

Motion Dance

Child Protection Policy 2024

Key sections covered in policy

1. Introduction
2. Policy Statement
3. Staff and Volunteer Training
4. Reporting and Response
5. Confidentiality and Information Handling
6. Good Practice
7. Student Collection Policy
8. Online Safety Procedure
9. Emergency Evacuation Procedure
10. Refresher Training
11. Conclusion

1. Introduction

Motion Dance recognises its duty of care under various legislations and regulations, including the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989, the Criminal Justice and Court Services Act 2000 (in Scotland Protection of Children (Scotland) Act 2003), the Working Together to Safeguard Children 2013 guidelines, and the Keeping Children Safe in Education 2023 statutory guidance for schools and colleges. We are committed to upholding these legal frameworks and ensuring the safety and well-being of all children involved in our activities.

2. Policy Statement

The Welfare of the Child: Motion Dance prioritises the welfare and protection of children in all its activities. We are dedicated to providing a safe, inclusive, and nurturing environment where children can participate in performing arts classes without fear of harm or abuse.

Inclusive Participation: We believe that every child, regardless of age, background, ability, gender, ethnicity, religion, or sexual orientation, should have equal opportunities to engage in our programmes. We promote diversity, inclusion, and respect for all individuals.

Protection from Harm: Motion Dance is committed to taking all reasonable steps to protect children from harm, discrimination, exploitation, and any form of abuse. We have zero tolerance for any behaviour that compromises the safety or well-being of children.

Compliance with Legislation: We adhere to all relevant legislation, regulations, and guidelines pertaining to child protection. This includes maintaining proper records, conducting background checks on staff and volunteers, and implementing appropriate safeguarding procedures.

3. Staff and Volunteer Training

Motion Dance provides ongoing training and awareness programmes for staff and volunteers to ensure they are equipped with the knowledge and skills to safeguard children effectively. We require the following:

- **Enhanced DBS Checks:** All staff and volunteers who have access to children must undergo an enhanced Disclosure and Barring Service (DBS) check to ensure their suitability for working with children.
- **Child Protection Training:** All employees, volunteers, coaches, welfare officers, and team managers are required to undertake relevant child protection training or undertake a form of home study. This ensures their practice is exemplary and facilitates the development of a positive culture towards good practice and child protection.
- **Advisory Information:** All staff and volunteers receive advisory information outlining good and bad practice. This information informs them about what to do if they have concerns about the behaviour of an adult towards a young person.
- **First Aid Qualification:** All coaches, trainee coaches, and leaders are required to have an up-to-date first aid qualification to ensure the safety and well-being of the children under their care.

4. Reporting and Response

Reporting Concerns: Any suspicions or allegations of poor practice or abuse must be reported immediately to the designated Child Protection Officer or relevant authority. Reports can be made confidentially and without fear of reprisal.

Response Protocol: Motion Dance follows established protocols for responding to child protection concerns, including investigation, support, and intervention. We work closely with external agencies, such as social services or law enforcement, to ensure the safety and well-being of the child.

5. Confidentiality and Information Handling

Confidentiality: We handle all information related to child protection concerns with the utmost confidentiality, sharing it only with authorised individuals on a need-to-know basis. Confidentiality is essential to protect the privacy and dignity of all parties involved.

Record-Keeping: Detailed records of all child protection concerns, reports, and actions taken are maintained securely and in accordance with data protection laws. These records are kept for the purpose of monitoring, review, and compliance.

6. Good Practice Principles and Actions:

All personnel involved in Motion Dance activities must adhere to the following principles and actions:

- Work in an open environment, avoiding private or unobserved situations.
- Ensure that the experience of performing arts is fun and enjoyable, promoting fairness and addressing bullying promptly.
- Treat all young people equally, with respect and dignity.
- Prioritise the welfare of the young person over the performance.
- Minimise unnecessary physical contact with young people, obtaining their consent openly when any form of manual support is required.
- Involve parents or caregivers wherever possible, particularly in supervising changing rooms. If supervision is necessary, ensure that parents, coaches, etc., work in pairs.
- Provide enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacities of young people, avoiding excessive training or competition and respecting their boundaries.

- Obtain written parental consent for the club to act in loco parentis and administer emergency first aid or medical treatment if necessary.
- Maintain written records of any injuries that occur, along with details of any treatment provided, ensuring confidentiality away from others.

