



# CHILD & VULNERABLE ADULTS PROTECTION POLICY

Cornwall Dance School  
2020/21

## **Safeguarding Statement**

Cornwall Dance 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 practise which protects them. This policy applies to our paid staff, volunteers, chaperones, students or anyone working on behalf of the dance school.

Designated Safeguarding Lead (DSL) – Lisa Ann McNally (School Principal)

Deputy Safeguarding Lead – Charlie Cooper

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 concerned and safeguarding issues they may have.



Statement &  
Point of  
Contact for  
CDS Staff  
Members.



CDS Staff are required to achieve a minimum of Level 2 Safeguard Training alongside half termly staff training days wherein any safeguarding procedures, policies and concerns are discussed.

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 will be called on 999.

DSL Lisa McNally's direct contact number is 07891189214 if you have any concerns regarding safeguarding. Alternatively email [cornwalldance@gmail.com](mailto:cornwalldance@gmail.com).

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.



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 support and training.



**We fund in house training, providing our staff members support to gain qualifications in;**

- **Safeguarding**
- **Health and Safety**
- **Anatomy and Physiology**
- **First Aid**
- **Further Dance Qualifications**

## The role of staff and volunteers & CDS behaviour code

If you have a role at Cornwall Dance School, you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

Our behaviour code outlines the conduct that Cornwall Dance School expects from all our staff and volunteers.

This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

Our behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

Cornwall Dance School is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.





CDS Staff & Volunteers are responsible for:

- Prioritising the welfare of children and young people.
- Providing a safe environment for children and young people.
- Ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- following our principles, policies and procedures including our policies and procedures for child protection/safeguarding, whistleblowing and online safety.
- Staying within the law at all times.
- Modelling good behaviour for children and young people to follow.
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to Lisa-Ann McNally – Designated Safeguarding Lead.
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures

**CDS STAFF & VOLUNTEER RESPONSIBILITY**

All Cornwall Dance School members are expected to:

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- Treat children and young people fairly and without prejudice or discrimination.
- Understand that children and young people are individuals with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation.
- Challenge discrimination and prejudice.
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.
- Promote relationships that are based on openness, honesty, trust and respect.
- Avoid favouritism.
- Be patient with others.
- Exercise caution when discussing sensitive issues with children or young people.
- Ensure that contact with children and young people is appropriate and relevant to the work of the project taking place.
- Ensure that wherever possible, there is more than one adult present during activities with children and young people.
- If ever alone with a child or young person, the person in a leadership role must ensure that they are within sight or hearing of other adults.

