

CHILD PROTECTION & SAFEGUARDING POLICY

IMPLEMENTED: 14TH APRIL 2025

ANNUAL REVIEW: Due APRIL 2026

| THE DESIGNATED INDIVIDUALS/MANAGERS FOR SAFEGUARDING | |
|--|----------------------------------|
| NAME | JANE PRENTICE-JENKINS |
| POSITION IN COMPANY | CO-DIRECTOR & FESTIVAL ORGANISER |
| CONTACT INFORMATION | 07867 988068 |

The safety of children and members of other vulnerable groups is paramount and all, without exception, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously, responded to swiftly and appropriately and all of the Festival's organisers/volunteers have a responsibility to report concerns. We recognise our responsibility to safeguard the welfare of all children, young people, and members of vulnerable groups by a commitment to recommend best practice which protects them.

THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS CHILD PROTECTION POLICY (ADOPTED BY CENTRE STAGE DANCE FESTIVAL)

This policy applies to our Board of Trustees, Adjudicator members, volunteers, students, or anyone working on behalf of the Federation and our member Festivals.

We recognise that:

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children and young people who participate in our festivals, including the children of festival members
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

We will seek to safeguard children and young people by:

- Valuing them, listening to, and respecting them

- Adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and safe working practice with children, parents, staff, and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support, and training.

The Federation will review this policy each year in November in line with Safe Network guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member Festivals in time for the start of the new Festival year.

CENTRE STAGE DANCE FESTIVAL SAFEGUARDING POLICY

Carers are reminded that the safety of young people and vulnerable adults, together with their belongings, remains their responsibility during the Festival.

When attending the Festival, carers must ensure that children and vulnerable adults are adequately supervised by themselves or by another responsible adult acting on their behalf. Festival officials are not able to undertake this task. Changing areas, warm up rooms and toilets are not supervised, and children should not be allowed to stray into areas designated as out of bounds.

1. PURPOSE AND FUNCTION OF ORGANISATION

The object and purpose of Centre Stage Dance Festival is to assist in the education of children and young people in the art of dance and all of its branches. To this end Centre Stage Dance Festival holds annual competitive festivals, presents public performances and where funds permit, offers a bursary each year to assist in their journey of his/her/their dance training. A professional adjudicator, recommended by The British & International Federation of Festivals adjudicates the Centre Stage Dance Festival.

2. THE FESTIVAL ENVIRONMENT

The Festival is a Community Interest Company run by organisers and volunteers and informs and involves parents, carers, guardians, and teachers in partnership to ensure a safe environment at the venue. We do this by ensuring that all participants receive a copy of this policy. The Safeguarding policy is available in the syllabus, in the programme and on the website. The Festival has hired the facilities of the venue named above and the venue itself is not running the event.

3. TO WHOM DOES THIS POLICY APPLY?

This policy relates to all children under the age of 18 and members of vulnerable groups of any age whose needs are identified to the Festival organisers by parents, carers, guardians and / or teachers prior to their arrival at the Festival. This should be done by contacting the Safeguarding Officer. Contact details can be found at the top of the policy. Our Festival actively seeks to meet all needs but must know specific needs beforehand in order to identify what support we are able to offer.

4. CENTRE STAGE DANCE FESTIVAL PERSONNEL

Where Festival Personnel will be supervising children or in one-to-one contact with children at our Festival, they are required to undertake disclosure through the Disclosure Barring Service (DBS) prior to the start of the Festival. Those disclosures will be processed either through the umbrella body which supports our Festival (The British & International Federation of Festivals) or through the appropriate local council. We ensure that all volunteers working at the festival submit contact details, which we hold on file and keep to hand during the Festival.

At the Festival there will always be an organiser available on the premises to answer any queries or deal with any issues. A notice will be placed at the entrance desk advising the name of that person and how to contact them.

All Festival Personnel will be identified by official Festival badges which show their name. In case of a problem, anyone wearing a badge may be approached at any time and if not able to deal with the problem themselves, will direct adults or children to the organiser. All problems will be dealt with discretely, documented and dated. All Festival Personnel will be signed in and signed out of the venue on a daily basis and we will keep a copy of this register to hand during the Festival.

