks

Any offer of employment will be conditional on the agreement of a mutually acceptable start date and the signing of a contract incorporating Northern Ballet's standard terms and conditions of employment, and the following checks being completed satisfactorily. In addition to the checks set out below, Northern Ballet reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at Northern Ballet. In fulfilling its obligations, Northern Ballet does not discriminate on the grounds of any protected characteristics.

### 1. VERIFICATION OF IDENTITY, ADDRESS, RIGHT TO WORK IN THE UK AND QUALIFICATIONS

Applicants will be required to provide acceptable original documents demonstrating their right to work in the UK, as per government guidance.

- Manual three step identity checks are made against official documentation such as a passport, or other items deemed acceptable by the Employer's Guide to Right to Work Checks.
- At least one of the documents must show the applicant's current address.
- Shortlisted applicants will be asked to provide documents confirming any educational or professional qualifications relevant to the role referred to in their application form.
- Where an applicant claims to have changed their name by any means, they will be required to show documentary evidence of that change.
- Proof of date of birth is necessary so that Northern Ballet may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. Northern Ballet does not discriminate on the grounds of age.

### 2. REFERENCES

- We ask for references only after an offer of employment has been made.
- A minimum of two references will be sought, one of which must be from the applicant's current or most recent employer.
- If the most recent employment does/did not involve work with children, the second reference should be from an employer with whom the applicant most recently worked with children (if applicable).
- For entry level roles where no previous workplace can be contacted; we will ask for an academic reference.
- Neither referee should be a relative or solely a friend.
- All referees will be sent the Job Description for the role and asked whether they believe the applicant is suitable for the role and whether they have any reason to believe that they would be unsuitable to work with children.
- If the referee is a current or previous employer, they will also be asked to confirm:
  - the applicant's dates of employment, job title/duties, performance, and disciplinary record.
  - whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or vulnerable adults or behaviour towards children or vulnerable adults, except where the allegation or concerns were found to be false, unsubstantiated or malicious.

- Northern Ballet will only accept references obtained directly from the referee and will not rely on open testimonials or references or those provided by the applicant.
- Northern Ballet will compare all references with information on the application form and will take up any discrepancies with the applicant before any appointment is confirmed.
- Northern Ballet will carefully consider any information about past disciplinary action or allegations that are disclosed when considering the applicant's suitability for the role.
- Northern Ballet may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

### 3. DISCLOSURE AND BARRING SERVICE

- Northern Ballet must apply for a disclosure from the Disclosure and Barring Service (DBS) in respect of all relevant prospective permanent and temporary employees. The level of check will be determined by the role and its potential for access to children or vulnerable adults.
- Freelancers are expected to hold a DBS, registered with the update service and must agree to providing their full name and date of birth to Northern Ballet to check the certificate.

### 4. REFERRALS TO THE DBS

Northern Ballet has a legal duty to make a referral to the DBS in prescribed circumstances where an individual:

- has applied for a position at Northern Ballet despite being barred from working with children,
- has been removed by Northern Ballet from working with children (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child; or
- Northern Ballet becomes aware that an ex-employee has fulfilled either of the above criteria.

### Exceptional Circumstances

Where a teaching artist is invited to cover a lesson/s at very short notice due to staff absence, we may be unable to follow the above procedures. Where this is the case, we will work with an artist who is recommended by a trusted organisation, such as Northern School of Contemporary Dance. In these situations, the artist will be given the Safeguarding Code of Conduct for Northern Ballet Staff Working Closely with Children to read, will be given separate changing and rest space and will not be left alone with students at any time.



## Appendix e

# Participant Anti-Bullying Policy

Northern Ballet is committed to providing a caring, friendly and safe environment for all our participants so they can enjoy dancing and learning in a relaxed and secure atmosphere free from oppression, fear and abuse. We do not tolerate bullying in any form and in order to safeguard participants and staff against incidents of bullying Northern Ballet will:

- ensure concerns are heard and managed
- ensure all staff deal with incidents of bullying, including cyber-bullying, in an effective, prompt and appropriate manner
- support all staff through training and CPD in developing the skills necessary to deal with incidents of bullying
- ensure effective communication with all key parties: children/staff/guardians when identifying and dealing with bullying and ensure effective communication
- ensure all incidents of bullying are accurately recorded
- promote the emotional health and wellbeing of all participants.

### What Is Bullying?

"Bullying behaviour abuses an imbalance of power to repeatedly and intentionally cause emotional or physical harm to another person or group of people. Isolated instances of hurtful behaviour, teasing or arguments between individuals would not be seen as bullying" (Torfaen County Borough definition, 2008)

Bullying generally takes one of four forms:

- physical pushing, kicking, hitting, punching, slapping or any form of violence
- verbal name-calling, teasing, threats, sarcasm
- cyber-bullying - all areas of internet misuse, such as nasty and/or threatening emails, misuse of blogs, gaming websites, social media platforms, internet chat rooms and instant messaging. Mobile threats by text messaging & calls. Misuse of associated technology, i.e. camera and video facilities
- indirectly being unfriendly, spreading rumours, excluding, tormenting (e.g. hiding bags or books).

Although not an exhaustive list, common examples of bullying include:

- racial bullying
- homophobic bullying
- bullying based on disability, ability, gender, appearance or circumstance.

### Consequences of Bullying

Bullying is an anti-social behaviour and affects everyone involved. All participants, staff and guardians are encouraged to inform Northern Ballet should they feel victim of or witness to bullying behaviour. On disclosure of any information the Company will act promptly and efficiently to ensure effective action will be taken.

The Company will always support victims of bullying. Where possible and appropriate we will also support bullies to change their ways. However, the safety of all participants remains of paramount importance.

