

VINCENT DANCE THEATRE SAFEGUARDING POLICY

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Please note that in conjunction with this Policy VDT has its own:

- **E-Safety Form**
- **Group Photography & Film Consent Form**
- **Individual Photography & Film Consent Form**
- **Safeguarding Report Form**

VINCENT DANCE THEATRE SAFEGUARDING POLICY

Introduction

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Vincent Dance Theatre (VDT).

This is an update of VDT's Children and Vulnerable Adults Safeguarding Policy. It has been specifically developed for delivery of VDT's VIRGIN TERRITORY and SHUT DOWN – two works that include performers under 16 – and for future work that includes vulnerable adults. This document follows the guidelines from NSPCC and has been created with contributions from South East Dance, who shared their safeguarding policy with us.

The purpose of this policy is:

- To protect children and young people and vulnerable adults who receive Vincent Dance Theatre's services
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding

VDT intends to provide young people and vulnerable adults with the best possible experience and opportunities and therefore needs to set out appropriate guidelines to ensure that practitioners and participants can deliver safely. VDT recognises it has a responsibility to promote the welfare of young people and vulnerable adults and to keep them safe and is committed to practice in a way that protects them.

This policy is approved and endorsed by our Board of Trustees and drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant Government guidance on safeguarding children
- Office of the Public Guardian Safeguarding Policy 2007

VDT recognises:

- that the welfare of our participants is paramount and that they must be protected from harm at all times
- that all participants whatever their age, culture, disability, gender, or religious beliefs have the right to protection from abuse.

- the needs of children, young people and vulnerable adults from ethnic minority groups and those with disabilities, and the barriers that they may face, especially concerning communication
- that everyone working with children, young people and vulnerable adults has a responsibility for the safety and wellbeing of each person in our care. They should feel safe and able to speak out if this is not the case
- that all staff and volunteers should have the appropriate knowledge of how to safeguard children, young people and vulnerable adults, including an understanding of common safeguarding terms, in order to carry out their responsibilities effectively
- that working in partnership with children, young people, their parents, careers and other agencies is essential in promoting young people's welfare
- the use of information technology is an intrinsic part of the experience of our children and young people and vulnerable adults, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused by anyone, can be actually or potentially harmful to them

VDT will seek to keep children, young people and vulnerable adults safe by:

- valuing them, listening to them and respecting them
- ensuring proper recruitment and training for all staff and volunteers, including DBS checks and references where appropriate
- sharing information regarding policies and protocols with external contractors and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately
- developing and implementing an effective e-safety policy and related procedures
- ensuring all documentation and sensitive information is treated confidentially and held and used in line with the Data Protection Act
- ensuring that the relevant consent procedures are taken for filming and photography
- ensuring that there is sensitivity to the content of project sessions, taking into account age, gender and abilities of the participants

We are committed to reviewing our policy and good practice annually

This policy was last reviewed on: _____April 2017 _____(date)

Signed: _____ (Trustee of VDT)

Definitions

Child –the legal definition of a “child” is a person up until their 18th birthday

Young Person - although not a legal term, widely used to include older children and those into their early 20’s

Vulnerable Adult - a person 18 years or over who is deemed to require extra support with care, access or learning

Child Protection - protecting children from abuse and neglect through adhering to legislation

Safeguarding - recognised as the wider practice of supporting the needs of children, young people and vulnerable adults which also includes preventing impairment to health or development and where their welfare is actively promoted

See appendix for definitions of ‘abuse’.

Guidelines and Procedures

1. Designated staff

1.1 Designated Safeguarding Officer for VDT

The Designated Safeguarding Officer at VDT is the Administrative Director. This individual will lead on child protection and safeguarding issues and concerns relating directly to VDT led activity.

VDT will be responsible for liaising with the relevant Local Safeguarding Children’s Boards or child protection teams. In the Administrative Director’s absence, the Artistic Director will act as Designated Safeguarding Officer.

VDT’s E-safety coordinator is the Engagement & Digital Development Manager.

Contact details for the Designated Safeguarding team: Please see Appendix 3

1.2 Designated Safeguarding Officer at Board Level

VDT has two safeguarding specialists on its Board – Rose Kigwana and Dinos Aristidou. We plan to appoint a designated Safeguarding Trustee at the June 2017 Board Meeting to represent the board’s interest and oversight on child protection and safeguarding policies and issues relating directly to VDT led activity.

