



# **Safeguarding and Child Protection Policy January 2023**

**Boogie Pumps / BP Child Protection and Safeguarding Policy  
2023**

The policy has been written and approved by the Boogie Pumps / BP Principal and will be kept under constant review and reviewed annually.

The policies and procedures are to be adhered to by all Boogie Pumps / BP directors, employees, volunteers, casting/production teams and any individuals involved, or in contact with children where the safeguarding and welfare of children or young persons attending Boogie Pumps / BP is of the utmost priority.

Boogie Pumps / BP acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, and religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all children:

- Have a positive and enjoyable experience of dance/arts training at Boogie Pumps / BP, in a safe and child centered environment.
- Are protected from abuse whilst participating in Boogie Pumps or outside of the activity. Boogie Pumps acknowledges children from all walks of life can be vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Boogie Pumps / BP will:

- Promote and prioritise the safety and wellbeing of children and young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support will be provided to the individual(s) who raise or disclose the concern in accordance with this child protection policy. All complaints of suspected abuse will be dealt with by the Designated Safeguarding Lead.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.

Boogie Pumps / BP will:

- Ensure robust safeguarding arrangements and procedures are in operation. The policy and procedures will be widely promoted and are mandatory for everyone involved in Boogie Pumps / BP. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.
- Monitor the policy, it will be reviewed a year after development and then every three years. This will be the procedure unless changes in legislation and/or government guidance as required by the Local Safeguarding Children Board, Councils or as a result of any other significant change or event.

Boogie Pumps / BP Principal is the appointed Designated Safeguarding Lead in charge of the safeguarding, welfare and child protection of students at Boogie Pumps / BP. They will undertake effective recruitment, including Enhanced Disclosures for all staff and volunteers who work with children or have access to their contact details. The Principal is the decision-maker on what activities will take place involving the children and where these will take place, and as the group holding ultimate responsibility, will be required to undertake Enhanced Disclosures.

- Photographs, films or web-based materials of children or young adults participating in Boogie Pumps / BP will only be taken with the consent of the parents/guardians/carers and in consultation with the children involved. Where permission is sought, the Boogie Pumps / BP permission forms will follow data protection guidelines.
- Boogie Pumps / BP will keep up to date with health and safety regulations and will ensure changes in legislation are implemented into this policy regarding the protection of children and young adults.
- BP will maintain an accident record file and will require staff to enter a record of the accident when a child or young adult is injured whilst under Boogie Pumps / BP supervision. The person responsible for the child will countersign the record, or, in the absence of that person, by a responsible member of staff. The accident book will be kept for 3 years.
- If a child arrives at the session with an obvious physical injury, a record will be made in the accident book and the person with responsibility for that individual will be required to countersign. This record will be used if a formal allegation is made later as a record that the individual did not

sustain the injury whilst working with Boogie Pumps / BP

- All staff will be equipped with a fully equipped first aid kit in accordance with legislation guidelines and requirements and a high ratio of staff will be first aid qualified.

### Lost child procedures

In the case of a child going missing whilst under the care of Boogie Pumps the following actions should be taken-

- Check the register to confirm the child attended the class followed by a quick search of the venue, including cupboards and toilets.
- The person in charge of the session will send a responsible person to check the outside and surrounding areas of the venue as quickly as possible, including under cars, hedges and the road.
- The person in charge will also check when the last time the child was seen, what they were wearing and their mental state.
- The police will then be called, and advice given will be followed.
- The person in charge will telephone the parent and advise them of the situation. The person in charge will ask the parent to attend the venue using the route they usually take, preferably walking.
- The second member of staff will keep searching the area, until instructed otherwise. The member of staff is to carry a mobile phone so that they can contact or be contacted.
- When the parent arrives, they will be asked to go home and wait or have someone wait at the home in case the child has made their way back.
- Telephone lines should be left free so that communication can be reached at speed.
- The dancing activities for the other children will continue as normal and staff not involved in the search will give children proper attention.

