

The Workshop Studios is an organisation established to provide high quality dance and theatre training to children and young people and is committed to safeguarding the welfare and wellbeing of all who participate in activities led by the company.

The purpose of this policy statement is:

- To protect children and young people who undertake activities at The Workshop Studios.
- To provide parents, staff and volunteers with the overarching principles which guide our approach to child protection.

PRINCIPLES:

The Workshop Studios believes that no child or young person should be the subject of neglectful or abusive behaviour. We will promote and maintain the welfare of all students in our care and seek to protect them from harm, regardless of race, age, disability, sex, gender reassignment or fluidity, sexual orientation, religion or beliefs, or any other form of identity or creed. We will create a safe and welcoming environment for all and will work in partnership with young people, their parents/guardians and partnering organisations to ensure the promotion of children and young people's welfare.

The Workshop Studios acknowledges its duty of care to act appropriately to any allegations, reports or suspicions of abuse under the Children and Young Persons Act 1989, The Children (Performances and Activities) England Regulations 2014 and the Working Together 2018 Guide lines.

LEGAL FRAMEWORK:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

RESPONSIBILITIES AND PROCEDURES:

This policy applies to all staff, volunteers, chaperones, student teachers and sessional practitioners who come into contact with the children and young people of **The Workshop Studios** up to the age of 18. This policy applies to the aforementioned at all classes, rehearsals, performances and events.

THE WORKSHOP STUDIOS will:

- **Respect and promote the rights of young people and value their wishes and opinions.**
- **Make our policy available to all staff, parents and students in both hardcopy and digital format.**
- **Put in place procedures and code of practice designed to safeguard the children and young people and require all staff to adopt these whilst providing support to ensure they fully understand them.**
- **Ensure all required checks are made when hiring staff and ensure that those in regular contact with the young people hold a current DBS certificate and where appropriate a chaperone licence.**
- **Provide appropriate training and continued support to all staff where needed.**
- **Take responsibility for the young people's safety when in our care ensuring that we provide a safe physical environment by applying health and safety measures in accordance with the law and regulatory guidance.**
- **Create and promote an anti-bullying environment and ensure that policy and procedure are in place to assist in dealing effectively and efficiently with any form of bullying that may arise.**
- **Seek written consent from parents and legal guardians before taking any images (photographs or film) of The Workshop Studios students and inform them of how and where the images will be used.**
- **Share any information about concerns of neglect or abuse to the nominated staff member and/or with the appropriate local authority departments. Child protection and safeguarding referrals, consultations and concerns should now be directed to CADS (Children's Advice Duty Service).**
- **Commit to reviewing our policy and good practice guidance annually.**

INFORMATION FOR REPORTING CONCERNS:

If you have a concern regarding a child who undertakes activities at **The Workshop Studios**, please report it to a nominated staff member for Safeguarding who will then take the necessary action to contact the relevant and appropriate authorities.

Lead nominated staff member:

Natasha Wilson Gotobed Safeguarding Lead safeguarding@theworkshopstudios.co.uk
01603 559959

Deputy nominated staff members:

Cat Chapman	Director	
Ciaran Coupland	Head of Support Staff	
Lucie Hills	Assistant to the Director	info@theworkshopstudios.co.uk
Rachel Lloyd	Production and Health & Safety Manager	

Local Authority Contact Information:

CADS – Children’s Advice Duty Service (8am – 8pm)

PROFESSIONALS - 0344 800 8021

(People working with a child or young person in a formal or voluntary setting and not a family member or member of the public)

PUBLIC - 0344 800 8020

(Members of the public can contact the Norfolk County Council Customer Services who will put you through to the Children’s Advice and Duty Service if the call concerns a child’s safety)

If your call is out of office hours you can contact the emergency duty team - **0344 800 8020**

Every phone call to CADS will be followed up in writing by the Consultant Social Worker. It is best practice to keep a confidential record of the contact you have made, the discussion and any decisions made. You should also record whether you have obtained parental consent and if not, why not.

If your concern is about an adult working or volunteering with children or young people and you do not feel the Nominated Staff or Deputy Staff members are the appropriate first points of contact regarding the matter, you can contact LADO (Local Authority Designated Officer) cs.norfolkLADOsecure@norfolk.gcsx.gov.uk

If you feel a child or young person is in immediate danger, please call the Police - 999

We at **The Workshop Studios** recognise that early action is vital. Any concerns will be reported immediately.

Additional guidance and links to further information regarding the following can be found at the end of this policy:

- 1. Reporting suspected neglect or abuse.**
- 2. Appropriate physical contact in dance.**
- 3. Anti-Bullying policy and procedures**
- 4. Chaperoning students to and from, and at The Workshop Studios events.**
- 5. Use of photographs and film.**

This policy was last reviewed: **June 2022**

Name: **Cat Chapman**

Job Title: **Founder & Director**

Signature:



1: REPORTING SUSPECTED NEGLECT OR ABUSE

Please note: Failure to report suspected abuse can itself be considered to be abuse.