1.3 Local Contacts

LADO and Council CONTACTS

Brighton - this is the Multi-Agency Safeguarding Hub (MASH) 01273 290400 or MASH@brighton-hove.gcsx.gov.uk

Local Area Designated Officer in Brighton & Hove, the Local Authority Designated Officer (LADO) is Darrel Clews. Please contact Darrel on 01273 295643.

2. Recruitment & training

2.1 Recruitment and Training

All staff, external contractors and volunteers will undergo a thorough recruitment process, including interview and reference checks. Staff recruited to work with VDT will have the necessary skills to fulfil their role; will be given an induction that includes taking them through the company's policies and procedures and will be provided with the necessary support and supervision in their role.

Those working with VDT will be required to read, understand and agree to the company Safeguarding Policy and procedures, and will work in line with the Code of Conduct outlined in this Safeguarding Policy.

Those who will be in sole charge of children, young people or vulnerable adults undertaking regulated activity will be required to go through the necessary DBS checks and references obtained.

VDT understand that it is not possible to gain the required level of suitability check from partners and artists who are not resident in the UK. Those without a DBS check at the appropriate level not work alone with children, young people or vulnerable adults nor have access to sensitive information, including images. It is therefore necessary for those international external contractors to be supervised by an adult who is DBS checked at the level required by the DBS.

Training will be offered to all staff and volunteers and include: legal requirements and good practice, recognizing signs of abuse, disclosure, reporting, safe touch guidance and e-safety.

All VDT staff will refresh, review changes and read updates to this policy annually.

2.2 External Contractors

All external contractors should receive the appropriate induction pack outlining the relevant VDT policies including this policy. It is the responsibility of the member of staff contracting the external worker/company to ensure that they understand and act on the relevant VDT policies and to provide the Safeguarding Officer's contact details and a list of staff in order of seniority.

2.3 Working with Host Organisations

When working with a host organisation whether in a school or community setting all staff (or external contractors where this forms part of their contract with VDT, for example when an artist undertakes a series of workshops for a VDT project) must ensure the following procedures are in place:

A contract or letter of agreement for the provision of the sessions (if appropriate) – all contracts must be signed by an authorised signatory, and a copy placed in the main contracts file for reference. This should include any agreements regarding the provision of a second worker to provide appropriate cover for sessions. A site risk assessment must be undertaken if the session is taking place in any setting other than a school or formal setting. This should be documented and any appropriate action taken to mitigate against identified risks.

It is the responsibility of staff issuing the contracts to ensure that they are equipped with the information and support to implement projects as outlined below.

a) Schools

There should always be at least 2 adults present, or if not, a risk assessment undertaken and the identified risks mitigated against. When working in new schools it must be decided beforehand who will be responsible for undertaking the risk assessment and action required, if any.

b) Community/ Out of School Activities – Closed groups

There should always be at least 2 adults present if possible. When working in new settings it must be decided beforehand who will be responsible for this.

If an agreement has been made regarding provision of a second worker by the host organisation and this is not met, the external contractor should inform the organisation that it will be impossible to lead the session or any future sessions until a support worker is made available. The external contractor must also inform the member of VDT staff responsible for coordinating the project if this situation arises.

If for any reason a session is being held in a community context led by a member of staff or an external contractor and it has not been agreed prior to the session that there will be a second adult available (e.g. youth worker/ other group leader) then an assistant should be contracted to support the session leader. This individual must meet policy requirements regarding an up to date DBS and appropriate references and could be a volunteer or a paid worker. If this is not possible, then VDT must undertake a risk assessment and ensure action is taken to mitigate any risk identified.

c) Working with Groups/ Projects Initiated by VDT

Sometimes external contractors will work with groups who have been brought together for a one-off project or series of sessions. These groups may consist of several different pre-existing groups some of whom may have a regular youth/community worker or teacher attached to them. Some of them may consist of individuals drawn from a local community who have no pre-existing common link and no other workers involved with them in relation to the sessions. These sessions could happen in a variety of contexts – in schools, in local youth or community centres, leisure centres or theatres.

Generally, the guidelines applying to working in schools or community/ out of school context should be applied as appropriate. In summary:

Where groups come from a school setting (even if it is to participate in a wider project with community groups) they must have a support worker or teacher to provide support for their group; it will also be usual for them to obtain all necessary consents from their pupils regarding attendance at the session/ permission for photographs/ video footage to be taken etc. The group leader will be asked to sign a form confirming that group support will be provided and that all necessary consents are in place. (See VDT Photography & Film Consent Forms).