## Lost child on an outing

The following safety measures are implemented to minimise the loss of a child:

- A register is taken on the arrival and departure. If traveling by coach a register is taken whilst seated on the coach, followed by a headcount.
- In the case where parents or carers are not present, the children will be allocated a chaperone. The chaperone will have a small group of children of no more than the recommended ratios. This chaperone will have a list of emergency contacts for the children and staff and medication. The chaperone must keep a mobile phone with them at all times.
- On trips a meeting point will be identified and communicated to the children and staff. In the case of a lost child we will send a member of staff to check this point.
- In the case of a lost child once on an outing the above steps for a lost child will be taken. If within a manned area, we will communicate the loss to the management so that they can help in the search.

## Toilet procedures

### **Class:**

Teachers must ensure the children have an opportunity to use the toilet in class time, preferably at the beginning and end of the session. For older children aged 4+ they may go to the toilet in twos. A member of staff must acknowledge the time the children have gone and check if the children are longer than a few minutes. If the children are far away from view, a member of staff must escort children, waiting outside. Any children under 4 will be taken to the toilet by BP staff.

If you are concerned or you have a feeling something's not right. First knock, secondly open the door slightly and ask if everything is ok. Lastly, go in to check making sure you have a colleague to assist you.

### **Under 4s**

Children who are not toilet trained must be put in a clean nappy before the start of class. If your child is not toilet trained you must stay on site in case a nappy change is required mid session. Those children that are toilet trained

must be taken to the toilet before the start of the session. If your child needs the toilet mid session our highly trained teaching assistants will assist them.

**Outings:**

On outings it is vital that children are escorted to the toilet. Teachers must take the children into the toilets waiting on the outside of the door whilst the child is in the toilet.

If there are all female teachers and boys, the boys must use a disabled toilet with the staff member waiting outside. The same applies if the staff are all male teachers with female students.

**Changing:**

Boogie Pumps / BP will try to accommodate where possible that boys and girls are changed separately. In cases where there are not the facilities to accommodate this other solutions will be found.

If children need help getting changed, this will be done in an open shared space.

**Food and drink:**

Boogie Pumps / BP staff have a responsibility to ensure the children are kept hydrated whilst participating in BP activities. We will ensure that the children have an adequate drink breaks whilst in our care.

After school clubs require parents to send in a healthy snack & ensure their child has a water bottle. Where applicable packed lunches should be provided but they must follow BP guidelines.

Food and snacks are monitored and regulated. We have strict rules which ban nuts, fish, sweets or fizzy drinks - they are not to be given or consumed at a BP lesson, event or outing.

Boogie Pumps staff have a responsibility to protect children who suffer from allergies, any medical information is shared with staff and they must ensure the health of that child is not put at risk.

Boogie Pumps staff must also practice what we preach.

**Showtime:**

Any member of staff involved with shows will be given a detailed job description including their roles, responsibilities and a copy of the Boogie Pumps / BP policies. The individual will be asked to agree to a DBS check

prior to the work commencing. A contract will be issued and signed before any work can go ahead.

It is the member of staff's responsibility to make sure they have read the policies and that they understand and agree to implement the guidelines laid out by Boogie Pumps / BP in the policies and procedures.

Shows are treated in the same way as classes and outings, with safeguarding

**measures established:**

- Chaperones are present to ensure the children receive a high level of safety and care whilst with Boogie Pumps.
- Registers including emergency contact information and medical information are provided. A sign in and sign out procedure is in place so that each child is accounted for throughout the rehearsal/show/event.
- Risk assessments are drawn up to put into place precautionary measures to ensure the children's safety and wellbeing.
- Children are actively engaged whilst not performing or rehearsing, chaperones and teachers will make sure the children are fed, entertained and creatively stimulated.
- All staff will be made aware of the fire evacuation process and will do a walk through a mock fire evacuation to ensure they are aware of the correct procedure to evacuate the children quickly and safely.
- Parents will not be allowed backstage to see the children unless authorized by the Principal and only authorized in exceptional circumstances. There will be a designated pick up and drop off point for parents.
- All BP staff have a responsibility to escort anyone unknown out from the area and if someone is acting suspiciously, communicate this to the person(s) in charge or principal immediately.
- Whilst backstage and on stage, it is the show manager(s), runners and chaperones responsibility to make sure the children are kept safe. Making sure entrances and exits are kept clear at all times.
- Children should not touch anything that could cause harm to them or others. If staff members feel there is a risk of harm, the person in charge must be notified immediately. This member of staff will then act on the information and will make a decision as to what action is best.

