

**KaSo Studios (KS)** has a duty of care to ensure the safety and wellbeing of all its students/children whilst taking part in classes with KS. KS will provide, as far as is reasonably practicable, an environment that is safe and with minimum risk to all who take part. A child is defined as a person under the age of 18 (The children Act 2004).

## Policy Aims

The aim of the KS Child and Vulnerable Adult Protection Policy is to ensure that all KS staff have a full understanding of how to act appropriately to safeguard all children in our care.

- We will provide children and vulnerable adults with appropriate safety and protection whilst in our care, before during and after classes.
- All staff/volunteers will be made fully aware of our Child and Vulnerable Adults policy with appropriate training and all staff with direct interaction with children will be required to be DBS (formerly CRB) checked.

## Good Practice Guidelines

All personnel will be expected to demonstrate exemplary behaviour in all interactions with children or vulnerable adults. KS staff will always strive to create a positive and safe culture and climate for children and vulnerable adults.

In practice this means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all children equally with respect and dignity.
- Putting the welfare of each child first.
- Building balanced relationships based on mutual trust.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible in their child's care.
- Being an excellent role model.
- Giving enthusiastic and constructive feedback.
- Recognising the developmental needs and capacity of students – avoiding excessive training and not pushing them against their will.
- Take all reasonable steps to ensure children's physical and emotional safety.
- Securing written parental consent to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment, and the parent cannot be contacted on emergency contact numbers.
- Treatment will only be given by a trained First Aider.
- Keep details of emergency contact numbers, local doctors surgery,
- Keep a written record if an injury occurs, along with the details of first aid given and communicate this to medical staff as appropriate.

## KS Staff Will Not

- Spend excessive amounts of time alone with one child away from others.
- Take or drop off a child to an event, unless written agreement is given and accepted between parents and staff.
- Engage in rough physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Threaten or shout at a child.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for students that they can do for themselves.

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**KS response to reported allegations or suspicions of mistreatment or abuse.**

- KS staff and Directors will undertake to act on any concerns through contact with the appropriate authorities.
- KS will ensure that all staff/volunteers will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child.
- Incidents will be documented appropriately by the dance school principal and will then be passed on to the relevant authority.

**Incidents that must be reported/recorded**

Any of the following will be reported immediately to a KS company director who will record the incident.

KS will ensure the parents of the child involved in any of the following are informed at the earliest opportunity:

- If a child is physically injured while in the care of KS.
- If a child seems emotionally distressed.
- If a child makes an allegation of abuse

**Anti-Bullying Policy**

If bullying is suspected, the following actions will take place, to help the victim and to prevent bullying:

- All signs of bullying will be taken very seriously
- All children will be encouraged to speak about their concerns.
- The victim will be helped to speak out and to tell someone in authority.
- All allegations will be investigated and actions taken to ensure the safety of the victim.
- Victims and alleged bullies will be spoken to separately The Babel School of Dance / Child Protection Policy / AUGUST 2014
- Victims will be reassured that they can trust who they are speaking to and they will be helped, but promises must not be made to tell no one else.
- Records of all discussions will be kept
- Any concerns must be reported to The Principal immediately.

**Action towards the alleged bully(ies)**

- Alleged bullies will be spoken to, help them to understand the consequences of their behaviour and an apology sought where required.
- Parents will be informed
- Provision of support for the victim's teacher
- Sanctions as necessary will be imposed
- Encourage and support the bullies to change their behaviour
- Meetings with parents will be scheduled to report on progress
- Written records of all actions taken to be kept. Information to be obtained when suspicions or allegations are made:
  - Child's personal details, name, age, date of birth (obtainable from enrolment form)
  - Child's home address and telephone number (obtainable from enrolment form)
  - Whether or not the person making the report is expressing their own concerns or those of someone else
  - The nature of the allegation, including date, times and any special factors relevant
  - A description of any visible signs of injury. Any behavioural changes.
  - Details of any witnesses to the incident.
  - The child's account.
  - Time of parental involvement
  - Parental response
  - Full report of the alleged incident, who reported it, etc.

### **Use of Photographic/filming equipment at events**

KS will request written parental consent for photographs or filming of students on enrolment.

### **Recruitment and training of staff and volunteers**

All staff employed by KS on a permanent or contract basis will be subject to pre-selection checks including:

- DBS – formerly 'Criminal Records Bureau' - check.
- Two confidential character and professional references.

### **Interview and induction**

All employees and volunteers will be required to undergo an interview. All employees and volunteers will receive formal or informal induction during which:

- Qualifications are confirmed.
- Job requirements and responsibilities will be clarified.
- They agree to follow the KaSo Studios' Code of Professional Conduct.
- Child and Vulnerable Adult protection procedures will be explained and any training needs addressed before they have any contact with children or vulnerable adults.