

The logo for MELT DANCE CIC is centered within a white circle with a thick yellow border. The word 'MELT' is written in a bold, yellow-to-orange gradient font, with the bottom edges of the letters dripping with a darker orange liquid. Below 'MELT', the word 'DANCE' is written in a solid pink font. At the bottom of the circle, the letters 'CIC' are written in a yellow font. The background of the page consists of horizontal bands of color: yellow at the top, orange in the middle, and pink at the bottom.

**MELT**  
**DANCE**  
CIC

Safeguarding Policy 2022/23

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## **Melt Dance CIC Policy & Procedures**

Melt Dance CIC recognizes its duty of care in accordance to the: Children and Young Persons Act 2008, Child (Performances and Activities) Regulations 2014; Protection of Children Act 1999; Criminal Justice and Court Services Act 2015 (Scotland 2016); Health and Safety and Work Act 1974 and Data Protection Act 2018.

Melt Dance recognizes that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse, or neglect. Melt Dance is committed to deliver safe practices to protect children from harm. All staff members accept and recognize their responsibilities and are required to develop their awareness of the criteria and circumstances which may cause children, young people, vulnerable and disabled persons harm.

### **1.The aim of our Child Protection Policy is to promote good practice:**

- Providing children and young people with appropriate safety and protection whilst in our care.
- Allow staff/volunteers to make informed and confident responses to child protection issues.

### **2.Melt Dance believes that:**

- The welfare of the child/young person is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious belief, and sexual orientation have the right to be protected from any form of abuse as mentioned above.
- All suspicious behaviour, verbal or written allegations against a staff member or other adult / student or verbal disclosure from a student relating to any type of abuse should be taken seriously and verbally reported immediately to management. Followed up with a written report.
- All reports will be dealt with swiftly, and appropriate measures will be taken according to legislation.
- All employees should be clear that failure to respond in an appropriate manner will be taken seriously which could result in instant removal from the venue, and further investigation will be held. Which can lead to termination of their contract of service and reported to the local enforcement agency.

### **3 Melt Dance CIC will ensure that:**

- All children will be treated equally, with respect and dignity.
- The duty of care to children will always be put first as required by legislation and our practices.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying will not be accepted at any time during the sessions, break time or whilst attending any of Melt Dance CIC programmes.
- All adults will demonstrate positive role modelling when dealing with others, parents or guardians and students.
- Staff and other workers will be kept up to date with their awareness of health & safety practices, in accordance to the Health and Safety at Work Act (1974).
- Melt Dance CIC will keep staff and workers up to date of any relevant changes in Legislation, Policies and Procedures as required for the continuing protection of children and young people attending our programmes.
- Action will be taken immediately by management to stop any inappropriate verbal or physical behaviour. This could result in instant removal from the venue, and termination of contract of service.
- It will undertake and provide relevant training in maintaining standards for the protection of the children and young people attending our programmes.
- It will hold a register of every child attending our programme and will retain a contact name and telephone number at hand whilst at the venue in case of emergency.All information will be held in confidence under the Data Protection Act 2018.

### **4 Our Good Practice Guidelines:**

- Always work in an open environment (e.g. avoiding private or unobserved situations) and encouraging open communication with no secrets.
- Treat all children, young people and disabled or vulnerable adults with respect, dignity and equally.
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Always putting the welfare of each young person first, before winning games, competitions or achieving goals.
- Making all our classes enjoyable and promote good sportsmanship when competing or performing.
- Giving enthusiastic and constructive feedback rather than negative criticism.

- Recognising the developmental needs and capacity of children and young people – avoiding excessive training and/or performances and not pushing them against their will.
- Maintaining a safe and appropriate distance with all students and avoid unnecessary physical contact.
- Ensuring that if any physical support is required it should be provided openly and according to the Terms & Conditions of our teaching practice.
- It is prohibited and not appropriate for staff or volunteers to have an intimate relationship with a student.
- Keeping up to date with specialist skills, necessary qualifications, professional indemnity insurance and first aid.
- Ensuring all staff/volunteers have an enhanced DBS certificate/or are licensed chaperones.
- Promotes excellence role models – it is prohibited to smoke, drinking alcohol, or use inappropriate language whilst at the workplace or any other venue when representing Melt Dance CIC.
- Keeping a written record of any injury that occurs with full the details of any treatment given.
- Request from parents or guardians their written consent for a student or child to travel in teachers' private vehicles. This practice is not encouraged by Melt Dance and must have the expressed permission from management prior to travel.
- Securing parental consent in writing to act in the role of loco parentis and if the need arises to administer emergency first aid and/or other medical treatment.

### **1.Working with Parents:**

- Melt Dance CIC believes it to be important that there is a partnership between parents and Staff members.
- Parents are encouraged to be involved in the activities of the dance school and share in the responsibility for the care of children.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the staff to take children home.