Concerns regarding a child's welfare can be reported by:

PARENTS/GUARDIANS

TEACHERS

FRIENDS

THE CHILD OR YOUNG PERSON

- All allegations of neglect or abuse will be taken seriously. If a concern is reported directly by the child or young person we will not seek to disagree, ask probing or leading questions or do anything else which may discourage them.
- We will make it clear that reported concerns cannot be kept confidential but will need to be shared with a nominated member of staff or external organisation. Parents or guardians will also be involved if appropriate.
- It can be helpful to write down what is being reported to you. Make sure you do not add your own assumptions, opinions or judgements. Stick to facts.
- If the child or young person is in immediate danger of harm, the police will be contacted by dialing 999.

In all cases, we will report concerns to the appropriate authorities stated in the policy's contact information section.

Additional Information regarding reporting procedures can be found online at:

<https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/>

<https://www.norfolk.gov.uk/children-and-families/keeping-children-safe/local-authority-designated-officer>

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

2: APPROPRIATE PHYSICAL CONTACT IN DANCE

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position or posture. Or in the case of Acro, support a movement the student is learning.

This can include:

- **Lifting and supporting limbs or general posture**
- **Adjusting arms, legs, rib cage, knees, hips, feet, hands, head**
- **Moving one student in relation to another**
- **Assisting supported positions in partner work**
- **Supporting backs, legs or torso in Acro**

Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases we will say why and how we will be correcting the student's position or posture before making any contact.

If a parent or guardian has any concerns or questions regarding this, please refer them to this document to ensure they understand what is considered appropriate in a dance teaching environment. If they still have questions, please direct them to contact management via email.

3: ANTI BULLYING POLICIES AND PROCEDURES

Bullying is a deliberate act of offensive, intimidating, malicious, abusive or insulting behaviour and will not be tolerated within **The Workshop Studios**. As well as physical and emotional, this also includes any form of cyber bullying and inappropriate use of social media or devices.

Any child or young person who has been subjected to bullying will be supported by staff or volunteers who will undertake a risk assessment to ensure that the victim, other children and the perpetrator are kept safe.

In the event of an incident occurring, the following procedures should be applied:

- Any bullying behaviour or threats of bullying must be investigated and the bullying stopped immediately.
- Serious incidents should be recorded by staff and/or volunteers.
- A report should be made to the Designated Child Protection Officer/Nominated Staff Member.
- Where appropriate, the parents/carers should be informed and invited to discuss the problem.
- Where necessary the police will be consulted.
- An attempt will be made to help the bully understand the impact and change their behaviour

- If appropriate, the bully may be asked to genuinely apologise.
- In serious or repeating cases, suspension or even exclusion from the group will be considered
- Where and if possible, attempts will be made for the children to be reconciled
- After the incident/s have been investigated and dealt with, each case will be monitored to ensure there is no repeat of the bullying behaviour

4: CHAPERONING STUDENTS AT A REHEARSAL OR AN EVENT

Although UK law does not state how many adults are required to look after a group of children, **The Children (Performance and Activities) England regulations 2014** has laid down regulations for chaperones.

The local licensing authority must approve a person to be a chaperone to:

- Have care and control of the children and safeguard, support and promote the wellbeing of all children whilst they are taking part in an activity, performance or rehearsal.
- Be in charge of no more than 12 children/young people at any one time. Although this is a maximum and not recommended alone.
- Ensure that the young people in their care receive the appropriate rest and meal breaks in accordance with the Children (Performance and Activities) regulations 2014.
- Exercise proper care and supervision at all times, except when the young person is in the charge of their parent/guardian or teacher.
- Ensure that the dressing room areas are age/gender appropriate, facilities are satisfactory and that they have familiarised themselves with the evacuation procedures of the building in case of emergencies.

In the event that chaperones are travelling to an event with students, it is recommended that they:

- Provide parents/guardians and students with information about the event, including what it are for and full address of the venue.
- Have a planned journey route that is shared with parents/guardians, students and all accompanying chaperones.
- Make students aware of the protocol in the event that they get lost.
- Ensure there are full emergency contact details for all students going to the event, including those of their parents/guardians.
- Make sure both students and parents/guardians have a main contact number for the lead chaperone on the trip.

The Workshop Studios ensures that chaperones hold all required checks and current licences and are aware of our Child Protection Policy and procedures.

DBS helpers are there as support and not to be left solely responsible for any group of children or young people without a licensed chaperone present.

5: USE OF PHOTOGRAPHS AND FILM

It is common for teachers, parents/guardians and students to take images (in the form of photographs and film) at workshops and events when permitted.

Teachers may also use images (in the form of photographs and film) to assist a training exercise in class. These will only ever be taken on an official device or the student's own device.

Performances may also be officially recorded for distribution to parents and students.

However, we recognise that there may be times when it is not appropriate for images to be taken.

With the ever-rising risk of online vulnerability, we do our utmost to ensure the safety of all students regarding the use of images and film. This includes educating them about the sharing of images online.

The Workshop Studios ensures that:

- Images can only be taken of children when suitably dressed.
- Any photography/filming in inappropriate environments is avoided.
- Full names of individuals or identifying information in the image will never be used.
- Any person brought in to take official images/footage will be clearly identified.
- The intended use of images/film will be explained to students, parents and guardians.
- Media consent will be collected from all parents/guardians.

As part of training at The Workshop Studios we hold sessions with industry professionals.

This includes regarding online safety. Students are advised and offered support in how to keep safe online and identify potential risks, whilst still being able to be involved in popular social media.