All those who assist in running the Festival are volunteers; they are recruited upon recommendation by those who manage the Festival, or the umbrella body which supports our Festival (The British & International Federation of Festivals), as professional people in their own right and/or supporters of the Festival with good character. All Festival volunteers and helpers are familiar with this Policy.

Dancers must be signed in on arrival at the Festival by one of the Festival organisers/volunteers, and the name of the responsible adult provided.

Dancers must not be left in dressing rooms alone without a parent/guardian or licenced chaperone being present. Centre Stage Dance Festival organisers/volunteers do not act as chaperones for dancers in the dressing rooms.

5. PREPARATION FOR ATTENDANCE AT THE FESTIVAL

This Policy is sent to you as parents/guardians/carers (where applicable via the dance teacher) at the time you are making your arrangements to attend the Festival and your teacher will send back a signed paper to say that it has been distributed to you. Unless this signed acknowledgement is received by the Festival organisers before the commencement of the Festival, dancers from that school/group will be prevented from performing. This ensures that parents/guardians/carers and teachers become partners with the Festival in implementing this Policy. A parent/guardian/carer or teacher must accompany and supervise all entrants under 18. This policy is also included in the syllabus and programme, along with a hard copy being available with the Festival organiser at the venue.

6. PERFORMANCE, CHANGING AND COMMON AREAS

Designated changing areas will be provided, but these, along with public areas, will not be supervised by Festival organisers/volunteers and must be supervised by the adults accompanying the participants (teachers and chaperones appointed by the schools). Parents/Guardians/Carers/Teachers should be

aware that the only areas of the venue solely supervised by Festival organisers/volunteers are the side of stage and performing areas during performances. In all other areas of the venue (including, but not limited to, the dressing rooms, toilets, auditorium, warm up rooms, and corridors etc.)

parents/guardians/carers/teachers are reminded that the safety and belongings of young people are their responsibility during the festival. There will always be a Centre Stage Dance Festival organiser/volunteer at the side of the stage who will be a registered chaperone and therefore able to act as chaperone to competitors when in that area. Only ONE Parent/Guardian/Carer per performer will be allocated access to the backstage/changing areas. This designated person will be allocated a wristband for access and persons without a wristband will not be granted access to any backstage areas.

7. PHOTOGRAPHS, FILMING AND PRESS PHOTOGRAPHY

The taking of photographs or videos in the auditorium by members of the audience is strictly prohibited. An appropriate official photographer/videographer may be available throughout the festival to take photos/videos of competitors, along with official photographs taken at the end of each section for Festival publicity. Please note that any use of the photographer remains the responsibility of parents/guardians/carers/teachers, and where parents/guardians/carers/teachers do not wish for photos to be taken, it is the responsibility of the accompanying adult to ensure the child or vulnerable person is not included in said photographs. It is not Festival policy to take mobile phones from dancers or stop them using these to take photographs or videos, but Parents/Guardians/Carers/Teachers are asked to ensure that mobile phones are used responsibly and to ensure that their use does not cause disruption in the backstage area. The taking of photographs on any device is strictly prohibited in any dressing rooms/areas and toilets.

8. DEFINITIONS OF CHILD ABUSE & NEGLECT

Wales Safeguarding Procedures 2019 defines abuse and harm as follows:

'Abuse: This describes physical, sexual, psychological, emotional or financial abuse (and includes abuse taking place in any setting, whether in a private dwelling, an institution or any other place).

Harm means abuse or the impairment of (a) physical or mental health, or (b) physical, intellectual, emotional, social or behavioral development.'

Physical Abuse

Hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions;

Emotional/Psychological Abuse

Threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others

Sexual Abuse

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, including: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways

Financial Abuse

This category will be less prevalent for a child but indicators could be:
not meeting their needs for care and support which are provided through direct payments; or
complaints that personal property is missing

Neglect

Failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development.

