



**Children & Vulnerable Adults
Protection and Safeguarding Policy and Procedures
Updated October 2023**

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Safeguarding Quick Reference Guide

Is the person in immediate danger?

Contact 999 in an emergency. If you are unsure talk to the Lead Child Protection and Safeguarding Officer.

If you cannot reach CDS staff and need help or guidance call the NSPCC Helpline on **0808 800 5000**.

Lead Safeguarding and Child Protection Officer: Reece McMahon
Email: reece@chisenhaledancespace.co.uk

Deputy Safeguarding and Child Protection Officer: Rachel Goodsall
Email: rachel@chisenhaledancespace.co.uk

You are approached by a child or young person or vulnerable adult with a disclosure that they are being abused

You have concerns that a child or young person or vulnerable adult is or is subject to abuse or harm

You have concerns about the behaviour of a member of staff or volunteer at CDS



Stay calm

Listen

Don't promise to keep the information secret

Let the person know you need to pass it on to the Lead Safeguarding Officer

Reassure

Report and complete an Incident form as soon as you can

Lead Safeguarding Officer to seek advice on next course of action

Make a written and dated note of any observations using the Incident Report Form

Inform the Lead Safeguarding Officer as soon as possible

Lead Safeguarding Officer to investigate and seek advice on next course of action

If the behaviour of a staff member or volunteer is potentially threatening the wellbeing of a child, young person or vulnerable adult you should report your concerns on an Incident Report Form and contact the Lead Safeguarding Officer

Any allegations concerning a staff member or volunteer will be passed to the Chief Executive who will seek advice on next course of action

1. Introduction

Chisenhale Dance Space (CDS) is a registered charity championing experimentation in dance and performance for artists and our local community in Bow, Tower Hamlets, since 1980. CDS is run by a small team of 4 experienced staff, working regularly with freelance artists to deliver education projects and activities.

CDS is led by a Membership of 160+ experimental dance artists- shaping the programme, ethos and ethics. CDS champions marginalised voices, reflecting diversity in artists and in form, and celebrating where dance meets new forms, in its home at the heart of East London.

CDS has recently increased its public-facing activities, and offer for the local community. CDS's Children's classes programme is central to this purpose as well as increasing external activity. This includes delivering within schools, colleges, vocational Higher Education institutions or within other contexts such as outdoor festivals.

For the purposes of this policy:

- Child – the term used for a person under the age of 18
- Young Person – the term widely used to include older children and those into their early 20's
- Vulnerable Adult - a person 18 years or over who is deemed to require extra support with care, access or learning
- Responsible Adult - defined as people over the age of 18 who assume responsibility for children when engaging with CDS activity (e.g. teachers, parents and group leaders). However, we recognise that some parents may be under the age of 18 and will be responsible for their children while attending CDS activity.
- Education Facilitator - Chisenhale Dance Space's education activity is delivered by a team of freelance artists, who will be referred to in the following as Education Facilitators.

2. Children & Vulnerable Adults Protection Policy Statement

The purpose of this policy statement is:

- To outline CDS's commitment to the protection and safeguarding of children, young people and vulnerable adults who take part in our activities.
- To provide staff and volunteers, as well as children, young people, vulnerable adults and their families, with the overarching principles that guide our approach to safeguarding.

- To provide information on what constitutes appropriate behaviour for those who work with us and guidance on avoiding situations where actions may be misunderstood

The policy applies to all trustees, staff, Education Facilitators, volunteers, and anyone working on behalf of Chisenhale Dance Space.

This policy is approved and endorsed by the Board of Trustees.

Chisenhale Dance Space's Child Protection and Safeguarding Policy will be reviewed annually in May by the Executive Director and General Manager.

CDS believes that:

- Children, young people and vulnerable adults should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children, young people and vulnerable adults to keep them safe and to practise in a way that protects them.

CDS recognises that:

- the welfare of children, young people and vulnerable adults is paramount in all the work we do and in all the decisions we take
- all children, young people and vulnerable adults have the right to protection from all types of harm and abuse regardless of gender, race, religion or belief, disability, sexual orientation or any other protected characteristics and the association thereof, under the Equality Act 2010.
- all children, young people and vulnerable adults have the right to be protected and enjoy participating in activities within a safe and supportive environment

We will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them
- appointing a nominated Child Protection Lead, a Deputy Lead and a Lead Trustee for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- providing effective management for all who work with us through supervision, support and training so that they all know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- making sure that children, young people, vulnerable adults and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, vulnerable adults, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately

3. Procedures and Systems

3.1 Safeguarding Leads & External Agencies

CDS Safeguarding Leads

Lead Child Protection and Safeguarding Officer
Reece McMahon, Executive Director
Tel: 020 8981 6617 / 07748218322
Email: reece@chisenhaledancespace.co.uk

Deputy Child Protection and Safeguarding Officer
Rachel Goodsall, General Manager
Tel: [020 8981 6617](tel:02089816617)
Email: rachel@chisenhaledancespace.co.uk

Nominated Child Protection and Safeguarding Trustee
Georgia Elizabeth Jane Clark, Trustee

External Agencies

Children & young people at risk

Multi-Agency Safeguarding Hub (MASH)

If you have a concern about the welfare or safety of a child during the office hours of 9am-5pm, Tower Hamlets MASH can be contacted on Tel: 020 7364 5006 option 3

Extensions: 5606/5601/5358/7796 Email: Mash@towerhamlets.gov.uk

Emergency Duty Team (EDT) – Out of hours service

Tel: 020 7364 4079 (after 5pm and at weekends).

