

### **Samantha Dene's Dance and Fitness Safeguarding Policy**

Safeguarding Policy of Samantha Dene's Dance and Fitness	
Date drafted: 27/04/2020	Date for review: 27/04/2020
Date approved by the Board: 27/04/2020	

#### **1. Introduction:**

1. Samantha Dene's Dance and Fitness is a for-profit organisation run by;

Miss Samantha Dene Boden

2. Samantha Dene's Dance and Fitness is managed by Samantha and delivered by herself and her self-employed teachers all of which have the responsibility for safeguarding children and adults at risk.

3. The Team has adopted this safeguarding policy and expects every adult working or helping at Samantha Dene's Dance and Fitness to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Samantha Dene's Dance and Fitness.

4. Designated Safeguarding Officer;

Samantha Dene Boden

07598 430454

samanthadenes@outlook.com

#### **2. Mission Statement:**

1. This policy is intended to protect children and young people and adults who may be at risk who receive any service from Samantha Dene's Dance and Fitness.

2. As an organisation we believe that no child, young person or adult should experience abuse or harm. We are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff-to guide our approach to child protection and safeguarding.
3. As an organisation we will listen to, value, encourage and support those we work with.
4. Samantha Dene's Dance and Fitness recognises its duty of care under the Social Services and Well-being (Wales) Act 2014 and the "Working together to safeguard people volumes 1-6" Guidance. We will reference the Wales Safeguarding Procedures ([www.safeguarding.wales](http://www.safeguarding.wales)) in all our documentation and promote access to the app, as above, to all teachers, leaders, chaperones, volunteers etc for their reference.
5. As an organisation we are committed to safeguarding training and we believe it is important to give the clear message that safeguarding is everybody's business across Samantha Dene's Dance and Fitness. All safeguarding training or learning that any of the team attend will be logged.
6. As an organisation we are committed to providing a safe and enjoyable atmosphere to all.

### **3. The risks to children:**

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Financial abuse
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses
- Victimisation
- Self-harm
- Unsafe environments and activities

- Crime
- Exploitation

We recognise that a child at risk is a child suffering or at risk of abuse or neglect and who also has needs for care and support whether or not these needs are being met.

The team will look out for indicators of abuse to children which may include:

- Physical injuries that do not match the explanation given by the child/parent/carer, signs of untreated injuries or a delay in seeking treatment.
- Indicators of sexual abuse such as;
  - Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
  - Bleeding, pain or itching in the genital area
  - Difficulty in walking or sitting
  - Sudden change in behaviour or performance
  - Displays of affection that are sexual or not age-appropriate
  - Use of sexually explicit language that is not age-appropriate
  - Alluding to having a secret that cannot be revealed
  - Incontinence
  - Reluctance to undress around others
  - Self-harming
  - Poor concentration, withdrawal
  - Reluctance to be alone with a particular person

Indicators of emotional abuse:

- Concerning interactions between parents or carers and the child (e.g. overly critical or lack of affection)
- Lack of self-confidence or self-esteem
- Sudden speech disorders
- Self-harm or eating disorders
- Lack of empathy shown to others (including cruelty to animals)
- Signs of distress: tearfulness, anger

Indicators of neglect:

- Excessive hunger
- Inadequate or insufficient clothing
- Poor personal or dental hygiene
- Changes in weight or being excessively under or overweight
- Low self-esteem, attachment issues, depression or self-harm

- Poor relationships with peers
- Self-soothing behaviours that may not be age-appropriate (e.g. rocking, hair-twisting, thumb-sucking)
- Changes to attendance

This is not an exhaustive list of indicators and alone cannot be seen to be definitive proof a child is being abused but it is everyone's responsibility to act upon their concerns and report any incident immediately.

### **3.1 The risks to adults:**

- An adult is anyone aged 18 or over
- An adult at risk is defined as:
  - An adult who is experiencing or is at risk of abuse or neglect,
  - Has needs for care and support; many of which may not be apparent or visible e.g. mental health conditions, coercive control, addiction.
  - As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- The team will look out for indicators of abuse to an adult such as;
  - An adult may disclose a concern or describe what may be an abusive act.
  - Another person may raise concerns about the well-being of an adult.
  - There may be unexplained or concerning injuries such as burns, cuts, and bruises and particularly when situated in areas of the adult's body which are not normally prone to injury.
  - Physical injury may be present where the explanation given is inconsistent
  - Unexplained changes in behaviour may be noticed such as an adult becoming withdrawn, quiet or aggressive/verbally violent.
  - An adult may display inappropriate sexual awareness and be behaving in a sexualised manner that is out of character.
  - Excessive weight loss or weight gain for no obvious reason is noticed.
  - Physical appearance has become unkempt.

