

# Safeguarding Policy and Procedures (Child Protection & Adults at Risk)

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Leeds Safeguarding Children Partnership
- as a result of any other significant change or event.

Name of Policy Writer	Amendments Date Written & agreed	Amended / Approved by	Review Date
Tracy Witney	July 2015		July 2017
Tracy Witney	October 2017		September 2019
Tracy Witney	September 2018		September 2019
Tracy Witney	January 2019		September 2019
Tracy Witney	October 2019		October 2020
Tracy Witney	July 2021		July 2022

## POLICY AND PROCEDURE LINKS

Policies & Procedures	Staff Role Responsible
The following policies are directly linked to the Safeguarding Policy and are placed with designated roles for annual review.	
Safeguarding Statement	Designated Safeguarding Lead
Children Looked After	Designated Safeguarding Lead
Physical Contact & Young People in Dance	Designated Safeguarding Lead
Work placement (Within Child Protection & Vulnerable Adults Policy)	Designated Safeguarding Lead
Missing Children, Young People & Vulnerable Adults	Designated Safeguarding Lead
Female Genital Mutilation	Designated Safeguarding Lead
Child Sexual Exploitation	Designated Safeguarding Lead
Prevent : Prevention of Extremism and Radicalisation	Designated Safeguarding Lead
Information Sharing Protocol	Designated Safeguarding Lead
First aid – Included within Health & Safety	Programming Events & VERVE Tour Producer
Health and Safety ( <i>including school security</i> )	Programming Events & VERVE Tour Producer
E Safety and Online Policy	Designated Safeguarding Lead
Safer Staff Recruitment Policy & Procedure	Human Resources Officer
Alcohol, Drugs & Smoking Policy	Human Resources Officer
Recruitment and selection (Within Equality & Diversity Policy)	Human Resources Officer
Disciplinary Rules & Codes of Conduct	Human Resources Officer
Whistleblowing Policy & Procedure	Human Resources Officer
Equality and Diversity Policy	Human Resources Officer
Anti-Harassment & Bullying Policy	Human Resources Officer
Student Discipline	Head of Academic Registry
Complaints	Head of Academic Registry
Safeguarding and Communication with Parents	Head of Academic Registry

## CONTENTS

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Policy & Procedures Links

Quick reference process chart for safeguarding

Safeguarding roles and responsibilities

Introduction

Policy Statement

Scope

Definitions

Safeguarding Procedures

- Purpose
- Managing a disclosure
- Reporting a concern/disclosure
- Recording a concern/disclosure
- Allegations
- Support
- Recruitment, vetting, induction and training of staff
- Student session leaders, students on placement
- Annual Report to Governors and policy review
- Safeguarding all NSCD students

Appendices

- 1 Recognising abuse in children, a quick reference guide
- 2 Recognising abuse in adults at risk, a quick reference guide
- 3 Safeguarding Disclosure Form
- 4 Detailed definitions
- 5 Key legislation
- 6 Regional Contacts

## QUICK REFERENCE GUIDE

### Handling concerns about safeguarding of children or adults at risks

#### Is the person in immediate danger?

Contact the Police Public Protection Unit 0113 3859590 (or 999 in an emergency). If you are unsure, speak to the Safeguarding Team.

If you cannot reach designated NSCD staff and need immediate guidance, the NSPCC helpline is 0808 800 5000.

**See staff list below for all contact details**

You are approached by a child (under 18) or adult at risk with a disclosure that s/he is being harmed or abused.



Stay calm and keep an open mind. Don't promise to keep information secret. Make it clear that you have a duty to pass it on.

Record the information on My Concern or in written format pass on to one of the Safeguarding Leads (within 24 hours) who will decide what further action might be needed.

This information is likely to be passed on to an external agency and should include a record of the time, date and persons present.

Don't question the individual except to clarify what they are saying.

You have concerns that a child or adult at risk is or may be subject to abuse or harm.



Record on My Concern or make a written and dated note of any observations.

Inform one of the Safeguarding Leads as soon as possible and within 24 hours, who will investigate and make any necessary referrals.

You have concern about the behaviour of a member of staff or other volunteer within NSCD.



If the behaviour of a member of staff or other person (including other students) is potentially threatening the well-being of a child or vulnerable adult, you must report your concerns to one of the Safeguarding Leads.

Any allegations concerning a member of staff will be passed to the HR Manager who will decide on further action.

**ALWAYS NOTIFY ONE OF THE SAFEGUARDING OFFICERS WITHIN 24 HOURS OF ANY INCIDENT OR CONCERNS.**

Role / Agency	Name and role	Contact Details
<b>School Designated Safeguarding Lead (DSL) / Prevent Spoc</b>	Tracy Witney - Head of Learning & Participation	Work telephone number: 0113 2193006 Work email address: <a href="mailto:tracy.witney@nscd.ac.uk">tracy.witney@nscd.ac.uk</a> <a href="mailto:safeguarding@nscd.ac.uk">safeguarding@nscd.ac.uk</a>
<b>Deputy DSL</b>	Francesca McCarthy	Work telephone number: 0113 2192040 Work email address: <a href="mailto:francesca.mccarthy@nscd.ac.uk">francesca.mccarthy@nscd.ac.uk</a>
<b>Deputy DSL</b>	Rose Chadwick	Work telephone number: 0113 2193025 Work email address: <a href="mailto:rose.chadwick@nscd.ac.uk">rose.chadwick@nscd.ac.uk</a>
<b>Safeguarding Officers</b>	Matthew Slater	Work telephone number: Work email address: <a href="mailto:matthew.slater@nscd.ac.uk">matthew.slater@nscd.ac.uk</a>
	Eric Assandri	Work telephone number: Work email address: <a href="mailto:Eric.assandri@nscd.ac.uk">Eric.assandri@nscd.ac.uk</a>
	Phil Sanger	Work telephone number: Work email address: <a href="mailto:Phil.sanger@nscd.ac.uk">Phil.sanger@nscd.ac.uk</a>
	Hannah Perry	Work telephone number: Work email address: <a href="mailto:Hannah.perry@nscd.ac.uk">Hannah.perry@nscd.ac.uk</a>
<p>During term time, the designated safeguarding lead(s) and/or officers are available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. For out of hours/out of term activities in the first incidence please contact the Safeguarding Lead.</p>		
<p><b>The Safeguarding Committee comprises of:</b></p> <ul style="list-style-type: none"> <li>• Darren Carr – Vice Principal</li> <li>• Tracy Witney – Designated Safeguarding Lead (DSL) &amp; Prevent Spoc</li> <li>• Rose Chadwick – Deputy DSL</li> <li>• Francesca McCarthy – Deputy DSL</li> <li>• Matthew Slater – Safeguarding Officer</li> <li>• Eric Assandri – Safeguarding Officer</li> <li>• Phil Sanger – Safeguarding Officer</li> <li>• Hannah Perry – Safeguarding Officer</li> <li>• Vinny Leach – Safeguarding Governor</li> <li>• Geraldine McDowall – HR Officer</li> </ul>		
<p>They meet termly to:</p> <ul style="list-style-type: none"> <li>• Review any activity related to safeguarding and address any issues arising.</li> <li>• Review and plan training undertaken by staff, volunteers and governors in relation to safeguarding.</li> <li>• Review safeguarding policies and procedures.</li> <li>• Consider the draft annual safeguarding report to the Board of Governors.</li> </ul>		
<p>Any concerns about the Safeguarding Leads or Officers should be reported to NSCD's Principal.</p>		
<p><b>Governor with responsibility for Safeguarding - Vinny Leach</b></p>		
<p><b>Chair of Governors - Brian Brodie</b></p>		

## INTRODUCTION

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**Northern School of Contemporary Dance (NSCD) offers world-leading conservatoire training for dancers. This document sets out the policy and procedures of NSCD to ensure a safe creative learning environment for young people and Adults at risks. NSCD believes all individuals have a right to learn and develop within a safe environment and is committed to protecting young people and adults at risks from harm.**

NSCD is not however 'in loco parentis' (in the place of the parent) and cannot accept the responsibilities of guardian to any member of its community. NSCD also recognises its responsibilities to protect staff, students and volunteers against unfounded allegations of abuse. This policy aims to ensure that young people and Adults at risks, and all those who work with them, are safe and supported within NSCD and its organised activities.

