



Dance Network Associations Safeguarding Policy

Designated Safeguarding Lead (DSO)			
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Key Contacts	
If a child, young person, or vulnerable adult is in immediate danger, call 999.	
Essex Safeguarding Children Board: Monday to Thursday 9am to 5:30pm, and Fridays 9am to 4:30pm	0345 603 7627
Essex Safeguarding Children Board: Emergency Duty Service (out of office hours)	0345 606 1212
Essex Duty LADO: (referring concerns) (Local Authority Designated Officer)	03330 139 797
Essex Safeguarding Children Board	www.escb.co.uk
NSPCC Helpline	0808 800 5000
Essex Safeguarding Adults Board	03330 131019 / ESAB@essex.gov.uk www.essexsab.org.uk
Social Care Direct (For concerns about an adult)	03456 037630 / SocialCareDirect@essex.gov.uk
Prevent/ FGM – Essex Police	101
Police (Emergency/immediate danger)	999

The purpose of this policy statement is:

- To protect from harm children, young people and adults who receive Dance Network Association's services. This included all beneficiaries of our services.
- To ensure that the wellbeing of children, young people and adults is paramount at all times
- All children and adults whatever their age, race, disability, gender, gender re-assignment, sex, sexual orientation, language or religion or beliefs have equal right to protection from any kind of harm or abuse.
- To provide staff and our workforce as well as children and young people, their families, adults and carers, with the overarching principles that guide our approach to safeguarding and protecting child, young people and adults.
- All concerns, and allegations of abuse will be taken seriously by board members, trustees, staff and volunteers and responded to appropriately - this may require a referral to children's services and in emergencies, the Police
- To maximising beneficiary's choice, control, inclusion and protecting their human rights.
- To ensure safe and effective working practices are in place, safer recruitment, vetting, induction and regular induction, supporting staff, freelancers and volunteers with training.
- Working in partnership with others in order to safeguard children, young people and adults.
- Ensuring the policy is regularly update in line with current legislation and approved by the board and endorsed throughout the organisation.

Scope

Dance Network Association work with all ages from 0 – 101, therefore this statement, policy and procedure applies to all ages groups that benefit from the work of DNA, and also applies to anyone working on behalf of the Dance Network Association including senior managers, board of trustees, paid staff, volunteers, sessional workers/freelancers, students. In relation to safeguarding and protection from abuse, a child is defined as anyone who has not yet reached the age of 18. An adult at risk of abuse is defined by the Care Act 2014 as someone who is experiencing or at risk of abuse and has needs, care and support which means that they are unable to protect themselves against the abuse or neglect or the risk or it.

Context and Background

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children and adults in England. All children, young people and adults have a right to be safely cared for and parents and carers need to have the confidence that the organisations to which they entrust their children, young people, and adults, will provide safe care.

Care Act 2014 – The safeguarding duties apply to an adult who; (a) has needs for care and support (whether or not the authority is meeting any of those needs), (b) is experiencing, or is at risk of, abuse or neglect, and (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it. Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their wishes, feelings, and beliefs in deciding on any action.

Working Together to Safeguard Children June 2018: A guide to inter-agency working to safeguard and promote the welfare of children. This guidance sets out what organisations and agencies who work with children must and should do to safeguard and promote the welfare of all children and young people under the

Responsibilities of Dance Network Association

As an employer, Dance Network Association undertakes to:

- Ensure that everyone is aware and upholds the knowledge that safeguarding and promoting the welfare of children, young people and adults is the responsibility of all.
- check the records of any applicant before recruiting him/her to a regulated activity, and to report any individual it has concerns about, or anyone who applies to work for it, having already been barred from working with vulnerable groups.
- Will inform its workforce and beneficiaries of the policy and procedures as appropriate, to take action to identify and prevent abuse from happening, respond appropriately when abuse is suspected to have occurred.
- Ensure all concerns and allegations are taken seriously by workforce and are responded to appropriately. This may require referral to Essex Safeguarding Children Board, Essex Safeguarding Adults Board and in emergencies, the police.
- Provide support, advice and training to workforce in responding to safeguarding issues and concerns.
- To build a safeguarding culture where staff, the workforce and all beneficiaries know how they are expected to behave and feel comfortable about sharing concerns.

- Ensure that the organisation has a Designated Safeguarding Officer (DSO) and information is updated regularly, and disseminated throughout the organisation.

As an employee, sessional worker or volunteer, our workforce is expected to:

- Familiarise themselves regularly with the policy, procedures and guidance documents relating to safeguarding.
- Understand that safeguarding is the responsibility of all and work in accordance with all guidelines.

