



Recognised Awards Scheme: Recognised School

Inspire-Develop-Nurture

CHILD/VULNERABLE ADULT PROTECTION POLICY

Ashtead Ballet School recognises that it has a duty of care to provide a safe environment for children and young people under the age of 18 years¹ as well as any vulnerable adults² attending our classes. Ashtead Ballet School is fully committed to safeguarding the welfare of all children, young people and vulnerable adults and recognises its responsibility to take all reasonable steps to ensure that safeguarding is embedded in our contact with them through the training we provide and by promoting safe practice. Ashtead Ballet School acknowledges its duty to respond appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

¹ under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and the Criminal Justice and Court Services Act 2000 (in Scotland Protection of Children (Scotland) Act 2003) Working Together to Safeguard Children 2013

² under the Care Act 2014

Ashtead Ballet School believes that:

- The welfare of the child/vulnerable adult is paramount;
- All children and adults, whatever 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;
- All members of staff and others involved in the management of Ashtead Ballet School should be clear on how to respond appropriately. It is not the responsibility of anyone working or volunteering at Ashtead Ballet School to decide whether a child has been abused in the past, is being abused or might be abused, but there is a responsibility to act on their concerns in order that the appropriate agencies can then make enquiries and take any necessary action.

Ashtead Ballet School will ensure that:

- all students will be treated equally and with respect and dignity;
- the welfare of each student will always be put first;

- enthusiastic and constructive feedback will be given rather than negative criticism;
- bullying will not be accepted or condoned;
- all adult members of the school provide a positive role model for dealing with other people;
- action will be taken to stop any inappropriate verbal or physical behaviour;
- its staff keep up-to-date with changes in legislation and best practice for the protection of children and vulnerable adults;
- teachers will undertake regular safeguarding training;
- it will hold a register of every child and vulnerable adult registered with the school and will retain a contact name and number close at hand in case of emergencies.

Ashtead Ballet School has protection procedures which accompany this policy (see below).

Ashtead Ballet School has a dedicated Child Protection Welfare Officer, Maxine Simpson (Principal), who is in charge of ensuring that the child protection policy and procedures are adhered to. She can be contacted on 07947 920343.

In implementing this child protection policy Ashtead Ballet School will:

- Communicate to all teachers and volunteers their legal and moral responsibility to protect children, young people and vulnerable adults from harm, abuse and exploitation
- Communicate to all teachers and volunteers their responsibility to work to the standards that are detailed in the Surrey Safeguarding Children Board and the need to work at all times towards maintaining high standards of practice in protection of children and vulnerable adults
- Ensure that all teachers and volunteers understand their duty to report concerns that arise about a child, young person or vulnerable adult, or a worker's conduct towards a student, to the school's named welfare officer
- Ensure that the school's welfare officer understands his/her responsibility to refer any child/vulnerable adult protection concerns to the statutory protection agencies (i.e. Police and/or Children's or Adult Social Care)
- Ensure that any procedures relating to the conduct of teachers and volunteers are implemented in a consistent and equitable manner
- Facilitate opportunities for children, young people and vulnerable adults to express their ideas and views on a wide range of issues in connection with the service they are provided with and to have access to the school's Complaints Procedure.
- Facilitate involvement of parents or carers in the work of the school and to make child protection policies and procedures available to them

This policy will be regularly monitored by the management of Ashtead Ballet School and will be subject to annual review.

Child protection procedures

Ashtead Ballet School is a school established to provide dance tuition to young people from ages 3-18 and to adults, some of whom may have learning difficulties or other problems which make them vulnerable to abuse. It is committed to the welfare and protection of children, young people and adults within all the activities it undertakes.

Ashtead Ballet School has an appointed individual who is responsible for dealing with any child/vulnerable adult protection concerns.

The named persons for Child/Vulnerable Adult Protection within Ashtead Ballet School are:

- Suzanne Solomon 07989 586902
- (Deputy) Maxine Simpson 07947 920343

The role and responsibilities of the named person(s) are:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
- Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on to others where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child/young person. These will be kept in a secure place

Ashtead Ballet School will:

- monitor risk throughout its activities, classes and productions;
- identify the person with designated responsibility for child protection;
- engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local authority);
- ensure that children are supervised at all times;
- know how to get in touch with the local authority social care services, in case it needs to report a concern.