Or you can write to the following address:

Tower Hamlets Multi-Agency Safeguarding Hub

4th Floor Mulberry Place

5 Clove Crescent

London

E14 2BG

A Multi-Agency Safeguarding Hub (MASH) is a team which brings together agencies (and their information) in order to identify risks to children at the earliest possible point and respond with the most effective interventions.

MASH allows the multi-agency safeguarding team to carry out a joint confidential screening, research and referral of vulnerable children.

Agencies work together to ensure vulnerable children are identified and properly cared for and protected.

Adults at risk

If you think you or someone you know is being abused or neglected Tower Hamlets Connect can be contacted on Tel: 0300 303 6070 (9am-5pm, Monday to Friday).

Providing free, independent, quality-assured information, advice and advocacy across health, social care and social welfare to resolve issues, Tower Hamlets Connect aims to prevent or delay any needs or problems from getting worse.

3.2 Code of Conduct and Safe Touch

- CDS will ensure that everyone who works with them has access to this policy and are asked to read it and confirm they have understood its contents before starting work with us.
- Those working in direct contact with children, young people and vulnerable adults through CDS's education activity, will be required to sign contracts prior to starting work which include a statement acknowledging they have read CDS's Child Protection and Safeguarding Policy and agree to abide by the Code of Conduct (see Appendix 5) and Safe Touch (see Appendix 6) guidelines.
- Chisenhale Dance Space will provide Child Protection training and support for all who work with us as well as refresher training every 12 months

3.3 Best practice when working with Schools & External groups

- There should be at least two responsible adults in any space at all times in which activity takes place, ideally 1 member of CDS staff and 1 leader of the group.
- The ratio in terms of responsible adults to participants in the group is 1:8 children under 16 years and 1:10 for older groups.
- A teacher or member of school staff must be present in the activity space at all times.
- CDS Staff must not take children, young people or vulnerable adults to the toilet, either as individuals or groups. This should be done by the teacher or member of school staff.
- CDS will obtain details of the needs of the group prior to the activity and to plan the activity accordingly. CDS will only request information that is directly relevant to ensuring the safety of the participants and practitioners, and anonymise or aggregate information where possible. Any personal information shared about a participant must be given with the consent of the participant (or responsible adult) and used solely to ensure their safeguarding during the delivery of the activity.

3.4 Best practice during Children's Classes at CDS

- Ideally there should be two responsible adults in any space at all times in which activity takes place, 2 members of CDS staff who are teaching plus the CDS Safeguarding Lead.

- The ratio in terms of responsible adults to participants in the group is 1:8 children under 16 years and 1:10 for older groups.
- CDS Staff must not take children, young people or vulnerable adults to the toilet, either as individuals or groups.
- CDS will obtain details of the needs of the group prior to the start of the term's classes and this is to plan the classes accordingly. CDS will only request information that is directly relevant to ensuring the safety of the participants and practitioners, and anonymise or aggregate information where possible. Any personal information shared about a participant must be given with the consent of the participant (or responsible adult) and used solely to ensure their safeguarding during the delivery of the classes.

3.5 Health & Safety and Accident reporting

- At the outset of all projects, CDS will liaise with partners to ensure the most appropriate and thorough risk assessment is conducted (see Appendix 1) and will monitor risk throughout the duration of the project.
- At the outset of each project the Education Facilitators will be informed of the person who has designated protection responsibility and will be provided with their contact details. In most cases this will be a contact at the partner organisation. The contact at Chisenhale Dance Space is the Lead Child Protection and Safeguarding Officer, Reece McMahon, Executive Director.
- If a child, young person or vulnerable adult is injured whilst participating in a CDS project, a record must be made in the partner's accident book or report form. The record must be countersigned by the person responsible for the individual or by a responsible member of staff if they are not present. Chisenhale Dance Space should be provided with a copy of this report.
- If a child, young person or vulnerable adult arrives at a session with an obvious physical injury a record will need to be made in an accident book. This record must be countersigned by the person with responsibility for the individual and a copy given to CDS. This record can be useful if a formal allegation is later made. It will also be a record that the individual did not sustain the injury whilst working with CDS.
- CDS staff should not give a child, young person or vulnerable adult medication, or help them to do so, under any circumstances.
- If a child, young person or vulnerable adult requires first-aid, this must be provided by a qualified first-aider, preferably by a CDS staff member or Education Facilitator where possible.

3.6 Disclosure & Barring checks (DBS)

- Chisenhale Dance Space has a commitment to the safe recruitment and selection of all staff members and Education Facilitators, including the appropriate vetting of them.
- All CDS staff and volunteers who are in direct and regular contact with children, young people or vulnerable adults are required to have an enhanced Disclosure and Barring service check carried out before the start of their work with CDS.
- CDS's Child Protection Officer will ask to see all new DBS checks when the member of staff receives their certificate. The issue number and date of issue will be logged. The DBS certificate will be returned to the member of staff and no copy will be made.

- Checks are considered valid for three years.
- CDS Education Facilitators are required to sign up to the DBS Update Service which keeps their DBS certificates up to date.
- Where an Education Facilitator has signed up to the DBS Update Service, with their consent CDS will carry out a status check of the individual's existing certificate, using the Update Service.
- As an organisation engaged in regulated activity, CDS has a legal duty to make an immediate referral to the DBS if any member of staff is involved in allegations of abuse or has been removed from their position.