Likewise where groups are drawn from existing community groups led by a worker, this worker should be asked to attend and provide support for their group; it will also be usual for them to obtain all necessary consents from the children, young people and vulnerable adults in their group regarding attendance at the session/ permission for photographs/ video footage to be taken etc. The group leader will be asked to sign a form confirming that group support will be provided and that all necessary consents are in place. (See VDT Photography & Film Consent Forms).

Where children, young people and vulnerable adults are drawn from a constituency that has no lead worker or existing context within a school or community group then VDT has responsibility for obtaining all necessary consents from the participants, parents or carers regarding attendance at the session/ permission for photographs/ video footage to be taken etc. and to provide support for them. The forms complementing this policy should be used for this purpose and stored in an appropriate manner.

3. Code of Conduct

3.1 Code of Conduct

All staff, volunteers and external contractors are at all times ambassadors for VDT. This Code of Conduct outlines the behaviour expected by staff, volunteers and external contractors. It is set out to help protect children, young people and vulnerable adults from abuse, promotes good practice and challenges inappropriate behaviour. It serves to maintain professional and respectful standards of behaviour and will reduce the possibility of unfounded allegations of abuse being made.

All members of staff, volunteers and external contractors are expected to report any concerns or breaches of this Code of Conduct to the Designated Safeguarding Officer. A serious breach may result in a referral to the police, the Local Children's Safeguarding Board, and the DBS.

3.2 When working with children, young people and vulnerable adults it is **important** to:

- Follow VDT's Safeguarding Policy at all times
- Treat all children, young people and vulnerable adults with respect and provide examples of good conduct you wish others to follow; ensuring that you avoid favouritism to any individual and do not allow yourself to be drawn into any inappropriate or attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of children, young people or vulnerable adults
- Ensure that there is more than one adult present during activities with children and young people. At least one adult will hold the appropriate DBS check and have had references, and if only one adult is available, then appropriate measures will be identified by that adult and action taken to mitigate against any risk
- At all times staff, volunteers and external contractors should avoid being alone with an individual child, young person or vulnerable adult
- Ensure that children, young people and vulnerable adults are not left unsupervised at any time during the project activity whether it be indoors or out

- Respect children, young people and vulnerable adults' right to personal privacy
- Challenge inappropriate language and behavior and encourage children, young people and vulnerable adults to feel comfortable and to care enough to point out attitudes or behaviour they do not like
- Avoid physical contact where possible, unless it is clearly set out within a physical activity
- Ensure any contact with children, young people and vulnerable adults is appropriate and in relation to the work of the project
- Understand that indulging in 'horseplay', tickling or fun fights is not permitted
- Recognise that special caution is required when you are discussing sensitive issues with children, young people and vulnerable adults
- Choose music with lyrics that are not insulting or abusive and that content is appropriate to the age and ability of participants
- Report all allegations/suspicions of abuse to VDT's Designated Safeguarding Officer and/or partner organisation's Designated Officer immediately or as soon as possible
- Avoid jumping to conclusions about others without checking facts

More detail will be included in appendix 3.

3.3 You must not:

- Socialise with children, young people or vulnerable adults alone outside project hours
- Exchange personal contact details with any participant, including details of contacts on social media, such as Facebook, Instagram, Snapchat or Tumblr
- Offer money, or lifts home from the project
- Exaggerate or trivialise any abuse issues
- Take film footage or photographs on personal devices
- Conduct a sexual relationship with a child, young person or vulnerable adult or indulge in any form of sexual contact with a child, young person or vulnerable adult. This includes showing suggestive images on electronic devices or engaging in discussions of a sexual nature.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people or vulnerable adults
- Act in a way that can be perceived as threatening or intrusive
- Rely on your good name or that of the VDT to protect you
- Believe 'it could never happen to me'
- Take a chance when good sense, policy or practice suggests another more prudent approach

3.4 Recommended adult to child ratios

Advice from NSPCC is that the following adult to child ratios should be adhered to whenever possible:

- Aged 0-2 years: 1 adult to 3 children
- Aged 2-3 years: 1 adult to 4 children
- Aged 4-8 years: 1 adult to 6 children
- Aged 9-12 years: 1 adult to 8 children
- Aged 13-18 years: 1 adult to 10 children

Should groups include young people with specific support needs then the number of adults to children might need to be raised. If the group is mixed gender, supervising staff should also include male and female workers whenever possible.

4. Physical Contact

4.1 Physical Contact

All physical contact must be appropriate to the activity and should never compromise the physical or emotional safety of participants.