Recognising the Signs and Symptoms of Abuse Suspicion of abuse

- If you see or suspect abuse of a child or vulnerable adult while in the care of Ashtead Ballet School, please make this known to the person with responsibility for child protection or the deputy.
- If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the local authority designated officer (LADO)
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of Ashtead Ballet School, chaperone, venue staff etc., action will be taken to ensure the individual does not have further contact with the child or vulnerable adult until the investigation is concluded. The individual will be excluded from the class studio, theatre, rehearsal rooms, etc. and will not have any unsupervised contact with any other children or vulnerable adults in the school.

Disclosure of abuse - Stages to follow if you are concerned about a child

If a child or vulnerable adult confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.

- Listen carefully to what has been said. Allow the child/vulnerable adult to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Make it clear to the child/vulnerable adult that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child/vulnerable adult that 'they did the right thing' in telling someone.
- Tell them what you are going to do next.
- Speak immediately to the person with responsibility for child/vulnerable adult protection. It is that person's responsibility to liaise with the relevant authorities, usually Children's or Adult's Social care or the Police.
- Never investigate or take sole responsibility for a situation where a disclosure has been made
- As soon as possible after the disclosing conversation, make a note of what was said, using the child/vulnerable adult's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Who to tell

- If you have concerns about the wellbeing of a child or vulnerable adult in your care you have a duty to report it to the Named Person for Child Protection or the Deputy. If you are unable to contact them you should contact Surrey County Council Children's Services or Surrey County Council Adult's Social Care.

Recording of information

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory protection agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

Procedures relating to images of children and vulnerable adults

- Ashted Ballet School will assess the potential risks to the child when making decisions about the type of images they wish to use and the way they are used. Names will not ordinarily be used except following discussion with the parents or appropriate adults.
- Photographs and moving images will only be used with parents'/guardians' prior permission.
- If parents or other members of the audience are intending to photograph or video an event they will be made aware of the school's policy.

- Whilst the use of phones is strongly discouraged in dressing rooms and at rehearsals, we recognise that teenage students may wish to record their experiences of being in a show. Both they and their chaperones will be made aware that they must not share these photographs without the prior permission of those being photographed and/or their parents if appropriate.

E-Safety

Most of our students will use mobile phones and computers. These devices can be used to cause harm through sending hurtful or abusive texts and emails or even enticing the engagement in sexually harmful conversations, webcam photography or face-to-face meetings.

- Ashtead Ballet School will not communicate with children directly via their phones, but with their parents. Direct contact with vulnerable adults will be conducted following agreement with carers/guardians that this is appropriate.
- Cyber-bullying by students, via texts and emails, will be treated as seriously as any other type of bullying.

Parents

- Ashtead Ballet School believes it to be important that there is a partnership between parents/carers and ourselves. Parents/carers are encouraged to be involved in the activities of Ashtead Ballet School and to share responsibility for the care of students.
- All parent volunteers will be directed to a copy Ashtead Ballet School's Child/Vulnerable Adult Protection Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their children after classes, rehearsals or performances.

Unsupervised Contact during performances/rehearsals

- The school recognises that unsupervised contact with children/vulnerable adults is not ideal, but that realistically is unavoidable in a dance school situation. Where unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area or in a designated room with a door open and/or clear windows.
- Teachers with unsupervised contact with children will require a criminal records check from the Disclosure and Barring Service.

Physical Contact

- All adults will maintain a safe and appropriate distance from children/vulnerable adults except as below:
- Adults will only touch students when necessary in relation to the particular activity eg, to assist with correction of a dance move, or to hold hands in partner work/circles etc.

Managing sensitive information

- The school has a policy and procedures for the taking, using and storage of photographs or images of children.
- Permission will be sought from the parents for use of photographic material featuring children/vulnerable adults for promotional or other purposes.
- The school's web-based materials and activities will be carefully monitored for inappropriate use.
- The school will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

Rights & Confidentiality

- If a complaint is made against a member of Ashtead Ballet School he or she will be made aware of his rights.
- No matter how individuals may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Any possible criminal investigation could be compromised through inappropriate information being released.