It is likely that most incidents of bullying can and will be dealt with using the Company's Codes of Conduct for both staff and participants. Guardians retain the right to involve the police should they wish to do so; whilst bullying is not in itself a specific criminal offence in the UK, some types of harassing or threatening behaviour are.

The Children Act 2004 states that bullying should be treated as a child protection concern

when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer,

significant harm.' In such an instance Northern Ballet will, if appropriate, involve Leeds Children's Safeguarding Partnership

The Equalities Act 2010 also gives specific protection to people who are victimised because of specific characteristics – it covers age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Company is committed to protecting all members from harassment or bullying in line with this legislation.

**The following steps may be taken by the Company when dealing with incidents:**

- If bullying is suspected or reported, the incident will be recorded immediately by the member of staff who has been approached.
- A clear and precise account of the incident will be given to a Designated Safeguarding Lead.
- A Designated Safeguarding Lead and/or appropriate Programme Manager will interview all concerned parties and will record the incident.
- Guardians will be informed of any incidents that directly relate to their child and invited to meet with the Designated Safeguarding Lead and/or appropriate Programme Manager.
- Punitive measures, in line with the Company's Code of Conduct and disciplinary procedures will be used as appropriate.
- If necessary and appropriate, police will be consulted.

**Participant support**

Participants who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a member of the staff
- reassuring the child
- offering continuous support
- restoring self-esteem and confidence.

Participants who have bullied will be supported by:

- discussing what happened
- discovering why the participant became involved
- establishing the wrongdoing and the need to change
- informing guardians to help change the attitude and behaviour of the child.

**Signs and Symptoms**

Many children do not speak out when being bullied and may indicate by signs or behaviour that they are being bullied. Adults should be aware of these possible signs and should investigate if a child:

- shows a sudden and uncharacteristic fear of attending classes
- noticeable changes to their usual routine
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- uses excuses to miss classes (such as a headache, stomach ache etc)
- begins to suffer either in classes or academically
- comes home with damaged belongings or has belongings which 'go missing'
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises or shows signs of being in a fight
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- changes their eating habits (stops eating or over eats)
- goes to bed earlier than usual
- is unable to sleep
- cries themselves to sleep at night or has nightmares
- appears frightened to say what's wrong
- is afraid or reluctant to use the internet or mobile phone
- is nervous and jumpy when a text message or email is received
- gives unlikely excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should always be investigated.



# Appropriate Physical Contact Statement

Dance is a physical activity involving contact with other dancers, especially when performing and learning pas de deux. In order to safely teach dance to young dancers, appropriate physical contact between teacher/participant and participant/participant will occur. This is in order to demonstrate correct placement, show the correct placement of the hands for lifting, and to help a participant to feel a correct position of a limb to avoid injury if a move is incorrectly performed.

We recognise that touch, whilst essential, can sometimes be misinterpreted and the below guidelines are in place to safeguard staff and children.

- All participant handbooks will include this statement, so that children and guardians are aware of our guidelines.
- Teachers will initially use description and imagery to help participants feel a movement and use touch to help with correction only if the imagery isn't helping.
- Touch will be accompanied by verbal instruction and will never be a surprise to the participant.
- When using touch to correct a participant's placement, teachers will use a finger/s or palm of hand and may touch their rib cage, thigh, back, buttock, arm, hand, foot.
- When using touch to help someone who is at risk of falling/injury teachers will touch with their hands.
- When a teacher is using touch, they will do this with knowledge of that individual participant's needs.
- If a participant feels uncomfortable regarding appropriate touch, we encourage them to talk with their teacher.
- If a participant feels any touch is inappropriate, we encourage them to speak with a DSL or DSO.

## Appendix g

# Healthy Eating Policy

### Policy for the Prevention, Identification and Action on Disordered Eating

Written by Sanna Nordin in consultation with representatives from all CATs.

Approved September 2009.

Edited by Annemarie Donoghue for Northern Ballet January 2020.

Northern Ballet recognises that disordered eating is more common in dance than in the general population, and that the dance environment can sometimes be a high-risk one for individuals. Disordered eating may also be unrelated to dance – puberty and adolescence are themselves risk factors, and a combination of factors is often the cause. Nevertheless, we see prevention, identification and positive action around disordered eating as part of our remit because it is both unhealthy and dangerous to allow problems to go undetected, however they may have arisen. On the whole, we know that dance training can, and should be, a positive and healthy experience for children. It is therefore our goal to work toward the promotion of healthy eating and positive body image alongside, and as a part of, our artistic and technical goals.

#### **The aim of this policy is to:**

- Make clear the stance that Northern Ballet take on disordered eating
- Aid prevention, so that disordered eating can be avoided wherever possible
- Facilitate identification, so that children with disordered eating can be identified early and as accurately as possible
- Support positive action when disordered eating does occur

#### **As part of our commitment to this policy, we work to ensure that:**

- If a staff member, child, or guardian is concerned about the weight of a child this must be communicated to the Safeguarding team.
- Children will not be commented on as being over or underweight, we will focus on the aim of a classical physique. They will only be advised to adjust their weight or diet if it appears that their health is at risk or prior to audition in order to help them gain a contract of work or place in a school. Only nominated staff along with Designated Safeguarding Leads will directly discuss concerns about under or overeating directly with a child and their guardians. Advice will be within the framework of this policy and take place in an appropriate setting.
- Any child seeking to adjust their weight will be given knowledgeable, evidence-based advice regarding healthy eating and weight change. A half termly meeting will be offered and if necessary, they will be referred to a nutritionist, doctor or dietician. Changes should be closely monitored and recorded by the child or guardian.
- All children training intensively with Northern Ballet receive yearly guidance on healthy eating and lifestyle choices.
- Children with a suspected eating disorder will not be blamed or punished. Instead, they will be supported both within the Company and in the seeking of outside help (e.g. GP referral).