- The adult is withdrawn and has isolated themselves from the group and seems unable to make friends.

This is not an exhaustive list of indicators and alone cannot be seen to be definitive proof an adult is being abused but it is everyone's responsibility to act upon their concerns and report any incident immediately.

#### **4. Universality of Protection:**

We recognise that:

- The welfare of the child is paramount
- All children and adults regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm
- Some children and adults are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency
- Working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Everyone will be treated with respect and dignity.
- The team will log any complaints made regarding any incident that occurs at Samantha Dene's Dance and Fitness. This may be referred to for future reference or in the case of a recurring complaint.

At Samantha Dene's Dance and Fitness it is understood that we have a duty to report to the local authority an adult or child at risk where there is reasonable cause to suspect that they are suffering (have or may be suffering) from abuse, neglect or harm.

Relevant partners have a statutory duty to report as per the sentence above - are:

- The local authority (all departments)
- The neighbouring local authorities
- The Police
- Probation Services
- Youth Offending Services
- Health Boards and NHS Trusts

- Welsh Ministers with certain functions

If a safeguarding report is made a certain amount of information about the person in question will be needed such as;

- Home address or at least the home county

Information is necessary a) to know who to contact and b) to enable the social services department to make their first stage enquiries regarding the situation. All issues, suspicions, concerns will be logged. All children/parents/adults will be asked to complete a registration form on joining Samantha Dene's Dance and Fitness.

### **5. Safeguarding children at events / activities:**

There are three kinds of events/activities:

1. Those open to adults and children of all ages and members of the public, ie in circumstances such as an open day, or a performance at a fete.
2. Those for children accompanied by a parent, nominated parent, carer or guardian.
3. Those for unaccompanied children, which are sometimes run alongside other events/activities.

- At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child, remains on the premises throughout the activity and is responsible for the child/ren, but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
- At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event remains on the premises throughout the activity and remains responsible for the child/ren, but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
- At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Parents will be expected to collect their child/ren promptly at the arranged time, or provide name and mobile number of the adult who will do so. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

- Both event and activities are to be defined broadly to include any occasions where Samantha Dene's Dance and Fitness will be providing a service.
- NB Young people aged 16 or 17 years of age are still young people with a right to be protected from abuse, neglect or harm. Teachers and leaders are responsible for this in all circumstances noted above.

## **6. Disclosure and barring:**

1. Samantha Dene's Dance and Fitness offers the following activities for children:

Ballet, Tap, Street Dance, Strength and Stretch, Contemporary, Holiday Clubs, Annual Performances, Parties

2. Samantha Dene's Dance and Fitness offers the following activities for adults:

Zumba, Abdominal Strength Classes

3. Some of our activities may therefore require adult supporters who are not participants or adult leaders to undergo DBS checks.

4. The Team will take very seriously any allegation of impropriety for example:

- Inappropriate behaviour
- Failure to comply with our code of conduct and terms and conditions agreed to upon joining Samantha Dene's Dance and Fitness
- Behaviour which arouses suspicion
- A complaint by any member

A member of Samantha Dene's Dance and Fitness who discovers or is concerned about anything amiss should get in touch immediately with the following:

Samantha Dene Boden

07598 430454

samanthadenes@outlook.com

5. The Team will review the allegation and the likely risk to children or adults and, if appropriate, will consider banning the member from future events or revoking his or her membership or both. Staff, teachers, leaders, volunteers who are in regulated activity (see below in part 12) must be reported to the Disclosure and Barring Service under the duty to refer by the employer where the worker/volunteer has harmed, caused harm to, or taken action

or failed to take action which may harm, an individual in their “care”. This would include any situation where the worker/volunteer failed to comply with the organisation’s code of conduct regarding their working practice with children/adults at risk. The report will be made at the point at which Samantha Dene’s Dance and Fitness removes the individual from regulated activity, or they choose to remove themselves following such allegations through the following website: [Making barring referrals to the DBS](#). Samantha Dene’s Dance and Fitness may choose to refer a worker who meets the conditions above and is not undertaking regulated activity at the time but has been in the past or aims to do so in the future.

