



CHILD PROTECTION POLICY

Introduction

The following documents form part of the overall policy together with their Appendices

Section 1: Child Protection Policy Statement

Section 2: Child Protection Policy

Section 3: Code of Conduct

Appendix B: Guidelines for Reporting Suspected Abuse

describes the process to follow if there is concern about a possible abuse situation

Appendix C: Responding to suspected Abuse within a CSBS setting

a flow chart which outlines the process to follow if abuse is suspected within CSBS

Appendix E: Incident Report Form

which should be used to record details of any concerns raised

Central Scotland Ballet School: Child Protection Policy

SECTION 1

1. Policy Statement

1.1 Central Scotland Ballet School (CSBS) is committed to creating an environment that enables children and young people to learn and develop in a safe, understanding and encouraging environment.

1.2 CSBS recognises that it is a privilege to work with children and young people and that it is also a great responsibility. Parents/Guardians trust the CSBS to look after their children, and to care for them, give leadership, and keep them safe. CSBS needs to ensure that we honour their trust.

1.3 Children & young people- refers to persons under the age of 18, however, information and advice in this policy also applies, in spirit, to those young adults over the age of 18 who are deemed to be "vulnerable"

1.4 CSBS will take appropriate steps to ensure that children and young people are not exposed to reasonably foreseeable risk of injury, whether to their physical or mental health and wellbeing. CSBS is committed to the protection from harm and the safeguarding of all children and young people who attend its activities.

2. CSBS endeavours to safeguard children and young people by, recognising it's 'Duty of Care', by adopting child protection guidelines through:

2.1 Ensuring that staff, assistants, helpers and volunteers respond appropriately should abuse be discovered or disclosed and that any reported incidents of abuse are fully recorded.

2.2 A child protection code of conduct for staff, assistants, helpers and volunteers.

2.3 Establishing clear procedures for complaints and concerns.

2.4 Ensuring that procedures for recruitment and selection of staff, assistants, helpers and volunteers are rigorous, clear, fair and uniformly applied.

2.5 Providing effective management for staff and assistants, helpers and volunteers through supervision, support and training.

2.6 Monitoring and reviewing the Child Protection Policy

3. This policy will work in tandem with

3.1 CSBS Behaviour Policy and Code of Conduct

SECTION 2

1.1 Policy Aims

- Demonstrate CSBS's commitment to safeguarding all children and young people who use our services
- Provide information and support to staff, assistants and volunteers in relation to child protection.
- Provide a clear and effective framework for staff, assistants and volunteers for safeguarding children.
- Provides clear procedures for reporting and recording suspicions, disclosures and allegations of abuse, including allegations against CSBS personnel.

1.2 Definitions

CSBS recognises the following definitions of child abuse:

Physical Abuse - this may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or the threat of physical abuse.

Emotional Abuse - the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved or inadequate.

Sexual Abuse - this involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of or consents to what is happening. It may also include non-contact activities, e.g. involving children in looking at or in the production of pornographic material, or encouraging children to behave in sexually inappropriate ways.

Neglect - the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Abuse of Vulnerable Adults – Vulnerable adults are defined as people aged 18 years or over who are, or may be, in need of community care services because of mental disability or other disability, age or illness, and who are, or may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Abuse of Position of Trust - this guidance is primarily intended to protect young people over the age of sexual consent but under 18 years of age and vulnerable adults where a relationship of trust, with an adult exists. The Sexual Offences Act 2003 states that it is a criminal offence for any person aged 18 years or over, who is in a position of trust (i.e. CSBS staff member, assistant or volunteer), developing a sexual relationship with a person under 18 years.

Bullying - is not an official category of child abuse but is damaging, harmful and oppressive. CSBS acknowledges that regardless of who the perpetrator might be, signs of bullying should be reported and appropriate action taken. Antbullying strategies should be enforced. (See also **CSBS Behaviour Policy**)

2 General Principles

2.1 CSBS recognises that it is a privilege to work with children and young people; and that it is also a great responsibility. Parents trust us to look after their children, and to care for them, give leadership, and keep them safe. We need to ensure that we honour their trust.

2.2 CSBS recognises that child abuse can occur in all cultures, religions and all social classes. All children have the right to be protected. Children who have been abused deserve care, respect and sensitivity.

2.3 CSBS will take appropriate steps to ensure that children/young people are not at risk of injury, whether to their physical or mental health and wellbeing.

2.4 CSBS is committed to the protection from harm and safekeeping of all children/young people who attend our activities ensuring that leaders and workers respond appropriately should abuse be discovered or disclosed and any concerns about abuse is fully recorded.

2.5 CSBS is committed to a Child Protection Code of Conduct for all workers including staff, assistants, helpers and volunteers to ensure positive interaction between workers / and children / young people.

2.6 CSBS is committed to having suitable and adequate supervision of children/young people while they are attending CSBS activities.

3 Implementation

3.1 Designated Officer: Amanda Clark is designated as the Designated Child Protection Officer. This role includes taking responsibility for handling disclosure or suspicions of abuse, coordinating referrals and investigations and liaising with relevant agencies.

