One Dance UK Child & Vulnerable Adults Protection Policy

Policy Statement

One Dance UK (ODUK) is the national industry body for dance. A core part of our work involves children, young people, vulnerable adults and their teachers and leaders, taking part in workshops and performances, including residential stays.

We work to ensure that dance is available to all, both in and out of schools settings. Through a shared vision with national and regional partners, our aims for children and young people’s work are to, improve teaching standards, increase access, raise standards and improve progression routes.

ODUK believes that:

- the welfare of the child, young person or vulnerable adult is paramount
- all children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- all suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately, which may require a referral to children’s services and in emergencies, the Police
- All permanent and temporary staff, board members, volunteers and freelancers working on behalf of ODUK, should be clear on how to respond appropriately

2 ODUK’s Child Protection & Vulnerable Adults Policy applies to all permanent and temporary staff, Board members, volunteers (including young people and vulnerable adults working as volunteers) and freelancers working on behalf of ODUK.

3 ODUK will take every reasonable step to ensure that children, young people and vulnerable adults are protected where:

- staff are directly involved in the delivery of a course, project, workshop, performance, conference or any other activity on behalf of ODUK
• staff recruit or broker relationships between a venue, dance artist, arts facilitator, school or any other third party

Recruitment of staff

5 All permanent and temporary staff, Board members, volunteers and freelancers working on behalf of ODUK who may have direct contact with children, young people and or vulnerable adults will be subject to enhanced disclosures through the Disclosure and Barring Service or equivalent. Disclosures will be repeated periodically, usually every three years.

Use of video and photography

6 Formal consent will be obtained for the use of any images of children, young people and vulnerable adults whether for publication on the ODUK web-site or in any printed materials. This permission might be sought directly from a parent/guardian or might be sought indirectly through the school or other educational setting, seeking validation from them that any image supplied to ODUK has proper consent for use. The use to which the images will be used will be clearly stated.

7 ODUK will check with any school or other setting where ODUK may want to take images or film and abide fully by their policy. ODUK will not use images in ways, which could identify the full name, identity and address of the children/young people portrayed, unless specific permission has been granted.

8 Printed photographs of children and young people, except those used on promotional materials, will be stored in secure conditions at all times. Digital photographs will be stored securely in ODUK’s server, on Sharepoint (password protected Cloud Storage), on CD and hard-drives in the archive at the ODUK Offices.

Use of the Internet and Social Media

9 ODUK will remain mindful of current issues surrounding the safety of children using the internet and will stay abreast of any guidance surrounding this.

10 When using Social Networking sites, ODUK will monitor who has access to updating the content and the type of content uploaded regularly to ensure no children or young people are exposed to unsuitable or harmful material originating from ODUK.
Implementation and monitoring

11 The ODUK Board and Senior Staff have responsibility to stay abreast of changes in legislation pertaining to child protection.

12 The policy will normally be reviewed each year by the Head of Children & Young People’s Dance unless there are reasons why it should be reviewed more frequently, as requested by the ODUK Board.

13 All staff will undergo training in child safeguarding at least annually, if they are directly involved in the delivery of projects and programmes with children and young people. ODUK has a subscription to Educare Online Learning and all staff have their own logins for this, to enable them to take full or refresher courses as directed by their line manager.

Procedures and Systems

Responsible Person

ODUK has designated the Chief Executive to be the responsible person for all Child Protection issues as they arise and policy implementation. In his/her absence the Head of Children & Young People’s Dance will act as the designated person.

Definitions

In The Children Act 1989 a child is defined as up to and including the age of 18. The term ‘young person’ is not a legal term and refers to the age ranges of the official definition of a child. There is no standard definition of ‘vulnerable adult’ in law, but Arts Council England uses the following definition: "Vulnerable adults are people who are or may be in need of community care services because of mental disability or other disability, age or illness, and who are, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation."