Definitions of Abuse

Abuse happens when someone harms a child, young person or adult. The different types of abuse are listed below, and may be caused by:

- Family members
- Friends
- People working or volunteering in organisational or community settings
- People they know
- Strangers

Physical abuse - is an injury resulting from physical aggression. Even if the injury was not intended, the act is considered physical abuse. The injury from physical child abuse may be, but not limited to, the result of:

- Beating, slapping, or hitting.
- Pushing, shaking, kicking, or throwing.
- Pinching, biting, choking, or hair-pulling.
- Burning with cigarettes, scalding water, or other hot objects.
- Severe physical punishment.

Possible indicators include multiple bruising inconsistent with explanation given, abrasions, unexplained burns (particularly on the back of hands), cowering and flinching, scalds (especially with a well-defined edge), malnutrition, ulcers, bed sores due to lack of care for incontinence.

Sexual abuse - is any sexual act between an adult and a child, including penetration, intercourse, incest, rape, oral sex, and sodomy. Other examples include:

- Fondling - Touching or kissing a child's genitals, making a child fondle an adult's genitals.
- Violations of bodily privacy - Forcing a child to undress, spying on a child in the bathroom or bedroom.
- Exposing children to adult sexuality - Performing sexual acts in front of a child, exposing genitals, telling "dirty" stories, showing pornography to a child.
- Commercial exploitation - Sexual exploitation through child prostitution or child pornography.

Regardless of the child's behaviour or reactions, it is the responsibility of the adult not to engage in sexual acts with children. Sexual abuse is never the child's fault. Sexual child abusers can be:

- Fathers, mothers, siblings, or other relatives.
- Childcare professionals or babysitters.
- Clergy, teachers, athletic coaches, youth activity leaders.
- Foster parents or host families of foreign-exchange students.
- Neighbours or friends.
- Strangers

Possible indicators include unexplained changes in behaviour, new tendency to withdraw, recent development of sexualised behaviour, unexplained soreness around genital area.

Child Sexual Exploitation (CSE) - is a form of child abuse. It involves situations and relationships where a person of any age manipulates or forces a child or young person under 18 to perform sexual acts in return for food, somewhere to live, attention, drugs, alcohol, cigarettes, affection, gifts or money. This may form a dependency, or they may be too scared to tell anyone what's happening. Victims of child sexual exploitation can be from any background, The person uses their age, gender, intellect, physical strength, economic or other resources to have control over the child/young person. CSE can also include online grooming and exploitation.

Potential signs could include changes in temperament (mood swings or changes in emotional wellbeing); self-harming; becoming aggressive or disruptive; very quiet or withdrawn. Further information can be found on <https://www.escb.co.uk/working-with-children/child-exploitation/>

Child Neglect - is 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. Some overlap exists between the definitions of emotional abuse and emotional neglect. However, neglect is a pattern of failing to provide for a child's basic needs. A single act of

neglect might not be considered child abuse, but repeated neglect is definitely child abuse. There are three basic types of neglect:

- **Physical Neglect** - Failure to provide food, clothing appropriate for the weather, supervision, a home that is hygienic and safe, and/or medical care, as needed.
- **Educational Neglect** - Failure to enrol a school-age child in school or to provide necessary special education. This includes allowing excessive absences from school.
- **Emotional Neglect** - Failure to provide emotional support, love, and affection. This includes neglect of the child's emotional needs and failure to provide psychological care, as needed.

Possible indicators include clothing unsuited to the weather, being dirty or unbathed, extreme hunger, apparent lack of supervision.

Emotional abuse – is the use of threats or fear against the child/adults's wishes, leading to fear and/or loss of self-esteem. This can involve; humiliation, regular criticism, shouting at or threatening, mocking, blaming, not recognising individuality, not allowing friends, manipulation, being ignored.

Possible indicators include loss of appetite or over-eating, disturbed sleep or tendency to withdraw, anxiety or confusion, extreme self-abusive behaviour especially self-mutilation, loss of confidence, behaviour that is out of character.

Domestic Abuse – is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship regardless of gender or sexuality. It can include physical, sexual, psychological, emotional and/or financial abuse. Exposure to domestic abuse is child abuse.

Possible indicators can include becoming aggressive, displaying anti-social behaviour, suffering depression or anxiety, children not doing well at school.

Bullying and cyberbullying – is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. Bullying can happen at school, at home, online. When bullying happens online, it can involve social networks, games and mobile devices.