3.7 Confidentiality and Data Protection

- Chisenhale Dance Space will manage confidential information in line with the Data Protection Act 2018. Records containing personal information will be:
 - adequate, relevant and not excessive for the purpose(s) for which they are held
 - accurate and up to date
 - only kept for as long as is necessary
- All contact and personal details of all class participants are kept on the CDS server, which is accessible only by employees with a password. Information about participants will not be given to anyone (with the exception of the emergency services or social services where necessary).
- Any data held on CDS Education Facilitators or class participants is only ever to be used for work-related purposes.
- In the event of a case of abuse, every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a 'need to know' basis only, or unless it is vital the information is passed on for safety reasons. In this instance **only** the following people should be contacted: CDS's Child Protection and Safeguarding Officer; the parents of the person who is alleged to have been abused.
- Any material relating to reported incidents, concerns and referrals is kept confidential and stored securely at the CDS office.
- The protection of the child is the most important consideration when it comes to confidentiality and information sharing.

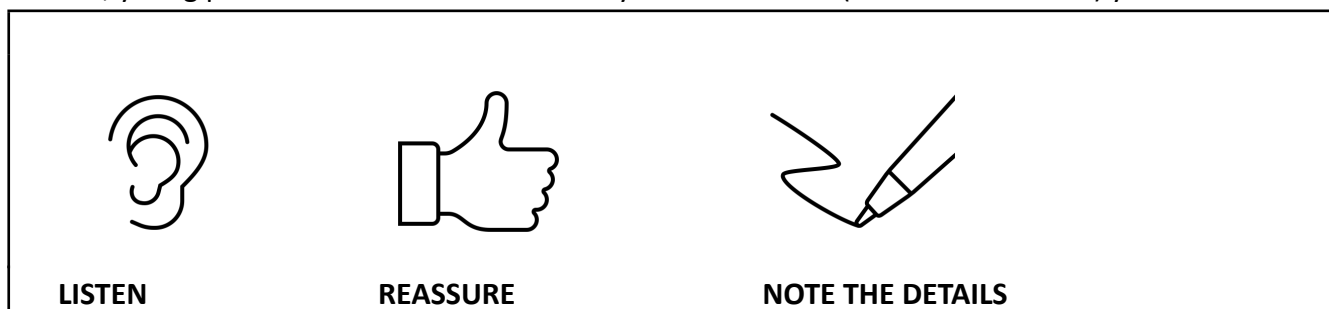
3.8 Film and Photos

- Chisenhale Dance Space records a large proportion of its education activity through photography or film.
- Any photographs or films taken of children, young people or vulnerable adults participating in any project will only be carried out with the full consent of the child's/young person's/vulnerable adult's parents/carers and in consultation with the young people involved (see Appendix 2).
- Parents'/Carers' permission will be required for using photographs or footage of their children in Chisenhale Dance Space publicity material, including web-based materials.
- Consent forms will be filed securely in CDS's office.

3.9 Responding to and reporting a disclosure

- Chisenhale Dance Space is committed to the welfare of every child, young person and vulnerable adult who connects with our services. All suspicions and allegations of abuse and poor practice will be taken extremely seriously and responded to immediately and appropriately.
- Abuse can take a number of forms, all of which can cause long-term damage (See Appendix 3 for Definitions and Signs of Abuse)

If a child, young person or vulnerable adult tells you about abuse (makes a disclosure) you should:



1. Stay calm
2. Actively listen to the participant, allowing them to speak at their own pace
3. You must tell the participant that you cannot promise to keep it a secret
4. Only ask questions to clarify what is being said, do not ask leading questions
5. Reassure the participant that they have done the right thing by telling you
6. Tell the participant that you will need to pass the information onto CDS’s Child Protection and Safeguarding Officer
7. Record in writing as soon as possible after the disclosure what was said using the participant’s own words using the Incident Report Form at Appendix XX
8. If it is not possible to use the form you should record the following details: the date, time, child/young person/ vulnerable adult’s name, your name and job title, location disclosure took place, what the child/young person/ vulnerable adult told you using their own words, what was happening immediately before the disclosure was made (the activity), any witnesses
9. Report the disclosure to the Lead Child Protection and Safeguarding Officer as soon as is possible and give them a copy of the completed Incident Report Form
10. In the case of an urgent concern you should communicate the disclosure as soon as possible and complete the Incident Report Form afterwards
11. The Designated Safeguarding Officer will discuss the details with the Executive Director and external agencies if required (the Multi Agency Safeguarding Hub (MASH), Social Services, NSPCC) and will take the recommended action.

Things to say:	Things NOT to say:
‘I believe you’	‘You should have told someone before’
‘I am going to try to help you’	‘I can’t believe it! I’m shocked!’

'I will help you'	'I won't tell anyone else'
'I am glad that you told me'	'No.... they are a friend of mine'
'You are not to blame'	'Why? How? When? Where? Who?'

3.10 Reporting a concern about a CDS staff member/volunteer and CDS procedure for responding

If you have concerns about a member of CDS staff/volunteer you should:

1. Report your concerns to the CDS Lead Safeguarding Officer
2. Write down all of the details about your concern on an Incident Report Form and give to the CDS Lead Safeguarding Officer
3. The Lead Safeguarding Officer and Chief Executive, with the assistance/advice of any external agencies as needed (MASH, NSPCC, Local Authority Designated Officer-LADO) will investigate the matter
4. The Chief Executive will decide whether to suspend the member of staff pending an internal investigation and will inform the Chair of the Board of Trustees
5. After investigating, The Chief Executive and the Chair of the Board of Trustees will agree on the subsequent action on behalf of the organisation
6. If after investigation and advice from external bodies, the concern is dispelled, all records will be kept and no further action will be necessary and the case will be closed
7. If after investigation and external advice concern is ongoing, then the Social Services and/or Police, if appropriate will be contacted and informed
8. Statutory bodies will make an initial assessment, thereafter:
 - child protection investigations will begin,
 - assessment of need will be made,
 - action will be taken by CDS accordingly

4. Digital Safeguarding

This policy provides safeguarding guidance to those creating and managing online content (Education Facilitators and CDS staff), as well as those interacting with it (participants and parents/carers). This policy should be read in conjunction with Chisenhale Dance Space's Children and Vulnerable Adults Protection and Safeguarding Policy and Procedure. This is a live document that is subject to change as policies and processes evolve with online technology. Chisenhale Dance Space's Child Protection and Safeguarding Officer is responsible for reviewing and updating this document.

