



TARGET DANCE COMPANY

Safeguarding Children Policy

Policy Statement

TDC is committed to safeguarding and promoting the welfare of children and expects all staff/contractors to share this commitment.

We recognise that the welfare of all children is paramount and that *all* have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- age
- culture
- disability
- gender
- sexual orientation
- gender reassignment
- marriage and civil partnerships
- religion or belief
- race
- sex
- pregnancy
- maternity

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents, TDC Directors and the relevant agencies when necessary and appropriate.

We will:

- ✓ treat everyone with respect and celebrate their achievements,
- ✓ carefully recruit and select all staff/contractors whether paid or unpaid,



TARGET DANCE COMPANY

✓ respond to concerns and allegations appropriately.

When there are concerns about the welfare of any child all staff/contractors at TDC are expected to share those concerns, without delay, with the TDC directors.

Our policy is reviewed and updated regularly.

Policy Aim

We always aim to attain best safeguarding practice throughout all our activities with children. We endeavour to provide a safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance and risk assessments. TDC/PAC holds current Public Liability Insurance which covers all our activities.

Why do we need a Safeguarding Policy?

All organisations that work or come into contact with children need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, parents, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

If you are reporting something where someone is in immediate need of help, follow these links (as appropriate) to find telephone numbers and forms urgently. If the person is in danger call, 999 without delay.

If you are worried that TDC is not working within this Safeguarding policy and procedures, you can phone the NSPCC for a confidential conversation:

NSPCC Whistleblowing Hotline 0800 028 0285



TARGET DANCE COMPANY

The Culture of the Organisation

To undertake our safeguarding responsibilities, we:

- have Directors committed to safeguarding
- are clear about people's responsibilities and accountability
- have a culture of listening to children
- have safe recruitment practices for all staff/contractors working with children
- have procedures for safeguarding children
- have procedures for dealing with allegations against, and concerns about staff/contractors
- make sure staff/contractors have mandatory induction and further safeguarding training, supervision, reviews and support

Treating Children with Respect

We endeavour to treat all children with respect, regardless of ability or culture.

Celebrating Children and Young People's Achievements

We positively encourage all children to succeed, recognising that some achieve in smaller steps than their peers but we celebrate all their achievements by a variety of awards opportunities, publicity internally and externally (where appropriate) and by praising continuously.

Data Protection

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by contract agreement or law.

Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to all staff/contractors, children, and parents.

We fully endorse the principle that the welfare of children override any obligations of confidence we may hold to others. No one working, or involved, with TDC can promise absolute confidentiality. Individual cases will only be shared or discussed on a "need to know" basis.

Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or are at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within TDC the decision to share written information, and with whom, will be undertaken by the TDC directors.



TARGET DANCE COMPANY

Responding to Concerns

We ensure and emphasise that everyone in TDC understand and know how to share any concerns immediately with the TDC Directors

How to Respond

- Reassure the person concerned.
- Listen to what they are saying.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed or probing questions.
- Do not promise to keep it a secret.
- Tell the child what you are going to do next to get help to keep him/her safe.
- Record what you have been told/witnessed as soon as possible

Safer Recruitment

TDC is committed to safe recruitment in line with the relevant legislation and guidance from government and Regulatory Authorities for recruiting all staff, paid or unpaid. We do this by:

- advertising vacancies with a clear commitment required to safeguarding
- when a candidate is selected for interview the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974
- always taking up two written references, one from the most recent employer
- undertaking all interviews face to face (including video calling), based on the job description
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable

Any appointment will only be confirmed subject to:

- ✓ a satisfactory disclosure and barring service check at the appropriate level
- ✓ a follow up of two written references by telephone if relevant to vacant post
- ✓ a check of essential qualifications where needed
- ✓ confirmation of the Right to Work in the UK where relevant
- ✓ fitness to work as relevant



TARGET DANCE COMPANY

Induction and Training

We have a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new staff/contractors will receive induction training as soon as possible and sign to record they have:

- received and understood this policy.
- been given any relevant resources
- understood the commitment to safeguarding training

When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible. We also agree a probationary period of 3 months with clear goals and then provide supervision at regular intervals of 6 weeks with the line manager.

Expected Standards

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. We undertake to:

- ✓ treat all children with respect and dignity
- ✓ ensure that their welfare and safety is paramount at all times
- ✓ maintain professional boundaries both face to face and when using technology
- ✓ ensure any intimate touch required, to carry out care, treatment or training is within relevant guidelines and is safe and appropriate. Intimate touch and care will always be part of a plan, agreed with the individual concerned or their parents.
- ✓ always listen to individuals and take account of their wishes and feeling
- ✓ always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- ✓ liaise openly with parents and carers
- ✓ only use physical contact if absolutely necessary
- ✓ avoid being alone with children whenever possible
- ✓ listen to, and act upon, any disclosures allegations, or concerns of abuse
- ✓ participate in approved safeguarding training at appropriate levels
- ✓ follow our safeguarding policy at all times
- ✓ make activities FUN and enjoyable



TARGET DANCE COMPANY

Working Practices

The Late Pick Up of a Child

TDC has a policy to cover this

Child goes Missing

TDC has a policy to cover this

First Aid

All incidents will be reported and recorded in the First Aid and Incident Accident Books

Buildings and Venues

Safeguarding risk assessments will be carried out on all building and venues used by our organisation or by the host's venue management

The safeguarding risk assessment should cover

- access especially how people enter and leave the building
- signing in protocol
- use of keys
- toilets and changing rooms
- any outside space
- car parks
- any other relevant issues