



# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY OVERVIEW

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**Annemarie Donoghue**

**Safeguarding at Northern Ballet**

## **INTRODUCTION**

### **NORTHERN BALLETS COMMITMENT**

This guide provides an overview and brief summary of safeguarding and child protection at Northern Ballet. Please take additional time to study Northern Ballet's full Safeguarding Policy which is available upon request from the Academy office or via [www.northernballet.com](http://www.northernballet.com).

Ensuring all children, young people and vulnerable adults who attend Northern Ballet activity or take part in performances with the Company are protected from harm is paramount to Northern Ballet. The principles laid out in this document are embedded throughout the whole Company and adhered to by all staff. Northern Ballet is committed to a practice that protects children, young people and vulnerable adults from harm. Staff and volunteers accept and recognise their responsibilities to develop awareness of the issues that cause harm whether that be physical, mental or emotional.

As an organisation Northern Ballet is committed to ensuring Safeguarding is of paramount importance, striving to achieve the highest possible standard. Not only is the safeguarding of children and young people significant to the Company's best practice, we also have legal duties that we must fulfil; it is the responsibility of Northern Ballet, all staff members and any partners working with Northern Ballet to ensure we have sufficient measures in place. Northern Ballet aims to provide a positive, welcoming, stimulating, caring and safe environment which promotes the social, physical, emotional and moral development of each and every child and young person we come into contact with.

In order to fulfil our responsibilities to the children and young people we work with we adopt a child-centred approach. This means that:

- Safeguarding systems and procedures are orientated around the wishes, feelings, wellbeing and best interests of all children and young people.
- We seek to give children a 'voice' listen to what they say, take them seriously and work collaboratively in order to meet their needs.

#### **Northern Ballet works with children, young people, adults and older people in a variety of ways:**

- Through the many programmes of training and vocational classes led by the Academy of Northern Ballet.
- Through the outreach workshops, education projects and weekly Ability classes led by the Learning Department both at Northern Ballet and in educational and community settings.
- Through work placement across the organisation.
- Through audiences at Northern Ballets studio theatre and at the large-scale venues where the Company perform.
- Through the child performers who perform in many of the Company productions.

#### **Empowering children and building resilience:**

- We recognise that every child and young person has the right to be treated in a way which promotes high self-esteem and confidence.
- We recognise that positive peer support and clear lines of communication with trusted adults will help children and young people to develop and flourish, especially those at risk of or suffering abuse.

#### **This policy applies to everyone and should be read and understood alongside the following Northern Ballet policies:**

- Anti-Bullying policy
- IT use and online safety
- Promoting positive behaviour
- Whistle-blowing policy

## WHAT DOES SAFEGUARDING MEAN?

Child(ren) means everyone under the age of 18, National statutory guidance 'Working Together to Safeguard Children' (2015) defines safeguarding and promoting welfare as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

Northern Ballet acknowledges that safeguarding is about much more than 'child protection'. When we talk about safeguarding we mean helping children and young people to stay safe, this can take many forms whilst in Northern Ballet's care.

Safeguarding children is not just about child abuse or neglect. All staff are aware of their responsibility to act in order to protect children from various potential sources as well as from differing types of harm.

## GOOD PRACTICE GUIDELINES: Code of conduct for Northern Ballet employees and partners

This code of conduct has been developed to help all employees ensure the safety of all the children and vulnerable adults they work with and is also designed to help protect staff.

Adherence to good working practices, aligned with open communication with parents and children, should ensure that a safe and enjoyable environment is established and sustained.

Northern Ballet accepts responsibility of duty of care from the point of the receipt of the child (from a parent/carer/teacher) to the point of return to the parent/carer/teacher.

### Staff and volunteers will:

- Create a safe and enjoyable environment.
- Always endeavour to maintain visibility and openness (publicly) when working with children to avoid situations where an employee and an individual child cannot be observed (i.e. be aware of positioning in a room and open doors, blinds / curtains).
- Respect a child's right to personal privacy and encourage them to feel comfortable.
- Provide an example of good conduct for others to follow that includes: being polite and respectful of others, using appropriate inoffensive language, carrying out duties with professionalism and care for others and the environment and premises.
- Challenge unacceptable behaviour, such as being impolite and disrespectful to others and the premises, using inappropriate verbal or physical teasing or abuse, being disruptive and hindering others in their enjoyment of the classes and other activities.
- Report all allegations/suspensions of abuse.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Be aware that any physical contact with a child may be misinterpreted. Given the physical nature of dance, some physical contact by the teacher and other students may be necessary, but should never be inappropriate, of a sexual, threatening or aggressive nature. Physical contact will only take place with the consent of the child and the purpose of the contact should be made clear.
- Treat all children equally, with respect and dignity and put their welfare and safety first.
- Take time to listen to children's views and take these on board in any relevant decision-making process.
- Maintain a written report of any incident or injury together with any subsequent treatment and immediately complete an accident report form if appropriate.