Remote learning

Chisenhale Dance Space sometimes uses the online platform, Zoom, to deliver classes that allow for live interactions (both visual and comments) between staff and participants under 18.

CDS takes seriously its responsibility to safeguard the welfare of young people and its staff in its care, including remote learning sessions as conducted as part of various learning and development strands. We are committed to building a culture of safety in which everyone is protected. For this reason, we ask for you to please follow our virtual safeguarding policy as follows:

- Both student and teacher must be appropriately and fully dressed. (As they would during an in-person lesson.)
- Sessions must be conducted in a suitable neutral environment, where personal items should not be visible on the camera.
- Leaders and young people will ensure that they are in an environment that is conducive to learning and free from distractions.
- Wherever possibly, leaders and young people should not be alone in the learning environment and we advise that doors remain open and someone is close by.
- Language must be professional and appropriate as you would during an in-person lesson.
- A Zoom class is used to enhance the education and engagement of the young people. Zoom 'chat' is not to be used outside of the remote lesson.
- If you do not feel you have a safe space to work in please notify us and we can help you risk assessing your environment.
- Please be aware you should have a planned fire evacuation route should you need it.
- As you are working in a remote location we are obviously not in a position to provide first aid. We expect you to have direct contact with someone close by should need it.
- If you feel unsafe to complete an exercise we require you to stop your activity immediately for your own safety.
- Please take care in setting up your work station. Please monitor the condition of plugs, cables and electrical equipment prior to use.

Code of Conduct

- Consideration and respect for all users of this service is paramount and users must behave responsibly.

CDS Education Facilitators

- Education Facilitators and CDS staff will behave in a professional manner at all times, ensuring that their workspace is neutral and nothing inappropriate can be seen or heard in the background (Refer to the Code of Conduct for Education Facilitators document).
- Any Education Facilitator leading a class for young people will hold a current DBS certificate.
- At all times, Education Facilitators and CDS staff must only interact with students in a visible manner:
 - Staff are not permitted to take part in private messaging.
 - Staff are not permitted to deliver one to one live classes/sessions with participants under the age of 18.
- Education Facilitators and CDS staff must not share the online classes links and passwords with anyone other than participants, let anyone else access their account or do anything else that might jeopardise the security of online dance sessions.
- Education Facilitators and CDS staff have a duty of care to safeguard all young people and participants through online platforms. If any concerns are raised, normal safeguarding procedures must be followed. Please see Appendix 4 of CDS's Child Protection and Safeguarding Policy and Procedures.

Digital Security

Whilst there is no guarantee that any online platform is fully secure, CDS will be putting a number of measures in place to protect your privacy during these classes. These include:

- All classes being a closed event and only available to those who have booked in advance.
- Access is via a password to join.
- A member of CDS staff will be hosting the event and controlling all visual and audio from participants as well as monitoring guests joining the class.
- Education Facilitators and CDS staff will set clear rules of engagement for working on digital platforms, and share these with the participants. (e.g. use of chat functions, mute/unmute, non-verbal confirmation that they have understood or need clarity etc.).
- Only the host will be able to record the classes, which will not be done unless prior consent from all participants and/or parents/guardians has been given.
- Regular review of the suitability of the platform.

Under 18 Participants and Parents/Carers

- Participants must have permission from parents/carers to take part in any online session provided by CDS.

- During live sessions, parents/carers are responsible for chaperoning participants and must oversee their safety.
- Participants may be asked if permission to access the session is given by a parent/carer, if so, a parent/carer must provide visual approval.
- Interaction with all participants during live online sessions must, at all times, be kind and considerate, and bullying behaviour will not be condoned.
- If behaviour and actions by a participant is deemed inappropriate, their involvement will be terminated immediately.
- All commenting will remain public to both participants and staff managing the live session.
- Bookings for CDS online dance classes must be made by parents/carers, who will be emailed a booking confirmation and access link to the class including a password.
- The online platform, Zoom, is age restricted therefore parents/carers must access Zoom using their own account and should manage the controls of this and oversee their young person accessing the service.

Imagery, the internet, email and mobile phones

CDS is aware that images and videos are a great way to monitor progress and achievements of children and young people involved in projects. They are also a useful tool for publicity or advocacy of a project such as in posters, flyers, leaflets and online through social media and websites. Despite this, considerations need to be made in regards to who has access to these images and videos, how they are used and who gives permission for their use. We have therefore set out the following guidelines in accordance to these considerations:

- Before any photos or recordings are made, we will seek and obtain written consent from parents/guardians of any participant under the age of 18 and written consent from any participant over 18 years old.
- We will be clear about how any photos or video footage will be used to both the parents/guardians and children/young people.
- If using images or videos in publicity (offline or online) then we will be careful to not
- reveal the identity of the child or young person. A participant's name will not be used in relation to any images or footage where possible. In situations where it is necessary to name the young person, then only the first name shall be used alongside the image or footage. If the full name of a participant is used then no image or footage will be published beside it.
- We will only use images of children in suitable clothing to reduce the risk of inappropriate use.
- On occasions where a photographer is hired to take photos during activities, they will never be left unsupervised with children or young people.
- We will ensure that consent forms and images are stored safely and securely and under the obligations of the Data Protection Act.
- Using a personal device to take photos of young people should be avoided at all times where possible.