## Terminology

Many terms are related to this policy, including disordered eating, eating disorders, anorexia nervosa, bulimia nervosa, overeating, binge eating, eating problems, and others. We recognise that eating problems exist on a continuum from healthy eating to clinical eating disorders, with a large range of more or less healthy / more or less disordered eating in between:



- **Eating disorders** (including anorexia nervosa, bulimia nervosa, and binge eating disorder) are clinical problems that only a trained professional (such as a psychologist or psychiatrist) can diagnose and treat.
- **Disordered Eating** is a broader term, describing problems that may not qualify as clinical eating disorders. They are less serious and more people will have disordered eating than full eating disorders. However, people will usually develop disordered eating before eating disorders. For example, a dancer who previously ate healthily may develop disordered eating as a result of an upsetting event or great stress and, unless this disordered eating is tackled, it may develop into an eating disorder. Many individuals also suffer greatly from disordered eating even if they do not have a diagnosed eating disorder. Disordered eating is therefore a warning sign that we want to take seriously and as a consequence, this policy deals with disordered eating rather than with eating disorders alone.

## Prevention: The Company aim to help prevent disordered eating by:

1. Encouraging an atmosphere of supportive openness where it is recognised that children sometimes struggle with food and eating, but they can feel sure that they will get support if problems do occur, and where people know where to find help if they have any concerns. The nominated staff & safeguarding staff have attended training in understanding eating disorders.
2. Providing all children with evidence-based information on healthier eating and lifestyles.
3. Promoting healthy eating through the provision of adequate breaks for re-fuelling and hydration; encouraging children to take onboard enough fluids before, during and after dancing; and, where possible, try to ensure that healthy foods are available to buy. Where this is not possible, children will be encouraged to bring their own healthy lunches, or similar.
4. Ensuring those children studying on the CAT Programme are given yearly guidance, talks & homework packages to raise awareness and give information about healthy eating, healthy lifestyles and where necessary related issues such as disordered eating and the importance of this for their fitness and injury prevention. This can be delivered by an outside professional with experience in the area and by the staff during study sessions and mentor meetings.
5. Having this disordered eating policy available to all children, their guardians and Northern Ballet staff.
6. Ensuring that all staff provide consistent messages about healthy eating, disordered eating, and related issues.

## Identification

All staff, children and guardians are important in helping with the identification of disordered eating. It is valuable for everyone to have a basic level of awareness of disordered eating and for them to feel confident that the reporting of any suspected problems will be dealt with sensitively and professionally.

All concerns should be written on a Cause for Concern form and handed to a Designated Safeguarding Lead.

## Confidentiality

Because disordered eating is sometimes related to perceived performance pressures in dance, teachers/tutors will not be involved “by default”. Instead, it is the job of the Designated Safeguarding Leads to receive reports of any worries, referrals from staff and deal with the necessary one-to-one meetings with students and guardians (where appropriate). It may be appropriate to also involve a health professional. Although we will respect confidentiality as far as possible, the matter will need to be shared between the student, their guardian (if under 18), the Designated Safeguarding Lead and relevant staff (e.g. those teaching the dancer or Programme Manager) on a need-to-know basis so that they may support the dancer appropriately. This most likely extends only to those teachers/tutors who teach the dancer directly. The dancer will always be told if, when, and why staff feel that they need to inform others, before actually doing so.

The identification of disordered eating and dancers at risk will occur via a “flag system”<sup>1</sup>. **One** or more red flags (more serious warning signs) and/or **two** or more yellow flags (slightly less serious warning signs) will identify children for positive action. These are:

### Red Flags

- Child seeks help for themselves
- A friend, staff member or family member has expressed major concern regarding weight change or eating behaviour
- Evidence of self induced vomiting, pharmacological abuse or compulsive over-eating
- Drastic or sudden weight change
- Missing three or more consecutive periods in post-menarchic people (secondary amenorrhea), or not having reached menarche by age 15 (primary amenorrhea)
- Fine hair growth (lanugo)
- Diagnosed with stress fracture(s)
- Experiences major physical symptoms or problems related to disordered eating (e.g. fainting, collapsing)
- Excessive exercising inside and outside their regular training without advice to do so, or exercising under abnormal circumstances (e.g. when injured; in secret in their room)

### Yellow Flags

- Two or more friends or Northern Ballet staff members have expressed some concern regarding weight change or eating behaviour
- Experiences several minor physical symptoms or problems related to disordered eating (e.g. sleep problems, dizziness)
- Recurrent injury or illness
- Secretive or evasive around food (e.g. repeatedly saying they “have already eaten”)
- Sudden changes in eating behaviours and patterns (e.g. becoming vegetarian, vegan, more fussy about which foods they eat, new intolerances)
- Covers body and wears baggy clothing wherever possible. The child may say that they are always cold, and perhaps has discoloured or swollen hands and feet
- Visits the toilet each time they have eaten
- Lack of growth and/or sexual maturation
- Dry, pale, and/or discoloured hair and skin
- Poor teeth and raw knuckles (a result of self-induced vomiting)
- Gets angry or distressed when asked about eating problems
- Repeatedly displays failing concentration and fatigue in class
- Avoids social interactions and/or otherwise changed in personality
- Avoids screening and/or other physical tests and assessments

### These warning signs are especially pertinent for children who:

- Have low self-esteem
- Are highly perfectionist (especially children who never feel that what they do is good enough) and are seemingly unable to stop and rest
- Have a history of menstrual dysfunction
- Have important changes going on in their lives (e.g. parental divorce, exam pressure, moving schools, puberty)

<sup>1</sup> Adapted from the system used by the Music and Dance Scheme residential schools in light of recent research.

