

Safeguarding Policy



Date of issue: 10 July 2018
Date of last review: 25th July 2024

Designated Safeguarding Officer (DSO)

Shelley Trevelyan, Membership Development Manager People Dancing

Chief Executive People Dancing

Chris Stenton

Context & rationale of this policy

People Dancing recognises a fundamental duty of care towards all of the children, young people and vulnerable adults it engages with via the organisation's activities, including events, workshops, classes and learning programmes. People Dancing believe that children, young people and vulnerable adults have the right to the same protection regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. Our organisation has a responsibility to promote the welfare of children, young people and vulnerable adults and to keep them safe.

This policy applies to all staff, volunteers, sessional workers, students or anyone working with or on behalf of People Dancing.

Purpose of this policy

- To protect children, young people and vulnerable adults involved in any of People Dancing's activities
- To strive for good and effective practice; operating ethically and accountably
- To operate safely when recruiting staff to work with the organisation
- To provide protection for the organisation's own staff and other representatives
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

Definitions

Definitions of abuse recognised by this policy are as follows:

- Physical abuse
- Neglect
- Sexual abuse
- Child Sexual exploitation
- Harmful sexual behaviour
- Emotional abuse
- Domestic abuse
- Bullying (and cyberbullying)

Children and young people are defined as anyone under the age of 18.

A vulnerable adult is defined as someone 18 years of age or over; who is or may need community care services by reason of disability, age or illness; and is or may be unable to protect themselves against significant harm or exploitation.

People Dancing: Safeguarding Practice

Organisational training, awareness and good practice promote positive staff action and behaviour within People Dancing.

People Dancing recognises that the key to safeguarding is prevention and in the case of a suspicion of abuse this will be reported to the DSO straight away following the procedure/s written in this document.

People Dancing engage with appropriate safeguarding training via the following organisations:

- **NSPCC/NSPCC Learning (children/young people): learning.nspcc.org.uk**
- **Ann Craft Trust (adults/vulnerable adults): anncrafttrust.org.uk**

Training is provided for staff who work with children, young people or vulnerable adults undertaking refresher training every three years and as a rolling programme for those new to the organisation. We continually monitor changes in legislation and provide additional training as required.

People Dancing has an appointed Designated Safeguarding Officer (DSO) Shelley Trevelyan, who is the first point of contact for the reporting of concerns.

Shelley coordinates safeguarding training, resources and updates alongside Chief Executive, Chris Stenton.

During an event, workshop, class or learning programme

A designated member of staff will be responsible for safeguarding throughout events and/or learning programmes including providing a comprehensive list of all children/young people/vulnerable adults involved in the event along with emergency contact details and any appropriate information about relevant medical conditions.

If any concerns are raised at any time during an event, workshop, class or learning programme People Dancing's DSO will be informed and action will be taken as appropriate.

Touch: applying best practice

In order to facilitate learning, a dance leader(s) / teacher may occasionally guide a movement using physical touch. This will only be actioned when it is deemed necessary for a learning or workshop experience. In this context the following will apply:

- Clear and explicit permission from participants will always be gained prior to touch being carried out
- The intention of the contact will be made clear
- Touch or physical contact will be carried out in a professional manner and personal boundaries always respected.
- Touch/physical contact will not be undertaken the case of a participant who does not give consent.
- In the case of a person with disabilities for whom it may not be possible to gain verbal consent, permission may be gained in collaboration with a parent, advocate, personal assistant or health supporter who is known, communicated with and trusted by the participant. If this is not possible then touch/physical contact may not be made.

Clothing

It is expected that teaching staff will use their professional judgement in relation to the best clothing for their specific teaching context and that clothing appropriate to the activity for which their work demands will be worn. Participants will be informed prior to a class, workshop or event that the clothing they wear must be appropriate to the activity they are undertaking and appropriate for dance/movement/physical activity in the context of that specific activity.

Procedures

Disclosure and Barring Service (DBS) checks

All staff members or sessional worker undertaking 'regulated activity' will be required to undergo an Enhanced DBS check (with barred list(s)) for the relevant activity, workshop, class or event.

No individual is permitted to work with young people or vulnerable adults until the relevant DBS certificate has been seen by People Dancing and is acceptable.

Volunteers in any events, workshops or classes will be expected to hold their own DBS certificate as appropriate which must be seen by People Dancing or their representative in that context and is acceptable. The organisation can offer support and signposting to those individuals wishing to obtain a DBS check.

Responding to concerns

Disclosures

If a disclosure (comment or observation) is made, it must be immediately reported to the Designated Safeguarding Officer and the Chief Executive as appropriate.

All those concerned will be fully supported throughout the procedure with an initial meeting and a follow up meeting if required. Following any disclosure, the Designated Safeguarding Officer will make a written recording of the disclosure internally within 24 hours and take the next appropriate steps. If the disclosure is with regard to a member of People Dancing staff, a full investigation will be conducted adhering to correct procedure.

Procedure for allegations or complaints

On receipt of an allegation or complaint the Chief Executive and/or DSO will decide how to proceed as follows:

1. Convening, as soon as possible, a committee of three Trustees of People Dancing to hear and investigate the allegation or complaint. All parties to the complaint will have the right to be heard, including the parents or legal guardian(s) of the child or vulnerable individual concerned. The Trustees have the authority to suspend the individual(s) against whom the complaint has been made from employment or membership of the organisation until the investigation is complete.
2. In cases where there is clear and compelling evidence, where children and/or vulnerable adults may be at immediate risk, or the allegations are of such a serious and current nature – reaching a decision with at least one other Trustee to notify the appropriate authorities, including the police.


Option one may lead to action two, and vice-versa.

The organisation aims to uphold its commitment to confidentiality as set out in the organisation's Whistle Blowing policy as far as is possible and legal.

The safeguarding policy should be read in conjunction with the following policies/documents:

- Equality Action Plan
- Whistleblowing
- Grievance & disciplinary
- Privacy Policy
- People Dancing Professional Code of Conduct for Professional Individual Members

People Dancing are committed to reviewing our policy and good practice annually in-line with relevant and up to date guidance from government and safeguarding agencies.

Chris Stenton Executive Director	Shelley Trevelyan Membership Development Manager Designated Safeguarding Officer
Print: Chris Stenton Signed:  Date: 25 July 2024	Print: S. Trevelyan Signed: <i>Shelley Trevelyan</i> Date: 25 July 2024
Date of next Safeguarding Policy review	On or before 25th July 2025

Useful Contacts

Designated Safeguarding Lead People Dancing	Shelley Trevelyan shelley@communitydance.org.uk
Chief Executive People Dancing	Chris Stenton chris@communitydance.org.uk
NSPCC	www.nspcc.org.uk
The Ann Craft Trust	www.anncrafttrust.org
The Safeguarding Alliance	www.thesafeguardingalliance.org.uk
The Charity Commission: Safeguarding and protecting people for charities and trustees	www.gov.uk/guidance/safeguarding-duties-for-charity-trustees
The National Council for Voluntary Organisations	www.ncvo.org.uk/help-and-guidance/safeguarding/