Policy for storing personal data about children and Vulnerable Adults at risk

- The personal or contact details of young people and adults at risk will never be published and will be stored in line with the Data Protection Act.
- Any young person or parent may request information on how their data is being used or stored and withdraw consent at any time, as per our GDPR policy
- All communication with young people should be in a CDS context and sent through official channels, e.g through a CDS email address, the official CDS (or affiliated) social media accounts or a project mobile phone (where possible). It will only be deemed appropriate to share young participants' contact details with freelance staff or the non-designated safeguarding person in an emergency or where the contact cannot be done through an official channel.

CDS recognises that on projects staff may have to use personal mobile telephones for contacting young people, and so adopts the following policy to ensure no misinterpretation or misuse of information or content occurs:

- Use appropriate language; try not to include any words or phrases that could be misinterpreted.
- Avoid using a kiss at the end of a text or within a signature. They may be taken out of context by some recipients and are likely to be seen as inappropriate in virtually every instance.
- Be conscious of the time when sending messages or making calls. Avoid late at night and the early hours of the morning.
- Where possible only text young people through the group WhatsApp and avoid texting them individually. If needing to communicate with an individual participant
- Try to call first and use text messaging as an alternative. This is to help avoid messages from being misinterpreted.
- You do not share any of the participant's numbers with anyone outside the CDS or project team
- Only contact young people by phone in relation to the project. Do NOT contact them on a personal nature.
- You remove all numbers after the project is over

When contacting young people by email, CDS adopts the following best practice:

- Ensure you use appropriate language; try not to include any words or phrases that could be misinterpreted.
- If sending images, make sure they are appropriate.
- Do not forward chain emails to young people.
- Make sure that any hyperlinks included do not lead to inappropriate content.
- Save a copy of all the e-mails sent.
- Blind copy e-mail addresses to ensure addresses of all recipients are not broadcast.
- Where a young person is under 18, cc in their parent/guardian into the email wherever possible.

Approach to Cyber Bullying and Harassment

CDS operates a no tolerance policy to harassment and bullying. Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.

Cyber-bullying includes sending inappropriate, offensive or degrading text messages, emails or instant messages via the internet, setting up websites designed to embarrass or upset individuals or excluding them from social networking sites.

By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Sending explicit content via email, chat rooms, websites or to mobile phones
- Hijacking/cloning e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms

Cyber-bullying is generally criminal in character. The law applies to cyberspace.

It is unlawful to disseminate defamatory information in any media including Internet sites.

CDS reserves the right to take action against those who take part in cyber- bullying. Please note that:

- All bullying is damaging but cyber-bullying and harassment can be invasive of privacy at all times. These acts may also be criminal acts.
- CDS supports victims and, when necessary, will work with the Police to detect those involved in criminal acts.
- All members of the CDS community, including members are aware they have a duty to report any example of cyberbullying or harassment that they know about or suspect.

If you are concerned about any content or behaviour through our online services, please contact reece@chisenhaledancespace.co.uk immediately.

APPENDIX 2 – Film and Photography Consent Form

Chisenhale Dance Space - Under 16 Photography/Video Release

In accordance with our safeguarding policy we will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent/guardian if the child is under 16.

Chisenhale Dance Space will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform us immediately.

Authorisation:

I authorise Chisenhale Dance Space to publish photographs/videos taken of my child for use in Chisenhale Dance Space's print, online and video-based marketing materials, as well as other Company publications.

I understand that participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs/videos.

I acknowledge and agree that publication of these photographs and videos confers no rights of ownership or royalties whatsoever.

Parent/Guardian Name:

Signature: _____

Date: _____

APPENDIX 3 – Definition and Indicators of Abuse

3.1 IN CHILDREN AND YOUNG PEOPLE

<p>Neglect / Self-neglect Persistent failure to meet a child’s basic physical and/or psychological needs likely to result in the serious impairment of the child’s health or development</p> <p>Indicators</p> <ul style="list-style-type: none"> ● Hunger ● Poor personal hygiene ● Inappropriate clothing ● Frequent lateness or non-attendance ● Untreated medical problems ● Poor social relationships ● Compulsive stealing or scrounging ● Tiredness 	<p>Sexual Abuse Forcing or enticing a child to take part in sexual activities, physical contact including non-penetrative act, and non-physical contact including making pornographic material, being exposed to sexual activity, encouraging to behave sexually and verbal sexual abuse</p> <p>Indicators</p> <ul style="list-style-type: none"> ● Bruises, scratches, burns or bite marks on the body ● Scratches, abrasions or persistent infections in the anal or genital regions ● Sexual awareness inappropriate to the child’s age ● Public masturbation ● Teaching other children about sexual activity Refusing to stay with certain people or go to certain places ● Aggressiveness, anger, anxiety, tearfulness ● Withdrawal from friends ● Pregnancy
<p>Physical Abuse Hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating, otherwise causing physical harm, or factitious illness by proxy</p> <p>Indicators</p> <ul style="list-style-type: none"> ● Unexplained injuries or burns ● Refusal to discuss injuries/improbable explanations ● Untreated injuries/illness ● Admission of punishment which appears excessive ● Shrinking from physical contact ● Fear of returning home or of parents being contacted ● Fear of undressing or medical help Aggression/bullying ● Over compliant behaviour or ‘watchful attitude’ – Running away ● Significant changes in behaviour 	<p>Emotional Abuse Persistent emotional ill-treatment of a child causing severe and persistent adverse effects on child’s emotional development</p> <p>Indicators</p> <ul style="list-style-type: none"> ● Continual self-deprecation ● Depression, withdrawal ● Inappropriate emotional responses to painful situations ● Self-harm or mutilation ● Compulsive stealing/scrounging ● Drug/solvent abuse/eating problems (over/under-eating) ● ‘Neurotic’ behaviour e.g. obsessive rocking, thumbsucking ● ‘Don’t care’ attitude or desperate attention seeking behaviour ● Social isolation ● Does not join in and has few friends