7. Student Collection Policy

STAFF REQUIREMENTS & RESPONSIBILITIES

- Accurate attendance registers must be kept by the Teacher, and these must be marked at the beginning of class.
- All staff must ensure that students are safely collected by a parent or guardian.
- Any uncollected students should wait in class with their teacher.
- Students should remain in the building until a parent or guardian collects them.
- Staff should notify the Principal if they note a parent or student repeatedly failing to meet the requirements of this policy.
- Staff are responsible for maintaining an accurate roll. This requirement applies to all students in all classes.
- All staff are responsible for ensuring that this policy is complied with by parents and students.
- The School should contact any families whose children are repeatedly not collected on time or who are observed to be waiting outside the building.

PARENTS REQUIREMENTS & RESPONSIBILITIES

- Parents are responsible for ensuring that someone is present at the end of class to collect their child.
- Parents are responsible for advising the School if they will be late to collect their child, or if someone new is collecting the child.
- Motion Dance is only responsible for students while they are in their class. It is the parents' responsibility to supervise their own children in the waiting areas, car parks, and toilet areas at all our venues.
- Motion Dance will endeavour to have DBS checked assistants in all our classes to help supervise any children who need the toilet. However, these assistants are not allowed to enter the toilet with a child, nor are they responsible for the supervision of any children outside of class, including going to the toilet. Motion Dance recommends that if you are concerned about your child accessing the toilet during class, then you should remain on site to supervise them personally.

8. Online Safety Procedure

Restricted Phone Use: Teachers may use their phones solely for child emergency contact information and to make necessary phone calls during camps and classes. Personal phone use for unrelated purposes is prohibited to maintain focus on child supervision and safety.

Consent for Photographs: Photographs of children during activities will only be taken if consent has been provided by a parent or guardian. We regularly request consent through our booking system, ClassForKids, to ensure compliance with privacy and data protection regulations.

Supervised Online Activities: All online activities are supervised by qualified staff or volunteers to monitor participants' interactions and ensure a safe environment. Teachers are responsible for maintaining a secure online platform and addressing any concerns promptly.

Secure Data Handling: We handle all personal information, including emergency contact details and consent forms, with the utmost confidentiality and adhere to data protection laws to safeguard children's privacy.

Ongoing Education: Teachers and staff receive ongoing training and awareness programmes on online safety practices to effectively supervise children and mitigate potential risks.

9. Emergency Evacuation Procedure

At Motion Dance, the safety and well-being of our students are our top priorities. In the event of an emergency that requires evacuation from our classes or camps, we have established the following procedure:

1. **Stay Calm and Alert:** Teachers and staff must remain calm and alert to assess the situation quickly and take appropriate action.
2. **Follow Designated Exit Routes:** Teachers are familiar with designated exit routes for each class or camp venue, communicated to all staff members in advance.
3. **Account for All Participants:** Teachers will ensure that all students and staff are safely evacuated from the premises, taking attendance to account for everyone during the evacuation process.
4. **Assist Those in Need:** Special assistance will be provided to anyone requiring it, such as young children, individuals with mobility issues, or those experiencing distress.
5. **Maintain Order and Discipline:** Teachers will maintain order and discipline, instructing students to remain calm, follow instructions, and stay together as a group.
6. **Evacuation Assembly Point:** Students will be led to the designated assembly point outside the building, where teachers will take attendance and wait for further instructions.
7. **Communication and Coordination:** Teachers will communicate with other staff members to coordinate the evacuation process, provide updates, and contact emergency services if necessary.
8. **Reassure and Comfort:** Teachers will reassure and comfort students, offering support and guidance to alleviate any fears or concerns they may have.
9. **Await Further Instructions:** Once safely evacuated, teachers will await further instructions from emergency responders or designated authorities, continuing to monitor the situation and provide assistance as needed.
10. If there is a fire evacuation during a performance, we will take your children to the fire assembly point, which will be shown to you before the performance. There, we will take a register and then dismiss the children to you.

10. Refresher Training

MONITORING AND REVIEW

We consistently monitor and review our child protection policies and procedures to ensure their effectiveness and compliance with relevant legislation. Any essential updates or changes are promptly communicated to staff, volunteers, and stakeholders. Motion Dance teachers and volunteers undergo regular refresher training to stay abreast of the latest child protection policies and best practices.

11. Conclusion

Motion Dance is committed to creating a safe and supportive environment where every child can thrive and pursue their passion for performing arts. Our child protection policy reflects our dedication to safeguarding children and upholding their rights. We are committed to maintaining the highest standards of care and protection for all children involved in our programmes.