



Welland School of Dancing Safeguarding Children Policy.

At Welland School of Dancing we take our duty of care towards our children / customers very seriously and it is a condition of working with us, that our staff members maintain our high safety standards and read and agree to abide by our 'Safeguarding Children' rules of conduct, as listed. Their role requires a level of conduct and understanding towards child safety and equal opportunities that ensures all activity is fair and appropriate for each child.

BEST practice IS...

- √ Presenting a warm and friendly face with a smile.
- √ Actively listening to all parents and children.
- √ Always putting the welfare of the child first.
- √ Treating all children equally, regardless of sex, race or physical and mental ability but in accordance with their individual needs.
- √ Treating children with respect and dignity and using appropriate language.
- √ Making classes fun and enjoyable.
- √ Promoting fair and safe play.
- √ Being an excellent role model.
- √ Giving children encouraging and enthusiastic support – praising effort and good behaviour.
- √ Building positive relationships with children and parents.
- √ Acting promptly and appropriately on any concerns to protect the children.
- √ Constant vigilance for safety and promptly reporting any faults or repairs you see and feel are needed.
- √ Immediately asking a partner/staff member to contact the parent/guardian if the child is upset or distressed.

BEST practice is NOT.....

- X Giving negative criticism to children.
- X Using inappropriate language or swearing or shouting.
- X Singling individual children out for special treatment or favours.
- X Ignoring children and their needs whilst talking to adult colleagues or friends.
- X Drinking alcohol or smoking in the company of children.
- X Spending time alone with a child away from others, developing relationships out of work with a child/customers or taking a child/customer to your home without parental permission.
- X Pushing children into activities against their will.
- X Failing to act when you see/witness inappropriate actions in others – letting allegations or concerns go unrecorded or unchallenged.
- X Using inappropriate language or music with inappropriate lyrics.
- X Making any sexually suggestive comments, even in jest.
- X Touching children inappropriately (in an intrusive or sexual manner):
or in such a way as could be misinterpreted (sitting on your knee).
- X Using force to restrain a child.
- X Doing things for a child of a personal nature that a child can do for themselves (occasions may arise where a team member may help with children who are very young or have a disability but these duties should only be carried out with the full understanding and consent of the young person, parent or carer and with the knowledge

of your colleagues).

Welland School of Dancing Safeguarding Children Policy (cont...)

Who should staff contact if they have a concern?

Good Safe Guarding Children practice means ensuring that everyone Welland School of Dancing knows what behaviour is unacceptable and what to do if they witness behaviour that gives them concern.

All staff members have a responsibility to be alert to behaviour by children or adults, which suggest that something is wrong, and have a clear understanding of the correct reporting procedure to follow.

If staff members witness something which they feel is inappropriate behaviour they must:

- Report immediately to the appointed person who is Maggie Purr, or if the inappropriate behaviour has been performed by Maggie Purr, then Anne Walker.
- The appointed person will liaise with the parents and conduct an investigation and where appropriate may contact social services or the police.
- If it is serious, immediately ask the adult (including team members) to step away from the child because you believe their behaviour is inappropriate and is causing distress.

If a child informs them of an incident, they should:-

- Stay calm – try not to display your concern or your own upset to the child so as to add to the child's distress.
- Listen – give the child time to say what they want but do not promise to keep it a secret.
- Do not express doubt about what they are telling you.
- Allow the child the opportunity to talk but do not pressurise him/her into doing so.
- Reassure – tell them they have done the right thing in telling you, and that the inappropriate behaviour or abuse is not their fault.
- The appointed person will conduct an investigation as appropriate and contact the parent or social services as appropriate.

If staff members have any questions regarding the above, they must seek advice from their appointed person.

If they see an incident or behaviour that they feel is inappropriate they must contact: Maggie Purr on 07921 213024.