VDT recognises that as a Dance/Theatre company it makes work that necessitates physical contact between performers and their director/choreographer. In the studio the company will use “safe touch” contact and adhere to the code of conduct set out as above.

“Safe touch” physical contact is that which takes place only when it is necessary in relation to a particular activity. It should take place in a safe environment with the extent of the contact being made clear to the parent/carer and once agreed, should be undertaken with the permission of the child/young person. Contact should be relevant to their age or understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

- Be aware that every physical contact with a child, young person or vulnerable adult, however well-intentioned, may be misinterpreted
- Consider if physical contact is necessary. Use your skills in demonstration, clear instruction, imagery and intonation of voice to support participants to access activity and develop their technical and creative skills
- Where physical contact may be useful or necessary, ensure that permission is given, that clear explanation of the nature of the contact is given, and that an understanding or learning has occurred
- No participant should be forced into physical contact against their will. It is sometimes necessary to look at body language to check comfort and safety, and respond appropriately to meet the needs of the participant
- Any weight bearing activities should be assessed and alterations made to ensure physical safety of participants
- ‘Social’ physical contact beyond handshakes should be avoided

5. Reporting Abuse

5.1 Disclosures

A 'disclosure' is when a person shares information about abuse. Disclosures can be verbal or physical. It is sometimes the case that a disclosure occurs during more creative or emotionally engaging activities and to an adult who is less well known to the participant. Staff need to be well equipped to deal with disclosures and know the procedures necessary to support the child, young person or vulnerable adult.

Although each project, workshop or event will be supervised by a member of staff with a DBS check, it is possible that a child, young person or vulnerable adult will disclose abuse to an external contractor. It is imperative that this person knows how to respond to and report this disclosure. Please see Appendix 3 Disclosure referral Flowchart.

Every concern must be acted upon. It is not the responsibility of the staff member or the Designated Safeguarding Officer to judge whether the information is true. Appropriate action will be taken following a consultation between the Designated Safeguarding Officer and a professional or professionals from child protection agencies. These include the police, NSPCC and Social Services.

5.2 Barriers to Disclosure

A child, young person or vulnerable adult may not tell anyone that they are being abused for a number of different reasons. They may be scared to do so and often receive threats from their abusers. They often believe it is their fault that they are being mistreated and are frightened that they may be taken away from their home if anyone finds out. It is often embarrassing for a child, young person or vulnerable adult to disclose such personal details.

Some children, young people and vulnerable adults may not be able to disclose information due to communication or learning difficulties, or they may simply be too young or vulnerable to understand what is happening to them.

Fear of not being believed is also a common reason for keeping quiet and it may be that they had tried on previous occasions to seek help and have been ignored.

Adults also face difficult decisions when they discover that abuse may be taking place. It can be very stressful and time consuming to become involved in allegation processes of this type. Some people fear that they may have got it wrong and don't want to cause unnecessary upheaval for the child, young person, vulnerable adult or their family.

The person to whom the disclosure has been made may not know who to contact or what to do with the information they hold. It may be that the allegation is against someone they know and they cannot face the consequences of becoming involved. By ensuring that all staff, volunteers and external contractors have read and understood this policy, VDT can mitigate against this.

5.3 Reporting and Responding to a Disclosure

If a child, young person or vulnerable adult discloses to you it is important to follow these guidelines.

- Stay calm
- Actively listen to the participant, allowing them to speak at their own pace
- You must tell the participant that you **cannot promise** to keep it a secret
- Where possible ensure that you are not alone during the disclosure
- Only ask questions to clarify what is being said, **do not ask leading questions**
- Reassure the participant that s/he has done the right thing by telling you
- Tell the participant what will happen next and who will need to know the information
- As soon as possible, record in writing what was said using the **participant's own words**. Include the date, time, child/young person/ vulnerable adult's name, your name and job title, location disclosure took place, what was happening immediately before the disclosure was made (the activity), any other witnesses
- Report the disclosure to the Designated Safeguarding Officer as soon as is possible on the report form (see VDT Disclose Report Form)

If you believe that the child, young person or vulnerable adult is in immediate danger or that a crime has been committed, **call the police**.

You must not share the information about the disclosure to other colleagues, though it is recommended that you inform your line manager that a disclosure has taken place so that you can be given the support that you need. The Designated Safeguarding Officer will discuss concerns with the Local Area Designated Officer, Local Area Children's board (MASH) Social Services or NSPCC and will take the recommended action.

