



**AVIV DANCE STUDIOS CHILD PROTECTION POLICY 2018**

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## 1. INTRODUCTION

Aviv Dance Studios aim to provide a happy and safe environment where children can learn to dance.

Aviv Dance Studios are committed to a practice which protects children from harm. We are committed to safeguarding the welfare of all children and young people up to the age of 18, and recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

Aviv Dance Studios believes children have the right to be safe and secure and free from threat, regardless of gender, ethnicity, disability, sexuality or beliefs. We will act with integrity, treating children with respect, listening to their concerns and acting upon them.

Staff and self employed teachers in this organisation accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm.

At Aviv, we believe:

- The welfare of each child is paramount.
- All children, regardless of their age, culture, disability, gender, language, racial origin, religious beliefs and/ or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- Everyone should be treated with respect and dignity.
- Bullying is not accepted or condoned.
- Appropriate action should be taken to stop any inappropriate behavior.

We will endeavour to safeguard children and young people by –

- Adopting child protection guidelines through a code of behaviour for staff and safeguarding training for volunteers.
- Sharing information about child protection and good practice with parents, staff and teachers.
- Having a clear procedure for reporting allegations or abuse, sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment.
- Providing effective management for staff and volunteers through support and training.
- Following set rules regarding photography and filming.

## 2. CODE OF BEHAVIOUR

### *Statement of Intent*

It is the policy of Aviv Dance Studios to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.

We are committed to creating a safe environment in which young people can feel comfortable and secure while engaged in our lessons and workshops.

Personnel should at all times show respect and understanding for individual's rights, safety and welfare.

Guidelines for all Aviv Dance Studios staff/ self employed teachers:

Staff and teachers should be committed to:

- Treating children and young people with respect and dignity.
- Valuing each child and young person.
- Encouraging our students to develop.
- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person's right to privacy

### PHYSICAL CONTACT

Staff and volunteers should never:

- Engage in sexually provocative or rough physical games, including horseplay.
- Do things of a personal nature for a child or a young person that they can do for themselves.
- Allow, or engage in, inappropriate touching of any kind

### 3. SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD PRACTICE WITH CHILDREN, PARENTS, STAFF AND TEACHERS

Good communication is essential in any organisation. At Aviv, every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is our aim to ensure that information is available to, and exchanged between all those involved in this organization and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

#### CHILDREN AND YOUNG PEOPLE

Children and young people have a right to information, especially any information that could make life better and safer for them. Aviv will aim to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

#### PARENTS

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by having our Child Protection Policy on our website and a copy available at our studio reception to view on request.

#### STAFF AND TEACHERS

Each member of staff and regular self employed teacher will receive copies of our Child Protection Policy, and will be provided with Safeguarding training.

#### 4. PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

Aviv Dance Studios has the following procedures in place to help any child who appears to be at risk or appears to be the victim of abuse.

If a member of staff/ teacher suspect either physical, sexual, emotional abuse or neglect of a child at Aviv, then this should be reported to the Principal, where the information will be recorded and appropriate actions will be taken.

If a child reports either physical, sexual, emotional abuse or neglect to a member of staff teacher, then this information should be recorded and reported to the Principal, where appropriate action will be taken. We will provide help and support where necessary.

In any case where an allegation is made, or someone at Aviv has concerns, a record should be made. Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address
- Date of Birth
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns? Include dates and times of any specific incidents
- Has the child or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc
- Has anyone else been consulted? If so, record details
- Action taken

If the Principal deems it necessary to contact authorities, we will seek advice and guidance from the "Hertfordshire Local Safeguarding Children Board" for details on how to refer children and guidance. This information can be found at:  
<http://www.hertsdirect.org/services/healthsoc/childfam/childprotection/hertssafboard/profsvolun/>

NSPCC Help line Tel: 0800 800 500 – 24 hours, Freephone  
Child Line (NI) Tel: 0800 1111 - Freephone

#### DISCLOSURE

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the child, rather than question him or her directly.
- Offer the child reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption.
- Accept what is said – it is not your role to investigate or question.
- Remain calm.
- Alleviate feelings of guilt and isolation, whilst passing no judgement.
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event.

- Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact the Aviv Dance Studios Designated Persons for advice /guidance (Principal – Fay Liberty)
- The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- Record any discussions or actions taken within 24 hours.

## 5. PROCEDURES FOR RECRUITMENT & SELECTION OF SELF EMPLOYED TEACHERS

Aviv Dance Studios operates employment procedures that ensure highest priority is given to issues relating to child protection.

Each new regular self-employed teacher will be required to undergo a police check (DBS) as part of our recruitment policy.

Safeguarding training will also be provided to all staff and self-employed teachers once appointed.



## 6. PROVIDING EFFECTIVE MANAGEMENT FOR STAFF & SELF EMPLOYED TEACHERS THROUGH SUPPORT & TRAINING

Aviv Dance Studios encourages the development of staff and self employed teachers through its on going support and training.

### INDUCTION

Each new member of staff or volunteer is made familiar with Aviv Dance Studios' policies and procedures including the Child Protection Policy and Health and Safety Policy.

### APPRAISALS

Each new member of staff undergoes 1 month and 6 month appraisals.

### TRAINING

Aviv Dance Studios will help to suggest training for the self employed teachers and will set up training for staff. It is also the responsibility of the self employed teachers to look to further their own training to develop their skills and knowledge.

## 7. PHOTOGRAPHY AND FILMING

Filming and photography will take place at Aviv Dance Studios with parental consent (see consent form signed when joining Aviv).

Aviv Dance Studios will adhere to the following Rules and Guidelines with regards to Photography and Filming:

1. Images of Children posted on avivdance.com will not be identified.
2. To reduce the risk of inappropriate use of images only images deemed suitable will be used.
3. Anyone with any complaints about images posted on the website can speak to the Principal and the images will be removed.
4. Those who have not consented to the filming/ photography of their child will not be involved in such activities, or consulted before hand to give the parent a chance to "opt in".

## 8. ANNUAL SHOW

### CHAPERONES

All volunteer chaperones will undergo a DBS check and be fully briefed on their duties and how to care for the students during the show weekend.

Chaperones will also receive in-house safeguarding training. This will ensure the children are protected and receive high quality care during this time.

Chaperones will wear named lanyards at all times when on duty to ensure no unauthorised persons are permitted backstage.

### TIMINGS

Regular breaks will take place during the show and rehearsal period, including organised meal breaks. Water will be provided and always be accessible for the children.

### RISK ASSESSMENT

A risk assessment will take place before the show weekend to ensure all risks are minimised.

### FACILITIES

Children will be provided with age and gender appropriate changing areas. Separate boys and girls toilets are present on site.

### SIGNING IN/ OUT

All performers will be signed in and out of the theatre and children under the age of 16 will not be permitted to leave the theatre (except for Sunday between 5.30-6.30pm when those with written permission may leave with a parent).

**9. DECLARATION**

Aviv Dance Studios has a child protection policy to make our organisation as safe as possible for children.

**I have read and understood the AVIV DANCE STUDIOS CHILD PROTECTION POLICY 2018.**

**Signed** \_\_\_\_\_

**Print** \_\_\_\_\_ **Date** \_\_\_\_\_