



THE STARLETS SCHOOL OF PERFORMING ARTS SAFEGUARDING POLICY

CHILD PROTECTION PROCEDURES

Introduction

The purpose of the safeguarding policy is to ensure that every child that attends our dance school is safe and protected from harm. All staff have a responsibility to ensure that children have a safe environment to dance in. All staff have a responsibility to ensure any allegations of abuse are reported to the appropriate authorities. Starlets school of performing arts Dance School works with the Leicester County/City Council when required to report safeguarding incidents. Where children are at a significant risk, staff have a duty of care to take immediate action. The Starlets school of performing arts School possesses public liability insurance for the protection of staff and students.

Parents

The school believes it to be important that there is a partnership between parents and the school. Parents are encouraged to be involved in the activities of the company and to share responsibility for the care of children. All parents will be given a copy the company's Child Protection Policy and procedures. All parents have the responsibility to collect (or arrange collection of) their children after classes, rehearsals or performances.

Unsupervised Contact

The school will attempt to ensure that no adult has unsupervised contact with children. If possible there will always be two adults in the room when working with children. If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area or in a designated room with a door open. If it is predicted that an individual is likely to require unsupervised contact with children, he or she may be required to obtain a criminal record disclosure.

Physical Contact

All adults will maintain a safe and appropriate distance from children. Adults will only touch children when it is absolutely necessary in relation to the particular activity. Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear, as signed and agreed in registration.

Managing sensitive information

The school has a policy and procedures for the taking, using and storage of photographs or images of children. Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.

The company's web-based materials and activities will be carefully monitored for inappropriate use. The company will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

Accidents

To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken. If a child is injured while in the care of the company, a designated first-aider will administer first aid and the injury will be recorded in the company's accident book. This record will be counter-signed by the person with responsibility for child protection. If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be counter-signed by the person with responsibility for child protection. This record can be useful if a formal allegation is made later, and will also be a record that the child did not sustain the injury while participating in the production.

Chaperones

Chaperones will be appointed by the school for the care of children during the production process. 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. The maximum number of children in the chaperone's care shall not exceed 12.

Potential chaperones will be required to supply photographic proof of identity (eg. passport, driving licence) and two references from individuals with knowledge of their previous work with children, unless already well known to the company. They will also be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children.

Chaperones will be made aware of the company's Child Protection Policy and Procedures. Chaperones will not usually have unsupervised access to children in their care. If unsupervised access is unavoidable, or if this is a requirement of the local authority, a criminal record disclosure will be sought. Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer. If changes cannot be made satisfactorily the chaperone should consider not allowing the child to continue.

If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue. Under the Dangerous Performances Act No child of compulsory school age is permitted to do anything which

may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to cease using children in this way, and should contact the local authority. During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building. Children will be kept together at all times except when using separate dressing rooms.

Chaperones will be aware of where the children are at all times.

Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents. Children will be adequately supervised while going to and from the toilets.

Children will not be allowed to enter the adult dressing rooms.

Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.

Chaperones should ensure that any accidents are reported to and recorded by the company.

Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).

Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.

Children should be signed out when leaving and a record made of the person collecting.

If a parent has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home.

Safeguarding Policy

Starlets school of performing arts School and its volunteers, are committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them.

This policy applies to our paid staff, volunteers, including licensed Chaperones, students or anyone working on behalf of the dance school including photographers, choreographers and costume makers.

We recognise that:

THE WELFARE OF THE CHILD/YOUNG PERSON IS PARAMOUNT

All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse. Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of the policy is to provide protection for the children and young people who participate in our show productions, exams or any other activities.

To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of harm.

We will seek to safeguard children and young people by valuing them, listening to and respecting them.

Adopting child protection guidelines through procedures and safe working practice for staff and volunteers.

Recruiting staff and volunteers safely, ensuring all necessary checks are made
Sharing information about child protection and safe working practice with children, parents, staff and volunteers.

Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.

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

The dance school director will review this policy annually, or sooner in light of any changes in legislation or guidance. All changes will be communicated to our members with immediate effect.

All the teachers are DBS checked and fully insured. Teachers are also First Aid trained.

Roles and Responsibilities

Designated Safeguarding Lead (DSL) – The Starlets school of performing arts Director (Kerry Daisley)

The Designated Safeguarding Lead will ensure the safeguarding policy is reviewed annually, that all staff have completed the appropriate level of safeguarding training for their role, and is the key point of contact for all staff concerning and safeguarding issues they may have.

Responsibilities of all members of staff

All members of staff will complete the training requested by the Designated Safeguarding Lead, and become familiar with the indicators located in the studio office. If, following a conversation about safeguarding concerns with the DSL, a decision is made to report such concerns, key numbers can be found in the studio office. However, where a child is in immediate need, to protect the child, the police should be called on 999.

Last reviewed: January 2023