



## **Safeguarding Children Policy and Procedures**

1. FOOTsteps School of Dance acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and

is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any school dance/singing/drama activity.

2. The key principals of the Safeguarding Children Policy are that:

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
- All suspicious and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents/carers is essential

We acknowledge that every child or person who participates in dance/singing/drama should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. FOOTsteps School of Dance recognise that this is the responsibility of every adult involved in our school.

3. FOOTsteps School of Dance has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that the Safeguarding Children Policy and Procedures applies to everyone involved with FOOTsteps, whether in a paid or voluntary capacity.

4. We endorse and adopt Responsible Recruitment guidelines for recruiting new teachers and volunteers and we will:

- Specify what the role is and what tasks it involves
- Request identification documents, an Enhanced DBS Form and Public Liability Insurance proof.
- As a minimum we will meet and chat with the applicant(s) as a means of interview before appointing them

- All current FOOTsteps School of Dance members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to provide evidence of an Enhanced DBS Form

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of FOOTsteps School of Dance guidance will be sought from appropriate governing bodies including: Local Authorities, ISTD, FCD and YDE. It is noted and accepted that FOOTsteps School of Dance will consider the relevance and significance of the information obtained via the Enhanced DBS Form and that all decisions will be made in the best interests of children and young people.

It is accepted that FOOTsteps School of Dance aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within dance/singing/drama.

5. We acknowledge and endorse the identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our school. If bullying does occur, all participants or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the School Principle and in cases of serious bullying the appropriate disciplinary procedures will be put into place.

6. Reporting your concerns about the welfare of a child or young person.  
**Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns - no action is not an option.**

- If you are worried about a child then you need to report your concerns to the school Principle
- If the issue is one of poor practice the school Principle will either:
  - Deal with the matter themselves or
  - Seek advice through the appropriate channels
- If the concern is more serious-possible child abuse, where possible, contact the Local Authority first, then immediately contact the Police or Children's Services
- If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them there is a child protection concern. Let the school Principle know what action you have taken, they in turn will inform the appropriate governing bodies.
- If at any time you are not able to contact the school Principle or the matter is clearly serious then you can either:
  - Contact the Local Safeguarding Children's Board
  - Contact the Police

– Call the NSPCC 24 hour helpline for advice 0808 800 5000