### **Action: How Northern Ballet deals with problems when they arise**

Importantly, the Company is not responsible for diagnosing or treating disordered eating. Instead, positive action comprises:

- 1. Initial conversation.** One-to-one meeting between Designated Safeguarding Lead and the student as soon as possible after concerns have been raised or a referral obtained. This is an informal conversation to reassure the student that the Company will help support the student in the best way possible.
- 2. Second conversation.** A separate conversation will be held with the child, a guardian and the Designated Safeguarding Lead. We believe that guardians to children under 18 years of age have a right to know if their child is facing these issues. However, we are aware that, legally speaking, persons under 18 who are considered mature enough to understand what an illness and treatment entail have a lawful right to consent to treatment on their own, without involving guardians<sup>2</sup>. *Note: if children are judged to be at immediate risk, guardians will be contacted whatever the child's age, although their agreement will still be sought.*
- 3. Recommending Referral.** However the child has been referred, recommendation of referring them to a qualified professional is imperative. The professional will depend on the nature of the situation.
- 4. Information provision.** Information and advice will also be passed to the student so that they, and/or their guardian, can seek further help themselves.
- 5. Follow-up meetings.** Depending on progress, the Designated Safeguarding Lead may want to provide on-going support, for example by having the student meet with them and/or another staff member that the student feels happy to discuss with (e.g. personal tutor, health professional).

**In case of refusal.** Of course, we cannot force anyone to visit their GP or other professional, nor to undertake treatment where this is deemed necessary. If a child/guardian refuses to seek further help this will be documented within the child's confidential file as advised within the Safeguarding policy. A child may be required to obtain a letter from their GP, confirming whether they are fit to continue taking part in dance and other physical activity, before being allowed to continue with their training.

**In case of rapid weight changes.** As a related note, if a child is demonstrating rapid weight loss or gain, they may be asked to obtain a letter from their GP or other suitable health professional that can verify whether physical activity should stop. Additionally, this approach may be useful if a child who has been under or overweight, and therefore away from dancing for a time, needs to show the staff that they are again fit for taking part.

## When to stop a child from engaging in physical activity

It is difficult to establish at what point a child with disordered eating is putting themselves at risk by doing physical activity (including dance). Although this is a difficult task, it is important to have an open discussion about when dancing should cease or reduce, because at very low weights or as a result of drastic weight change, the child is at risk of a whole host of physical problems such as pain, cramp, dehydration, fainting, stress fractures, and even heart attacks if the body resorts to breaking down heart muscle for energy.

Teachers who feel that a child is too weak (physically or mentally) to partake in classes have a right to limit participation but will clearly explain this in a meeting with the child, guardian and the Designated Safeguarding Lead. Because it is not our role as non-medical professionals to diagnose or treat, the best way to monitor participation may be to establish good lines of communication with a health professional (e.g. the GP involved in the child's referral or staff from the clinic at which a child is undergoing treatment). This way appropriate, on-going advice may be obtained as to whether the child should be allowed to dance. A health professional could, for instance, be able to advise as to whether the child's weight or weight change is so rapid as to put the person at risk<sup>3</sup>.

Following a modified programme of dancing and other physical activity, much as in the rehab from an injury, is often best. Children should in most cases be encouraged to still attend class, although not necessarily be physically involved. This is potentially helpful for everyone involved:

### 1) For the child

- a. To understand that we take the issue seriously, while valuing them as a person
- b. To still gain some benefits from the classes: for instance, children will still be able to observe, practice via imagery based on the current exercises taught, and perhaps be involved in feedback
- c. Allows inclusion, such as seeing friends and emotional support

### 2) For staff

- a. To "keep an eye" on the child (e.g. to prevent excessive exercising outside of dance)
- b. To support their learning in whatever way is possible
- c. To provide appropriate emotional support

### 3) For other children

- a. Sends a strong message that we take the issue seriously, while valuing the affected child as a person and not "punishing them" by excluding them from dancing completely
- b. Allows them to provide emotional support in the form of friendship

Despite all these potentially positive reasons, attending class when not being able to take part physically can also be very stressful and may result in feelings of jealousy and anger. Therefore, the child will be told about the reasons as to why they are encouraged to attend, but will ultimately be given the choice (perhaps in consultation with their guardian).

<sup>3</sup> Although not relevant in every case, it may be helpful to know that the Music and Dance residential schools state in their policy that they remove dancers from all vocational activities if they are equal to or below the 2nd centile for weight (with a BMI equal to or less than 17.5 if age 17 or over). Other dance schools, such as London Studio Center, take a similar approach. For an example of a BMI calculator see <http://www.nhs.uk/Tools/Pages/Healthyweightcalculator.aspx>. This is applicable to all age groups, as it takes centile charts into account.



## Auditions

The basic purpose of auditions is to admit children who not only appear talented/as having exceptional potential, but also for whom the training appears to be in their best interest at that time. This best interest is regarding enjoyment, performance and career goals but also health, safety and well-being. It is not the policy of the Academy to admit children into the programmes who appear to suffer from disordered eating or related problems. However, children being considered for the scheme who display overt signs of disordered eating at audition will be approached and a conversation held. If the child and their guardians are aware of the issue, treatment is already being sought, and an agreement can be reached regarding, for instance, weight and health targets, the child may be admitted into the scheme. If any of these are not in place, admission may be denied (possibly with a recommendation to re-audition in the subsequent year).

If a child is moving between programmes within the Academy and is known to have disordered eating/an eating disorder, this information will be passed to the relevant Programmes Manager to ensure adequate continuation of care.