3.2 Guidelines: Guidelines on the procedures on how to implement this Policy will be made available to all staff, assistants, helpers and volunteers through training and a flowchart for how to respond to allegations or concerns regarding child abuse. Workers will be given supervision, support and training.

3.3 Assessment and Monitoring of Policy: CSBS will continually monitor the implementation of this policy, its practices and procedures and review the policy on an annual basis. CSBS undertakes to make and retain a full and detailed record of any reported incident or suspicion of abuse.

SECTION 3

1. Child Protection Code of Conduct

This Code of Conduct applies to all CSBS employees, independent contractors, helpers, volunteers and any other individuals who come into contact with children and young people (under the age of 18), whether as part of their administrative, teaching, examining or ancillary duties.

2. Child Protection Policy Statement

Central Scotland Ballet School:

- Is committed to creating an environment that enables children and young people to learn and develop in a safe, understanding and encouraging environment.
- Recognises that it is a privilege to work with children and young people; and that it is also a great responsibility. Parents/Guardians trust CSBS to look after their children, and to care for them, give leadership, and keep them safe. CSBS needs to ensure that we honour their trust.
- Will take reasonable steps to ensure that children and young people are not exposed to a reasonably foreseeable risk of injury, whether to their physical or mental health. CSBS is committed to the protection from harm and safekeeping of all children and young people who attend it's activities ensuring that staff, assistants and volunteers respond appropriately should abuse be discovered or disclosed and any reported incidents of abuse are fully recorded.
- Is an equal opportunities organisation and has a policy of open access to courses and activities for children and young people, regardless of sex, sexual orientation, marital status, religion, socio-economic background, colour, race, nationality, ethnic origin, age or disability.

3. Guidelines for workers

3.1 Children and young people should be treated equally and, with respect and dignity

3.2 Workers should at all times provide an example of good conduct and be an excellent role model. This includes refraining from smoking, drinking alcohol or swearing in the company of children and young people

3.3 Workers should build balanced relationships with all children and young people and should not have inappropriate physical or verbal contact with children or young people

(3. Guidelines for workers continued.)

3.4 Workers should give enthusiastic and constructive feedback and not negative criticism. Workers should not show favouritism to any individual, resort to bullying tactics or reduce a child to tears as a form of control

3.5 Workers should recognise the developmental needs and capacity of children and young people, avoiding excessive training and not pushing them against their will

3.6 Workers should put the welfare of each child and young person before achieving goals

3.7 Workers should challenge unacceptable behaviour and report all allegations and suspicions of abuse to CSBS's Child Protection Officer.

3.8 Workers should record any injury that occurs in the official Accident Book at the venue, along with details of any treatment given.

3.9 Workers should give guidance and support to inexperienced assistants, helpers or volunteers

3.10 Workers should not jump to conclusions about others without checking facts.

3.11 Workers should not exaggerate or trivialise child abuse issues.

3.12 Workers should not rely on the good name of Central Scotland Ballet School or associated professional bodies (e.g. Royal Academy of Dance) to protect them.

4. Physical Contact

4.1 Workers should respect a child and young person's right to personal privacy and encourage them all to have concern for others, especially where unsound or unacceptable behaviour is concerned.

4.2 Workers may from time to time be required to undertake tasks of a personal nature for children/young people (e.g. assist with dressing and visits to the toilet). In performing these tasks workers should be responsive to the child's/young person's reactions. If they are fully dependent on you, talk about what you are doing and give choices where possible. Workers should not do things for a personal nature that a child can do for themselves.

4.3 During a class, physical contact should occur for correctional purposes or support only. It is recommended you should seek permission from the individual before physical contact is made.

4.4 Workers should be aware that it is possible to have actions misinterpreted, no matter how well intentioned.

5. Inappropriate comments/behaviour

The use of inappropriate language and comments to or about children and young people or other workers or parents and guardians is not acceptable. Workers should not make suggestive or derogatory remarks or gestures to or in front of children and young people or be drawn into inappropriate attention seeking behaviour.

(See also **CSBS Behaviour Policy**)

6. Disclosure / Contractual Relationship

Permanent workers must have been cleared by Disclosure Scotland. In situations where greater supervision of children is required (e.g. dance displays), an appropriate ratio of adults with Disclosure should be in place in each area.

This Code of Conduct forms part of the contractual arrangements used by CSBS between employees, independent contractors, assistants, helpers or volunteers and any other individuals who are engaged by CSBS and come into contact with children and young people (under the age of 18) as part of that engagement.

Workers are expected to understand the nature of this Code of Conduct, and in signing an Employment Contract, or contract of any other type (including work experience placement) are deemed to have understood and agreed to abide by this Code of Conduct.

Approved by: _____ **Date:** _____

Mrs Jacqueline Clark RAD RTS

Director, Central Scotland Ballet School

Approved by: _____ **Date:** _____

Miss Amanda Clark RAD RTS

Director/Child Protection Officer, Central Scotland Ballet School