## POLICY STATEMENT

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Northern School of Contemporary Dance acknowledges the duty of care to safeguard and promote the welfare of children, young people and adults at risk and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children, young people and adults at risks are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background that all students

- have a positive and enjoyable experience of dance at Northern School of Contemporary Dance in a safe environment
- are protected from abuse whilst participating in Northern School of Contemporary Dance activities.

Northern School of Contemporary Dance acknowledges that some children, young people and adults at risk, including disabled and people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our Safeguarding policy Northern School of Contemporary Dance will

- promote and prioritise the safety and wellbeing of children, young people and adults at risk
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s that raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored within the My Concern portal and document store
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Northern School of Contemporary Dance. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

For the purposes of this document when we refer to staff it covers all permanent, temporary, freelance and volunteer staff as well as Governors.

## SCOPE

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The scope of this policy covers all departments with NSCD which cross over age ranges of under and over 18's these include:

- Learning & Participation
- Prevocational Training
- Undergraduate - Certificate in Higher Education (CertHE) Degree
- Postgraduate – Verve, Apprentices and other courses

NSCD follows England's government guidance for child protection and adults at risk.

NSCD's safeguarding policy should be read in conjunction with the following policies and procedures:

## DEFINITIONS

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**Child:** England, Wales, Northern Ireland and Scotland each have their own guidance setting out the duties and responsibilities of organisations to keep children safe, but they agree that **a child is anyone who has not yet reached their 18th birthday** (including the phrase young people).

**An adult at risk** is 'any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and support' (Care Act 2014 [England]). This definition is broadly consistent with definitions across the devolved nations. In Scotland, the definition of an 'adult at risk' or 'vulnerable adult' applies to those aged 16 years and over. In Northern Ireland the definition is, helpfully, broken down to assist in understanding as follows:

**Adult at risk of harm** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- a) Personal characteristics which may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain. and/or
- b) Life circumstances which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

**Adult in need of protection** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- a) Personal characteristics AND/OR
- b) Life circumstances AND
- c) Who is unable to protect their own well-being, property, assets, rights or other interests; AND
- d) Where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed

**Parent** includes any person with Parental Responsibility.

**Regulatory Authority** is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services e.g. Ofsted.

**Children's Social Care** is a generic term is used to describe the service with responsibility to carry out the child protection and safeguarding duties of the local authority under the Children Acts 1989 and 2004, and Working Together to Safeguard Children 201

**Safeguarding and Reviewing Unit** is a generic term used to describe where the responsibility lies for holding the List of Children with a Child Protection (the local one is Leeds Children's Safeguarding Partnership)

**Child abuse** is defined as ill-treatment or neglect which causes injury, suffering or "significant" harm. An abused child can be a boy or girl under the age of 18 who has suffered from physical injury, physical neglect, failure to thrive, emotional or sexual abuse, which the person who has had custody, charge or care of the child either caused or knowingly failed to prevent. Having custody, charge or care includes any person, in whatever setting who, at the time, is responsible for that child. Child abuse can also occur at the hands of another child.

**Adult at risk abuse** is ill-treatment or neglect which causes injury, suffering or "significant" harm; as well as a violation of a person's human rights it can also be a violation of a person's civil rights. Adults at risk can be abused in the same way as a child, but as an adult could additionally suffer from theft, fraud, the misuse

of their property, finances and benefits, including coercion in relation to wills and other forms of inheritance, or they could be electorally disenfranchised.

**Self-harm & suicide:** the phrase 'self-harm' is used to describe a wide range of behaviours and is often understood to be a physical response to an emotional pain of some kind and can be very addictive. Self-harm often happens during times of anger, distress, fear, worry, depression, or low self-esteem in order to manage or control negative feelings. Self-harm can also be used as a form of self-punishment. Suicidal behaviour is a complex phenomenon that usually occurs along a continuum, progressing from suicidal thoughts, to planning, to attempting suicide, and finally dying by suicide. Suicidal behaviour (fatal and non-fatal) in young people is often associated with a psychiatric disorder, and often unrecognized or untreated. Suicidal behaviour frequently co-occurs with other health risk behaviours such as binge eating, binge drinking, tobacco use, weapon carrying and having unprotected sex.

This policy includes NSCD's statutory obligation (Section 26 of the Counter Terrorism and Security Act 2015) to have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the **Prevent Duty**. Any concerns should be reported to the Designated Safeguarding Lead in the first instance.

Section 5B of the **Female Genital Mutilation Act 2003** (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty on teachers, social workers and healthcare professionals to report to the police where they discover FGM has been carried out on a girl under 18. Any concerns should be reported to the Designated Safeguarding Lead in the first instance.

**Peer on Peer Abuse:** Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals. *Keeping Children Safe in Education, 2019*

<https://safeguarding.network/safeguarding-resources/peer-peer-abuse/>

### **Safeguarding roles and responsibilities**

- All staff to be made aware of systems within NSCD which support safeguarding as part of the induction process.
- All staff to receive appropriate safeguarding and child protection / adult at risk training which is regularly updated. In addition, all staff receive safeguarding updates (for example, via email, e-bulletins and staff meetings), as required, and at least annually, to provide them with relevant skills and knowledge to safeguard effectively.
- All staff to be aware of the process for making referrals internally to the Designated Safeguarding Lead who will in turn follow statutory assessments and guidelines if external referrals are required
- All staff to know what to do if a child or adult tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the designated safeguarding lead (or a deputy) and children's / adult's social care. Staff should never promise that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the individual.
- All staff to have an awareness of safeguarding issues that can put children / adults at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (for under 18's also known as youth produced sexual imagery).

All staff at NSCD have a role to play in delivering the Safeguarding Policy, but specific responsibility has been allocated to named staff as outlined below.

The **Safeguarding Committee** has overall responsibility for ensuring that there are sufficient measures in place to safeguard children and adults at risk. They are responsible for steering work in relation to safeguarding, reviewing the Safeguarding Policy, and making recommendations to the **Leadership Team** for any actions that need to be taken to maintain compliance and good practice. A suitably qualified Governor will be nominated as the **Safeguarding Governor**; to act as a 'critical friend' to NSCD staff and ensure that appropriate policy and systems are in place. They also take a lead role in ensuring that the board meets its responsibilities regarding safeguarding.

The **Designated Safeguarding Lead** has delegated overall responsibility for the NSCD's Safeguarding Policy, its implementation and promotion. This includes acting as the Designated Officer for NSCD's Prevent commitments under the Counterterrorism and Security Act 2015. The Designated Safeguarding Lead is responsible for investigating complaints and acting upon them. This responsibility may be delegated to another member of staff, as appropriate. The **Head of Learning & Participation** is NSCD's DSL. Contacts are listed below.

The **Safeguarding Lead & Officer (s)** are responsible for maintaining NSCD's safeguarding policy, for making referrals to relevant agencies, if appropriate, sources or provides training in safeguarding to staff, volunteers and students, maintains confidential records in relation to safeguarding and may be required to investigate incidents as required. The Safeguarding Lead & Officer(s) are responsible for liaising with the other safeguarding contacts within NSCD and relevant external agencies as appropriate in relation to: policy and practice, on-going training, record keeping and annual reporting to the Board.

The Safeguarding Officer also provides information and support for staff on safeguarding matters.

