**SAFEGUARDING CHILDREN POLICY**

*for*

**CNCDANCE LTD**

CNCDance LTD is a company run for the following purpose:

* To provide a safe space for all to participate in dance classes.
* To learn in a positive environment
* To teach all ages and abilities dance and life skills

CNCDance LTD has adopted this safeguarding child policy and expect every adult working or helping at CNCDance LTD to support it and comply with it. Consequently, this policy shall apply to all staff, managers, directors, volunteers, students, trustees or anyone working on behalf of the company.

**Purpose of the policy**

This policy is intended to protect children who receive any service from us including those who are children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under the age of 18

The company believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to children protection and safeguarding

**The risk to children**

Children can be vulnerable to different forms of abuse and harm is important to recognise that abuse and harm of any children can cover a wide range of circumstances and behaviours. Children can be in risk of:

* Physical or emotional abuse
* Neglect
* Sexual abuse
* Female genital mutilation (FGM)
* Grooming and exploitation
* Trafficking and modern slavery
* Exposure to or infliction of domestic abuse
* Bullying or cyber bullying
* Exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
* Self-harm
* Physical harm when with activities without adequate supervision

The casual factors of any such harm and/or abuse can also be wide ranging. For example, Children can be placed at risk by family members or by members of the community.

**Safeguarding principles**

Safeguarding children from harm and abuse is an essential responsibility for CNCDance LTD. We are committed to ensuring that any child who encounters our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded

Every person under this policy holds responsibly for:

* Remaining alert and aware of possible safeguarding risk to children.
* Guarding children against harmful environments with appropriate actions
* Taking positive steps to maintain the safe and wellbeing of children engaging with CNCDance LTD
* Reporting concerns expeditiously and appropriately, in line with child protection procedures.
* understanding the duty to report specific concerns.
* Challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
* Acting appropriately in the presence of children
* Not taking any inappropriate risks.
* Not smoking, drinking or taking any form of illicit substances in the presence of children.

**Safeguarding officer**

Any questions, report or concerns in relation to the safeguarding of children should be shared with our safeguarding officer

**Name:** Charlie-Ann Hayes

**Email:** [CNCDance@outlook.com](mailto:CNCDance@outlook.com)

**Number:** 07563272324

**Confidentiality And data protection**

All personal information we may process relating to children, shall we processed and stored in accordance with our data protection policy which can be located at:

[Www.cncdance.co.uk](http://Www.cncdance.co.uk)

**Responding to a safeguarding concern**

Where a child is at immediate risk of serious harm, any adult present should call 999. There After, the safeguard officer should be contacted as soon as it is reasonably practicable. Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the safeguarding officer as soon as practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult it is important to:

* Listen calmly and carefully, showing that their views are taken seriously.
* Provide an appropriate and honest level of reassurance. Avoid interrogating children asking probing, Intrusive and all leading questions.
* Avoid making false promises regarding secrets and confidentiality with a child.
* Make a confidential return record of the discussion either during the discussion or immediately afterwards. The record should include the key details of this disclosure together with any relevant times, dates, places and people concerned. Video recordings of children making disclosures should be avoided.
* Refer all relevant information to the safeguard officer as soon as practicable afterwards, and by no later than the end of the day.

Upon receipt of any safeguarding concerns, the safeguarding officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the acceptable local authority children services department

**Reporting concerns about other adults**

Where any person has a concern regarding the conduct of an adult connect to CNCDance LTD, which poses or may bows as safeguarding risk to children such as

* Having a child either physically or emotionally.
* Exposing a child's behaviour which may cause physical or emotional harm.
* Engaging in criminal activity concerning a child.

This must be raised in the first instant with a safeguarding officer so that the next appropriate steps may be agreed and actioned. We recognise that there could be a circumstance where a person may need to report the matter that has taken place in a setting outside of the persons engagement with the company.

Usually, any appropriate steps following a safeguarding referral in respect of the individual connected to the company will include either:

* Further initial inquiries.
* Escalation of application local authorities' children's Services Department for assessment and all the police for investigation.
* Instigation of any disciplinary, formal investigation processes, suspension of any person concerned within the company.
* A referral to the disclosure and boring service disclosure Scotland or access Northern Ireland or any other relevant regulatory bodies.

Any person within the company who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegation and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by a safeguarding officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved.

Any person from within the company who has allegations made against them shall be treated fairly. All inquiries, investigations, and decisions taken shall be just and there, with the safety of any child concerned at the heart of the process.

Any person from within the company who makes an allegation against another person from within the company shall we listen to, taken seriously and shall be treated fairly and just justly throughout the process of inquiries, investigations and decision making.