Source: NSPCC

APPENDIX 3 – Definition and Indicators of Abuse

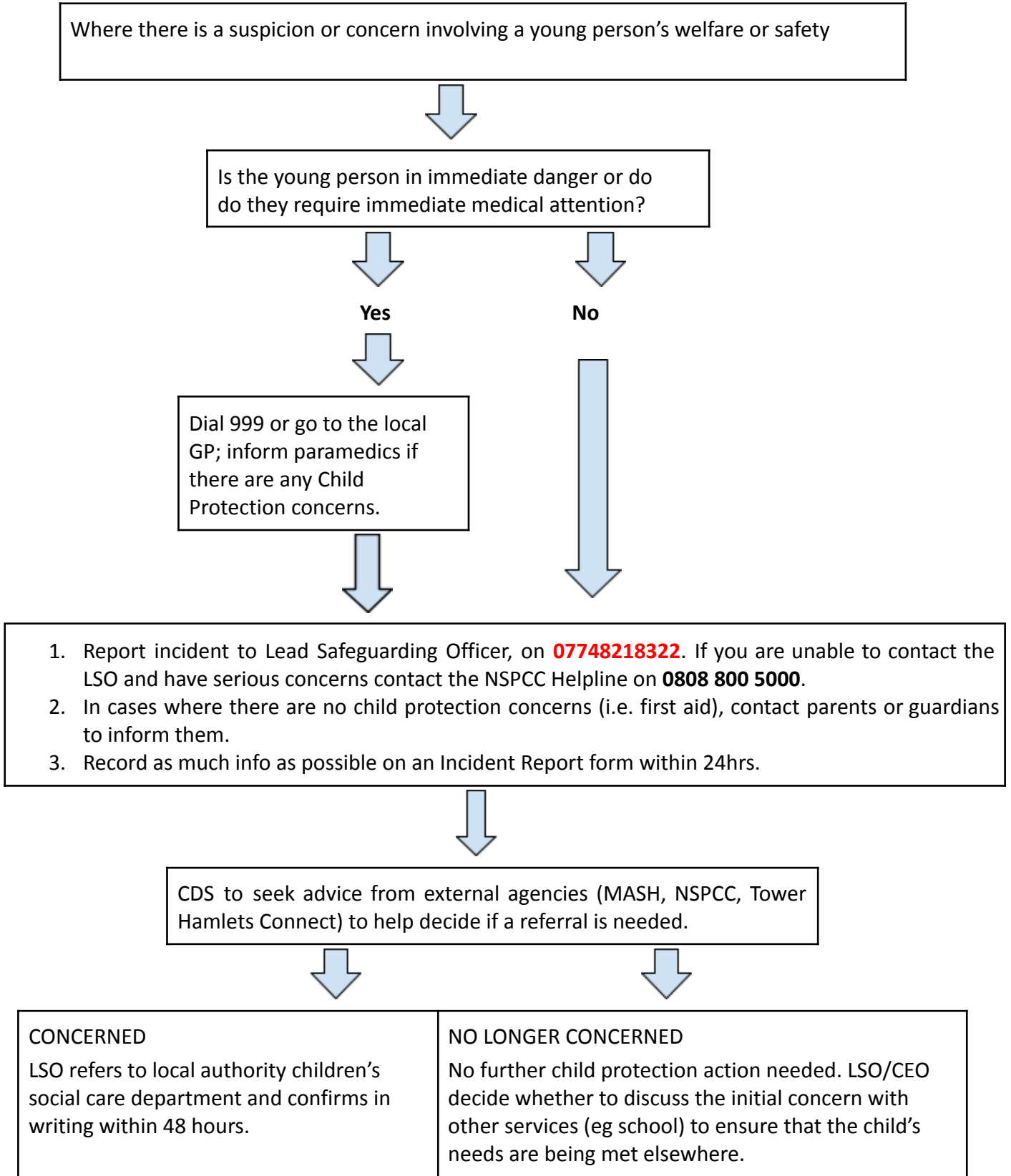
3.2 IN ADULTS

<p>Psychological or emotional abuse Enforced social isolation, removing mobility or communication aids, failing to respect privacy, preventing activities, intimidation, coercion, harassment, use of threats, humiliation, bullying or swearing, threats of harm or abandonment.</p> <p>Indicators</p> <ul style="list-style-type: none"> ● an air of silence when a particular person is present ● withdrawal or change in the psychological state of the person ● insomnia ● low self-esteem ● uncooperative and aggressive behaviour ● a change of appetite, weight loss/gain ● signs of distress: tearfulness, anger ● apparent false claims, by someone involved with the person, to attract unnecessary treatment 	<p>Sexual Abuse Rape, attempted rape or sexual assault, inappropriate touching, non-consensual masturbation, any sexual activity that the person lacks capacity to consent to, indecent exposure.</p> <p>Indicators</p> <ul style="list-style-type: none"> ● bruising, particularly to the thighs, buttocks and upper arms and marks on the neck ● torn, stained or bloody underclothing ● bleeding, pain or itching in the genital area ● unusual difficulty in walking or sitting; pregnancy in a woman who is unable to consent to sexual intercourse ● the uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude ● self-harming ● poor concentration, withdrawal, sleep disturbance excessive fear/apprehension of, or withdrawal from, relationships
<p>Physical Abuse Assault, hitting, biting, scalding, burning, excessive restraint, bullying, force-feeding or withdrawing food, over-medication.</p> <p>Indicators</p> <ul style="list-style-type: none"> ● no explanation for injuries or inconsistency with the account of what happened ● injuries are inconsistent with the person’s lifestyle ● bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps ● frequent injuries ● unexplained falls ● subdued or changed behaviour in the presence of a particular person ● signs of malnutrition ● failure to seek medical treatment or frequent changes of GP 	<p>Domestic violence or abuse Psychological, physical, sexual, financial, emotional, including threatening behaviour, coercive control, ‘honour’-based violence, FGM and forced marriage.</p> <p>Indicators</p> <ul style="list-style-type: none"> ● low self-esteem ● feeling that the abuse is their fault when it is not; physical evidence of violence such as bruising, cuts, broken bones ● verbal abuse and humiliation in front of others ● fear of outside intervention ● damage to home or property ● isolation ● not seeing friends and family ● limited access to money