Any member of staff/volunteer whose role brings them into contact with children /adults at risk will be reported to the Local Authority Designated Officer (LADO) in accordance with section 5 of the Wales Safeguarding Procedures, should their conduct be brought into question regarding appropriate behaviour towards a child/adult at risk.

It is against the law to knowingly employ or deploy a volunteer who is barred, to work with the specific vulnerable group from whom they have been barred (children/adults).

#### **7. Health and safety aspects of safeguarding children:**

1. Before starting any event for unaccompanied children, the team will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The team will keep a record of all risk assessments.
2. Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while at least one other adult supervises the children not directly affected by the emergency. If unsure the team will refer to the NSPCC ratio guidance: <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children#article-top>
3. The teacher shall ask if there are any recent injuries and existing health conditions they should be made aware of at the beginning of classes. Any medical requirements should be stated on signing up to a trial class/for classes on the “Class 4 kids” website. These injuries shall be discussed between child/parent/guardian and the teacher and the teacher shall inform the students on parts of the classes/party the students should/should not take part in.
4. Any injuries that occur or become apparent during class will be logged.
5. The team will adhere to all stated in the ‘Health and Safety Policy’ provided by Samantha Dene’s Dance and Fitness.

#### **8. Health and safety aspects of safeguarding in adult classes:**

1. Before starting any fitness classes the teacher/instructor holding the session will risk assess the area and will minimise all risks to health and safety. The participants will be made aware of any particular risks and of the steps to be taken to minimise those risks. The team will keep a record of all risk assessments.
2. Before taking any fitness class the teacher/instructor will ask the participants to make them aware of any injuries they may have. Any new or first time attendees will fill in the registration form ensuring to log down any injuries or medical requirements they are aware of in the designated box. These injuries shall be discussed with the instructor taking the class. Any injuries that become apparent during class will be logged.
3. The team will adhere to all stated in the 'Health and Safety Policy' provided by Samantha Dene's Dance and Fitness.

### **9. Policy on the prevention of bullying:**

1. We will not tolerate the bullying of children either by adults or by other children, or bullying adult-to-adult.
2. If any incident of child-on-child bullying should arise at a Samantha Dene's Dance and Fitness event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The team will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the team will consider banning a child from future events, but only in full accordance with the rules and procedures of Samantha Dene's Dance and Fitness. Allegations of adults bullying children will be dealt with under paragraph 6.4,5 above.
3. If any incident of adult-on-adult bullying should arise at Samantha Dene's Dance and Fitness the team will deflect the bullying if they can and remain calm. A detailed record will be logged of every incident. If appropriate the team will consider banning a member from future sessions and events, but only in full accordance with the rules and procedures of Samantha Dene's Dance and Fitness. Allegations of adults bullying adults will be dealt with under paragraph 6.4,5 above.

### **10. Confidentiality:**

1. Personal information on all personnel and services will be kept securely and not shared unless there is a legal basis for doing so. This includes in response to a safeguarding situation or allegation.

2. Any personal information learnt about service users should not be discussed outside of Samantha Dene's Dance and Fitness or used for any purposes beyond Samantha Dene's Dance and Fitness. Such information will be destroyed when that individual is no longer connected to Samantha Dene's Dance and Fitness, this includes information being removed from the data back-up iCloud.
3. Access to the school email account, website, personal data, social media accounts, newsletters, examination details and data storage is password protected and is not available to members of the public, members of the school or its staff. The principal Samantha, has access to all of this data. All data is backed up into "iCloud" which is password protected.
4. When a member of staff leaves the school these passwords are changed in line with our data protection policy and this safeguarding policy.