## Resources used in the development of this policy

- Various academic journal articles, as cited in the footnotes throughout.
- The eating disorder policies of the Music and Dance Scheme ballet boarding schools (2008) and of London Studio Center (2008).
- Welbourne, J. (2000). Points to Consider When Establishing Policies to Cope with Eating Disorders in Dance Schools and Companies. From the conference proceedings of Dance UK's Healthier Dancer Conference *Moving Matters*.
- Eating Disorders Association. (2005). *What you need to know when creating your eating disorders policy*.
- Piran, N. (2005). The role of dance teachers in the prevention of eating disorders. In Solomon, R., Solomon, J., & Minton, S. C. (Eds.), *Preventing dance injuries* (2nd Ed.). Champaign, IL: Human Kinetics.
- Information from b-EAT training session *Understanding Eating Disorders* with Nikki Schuster in May 2009 and Kathryn Weaver in September 2009.

## Resources for information and advice around disordered eating

### Helplines and websites

**b-EAT**, the eating disorders charity: [www.b-eat.co.uk](http://www.b-eat.co.uk) 0345 634 1414  
0345 634 7650 - youth line

This website has a wealth of information as well as a dedicated section for young people. In addition to the online information and two telephone helplines (one for young people, one for adults), there is a text message service, an email service, a youth forum, a help-finder (search feature where you can find out more about support in your area) and more.

**Childline**, the children's charity: [www.childline.org.uk](http://www.childline.org.uk) 0800 1111

### Information sheets

**B-EAT** also publish a number of information sheets about eating disorders, including one about eating disorders among men and boys, eating disorders during puberty, and more. See [www.b-eat.co.uk](http://www.b-eat.co.uk)

### Books

**Your Body Your Risk** (edited by Scilla Dyke and distributed by DanceUK). This is a small, spiral-bound book/booklet which uses accessible language to discuss nutrition, eating disorders, and related issues. The book may be bought from DanceUK for around £4.50, and they provide discounts for bulk orders.

**Overcoming Anorexia Nervosa** by Christopher Freeman. This easy-read book is based on solid research evidence around cognitive behavioural therapy and is useful both for general information and as a self-help guide. It is affordable and available in online bookshops such as Amazon.

**Overcoming...** – there are several other books in the same series as *Overcoming Anorexia Nervosa* that may be useful, including one about binge eating.



## Appendix h

# Punctuality and Lateness Statement

Northern Ballet has participants training with us on a weekly basis who travel long distances to class. We therefore recognise that on occasion a participant may be delayed in arriving. If you or your child is aware that they will be delayed, please call ahead to our reception team on 0113 220 8000 so that we know to expect your child late. Similarly, if you are delayed collecting your child from class please call to notify us.

A dance participant entering the studio up to 10 mins late may be able to join in their class depending on the activity taking place and this is at their teacher's discretion, although in most cases will be asked to observe the class.

## Appendix i

# Participant Mobile Phone Policy

Northern Ballet takes participant safety seriously, including their safety online.

All phones must be turned off and out of sight from the time when participants are collected by our student support team to begin their classes/day to the time when they are back in the foyer area at the end of their classes/day. This includes time spent in the studios, changing rooms, toilets, theatres and all breaks. If a participant is with us for a full day, they can use their phones whilst on their lunch break in the communal eating areas, not in the changing rooms or toilets.

If a participant is seen using their phone at any other time to lunchtime, on the first occasion it will be confiscated, placed in the Department's office and returned to them at the end of their class/day. On any subsequent occasion this will be classed as unacceptable behaviour and we will follow the courses of action as listed in our Participant Code of Conduct.

We understand that for participant safety phones will be brought into the building and will be used on the journeys to and from the building. Participants should turn on their phone and check for any messages at the end of their class/day before leaving the foyer area.

If a participant brings their phone to Northern Ballet this should be turned off and placed in their box or bag so that it travels around the building with them, along with any other valuables they bring. *We strongly recommend that participants refrain from bringing anything of significant value to their classes as we do not have the locker capacity to ensure all participants are able to safely lock valuables away.*

If a participant needs to contact a guardian in an emergency, they should ask permission to turn on their phone to make the call or they can call using a Northern Ballet landline phone.

If you need to contact your child in an emergency or to change any travel arrangements, please call the Northern Ballet reception team on 0113 220 8000 and leave a message for your child and the staff team. Please state your child's name and class. *Please be assured that whilst any child is in the building both the reception team, caretaker and a member of our student support team will remain on site and in cases of emergency children will not be left unattended.*

## Appendix j

# Health and Safety

It is our policy to provide and maintain safe and healthy working conditions, equipment and experiences for all who work at or with Northern Ballet. This also extends to anyone taking part in our activities.

### Responsibilities

- Overall and final responsibility for Health and Safety in the Company is that of the Chief Executive.
- Implementation of the policy is managed by the Facilities Manager.
- All staff have the responsibility to cooperate with the policy to achieve a safe and healthy workplace and to take reasonable care of themselves and others.
- Whenever a member of staff notices a health or safety problem which they are not able to correct, they must immediately tell the Facilities Manager or the Chief Executive.

### Accidents

First Aid boxes are situated across the building: The Facilities Manager is responsible for the upkeep of the First Aid boxes and the Accident books. First Aid boxes are located as follows:

Ground Floor – Reception and Kitchen

1st Floor – Wardrobe Workroom

2nd Floor – Academy Office

3rd Floor – Communications/Development Office

4th Floor – Main Office

A First Aid box is available on tour. The Company Manager is a qualified First Aider and is responsible for the upkeep of the First Aid box and Accident Book.

Notices of qualified First Aiders are displayed in all studios, offices and meeting rooms. If you require First Aid, please contact Reception on 305 who will in turn contact the nearest First Aider.

All accidents and near misses will be reported and registered in the Accident Book which is located at Reception or with the Company Manager on tour.

For further information regarding First Aid and Medicine, please see Annex p.