The **Human Resources Manager** is responsible for ensuring that appropriate Disclosure and Barring Service (DBS) checks are undertaken, and up to date records maintained, as well as that the appropriate checks and references are taken up for staff and volunteers offered employment/volunteering opportunities at NSCD within a **Single Central Record (SCR)**

**Designated Course or Departmental Directors** are responsible for ensuring that activity is conducted in accordance with the NSCD Safeguarding Policy and Procedures, including reporting any instances where the policy might have been breached, informing HR of the potential need for further DBS checks and ensuring that staff are sent on safeguarding training.

All **staff** have a responsibility to report any concerns if staff members have any concerns about a child or adult (as opposed to a child or adult being in immediate danger) they will need to decide what action to take. Where possible, there should be a conversation with the designated safeguarding lead to agree a course of action, although any staff member can make a referral to children's or adult's social care. Other options could include referral to specialist services or early help services and should be made in accordance with the referral threshold set by the Local Safeguarding Children / Adults Board.

## SAFEGUARDING PROCEDURES

The purpose of these procedures is to guide staff in safeguarding children and adults at risks from harm when participating in NSCD projects and to make clear to staff their responsibilities, actions they should take and lines of responsibility.

All staff are expected as part of their role at NSCD to:

- a. follow safeguarding policies, procedures, and systems.
- b. maintain awareness of safeguarding and its importance.
- c. be alert to potential signs and indicators.
- d. take appropriate action when necessary.
- e. undertake safeguarding training.
- f. Staff members working with children or adults are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child or adult, staff members should always act in the best interests of the child or adult.

## MANAGING A DISCLOSURE

Disclosing abuse is difficult for variety of reasons. Some children and Adults at risks do not disclose because they feel they will not be believed or be taken seriously. It is very important that staff actively listen and respond sensitively. Creating a safe space to talk is crucial in breaking down barriers to disclosure. The chart below shows some things to do and those not to do when speaking to child or adult at risk.

DO	DON'T
<ul style="list-style-type: none"> <li>• Stay calm</li> <li>• Recognise your feelings, but keep them to yourself</li> <li>• Use language that the person can understand</li> <li>• Reassure the person:               <ul style="list-style-type: none"> <li>– telling you is doing the right thing</li> <li>– they are not to blame</li> <li>– you believe that they are telling the truth</li> </ul> </li> <li>• Listen carefully, record what the person says and keep these notes</li> <li>• Explain what you will do next (ie tell the Safeguarding Officer) in a simple and clear way</li> <li>• Follow the standard procedure in telling the Safeguarding Officer and seeking advice and support for yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Panic or delay</li> <li>• Express strong feelings of upset or anger</li> <li>• Use jargon or express opinions</li> <li>• Probe deeply for information</li> <li>• Use leading questions</li> <li>• Make them repeat the story</li> <li>• Promise unconditional confidentiality</li> <li>• Approach the person against whom the allegation has been made, or discuss the disclosure with anyone other than the Safeguarding Officer or Designated Safeguarding Lead.</li> </ul>

## REPORTING A CONCERN / DISCLOSURE

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This procedure below will be followed whenever a disclosure has been made, or there is a suspicion that a child or adults at risk is at risk of harm or has been abused. If in doubt, about whether to log information on My Concern or make a written record (for example, you have a slight concern), you can contact one of the safeguarding officers before submitting this. The default position is that staff should write a note of their concerns.

- a. The member of staff will make a detailed written record of the matter, using where possible the My Concern portal if this is not possible then a paper copy of the **Disclosure Form Appendix 3**, or clear written notes which are signed and dated, report it within twenty four hours to the Safeguarding Lead, OR one of the Safeguarding Officers. ***In the case of an urgent concern, the member of staff will communicate the matter as soon as possible, and complete the written report afterwards.***
- b. One of the Safeguarding Lead / Officers will investigate the issue and assess the level of risk of harm.
- c. The Safeguarding Lead / Officer will seek advice from external agencies where required to inform decision making about the appropriate course of action to be taken, sharing necessary information as appropriate to best protect the child or adult at risk, with their consent wherever possible, unless this will delay or impede the investigation.
- d. Where risk of harm or abuse is identified, NSCD will act to best protect the child or adult at risk. NSCD will involve the child or adult at risk in decision making and act with their consent where possible. The Safeguarding Lead / Officer will act without consent where this is considered to be in the best interests of the child or adult at risk.
- e. NSCD will support the child or adult at risk in understanding the risk of harm and encourage and empower them to take any appropriate action to mitigate that risk themselves, with support.
- f. Where it is agreed that no immediate action needs to be taken, a programme of follow-up and support will be agreed.
- g. In the case of an allegation of abuse being made against a member of staff or a student, the individual concerned may be informed of the allegation, on the advice of the Local Authority and/or Police, and may be removed from contact with children and adult at risk in line with the appropriate disciplinary process (staff or student).
- h. Any internal disciplinary action arising from an investigation will be handled in accordance with the relevant disciplinary process (staff or student).

NSCD assures all staff that it will fully support and protect anyone who, in good faith, reports his or her concerns that anyone is, or may be, abusing a child or Adults at risk.

## RECORDING A CONCERN/ DISCLOSURE:

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If you are unable to use the My Concern portal (for prevocational students upwards), the Disclosure Form Appendix 3 (for Learning & Participation students) then please follow the guidelines below:

- a) Records should be made as soon as possible after the event/concern is raised
- b) They should contain the date, time, people present, anything said (verbatim if possible) and any action taken, including whom the concern was reported to and when.
- c) Physical appearance or behaviour of the child or adults at risk should be recorded as factually accurately as possible.
- d) Professional opinion should be set apart from factual observations and labelled as such. Judgmental language should be avoided.

The Safeguarding Lead / Officer will maintain records on all concerns relating to a child or adult at risk and these records will be contained on the My Concern portal and / or in a confidential file, separate from the staff or student members' other files to preserve confidentiality, in accordance with Data Protection requirements. Records will be held for six years after the last contact (ie attendance at a NSCD programme) with the child or adult at risk.

**A Disclosure Form template is included in Appendix 3.**

## ALLEGATIONS AGAINST SOMEONE NOT WORKING AT NSCD

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This may be a parent, carer, service user, service provider, another child or anyone else. As above any incidents, disclosures or observations should be reported as soon as possible to Designated Safeguarding Lead or Officers and recorded by filling in the Safeguarding Report Form

### Allegations against staff

Most staff who work with children and adults at risk are committed to their wellbeing and care. Nevertheless, there is a range of abuse perpetrated by workers, and tangible evidence that despite the best efforts and intentions of well-meaning organisations and staff, children and adults at risk have been abused in organisational settings.

An allegation may relate to a member of staff who works with children or adults at risk who has:

- Behaved in a way that has harmed, or may have harmed a child or adult at risk, including peer on peer abuse
- Possibly committed a criminal offence against or related to a child or adult at risk; or behaved towards a child(ren) or adult at risk in a way that indicates they may pose a risk of harm to children or adults
- Allegations of this nature should be reported as soon as possible to NSCD's Designated Safeguarding Lead or Officers. Any incidents, disclosures or observations should be recorded by following the cause for concern / disclosure process.

### Allegations against a student

Where an allegation is brought against a student on one of NSCD's full-time further (if over 18) or higher education programmes, this will be handled in the same way as an allegation towards a member of staff, and will also invoke the appropriate student disciplinary or misconduct policies, as necessary.

Three strands for consideration

1. A police investigation of a possible criminal offence
2. Enquiries and assessment by children's or adults social care about whether a child or adult at risk needs protection or in need of services; and
3. Consideration by an employer / organisation of disciplinary action in respect of the individual.

NSCD will ensure that all investigations relating to claims against staff are fair and adhere to the principles of natural justice. Formal investigatory procedures will be followed in all cases.

## MANAGING ALLEGATIONS

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In the first instance, a senior manager, or where the senior manager is the subject of an allegation, the Safeguarding Governor should immediately discuss the allegation with the Designated Officers in the local authority.