### **2.Unsupervised Contact:**

- Melt Dance CIC will attempt to ensure that no adult has unsupervised contact with children.
- Ratios of adults to children and students in the studio / workshop space will always be maintained at 12 students per 1 adult (12: 1)
- If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area, or in a designated room with the door open.
- All licensed Chaperones will be required to obtain a criminal record disclosure certificate. This must be up to date (less than 12 months). If the certificate is out of date then you will not be able to chaperone children or students.

### **3.Physical Contact between Tutors and students:**

- All adults / workers and tutors will maintain a safe and appropriate distance from students and children during the delivery of the workshop and throughout the venue at all times.
- All parents must sign the physical contact waver prior to attending any of the programmes, workshops, open classes, and industry - based workshops.
- All tutors will seek the consent of the student prior to applying physical contact.Tutors must explain clearly to the student the purpose for the physical contact.
- Physical contact with students is only permitted on receiving permission and when it is absolutely necessary in relation to the particular activity or in cases of emergency.

### **4.Managing sensitive information:**

- Melt Dance has a strict policy for the taking off, using and storage Photographs or other forms of images of children.
- Permission will be sought from the parents for use of photographic material featuring students (under the age of consent) for promotional or other purposes.
- The web-based materials and activities will be carefully monitored for inappropriate use.
- Melt Dance will ensure confidentiality in order to protect the rights of its members, including the safe handling, storing and disposal of any sensitive information such as criminal record disclosures.

## **5. Confidentiality:**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and distributed on a need to know basis only. This includes the following people:

1. The Child Protection Officer
2. The parents or guardians (Under the age of consent) of the person who is alleged to have been abused
3. The person making the allegation.
4. Social services and local enforcement services.

## **6. Suspicion of inappropriate behaviour:**

If you see or suspect inappropriate behaviour towards a child while in the care of Melt Dance CIC , please verbally report immediately or as soon as possible to management.

- Please make a written report, outlining of what you witnessed and how you responded in case you are required to partake in future meetings.
- If a serious allegation is made against any member of staff, chaperone, venue staff etc. The individual will be suspended immediately until the investigation is concluded. The suspension includes exclusion from attending the venue, theatre and all rehearsal rooms etc.

## **7. Actions to be taken against any form of verbal or physical bullying:**

Staff are to encourage and support positive behaviour by all those attending the programme at all times. If in the event of abuse occurring the following actions are to be taken.

- Staff and other workers are to discuss with the perpetrator for them to understand the consequences of their behaviour.
- Staff are to try and seek an apology to the victim if possible.
- Inform verbally to management, parents or guardian of the behaviour observed or alleged against the perpetrator or group of perpetrators. Followed up with a written report of the incident submitted to management including any suggested outcome agreed to solve the problem.
- Staff may implement sanctions against the perpetrator immediately on observing the incident or receiving allegations of an incident. Staff are to report the incident to management. Followed up with an investigation where further sanctions may be imposed.
- Formal meetings will be held between the families, staff members and management to discuss possible progression and outcomes of the investigation
- Management and the Child Protection officer has the right to report their concerns to Social Services and/or the local enforcement agency as soon as possible.

## **8. Disclosure of abuse:**

If a child confides in you that inappropriate behaviour has taken place:

- Remain calm and in control, report the disclosure to management or the Child protection officer immediately. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help. Inform the student that you have a legal obligation to report this to others.
- Listen carefully, allow the child to tell you at their own pace and only ask questions only for clarification. Do Not ask questions that could be perceived as leading and suggestive. Reassure the child that 'they did the right thing in telling someone'.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

## **9. Recording incidences and disclosure:**

In all situations, including concerns arising from a disclosure made in confidence, allegations or reported incidents will be recorded in writing.

The report should include:

1. Date and time of the incident or disclosure.
2. Names and position of those involved.
3. What was said or done and by whom.
4. Any action taken immediately following the incident or disclosure.
5. Any immediate investigation of the incident.
6. Name of the person reporting the incident.

Any further action to be taken is at the discretion of management. Such as suspension of an individual, where relevant and give the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.

- The document will be stored securely and shared only with those who need to know about the incident or allegation. Such as Social services and or local enforcement agency, any other person/s who have a legal right or obligation to receive a copy of the report.

#### **10.Rights & Confidentiality**

- If a complaint is made against a member of staff, he or she will be made aware of his rights under Melt Dance CIC disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged perpetrator and the student have the right to be treated in the strictest of confidence under the Data Protection Act 1998. Remember any criminal investigation could be compromised through inappropriate information being released.

#### **11.Accidents in the workplace:**

To avoid accidents, staff, chaperones, and children will be advised of "house rules" and health and safety concerns. They will be notified of areas that are out of bounds.