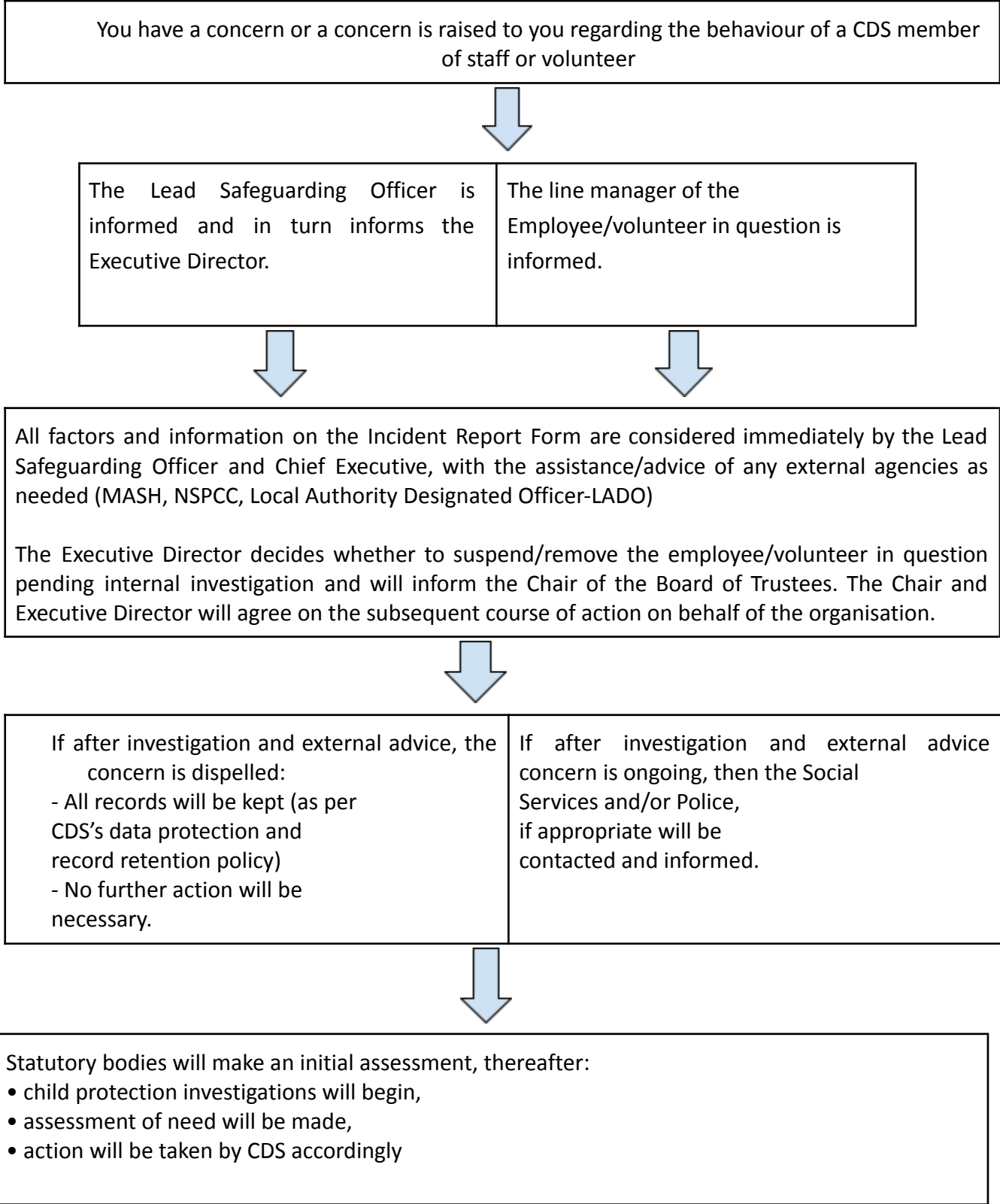
Source: SCIE Social Institute for Excellence These lists are not exhaustive.

APPENDIX 4 – Reporting Procedure Flowcharts

4.1 Reporting procedure flowchart for concerns regarding a child, young person or vulnerable adult



4.2 Reporting procedure flowchart for concerns regarding the behaviour of a member of CDS staff or a volunteer



APPENDIX 5 – Code of Conduct

This Code of Conduct outlines the behaviours expected of all those who work with CDS. It aims to promote good practice and provide a clear guide on what is and what is not acceptable conduct when working with children, young people and vulnerable adults.

All staff should:

- Recognise that all children have the right to freedom from abuse.
- Actively discourage bullying, violent and degrading behaviour and take measures to deal with such incidents should they arise.
- Respond swiftly and appropriately to all suspicions or allegations of abuse
- Treat all young people equally, with respect and dignity.
- Be an excellent role model, working in an open and accountable manner at all times.