## Recognising & reporting abuse

Boogie Pumps / BP staff, employees or volunteers have a responsibility to report all cases of suspected child abuse or neglect, and to co-operate with any investigation.

The following paragraphs outline the potential indicators that a child or young person is being abused.

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.
- Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of children.
- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may include physical contact including penetrative or non-penetrative acts. They may include non-contact activities such as involving children in looking at pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.
- Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to the appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.

Some level of abuse is involved in all types of ill treatment of a child though it may occur alone.

The Children Act 1989 introduced the concept of Significant Harm that justifies compulsory intervention in the family life in the best interests of the child. Significant harm is measured against the severity, extent, duration, frequency, extent of the remediation and the degree of threat and coercion



involved. It also takes into account of the effect on the child and the degree of difficulty in helping the child overcome the adverse impact of the ill treatment and includes hearing or seeing the abuse of another.

If abuse is suspected the process of alert is listed in the guidelines below:

- The concerns or incident needs to be identified and recorded by the individual who has raised the suspicion. The report should be dated, written in plain English and should always differentiate between facts and opinion or judgment.
- This information will be passed onto the Principal, who will contact the Designated Safeguarding Lead to ask for advice, if the CPO is not available and the concern is urgent the police will be contacted. A record of this discussion will be kept should it need to be referred to (recorded and dated). The principal and the individual who raised the alarm may in future be asked to help with investigations and must do so as a duty to the safeguarding of that child.

Boogie Pumps recognises that the wellbeing of children is a priority and the needs of the child must be put first.

If a child reports abuse Boogie Pumps / BP will:

- Check first (where applicable in cases of physical abuse) and then act upon seeking medical assistance if an emergency.
- Reassure the child that they are safe.
- Once the child has been reassured and received medical assistance, a written report will be taken and passed onto the Principal.
- The Principal will raise the report with the Designated Safeguarding Lead.
- The child will not be forced to give details, but instead will be offered support by listening to their concerns and making sure they are emotionally supported and safe.
- It is the responsibility of the individual to act upon this information immediately and if there is suspicion the child will be in significant harm, urgent assistance will be called upon (emergency services/ CPO).
- Information disclosed will only be passed on to Principal and CPO to minimise rumours and upholding respect for the child's, family's and/or staff's rights to privacy.

- It may be suitable to mention to the child or parents that the information is being dealt with, in accordance to Boogie Pumps policies, procedures and responsibility to safeguard the child.

Sometimes concerns about a child may not be about abuse. It may be concerned that a child or family need some help in making sure all the child's needs are met and to address a particular problem. Examples of this might be where a child is suffering because of poverty, getting into trouble in the community or has a disability and needs extra help. In these cases, Boogie Pumps will consult the school or local authority and provide the family with support in gaining help, where possible.

All reports of abuse/incidents/concerns/welfare issues will be kept secure by the Principal and will only be shared in cases where the information kept about a child, is required by the safeguarding and welfare officials.

### **Data protection:**

Boogie Pumps / BP will not pass on any details of children or members of vulnerable groups. Following the provisions set by the Data Protection Act 1998, the Children Act 2004 and The Safety of Vulnerable Groups Act 2006, Boogie Pumps / BP will follow the requirements and guidelines of these acts when employing staff or volunteers who will have access to children's records.