If you have concerns about a participant, other staff member or volunteer, please discuss your concerns with the Designated Safeguarding Officer at VDT or the participating partner organisation. You will be informed of who this person is before you start work on the project.

5.4 Confidentiality

The legal principle is that the "welfare of the child is paramount"

- The right of a child, young person or vulnerable adult to protection takes precedence over his/her right to confidentiality. All concerns will be reported.
- Names of children, young people, vulnerable adults or staff members about whom there are concerns or who have breached the code of conduct are not shared around your organisation.
- Information will be stored in a secure place with limited access to designated people, and destroyed safely after a designated amount of time, in line with Data Protection laws (e.g. that information is accurate, regularly updated, relevant and secure)

6. Photography, Filming and Social Media

6.1 Consent and Handling of Images and Film Footage

VDT uses photos and film footage to document and promote its work. Images and footage will only be used when written consent is given by the parent or guardian of participants or by a relevant school authority. For those young people over 18 and not considered vulnerable written consent will be given directly by themselves.

VDT recognises that some people (parents, guardians and participants) may be happy for images or footage to appear in documentation which is not widely distributed but do not want these to appear through social media.

- VDT will make explicit where images or footage will be uploaded onto the official VDT website, VDT's Facebook page or other social media site and ensure that the Media Consent Form includes an opt out from these.
- VDT will take reasonable steps to ensure that reproduction of a participant's image does not put any participant at risk.
- VDT will not attach names of participants to any photography or film material.
- All images and footage will be stored safely in line with Data Protection legislation
- See VDT Photography and Film Consent Forms for available templates

6.2 Filming and Taking Photographs

Filming and the taking of photographs will be done by professional photographers, staff photographers or film makers engaged by VDT or the participating partner organisations to do so.

The taking of photographs or filming footage of children, young people or vulnerable adults on personal devices is not permitted. Doing so is a breach of confidentiality and can jeopardise the good name of VDT and its partner organisations, and open those filming or taking the photographs to serious allegations of abuse.

Should VDT or the participating partner organisation decide that, for the benefit of the project, film or photographic evidence can be taken, guidelines on how, on what device and safe transfer of images to the partner organisation or VDT will be prescribed.

7. E-Safety

The use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people and vulnerable adults, and is beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by a child/young person or a vulnerable adult, can be actually or potentially harmful to them.

VDT recognizes that children and young people may see illegal or unsuitable content online, such as:

pornography
child abuse images
dangerous advice encouraging eating disorders, self-harm or suicide
excessive violence or race hate materials.

We are also aware that some websites show illegal content and others that are legal might have unregulated advice or are meant for adults only. Children may come across this content by mistake, or they may look for it because they're curious. Promises of special offers or prizes can also draw young people in.

Recent information provided by the NSPCC indicate that whilst it's difficult to know how much content is unsuitable for children and young people on the internet, figures suggest that it is considerable:

9500 web pages were removed by the Internet Watch Foundation (IWF) worldwide in 2013

70,000 indecent images of children were reported to CEOP in 2012

100s of pro-eating disorder websites are estimated to exist.

Some websites and games use age restrictions and checks to make sure that children don't see unsuitable content. Children must be at least 13 to register on most social networking websites. We also know, however, that it is all too easy for children to join at a younger age and that many children (and their parents and carers) feel pressurized into joining unsuitable social networking sites.

According to the NSPCC, Children in the UK have the 2nd highest number of social networking contacts in Europe:

26% of children had between 100 and 300 'friends'

16% had more than 300 'friends'

The percentage of online friends that children didn't know outside of being online was:

12% for 8-11 years olds in 2012

29% for 12-15 year olds in 2013

This makes children vulnerable to bullying, grooming and sharing personal information. It also makes them vulnerable to grooming. We need to recognize that groomers don't always target a particular child. Sometimes they will send messages to hundreds of young people and wait to see who responds. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity.

VDT should be aware of these facts when setting up any workshop that involves social media involvement, particularly in relation to the current project being delivered.