The government guidance Working Together to Safeguard Children (March 2015) categorises abuse as:

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.
• **Physical Abuse** - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

• **Emotional Abuse** - The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

• **Sexual Abuse** - Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

• **Neglect** - The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
  • provide adequate food, clothing and shelter (including exclusion from home or abandonment);
  • protect a child from physical and emotional harm or danger;
  • ensure adequate supervision (including the use of inadequate care-givers); or
  • ensure access to appropriate medical care or treatment.
The Serious Crime Act (2015)

This Act clarifies the offence of child cruelty, as detailed in the Children and Young Persons Act 1933. In particular, it makes it explicit that the offence covers cruelty which causes psychological suffering or injury, as well as physical harm. It has also introduced a new criminal offence of sexual communication with a child for the purpose of obtaining sexual gratification and makes it illegal to possess paedophile manuals.

Munro Review (2011)

Munro’s research into serious child protection cases highlighted the need for early and clear intervention and for everyone to keep the child or vulnerable person’s needs at the centre of the process. The key recommendations of Munro’s review were:

**Putting the child at the centre**

- Listen to children who need to talk openly about their problems and issues
- Ensure clear lines of accountability
- Create a system that is sufficiently flexible to learn from change
- Provide early help and intervention
- Develop closer cooperation between different multi-disciplinary organisations, e.g. education, health, social services
- Provide continuity of relationships with social care and other professionals

Procedures

For procedures to responding to alleged or suspected abuse please see Page 6 - an extract from: *Keeping Arts Safe*, Arts Council England & NSPCC, 2005.

Events and Programmes

Each organisation taking part in ODUK’s programmes (classes, conferences, courses, events, performances, presentations and workshops) is expected to develop a Child & Vulnerable Adults Protection Policy. Organisations that already have a policy in place will be asked to send a copy of it. Organisations that do not have a Child & Vulnerable Adults Protection Policy will be expected to develop one and they will not be able to take part in any of ODUK’s programmes until this policy is in place.
Organisations taking part in ODUK’s programmes will have to put in place policies and procedures which seek to ensure that inappropriate persons do not gain access to children, that staff are trained and supported in ensuring children’s safety and that good practice is established and monitored. These procedures should include reviewing the artists’ and practitioners’ experience, training and qualifications in relation to the specific project for which they are being employed. All adults who are working with children in programmes run by ODUK must be checked for criminal convictions through the Disclosure & Barring Service. This rule applies also to trainees and volunteers.

Organisations will have to pay due respect in their Child & Vulnerable Adults Protection Policy to issues of diversity and equal opportunities, as for different reasons, disabled and children from ethnic minorities are particularly vulnerable to abuse.

ODUK will have the right to review an organisation’s child protection policy and procedures at any time upon request, if they are taking part in ODUK’s programmes. It is the responsibility of organisations to review and update their policies and procedures in light of developments in their own practice and in legislation relating to protection issues.

**Code of Behaviour**

Trustees, staff and volunteers are required to learn about child protection in accordance with and as appropriate to their roles and responsibilities. If any person is thought to be breaching the policy, disciplinary and grievance procedures, as outlined in the ODUK Staff Handbook, will be implemented. In an emergency the police will be called.
Responding to possible abuse and to disclosure

As an artist or arts organisation working directly with children, young people or vulnerable adults, you should always have a contact person with legal responsibility for the child, young person or vulnerable adult. You should never assume sole responsibility for a child, young person or vulnerable person.

Suspicions
If you see or suspect abuse of a child, young person or vulnerable adult you should make the person with legal responsibility for the child, young person or vulnerable person (e.g. the teacher, youth or careworker) aware of the problem.

If you suspect that the person with legal responsibility (i.e. the teacher, youth or careworker) is actually the source of the problem, you should make your concerns known to another member of staff employed at the site.

Make a note for your own records of what you witnessed as well as your response and make your line manager (or other relevant person, such as the project organiser) aware of the situation, in case there is follow-up in which you are involved.

Accidents and injuries
If a child, young person or vulnerable adult is injured – while at your organisation or while involved in a project you have organised – you must make a record of the injury in the accident book. This record must be countersigned by the person with responsibility for the individual. The accident book should be kept for 21 years.