- Boogie Pumps / BP will support confidentiality in line with the Data Protection Act 1998 and will not share any information about employees/artists or arts facilitators to other arts organisations other than in the ordinary course of business.
- Boogie Pumps / BP staff will not take, receive or share contact details from children or members of vulnerable groups, except through the lines of permission set down by the principal.

### **Supervision:**

- Whilst in Boogie Pumps care, no child under the age of 18 will be allowed to leave the premises without supervision deemed appropriate by the teachers.
- Parents/guardians are required to inform the Principal of the person who will be escorting their child(ren) home from Boogie Pumps / BP classes. It is the duty of the parent/guardian to keep the principal informed of these changes.
- Where parents/guardians/carers wish to allow their child(ren) to travel home from Boogie Pumps / BP activities without adult supervision, they must receive written confirmation from the principal in advance of the

class.

- Boogie Pumps / BP teachers will stay on the premises until all children have been collected by the authorised parent/guardians and staff will never leave a child unattended until they have been handed back into safe care.
- Boogie Pumps / BP will consult the recommended ratios for supervision of children recommended by the NSPCC when deciding staffing of activities.
- In relation to any activities requiring chaperone assistance only licensed local authority chaperones will be used to deliver and support these activities.

### **Boogie Pumps / BP code of conduct:**

- Non-smoking policy. Boogie Pumps / BP staff, children or adult members of the company may not smoke in any premises being used or occupied by Boogie Pumps / BP.
- Alcohol and recreational drugs may not be taken into any space where children or young adults are working. As part of their contract, staff are not allowed to consume alcohol or take recreational drugs before working with, or in the presence of, children or adult members of the company.
- Prescribed drugs will be kept locked and out of reach of children and adult members of the company.
- Staff language and conversation will be appropriate when talking to or within hearing distance of children or adult members of the company. Likewise, all participants will be actively encouraged to maintain the same standards in language and conversation, both with staff and with each other. All staff will be issued with the guidelines at the start of employment.

### **All staff and volunteers must:**

- Not arrange any contact with children or young adults met through Boogie Pumps / BP outside of those activities, except with the express permission of parent/guardian/carers, which must be sent to the Principal who will make a note on file.
- Keep an appropriate distance from participants and not engage in any inappropriate physical contact. Staff may only touch participants when it is absolutely necessary to the particular arts activity. In this case,

agreement will be sought from participants prior to any physical contact.

- Remain professional and appropriate at all times.
- Treat children and adult members of the company equally, with respect and dignity by always putting the welfare of each participant before the goals of the project.
- Always work in an open environment and avoid private or unobserved situations.
- Avoid unnecessary physical contact, as it could be misconstrued either by the young person themselves or by others. Direct physical contact necessary for dressing, make up, teaching should be wherever possible only undertaken in the presence of other adults, and should not involve intimate touching.

### **Allegations:**

- If an allegation is made against a member of the Boogie Pumps / BP staff, production team, chaperone, matron, cast or helper, full co operation will be sought from those in charge, the individual member of staff and the authorities.
- In the case of a serious allegation, it will be necessary to suspend the member of staff immediately until the investigation is concluded.

Boogie Pumps / BP will take all complaints of suspected, actual child abuse or concerns that a child(ren) is being put at risk very seriously. The complaints/concerns will be acted upon immediately. If someone believes that a child may be suffering or may be at risk of suffering significant harm, then s/he must make the Boogie Pumps / BP Principal aware, who will then notify social services. In the event of a complaint, a record will be taken and acted on appropriately by the Principal.

If a complaint or allegation is made against a member of Boogie Pumps / BP staff, s/he should be made aware of his or her rights under both employment law and internal disciplinary procedures and a full investigation would take place.

All staff and others working for Boogie Pumps / BP (paid and unpaid) will be made aware of this policy and its procedures throughout all areas of their work. Their Principal will ensure that they understand their responsibilities, have read and have ready access to the guidance on appropriate responses, which is set down in the appendices of this policy.