If allegations are made against an employee, then all options to avoid suspension should be considered prior to taking that step. Where an investigation by the police or children / adults social care service is unnecessary, the designated officer from the local authority should discuss the next steps with the case manager.

Definitions when determining outcomes

- a) Substantiated: there is sufficient evidence to prove the allegation.
- b) Malicious: there is insufficient evidence to disprove the allegation and there has been a deliberate act to deceive.
- c) False: there is sufficient evidence to disprove the allegation
- d) Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence

If the matter is the subject of a criminal investigation

NSCD is entitled to pursue its own or complementary confidential enquiries and disciplinary action. The Designated Safeguarding Lead will consult with the relevant agencies in such cases.

- a) To maintain the integrity of the investigation, individuals who face an allegation may be advised to only discuss the substance of the allegation with his or her union or legal representative, immediate family or as directed by the investigating officer.
- b) Following an investigation, disciplinary action may be taken as appropriate.
- c) Information is shared and discussed between staff and relevant agencies on a need-to-act basis only.

NSCD's local authority is Leeds City Council. If it is necessary to involve the local authority, we will refer to Leeds Safeguarding Children Partnership <https://www.leedsscp.org.uk> or Leeds Safeguarding Adults Board <http://www.leedssafeguardingadults.org.uk>

### Supporting the child / adult at risk

In cases where a child or adult at risk may have suffered significant harm, or there may be a criminal prosecution, children / adults social care services, or the police as appropriate, should consider what support the child or adult at risk involved may need.

### Supporting Employees

Employers must have a duty of care to their employees. They should ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended

- Suspension should be carefully considered and not automatic
- It is essential that any allegation is dealt with very quickly, in a fair and consistent way that provides effective protection for the child / adult at risk and at the same time supports the person who is subject to the allegation

## Supporting Parents

- Parents or carers of children should be told of any allegations if they are not already aware, unless a strategy discussion is required where advice should be sought first
- Parents or carers of children should be kept informed about progress, and told the outcome where no criminal prosecution, including the outcome of any disciplinary process.

## CONFIDENTIALITY POLICY

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The legal principle that the 'welfare of the child' is paramount means that the considerations of confidentiality which might apply to other situations at NSCD should not be allowed to over-ride the right of children to be protected from harm. However, every effort will be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated. Confidential information may be shared with other agencies without consent where there are concerns of a child protection nature. Parental consent to referral should normally be sought unless to do so would put the child at risk of further harm.

## RECRUITMENT, VETTING, INDUCTION AND TRAINING OF STAFF

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NSCD recognises that anyone may have the potential to abuse children and adults at risk in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with them.

NSCD complies with its on-going duty to notify DBS with any relevant information regarding the conduct of any individual which NSCD considers having caused harm or pose a risk of harm to vulnerable groups.

NSCD will implement appropriate recruitment procedures for personnel working on activities with children and/or adults at risk, having substantial access to children and/or adults at risk, access to personal information or images, or who through the course of their work are liable to find themselves in a position of trust. These procedures will include:

- a) Identity and Disclosure and Barring Service checks carried out by HR on the offer of a post which is likely to have contact with children and/or adults at risk. NSCD uses Atlantic Data as their Umbrella Body
- b) Two reference checks which confirm their suitability to work with children.
- c) Ensuring all existing staff regularly in contact with children, adults at risk or working on a one-to-one basis, will have completed Disclosure and Barring Service checks (DBS checks, formerly CRB).
- d) All staff contracts will refer to this policy about protecting children and adults at risk, and by signing contracts, staff will be confirming that they have received a copy of this policy.
- e) Governing Body members may not need to have a Disclosure and Barring Service clearance because they are unlikely to be in regular unsupervised activity with children and/or adults at risk. However, if this situation changes, they will be asked to undertake a DBS check as well.

It is essential that all staff who have access to children and adults at risk understand their safeguarding responsibilities and what to do in the event a disclosure is made to them, or they suspect risk of harm or abuse. To aid this, all staff working with students, with children or likely to be in regular contact with adults at risk will receive training on safeguarding during their induction period. This training will be updated every four years. All NSCD staff may attend safeguarding training, but priority will be given to those working most closely with students, adults at risk and children/young people.

For its widening participation, outreach and short courses work, NSCD will take the following steps:

- a) Only employs staff, where possible, who have actually been observed working with children, young people or adults at risk (as appropriate) by the Head of Learning and Participation, the Learning and Participation Coordinator, CAT Programme Lead or an appropriate member of NSCD's teaching faculty.
- b) Ensure that a teacher, youth worker, care worker or other group leader from the host organisation is present during workshops delivered by NSCD outside of our own venue.
- c) Only contract photographers and film makers working in education and wider work that have a DBS Disclosure in place.
- d) Provide visiting professionals with a copy of this policy, and the Guest Artist Handbook, or handbook for short courses/WP staff, as appropriate.
- e) Ensure that staff members are aware of NSCD's zero tolerance of bullying and abuse. Abuse in this context defines: physical abuse, verbal abuse and neglect. As well as abuse towards themselves; personal alcohol or drug abuse ('misuse'). Please note: that NSCD has zero tolerance on the use of drugs and alcohol whilst working with NSCD.
- f) Any staff member found to be under the influence of alcohol or drugs whilst working on a NSCD project will be dismissed with immediate effect. All allegations and incidents of any form of this defined abuse will be taken extremely seriously.
- g) Ensure all staff are aware of procedures including those concerning peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender-based violence/sexual assaults and sexting.

### **Student session leaders, students on placement and other volunteers**

From time to time NSCD hosts placements from students studying related subjects to dance or technical theatre arts. NSCD students are also offered the opportunity to complete workshop-leader training to enable them to lead workshops with children and young people. NSCD requires that:

- a) Students should not have unsupervised contact with children.
- b) For placements of other students within NSCD, references should be sought from course tutor and at least one other referee who can vouch for their suitability to work with children. They will be asked for evidence of a recent (within the past year) Enhanced Disclosure by showing original documents or letters from the DBS or an Umbrella Body as appropriate (photocopies are not acceptable) to the Designated Safeguarding Lead. Your DBS reference number will be noted, and the details kept on file.
- c) Students receive adequate supervision and monitoring and are given responsibilities appropriate to their age and ability. They are not asked to teach or take sole responsibility for a whole class or group.
- d) Safeguarding training will be part of the workshop leader training offered to NSCD students.

### **Annual reporting to the Governing Body**

An annual report will be submitted to the Governors on safeguarding. This report will provide the Governors with monitoring information to enable the Governors to consider whether NSCD's child and adult at risk protection duties are effectively discharged. This will include information in respect of staff training and anonymous case details.

## SAFEGUARDING ALL NSCD STUDENTS

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### **Sexual relationships**

Under the Sexual Offences Act 2003, it is a criminal offence for a person to engage in a sexual relationship with a person under the age of 18 when they are in a position of trust in relation to that person. At NSCD, all staff, volunteers and anyone formally representing NSCD are considered to be in a position of trust for this purpose. NSCD considers it unethical for staff and visiting professionals to enter into sexual or romantic relationships with students over the age of 18, and failure to disclose any such relationship may result in disciplinary action being brought.

### **Off-site visits, performances, and trips**

NSCD programmes may involve trips away from NSCD. NSCD includes the safeguarding of under 18 year olds and adults at risk in the pre-departure risk assessment procedure and makes appropriate arrangements on the basis of this assessment. Beyond this, and the general requirements of this policy and procedure, no additional arrangements are made.

### **Use of IT facilities**

NSCD's policies on the use of IT (see the Staff and Student Handbooks for respective policies) prohibits their use to access, store or distribute pornographic material) NSCD's shared IT facilities are available to staff, students and guest visitors, including graduates. Use of these facilities by students is routinely monitored.

