



Safeguarding and Child Protection

Appointed Safeguarding Persons

Our appointed Safeguarding and Child Protection persons at THE STUDIO are Emilie Cooper and Inga Adams. Students, team, parents and carers are welcome to speak to either Emilie or Inga regarding any safeguarding issues.

Keeping everyone safe at THE STUDIO

At THE STUDIO, it is a main priority of ours to keep students, families and the team safe at all times. This policy is created by THE STUDIO team, in line with the Department of Education's Keeping Children Safe in Education document. Please feel free to ask the team for an in detailed policy for more on this and what the team follow during training.

All staff and teachers are checked under the Disclosure and Barring Service (DBS), Safeguard trained and First Aid trained. The team are trained regularly on different teaching methods and adapting teaching to deal with a range of learning needs and abilities. The team must not be under the influence of any alcohol or any other substance when in contact with students. We pride ourself for being well experienced in what we teach to ensure safe dance practice. We have excellent communication with parents regarding background information, disabilities or specific needs, and try our best to adapt our teaching to fill these needs. The team collectively have over 30 years of experience working with children and young adults.

Due to the nature of the activities we teach, we have a hands on teaching method which may be used to correct technique and positioning. This is done primarily to avoid any injuries and to ensure correct technique in interest with safe dance practice.

Handover Procedure

We have a careful thought out drop off and collection procedure at THE STUDIO. We have a traffic light system in place where students must wait for the green light, in their cars or at the assembly point for students on foot. Once the green light shows, members of the team will collect students and the class may enter the building for classes. At the beginning of classes, a register is also taken. Due to safeguarding, no parents/carers will be allowed to watch classes however new families will be offered a look around the building when classes are not on, prior to their first session. Once classes end, the team will check that students are safely handed over to their parents/carers- this is done by our photo ID collection system. This also gives them a chance to pass on any information. We ask families to be punctual when collecting students as often the next class will begin straightaway. In the case of late collection, the student will remain in our care and we will contact the parent/carer. If anyone apart from the primary contacts are collecting, we ask families to please let us know. Please also notify the team if there are any concerns over who collects your child. At THE STUDIO we recognise that there can be situations where certain family individuals or friends are not permitted contact with the child. Any such information will be kept strictly confidential, and only accessed by those who would need it to keep your child safe. Anyone under 18 who is not being collected by a parent/carer and plans to make their own way home, are free to do so as long as we receive written permission from their primary carer for them to leave alone. Due to the nature of our uniform, we ask students to arrive and leave in fully covered clothing.

Confidentiality

All team members and class assistants understand and abide by our confidentiality policy and parents/carers are given access to any and all recorded about their child upon request. It is our policy to ensure that the parents and staff are open and honest with regards to gaining and sharing information. The team will give clear guidance of why certain information has been obtained, who will have access to it and who it may be shared with. Information discussed with Emilie, Inga and parents will be done so in a private and professional manner. Any information will need to be on a need to know basis and will be kept confidential. Any information told to the team will be confidential where appropriate, however it may be necessary in some circumstances to make other team members aware to ensure that the students needs are met in every class they attend. If support is needed from other outside professionals, Emilie and Inga will discuss the situation with the parent/carer first. Prior to sharing information with professionals, the following aspects will be considered:

1. Is the information confidential?
2. If the facts are confidential; is it in the interest of the child to share this information? (in cases of suspected child abuse or endangerment, confidential information may be shared with other professionals and the team)

When staff should be concerned

Staff should be concerned about a child if they have an injury which is not typical of the bumps and scrapes normally associated with children's activities; regularly has unexplained injuries; frequently has injuries (even when apparently reasonable explanations are given); confused or conflicting explanations are given on how injuries were sustained; exhibits significant changes in behaviour, performance or attitude; indulges in sexual behaviour which is unusually explicit and/or inappropriate to their age; discloses an experience in which they may have been significantly harmed.

Dealing with a disclosure

If a child discloses that they have been abused in some way, the member of staff should listen to what is being said without displaying shock or disbelief; accept what is being said; allow the child to talk freely: reassure the child but not make promises which it might not be possible to keep; not promise confidentiality - it might be necessary to refer to Social care; reassure them that what happened is not their fault; stress that it was the right thing to tell; listen, rather than ask questions; ask open questions rather than leading questions; explain what must be done next and who must be told. Parents to be informed and kept up to date unless it is believed the child is in danger. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the designated safeguarding lead (or a deputy) and children's social care. Staff should never promise a child that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the child.

Record keeping

When a child discloses information, Emilie and Inga should - make some brief notes as soon as possible after the conversation; not destroy the original notes in case they are needed by court; note the date, time, place and any noticeable nonverbal behaviour and the words used by the child; draw a diagram to indicate the position of any bruising or other injury; record the statements and observations, rather than interpretations or assumptions; record any explanations to the injuries or behaviour given to the child and or parent/carer.

Note: records containing information on individual children will be stored in a secure place on site and arrangements made for the designated persons to access them.

Parents/Carers

When child abuse is suggested, the students parent/carer (and the child where appropriate) are fully involved through all the stages of the process. Explanations at each stage where the concerns are clearly explained and the investigation process is outlined.

Dealing with an allegations against a member of the team

If an allegation is made against a member of the team, they will be suspended while the situation is investigated. Emilie, Emma and/or Inga will contact Chidden Social Care and/or other organisations to help with the situation and investigation. All information is recorded and kept in a secure location.

Miss Emilie x

Miss Emilie Hardy L.I.S.T.D
Principal of THE STUDIO