**Disclosure and barring services (DBS) access Northern Ireland disclosure Scotland cheques**

Checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake cheques with the DBS, access Northern Ireland, and disclosure Scotland in relation to are:

* All employees.
* Any volunteers, helpers or parents who are participating in events workshops or classes.

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in an activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the DBS, access Northern Ireland and disclosure Scotland.

**Safeguarding children at CNCDance LTD**

*Responsibilities and planning*

Although safeguarding officer will hold ultimate responsibility for overseeing the safety of children presented at CNCDance LTD, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Where a certain type of event, activity or trip is taking place, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to those concerned in advance. This should be read carefully and adhered to.

Appropriate background checking shall be undertaken wherever we are legally required to do so in respect of adults who are engaged by us.

*Venues*

The location of any events activities and trips which are held by us shall always be risk assessed properly in reference to the suitability and safety of children. Fire and safety procedures and precautions shall be made clear to all those involved.

*First aid*

We are after the following first aid procedures within the company any incident accident or injury concerning a child should be brought to the attention of the nearest first aid and should thereafter be formally reported to the safeguarding officer.

Locations of policies:

* On our website [www.cncdance.co.uk](http://www.cncdance.co.uk)
* In our information folder at dance

*Consent forms*

We shall always obtain written consent from apparent or guardian in the following circumstances:

Within our parent contract forms which are provided to legal guardians before the students first class these are to be signed and returned before the student can attend any classes.

Consent forms will be obtained via: within a folder which is kept safely in the cupboard wallet dance and taken home with Charlie-Ann every day.

All consent forms will include emergency contact details and will set out any specific safety needs slash requirements for children.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

*Supervision*

For most activities and events are procedures for supervision of children is as follows:

All our classes that don’t need supervision via guidance of children are our classes and workshops that are for ages 5 and up. Wherever our child attends our premises alongside their parents or guardian, parents and guardians should ensure that children are properly supervised.

**Managing the behaviour of children generally**

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from our child or with conflict between children, they must:

* Treat each other fairly and equally.
* The situation in a calm and neutral manner.
* Ever use physical restraints interventions in order to protect the immediate safety of a person, for example, to prevent an injury or harm either to the child or others.
* Wherever it is justified to physically restrain a child or to physically intervene, the amount of force is used should be kept to an absolute minimum taking into account the risk posed.
* Make a written record of the incident to ensure this is reported appropriately to the safeguarding officer.

**Managing risks posed by other children**

It is important for all adults engaged by us to recognise that children can face harm from their peers. Can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

* Repetitive behaviour towards others.
* Has the intention of hurting someone either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups for example, gender, race, religion or sexual orientation bullying can also include:

* Physical harm perpetrated against another child.
* Name calling and threats.
* Cyber bullying.

Any instant of bullying or concern relating to possible bullying between a child at any events or activities arranged by us will usually be dealt with by us in the first instant as followed:

* A thorough investigation will be conducted to ensure that all evidence and facts are adequate.
* A meeting with the child and their guardian.
* A verbal warning and written warning will then follow.
* Finally, if continued the student will be removed from the company as we do not tolerate any form of bullying within our facility.

All steps in relation to the prevention or management of bullying should be taken in consultation with the safeguarding officer.

**Photography**

*Our photographs*

On some occasions, we may take photos featuring children. We recognise that photography of children carries risks, such as:

* The potential for images to be reused, shared or adapted in a damaging or inappropriate manner.
* The general risk of sharing images and the impact this could have on a child’s public image as they grow old at.

In view of these risks, we will:

* Always ask for written permission from a child and their parent/guardian before taking and sharing any images of them.
* Always ensure that a child and parent guardian are properly informed on how an image will be used and shared.
* Always ensure that our child’s identity is protected as far as it is possible with in any published material. Ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have permission from the other children and their parents/guardian.
* Always share photos in accordance with our data protection policy.

*Members of the public*

We do also recognise that members of the public may take photos when we are attending our premises, events or activities.

We ask that any parents, guardians or other members of the public take the following into consideration when taking photos of our premises, events or activities:

* Other children should not be shared on social media without permission of any child who features in the image, together with the permission of their child’s parent or guardian.
* Images which are shared on social media should be shared cautiously, with the appropriate privacy and security settings in place.

**Other policies**

We have a reference within this document to the following other important policies which should be read in conjunction with this policy.

* Data protection policy
* First aid policy
* Fire safety policy

Other policies that can be found on our website are:

* Health and Safety
* Photography policy
* Date protection
* Terms and conditions for classes.

This policy is approved and robustly endorsed by CNC Dance Limited and is due for a review every year.

**Signed:** Charlie-Ann Hayes (safeguarding officer)

**Date:** 8th January 2024