

# MID WALES DANCE ACADEMY

## CHILD, YOUNG PERSON AND VULNERABLE ADULT SAFEGUARDING POLICY

Mid Wales Dance Academy understands its obligation to:

- Have appropriate policies and procedures in place, which are followed by all staff, volunteers and beneficiaries
- Check that people are suitable to act in their roles
- Know how to spot and handle concerns in a full and open manner
- Have a clear system of referring or reporting to relevant organisations as soon as concerns are suspected or identified
- Set out risks and how they will be managed in a risk register which is regularly reviewed
- Follow statutory guidance, good practice guidance and legislation relevant to the charity
- Be quick to respond to concerns and carry out appropriate investigations
- Not ignore harm or downplay failures
- Make sure protecting people from harm is central to its culture
- Have enough resources, including trained staff / volunteers for safeguarding and protecting people
- Conduct periodic reviews of safeguarding policies, procedures and practice

The safety of children, young persons and vulnerable adults is paramount, and all, without exception, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately and all staff and volunteers at the company have a responsibility to report concerns.

1. **PURPOSE AND FUNCTION OF ORGANISATION** – to provide dance classes to children and adults including an annual summer show and summer school. Staff and volunteers will use their best endeavours in cooperation with parents and other responsible adults to ensure a safe and secure environment at all times.
2. **THOSE TO WHOM THIS POLICY APPLIES** – this policy applies to all children under 18 years and those vulnerable adults of any age who have been identified by Mid Wales Dance Academy.
3. **MID WALES DANCE ACADEMY PERSONNEL** – all staff and volunteers involved in the running of the school are DBS checked where appropriate.
4. **PREPARATION FOR INVOLVEMENT WITH MID WALES DANCE ACADEMY** – Parents/guardians/carers must ensure that people under the age of 18 and vulnerable

adults are accompanied and supervised at all times when not in class or performance and outside of designated Mid Wales Dance Academy studio or performance areas.

5. **THE TEACHING OF DANCE** – sometimes requires a ‘hands on’ approach. There will be times when teachers have physical contact with the pupil to make corrections to posture etc.
6. **CHANGING AND RECEPTION AREA** – toilets and reception areas are unsupervised and parents/guardians/carers should be mindful of their responsibilities under point 4 above.
7. **PHOTOGRAPHS, VIDEO RECORDINGS AND PRESS PHOTOGRAPHY** - From time to time photographs or video recordings may be made by Mid Wales Dance Academy staff or appointed professionals for use in archive or as material used in promotion of the ballet. If any parent/guardian/carer objects to their child or person for whom they are responsible appearing in such material, it is their responsibility to inform Mid Wales Dance Academy and ensure that their child or person for whom they are responsible is not included in the photograph or video. All consent forms signed and returned by the young person or their parent/guardian provide Mid Wales Dance Academy with consent for the use of photography and video filming.

Children are not permitted to self-photograph or photograph other children anywhere in the Theatre eg changing rooms, toilets, rehearsal spaces

8. **LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY** – Legislation is subject to change and Mid Wales Dance Academy regularly consults with its umbrella organisation the Royal Academy Dance on legislation and updates.
9. **DATA PROTECTION** – A copy of our Data Protection Policy is available on request and consent to personal data given on our registration form is implied by signature of the registration form. No personal data will be given to third parties.
10. **SAFEGUARDING RISK REGISTER** - This is attached below and is reviewed by the Principal and Safeguarding Officer at a minimum, annually and, additionally, as circumstances require.
11. **CONFIDENTIALITY AND RECORDING INCIDENTS** - An accurate, written record of the conversation reporting the incident will be taken and kept confidential, including the date, the time, the place the conversation took place and what was said. The record will be kept securely and handed to the Designated Safeguarding Lead, **Lesley Walker**, as soon as possible. The name of the contact who took the initial referral will also be recorded. Every effort will be made to ensure that confidentiality is maintained for all concerned and information will be stored in a secure place with limited access to designated people, in line with data protection laws.
12. **REPORTING AND REFERRING** – the designated Safeguarding Officer shall report to the Principal any evidence or reasonable suspicion that a child, young person or

vulnerable adult has been physically, emotionally or sexually abused in contact with Mid Wales Dance Academy. All incidents reported shall be notified to the statutory bodies.