Bullying includes verbal abuse, non-verbal abuse, emotional abuse; threatening, intimidating, humiliation. Exclusion, undermining, criticism, spreading rumours, racial, sexual, homophobic bullying, physical assault, silent, hoax or abusive calls.

Cyberbullying includes sending threatening or abusive text messages, creating/sharing embarrassing images or videos, 'trolling', exclusion from games, activities, friendship groups, encouraging self-harm, hijacking or stealing online identities.

The best way of keeping users safe from potential harm is to make sure that all your participants (particularly those who are most vulnerable) think about their own safety when sharing information online. You should:

- Educate young people and vulnerable adults about checking their privacy settings.
- Encourage people to report inappropriate behaviour – make sure they know how.
- Tell users where to get support if they come across anything that worries them.
- Talk to young people and vulnerable adults about their safety – remind them to be careful not to reveal/share too much information about themselves.
- Recommend using strong passwords (for example, a mixture of uppercase and lowercase letters, numbers and keyboard symbols).

Possible indicators can include belongings getting 'lost' or damaged, unexplained bruises or injuries, afraid to go to school/group, asking for or stealing money, loss of confidence, becoming distressed and withdrawn, bullying others.

Modern Slavery/Human Trafficking – Human trafficking involves men, women and children being recruited, harboured or brought into a situation of exploitation through the use of violence, deception or coercion and forced to work against their will. It isn't necessary for someone to have been moved across an international country border for them to be a victim. They can have been moved, harboured and transported within the UK.

When children are trafficked, no violence, deception or coercion needs to be involved: simply bringing them into exploitative conditions constitutes trafficking. It is a form of modern slavery.

Modern Slavery can include being forced to work in agriculture, domestic work, factories and sweatshops or girls forced to marry older men. It can also include criminal exploitation and be connected to County Lines (the transportation of illegal drugs from one area to another, across police/local authority boundaries, usually by children or vulnerable young people). The [National Crime Agency](#) has further information. Victims of modern slavery/ human trafficking can be men, women or children of all ages.

Possible indicators can include limited freedom of movement, overly protected premises, excessive housework chores, lack of personal details, not being registered with a school/health provider, unexplained moves, not having good quality relationship with care givers, cramped conditions or overcrowding, signs of other abuse, isolation.

Honour Based Abuse - is an international term used by many cultures for justification of abuse and violence. It is a crime or incident committed in order to protect or defend the family or community 'honour'. Honour based abuse will often go hand in hand with forced marriages, although this is not always the case. Honour crimes and forced marriages are covered by the law, and can involve a range of criminal offences.

Female Genital Mutilation (FGM) – includes procedures that intentionally alter or injure female genital organs for non-medical reasons and has no health benefits. It is mostly carried out on young girls sometimes between infancy and adolescence. FGM is illegal to practice in the UK and is internationally recognised as a violation of the human rights of girls and women. Procedures can cause severe bleeding and problems urinating, and later potential childbirth complications and newborn deaths.

Possible indicators can include knowing that the family belong to a community in which FGM is practised, making preparations for the child to take a long holiday/ being absent from school, running away from home, talk about a 'special procedure/ceremony'. A child who has had FGM may have difficulty walking, standing or sitting, spend longer in the bathroom, appear withdrawn, be reluctant to undergo normal medication examinations, ask for help but not be explicit. Reporting requirements – regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under-18s to the police.

Forced Marriage - is a marriage in which one or both spouses do not (or, in the case of some adults with learning or physical disabilities, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure. There is a clear distinction between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the prospective spouses. Forced marriage involving anyone under the age of 18 constitutes a form of child abuse. A child who is forced into marriage is at risk of significant harm through physical, sexual or emotional abuse.

Possible indicators can include negative impact on a child's health and development, sexual violence including rape, a child being taken abroad for an extended period of time, being absent from school resulting in the loss of educational opportunities, and possibly also future employment opportunities.

Radicalisation PREVENT - is the multi-agency set of arrangements aimed at preventing individuals and groups from engaging in violent extremism. PREVENT is not aimed at suppressing freedom of thought and expression. Prevent Duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to

have due regards to the need to prevent people from being drawn into terrorism.

Possible indicators can include showing sympathy for extremist causes, glorifying violence, evidence of possessing illegal or extremist literature, advocating messages similar to illegal organisations, out of character changes in dress, behaviour and peer relationships.