### Fire Safety

Fire Alarms are serviced and checked regularly in accordance with the Regulatory Reform Fire Safety Order 2005 (RRFSO) and can be viewed by the West Yorkshire Fire and Civil Defence Authority.

Escape routes at Quarry Hill are checked daily by the Facilities Manager and Fire Action notices are displayed on all floors.

Fire drills are practiced every six months with records kept by the Facilities Manager.

Fire Marshals are allocated on each floor.

### Bomb Alert and Evacuation

On receipt of a notification of a bomb alert, this will be notified immediately to the Chief Executive or the Facilities Manager who will then instigate an evacuation.

### Terror Threat

We have designated safe spaces across the building in the event of a terror threat, resulting in the need to lockdown (invacuation).

Staff will ensure all participants are kept as safe as possible and will communicate with guardians as soon as possible.

The Facilities Manager is responsible for managing invacuations.

### Security

All staff are required to maintain a high standard of security at all times.

Only staff and authorised visitors/contractors are allowed to access areas beyond the public foyer and are required to wear a security pass at all times.

All participants are signed in and out of the building.

## **Hazards**

The Facilities Manager is responsible for ensuring any hazards in the building are managed as safely as possible. This includes:

- storage spaces
- fire exits
- electrical Equipment (PAT testing)
- dangerous substances (cleaning materials etc) – Risk Assessments are completed before any substances are used.

## **General**

The building is cleaned regularly, in line with government advice.

Quarry Hill is designated a No Smoking building which includes the use of e-cigarettes.

All problems associated with the building should be reported immediately to the Facilities Manager or the Chief Executive.

## **Covid-19**

Northern Ballet has a thorough risk assessment which sets out protocols and procedures for a safe environment. It is a live document which is regularly reviewed and updated.

It is everyone's responsibility to stop the spread of Covid-19 and adhere to all procedures set out in the document.

If anyone shows signs of Covid-19, you must not enter the building.

Further advice and guidance for classes and courses can be found in your course handbook.

## **Further Information**

All staff should read the full Company Health and Safety Policy which can be found in General/Handbook and Policies, a hard copy is given to freelancers and volunteers.

## Appendix k

# Social Media Statement

To protect children and staff, it is imperative that everyone understands the potential danger of social media and other online platforms. Everyone should understand the following:

- No staff member can use their personal technology to upload images to Northern Ballet's website or social networking pages.
- Images/video should never be taken on a staff members' personal device. **Images and video can only be taken with Northern Ballet technology/devices.**
- Images/video should never be taken on a child's personal device and children should follow the Participant Mobile Phone Policy at all times. An exception is if a child is required to record themselves for an audition, this should only be done with supervision from a member of staff. The child will not include any other person in the footage.
- It is against Company policy to become a 'friend' or 'follower' of a participant on a social networking site or any ex-participant under the age of 18. Current staff will be reminded each year.
- Company dancers who have a professional profile on Social Media should not 'follow' any current or ex-participants under the age of 18 who 'follow' their professional page.
- Participants are advised to not follow the dancers on social media platforms.
- No staff member should request access to a participant's 'page' on a social networking site, nor should they permit a child access to their 'page'.
- The Learning Department and The Academy of Northern Ballet have various Facebook pages, Twitter and Instagram pages that participants can 'follow' or 'like'. Northern Ballet will never directly link children in status updates or posts.
- Northern Ballet will only post images on social media platforms where we hold full consent to do so.
- Staff who work directly with children are encouraged to have a private profile on social media.
- If a child discloses a concern to you regarding social media, this should be reported to a Designated Safeguarding Lead or Officer.
- If a child or guardian has a concern about social media in relation to Northern Ballet or a member of its staff, they should report to the Designated Safeguarding Lead or Officer.

# Photography and Moving Image Policy

Northern Ballet outlines how we will use and store images of children alongside information on how we use freelance photographers and how they store images and film.

### **Freelance Photographers:**

Northern Ballet will use freelance photographers/videographers for photoshoots and commissions. The photos/videos will be used by Northern Ballet only, for up to 6 years. Once taken, the photos/videos are the intellectual property of the photographer/videographer and will be stored safely as part of their archive of work indefinitely. The photographer/videographer does not have permission to use these images in any other way. The photographer/videographer is responsible as a trading business/company to follow the General Data Protection Act 2018 and current GDPR legislation. Children involved in any photo/videos created for Northern Ballet promotion will be informed prior to the date with details on the purpose and outline of the event.

### **Permission:**

We will seek permission to film and photograph your child's participation with Northern Ballet when necessary. Your permission allows us to use images taken of your child in various publications and promotional material, for example: paper based documents, social media promotion, the Academy of Northern Ballet's Parent Association media, internet media, live streaming on social media, Northern Ballet website, news media and DVD's for performance.

Images will be used publicly for up to 6 years. You can withdraw your permission at any time by emailing [info@northernballet.com](mailto:info@northernballet.com). If you withdraw permission, we will not use photography/video of your child in future materials and will remove existing photography/video where it is reasonable to do so.

### **Storage:**

All images are stored on a secure server, accessible only by employees who need access for work purposes. All image files are dated and detail current permissions, including when they should be removed from publicity/online material.

# Administering First Aid and Medicine Policy

### Introduction

This policy is a statement of the principles and procedures regarding first aid and prescribed and non-prescribed medicines for children at Northern Ballet.

### Aims and Objectives:

- To ensure that children receive appropriate first aid when necessary.
- To ensure that staff and guardians have a common understanding regarding the administering of medicines when children are at Northern Ballet.
- To ensure that children with medical needs receive proper care and support.

### Roles and Responsibilities: Guardians

It is the responsibility of guardians to:

- Inform Northern Ballet of their child's medical needs.
- Ensure that Northern Ballet has the most recent emergency contact details for their child.

