


Cirencester Dance Club - Safeguarding Policy Statement

Our statement



Cirencester Dance Club acknowledges the duty of care to safeguard and promote the welfare of children, young people and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and requirements.

* For the purposes of this document we will use the term “member” to refer to the children, young people and vulnerable adults in our care and/or accessing our services and “CDC” when referring to Cirencester Dance Club and its teachers/volunteers

The policy recognises that the welfare and interests of its members are paramount in all circumstances. It aims to ensure that regardless of age, ability, or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all members:

→ Have a positive and enjoyable experience of dance, movement and performing arts at CDC in a safe and member centred environment

→ Are protected from abuse whilst participating in the classes or outside of the activity.

We acknowledge that some children, young people and vulnerable adults, including disabled children/adults or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.



Our policy

What we'll do

As part of our safeguarding policy, we will:

- Promote and prioritise the safety and wellbeing of all our members
- Value, listen to and respect our members
- Ensure robust safeguarding arrangements and procedures are in operation
 - Adopt safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate training opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Provide effective management for staff and volunteers through supervision, support training and quality assurance measures so that all staff and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently
- Ensure appropriate action is taken in the event of all incidents or concerns, both lower-level and concerns of abuse, and support provided to the individual(s) who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
 - Record and store information securely, in line with data protection legislation and guidance
- Prevent the employment and deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Appoint a nominated safeguarding lead for members
- Develop and implement an effective online safety policy and related procedures
- Share information about safeguarding and good practice with children and their parents via leaflets/newsletters, posters and one-to-one discussions
- Make sure that members and their parents know where to go for help if they have a concern

The policy and procedures will be widely promoted and are mandatory for everyone involved in CDC. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.



Monitoring



This policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the local safeguarding partnership
- As a result of any other significant change or event

CDC acknowledges that some children, including disabled children, young people and vulnerable adults or those from ethnic minority communities, can be particularly at risk to abuse and accepts responsibility to take reasonable steps to ensure their welfare.

Everyone involved in providing activities for children will be given access to appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.



Contact Details

Our Safeguarding/Welfare Lead

Name: Philippa Eddolls

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This policy was last reviewed on 05/11/2023

Signed: *Pippa Eddolls*. Name: Philippa Eddolls

Safeguarding Lead



Cirencester Dance Club - Code of Conduct

Staff and Volunteers

**For the purposes of this document we will use the term “member” to refer to the children, young people and vulnerable adults in our care and/or accessing our services and “parents” we mean parents and carers inclusively

As a member of staff or a volunteer at our club, we’d like you to:

- Implement our safeguarding policy and procedures
 - Report any concerns about or allegations of abuse or poor practice to our welfare officer
- Listen to any concerns that parents or members might have
 - Consider your behaviour – do not engage in any behaviour that constitutes any form of abuse (<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>)
- Respect your position of trust and maintain appropriate boundaries and relationships with our members. Engaging in sexual behaviour with any child under the age of 18 is illegal
- Keep all teaching and safeguard training up to date
- Keep members in your sessions safe by supervision appropriately, using safe methods and techniques and by putting member’s safety first
 - Make sure you have appropriate staffing ratios of adult to participant before the session begins
- Ensure equipment is fit for purpose, safe to use and accessible
- Respect member’s trust and rights whilst being honest and open with them
 - Champion everyone’s right to take part and celebrate difference in our club or by not discriminating against anyone, regardless of gender, race, sexual orientation or ability
 - Stop the activity/class if an injury happens, administer first aid and call for help when necessary. Report and document the incident
 - Use constructive and positive methods of developing member’s skills, without humiliating or harming them
 - Behave appropriately online in accordance with our online safety and acceptable use policy
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst members
 - Lead by example when it comes to positive behaviour and commitment to the activity/class
 - Develop positive relationships with parents and catch up with them regularly about development
- Make our club a friendly and welcoming place to be



As a member of our staff, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role
- Be informed of our safeguarding and reporting procedures and what you need to do if something isn't right
- Have access to ongoing training in all aspects of your role
- Be listened to
- Be involved and contribute towards decisions within the club
- Be respected and treated fairly by us
- Feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- Be protected from physical or emotional abuse from members or parents and to be supported to resolve conflicts



We expect all of our staff and volunteers to follow the behaviours and requests set out in this code. If staff member or volunteer behaves in a way which contradicts any of the points set out above, we'll address the problem straight away and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us taking disciplinary action against you with the involvement of governing bodies and ultimately your dismissal from the organisation.

Signature of staff member or volunteer: _____

Print name: _____

Signature of senior staff member: _____

Print name: _____

Date: _____



Cirencester Dance Club - Code of Conduct

Parents and Carers

For the purposes of this document we will use the term “member” to refer to the children, young people and vulnerable adults in our care and/or accessing our services and “parents” we mean parents and carers inclusively

As a parent of a child, young person or vulnerable adult, we’d like you to:

The essentials

- Make sure members have the right kit for the session as well as enough food (where appropriate) and drink
 - Try to make sure members arrive to sessions on time and are picked up promptly; or let us know if you are running late or going home with someone else
- Complete all consent, contact and medical forms and update us straight away if anything changes
 - Maintain a good relationship with teachers/volunteers and catch up with them as much as you can about members development
 - Talk to us if you have any concerns about any part of the members involvement – we want to hear from you

Behaviour

- Try and learn about the class the member takes and what it means to them
- Remember that members get a wide range of benefits from participating in dance/performance, like making friends, getting exercise and developing skills.
- Be positive and let members know you are proud of what they are doing
- Encourage members to respect and celebrate difference in the club
 - Use social media responsibly when talking about what goes on in the club, by behaving the same way online as you would in person
- Talk about embracing good etiquette
- Ensure members understand their code of conduct



As a parent, we understand you have the right to:

- Be assured that members are safeguarding during their time with us
- See any of our policies and procedures at any time
- Know who the safeguarding lead responsible for members is and have their contact details
- Be involved and contribute towards decisions within the club or activity
- Know what training and qualifications our staff have
- Be informed of problems or concerns relating to your child, young person or vulnerable adult
 - Know what happens if there's an incident or injury, be informed if a member is injured and see records of any incidents
 - Have your consent sought for anything outside of our initial consent form, such as permission to go on trips
 - Have any concerns about any aspect of your members welfare listened to and responded to



We expect all of our parents to follow the behaviours and requests set out in this code. If parent behaves in a way which contradicts any of the points set out above, we'll address the problem straight away and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us regrettably asking your member to leave the activity, event or club permanently, something we never want to do.

Signature parent:

Print name:

Date: