

CHILD PROTECTION POLICY

Policy: Child Protection and Safeguarding

Date of last review: 04/04/2024

To be reviewed next before/on: 04/04/2025



Holly Collins School of Dance

Holly Collins School of Dance will promote and maintain the welfare of every child in our care. I will create a safe and welcoming environment for all, seeking to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity or creed.

The purpose of this policy statement is:

- to protect children and young people who receive Holly Collins School of Dance services from harm.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Holly Collins School of Dance including paid staff, volunteers and sessional teachers.

WELFARE

The Child's personal welfare is of paramount importance in the provision of ballet training. We aim to promote creativity through ballet. Improve fitness, posture and stamina.

THE CHILD AS AN INDIVIDUAL

- - The child will be treated as an individual in his/her own right although they are trained to work as part of a team.
 - The child has a right to a sense of self-worth and personal identity.
 - The child's personal culture, religion, racial origin, and language will be respected during all training sessions and performances.
- **SPECIFIC INFORMATION**
 - Holly Collins, assistants, and other staff will be fully informed of the special needs of children who may have physical disabilities, learning

disabilities or specific behavioural problems, as well as those with specific medical conditions and requirements.

- ● Holly Collins will be fully informed of specific instructions relative to children and young adults which may be in connection with Court Orders, contracts and exclusion of persons.

- **PARTNERSHIP**
 - The Principle will maintain a dialogue with parents, relatives, and carers of children & young adults attending sessions.

- ● The Principal where children are the responsibility of Social Services and sponsored by the Authority, will ensure partnership, and give feedback as appropriate, in any situation requiring intervention.

- **ACCOUNTABILITY**

The Principal and parents should have a clear understanding of the aims of Holly Collins School of Dance.

- ● Teachers will maintain Attendance Registers to ensure the safety of the child whilst on the premises.

- ● Teachers, staff, assistance will ensure a safe environment for children during their training sessions by following the risk assessment guidelines for each venue.

- ● Records of any Incident/Accident must be completed by the Principle.

- Parents/Guardians must be informed of the occurrence verbally upon collecting their child.

- ● Parents/Guardians will be contacted immediately by telephone of any serious ill health occurring during a session requiring early collection. Where a student feels unwell but the Principle or teacher deems it appropriate for them to remain in the session (e.g. seated and watching, or where the session is due to finish sooner than a parent could come and collect), the teacher in charge will make the parent aware verbally of the student's condition.

- ● Registration Forms containing relevant personal information will be obtained and can always be updated via email address, hollycollins.com This form allows parents/guardians to include information relevant to health problems, medication and emergency contact numbers and will be held on ClassManager

- ● Upon registration Holly Collins will seek permission from parents to take images (photographs or film) of students for marketing purposes. Where permission is not given a note will be made on the register and images will not be used in this way.

- **CHILD PROTECTION REGISTER**

- ● Holly Collins School of Dance may or may not be informed that a child is placed on the Child Protection Register. Where this information has been made available, should a concern/situation arise, the Principal must immediately inform the appropriate authority. This may require contacting the Emergency/Out of Hour Social Services Duty Officer via the Local Authority Social Services.



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- ● Confidentiality is of the highest importance at all times.
- ● If there is suspicion that a child is being abused or if a child tells a Principle or staff that they are being abused, the course of action to be taken is, to contact the Duty Social Worker via the Local Authority Social Services.

- **CONFIDENTIALITY**

The Principle will maintain confidentiality concerning any child's personal information or situation arising. If the situation arising is detrimental to the well being of the child, the Principle must immediately report it to the appropriate manager. A written report will be submitted and maintained in the child's personal file.

INDIVIDUAL NEEDS

In the provision of training the Principle and any teachers will be vigilant in ensuring the physical, social and emotional well being of children attending class sessions.

- ● Teachers will ensure good order and discipline; a reward system being employed when difficult situations occur. Teachers will abstain from shouting at children in an aggressive manner.
- ● Teachers will never use corporal punishment. Deprivation of participation will be used at the discretion of the individual member of staff. The child will be asked to sit out of the lesson until they can participate within the class as a team member. As a last resort a child who is continually disruptive, may be asked to leave Holly Collins School of Dance.
- ● Restraint may only be used to prevent harm such as self-inflicted injury or injury to others.
- ● Bullying will not be tolerated and any incident must be reported to the Principal.
- ● If a child arrives at Holly Collins School of Dance with any significant bruising or injury, the Principle will discuss with the parent/guardian (or child if the parent/guardian is not present) how the injuries were sustained. A record of this should be kept by informing the Designated Safeguarding Lead, Holly Collins via email hollycoll@gmail.com The DSL can then decide how best to proceed.
- **REPORTING SUSPECTED NEGLECT OR ABUSE**
Concerns regarding a child's welfare may be reported to the Principle by
 - Parents
 - Teachers
 - Friends
 - The child or young person themselves