Chaperones

- Chaperones will be appointed by Ashtead Ballet School for the care of children during the performances/full school rehearsals. (Depending on whether the school is performing under a Body of Persons Approval or a Performance Licence Exemption, the chaperones may or may not be licenced by the local authority. They will, however, all hold current DBS checks or be directly supervised by someone who holds a valid check. Anyone assisting a chaperone who does not hold a valid DBS check will not be allowed to supervise children/vulnerable adults alone). The chaperone is acting in loco parentis and should exercise the care which a parent might be reasonably expected to give to a child.
- Potential chaperones will be required to hold either or both of a chaperone registration from their local authority or a valid DBS check and to supply proof of these to Ashtead Ballet School. This proof will also be shared with the local authority if required.
- Chaperones will be made aware of Ashtead Ballet School's Child Protection Policy and Procedures.
- Where chaperones are not satisfied with the conditions for the children/vulnerable adults, they should bring this to the attention of the Principal. If changes cannot be made satisfactorily the chaperone should consider not allowing the student to continue.
- If a chaperone considers that a child/vulnerable adult is unwell or too tired to continue, the chaperone must inform the Principal of their concerns.
- During performances, chaperones will be responsible for meeting children/vulnerable adults at the stage door and signing them into the building.
- Performers will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the performers are at all times.
- Children/vulnerable adults are not to leave the place of performance unsupervised by chaperones unless in the company of their parents/carers.

- Children/vulnerable adults will be adequately supervised while going to and from the toilets, as appropriate to their age and capacity.
- Children/young people will not be allowed to enter the adult dressing rooms if they exist.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that performers in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by Ashtead Ballet School.
- Chaperones should have written arrangements for collection of children/vulnerable adults after a rehearsal or performance. If someone different is to collect the child/vulnerable adult, and prior arrangements have not been made, a telephone call should be made to the parent/carer to confirm the arrangements.
- Students should be signed out when leaving and a record made of the person collecting.
- If a child/vulnerable adult is not collected it is the duty of the chaperone to stay with them until arrangements have been made to take them home.

APPENDIX

Useful Definitions:

Physical Abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, and burning, scalding, drowning, suffocating or otherwise causing physical harm to an individual. Physical harm may be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child/vulnerable adult.

Emotional Abuse: Emotional abuse is the persistent emotional maltreatment of a child/vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children/vulnerable adults that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may include not giving the child/vulnerable adult opportunities to express their views, deliberately silencing them or “making fun” of what they say or how they communicate. It may include interactions that are beyond the individual’s developmental capability, as well as over protection and limitation of exploration and learning or preventing them from participating in normal social interaction. It may involve them seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying) or the exploitation or corruption of children/vulnerable adults. Some level of emotional abuse is involved in all types of ill treatment of a child/vulnerable adult, though it may occur alone.

Sexual Abuse: Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child/vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative (for example rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities such as involving children/vulnerable adults in looking at, or in the production of, sexual images or watching sexual activities or encouraging them to behave in sexually inappropriate ways or grooming them in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: Neglect is the persistent failure to meet a child/vulnerable adult’s basic physical and psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, (including exclusion from home or abandonment) failing to protect them from physical harm or danger, failing to ensure

adequate supervision (including the use of inadequate care-givers) or the failure to ensure access to the appropriate medical care or treatment. It may also include neglect of, or lack of response to, a child'/vulnerable adult's basic emotional needs.

Bullying: Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt an individual both physically and emotionally. Bullying that happens online, using social networks and mobile phones, is often called cyber bullying. A victim can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Child Sexual Exploitation: Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, drugs, alcohol, accommodation or gifts as a result of them performing, and/or others performing on them, sexual activities. Child sexual exploitation can also occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet or mobile phones without immediate payment or gain. Children or young people may be tricked into believing they're in a loving, consensual relationship. Young people often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. Children who work in entertainment may be sexually exploited in return for offers of TV, film or modelling/photographic work and roles in professional stage productions.

Useful contacts

Child employment office 01483 517838

Child employment manager 01483 518464 07971 664861

Children's Services 0300 200 1006

Children's Services emergency duty team (out of hours) 01483 517898

Surrey County Council Adult Social Care 0300 200 1005

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