If a child, young person or vulnerable adult arrives at your organisation’s venue or project with an obvious physical injury, you need to make a record of this in your accident book. This record should be countersigned by the person with responsibility for the individual. This record can be useful if a formal allegation is made later. It will also be a record that the individual did not sustain the injury whilst at your venue or on your project. The accident book should be kept for 21 years.

Female Genital Mutilation
From October 2015, the Female Genital Mutilation Act 2003 (as amended by section 74 of the Serious Crime Act 2015) introduced a mandatory reporting duty for all regulated health and social care professionals and teachers in England and Wales. Professionals must make a report to the police, if, in the course of their duties:

- they are informed by a girl under the age of 18 that she has undergone an act of FGM

OR

- they observe physical signs that an act of FGM may have been carried out on a girl under the age of 18.

If anyone at ODUK suspects or is informed of this, they should report it immediately to the police.

**If someone discloses to you**

It is possible that a child, young person or vulnerable adult who is suffering or has suffered abuse will confide in you. This is something you should be prepared for and must handle carefully. The following action should be taken if there are concerns of abuse of a child, young person or vulnerable adult:

- Remain calm and in control but don’t delay acting
- Listen carefully to what is said. Allow the person to tell you at their own pace and ask questions only for clarification. Don’t ask questions that suggest a particular answer
- Don’t promise to ‘keep it a secret’. Use the first opportunity you have to say that you will need to share the information with others. Make it clear that you will only tell the people who need to know and who should be able to help
- Reassure the child, young person or vulnerable adult that ‘they did the right thing’ in telling someone
- Tell the child, young person or vulnerable person what you are going to do next
- Speak immediately to the person in the school/educational setting, youth or care setting who has designated responsibility for protection of children, young people or vulnerable adults. (This is likely to be the head teacher for a school, the youth group leader or the director of the youth or care setting.) It is that person’s responsibility to liaise with relevant authorities, usually social services
- As soon as possible after the disclosing conversation, make a note of what was said, using the child’s/young person’s/vulnerable adult’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.
• In confidence, make your line manager or other appropriate colleague (for instance the project organiser) aware of the situation

Social services will liaise with the relevant departments on a ‘need-to-know’ basis and will, if appropriate, inform the police. It is the responsibility of the authorities to determine whether abuse has occurred.

Rights and confidentiality
If a complaint or allegation is made against a member of staff, he or she should be made aware of his or her rights under both employment law and internal disciplinary procedures. This is the responsibility of the officer who is responsible for personnel in the organisation.

No matter how you feel about the accusation, both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998 and the General Data Protection Regualtions (GDPR). Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

Should you be concerned that One Dance UK is not upholding this policy effectively or you have a complaint about a course of action being taken, in the first instance please raise your issues in writing addressed to the Chief Executive, or if this is not appropriate due to the nature of the issue the Chair of the Board. Should the matter not be resolved, or an agreed course of action not be put in place, within 14 days of receipt of the letter, you should take the matter to Wandsworth Safeguarding Children’s Board. http://www.wscb.org.uk/info/90/safeguarding_board.
Appendix 1:
Relevant Documents and Contacts

*Keeping Arts Safe* second edition, Arts Council England & NSPCC, 2005
[not currently available. This will be added if re-published by Arts Council England]

*E-Safety Policy Advice from the UK Safer Internet Centre*

*firstcheck: a step by step guide for organisations to safeguard children*, NSPCC, 2006
www.nspcc.org.uk/inform


**Disclosure & Barring Service**
Information line: 0870 90 90 811
https://www.gov.uk/government/organisations/disclosure-and-barring-service

**NSPCC**
NSPCC
Weston House
42 Curtain Road
London EC2A 3NH
Tel: 020 7825 2500
www.nspcc.org.uk

**Social Services Departments**
Local authority social service departments are the main point of contact for children or vulnerable adults about whom there are welfare concerns. Information about who to contact should be on the Local Authorities website.

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*ODUK Child Protection & Vulnerable Adults Policy and Procedures*
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