Guardians must:

- Provide any medication in a container clearly labelled with the following:
  - The child's name
  - Name of medicine
  - Dose and frequency of medication (provide the applicator/measuring spoon)
  - Any special storage arrangements.
- Ensure the child brings the required medicine to Northern Ballet for each class and hands it to the Programme Manager on arrival and collects it at the end of their day.
- Ensure that medicines have NOT passed the expiry date.

### Child Information

At the start of each academic year, guardians should give the following information about their child's long-term medical needs, via the programme registration process. The information must be updated as and when required, and at least annually.

- details of child's medical needs
- medication including any side effects
- allergies
- name of GP practice/Consultants
- special requirements e.g. dietary needs, pre-activity precautions
- what to do and who to contact in an emergency
- cultural and religious views regarding medical care.

### Administering Emergency First Aid

If a child requires first aid, a qualified first aider will administer the appropriate treatment in accordance with their training. If deemed necessary, a staff member will call 999 for emergency medical response.

If any guardian wishes to refuse emergency first aid on behalf of their child, they should inform the Programme Manager at the beginning of the year, or when starting a programme. This should be in writing and detail the following:

- name of child
- class/course attended
- statement to refuse emergency first aid.

### Records

Each time first aid is given to a child, a member of staff will complete the First Aid Log which records the following:

- name of child
- date and time of administration
- who administered the first aid and what action was taken
- possible cause of first aid requirement
- recommended next steps.



## **Administering Medication**

We expect guardians to administer medication to their children at home wherever possible. This means that where the administration of medicine during their time at Northern Ballet can be avoided it should be. Prescribed medication will not be administered without prior written permission from the guardians including written medical authority if the medicine needs to be altered (e.g. crushing of tablets). Equally, staff will not give a non-prescribed medicine to a child unless there is specific prior written permission with a valid reason for the administration of the medicine from the guardians. A Medical Permission Form (Appendix p.i) must be completed and signed in all cases.

The relevant Northern Ballet Programme Manager will determine if medication is to be administered on site, and by whom, following consultation with staff. All medicine will normally be administered during breaks and lunchtimes. If, for medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at other prescribed times. Children will be told where their medication is kept and who will administer it.

Any member of staff giving medicine to a participant, should check on each occasion;

- name of child
- medical permission form completed
- prescribed dose
- expiry date.

Written permission from guardians will be required for children to self-administer medicine(s) via the Medical Permission Form.

## **Carrying Medicines**

For safety reasons, children are not allowed to carry medication unless agreed on an individual basis. Such arrangements will only be agreed after completion of the Medical Permission Form. All other medicines must be handed to the Programme Manager on entry to the Northern Ballet premises.

## **Storage**

All medicine, in the care of Northern Ballet, must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. In most instances medication will be kept in an administration office. All medicine will be logged onto the medical file.

Class teachers may store participants inhalers which must be labelled with their name. All emergency medicines, such as inhalers and adrenaline pens, must be readily available to children. Programme Managers will be responsible for storing EPI-Pens.

Some medicines may need to be refrigerated. They can be kept in a refrigerator containing food but must be in an airtight container and clearly labelled. There must be restricted access to a refrigerator holding medicines. There is a refrigerator located in the Academy of Northern Ballet office for such purposes.

## **Records**

Each time medication is given to a child, a member of staff will complete the Medication Log which records the following:

- name of child
- date and time of administration
- who supervised the administration
- name of medication
- dosage
- reason for medication being administered
- a note of any side effects
- if medicine has been altered for administration (e.g. crushing tablets) and authority for doing so.

## **Refusing Medication**

If a child refuses to take their medication, no Northern Ballet staff member will force them to do so. Guardians will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal and any action then taken by the staff member will also be recorded.

## **Emergency Procedures**

The Programme Manager will ensure that all staff are aware of Northern Ballet's planned emergency procedures in the event of medical needs.

## **Medical Alert**

It is likely that there will be some children attending Northern Ballet with a range of medical needs which need to be known by staff members. Details of any medical needs should be updated annually, as a minimum via the programme registration form. The details will be stored in compliance with GDPR guidelines.

## **Administering First Aid and Medicine Policy updated February 2020**

Northern Ballet will not give your child medicine unless you complete and sign this form.

<b>Name:</b>	<b>DoB:</b>	<b>Class:</b>
<b>Medical condition or illness:</b>		
<b>Name/type of medicine</b> (as described on container)		
<b>Expiry date</b>		
<b>Dosage and method</b>		
<b>Timing</b>		
<b>Special precautions/other instructions</b>		
<b>Are there any side effects that Northern Ballet needs to know about?</b>		
<b>Self-administration – y/n</b>		
<b>Procedures to take in an emergency</b>		

## Medicines must be in the original container as dispensed by the pharmacy

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Northern Ballet staff administering medicine in accordance with the Northern Ballet policy. I will inform Northern Ballet immediately, in writing, if there is any change in dosage or frequency of the medicine (medical evidence must be provided).

If applicable, I will collect the medication at the end of the class/day from the Programme Manager.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian/carers name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

**Northern Ballet, Quarry Hill, Leeds LS2 7PA**

t. 0113 220 8000 | [northernballet.com](http://northernballet.com)

**Artistic Director** David Nixon OBE • **Chief Executive** Mark Skipper DL • **Royal Patron** HRH The Earl of Wessex KG GCVO  
Charity no 259140. VAT no 202 0374 70. Company Registration no 947096. Northern Ballet Limited registered in England at 2 St. Cecelia Street, Leeds LS2 7PA. Company limited by guarantee and share capital





## Appendix n

# Children in Performances

Northern Ballet gives children the opportunity to perform alongside the Company dancers in some Company productions and in Academy, Learning and Community performances. Whilst this is an opportunity for the children, Northern Ballet recognises it has a duty of care to them and will ensure that the safety of the children is always our prime concern.