### **Alcohol**

It is illegal for alcohol to be sold to or bought by people who are under the age of 18 years. NSCD takes reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under NSCD's control but cannot undertake to supervise individual students. HE students are bound by both the Student Code of Conduct and the Drugs & Alcohol Policy in relation to the purchase and consumption of alcohol whilst on the premises.

## APPENDIX 1: RECOGNISING ABUSE IN CHILDREN - A QUICK REFERENCE TABLE

<p><b>Neglect / Self-neglect</b> Persistent failure to meet a child's basic physical and/or psychological needs likely to result in the serious impairment of the child's health or development</p> <p><b>Indicators</b></p> <ul style="list-style-type: none"> <li>- Hunger</li> <li>- Poor personal hygiene</li> <li>- Inappropriate clothing</li> <li>- Frequent lateness or non-attendance</li> <li>- Untreated medical problems</li> <li>- Poor social relationships</li> <li>- Compulsive stealing or scrounging</li> <li>- Tiredness</li> </ul>	<p><b>Sexual Abuse</b> Forcing or enticing a child to take part in sexual activities, physical contact including non-penetrative act, and non-physical contact including making pornographic material, being exposed to sexual activity, encouraging to behave sexually and verbal sexual abuse</p> <p><b>Indicators</b></p> <ul style="list-style-type: none"> <li>- Bruises, scratches, burns or bite marks on the body</li> <li>- Scratches, abrasions or persistent infections in the anal or genital regions</li> <li>- Sexual awareness inappropriate to the child's age</li> <li>- Public masturbation</li> <li>- Teaching other children about sexual activity</li> <li>- Refusing to stay with certain people or go to certain places</li> <li>- Aggressiveness, anger, anxiety, tearfulness</li> <li>- Withdrawal from friends</li> <li>- Pregnancy</li> </ul>
<p><b>Physical Abuse</b> Hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating, otherwise causing physical harm, or factitious illness by proxy</p> <p><b>Indicators</b></p> <ul style="list-style-type: none"> <li>- Unexplained injuries or burns</li> <li>- Refusal to discuss injuries/improbable explanations</li> <li>- Untreated injuries/illness</li> <li>- Admission of punishment which appears excessive</li> <li>- Shrinking from physical contact</li> <li>- Fear of returning home or of parents being contacted</li> <li>- Fear of undressing or medical help</li> <li>- Aggression/bullying</li> <li>- Over compliant behaviour or 'watchful attitude'</li> <li>- Running away</li> <li>- Significant changes in behaviour</li> </ul>	<p><b>Emotional Abuse</b> Persistent emotional ill-treatment of a child causing severe and persistent adverse effects on child's emotional development</p> <p><b>Indicators</b></p> <ul style="list-style-type: none"> <li>- Continual self-deprecation</li> <li>- Depression, withdrawal</li> <li>- Inappropriate emotional responses to painful situations</li> <li>- Self-harm or mutilation</li> <li>- Compulsive stealing/scrounging</li> <li>- Drug/solvent abuse/eating problems (over-/under-eating)</li> <li>- 'Neurotic' behaviour – obsessive rocking, thumb-sucking</li> <li>- 'Don't care' attitude or desperate attention-seeking behaviour</li> <li>- Social isolation – does not join in and has few friends</li> </ul>
<p><b>Radicalisation</b> Factors to indicate that a young person might be in danger of radicalisation include:</p> <ul style="list-style-type: none"> <li>- Isolation</li> <li>- Lack of self-esteem</li> <li>- Victim of bullying</li> <li>- Family tensions</li> <li>- Searching for personal identity</li> <li>- Race and hate crime</li> <li>- Use of internet glorifying violence</li> <li>- Political grievances</li> </ul>	<p><b>Other safeguarding indicators</b></p> <ul style="list-style-type: none"> <li>- Persistent lateness or absence</li> <li>- Bullying, including cyber-bullying</li> <li>- Use of drugs/excessive alcohol consumption</li> <li>- Persistent illness</li> <li>- Gender-based violence</li> <li>- Mental health problems</li> <li>- Panic attacks</li> <li>- Aggressive outbursts</li> </ul>

## APPENDIX 2: RECOGNISING ABUSE IN ADULTS AT RISK - A QUICK REFERENCE TABLE

<p><b>Psychological or emotional abuse</b> Enforced social isolation, removing mobility or communication aids, failing to respect privacy, preventing activities, intimidation, coercion, harassment, use of threats, humiliation, bullying or swearing, threats of harm or abandonment.</p> <p><b>Indicators</b></p> <ul style="list-style-type: none"> <li>– an air of silence when a particular person is present</li> <li>– withdrawal or change in the psychological state of the person</li> <li>– insomnia</li> <li>– low self-esteem</li> <li>– uncooperative and aggressive behaviour</li> <li>– a change of appetite, weight loss/gain</li> <li>– signs of distress: tearfulness, anger</li> <li>– apparent false claims, by someone involved with the person, to attract unnecessary treatment.</li> </ul>	<p><b>Sexual Abuse</b> Rape, attempted rape or sexual assault, inappropriate touching, non-consensual masturbation, any sexual activity that the person lacks capacity to consent to, indecent exposure.</p> <p><b>Indicators</b></p> <ul style="list-style-type: none"> <li>– bruising, particularly to the thighs, buttocks and upper arms and marks on the neck</li> <li>– torn, stained or bloody underclothing</li> <li>– bleeding, pain or itching in the genital area</li> <li>– unusual difficulty in walking or sitting</li> <li>– pregnancy in a woman who is unable to consent to sexual intercourse</li> <li>– the uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude</li> <li>– self-harming</li> <li>– poor concentration, withdrawal, sleep disturbance</li> <li>– excessive fear/apprehension of, or withdrawal from, relationships</li> </ul>
<p><b>Physical Abuse</b> Assault, hitting, biting, scalding, burning, excessive restraint, bullying, force-feeding or withdrawing food, over-medication.</p> <p><b>Indicators</b></p> <ul style="list-style-type: none"> <li>– no explanation for injuries or inconsistency with the account of what happened</li> <li>– injuries are inconsistent with the person's lifestyle</li> <li>– bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps</li> <li>– frequent injuries</li> <li>– unexplained falls</li> <li>– subdued or changed behaviour in the presence of a particular person</li> <li>– signs of malnutrition</li> <li>– failure to seek medical treatment or frequent changes of GP</li> </ul>	<p><b>Domestic violence or abuse</b> Psychological, physical, sexual, financial, emotional, including threatening behaviour, coercive control, 'honour'-based violence, FGM and forced marriage.</p> <p><b>Indicators</b></p> <ul style="list-style-type: none"> <li>– low self-esteem</li> <li>– feeling that the abuse is their fault when it is not</li> <li>– physical evidence of violence such as bruising, cuts, broken bones</li> <li>– verbal abuse and humiliation in front of others</li> <li>– fear of outside intervention</li> <li>– damage to home or property</li> <li>– isolation – not seeing friends and family</li> <li>– limited access to money.</li> </ul>
<p><b>Financial or material abuse</b> Theft of money or possessions, fraud, scamming, undue pressure, duress or threat</p> <p><b>Indicators</b></p> <ul style="list-style-type: none"> <li>– missing personal possessions</li> <li>– unexplained lack of money or inability to maintain lifestyle</li> <li>– unexplained withdrawal of funds from accounts</li> <li>– failure to provide receipts for shopping or other financial transactions carried out on behalf of the person</li> <li>– disparity between the person's living conditions and their financial resources</li> </ul>	<p><b>Other forms of abuse:</b></p> <p><b>Modern slavery:</b> Human trafficking, forced labour, servitude, sexual exploitation.</p> <p><b>Discriminatory abuse:</b> unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation (protected characteristics).</p> <p><b>Neglect:</b> both self-neglect and neglect of others.</p> <p><b>Organisational or institutional abuse:</b> denying visitors, failure to care for residents,</p>

PRIVATE &amp; CONFIDENTIAL

## APPENDIX 3

## SAFEGUARDING CONCERN / DISCLOSURE FORM

Details of person at risk	
Name:	
Age:	Gender:
Phone number:	
Email:	
Parent / Carer contact details (where relevant):	

Details of the incident / concern
Date and time of incident / concern:
Who was there:
Who raised the concern (if not you):
Contact details of person who raised the concern:
Details of the incident / concern: <b>What was said or done, and by whom?</b> (If possible use young person's/Adults at risk's words as closely as possible.)