We seek to promote e-safety by:

- appointing an e-safety coordinator, The Engagement & Digital Development Manager (Sian Williams)
- developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT
- supporting and encouraging the children/young people and vulnerable adults using our service to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others
- developing an e-safety agreement for use with children/young people and their parent/carers (see VDT E-Safety Form)
- use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person/vulnerable adult (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse)
- informing parents/carers of incidents of concern as appropriate
- reviewing and updating the security of our information systems regularly
- providing adequate physical security for ICT equipment
- ensuring that user names, logins and passwords are used effectively
- using only official email accounts provided via the organisation, and monitoring these as necessary
- ensuring that the personal information of staff, volunteers, external contractors and participants (including service users' names) are not published on our website
- ensuring that images of children/young people, vulnerable adults and their families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- any social media tools used in the course of our work with children/young people vulnerable adults and their families must be risk assessed in advance by the member of staff wishing to use them including any emerging new technologies before they are used within the organisation
- providing effective management for staff, volunteers and external contractors on ICT issues, through supervision, support and training.

APPENDICES

Appendix 1: Types of Abuse *(taken from the NSPCC document of the same name)*

Physical Abuse - Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child, young person or vulnerable adult.

Emotional Abuse - Emotional abuse is the persistent emotional maltreatment of a child, young person or vulnerable adult such as to cause severe and persistent adverse effects to their emotional development. It may involve conveying to children, young people or vulnerable adults that they are worthless or unloved, inadequate, or valued only insofar as they met the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond their 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 causing children, young people or vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children, young people or vulnerable adults.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Bullying - It is also our responsibility to protect children against bullying. Bullying may be present in the form of physical, mental or verbal abuse.

- The majority of calls to helplines by children, relate to bullying
- Bullying can result in suicide attempts
- Bullying can leave children with feelings of self-hatred, isolation, loneliness and worthlessness

Sexual Abuse - Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children, young people or vulnerable adults in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children or young people to behave in sexually inappropriate ways.

Neglect - Neglect is the persistent failure to meet a child, young person or vulnerable adult's basic physical and/or psychological needs, like to result in the serious impairment of their 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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Abuse of Trust - Adults working with children and young people have a duty to not to abuse their positions and should behave responsibly and professionally towards the children and young people in their care. If an older person is in a position of authority, influence or trust over children and young people, it is inappropriate for them to become involved in a sexual relationship with a young person under the age of 18, even if they are both over the age of consent.

Sections 3 and 4 of the Sexual Offences (Amendment) Act 2000 created a new offence of abuse of trust, applying to the whole of the United Kingdom. This Act makes it an offence for a person aged 18 or over to have sexual intercourse or engage in other sexual activity with a person under that age where they are in a “position of trust” in relation to the younger person.

This legislation protects 16 and 17-year-olds, who are not protected by other child sex offences. Younger children are protected by the specific child sex offences applying to those aged under 13 and those aged under 16 which carry a higher maximum sentence.

Even experienced child protection professionals do not always find it easy to recognise signs of abuse but it is important for you to have an understanding about some of the signs to look out for when you are concerned about a child. Please see Appendix 2 for information

Mate crime - Mate crime a type of hate crime where perpetrators befriend a person with a disability but in fact soon begin to exploit, hurt or harm them. This can include sexual abuse, forced prostitution, financial exploitation, physical abuse, violence and even murder.

Abuse can take many forms. It does not have to fit comfortably into any of the above. Abuse can be perpetuated by one adult at risk towards another.

This is still abuse and should be dealt with accordingly. The adult at risk may also be neglecting him/herself which could also justify a safeguarding referral.

Financial abuse

(Taken from Help the Aged (2008) The Financial Abuse of Older People -A review of the literature.)

Financial abuse is the main form of recorded abuse by Office of the Public Guardian amongst adults and children at risk. Financial abuse can occur in isolation, or as research has shown, where there are other forms of abuse, there is likely to be financial abuse occurring also. This is not always the case but staff should be aware of this potential.

Indicators of financial abuse include:

- change in living conditions;
- possessions sold;
- inability to pay bills/unexplained shortage of money;
- unexplained withdrawals from an account;
- unexplained loss/misplacement of financial documents;
- cut off from family/friends/social network;
- carer’s enhanced lifestyle;
- sudden changes in bank account or banking practice
- the recent addition of authorised signers on a client or donor’s signature card;
- unauthorised withdrawal of funds using the vulnerable person’s ATM card, or changes in patterns of usage;
- sudden or unexpected changes in a will or other financial documents

Appendix 2 Recognising Abuse

(taken from the NSPCC leaflet of the same name)

Even experienced child protection professionals do not always find it easy to recognise signs of abuse but it is important for you to have an understanding about some of the signs to look out for when you are concerned about a child. It is useful to look at two areas – physical signs and behavioural signs. It is not suggested that you actively search for these signs, but that you are aware of what these signs could mean.