All incidents, regardless of outcome, will be fully documented and kept on file.

Safeguarding Officer for Mid Wales Dance Academy is:

Lesley Walker: **Mobile:** 07967 961060: Email [info@mwda.co.uk](mailto:info@mwda.co.uk)

**External Safeguarding Organisation:** Powys County Council Safeguarding Officer  
– Michael Gedrim Tel: 01597 826000

13. **ANNUAL REVIEW** - This policy is to be reviewed annually by Mid Wales Dance Academy

Everyone applying to deliver services for Mid Wales Dance Academy is to be made aware of this policy. Furthermore, this document shall be issued to all service providers, volunteers and other people likely to have contact with children, young adults and vulnerable adults as part of their work with Mid Wales Dance Academy

Date of policy

1 September 2024

Date that next review is due September 2025

## SAFEGUARDING RISK REGISTER

Risk	Means to address a risk
<p>Medical condition, including allergy</p>	<p>Mid Wales Dance Academy requires the parent or guardian of each child or vulnerable adult to state, prior to any involvement with the school, whether the child or vulnerable adult presents or is likely to present any heightened medical risk, specifically but not exclusively:</p> <ul style="list-style-type: none"> <li>(i) allergies, such as to certain foods or materials and</li> <li>(ii) lights, sounds or other stimuli.</li> </ul> <p>At all times during a class, irrespective of the location of that event, a suitable adult with up to date first aid training is present and aware of their status as a first aider for the event. Any such individual shall be:</p> <ul style="list-style-type: none"> <li>(a) aware of any risks of which a parent or guardian has informed Mid Wales Dance Academy</li> <li>(b) aware of any measures in place, such as permitted use of an EpiPen.</li> <li>(c) trained, at a minimum, in how to react in the event of anaphylaxis and epilepsy.</li> </ul> <p>Mid Wales Dance Academy further requires the parent or guardian of each child or vulnerable adult to agree to inform Mid Wales Dance Academy immediately of any relevant health risk that may develop subsequent to enrolment.</p>
<p>Bullying/Emotional Harassment</p>	<p>Each individual with a named function in the school is trained in identifying and addressing bullying/emotional harassment. Each such individual, where they are exercising a responsibility on behalf of Mid Wales Dance Academy, is required by Mid Wales Dance Academy to report any suspected incident in the first instance to the Principal who will report to the Safeguarding Officer. Robust and appropriate action will be taken which may include suspension or dismissal from the school. The Principal is entitled to act immediately and with full discretion in order to address and prevent bullying/emotional harassment.</p> <p>All incidents, regardless of outcome, will be fully documented and kept on file.</p>

<p>Physical assault</p>	<p>Each individual with a named function in the school is required to report to the Principal who will report to the Safeguarding Officer any suspected physical assault, including where the suspected assault is committed by a minor. Robust and appropriate action will be taken which may include suspension or dismissal from the production. The Principal will act immediately and with full discretion in order to protect children and vulnerable adults. The Principal is aware of her responsibility to report suspected assault, where necessary, to the Safeguarding officer and to the appropriate authorities.</p> <p>For the avoidance of doubt, the responsibility on each individual with a named function in the production extends to suspicion or awareness of an assault that may be suffered outside the context of the production itself.</p> <p>Each individual who may have access to children or vulnerable adults is DBS checked prior to their involvement in the school.</p> <p>All incidents, regardless of outcome, will be fully documented and kept on file.</p>
<p>Physical harassment</p>	<p>Each individual with a named function in the school is required to report to the Principal any suspected physical harassment, including where the suspected harassment is committed by a minor. The Principal will report in the first instance to the Safeguarding Officer, who is required to take robust action which may include suspension or dismissal from the school. The Principal will act immediately and with full discretion in order to protect children and vulnerable adults.</p> <p>All incidents, regardless of outcome, will be fully documented and kept on file.</p>