Running away/Going missing – Runaway children come from all backgrounds, from urban and rural settings, and from every socio-economic class. They may go missing from home, care or education. It is important to recognise the warning signs that the child may be exhibiting. Remember thoughts of or plans to run away often start long before a child actually leaves. If the warning signs are recognised and acted upon, you may be able to prevent the child from becoming a runaway. Guidelines can be found in Part B3, Section 20 of the WET Procedures.

Elder Abuse – is abuse, neglect or financial exploitation of an adult over the age of 60 years. The main types of elder abuse - physical, emotional, neglect, abandonment, sexual and financial.

Economic/Financial Abuse - can include theft, fraud, exploitation, pressure in connection with wills, property of inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Possible indicators can include unexplained withdrawals from the bank, unusual activity in bank accounts, unpaid bills, unexplained shortage of money, reluctance of the person responsible for the funds to provide basic food and clothing,

Discriminatory Abuse – is being treated unfairly because something about you is different. It may include unfair or less favourable treatment due to a person's race, gender identity, impairment, disability, age or illness, religion, sexuality, appearance, cultural background and other forms of harassment, slurs or similar treatment

Organisational Abuse - Involves the collective failure of an organisation to provide an appropriate and professional service to adults with care and support needs. It can be seen or detected in processes, attitudes and behaviour and amounts to discrimination through unwitting prejudice, ignorance, thoughtlessness and stereotyping. It includes a failure to ensure the necessary safeguards are in place to protect adults and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care.

Possible indicators can include the person being withdrawn and isolated, expressions of anger, frustration, fear or anxiety, the support on offer does not take account of the person's individual needs in terms of protected characteristics.

Self-neglect – is the behavioural condition in which an individual neglects to attend to their basic needs, such as personal hygiene, appropriate clothing, feeding, or tending appropriately to any medical conditions they have.

Possible indicators may include poor personal hygiene, incorrect dress for a cold day, hoarding.

Safeguarding Procedures

All staff and members of the Dance Network Association workforce have a duty to identify and respond to suspected / actual abuse or disclosures of abuse. DNA ensures through our awareness and good practice that staff and our workforce minimise the risks facing children, young people and adults whilst benefiting from services of the organisation.

Responding to incidents, suspicions and allegations of abuse involving children and adults:

Any member of the workforce who receives a disclosure or allegation of abuse, or sees or suspects that abuse may have occurred must:

- Where there is risk of immediate harm, contact emergency services, call 999 or Children and Families Hub 0345 603 7627 (office hours) 0345 606 1212 (out of office hours)
- Report and refer concerns to the DSL.
- Less urgent concerns or have a request for support will be referred by the DSL, to Children and Families Hub via Essex Effective Support portal, or Social Care Direct 03456 037630 in the case of an adult.

What you must do:

- Stop all activity and focus on what you are being told or can see.
- Stay calm and show your concern
- Tell the child/vulnerable adult it is correct to share this information
- Take in what the child/vulnerable adult has said to you, do NOT record the information via use of technology and under no circumstances should you take photographs. Take notes but do not stop a conversation to ensure you have this as it is not important.

- Offer reassurance but do not ask leading questions, do not under no circumstances interrogate or investigate just listen. Ask enough questions to clarify whether there is a child protection concern.
- Do not promise that you can keep this confidential. Explain that you will need to pass on this information to appropriate people.
- Keep information confidential and do not discuss with anyone other than the DSL/ Deputy DSL.
- If a DSL is not immediately available to you, you should alert the appropriate authority and stay with those that you think are at immediate risk until they can be transferred to a safe space.
- Make a comprehensive record or account of what has been disclosed. Where possible you should use the **Incident Reporting Form** (see appendix) Keep all original notes as they may be needed as evidence.
- If the form is not to hand, keep a note of the following details:
 - Nature of the incident
 - A description of any injury. You must not take photos or ask the child/vulnerable adult to remove any clothing to show you. Use a body map if appropriate
 - Dates/times or places of any information which might be useful.
 - Written records including emails and letters.
 - Who the information has been shared with
 - Sign and date the record

Record Keeping

Records must be kept for all concerns, however minor. These will be stored securely by the DSL and be available in the event the organisation is required to provide evidence.

- Records must be clear, accurate and legible, including nature of incident, dates, times, places, people involved, advice given and actions taken including conversations had with child and parent/carer
- Record at the time or as soon as possible after wards
- Record who information is shared with, when, and why – record if done without consent and reasons for decision to do so.

GDPR does not prevent or limit the sharing of information for the purpose of keeping children, young people or vulnerable adults safe.

