

*Eleonora Dance Studios (EDS) abides by the Royal Academy of Dance (RAD) Policy and Procedures on safeguarding children and vulnerable adults. Below are the areas for concern. The RAD's full and comprehensive Policy is available to view on request from the Principal and is also available on the RAD website.*

## **POLICY AND PROCEDURES ON SAFEGUARDING CHILDREN AND VULNERABLE ADULTS** (August 2026)

EDS has a 'duty of care' to provide a safe environment that is conducive to promoting the health and well-being of children and young people under the age of 18 years and vulnerable adults. EDS will take all reasonable steps to ensure that safeguarding and promoting the welfare of children and vulnerable adults is embedded in our contact through the training and activities we provide for them.

The protection of children and vulnerable adults is important to EDS. The aim of EDS's Policy and Procedures on Safeguarding Children and Vulnerable Adults is to ensure that children and vulnerable adults with whom EDS comes into contact with are well protected and that there is a system in place to protect their welfare.

EDS believes that: the welfare of the child is paramount, that all children regardless of age, disability, gender race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.

The purpose of these policies and procedures are:

- To facilitate protection for children under the age of 18 years and vulnerable adults during any activity provided by EDS.
- To provide staff with procedures to follow in the event that they suspect a child or vulnerable adult may be experiencing abuse or be at risk of abuse or harm or where there is concern about the behaviour of an adult that might harm a child or vulnerable adult.

EDS understands its legal duty, under the Education Act 2002 and the 1989 and 2004 Children Act, and takes its Safeguarding/Child Protection responsibilities contained within those acts very seriously.

## *Eleonora Dance Studios*

In order to safeguard and promote the welfare of children and vulnerable adults, the School will act in accordance with the following legislation and guidance:

1. The Children Act 1989
2. The Children Act 2004
3. Education Act 2002 (section 175)
4. The Children Act 2002
5. The Children, Schools and Families Act 2010
6. 'Working Together to Safeguard Children 2013' -
  - Protecting children from maltreatment
  - Preventing impairment of children's health or development
  - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
  - Taking action to enable all children to have the best outcomes
7. Safeguarding Children and Safer Recruitment in Education (DfES 2006)
8. The Education (Pupil Information) (England) Regulations 2005
9. Vulnerable Adults (No DoH 2000 and 1997 Consultation 'Who Decides')
10. Dealing with Allegation of Abuse Against Teachers employed by EDS
11. The Data Protection Act 1998
12. Children and Adoption Act 2006
13. Sexual Offence Act 2003 (Remedial Order)
14. Safeguarding Vulnerable Groups Act 2006
15. Protection of Freedoms Act 2012

For the purposes of this document the Principal and Teachers should be aware of the following form of abuse:

- **Physical Violence**

Physical violence may involve hitting, shaking, throwing objects, poisoning, burning or scalding, suffocating or other abuse that may leave a mark on the child or vulnerable adult.

- **Sexual abuse**

Sexual abuse may involve inappropriate physical contact and or encouraging children to view inappropriate material and also FGM (Female Genital Mutilation).

- **Neglect**

Neglect is the persistent failure to meet a child or vulnerable adult's physical and or psychological needs. This may manifest itself in a guardian's failure to provide such things as adequate nourishment, shelter and or clothing.

- **Emotional Abuse**

Emotional abuse may involve behaviour and or expectations that may lead to a lack of self-worth and poor self-esteem.

## *Eleonora Dance Studios*

EDS is also aware of other areas such as self-harm, eating disorders and bullying that affect children and young people.

EDS will endeavour to protect its pupils and vulnerable adults and establish a safe environment in which they can learn and develop by:

1. Recruiting and selecting suitable staff – and that have an up to date DBS Check.
2. Providing suitable training for all members of staff.
3. Ensuring that staff are made aware of relevant and updated reading material.
4. Appointing a designated Child Protection Officer – Eleonora Economides
5. Setting out strict procedures as to what staff should or should not do in a case of abuse (see below)
6. Reviewing and amending documents so that the School's Protection Policy may be seen as up-to-date.
7. Documenting any incidents that may arise and ensuring that any such records are kept confidential.
8. Ensuring that children are not left unattended on the premises.
9. Ensuring that children are collected by an adult - parent or guardian or a person known to the child and one that the child is expecting to be collected by.

### **Individual Staff Procedures**

It is not the responsibility of anyone working for EDS in a paid or voluntary capacity to decide whether a child or vulnerable adult is being abused or might be abused, but there is a responsibility to act on their concerns in order that appropriate agencies can then make enquiries and take any necessary action to protect them.

Should a member of staff suspect any case of abuse as described above, it is their responsibility to take the following action:

- Stop other activity and focus on what they are being told or seeing. Responding to the incident being reported should take immediate priority.
- Where an incident is being reported, react in a calm and considered way but show concern.
- Tell the child or vulnerable adult that it is right for them to share this information.
- Take what they say seriously and allow extra time if a child or vulnerable adult has a speech difficulty and differences in language.
- Keep questions to an absolute minimum necessary to ascertain a clear and accurate understanding of what has been said but do not interrogate the child or vulnerable adult.