Continue overleaf if needed

<b>Action Taken</b>
Details of any immediate action taken
Who you passed this information on to and when:

<b>Your Details</b>	
Your name:	
Your role/ job title:	
Your phone number:	
Your email:	
Signed:	Date:

## APPENDIX 4: DETAILED DEFINITIONS

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### Child Abuse Definitions

There are four types of child abuse. They are defined in the UK Government guidance Working Together to Safeguard Children 2010 (1.33 – 1.36) as follows:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Neglect

Bullying is not defined as a form of abuse in Working Together but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse. For this reason it has been included in this factsheet.

### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child 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's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;

- ensure adequate supervision (including the use of inadequate care-givers);
- or ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Bullying**

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms but the three main types are physical (e.g. kicking, hitting, theft), verbal (e.g. racist or homophobic remarks, threats name calling) and emotional (e.g. isolating an individual from the activities and social acceptance peer group).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti – bullying strategies.

Definitions taken from the document [NSPCC Child Protection Fact Sheet - Definitions and signs of child abuse.](#)

## APPENDIX 5: KEY LEGISLATION

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### 1 Children Act 1989

The intention of the Children Act is to protect children and ensure that their welfare and development is paramount and promoted. The Act allows for provision of services to support children and their families and for the compulsory intervention of the state to protect children. The act also gives local authorities a responsibility for ensuring that this happens by working together with all the relevant agencies. It states that only the Police, Social Services and the NSPCC have the legal right and responsibility to investigate concerns about child abuse.

For any updated modifications from 2004 onwards go to [Government Legislation - Children's Act](#)

#### **Principles**

- Paramount – the child’s welfare is paramount – the most important consideration;
- Parental Responsibility – parents have a duty to care for their child and meet their needs;
- Partnership – professionals and families are to work together for the welfare of the children;
- Participation – children’s wishes and feelings should be ascertained so that they can contribute appropriately;
- Prevention and Provision of Services – services may be necessary to safeguard and promote the welfare of a ‘child in need’;
- Protection – a child must be protected from serious harm. The Local Authority has a duty to investigate any report that a child is suffering or likely to suffer, ‘Significant Harm’.

#### **Section 17 – Child in Need**

Under the Children Act (1989) a child is considered to be in need if:

- he/ she is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him/her of services by a local authority under this Part;
- his/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services; or
- he/she is disabled.

#### **Section 47 – Child at Risk of Significant/In need of protection**

Places a statutory duty on the local authority.

Where a local authority has reasonable cause to suspect that a child who lives, or is found, in their area is suffering, or is likely to suffer, significant harm, the authority shall make, or cause to be made, such enquiries as they consider necessary to enable them to decide whether they should take any action to safeguard or promote the child’s welfare.

## **Significant Harm**

### **In relation to children:**

The Children Act 1989 introduced Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of children.

Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect are all categories of Significant Harm.

Harm is defined as the ill treatment or impairment of health and development. This definition was clarified in section 120 of the Adoption and Children Act 2002 (implemented on 31 January 2005) so that it may include, "for example, impairment suffered from seeing or hearing the ill treatment of another".

Suspicions or allegations that a child is suffering or likely to suffer Significant Harm should result in an Assessment incorporating a Section 47 Enquiry

There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes a single violent episode may constitute significant harm but more often it is an accumulation of significant events, both acute and longstanding, which interrupt, damage or change the child's development.

### **In relation to adults:**

A key concept in adult safeguarding work is 'Significant Harm'.

The impact of harm upon a person will be individual and depend upon each person's circumstances and the severity, degree and impact or effect of this upon that person.

## **Working Together to Safeguard Children**

This document sets out how all agencies and professionals in the statutory, voluntary and independent sectors should work together to promote children's welfare and protect them from abuse and neglect and requires those agencies to share information. This document was updated in July 2018 for modifications please go to [Working to Safeguard Young Children 2018](#)

## **Framework for the Assessment of Children in Need and their Families**

This document outlines a procedure for all those who work with children and families in determining whether a child is in need (under the Children Act 1989) and decides how best to provide help. A child in need does not necessarily require protection, but they and their family may need additional support. This could be due to:

Domestic violence, drug or other substance abuse, social exclusion, mental health problems

A child in need can be at risk of abuse, if the family does not receive help. (This document has now been archived)

## **2 The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997**

These regulations came into force in October 1997. They are mainly concerned with preventing the approval of people as foster carer or adoptive parents where either they or any other member of the household over the age of 18 is known to have been convicted or cautioned for relevant offences. These regulations also apply to child-minding, private fostering and residential care.

## **The Children (Protection from Offenders) (Misc Amends)1997**

### **3 The United Nations Convention on the Rights of the Child**

The United Nations Convention sets out the rights of all children, including their right to be protected from harm.

[The United Nations Convention on the Rights of the Child - UNICEF](#)

### **4 Rehabilitation of Offenders Act 1974**

This act allows people not to declare convictions to employers. People who are involved in situations where they have sustained or prolonged access to children are exempt from the Rehabilitation of Offenders legislation. This means that prospective employees, self-employed workers and volunteers must declare all criminal convictions relating to children, however long ago: and that these will be taken into account when deciding on their suitability for working with children. NB: verification of Criminal Records will be obtained in all cases from the Criminal Records Bureau.

[Rehabilitation of Offenders Act 1974](#)

### **5 Health and Safety at Work Act 1974**

The Health and Safety at Work Act gives all organisations a legal responsibility to prevent injuries and ill health to employees and others, including members of the public. Much of this responsibility is delegated to managers who have control of work activities but the legislation also provides all employees with an obligation to take reasonable care of themselves and others.

[Health and Safety at Work Act 1974](#)

### **6 Youth Justice and Criminal Evidence Act 1999**

Working together to achieve best evidence in relation to vulnerable and intimidated witnesses, which includes children. NB: all young people under 17 are always classed as vulnerable witnesses in cases of violent and sexual offences.

[Youth Justice and Criminal Evidence Act 1999](#)

### **7 Safeguarding Vulnerable Groups Act 2006**

This piece of legislation was created following the UK Government accepting recommendation 19 of the inquiry headed by Sir Michael Bichard, which was set up in the wake of the Soham Murders.

The Safeguarding Vulnerable Groups Act establishes the legal basis for the Independent Safeguarding Authority who will manage the two lists of people barred from working with children and/or Adults at risks replacing the current barred lists (List 99, the Protection of Children Act 1999 )PcCA), the scheme relating to the Protection of Adults at risks (PoVA) and Disqualification Orders). The Safeguarding Vulnerable Groups Act also places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance.

[Safeguarding Vulnerable Groups Act 2006](#)

## 8 The Sexual Offences Act 2003

Introduced the offences of:

- causing or inciting a child to engage in sexual activity
- engaging in sexual activity in the presence of a child
- causing a child to watch as sexual act
- meeting a child following sexual grooming
- arranging or facilitating a child sexual offence

### *Abuse of Position of Trust*

The Sexual Offences Act (2003) re-enacts and extends the abuse of position of trust to include;

An offence for any person aged 18 or over, who is in a 'position of trust', to have a sexual relationship with a young person under 18 if their role is one identified within the Act. These include staff working in;

- Institutions looking after children detained under a court order
- Accommodation provided by local authorities / voluntary organisations under statutory provision
- Hospitals, clinics, children's homes and residential family centres
- Education institutions

### Sexual Offences Act 2003

## 9 Protection of Freedoms Act 2012

- Formed DBS in 2012 from ISA and CRB
- Safer recruitment for public, private and voluntary sectors by identifying candidates unsuitable for working with children and Adults at risks
- Covers England and Wales
- 'Regulated Activity' employers legally required to refer safeguarding concerns
- Illegal for a person barred by DBS to apply or work within the sector or for an employer to knowingly employ someone barred by the DBS.