Physical abuse

Most children get cuts and bruises during their day-to-day activities, which makes it hard to spot when these may not be accidental.

Physical signs include:

- injuries which a child cannot explain, or explains unconvincingly
- injuries which have not been treated or treated inadequately
- injuries on parts of the body where accidental injury is unlikely (e.g. cheeks, chest or thighs)
- bruising which reflects hand or finger marks
- cigarette burns or human bite marks
- broken bones (particularly in children under the age of two)
- scalds, especially those with upward splash marks where hot water has been deliberately thrown over the child, or “tide marks” – rings on the child’s arms, legs or body where they have been made to sit or stand in very hot water

Behavioural signs include:

- reluctance to have their parents/carers contacted
- aggressive behaviour or severe temper outbursts
- running away or showing fear of going home
- flinching when approached or touched
- reluctance to get undressed for sporting or other activities where changing into other clothes is normal
- covering arms and legs when this is not usually done
- depression or moods which are out of character with the child’s general behaviour
- unnatural compliance with parents or carers

Sexual abuse

Both boys and girls can be victims of sexual abuse, it can happen at any age and it can happen to any child (including those with disabilities). Several factors make it difficult to identify including the fact it is likely to happen in private and abusers may go to great lengths to prevent discovery.

Physical signs include:

- pain, itching, bruising or bleeding in the genital or anal areas
- stomach pains or discomfort when the child is walking or sitting down.

Behavioural signs include:

- sudden or unexplained changes in behaviour
- apparent fear of someone
- self-harm, self-mutilation or attempts at suicide
- abuse of drugs or other substances
- eating problems such as anorexia or bulimia
- sexualised behaviour or knowledge in young children
- sexual drawings or language
- possession of unexplained amounts of money
- taking a parental role at home and functioning beyond their age level
- not being allowed to have friends (particularly in adolescence)
- alluding to secrets which they cannot reveal
- telling other children or adults about the abuse
- reluctance to get undressed for sporting or other activities where changing into other clothes is normal.

Emotional abuse

This is also hard to identify with certainty. Some children are by nature shy but this does not mean they are being abused. Experiencing physical or sexual abuse will mean it is likely there are elements of emotional abuse present.

Physical signs include:

- a failure to grow or thrive (particularly if the child thrives when away from home)
- sudden speech disorders
- delayed development, either physical or emotional

Behavioural signs include:

- compulsive nervous behaviour such as hair twisting or rocking
- an unwillingness or inability to play
- an excessive fear of making mistakes
- self-harm or mutilation
- reluctance to have parents/carers contacted
- an excessively high regard or level of admiration towards others, especially adults

- an excessive lack of confidence
- an excessive need for approval, attention and affection
- an inability to cope with praise

Neglect

This is a very difficult form of abuse to recognise and is sometimes seen as less serious than other forms, but its effects can be very damaging.

Physical signs include:

