



LUDUS DANCE

SAFEGUARDING POLICY

Policy for the safeguarding of Children and Vulnerable Adults

Ludus Dance is committed to reviewing this policy and good practice regularly. This policy was created on: 10th October 2013 and is reviewed annually. Approvals were last made on by the Board of Trustees on 7th August, 2019. Due for renewal 7th August 2020.

Policy Statement

Ludus Dance is committed to a practice that protects children, young people* and vulnerable adults from harm. We accept and recognise our responsibilities to develop awareness of the issues and actions which could prevent or lead to harm.

Child Protection Officer: Laura Worden, Dance Development Officer

Ludus Dance believes that:

All children and vulnerable adults have a right to be protected from harm regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity. The safeguarding of children and vulnerable adults is paramount.

Fundamental principles

The Policy is based upon the following fundamental principles:

- The welfare of children is paramount
- Children and vulnerable adult's needs are the central consideration in all decision making
- All young people and vulnerable adults, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or socio/economic background have a right to be protected from abuse. Please see our equality and diversity policy for more information.

- There is a duty of care to safeguard children and work in partnership with relevant stakeholders (police, social services, NSPCC, children, parents/carers, other organisations) is key to meeting this responsibility
- Safeguarding is everybody's responsibility

Aim of the policy

The aim of Ludus Dance's Safeguarding Policy is to ensure the safeguarding of all children and vulnerable adults who attend sessions at Ludus Dance or work with Ludus Dance in the community and/or schools and to enable them to participate in an enjoyable and safe environment. In order to do this all staff and freelance artists must:

1. Adhere to Good Practice principles
2. Carry out Safeguarding of children and vulnerable Adults Procedures when concerns are raised
3. Ensure Good Practice in Recruitment

This policy relates to all staff and freelance workers who are employed with Ludus Dance. All staff and freelancers will be in receipt of this policy.

Important terms to be aware of:

Local Safeguarding Children Boards (LSCB): Local Safeguarding Children Boards are strategic bodies with responsibilities under the Children Act 2004 to help ensure effective safeguarding of children across key agencies involved with children. Our LSCB is the Lancashire Safeguarding Children Board. Their objectives are:

- To co-ordinate the work done locally by agencies represented on the Board
- To safeguard and promote the welfare of children
- To ensure that the work done is effective and that it is outcome focused

For more information, follow the link:

<http://www.lancshiresafeguarding.org.uk/learning-development.aspx>

Regulated Activity: For the purposes of identifying roles or individuals qualifying for DBS checks, regulated activity is defined as: involving contact with children and is of a specified nature (e.g. teaching, training, care, supervision, advice, medical treatment or in certain circumstances transport) on a frequent, intensive

and/or overnight basis; or involving contact with children in a specified place (e.g. schools, care homes etc.), frequently or intensively.

The definition of Regulated Activity for adults defines the activities provided to any adult as those which, if any adult requires them, will mean that the adult will be considered vulnerable at that particular time. These activities are: the provision of healthcare, personal care, and/or social work; assistance with general household matters and/or in the conduct of the adult's own affairs; and/or an adult who is conveyed to, from, or between places, where they receive healthcare, relevant personal care or social work because of their age, illness or disability. Please see Department of Health factual note on Regulated activity (adults) available on their website.

The position of trustee of a vulnerable groups' or children's charity is not a Regulated Activity in itself. It is only if trustees have close contact with these vulnerable beneficiaries that they would fall within the scope of regulated activity and be eligible to obtain an enhanced DBS check and barred list check.

Safeguarding: refers to a range of proactive measures taken to keep children safe and promote their wellbeing, including child protection.

1. Good Practice Principles

Ludus Dance will endeavour to safeguard children and vulnerable adults by adhering to the following good-practice principles:

- Risk Assessment will be part of planning any project or session and should take into account what might go wrong, their likelihood and impact. From this, measures to reduce risk including allocating roles to monitor and manage child protection as well as what to do if things do go wrong, will be identified
- To always put the welfare of children and vulnerable adults first, before achieving goals
- To treat all children and vulnerable adults equally, with respect and dignity (In line with our Single Equality and Diversity Action Plan SEDAP)
- To always work in an open environment (e.g. avoiding private or unobserved situations - particularly one to one, and to encourage openness)
- To maintain a safe and appropriate distance with children and vulnerable adults (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- To strive for equitable relationships based on mutual trust, which empowers children and vulnerable adults to share in the decision-making process