When working with children, young people and vulnerable adults it is important to:

- Follow CDS's Child Protection and Safeguarding Policy at all times.
- Treat all children, young people and vulnerable adults with respect
- Know at all times where children, young people and vulnerable adults are and what they are doing
- Respect children, young people and vulnerable adults' right to personal privacy
- Challenge inappropriate language and behaviour
- Encourage children, young people and vulnerable adults to feel comfortable and to care enough to point out attitudes or behaviour they do not like
- Avoid physical contact where possible, unless it is clearly set out within a physical activity and ensure any contact with children, young people and vulnerable adults is appropriate and in relation to the work of the project (see Appendix 6 Safe Touch)
- Ensure that there is more than 1 adult present during activities with children, young people and vulnerable adults
- Report all allegations/suspicions of abuse to CDS's Lead Child Protection Safeguarding Officer and/or partner organisation's Designated Safeguarding Officer immediately or as soon as possible
- Avoid being alone with a single child, young person or vulnerable adult.
- Ensure that you do not allow yourself to be drawn into any inappropriate or attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of children, young people or vulnerable adults
- Maintain professional behaviour at all times.

You must not:

- Socialise with children, young people or vulnerable adults outside of project/class hours.
- Exchange personal details with any participant including contact details on social media such as Facebook, Instagram, Snapchat, Tik Tok, etc
- Offer money, or lifts home from the class/project
- Exaggerate or trivialise any abuse issues
- Take film footage or photographs or screen shots on personal devices
- Conduct a sexual relationship with a child, young person or vulnerable adult or indulge in any form of sexual contact with participants. This includes showing suggestive images on electronic devices, sending online images or engaging in discussions of a sexual nature
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people or vulnerable adults in person or online
- Act in a way that can be perceived as threatening or intrusive
- Rely on your good name or that of CDS to protect you

If any of the following incidents should occur, you must report them immediately to the Lead Child Protection and Safeguarding Officer and make a written record of the event as soon as possible while it is still fresh in your mind. Parents/carers should also be informed of the incident:

- If you accidentally hurt a child, young person or vulnerable adult.
- If they seem very distressed and cannot be reassured.
- If a child, young person or vulnerable adult appears to be sexually aroused by your actions.
- If a child, young person or vulnerable adult misunderstands or misinterprets something you have done.

APPENDIX 6 – Safe Touch

It is recognised that because dance is a physical and creative activity, physical contact may be an appropriate part of class, project and workshop activities.

All physical contact must be appropriate to the activity.

Be aware that every physical contact with a child, young person or vulnerable adult, however well intentioned, may be misinterpreted.

Consider if physical contact is necessary.

Where physical contact may be useful or necessary, ensure that permission is given from the person, that a clear explanation of the nature of the contact is given, and that an understanding or learning has occurred.

When working with children, young people or vulnerable people it is important to remember following principles regarding touch:

- Seek permission
- Make your intention clear.
- The touch should be appropriate; firm, necessary, direct, precise, functional.
- Check learning has occurred.
- Communication should be clear and not open to misinterpretation.
- Be concise and explicit.
- Be positive with feedback, making observations and suggestions.

APPENDIX 7 – Incident Report Form

1. Please indicate what you are reporting

- I have concerns that abuse may be occurring (complete sections 2 and 3)
- I was involved in an incident with a participant (complete sections 2 and 4)
- I was a witness to an incident with a participant (complete sections 2 and 4)
- I have received an allegation of abuse (complete sections 2 and 5)
- I have concerns about behaviour of a CDS staff member/volunteer (complete your name and contact details in section 2 and section 6)

2. Important Information

Your name:

Your contact details:

Name of child, young person or vulnerable adult concerned:

Date of incident:

Capacity in which the participant is known to you:

Any other useful information relating to the participant: (home address, school, DOB etc.):

Is the participant aware of this referral? (If no please explain why)

Is the main carer aware of this referral? (If no please explain why)

3. Concerns abuse may be occurring:

Please record the concerns that you may have regarding a child, young person or adult.

Signature:

Date:

Appendix 7 Incident Report Form continued:

4. Incident with a child, young person or vulnerable adult

Please tick which of the following has occurred:

- I accidentally hurt a participant
- A participant was very distressed and couldn't be reassured
- A participant appeared sexually aroused by my actions
- A participant misinterpreted or misunderstood something I have done
- I was a witness to one of the above (please indicate which one)

Please provide further information, including any action you may have taken so far and the reasons for doing so.

Signature:

Date:

5. Allegation/Disclosure of Abuse

Allegation received from:

Allegation received on:

Name of person about whom allegation has been made:

Please use the space below to record the details of the allegation or disclosure you received. This should be a factual account of the information you have received only. Do not include assumptions or the opinions of others. Make sure you record details of dates and times. If the disclosure has come from a participant, please record the conversation in their words.

Signature:

Date:

Appendix 7 Incident Report Form continued:

6. Concerns about behaviour of a CDS staff member/volunteer

Name of person about whom you are concerned:

Please provide details of your concern and the reason for it and give examples of the concerning behaviour, including the dates and locations.

Signature:

Date:

REVIEW AND UPDATES

This policy will be reviewed by the Board of Trustees every 12 months.

This policy is subject to regular revision and maintained electronically.

STAFF LEAD	DATE OF REVIEW	DATE BOARD APPROVED	NEXT REVIEW DUE	CHANGES MADE AT REVIEW
Reece McMahon	October 2022	November 2022	October 2023	
Reece McMahon	October 2023	November 2023	October 2024	Updated Digital Safeguarding