



Child Protection Policy

Introduction

The staff at Joze School of Dance recognise their duty of care as laid out in the child performance legislation and understand that abuse can take many forms. They are committed to protecting all children regardless of their age, culture, gender, sexual identity, religious beliefs or racial origin from harm. They will take any allegations of abuse seriously and respond appropriately.

Joze School of Dance ensures that the welfare of our students is always our first priority. We aim to create a safe positive environment with constructive feedback rather than negative criticism and we do not tolerate bullying. We will act swiftly to stop any inappropriate verbal or physical behaviour. We will keep up to date with relevant legislation and undertake staff training as required. We will make sure children are supervised at all times and we have a complete register of all students which includes emergency contacts.

Our Child Protection procedures can be found below. The dedicated Child Protection Officer for Joze School of Dance is Joanne Sproston and she can be contacted on 07709519611. She is aware of how to get in touch with the local social services to report a concern if needed. This policy will be regularly monitored by the Child Protection Officer and reviewed as appropriate.

Child Protection Procedures

Unsupervised Contact

Joze School of Dance will ensure that no adult has unsupervised contact with children, that all teaching staff hold up to date DBS certificates and that dance teachers have an enhanced DBS check as they will have frequent contact with children.

Physical Contact

Adults will only touch children in relation to the particular activity or to protect a child from harm and the purpose of the contact will be made clear. At all other times adults will maintain an appropriate distance.



Handling of Information

Our Privacy Policy details the information we collect and how it is used. Added to this Joze School of Dance understands the potential risk of inappropriate use of images of children. Photographs and film will only be taken of children where explicit consent has been given and the images will only be used in relation to the school's activities. Joze School of Dance will not use any images of students inappropriately dressed and all images used will retain the dignity of the student.

Suspicion of Abuse

If anyone sees or suspects abuse of a child whilst in the care of Joze School of Dance this should be reported as soon as possible to the Child Protection Officer. If the Child Protection Officer is suspected then concerns should be raised to another teacher. A note should be made of what was witnessed and the response given in case of follow up. Any serious allegation will result in immediate suspension of the individual concerned and they will have no further unsupervised contact with any children in the school.

Disclosure and Recording of Abuse

If a child discloses information concerning an abuse it is important to listen and reassure, record the disclosure as accurately as possible and then involve the Child Protection Officer.

During the disclosure the following points are important:

- Stay calm and don't panic
- Reassure the child – let them know 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, however ensure they understand that you will not be keeping this secret, but will only inform those people that need to know and those that can help.
- 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. Sign and date the record.
- Ensure the child understands what will happen next and contact the appropriate people as soon as possible.



All disclosures and any incidents that cause concern will be recorded with date, time and details of the individuals involved whether or not they are shared with any statutory bodies. Records will be securely stored and only shared with those needing to know about the incident or allegation.

Rights and Confidentiality

If a complaint is made against a member of the school they will be made aware of this. It is important that details of the incident and all parties remain confidential. As any future investigations could be compromised if information is released.

Accidents

In order to prevent accidents all students, teachers and chaperones will be advised of any issues that could affect the health and safety of both themselves and those around them. Students will be advised of the appropriate clothing and footwear for the activity. If a student arrives at class with an obvious physical injury a record will be made of this indicating that the student did not sustain the injury in class. All injuries sustained in class will be recorded noting the date, time, description of the injury and how it happened.

Criminal Record Disclosures

Joze School of Dance will require a standard disclosure for our chaperones and an enhanced disclosure for our teachers and will make sure that any information in the disclosure is not misused.

Chaperones

Chaperones will be appointed by Joze School of Dance for the care of children during a production. By law the chaperone is acting *in loco parentis* and should exercise the care which a good parent might be reasonably expected to give to a child. A chaperone will care for a maximum of 12 children and will usually not be unsupervised. Anyone asked to chaperone will be made aware of the school's Child Protection Policy and Procedures.

Chaperone Responsibilities

- Ensure satisfactory conditions for the children in their care - where they are not satisfied they should bring this to the attention of the Principal and consider not allowing the children to continue if changes cannot be made.
- Ensure the safety and wellbeing of the children - If a child is unwell or too tired to continue the chaperone should inform the Principal and not allow the child to



continue. The children must not be allowed to do anything which may endanger life or limb.

- Know the whereabouts of the children at all times and supervise them whilst going to and from the toilets.
- Ensure that Children do not leave the venue unsupervised by either a chaperone or their parent or guardian.
- Be aware of any safety arrangements and first aid procedures and ensure that the children do not place themselves or others in danger.
- Report any accidents and ensure they are recorded by the school.
- Stay with the children in your care until they are collected by parents or guardians and inform the Principal if any child has not been collected.