### Staff and volunteers will not:

- Engage in rough, physical or sexually provocative games.
- Have inappropriate physical or verbal contact with children or young people.
- Do anything of a personal nature for a child if they can do it themselves.
- Make sexually suggestive comments in front of, about, or to a child, even in fun.
- Spend excessive amounts of time alone with children, away from others.
- Meet with children outside organised classes unless this is with the knowledge and consent of parents.
- Show favouritism to any individual.

- Allow themselves to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people.
- Tolerate or condone bullying (this may take the form of physical abuse, name-calling, teasing, humiliation, racial taunts, sexual comments, unwanted physical contact etc).
- Take children alone in a car on journeys, however short, without the express permission of parents.
- If it is essential it must be done with the parents'/carers' consent, and insurance liability needs to be checked.
- Take images or film students using their own personal equipment.
- Use their mobile phone/technology during class times unless it is to play music for the class.
- Let allegations made by a child go without being addressed and recorded.
- Deter children from making allegations through fear of not being believed.
- Abuse any position/relationship of trust.

We will not tolerate abuse in any of our activities and will make every endeavour to ensure that all children, young people and vulnerable adults 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.

We recognise the needs of disabled participants and participants from minority ethnic groups and our policies and procedures laid out in this document apply to all regardless of gender, ethnicity, disability, sexual orientation or religion as applied in the Company's Equal Opportunities Policy.

## **CHILDREN IN PERFORMANCES**

Occasionally children and young people are engaged by Northern Ballet to take part in our productions at venues around the country. The Company's relationship with any employee is governed by employment law, however where an employee is under the age of 18 we are mindful of the fact that they are still defined as a child in law. As far as is practically possible within their job role, the principles behind our Safeguarding Policy are adhered to.

All children taking part in any performances will be licensed by their Local Education Welfare Office to take part in the performance. This will require permission from the parent/carer, Head Teacher and a medical certificate when appropriate. Whilst in the theatre they will be accompanied at all times by either a parent/carer or licensed chaperone.

When visiting a theatre, we will adhere to both Northern Ballet and the theatre's safeguarding policies.

## 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 employees' responsibility to decide whether or not abuse has taken place. If employees 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 1), and then let the appropriate bodies investigate. This applies regardless of whether the concern relates to the behaviour of another employee, a child or vulnerable adult, 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/vulnerable adult. 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/vulnerable adult 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 children 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*
- *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 parent or carer 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*

## WHAT TO DO IF YOU HAVE CONCERNS:

### STEP 1 – LISTEN AND REASSURE

DO:	DO NOT:
<p><b>Stay calm</b> – do not rush into inappropriate Action</p> <p><b>Reassure the child</b> – that they are not to blame and confirm that you know how difficult it must be to confide</p> <p><b>Listen</b> – to what the child says and show that you take them seriously</p> <p><b>Keep questions to a minimum</b> – use open ended questions, i.e. those where more than a yes/no response is required. 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</p> <p><b>Ensure that you clearly understand what the child has said</b> so that you can pass it on to the appropriate agencies</p> <p><b>Consult with the identified Designated Safeguarding Officers</b> – ensuring that you communicate all the information accurately</p> <p><b>Maintain confidentiality</b> – complete safeguarding incident form and sign and date. (see Appendix 1)</p>	<p><b>Panic</b></p> <p><b>Make promises you can't keep</b> 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</p> <p><b>Make the child repeat the story unnecessarily</b></p> <p><b>Delay</b></p>

### STEP 2 - RECORD

The following process should be followed if the allegation concerns cases of ABUSE, BULLYING OR MISCONDUCT

- (1) Make a full report of any allegations or suspicions on paper (an incident report form is available see appendix 4). Record what the child has said, and/or your concerns, legibly and accurately. Details should include:
  - The child's name, address and date of birth
  - Date and time of the incident and/or nature of allegations
  - Any observations, e.g. description of behaviour and emotional state of the child, injuries etc.
  - The child's account, if it can be given, of what has happened
  - Any action taken as a result of concerns, e.g. comments made to the child; if parent/carer has been contacted etc.
  - Record if these concerns are those of a third party
  - Sign and date the report
- (2) Give the report to the DSO's, unless they are involved in the complaint, who will then involve either the parent/carer, Head Teacher, Children & Young People's Social Care (CYPSC) or Police.

