



## **Children and Vulnerable Persons Protection Policy**

Belle Etoile Academy of Dance and all its employees are aware that children under 18 and vulnerable persons of any age can be involved in their activities and that they have a responsibility, within the limits of their control and jurisdiction, to protect and safeguard the welfare of every such child and vulnerable person.

It is the policy of Belle Etoile that all children and vulnerable persons have the right to protection from abuse. All employees who are in contact with such children and vulnerable persons are expected to be familiar with and to apply the procedures on:

- Employment including temporary/sub-contracted staff
- Data protection, especially in regard to children
- Photography and video recording

The Principal will ensure that the following procedures are in place so that any allegation(s) or complaints of abuse are taken seriously and investigated.

Any complaint or incident to be reported under this policy should be reported to the designated Child Protection officer, which is the Principal - Mrs Carly Jones. If the Principal is not present she should be contacted by telephone on 07736044072, and the person in charge of the event or activity should be informed that an abuse of a child or vulnerable person's welfare may have taken place. In an urgent or emergency situation, staff must ensure the incident is reported immediately to the Police by calling 999. If the person in charge is the person against whom the complaint is being made, the matter should be referred to the Principal who will investigate the complaint. All parties to the complaint will have the right to be heard, including the parents or legal guardian(s) of the child or vulnerable person concerned.

The designated Child Protection officer, Mrs Carly Jones, will report any child protection concerns in line with the Bedford Borough Council guidelines (see Page 4). In an urgent or emergency situation the incident should be reported immediately to the Police by calling 999. Any concerns regarding child protection should be reported to the Multi-Agency Safeguarding Team (for relevant contact details see Bedford Borough Council MASH Team website).

The Principal will be informed of the complaint and have the power to suspend the individual(s) against whom the complaint has been made from employment or membership until the investigation is complete and a decision on the action to be taken has been made.

The Principal is responsible for making sure all DBS checks are up to date will keep and update a list of all Belle Etoile employees and any other person who, from time to time,

may have access to records about children, or who may be helping with activities which may bring them into a supervisory contact with children whether paid or voluntary.

All persons noted in the List will be asked to undergo a disclosure check by the Disclosure Barring Service (DBS) to ascertain their suitability to supervise, protect and safeguard the welfare of children at Belle Etoile Academy of Dance.

A copy of this policy document and guidelines on good practice (see Page 3) will be given to all persons noted in the List. The Principal will ensure that the policy and its implementation will be kept under review. The final status of the DBS check will be reported direct to the Principal and be held securely in confidence.

Policy Written by: Carly Jones, June 2019  
Date for Review: August 2020

## **Child Protection – Good Practice Guidelines**

The following are common sense examples of how to create a positive culture and climate:

### Good practice

- Always work in an open environment (e.g. avoid private unobserved situations and encourage open communication with no secrets).
- Treat all children equally and with respect and dignity.
- Always put the welfare of each child first.

### Practices to be avoided

- Avoid spending time alone with children away from others save in essential one to one situations when extreme care should be exercised.

### Practices never to be sanctioned

- Allowing or engaging in horseplay, physical or sexually provocative games.
- Allowing or engaging in any form of inappropriate touching.
- Making sexually suggestive comments to a child or young person, even in fun.
- Reducing a child to tears as a form of control.
- Failing to act on and record any allegations made by a child.

## **Incidents that must be reported/recorded**

If any of the following occur during or in the context of a Belle Etoile event or activity, it should immediately be reported to the Principal:

- If you accidentally hurt a child.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.
- If a child is unusually distressed and you have any suspicions of or concerns about potential abuse.

## **Bedford Borough Council Guidelines (August 2017)**

### **Are you Worried About a Child?**

We all have a statutory responsibility to safeguard and promote the welfare of children and young people.

If you think a child or young person is being abused or mistreated or you have concerns about the safety or welfare of a child, you must speak to someone immediately. You can ring the Multi Agency Support Hub (MASH) on 01234 718700 (office hours) or ring 0300 300 8123 (out of hours).

#### **In an emergency, phone the police 999.**

You can also contact the MASH (Multi Agency Support Hub) using the online Enquiry Form. This form should be used to make enquires to the MASH on any issue relating to the safeguarding of children and young people. The form should be sent to [multiagency@bedford.gov.uk](mailto:multiagency@bedford.gov.uk) or [mash@bedford.gcsx.gov.uk](mailto:mash@bedford.gcsx.gov.uk).

Early help assessments should still be completed on the Early Help Assessment Form - see the Early Help page for more details.

If your concern is of an immediate safeguarding nature then please contact MASH on 01234 718700 during office hours (08:45 - 17:20 Monday to Thursday; 08:45 - 16:20 on a Friday or out of office hours please call the Emergency Duty Team (EDT) on 0300 300 8123.

#### CSE Intelligence reporting

To assist the Police in building a picture of Drugs, Gangs, Crime, CSE, Missing, Modern Day Slavery and Other vulnerabilities looks like in Bedford Borough, where it is happening and who is involved then they require your intelligence. So for example if you have observed a car regularly being at a location where young people congregate share the details of the car and a description of the occupants. If a young person changes their appearance and appears to have money a new phone etc. and talks about going out to parties, then share this information with the Police using the Intelligence reporting form below.