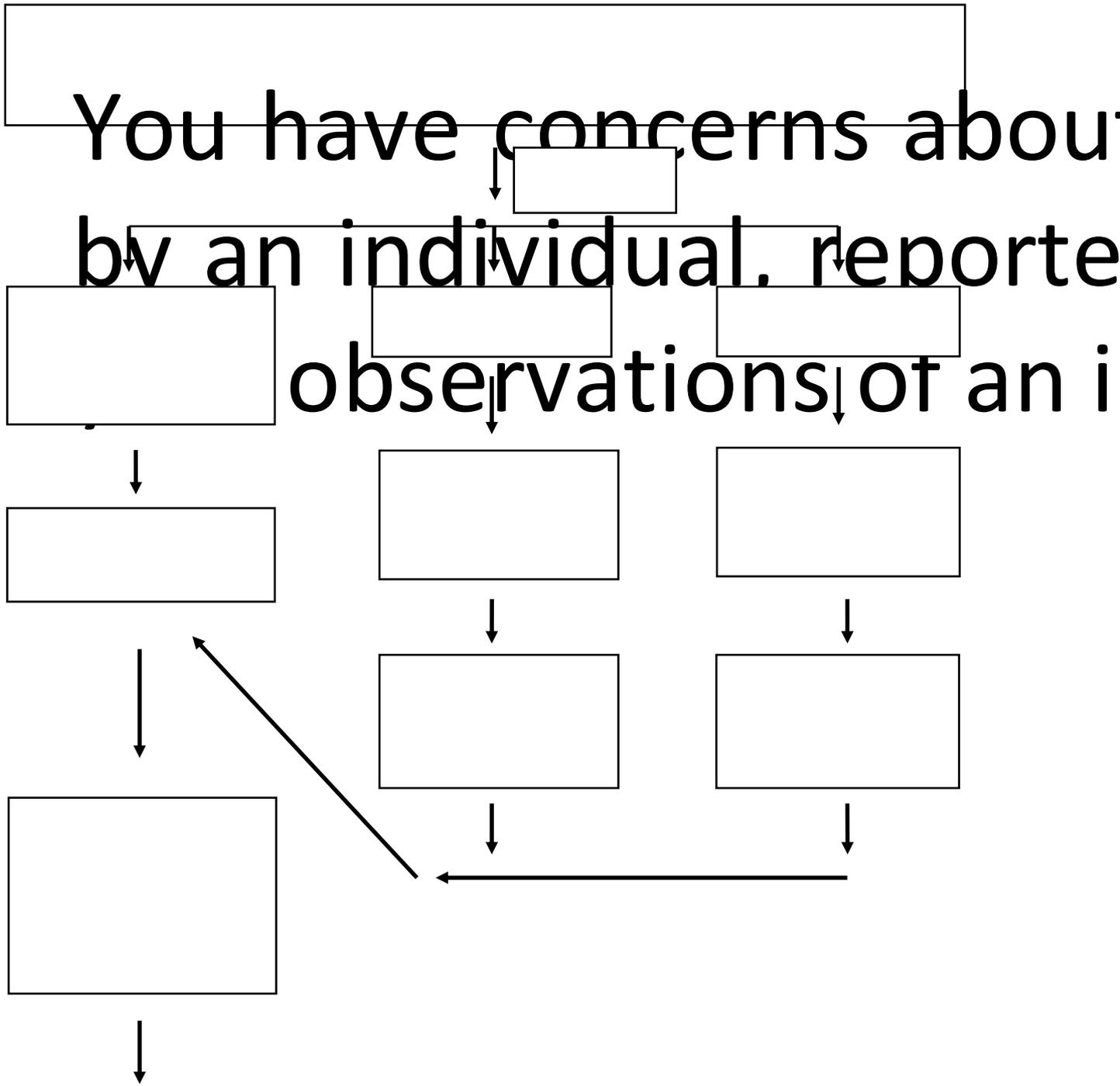
- being constantly hungry and sometimes stealing food from others
- being in an unkempt state, frequently dirty or smelly
- loss of weight or being constantly underweight
- being dressed inappropriately for the weather conditions
- untreated medical conditions – not being taken for medical treatment for illnesses or injuries.

Behavioural signs include:

- being tired all the time
- frequently missing school or being late
- having few friends
- being left alone or unsupervised on a regular basis
- compulsive stealing or scavenging of food.

It can take a great deal of courage for a child to talk to an adult about what is happening and it can sometimes be hard for an adult to listen or recognise what is going on. It is important that workers and volunteers respond in an appropriate way and training or briefings should be given to everyone. It is vital that everyone who works with children is equipped to recognise signs of abuse at the earliest opportunity so that harm can be stopped and the damage can start to be repaired.

Appendix 3 Reporting Flowchart



Responsible manager to record incident/information on report and decide whether to refer the matter on to the NSPCC and or any other appropriate parties. The Safeguarding Officer is responsible for documenting all reported incidents and recording either the onward referral or reasons why the matter was not referred on in that instance.

MEMBER OF STAFF
[internal reporting cascade] 20

SAFEGUARDING CONTACT DETAILS

At Vincent Dance Theatre:

Safeguarding Officer: Niamh Lynam-Cotter niamh@vincentdt.com 01273 616 911 & 07525 233 965

E-Safety Officer: Sian Williams sian@vincentdt.com 01273 911 616

Senior Member of Staff: Charlotte Vincent charlotte@vincentdt.com 01273 911 616 & 07778 813399

Brighton:

Multi-Agency Safeguarding Hub (MASH) 01273 290400 or MASH@brighton-hove.gcsx.gov.uk

Local Area Designated Officer in Brighton & Hove the Local Authority Designated Officer (LADO) is Darrel Clews. Please contact Darrel Clews, Safeguarding Team, Children's Services, Moulsecomb Hub North Building, Hodshrove Lane, Brighton, BN2 4SB.

Tel: 01273 295643

Mobile: 07795335879

National:

NSPCC Helpline 0808 800 5000 help@nspcc.org.uk

ChildLine (under 18's) 0800 1111

VDT Safeguarding Policy written by Judith Hibberd

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