Note: CYPSC investigate child protection issues on behalf of Leeds Safeguarding Children's Board (LSCB)

- (3) If the DSOs are involved in the complaint give the report to the directors.
- (4) Confidentiality must be maintained.

#### 5.4 STEP 3 – INVOLVE THE APPROPRIATE PEOPLE

Once staff have completed the report they must ensure that the most appropriate DSO/s in the department have been informed so a decision can be made as to the most appropriate action.

If the member of staff is unhappy with the DSO's handling of the incident or the allegations are made specifically against a DSO, they should contact the person in charge immediately and make a record of this. This will be one of the Director Level members of the safeguarding committee, who can then contact either the relevant local authority or the Board Level representatives on Northern Ballet's Safeguarding Committee to take further action.

It is essential that all allegations of abuse are dealt with in a fair and consistent manner, providing protection for the child, ensuring they are not in a position of danger. Where an allegation of abuse is made against a member of staff, this should be dealt with at the earliest opportunity and Northern Ballet will support the person who is subject to the allegation. Wherever possible, confidentiality of the person reporting the incident will be maintained, unless revealing the identity of the reporter will significantly aid the resolution of the investigation. The reporter will be informed if the decision is made to reveal their identity.

Northern Ballet's primary aim is always of protecting a child, young person or vulnerable adult. Members of staff must be aware that all reported incidents will be handled with sensitivity and investigated by an independent member of the Safeguarding Committee. Please note that confidentiality cannot always be maintained when a situation arises where revealing the identity of the reporter would have a positive impact on resolving an incident or will aid the investigation.

As an employer Northern Ballet has a duty of care to all employee's, therefore the organisation will ensure that effective support is provided for anyone making a report as well as those facing allegation. Suspension is not an automatic response to an allegation and each allegation must be investigated on an individual basis. During an investigation Northern Ballet will respond proportionately to each individual case to manage risk and provide the appropriate support.

For reasons of confidentiality, once the situation has been reported/moved on, the reporting member of staff will not be informed of the details of the specific actions taken as a result of the investigation.

#### 5.5 Termly Review

At the end of each term, the DSL's will review all allegations and inputs on the Tootoot system to analyse the data and highlight any areas of concern regarding repeated incidents.

## USEFUL CONTACTS

Northern Ballet Designated Safeguarding Officer's .....0113 220 8000  
Emma Rodriguez- Saona .....07849 770192 (out of office hours)  
Shaun Daniels.....07535 354178 (out of office hours)  
Yasmin Delves .....07850 443626 (out of office hours)  
Nicola Phillips  
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Northern Ballet Designated Safeguarding Leaders .....0113 220 8000  
Leanne Kirkham .....07825 545072 (out of office hours)  
Annemarie Donoghue.....07986 321395 (out of office hours)

LSCB.....0113 222 4403

Social Services Department (SSD) .....0113 376 0336  
Emergency number .....0113 240 9536