### Protection of Freedoms Act 2012

## 10 Female Genital Mutilation Act 2003

FGM has been a specific criminal offence in the UK since 1985 when the (UKwide)

Prohibition of Female Circumcision Act ("the 1985 Act") was passed. The Female Genital Mutilation Act 2003 ("the 2003 Act") replaced the 1985 Act in England, Wales and Northern Ireland. It modernised the offence of FGM and the offence of assisting a girl to carry out FGM on herself while also creating extra-territorial offences to deter people from taking girls abroad for mutilation. To reflect the serious harm caused, the 2003 Act increased the maximum penalty for any of the FGM offences from five to 14 years' imprisonment.

### Female Genital Mutilation Act 2003

## 11 Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status.

Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

This definition of child sexual exploitation was created by the UK National Working Group for Sexually Exploited Children and Young People (NWG) and is used in statutory guidance for England.

## 12 Counter-Terrorism and Security Act 2015

The Counter-Terrorism and Security Act 2015 introduced a new duty on regulated higher education bodies to have due regard to the need to prevent people from being drawn into terrorism. This is known as the Prevent Duty. The aim of the Prevent strategy is to reduce the threat to the UK from all forms of terrorism by stopping people becoming terrorists or supporting terrorism.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Radicalisation is usually a process not an event. During this process, there will inevitably be opportunities to intervene in order to reduce the risk of the individual being attracted to extremist ideology and causes and safeguard him/her from the risk of radicalisation. It is important to be able to recognise the factors that might contribute towards the radicalisation of an individual. Indeed, some of the factors that lead an individual to becoming radicalised are no different to those that might lead individuals towards involvement with or being vulnerable to other activity such as gangs, drugs and sexual exploitation for example.

Those involved in extremist activity come from a range of backgrounds and experiences.

There is no single profile of what an extremist looks like or what might drive a young person towards becoming radicalised. It can affect impressionable young boys and men and also impressionable young girls and women.

### Counter-Terrorism and Security Act 2015

### **13 Children and Young Persons Act 2008**

An Act to make provision about the delivery of local authority social work services for children and young persons; to amend Parts 2 and 3 of the Children Act 1989; to make further provision about the functions of local authorities and others in relation to children and young persons; to make provision about the enforcement of care standards in relation to certain establishments or agencies connected with children; to make provision about the independent review of determinations relating to adoption; and for connected purposes.

Children and Young Persons Act 2008

### **14 Mental Capacity Act 2005**

An assessment to establish whether a person lacks capacity should take place whenever there is a concern that an individual might lack the mental capacity to make a proposed decision (including safeguarding).

Processes for people who lack capacity should be different in significant respects from processes undertaken with people who have capacity (e.g. in relation to sharing information and consent).

The principles of the Mental Capacity Act make it clear that a person is not to be treated as unable to make a decision unless all practical steps have been taken to help them do so, and that no one should be deemed to lack capacity on the grounds that their decisions appear to be unwise.

Mental Capacity Act 2005

### **15 Working together to Safeguard Children 2019**

Statutory guidance on inter-agency working to safeguard and promote the welfare of children.

Working together to Safeguard Children

### **16 Keeping Children Safe in Education 2020**

This guidance applies to all schools and is for:

- headteachers, teachers and staff
- governing bodies, proprietors and management committees

It sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

Keeping Children Safe in Education

### Useful Contacts/Support Organisations

**Please note- you must contact different teams for safeguarding concerns surrounding children and adults at risk.**

If you have concern that a CHILD is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility. You need to ensure that you speak to the appropriate organisations that can listen to and record your concern, and then take appropriate action. **In Leeds**, these are the numbers that you can ring for advice and to make a referral:

## APPENDIX 6: SAFEGUARDING AND COMMUNICATION WITH PARENTS

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Northern School of Contemporary Dance (NSCD) offers world-leading conservatoire training for dancers. The safeguarding policy document sets out the policy and procedures of NSCD to ensure a safe creative learning environment for young people and Adults at risks. NSCD believes all individuals have a right to learn and develop within a safe environment, and is committed to protecting young people and Adults at risk from harm. NSCD is not however 'in loco parentis' (in the place of the parent) and cannot accept the responsibilities of guardian to any member of its community.

NSCD acknowledges the duty of care and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The following statement relates to NSCD's policy on communication with parents and carers for students enrolled on a Higher Education (HE) programmes at NSCD.

In respect to students under the age of 18 enrolled on an HE programme NSCD will:

- Require a parent or carer to counter sign the student's Registration Form at the point of enrolment. A student under the age of 18 will not be enrolled on the programme until this process is complete.
- Provide parents and carers with a contact at the school if they require further information in respect to their child.
- Provide parents and carers with access to the NSCD Safeguarding Policy document
- Where appropriate, notify the Emergency contact (usually a parent or carer) as soon as feasible in the event of concern for their child.
- Where considered appropriate, we may report issues directly to Social Services and the local Children's Safeguarding Board and not the parent or carer.

In respect to students over the age of 18 but considered 'at risk' (see definition 13 on page 7 of the *Safeguarding Policy*) NSCD will:

- Where appropriate, notify the Emergency contact (usually a parent or carer) as soon as feasible in the event of concern for their child.
- Where considered appropriate, we may report issues directly to Social Services and the local Adult Safeguarding Board and not the parent or carer.

In addition to the HE programmes, NSCD runs a Learning and Participation provision, for safeguarding enquiries or concerns relating to this area the lead safeguarding contacts are available here:

<http://www.nscd.ac.uk/safeguarding/>

**Local Authority Designated Officer (LADO)****Leeds** <https://www.leedsscp.org.uk/Home>Tel: 0113 3789687  
E: LADO@leeds.gov.uk**Bradford** <https://saferbradford.co.uk/>Tel: 01274 435600  
E: LADO@bradford.gov.uk**Calderdale** <https://safeguarding.calderdale.gov.uk/>Tel: 01422 393336  
E: ladoadmin@calderdale.gov.uk**Kirklees** <https://www.kirkleessafeguardingchildren.co.uk/>Tel: 01484 221126  
E: LADO.cases@kirklees.gov.uk**Wakefield** <https://www.wakefieldscp.org.uk/>Tel: 01977 727032  
E: Lado.Referrals@wakefield.gov.uk**North Yorkshire** <https://www.safeguardingchildren.co.uk/professionals/nyscb-procedures/>Tel: 01609 535123  
E: lado@northyorks.gov.uk**Doncaster** <https://dscp.org.uk/>Tel: 01302 734214  
E: dscp@doncaster.gov.uk**LEEDS SAFEGUARDING ADULTS**Adult Social Care Contact Centre: 0113 222 4401  
Emergency Duty Team: 07712 106 378 (outside of the contact centre times)  
[www.leedssafeguardingadults.org.uk](http://www.leedssafeguardingadults.org.uk)**BRADFORD SAFEGUARDING ADULTS**Safeguarding Adults Team: 01274 431077, or complete the online form available from: [www.bradford.gov.uk/makeanalert](http://www.bradford.gov.uk/makeanalert)  
For additional information please visit: [www.bradford.gov.uk/safeguardingadults](http://www.bradford.gov.uk/safeguardingadults)  
Safeguarding Adults Team, Britannia House, Hall Ings. BD1 1HX  
Telephone: 01274 431 077 (office hours)  
Out of Hours Emergency Duty Team Telephone: 01274 431010 (outside office hours)  
Email: [safeguarding.adults@bradford.gov.uk](mailto:safeguarding.adults@bradford.gov.uk)