9. SUSPICION & DISCLOSURE OF ABUSE, HANDLING & RECORDING ALLEGATIONS AND CHAPERONE CONCERNS

Suspicion of Abuse

If you see or suspect abuse of a child, immediately make this known to the designated individual/manager responsible for safeguarding.

Disclosure of Abuse

If a child tells you that they or another child or young person is being abused: -

- Always stop and listen straight away, show that you take their allegations seriously.
- Encourage the child to talk, but do not ask leading questions, interrupt or ask the child to repeat themselves.
- Never promise that you will keep what is said confidential or secret – explain that if you are told something of concern that you will need to let someone know but that you will only tell the people who need to know and can help.
- Record what you have been told accurately and as soon as possible. Use the child's own words. Make a note of the time, location, whether anyone else present and of the Child's demeanour.
- Ensure that your concerns are reported to the designated individual/manager
- Do not confront the alleged abuser.

Handling Allegations

- If a child makes an allegation against a member of staff it must be reported as a matter of urgency to the designated manager/individual for safeguarding who will refer to Social Services department for Children's Services. If the allegation is against the designated person then the information should be reported to another senior manager or directly to Social Services department for Children's Services. (This would generally be referred to the authority in which the alleged incident took place).
- The alleged perpetrator should not be made aware of the allegation at this point.
- The person reporting their concerns must ensure that their concerns have been reported appropriately. If they are not satisfied with the response they receive from the person they reported their concerns to, or feel their concerns are not being taken seriously, they must report their concerns directly to Social Services.

Chaperone concerns

- If there are concerns about a chaperone behaving inappropriately or a chaperone is dismissed due to safeguarding concerns this should be reported to the LA that approved that chaperone at the earliest opportunity so the LA can investigate and take any appropriate action. The applicant is

responsible to share any concerns with the appropriate LA. Lead chaperones should also ensure this information is passed on to the chaperones LA.

- All members of staff should feel able to seek advice from the designated manager/individual for safeguarding if they have concerns about the behaviour of another member of the festival behaving inappropriately. Chaperones can also seek advice from the LA that approved them if they have concerns.

Recording

- In all situations the details of allegation or reported incident must be recorded. Make accurate notes of time, dates, incident or disclosure, people involved, what was said and done and by whom, action taken to investigate, further action taken e.g. suspension of individual and if relevant: reasons why the matter was not referred to a statutory agency, name of person reporting and to whom it was reported
- The record must be stored securely and shared only with those who need to know.

DO NOT worry that you might be mistaken; you have a responsibility to pass on your concerns following a disclosure. Never think abuse is impossible, or that an accusation about a person you know well and trust is bound to be wrong.

IT IS YOUR DUTY TO REFER CONCERNS ON, NOT TO INVESTIGATE

| THE DESIGNATED INDIVIDUALS/MANAGERS FOR SAFEGUARDING | |
|--|----------------------------------|
| NAME | JANE PRENTICE-JENKINS |
| POSITION IN COMPANY | CO-DIRECTOR & FESTIVAL ORGANISER |
| CONTACT INFORMATION | 07867 988068 |

10. LEGISLATION, POLICY & GUIDANCE THAT SUPPORTS THIS POLICY

Centre Stage Dance Festival CIC will adhere to the relevant legislation when working with children and young people under the age of 18 years as outlined in the following:

- The Children Act 1989
- The Children Act 2004
- Wales Safeguarding Procedures 2019
- Social Services and Well-being (Wales) Act 2014
- The Rehabilitation of Offenders Act 1974
- The Police Act 1997
- The Data Protection Act 1998
- The Human Rights Act 1998
- The Protection of Children Act 1999
- The Criminal Justice and Court Services Act 2000
- The Protection of Vulnerable Groups Act 2006

11. DATA PROTECTION

The Festival is GDPR compliant and follows the latest regulations for the safe management, sharing and storage of all data collected from each entrant, customer, helper, or volunteer.

12. POLICY REVIEW

The organisers will review this Policy annually, revising and enhancing it as necessary. In doing this, they will look to The British & International Federation of Festivals for support and that body, in turn will look to other agencies for good practice, most notably the NSPCC and Arts Council of England policy guidelines.