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- All allegations of neglect or abuse will be taken seriously. If the child or young person directly reports a concern the Principle should not seek to disagree, ask probing or leading questions, or do anything else which may discourage them from making a disclosure. They should listen without judgement. The Principle should make it clear that reported concerns cannot be kept confidential but will need to be shared.
- Parents or guardians will be involved if appropriate. The Principle should recognise that early action is vital. Any concerns should be written down. Own assumptions, opinions, or judgements must not be added.
- It may be that the Principle has concerns regarding a student at Holly Collins School of Dance where no disclosure has been made (for example noticing physical or behavioural signs of neglect and/or abuse) Should the Principle or teacher feel concerned about anything to do with a person's welfare, they should discuss this at the earliest opportunity. The Principle should remind themselves regularly of the signs of abuse using resources such as the NSPCC <https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

If the child or young person is in immediate danger of harm, Holly Collins School of Dance will contact the police. In all other cases, it will be reported to the Local Authority Designated Officer.

COMMUNICATION WITH STUDENTS AND THEIR FAMILIES

The Principle will ensure communication with students and their families remains professional at all times.

Outside of class times Holly Collins will communicate with students only with parental consent, via official channels only, keeping their personal contact details confidential.

Important messages can be passed to the Principal who can then circulate them accordingly. The Principle will have access to contact details for the families of Holly Collins School of Dance but these must keep these confidential at all times and will not be passed onto any third party.

APPROPRIATE PHYSICAL CONTACT IN DANCE

Physical contact in a dance class is sometimes required to correct the posture or position of a student. Parents may find the information below useful should they have any concerns.

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position. This can include (but is not limited to):

- Holding hands when teaching partner work
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another
- Using gentle pressure as a teaching tool, e.g. to help the student lengthen their arms or spine in certain positions.

Where contact is needed, it must remain sensitive to the student's wishes and put their welfare first. In all cases, I will say why and how we are correcting the student's position before making any contact. I encourage students to vocalise any concerns should they feel uncomfortable.



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DROP OFF AND COLLECTION OF STUDENTS

Upon registration, parents will be reminded that they are responsible for their child until they have been seen by the teacher in charge. Parents/guardians that choose to allow their child to walk unattended into classes are reminded that Holly Collins School of Dance can not be responsible for their welfare until they are physically in the room where their class takes place. Students of primary school age (Year 6 & Under) will be supervised and observed leaving with an appropriate adult at the end of each class. Students of secondary school age (Year 7 & Above) will be allowed to leave class to meet their parent/guardian or make their own way home, unless the parent/guardian specifically requests this is not allowed.

RECORDING DISCIPLINARY ACTION

Recording must be kept of all discipline/action taken towards a child. It must clearly state the following:

- ● Time
- ● Date
- ● Reason for discipline
- ● Action taken
- ● To whom reported

- ● Records must be written and dated (for example in a timestamped email)
Serious or recurring disciplinary action must be reported within two working days to allow for parents to be contacted if necessary.

- **ADMINISTRATION OF MEDICINES**

- ● Holly Collins and other staff will not administer medication with the exception of an epi-pen in the event of an anaphylactic shock and where the student is too young to administer this themselves

- ● Holly Collins or staff must not advise students, parents/carers on the administration of medicines

- ● A child attending who requires self-administration of medication may be monitored/reminded if parents request this input

- **EMERGENCIES**

Should a child injure themselves and/or become very ill, the parent must immediately be informed by telephone. If an ambulance is required the parent/guardian should be told immediately after the ambulance has been called. If the parent is not available Holly Collins will accompany the child in the ambulance and remain with the child until the parent/guardian arrives.

- **TRANSPORTATION**

Holly Collins or staff will not transport children in vehicles unless with the explicit permission of the parent/guardian.

INFECTIONS / INFECTIOUS DISEASES

In view of Health and Safety to both children and staff if any child attends and an infection or infectious illness is apparent, the parent will be called to collect the child.

- - Holly Collins and staff will take necessary action to protect the other children in situations that may endanger them, for example isolating the infectious student in a separate area to others.
 - Holly Collins and staff will use protective gloves where required for cleaning-up and removal of bodily fluids/spillages.
- Holly Collins will Review this Child Protection Policy in 04/04/2024