<p>Sexual assault</p>	<p>Each individual with a named function in the school is trained in identifying and addressing sexual assault. Each such individual is required to report to the Principal who will report to the Safeguarding Officer any suspected sexual assault, including where the suspected assault is committed by a minor. Robust and appropriate action will be taken, which may include suspension or dismissal from the production. The Principal will act immediately and with full discretion in order to protect children and vulnerable adults. The Principal is aware of her responsibility to report suspected sexual assault, where necessary, to the Safeguarding officer and the appropriate authorities.</p> <p>For the avoidance of doubt, the responsibility on each individual with a named function in the school extends to suspicion or awareness of an assault that may be suffered outside the context of the school itself.</p> <p>Each individual who may have access to children or vulnerable adults/is responsible for supervising children or vulnerable adults at any time during the production must provide an up-to-date DBS certificate prior to their involvement in the production.</p> <p>All incidents, regardless of outcome, will be fully documented and kept on file.</p>
<p>Financial abuse</p>	<p>Each individual with a named function in the school is trained in identifying and addressing financial abuse. Each such individual is required to report to the Principal who will report to the Safeguarding Officer any suspected financial abuse, including where the suspected abuse is committed by a minor. Robust and appropriate action will be taken, which may include suspension or dismissal from the production. The Principal will act immediately and with full discretion in order to protect children and vulnerable adults. The Principal is aware of her responsibility to report suspected financial abuse, where necessary, to the Safeguarding officer and the appropriate authorities.</p> <p>For the avoidance of doubt, the responsibility on each individual with a named function in the production extends to suspicion or awareness of an assault that may be suffered outside the context of the production itself.</p> <p>Financial abuse includes theft, fraud, pressure about money, misuse of money. Financial abuse will be less prevalent for a child but indicators could be:</p> <ul style="list-style-type: none"> <li>• not meeting their needs for care and support which are provided through direct payments; or</li> <li>• complaints that personal property is missing.</li> </ul>

Sexual harassment	<p>Each individual with a named function in the school is required to report to the Principal any suspected sexual harassment, including where the suspected harassment is committed by a minor. The Principal is required to take robust action which may include suspension or dismissal from the school. The Principal will act immediately and with full discretion in order to protect children and vulnerable adults.</p> <p>All incidents, regardless of outcome, will be fully documented and kept on file.</p>
Abduction by parent	<p>Mid Wales Dance Academy is aware of the risk that a parent may seek to collect their child from school and extra-curricular or other events where they lack legal capacity to do so, e.g. where custody has been withheld by court order. Mid Wales Dance Academy requires that the parent or guardian of each child and each vulnerable adult:</p> <ul style="list-style-type: none"> <li>(i) confirm that they have full legal entitlement to pick up their child or vulnerable adult after Mid Wales Dance Academy events;</li> <li>(ii) agree to immediately inform Mid Wales Dance Academy if their access to their child or vulnerable adult is legally withdrawn;</li> <li>(iii) to name, at time of enrolment, any individual other than themselves, whom they may wish Mid Wales Dance Academy to permit to pick up their child after a Mid Wales Dance Academy event.</li> </ul> <p>Each individual with a relevant function in the school is trained in how to deal with an event where an unentitled individual seeks to take custody of a child or vulnerable adult from a Mid Wales Dance Academy event.</p> <p>All incidents, regardless of outcome, will be fully documented and kept on file.</p>

**TO BE SIGNED BY PARENT OR GUARDIAN:**

**I have read and understood the above:**

**Signature of Parent/Guardian** \_\_\_\_\_

**Name of Parent/Guardian (Printed)** \_\_\_\_\_

**Date:** \_\_\_\_\_