### **11. Photographing children and adults:**

1. People have a right to privacy. Parents may only take photographs of their own children. They must ensure that no-one else's child is caught in the frame of the photograph.
2. Group photographs will be managed by the staff, ensuring that this only includes the children for whom there is permission explicitly granted for them to be photographed. Only a staff member authorised to do so will take group photographs on equipment supplied for this purpose.
3. Each parent must sign a consent form giving their explicit consent for a photograph of their child to be taken and confirming that they have a clear understanding of where such photographs will be used (e.g. posted on our website) and how. Parents have the right to change their mind and withdraw consent for photographs at any point and have the right to request that their child's image be removed from public view.
4. The team will do their utmost to ensure students who are not given consent to have their photograph taken do not have their photograph taken or published.
5. No names of children or adults will be mentioned on social media, the Samantha Dene's Dance and Fitness website, or in any other promotional materials. All digital identifiers will be removed before uploading.
6. When signing up to Samantha Dene's Dance and Fitness using the 'Class 4 Kids' website parents/guardians must answer the prompted question regarding photographs of their child(ren) to be used on social media, the Samantha Dene's Dance and Fitness website, or any other promotional materials.
7. During adult fitness classes group photographs will be managed by the staff, ensuring that this only includes the adults who give their permission to be photographed. Only a staff

member authorised to do so will take group photographs on equipment supplied for this purpose after announcing a picture will be taken. Participants have the right to refuse to be included and to step out of the picture.

## **12. Managing behaviour, discipline and acceptable restraint:**

1. Adults supervising children at Samantha Dene's Dance and Fitness' events must never use any form of corporal punishment. This would result in instant dismissal. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only. All incidents of such will be recorded in full and be subject to review. Unacceptable use of restraint will result in disciplinary procedures.

2. Unacceptable behaviour at Samantha Dene's Dance and Fitness events for unaccompanied children will generally be stopped by separating the children from each other and from the group. All the children involved will be suitably supervised and will be returned as soon as possible to the care of their parents. Parents may be contacted in immediate response to remove their children from the activity.

3. Unacceptable behaviour at Samantha Dene's Dance and Fitness sessions by adults will be addressed. Any adults involved in the unacceptable behaviour may be asked to leave the session and may be removed from the activity. All incidents will be logged and reported in full.

4. Samantha Dene's Dance and Fitness may apply a further disciplinary sanction; namely the suspension of the child or adult from one or more future events over the following 18 months, or possible removal. Any such sanction would be determined and applied by the following officer:

Samantha Dene Boden

5. A parent/adult attending sessions who is aggrieved by this ban may appeal to Samantha Dene's Dance and Fitness who will hear the views of all relevant persons. The decision of Samantha Dene's Dance and Fitness is then final. Any such appeals should be made to, and will be determined by the following officer:

Samantha Dene Boden

## **13. Safer Recruitment:**

Samantha Dene's Dance and Fitness ensures to use clear and fair procedures to recruit all staff. This will include;

1. Holding interviews with a consistent list of questions asked to each candidate,

2. Asking about values as well as skills,

3. Request Disclosure and Barring Service checks providing there is eligibility to do so. “Teaching, training, caring for and supervising” children in all forms is regulated activity where it takes place on a weekly basis or more than 4 times in 30 days. This should be measured based on the expected contact opportunities between a named adult and a recognised cohort of children/individual child. If the frequency applies, each person undertaking the role is required by law to hold an enhanced DBS check with the barring list check (children’s workforce). If the contact opportunity drops below the frequency level, the role is eligible for enhanced DBS checks without the barring list check.

4. Share information about children protection and good practice with children, adults, parents, staff, students and volunteers. Promote good practice and zero tolerance of unacceptable or inappropriate behaviour. Expect all adults, and young people if leaders/ volunteers, to sign up to a code of conduct.

5. Ensure the health and safety policy has been explained, that they know how to complete a risk assessment if necessary.

#### **14. Volunteers:**

1. All volunteers at Samantha Dene’s Dance and Fitness will be treated fairly and will be given clear expectations of their role within the organisation and are supported to fulfil that role.

2. Being a chaperone is regulated activity and requires, by law, an enhanced DBS check with a barring list check (children’s workforce), therefore these checks will be made even for a single occasion.

3. Chaperone/Matron Licences should be obtained where necessary. <https://www.gov.uk/chaperone-child-performers>

4. Parent helpers, who look after their own children or to children where they have made an informal arrangement with their parents, do not require any DBS check but must not assist other children. This also applies to sharing lifts, under the same informal arrangement.

This policy has been drawn up in accordance with the following:

1. The Children (Performances and Activities) (Wales) Regulations 2015
2. Keep Young Performers Safe
3. Social Services and Well-being (Wales) Act 2014

<https://www.flintshire.gov.uk/en/PDFFiles/Lifelong-Learning/Children,-Young-People--Families/Child-Performance-Licence/Body-of-Persons-Application-Form.pdf>

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