- To ensure that dance is fun, enjoyable and to promote healthy safe practice
- To maintain up to date insurance policies and to ensure that guidelines are followed
- To defer to and involve parents/carers/teachers/youth leaders wherever possible
- To be an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- To give enthusiastic and constructive feedback rather than negative criticism
- To be aware of the developmental needs and capacity of children and vulnerable adults
- To obtain consent from parents or carer for each use of still or moving image of children and vulnerable people. Once obtained to only archive material for 4 years unless further consent is obtained
- Full lesson plans must be available on request to comply with insurance
- No child or vulnerable adult should be left on their own with an adult. If necessary, call the police to assist, or ask the parent/carers of the last but one child leaving a session to stay
- Try and ensure that either a teacher or youth worker is present when teaching in schools or youth clubs
- Always achieve written parental consent if you are required to transport young people
- Always ensure that any form of manual/physical touch is appropriate to the lesson and is provided openly
 - Children and vulnerable adults should always be consulted and their agreement gained. Provide an introduction to the nature of the contact work and encourage a ‘no’ response if anyone feels it is unacceptable
 - Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered. Back up through lesson plans
 - Movement, body work and touch can make some people feel vulnerable. Even though appropriate touch is vital for well-being, it is only valuable when it feels safe, comfortable and positive. Touch must always be negotiated- and this can be non-verbal. Create an environment in which participants feel genuinely able to make choices based on how they feel:
 1. Each person needs to feel in control of what they do, or what is done to them
 2. Touch may become unacceptable at any time. It is never acceptable to maintain touch if it has become unwelcome for any reason
 3. Negotiate and support activities on a moment to moment basis and encourage anyone else working with you to do the same

4. Insist on this rule for any session: 'you can move in any way that you want as long as it doesn't hurt anyone else, or you'
 5. Stop, or change, what is happening at any time you feel uneasy about participants' safety or comfort
- If groups have to be supervised to change, try and ensure that adults supervise in pairs
 - During residential events, avoid one to one situations and being alone with a child or vulnerable adult in a bedroom or any other space
 - When organising a work placement with a partner organisation it is crucial that the hosts' safeguarding policies and practices are thoroughly interrogated in advance of hosting scenario. This includes response to abuse and disclosure and the communication to the child and young person of who to turn to within the host organisation if they need support. No work placements should be arranged with any organisation whose safeguarding policies and procedures are in any doubt.

Practice never to be sanctioned

You should never:

- Be alone with a child or vulnerable adult
- Engage in rough, physical or sexually provocative games
- Share a room with a child or vulnerable adult
- Allow or engage in any form of inappropriate touching
- Allow children and vulnerable adults to use inappropriate language unchallenged
- Make sexually suggestive comments to a child or vulnerable adult.
- Reduce a child or vulnerable adult to tears as a form of *control*
- Allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or vulnerable adults, that they can do for themselves
- Invite or allow children or vulnerable adults to stay with you at your home unsupervised

2. Safeguarding of Children and Vulnerable Adults Procedures

Responsibility

Everyone has a 'duty of care' towards all children under 18 and vulnerable adults. It is your responsibility to Recognise, Respond, Record and Report if you suspect abuse.

However, it is not the responsibility of anyone working at or for Ludus Dance to decide whether or not abuse has taken place. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Recognising Abuse

Physical, Emotional, Sexual, Domestic, Institutional, Discriminatory and Neglect are all forms of abuse that we need to look out for. Refer to the 'Types of Abuse' page. These will help you identify the visible and behavioural signs of abuse. It is not a Ludus Dance employee's job to work out what has happened, though that is the job of Social Services.

Responding to Possible Abuse and to Disclosure

If a young person discloses information to you regards a possible safeguarding issue, please ensure that you inform them before any discussion that you have a duty of care to share information with people who can help. You may want to consider the following opening statement:

"I have a duty of care to make sure you are safe. If you want to disclose any information to me I will have to tell someone who can help you. Are you happy for me to do this?"

Remain calm, listen carefully, **and do not ask leading questions** (try: "Tell me... Explain to me... Describe to me..."), do not promise to keep a secret, reassure the person concerned and tell them what you are going to do next. Remember that it is not your job to gather evidence; you just need enough information to assess whether the young person is at risk.

Recording Concerns

What to report:

Date, time, individuals present, individual concerned, what they said, what you said in response, where you were when the information was disclosed. For the wellbeing of the child, it is important not to make notes as you speak with them. Try to remember as much as you can and write your report after.

You should keep a confidential record of any concern, disclosure, referral and responses you make. You may well be called upon at a later stage. The more detail the record is the greater likelihood of uncovering the truth in any investigation. You will be asked by Ludus Dance to complete a Safeguarding Concern Form and/or Accident/ Incident Book (where necessary). The record should be counter-signed and dated by the person with legal responsibility.

Reporting Concerns

Who to report it to: Report to Child Protection office, this must be done at the earliest opportunity. The child protection officer will then take such steps considered necessary to ensure the safety of the person concerned and any other child or vulnerable adult who may be at risk. The child protection officer will be responsible for reporting to the relevant LSCB or police.

If the legally responsible person is the subject of the suspicion/allegation, the Child Protection Officer of Ludus Dance will contact the relevant authorities. If the

Child Protection Officer is not available, seek a consultation with the Social Services Access Team or phone the local police or in an emergency (999).