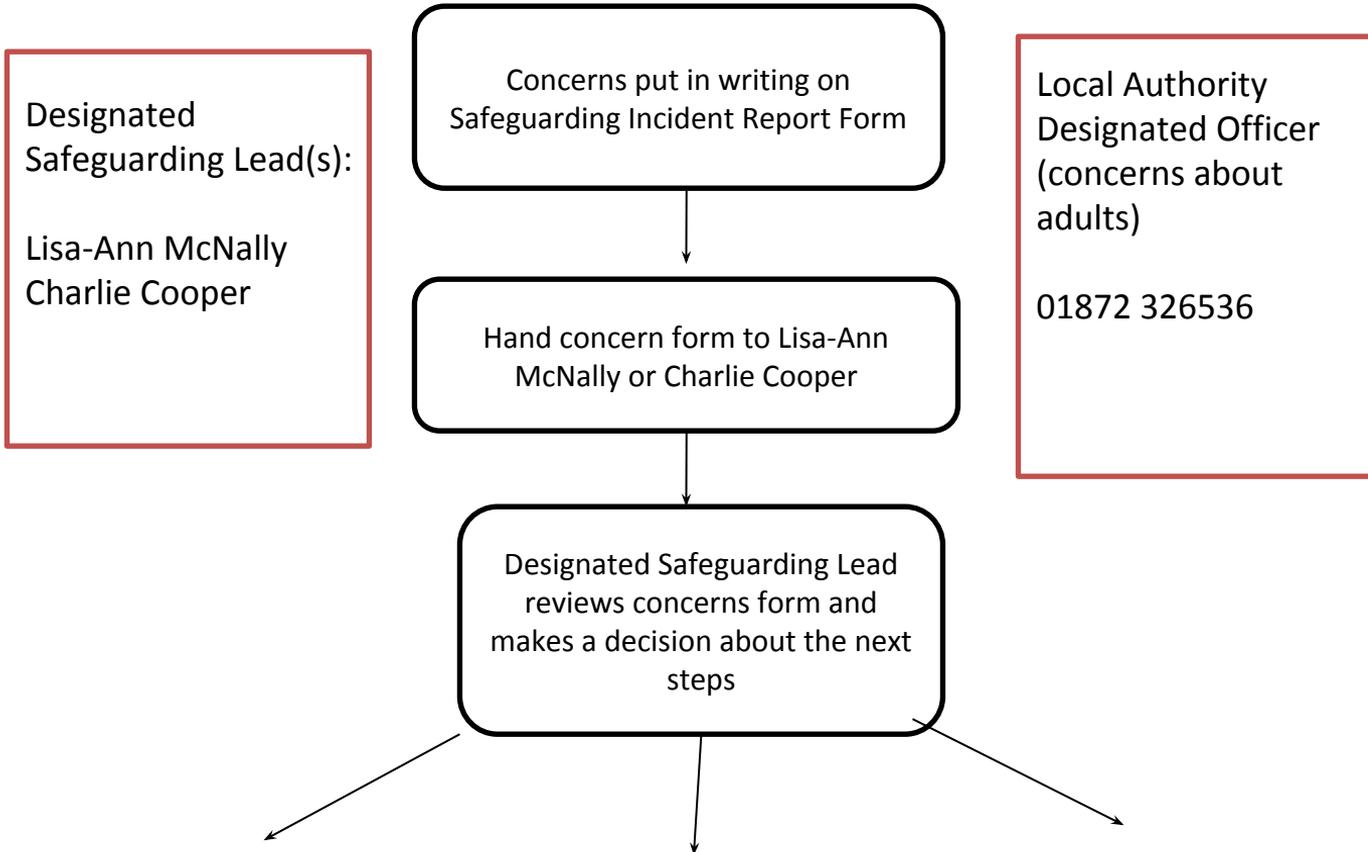
# **Unacceptable behaviour**

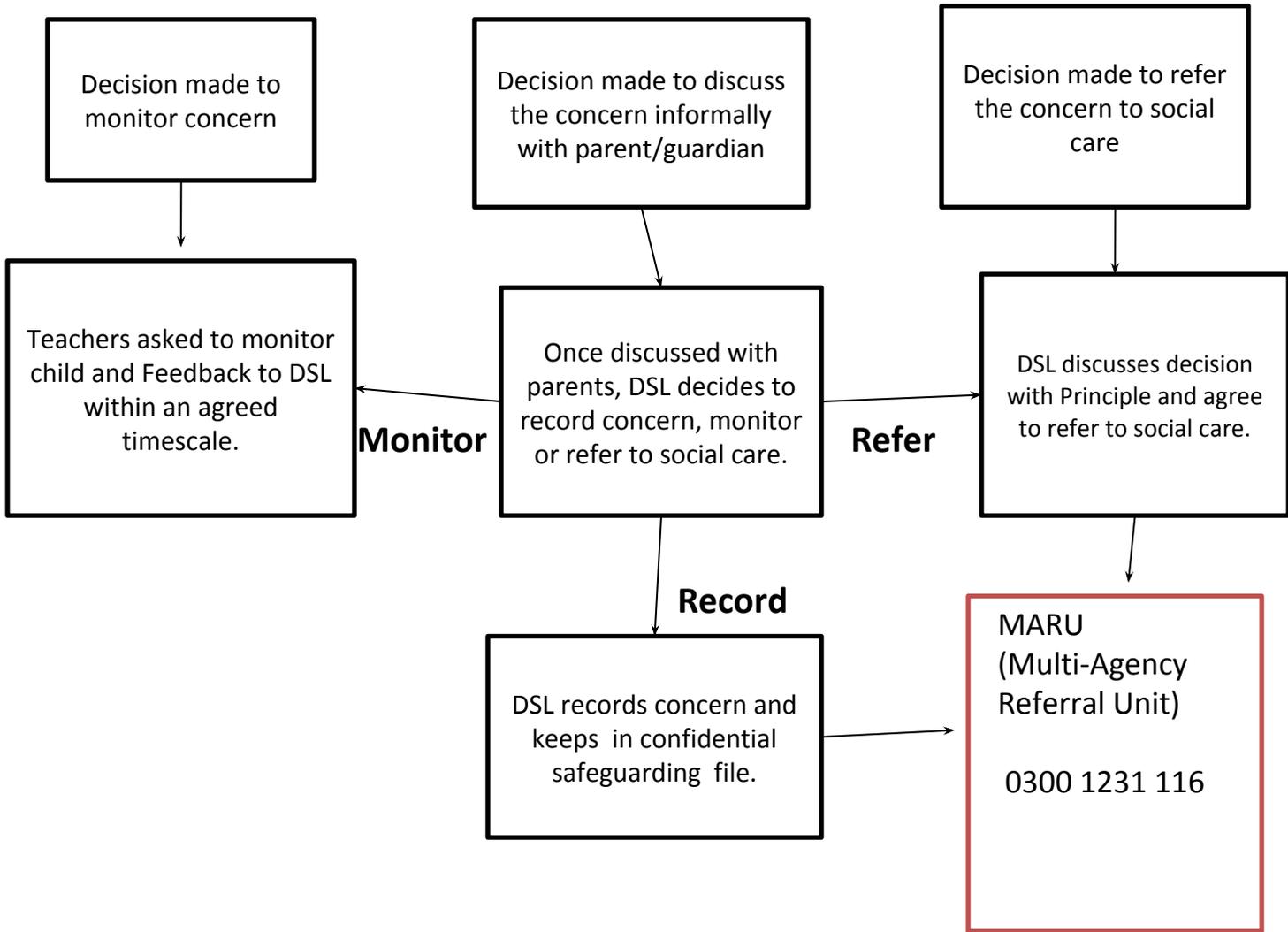
Unacceptable behaviour is not tolerated at Cornwall Dance School. All members of Cornwall Dance School must follow our Code of Conduct and Staff Handbook which includes all details of procedures and standards. Any inappropriate behaviour will be subject to our disciplinary procedures.