Role of the Designated Safeguarding Lead (DSL)

As set out in the Southend Essex Thurrock Child Protection procedures (SET), 'all agencies working with children or with adults who are carers must appoint one or more senior members of staff ... to lead on all safeguarding children's issues for the agency' (B1 2.3.5). The DSL must be fully conversant with their agency's safeguarding and Child protection accountability structures. (B1 2.3.7) Designated leads and deputies should be provided with relevant Child Protection training, undergo regular supervision and child protection refresher training. (B1 2.3.8)

In accordance with the SET Procedures, The Dance Network Association's DSL is responsible for the implementation of the safeguarding policy (for children, young people, and adults), to ensure procedures are adhered to and carried out, the organisation works within the guidance set out by legislation and that our policies and procedures are routinely updated in accordance with legislation. They also have responsibility to:

- Ensure SET Child Protection procedures and Dance Network Association procedures are accessible to the workforce.
- Update staff with current procedures and practice.
- Refer specific safeguarding concerns as soon as they arise to social care
- Monitor the use of services/attendance and wellbeing of children subject to child protection plans
- Alert senior management/the board of safeguarding deficiencies
- Maintain accurate and secure child protection records.
- Promote good practice and effective communication internally
- Ensure arrangements in place for Child protection training and supervision.
- Ensure Child protection is an integral part of the organisations risk management strategy.
- When necessary conduct internal case reviews
- Develop, monitor and review internal agency procedures
- Ensure effective systems of child protection audit.

Allegations about a member of the workforce.

Dance Network Association recognised that allegations may be made against our workforce and as such we need to ensure everyone working for DNA are made aware of and conduct themselves within the boundaries of appropriate behaviour. These matters form part of the staff induction and are outlined in the staff handbook / Code of Conduct. The organisation works in accordance with statutory guidance and the SET procedures (ESCB 2018)

- Any allegation will be dealt with fairly, quickly and consistently to provide effective protection for the child, young person or adult concerned whilst supporting the person who is subject to the allegation.

- All allegations must be reported to the DSL.
- Where the concern involves the DSL, it should be reported to the Chair of the Board of Trustees.
- Any allegation concerning a member of the workforce must be reported to the duty Local Authority Designated Officer (LADO) in the Children’s Workforce Allegations Management Team on 03330 139 797 immediately or within one working day.
- The LADO will advise on how to proceed.

Photography and film

Dance Network Association makes use of photography and film as an integral element of projects, and to promote our work.

- DNA ensures that appropriate written permission is gained from the parent, guardian or dancer and outline clearly how the photo or film will be used in the disclaimer. No unauthorised filming or photography of children or vulnerable adults should take place during DNA activities.
- DNA will not publish the name of any young person but use the title of the activity in order to prevent the possibility of a child, young person, adult being identified and targeted.
- Where social media is being used, dates and times maybe used but current company photographs are prohibited. Please use backdated photographs to market the activity if you wish to include dates and times in order to prevent the possibility of a child/vulnerable adult being identified and targeted
- Children, young people and adults must be encouraged to wear suitable clothing for dance work that covers their stomach, back and chest area, especially when being photographed. This requirement should be stated on the information/consent forms before a project or class.

Promoting positive mental health and wellbeing

Dance Network Association is an organisation that promotes positive mental health and wellbeing and support its workforce and beneficiaries to ‘live more connected, joyful and aspirational lives through dance’. We recognise that poor mental health can affect anyone at any time and where possible will signpost people to services for support.

Emotional Wellbeing and Mental Health Service (EWMHS) is a free service providing preventative resources and targeted, specialist emotional wellbeing and mental health support for young people aged 0-18 years, living in Southend, Essex or Thurrock. EWMHS is also available to anyone with Special Educational Needs (SEND) up to the age of 25 years. They type of support offered by EWMHS will vary depending on the needs of the young person. The service offers a

range of both individual and group talking therapies.

To Access the service:

- A child or young person can contact EWMHS directly on 0300 300 1600 (during office hours)
- A parent/guardian or professional such as a teacher, school nurse or GP can contact on their behalf

Whistleblowing

Whistleblowing is 'making a disclosure in the public interest' and occurs when a member of the workforce or of the wider DNA community raises a concern about danger or illegality that affects others. They should be able to raise concerns about poor or unsafe practice and feel confident any concern will be taken seriously by the organisation. Details of the organisations procedures are found within the Whistleblowing policy.

Date policy accepted by the board: September 2023

Date due for review: September 2024