West Yorkshire Police Safeguarding Unit.....01924 335073

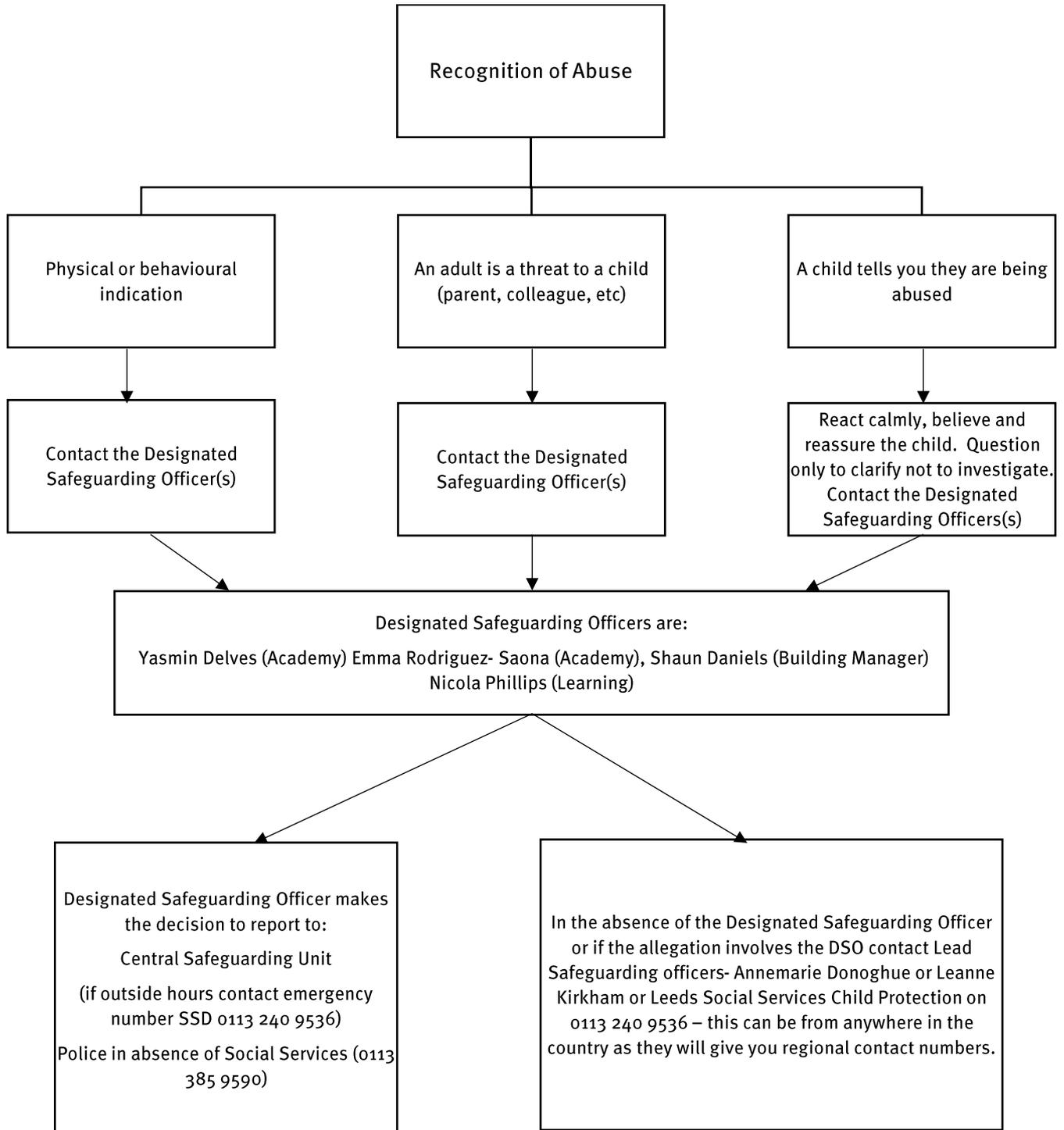
NSPCC (Children's Services Office).....0113 217 2200  
232 Stanningley Road  
Leeds  
LS13 3BA

NSPCC (National Helpline) .....0808 800 5000  
help@nspcc.org.uk

### Northern Ballet Safeguarding Committee

Board Level members	Elizabeth Jackson
Lead Safeguarding Officers	Annemarie Donoghue, Academy tutor, Associate & Graduate Programme Manager Leanne Kirkham, Director of Learning
Designated Safeguarding Officers	Emma Rodriguez-Saona, Open Programme Manager and Student Support Coordinator Shaun Daniels, Operations Manager Yasmin Delves, CAT Manager Nicola Phillips, Learning project Manager
Child Protection Champions	Fiona Heseltine Martin Smith Learning team Academy team Pastoral team

**GUIDELINES FOR REPORTING ALLEGATIONS**  
**Action to take if you suspect Child Abuse**



## 1. SAFEGUARDING INCIDENT RECORD FORM

Please complete this form to ensure any allegations of abuse, bullying or misconduct are correctly documented and pass to a Designated Safeguarding Officer.

Remember to maintain confidentiality on a need to know basis – only if it will protect the child.

Do not discuss this incident with anyone other than those who need to know.

Your name:
Your position:
Child's name:
Child's address:
Parents/carer names and address:
Child's date of birth (if known):
Date, time and place of alleged incident:
Your observations:
Record exactly what the child said in their own words and any questions you asked if the situation needed clarification: (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary).
Action taken:
External agencies contacted (date & time):
Police:     yes / no  If yes, which:

<p>Name and contact number:</p> <p>Details of advice received:</p>
<p><b>Social Services:</b> yes / no</p> <p>If yes, which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p><b>Other</b> (e.g. NSPCC) yes / no</p> <p>If yes, which:</p> <p>Name and contact number:</p>
<p><b>Signature:</b></p> <p><b>Print name:</b></p> <p><b>Date:</b></p>

**Designated Safeguarding Officer NB:**

**If you contact your local Children and Young People's Social Care regarding the above a copy of this form should be sent to their Child Protection Team following a telephone report.**

## **SAFEGUARDING POLICY & PROCEDURES OVERVIEW FOR STAFF as @ 25 Oct 2018**

Please sign, date and remove this page and return to Catherine Worthington or Annemarie Donoghue.

I have read, understood and agree to comply by this code of conduct for Northern Ballet and The Academy of Northern Ballet employees

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Please keep this policy for your records, you will be issued a new version should there be any updates.