- Students / child will be advised of the type of suitable clothing and footwear for attending Melt Dance programmes.
- If a student / child is injured while in the care of Melt Dance CIC, a designated first-aider will administer first aid and the injury will be recorded in the accident book. This record will be countersigned by the person with responsibility for child protection.
  - If a student / child joins the production with an obvious physical injury the staff member should discuss their concerns with the student continuing to partake in the workshop. A record of this will be made in the accident book. This record will be countersigned by the person with responsibility for child protection. This record can be useful if a formal allegation is made later and be a record that the child did not sustain the injury while participating in the production.

#### **12..Criminal Record Disclosures:**

Melt Dance CIC believes it is in its best interests of all to obtain criminal record disclosures for chaperones or other personnel.

It will inform the individual of the necessary procedures and the level of disclosure required. A Standard disclosure will apply for anyone with supervised access to children. An Enhanced disclosure will be required for anyone with unsupervised access.

- Melt Dance CIC will maintain confidentiality for the handling of disclosure information.
- Melt Dance CIC will ensure that information contained in the disclosure is not misused.

#### **13..Chaperones:**

Licensed Chaperones will be appointed to care for the children during the production process. Legislation views chaperones in the role of acting 'loco parentis' and should uphold an excellence standard of the care, which a 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 (Valid passport, photo driving licence) and two references. One reference must be from their previous place of work with children (Unless already well known to MELT Dance CIC). The other must be a character reference of at least 10 years.
- They will be asked to sign a declaration stating that there is no reason where they would be considered unsuitable to work with children.
- Chaperones will be made aware of the Child Protection Policy and Procedures.
- Chaperones will not usually have unsupervised access to children in their care. If unsupervised access is unavoidable an enhanced disclosure record is required.
- Chaperones are not satisfied with the physical condition 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.
- Children will not be allowed to enter the adult 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 or guardians.
- Children will be adequately supervised while going to and from the toilets.
- 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 Appointed First aider and Child protection officer.
- 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 guardian 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 prior to releasing the child into the care of the unknown person (Even if the child recognises the person).
- 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. They should inform management immediately.

#### **14. Recruitment of Staff/Volunteers:**

We recognise the potential of wrongful actions against children and have taken reasonable steps to ensure the suitability of staff, tutors, and volunteer workers. The following checks will be carried out with all those who have access to children.

- All staff, tutors' and those who have direct contact with students should complete an application form and provide an up-to-date CV.
  - All staff, tutors' and those who have direct contact with students should present or obtain a current DBS Certificate.
  - All staff, tutors' and those who have direct contact with students should provide two references. One of the references must related to previous experience of working with students and children.
  - All staff, tutors and workers must provide two forms of identification.
  -

1. Evidence of personal identification and place of residence.

This can be a valid passport, valid photo driving licence, birth certificate and other photo-based identification (Student pass, Transport pass), proof off having the right to work in the UK,

2. Proof of residential address.

Utility bill (This must be dated within 3 months of your application process), other residential government issued document (Council tax bill), tenancy agreement.

#### **15. We require that all staff/volunteers undergo training:**

Attend a good practice and child protection awareness training workshop to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.

#### **16. Where there is a complaint against a member of staff/volunteer**

Depending upon the seriousness of the allegation could lead to one or more of the following processes of investigation into:

1. Criminal behaviour,
2. Child Protection issues,
3. Disciplinary or misconduct of practices in the workplace.

#### **Internal Enquiries and Suspension:**

We will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services investigation. Irrespective of findings we will assess all individual cases to decide whether a member of staff or volunteer can be reinstated. The welfare of the child should remain of paramount importance throughout.

- Poor Practice:

If following consideration, the allegation is clearly about poor practice only, the designated Child Protection Officer will deal with the misconduct issue.

**17.Information provided to Social Services and/or local enforcement agency about suspected inappropriate behaviour:**

- Where possible referrals made to the local enforcement agency or social services should be confirmed in writing within 24 hours. Details of who took the report and their contact details must be recorded and entered into the final written report.
- Details to be recorded in the final report and given to the above agencies on request.
- Child's name, present age, and year of birth
- Child's home address and telephone number.
- Details of any witnesses to the incidents.
- A brief outline of the child's account, if it can be given, of what has happened and how any bruising or injuries occurred.
- The name of the individual who has reported the incident.
- The nature of the allegation. Include dates, times, any special circumstances and other relevant information.
- A description of any visible markings or injuries any behavioural changes.
- When the parents and or guardians have been informed of the allegation.
- Details of others who have been consulted.
- A written record will be made of all that has been reported, for future reference.

**Designated safeguarding officer:**

Karl Newsam

**Email:** meltdance@gmail.com

**Updated and reviewed 2022**