

GLOUCESTER DANCE FESTIVAL

Safeguarding Children Policy for Gloucester Dance Festival

Principals, please ensure all Festival co-ordinators, teachers and parents who are entering their pupils and children into the Gloucester Dance Festival have read and understood the Safeguarding Children Policy which is in place.

This is for the welfare and protection of your pupils and children.

Gloucester Dance Festival has compiled this policy to provide a safe and caring environment for all competitors in compliance with the current Safeguarding Children Policy and to work with all Principals, parents, teachers and festival personnel to implement this policy.

A responsible adult must accompany all competitors to the festival. From arrival to departure children are not to be left unsupervised in the changing rooms, toilets or anywhere on the premises during the festival. Parents/Guardians/Carers are responsible at all times for the safety and behaviour of their children, including the security of their children's belongings.

1 Introduction

- (i) Gloucester Dance Festival is an annual dance competition for children
Organised by: **Mrs Shirley Bailey, 9 Pintail Close, Quedgeley, Gloucester GL2 4LN**
- (ii) Gloucester Dance Festival provides a platform for amateur performers to compete against each other publicly. The chosen professional adjudicators' presence represents an artistic standard against which the competitors are willing to be measured, with an educational element.
- (iii) Gloucester Dance Festival has adopted this Safeguarding Children Policy and expects every adult attending at Gloucester Dance festival to support it and comply with it. Consequently this policy shall apply to all festival volunteers, students or anyone working on behalf of Gloucester Dance Festival.

2 Legal Framework

The Child Protection Officer is Shirley Bailey

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014

- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services
- Working together to safeguard children (2017)

3 Purpose of the Policy

- (i) This policy is intended to protect children and young people who participate in our festival.
- (ii) As an organisation we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.
- (iii) This policy applies to all participants and volunteers to the Festival. This policy relates to both children under the age of 18 and those vulnerable adults who are identified to the organiser prior to their arrival at the Festival. The Festival recognises the needs of children who are disabled or from ethnic minorities, and will seek to meet any specific needs notified to the Festival in advance by parents/guardians/carers or teachers.

4 The Festival Environment

Our aim is to provide a safe and caring environment with the highest possible protection for children. We therefore seek to inform and involve parents, guardians and carers in order to ensure, as far as it is reasonably practicable at every stage, that this objective is met.

5 Festival Personnel

Gloucester Dance Festival is run by volunteers all of whom have been briefed on the terms of this policy. All volunteers are known as Gloucester Dance Festival Volunteers and are clearly identified by badges with their individual names on them. Please make sure you are aware who the officials are in case any problems should arise over the course of the Festival. Every problem will be taken seriously, dealt with discreetly, documented and dated.

6 Supervision by teachers and parents, guardians and carers

For the duration of the Festival parents are responsible for the continuous care and supervision of their own children. Dance School Teachers have a responsibility to supervise and chaperone their pupils when necessary. At no time during the running of the festival will festival personnel take sole responsibility for the care or safety of any competitor.

7 Preparation for attendance at this Festival

This document along with the syllabus is available on the website.

The Principal or festival co-ordinator of each dance school is required to advise all participants and parents to read the relevant sections of the website and to be aware that by signing the entry form they are agreeing to the Festival's Policies and Procedures.

In accordance with this policy it is essential that parents/guardians/carers not personally attending the Festival be satisfied that their children are accompanied and adequately supervised by responsible adults acting on their behalf. Gloucester Dance Festival will not undertake this role.

8 The risks to children

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

We will seek to safeguard children by:

- Valuing them, listening to and respecting them.
- Adopting child protection guidelines through procedures and safe working practice for volunteers.

9 Universality of Protection

We recognise that:

- the welfare of the child is paramount
- all children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.
- some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

10 Safeguarding Children at Gloucester Dance Festival

All performers age 16 years & under must be accompanied by a responsible adult over the age of 18. The adult must be responsible for taking the child home again afterwards. Young people aged 17 or 18 years may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents. This includes any travel to and from the festival as well as the duration of their time at the festival.

11 Disclosure and barring

- (i) Gloucester Dance Festival provides a competition between children aged 4-18 years in the following dance disciplines: Ballet, Tap, Modern, Lyrical, National, Character,

Greek, Song & Dance, Modern with Acro, Improvisation, Contemporary, Choreography for self or others and Urban Dance.