CDS Members must NOT -

- Allow concerns or allegations to go unreported.
- Take unnecessary risks
- Smoke, consume alcohol or use illegal substances.
- Develop inappropriate relationships with children and young people.
- Make inappropriate promises to children and young people.
- Engage in behaviour that is in any way abusive
- Including having any form of sexual contact with a child or young person.
- Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle children and young people.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

# Reporting Process





# Allegations against Students

There are many ways that a child may be abusive towards others. A child who is displaying abusive behaviour may not realise they are doing so.

**When a child abuses another child, it is sometimes called 'peer on peer abuse' or 'peer abuse' (Department for Education, 2018; Department of Health, 2017).**

Allegations may involve:

- Bullying or cyberbullying
- Emotional Abuse
- Online Abuse
- Physical Abuse
- Sexting
- Harmful Sexual Behaviour
- Sexual Abuse

## Identifying concerns

**There are a range of ways concerns might be raised.**

- A child or adult might make a direct allegation of abuse by a child or young person.
- A child or adult might tell you they're uncomfortable with a child or young person's behaviour. They may not realise the behaviour is abusive.
- A member of staff or volunteer might observe behaviour that gives cause for concern and make a report following your organisation's safeguarding procedures.
- Your organisation may be informed that a child or young person is the subject of an investigation.
- A child or young person might tell you they have harmed someone else or are at risk of doing so.

# **Allegations against CDS Staff**

**An allegation is any information which indicates that a member of staff/volunteer may have:**

- behaved in a way that has harmed a child or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in such a way that indicates he or she would pose a risk if harm if they worked regularly or closely with a child. This applies to any child the member of staff/volunteer has contact with in their personal, professional or community life.

**When an allegation is received, Cornwall Dance School will:**

- Take the matter seriously and keep an open mind.
- Not investigate
- Not promise confidentiality to the informant
- Make a written record of the allegation using the informant's words (including time, date and place where the alleged incident took place, what was said and anyone else present; sign and date)
- If the concerns are about the Principle, please report straight to LADO, you may speak to the DSL first if you need advice.
- The Designated Safeguarding Officer or Principle must immediately contact the LADO
- Decisions must not be made without a discussion with the LADO
- Make a written record of discussions with LADO and others
- Make sure LADO has full details of the person against whom a concern has been raised and the person who is the subject of the concern

**Local Authority Designated Officer (concerns about adults)- 01872 326536**

**Cornwall Dance School does not and will not tolerate bullying of any form.**

**If any members of staff are to witness this, it must be dealt with immediately with the appropriate actions.**

**If you do not feel comfortable approaching this, please ask another member of staff to assist. You must then tell Lisa-Ann McNally or Charlie Cooper of the situation.**



## Further Policies & Information available.

There are further details within all of our Policies that are available to staff members, chaperones and volunteers at any time and any parents may request to view our policies in detail at any time. Cornwall Dance School have the following policies in place to further protect our students, staff members and any voluntary roles within the school.

- Health and Safety Policy & Procedure
- Safer Recruitment Policy
- Anti Bullying Policy
- GDPR Policy
- Early Help Policy
- Lost Child Procedure
- First Aid Procedure
- Fire Evacuation Procedure
- Whistle Blowing Policy
- Community Involvement Policy
- Environmental Sustainability Policy
- Code of Conduct & Behaviour Codes for both staff & students.

All Policies are discussed with all members of staff regularly and altered yearly and in accordance with changes to government policy and law.



CORNWALL DANCE SCHOOL