Confidentiality

Whilst working for Ludus Dance there may be occasions when group members disclose personal details. Within the group setting this is to be expected, however we are obliged to breach confidence if any of the following apply:

- The risk of harm to an individual is apparent
- The degree of harm is judged to be serious
- Breach of confidentiality may serve to avoid harm

Data Protection

Where records are kept of the contact information of any child or vulnerable adult, these will be kept on password protected IT systems or under lock and key and will only be accessible to a small number of authorised people.

All tutors and others that have regular contact with children or vulnerable adults should not make direct contact via telephone or email or indirect contact through social networking sites with any individual. This is for their own protection as well as the protection of the child or vulnerable adult. In most cases, communication will be either with the parent or carer, or an authorised member of staff on behalf of those who have regular contact will make it.

Any personal held on any child, young person or vulnerable adult will be kept in line with GDPR regulations and our Data Protection Policy.

3. Ensuring good practice in recruitment

Ludus Dance recognises that anyone may have the potential to abuse children and vulnerable adults in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. When undertaking pre-selection checks the following will be included:

- All staff should complete an application form. The application form will seek information about applicants past and require self-disclosure about any criminal record. This does not contravene the Rehabilitation of Offenders Act 1974 as it relates to recruitment for positions of trust
- Consent must be obtained from an applicant to seek information from the Barring and Disclosure service (DBS)
- Two confidential references, including one regarding previous work with children and/or vulnerable adults. These references must be taken up and confirmed
- All successful applicants and freelancer contracted for direct delivery with children, young people or vulnerable adults will undergo an Enhanced DBS check. Other staff will be checked if deemed appropriate.

Declaration for all staff and freelance artists to complete, to be kept in your personnel file

- 1) I have read a copy of Ludus Dance Policy for the Safeguarding of Children and Vulnerable Adults.
- 2) I recognise that **'the welfare of the child and vulnerable adult is paramount'** regardless of age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity and that everyone has the right to protection from abuse
- 3) I know what the 7 different types of abuse are:
Physical, Sexual, Emotional, Neglect, Domestic, Discriminatory and Institutional Abuse
- 4) I understand my responsibilities in relation to abuse:
Recognising, Responding, Recording and Referring
- 5) I understand that:
I have a responsibility to be fully aware of issues of protection of children and vulnerable adults and must take appropriate action to protect all those involved for dance projects/activities run by Ludus Dance.
- 6) I commit to being vigilant in my sessions for Ludus Dance
- 7) I know I must contact the Ludus Dance Safeguarding Officer if I suspect abuse during or surrounding a Ludus Dance activity
- 8) I know whom to contact with a query

TYPES OF ABUSE

Sexual Abuse

Forcing or enticing a child to take part in sexual activities, whether or not they are aware of it happening. The activities may involve physical contact, penetrative or non-penetrative acts. They may also include non-contact activities, such as involving children looking at, or in the production of, pornographic material or watching sex acts, or encouraging children to behave in sexually inappropriate ways. Refer to www.brook.org.uk behaviours traffic light tool.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve failing to provide adequate food, shelter, and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs and in –utero as a result of maternal substance abuse,

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child.

Emotional Abuse

Emotional abuse is the persistent ill treatment of a child such as to cause severe and persistent adverse effects upon the child's emotional development. It may involve conveying to children that they are worthless, unloved or inadequate. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is present in all types of ill treatment of a child, though it may occur alone.

Domestic Abuse

Any incident or pattern of incidents of controlling, coercive or threatening behaviour or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality

Signs of Abuse likely linked to Adults at Risk:

Discriminatory Abuse

Signs that a vulnerable adult is being offered a substandard service. Repeated exclusion from basic rights such as health, education, employment, criminal justice and civic status. Tendency to be withdrawn or isolated. The support on offer does not take account of the protected characteristics under the Equality Act 2010. Denial of the vulnerable adults' communication needs (e.g. not allowing access to an interpreter, signer, lip –reader) Harassment or exclusion on the grounds of disability or other protected characteristics.

Institutional Abuse

Signs that a vulnerable adult is being offered a substandard service include but are not limited to:

Hunger and dehydration, food and drink being placed out of reach, dentures not put in

Lack of flexibility and choice for those using the service, no choice of meals or bed-times

Inadequate staffing, inappropriate care and poor standards of care

Poor record keeping and missing documentation

Few social, recreational and educational activities

Absence of care plans

Lack of management overview and support

Use of derogatory language and remarks

Failure to ensure privacy and dignity, poor practice in the provision of intimate care

Public discussion of personal matters

Lack of respect shown to those using the service, ignoring cultural and religious, ethnic needs

Lack of personal clothing and possessions, including communal toiletries

Residents racially harassing staff or other residents

Residents abusive to staff or other residents, failure to take action/ misuse of restraints

An ongoing absence of visitors, discouragement of visits, interference with mail/ online communication

Sensory deprivation denial of use of glasses or hearing aids

Misuses of medication

If you have any questions regarding Child Protection and Safeguarding, please speak to our Safeguarding Officer, Laura Worden

You can also find further information on the NSPCC website – www.nspcc.org.uk