- (ii) Gloucester Dance Festival will take very seriously any allegation of impropriety on the part of any helper or participant of Gloucester Dance Festival. A helper or participant who discovers anything amiss should get in touch immediately with the following:

Mrs Shirley Bailey

Disclosure of Abuse

If a child tells you that they or another child or young person is being abused:

- Always stop and listen straight away, show that you take their allegations seriously.
- Encourage the child to talk, but to not ask leading questions.
- Never promise that you will keep what is said confidential or secret – explain that if you are told something of concern that you will need to let someone know but that you will only tell the people who need to know and can help.
- Record what you have been told accurately and as soon as possible. Use the child's own words. Make a note of the time, location, whether anyone else is present and of the child's demeanour.
- Ensure that your concerns are reported immediately to the designated individual/manager.
- Do not confront the alleged abuser.

Handling Allegations

- If a child makes an allegation against a Gloucester Dance Festival volunteer or other adult, it must be reported as a matter of urgency to the designated manager/individual for the child protection who will refer to Social Services department for Children's Services. If the allegation is against the designated person then the information should be reported to another senior manager or directly to Social Services department for Children's Services. (This would generally be referred to the authority in which the alleged incident took place).
- The alleged perpetrator should not be made aware of the allegation at this point.

Recording

- In all situations the details of allegation or reported incident must be recorded. Make accurate notes of time, dates, incident or disclosure, people involved, what was said and done and by whom, action taken to investigate, further action taken e.g. suspension of individual and if relevant: reasons why the matter was not referred to a statutory agency, name of person reporting and to whom it was reported.

The record must be stored securely and shared only with those who need to know.

DO NOT worry that you might be mistaken; you have a responsibility to pass on your concerns following a disclosure. Never think abuse is impossible, or that an accusation about a person you know well and trust is bound to be wrong.

12 Health and safety aspects of safeguarding children

Gloucester Dance Festival will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of

any particular risks and of the steps to be taken to minimise those risks. Gloucester Dance Festival will keep a record of all risk assessments.

13 Policy on the prevention of bullying

Any incident considered to be the bullying of children either by adults or by other children should be reported to The Child Protection Officer.

14 Performance and Changing Rooms are allocated daily (*see notice boards*).

All changing rooms are gender and age appropriate according to current legislation.

Parents, guardians or carers are responsible at all times for the safety, wellbeing and behaviour of their children and for the security of their children's belongings.

There are ten changing rooms, eight for female only competitors and their one female only carer. When the programme requires, the following changing rooms will be available for (a) Male/female competitors aged 5 years & under with female carer. (b) Female only for 17 & 18 years. (c*) Male competitor aged 6-16 with female carer. (d*) Male competitor age 4-16 with male carer. (e*) Female 4-16 years with male carer. (f*) Male only aged 17 & 18 years. *These Rooms are situated on the lower ground floor next to boys toilets. They operate as a one person changing at a time. Please knock and wait. Further information can be found on the website.

Intermediate & senior girls should consider wearing a dance body liner, or using a modesty tent when changing.

15 Photographing children

Gloucester Dance festival will adopt the following policy towards photography and video recording:

Photography or video recording (including on mobile phones) is not permitted anywhere in public open spaces or changing rooms. Any person reported photographing or videoing will be asked to delete all images. The Organiser will take photographs of those who have received medals in the foyer if time permits. These images will be made available to parents after the festival and requests will only be accepted for images which include their own child and using their email address registered with the Festival.

Gloucester Dance Festival will endeavour to find a suitable, authorised "Selfie Spot" where photographs may be taken.

16 Use of Data.

A child's name, date of birth and Dance School will be held on a computer with a password protected database for the sole purpose of organising this Festival. There are no circumstances in which data will be sold or given to any third party, or any other organisation except insofar as is necessary to produce Festival stationery.

17 Managing behaviour, discipline and acceptable restraint

Adults supervising children at Gloucester Dance Festival events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.

18 Policy Review

Gloucester Dance Festival will review this policy at regular intervals enhancing it when necessary, and will look to other agencies for good practice, most notably the NSPCC and the Arts Council of England policy guidelines.

This Policy was reviewed, updated and approved by Shirley Bailey on March 12th 2019 and is due for review annually.

NB: Any queries regarding this policy should be placed in writing and sent to:
(Festival Secretary)

Next review date March 12th 2020

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