Children taking part in any Northern Ballet production will always be in the care of a licensed chaperone or guardian.

### **Northern Ballet Requirements for the Safety of Children in Performance**

- Children will always be chaperoned by a professional licensed chaperone\* or guardian who will hold a current DBS check. Proof of this and current chaperone licenses will be provided to Northern Ballet for records.
- Each child will hold a performance license or BOPA which will be issued by their local authority.
- Northern Ballet will follow the guidelines set by NNCEE (National Network for Child Employment and Entertainment) with regards to appropriate working practices and hours.
- Northern Ballet will ensure that children get the appropriate hours of schooling required by law and that permission for school absence (where required) has been received for each child.
- Northern Ballet will ensure staff are supported about safe working practices with children. All staff members will be able to view Northern Ballet's and the venue's safeguarding policies.
- A risk assessment will be put in place to cover children performing on stage and this will be production specific.
- The venue safeguarding policy will be available to view and the Company Manager will ensure this is available prior to the company arriving in each venue.
- In the absence of a venue safeguarding policy, the Northern Ballet policy and guidelines will be used and venue staff will be expected to follow the policy.
- Company members who come into direct contact with children in performance will work within the Northern Ballet General Safeguarding Guidelines for all Staff.

### **Whilst children/chaperones are working with Northern Ballet they will –**

- Be made familiar with their environment including but not limited to - dressing rooms, route to stage and backstage areas. These will be shown by the most appropriate members of staff.
- Talked through health and safety procedures before the commencement of the production or rehearsal on stage.
- Chaperones will be informed of the fire evacuation procedure.
- Be rehearsed sufficiently to ensure their safety and confidence on stage.
- Have a clean, safe and fully functioning dressing room with separate children's only toilet.
- Be provided with the venue's safeguarding policy which highlights key people to speak to regarding Safeguarding. They will also receive Northern Ballet's Appropriate Physical Contact Policy and Social Media Policy.

\*A professionally licensed chaperone is an adult, over the age of 18, who holds a valid chaperone license from their local education authority and a valid DBS. It is the Chaperone's responsibility to look after any child in a theatre setting, ensuring the child's welfare is paramount to any decision making and that the child is not put at risk whilst in the theatre.

## Appendix o

# Data Protection

Children have varying levels of contact with Northern Ballet and therefore the data collected is dependent on the activity undertaken.

If your child attends a class or course at Northern Ballet, we ask for personal details which are likely to include:

- Name
- Address
- Date of birth
- Emergency contact details
- Details of medical conditions or medication.

If further details are requested, this will be in consultation with the guardian and will be aligned with the activity being undertaken.

All data is stored in line with Northern Ballet's Privacy Policy:

<https://northernballet.com/privacy-policy>

## Appendix p

# Useful Contacts & References

### Designated Safeguarding Leads

0113 220 8000

Leanne Kirkham

07825 545072 (out of office hours)

Annemarie Donoghue

07986 321395 (out of office hours)

### Designated Safeguarding Officers

0113 220 8000

Emma Rodriguez-Saona

Shaun Daniels

07535 354178 (out of office hours)

Laura Walsh

07500062443 (out of office hours)

Nicola Phillips

07704 900836 (out of office hours)

### Youth Mental Health First Aiders:

Keisha Hamilton

Laura Walsh

Emma Rodriguez-Saona

Annemarie Donoghue

### Leeds Safeguarding Partnership

0113 376 0336

0113 535 0600 (out of office hours)

<https://www.leadsscp.org.uk/Home>

Social Services Department (SSD)

0113 222 4403

### Leeds Police Safeguarding Unit

0113 385 9590

### NSPCC (Children's Services Office)

0113 217 2200

232 Stanningley Road

Leeds

LS13 3BA

### NSPCC (National Helpline)

0808 800 5000 (for adults)

0800 1111 (for children)

[help@nspcc.org.uk](mailto:help@nspcc.org.uk) (email)

<https://www.nspcc.org.uk>

### Documents Referenced

Children Act 2004

[legislation.gov.uk/ukpga/2004/31/contents](https://legislation.gov.uk/ukpga/2004/31/contents)

Disclosure and Barring Service (DBS)

[gov.uk/government/organisations/disclosure-and-barring-service](https://gov.uk/government/organisations/disclosure-and-barring-service)

Employer's Guide to Right to Work Checks

[gov.uk/government/publications/right-to-work-checks-employers-guide](https://gov.uk/government/publications/right-to-work-checks-employers-guide)

Equality Act 2010

[gov.uk/guidance/equality-act-2010-guidance](https://gov.uk/guidance/equality-act-2010-guidance)

General Data Protection Act 2018 and GDPR

[gov.uk/data-protection](https://gov.uk/data-protection)

Keeping Children Safe in Education

[assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/912592/Keeping\\_children\\_safe\\_in\\_education\\_Sep\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf)

NNCEE (National Network for Child Employment and Entertainment)

[nncee.org.uk/](https://nncee.org.uk/)

Regulatory Reform Fire Safety Order 2005 (RRFSO)

[legislation.gov.uk/ukxi/2005/1541/contents/made](https://legislation.gov.uk/ukxi/2005/1541/contents/made)

Torfaen County Borough, 2008

[antibullytorfaen.org.uk/SiteElements/Documents/Anti-Bullying-Strategy-2008-10.pdf](https://antibullytorfaen.org.uk/SiteElements/Documents/Anti-Bullying-Strategy-2008-10.pdf)

Working Together to Safeguard Children 2018

[assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)