**CALDERDALE SAFEGUARDING ADULTS**

Safeguarding Adults Team: 01422 393 804 (Mon-Fri, Office Hours)  
 Gateway to Care: 01422 393 000 or [Gatewaytocare@calderdale.gov.uk](mailto:Gatewaytocare@calderdale.gov.uk)  
 Emergency Duty Team: 01422 288 000 or email: [EDT@calderdale.gov.uk](mailto:EDT@calderdale.gov.uk)  
[www.calderdale.gov.uk/socialcare/safeguardingadults/index](http://www.calderdale.gov.uk/socialcare/safeguardingadults/index)

**KIRKLEES SAFEGUARDING ADULTS**

Gateway to Care: 01484 414933 (24 hours)  
 Emergency Duty Team (Out of Hours) 01484 414933  
 Email: [gatewaytocare@kirklees.gov.uk](mailto:gatewaytocare@kirklees.gov.uk)  
[www.kirklees.gov.uk/safeguardingadults](http://www.kirklees.gov.uk/safeguardingadults)

**YORK SAFEGUARDING ADULTS**

Customer access and assessment team: Telephone: 01904 555 111 (8.30-5.00pm). For individuals who are hearing impaired please Text: 0753 443 7804  
 Fax: 01904 554 017; Email: [adult.socialsupport@york.gov.uk](mailto:adult.socialsupport@york.gov.uk)  
 Out of hours, contact the Emergency Duty Team  
 Telephone: 0845 0349 417; Email: [edt@northyorks.gov.uk](mailto:edt@northyorks.gov.uk)  
 For information/advice:  
 Contact:  
 Safeguarding Adults Team: Telephone: 01904 555 858 (and ask for the duty worker)  
 Fax: [adultsafeguardingfax@york.gov.uk](mailto:adultsafeguardingfax@york.gov.uk)  
 Email: [adult.socialsupport@york.gov.uk](mailto:adult.socialsupport@york.gov.uk)

**NORTH YORKSHIRE SAFEGUARDING ADULTS**

Adult Social Care, Customer Services 01609 780780. Opening hours are 8am – 5.30pm Monday to Friday. This number will be answered by the Emergency duty team outside these hours.  
 Email Raising a Safeguarding Concern forms to:  
[social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk) or [social.care@northyorks.gcsx.gov.uk](mailto:social.care@northyorks.gcsx.gov.uk)  
 For information/advice:  
 Contact:  
 For general questions and enquiries about safeguarding adults, please email: [nysab@northyorks.gov.uk](mailto:nysab@northyorks.gov.uk) or via secure email: [nysab@northyorks.gcsx.gov.uk](mailto:nysab@northyorks.gcsx.gov.uk)  
 Please note this email address is NOT for Raising a Safeguarding Concern.  
 For additional information please visit North Yorkshire County Council website: [www.northyorks.gov.uk/safeguardingadults](http://www.northyorks.gov.uk/safeguardingadults) or North Yorkshire Partnerships website: [www.nypartnerships.org.uk/sab](http://www.nypartnerships.org.uk/sab)  
 To access and download an Interagency Safeguarding Adults Concerns Form: [www.northyorks.gov.uk/safeguarding-vulnerable-adults](http://www.northyorks.gov.uk/safeguarding-vulnerable-adults)

**WAKEFIELD YORKSHIRE SAFEGUARDING ADULTS**

Social Care Direct: Telephone: 0345 8 503 503  
 Fax: 01924 303455; Minicom: 01924 303450;  
 Email: [social\\_care\\_direct@wakefield.gov.uk](mailto:social_care_direct@wakefield.gov.uk)

For additional information please visit: <http://www.wakefield.gov.uk/health-care-andadvice/adults-and-older-people-services/safeguarding/safeguarding>

### **NSPCC Child Protection Helpline**

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 -

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**The NSPCC Asian Child Protection Helpline** is a free, multilingual service for the UK's Asian communities providing counselling, information and advice to ANYONE who is concerned about the welfare of a child, including:

- Parents, carers or relatives who need advice
- Children or young people in need of help and advice
- Education, health and social welfare professionals seeking culturally sensitive advice and information.

### **Other useful contact details**

#### **Child Protection in Sport Unit**

(A partnership between NSPCC and Sport England)

Tel: 0116 234 7278

Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

<https://thecpsu.org.uk/>

#### **Disclosure Barring Service**

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

General Enquiries: 0870 9090811

### **Police Safeguarding Units**

Bradford

[b.dsu@westyorkshire.pnn.police.uk](mailto:b.dsu@westyorkshire.pnn.police.uk)

01274 376116

Calderdale

[fa.safeguarding@westyorkshire.pnn.police.uk](mailto:fa.safeguarding@westyorkshire.pnn.police.uk)

01422 337041

Kirklees

[ea.safeguarding@westyorkshire.pnn.police.uk](mailto:ea.safeguarding@westyorkshire.pnn.police.uk)

01924 335073

Leeds

[leeds.safeguarding@westyorkshire.pnn.police.uk](mailto:leeds.safeguarding@westyorkshire.pnn.police.uk)

0113 3859590

Wakefield

[da.safeguarding@westyorkshire.pnn.police.uk](mailto:da.safeguarding@westyorkshire.pnn.police.uk)

01924 878398

### **Other charities and agencies that can help:**

CEOP

Information for children, adults or teachers on staying safe on the internet

<http://www.thinkuknow.co.uk/>

Barnardo's – Cut them free campaign.

[www.barnardos.org.uk](http://www.barnardos.org.uk)

Yorkshire MESMAC – BLAST!

Project works with men and boys involved in or at risk of becoming involved in sexual exploitation, aged 25 and under and living in Leeds or Bradford.

0113 2444209

[blast@mesmac.co.uk](mailto:blast@mesmac.co.uk)

[www.mesmac.co.uk/blast](http://www.mesmac.co.uk/blast)

National Helpline for male victims of sexual exploitation - 07808 863 662

Genesis – ISIS

Supporting Young People Against Sexual Exploitation, Leeds

[www.isis-at-genesis.org.uk](http://www.isis-at-genesis.org.uk)

0113 243 0036

The Children's Society in Keighley and Bradford

The Hand in Hand Project

Supporting young people involved in child sexual exploitation or who are vulnerable to grooming.

01535 606868

[www.childrenssociety.org.uk/hand-in-hand](http://www.childrenssociety.org.uk/hand-in-hand)

[hand-in-hand@childrenssociety.org.uk](mailto:hand-in-hand@childrenssociety.org.uk)

Parents Against Child Sexual Exploitation (Pace)

Working alongside and supporting parents and carers whose children have been sexually exploited.

0113 240 3040

[info@paceuk.info](mailto:info@paceuk.info)

[www.paceuk.info](http://www.paceuk.info)

Barnardo's Turnaround

Working with young people who are involved or vulnerable to CSE and who go missing from home

Bradford

01274 618421

[tunnaround@barnardos.org.uk](mailto:tunnaround@barnardos.org.uk)

Wakefield

Kevin Robinson 07827322821

[kevin.robinson@barnardos.org.uk](mailto:kevin.robinson@barnardos.org.uk)

Kirklees

Cheryl Laird 07584385539

[cheryl.laird@barnardos.org.uk](mailto:cheryl.laird@barnardos.org.uk)

The Children's Society in Calderdale

The Safe Hands Project

Supporting young people affected by Child Sexual Exploitation across the Calderdale district.

Tel: 01422 430 495

[safehands@childrenssociety.org.uk](mailto:safehands@childrenssociety.org.uk)

The Lucy Faithfull Foundation is a registered child protection charity which works across the UK to prevent child sexual abuse. It runs many projects, including Stop It Now! UK and Ireland and Parents Protect!

<http://www.lucyfaithfull.org.uk/>