Safeguarding Policy

including social media policy and dropping off/collection of children policy

**Aim:**

To ensure the safety of all children at all times.

**Procedures:**

I keep up to date with relevant procedures using the Hertfordshire Safeguarding Children Partnership website which updates me (E Andrews) by email.

I am required by law to follow up any concern I have.

Parents must notify me of any concerns they have about their child and any accidents, incidents, or injuries affecting the child, which will be recorded.

I work with parents to ensure a continuity of approach with regards to their child’s care.

**If I notice:**

* Significant changes in behaviour,
* Unexpected bruising or marks,
* Any comments made which give me a cause for concern,
* Deterioration in general wellbeing which causes concern,

I will implement Hertfordshire’s Safeguarding Children Partnership procedures without delay to minimise any risk to the child. I will contact Hertfordshire’s Safeguarding Children Partnership via this contact number 0300 123 4043. Any records I make will be kept confidential and only shown to those who need to know the information.

If any of my staff need to raise a concern, they should inform me (Ellie Andrews). They should then contact Hertfordshire’s Safeguarding Children Partnership themselves.

**If a child tells me that they or another child are being abused, I will:**

* Show that I have heard what they have said, and that I take their allegations seriously,
* Encourage the child to talk but will not prompt them or ask them leading questions. I will not interrupt when the child is recalling significant events and will not make the child repeat their account,
* Explain what actions I must take in a way that is appropriate to the age and understanding of the child,
* Write down what I have been told using the exact words where possible,
* Make a note of the date, time, place, and people who were present at the discussion,
* Then report my concerns immediately to Hertfordshire’s Safeguarding Children Partnership who has the experience and responsibility to make an assessment of the situation.

**In all instances, I will record:**

* The child’s full name and address,
* The date and time of the record,
* Factual details of the concern, such as bruising, what the child said, who was present at the discussion, etc.
* Details of any previous concerns,
* Details of any explanations from the parents,
* Any action taken, such as speaking to the parents.

**If an allegation is made against me or a member of my staff:**

All staff who work or volunteer for Inclusive Academy Dance School are DBS checked. I will adopt safe working practices to keep myself and my staff safe from false allegations by recording all accidents and incidents, and informing parents of activities before the lessons start. However, if an allegation is made against me or a member of my staff, I will report it to the Local Authority Designated Officer (LADO) one day within the allegation being made and I will contact my insurers, AXA Insurance, for advice. If the allegation is made against me, I will suspend my services until an investigation has taken place. If the allegation is made against a member of my staff, they will be suspended, and I will seek advice to see if my business should be suspended pending the investigation.

**Prevent Duty:**

I comply with the requirements of the Prevent Duty guidance and its aim to protect children from radicalisation, extremism, and being drawn into terrorism.

I am aware of the Government Prevent Strategy which aims to protect children from terrorism and radicalisation.

I teach children right from wrong and allow them to mix with others, sharing and valuing each other in an age-appropriate manner. I WILL challenge negative attitudes and stereotyping.

I will follow my safeguarding procedure, and should I become concerned a child may be at risk from terrorism or radicalisation, I WILL refer them to the local authority as the Prevent duty requires.

**It is not my responsibility to attempt to investigate any situation myself.**

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| Contact numbers  |  |
| Hertfordshire’s Safeguarding Children Partnership | 0300 123 4043 |
| NSPCC child protection helpline – Adults concerned about a child contact number  | 0808 800 5000 |

**The use of mobile phones, cameras, and social media:**

I only take photos of children I have been given permission to do so by parents on an individual photo consent form. Photos will be taken on my personnel mobile phone; however, these will be removed onto safe storage as soon as possible, usually within 2 days. Photos may be used for reasons such as filming a performance or as advertisement material, but parental permission will be requested for all reasons.

My mobile phone is only used for photos, to play music, and for emergencies. With respect to laws and the potential for most mobile phones having image taking facilities, I would ask that all parents request my permission before using a mobile phone on our premises (this includes answering calls and texts).

This rule also applies to our participants who also have such media. It must be explained to children before coming to our lessons that they cannot take photos of any other children at our lessons. They must also request permission to use their phone whilst at our lessons. Any child bringing a mobile phone or camera to our lessons takes full responsibility for it and I will not be held responsible for any loss or damage to any device.

**Dropping off/collection/uncollected child procedures:**

**Dropping off:**

If you arrive before the time that your lesson is supposed to start, I may not be ready to care for your child.

**Collection:**

I will only release children from our lessons to adults who have permission to collect your child. I will need to be informed by text/email/phone or at the start of the lessons if someone else is due to collect your child. If the adult is unknown to me, a password will need to be used. This can be set up at any time and is filed. If an unknown adult arrives to collect your child and they do not know the password, I will contact you. If you cannot be contacted, I will explain to the unknown adult that the child needs to stay in my care until you can be contacted.

In the event of an emergency, you can send someone who does not normally collect your child, but they will need to know the password.

If you are unavoidably delayed, please contact me as soon as possible, giving me an expected collection time. If you are unable to arrange another suitable adult to collect your child, I will keep them safe and reassure them that you are on your way, however, I do not own the venue so once all of my lessons are complete, we will have to vacate the building and due to insurance reasons I cannot transport any children in my car so we will have to wait outside or in the surrounding shops/restaurants until you arrive.

**Uncollected child**

If a child has not been collected 15 minutes after our final lesson has ended and I have not been contacted by the parent/carer, I will use all possible means to contact the main contact on the enrolment form. If this is unsuccessful, I will contact the adult listed as the emergency contact on the enrolment form. I will continue all forms of contact until contact is made or someone arrives to collect the child.

If one hour elapses after the end of my final lesson and no one can be contacted to collect the child, I will contact Hertfordshire’s Safeguarding Children Partnership.

Signed: E Andrews