## *Eleonora Dance Studios*

- Listen to the child or vulnerable adult and do not interrupt if they are recounting significant events.
- Offer reassurance.
- Do not give assurances of confidentiality and explain you will need to pass on this information to those that need to know.
- Consider whether immediate action is needed to protect the child or vulnerable adult who may be at risk. If the Child Protection Officer is not immediately available, you should alert the appropriate authority and stay with those you think are at immediate risk until they can be transferred to safe care, where practical.
- Make a written and dated note of any statements made by the child or vulnerable adult. This should be made on the Incident Report Form and within the timescales stated. Keep all original notes as they may be needed as evidence. The comprehensive and confidential record should include the following:
  - a) A detailed record of the incident in the child or vulnerable adult's own words or the words of the third party reporting it. This record may be used later in a criminal trial and therefore needs to be as full and accurate as possible.
  - b) Details of the nature of the incident.
  - c) A description of any injury. If clothing needs to be removed in order to inspect an injury, this should ideally be done with another adult present.
  - d) Dates, times or places and any other information that may be useful.
  - e) Written records including emails and letters.
- Safeguarding is everyone's business and if anyone tells you about or if you see mistreatment or abuse or have concerns about a child, young person or vulnerable adult being harmed or at risk, it is your role to respond sensitively and alert others who have a designated role at EDS.
- Anyone with any concerns and unsure what to do, should contact the Police, local Services Department or the NSPCC Adult Child Protection Helpline on 0808 800 5000 or Childline for children and young people on 0800 1111

## **Code of Behaviour and Good Practice**

EDS believes that the Code of Behaviour and Good Practice will assist everyone with advice on protecting children and vulnerable adults and also help with identifying any practices which could be misinterpreted or lead to false allegations.

- Teachers should treat all children and vulnerable adults with respect.
- Wherever possible classes should include a ratio of one adult to every 10 children. For younger children there will be an additional member of staff e.g. a teacher, pianist or assistant. Where this is not possible, EDS will try to ensure that activities take place within the sight or hearing of other adults.
- In all activities, EDS employees, students/trainees and visitors should be aware that physical contact with a child or young person may be misinterpreted and should be avoided. Where any physical touching is required, it should be provided openly in front of other students. Parents, guardians and students will be warned in advance that physical touching may be required for correctional purposes only.
- In activities, feedback should always be constructive rather than negative and be mindful of the language that you use so as not to be threatening or upsetting.
- Written parental or guardian consent should always be obtained for the use of any photographs, films or videos involving children and vulnerable adults.
- In all dealings with children and vulnerable adults EDS employees, students/trainees and visitors should never:
  1. Leave children who are in their care unsupervised during a lesson.
  2. Form or seek to form relationships of a sexual nature or which may lead to sexual activity (i.e. grooming).
  3. Allow children or vulnerable adults to use inappropriate language e.g. language of a derogatory nature or sexually explicit without challenging it.
  4. Make sexually suggestive or discriminatory comments even in jest.
  5. Intentionally reduce a child or vulnerable adult to tears as a form of control.
  6. Use any form of punishment as part of disciplining a child or vulnerable adult.
  7. Shout or use harsh criticism.
  8. Give your personal contact details to a child or vulnerable adult whom you have met through work or using social networking sites.
  9. Allow yourself to get into a situation where an abuse of trust may occur. This means you should not form a close personal relationship, sexual or otherwise with a child or vulnerable adult, even if they are seeking and are consenting to such a relationship.
  10. Transport a child or vulnerable adult in a personal vehicle unless consent has been given by a parent or guardian. In the case of an emergency, the Designated

## *Eleonora Dance Studios*

Safeguarding Officer (DSO) – Principal of EDS – Eleonora Economides must be informed.

11. Allow allegations made by a child or vulnerable adult to go unrecorded or not acted upon in accordance with these or other EDS procedures.
  12. Undertake personal activities (such as dressing) for a child or vulnerable adult which they can do for themselves. If a child has a disability, such tasks should only be performed with the full understanding and consent of and, where appropriate, assistance from the parents or carers. Vulnerable adults may be able to consent for themselves.
- Any incidents which cause concern in respect of a child or vulnerable adult are required to be reported immediately to the DSO.

### **Training**

As required by the Statutory regulation, the DSO will attend a one-day comprehensive training on child protection and safeguarding every three years by an external organisation. The School will provide to teachers and assistants working for EDS an initial induction and training and thereafter will be required as thought appropriate to undertake any necessary training.

### **Allegations of abuse against members of staff or assistants/trainees**

- If a member of staff has a concern about the behaviour of another member of staff, they should inform the DSO on the same working day. A decision will be made as to the best course of action. The member of staff could be suspended until an investigation has taken place. This could include a referral to the police, adult protection, children's social care and the Local Authority Designated Officer (LADO). Following this course of action and the outcome, EDS may then wish to refer the individual for consideration for barring and will contact the Disclosure and Barring Service.
- If a member of staff is concerned with the Principal they can contact the Royal Academy of Dance for further advice.

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## APPENDIX 1

### Incident , allegation and suspicion of abuse (hereafter 'incident') report form

Date Incident reported: \_\_\_\_\_

Person recording the Incident: \_\_\_\_\_

|                                                              |
|--------------------------------------------------------------|
| Person reporting the Incident:                               |
| Name:                                                        |
| Job Role:                                                    |
| Knowledge of and relationship to the Child/Vulnerable Adult: |
| Contact address:                                             |
| Telephone Numbers:                                           |
| E-mail:                                                      |

#### Child / Vulnerable Adult Details:

|                                      |
|--------------------------------------|
| Full Name of Child/Vulnerable Adult: |
| Date of Birth:                       |
| Contact Address:                     |
| Telephone Numbers                    |
| Disability (if applicable)           |

#### Incident Details:

|                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location of Incident:                                                                                                                                                                                              |
| Date and Time of Incident:                                                                                                                                                                                         |
| Detailed Information (where applicable in child/vulnerable adult's own words if possible)                                                                                                                          |
| Details of any observations made by you or to you (e.g. description of visible bruising, other injuries, child/vulnerable adult's emotional state). N.B Make a clear distinction between what is fact and hearsay. |
| Actions taken so far:                                                                                                                                                                                              |

**Alleged abuser's details (if known):**

## Eleonora Dance Studios

|                                             |
|---------------------------------------------|
| Name:                                       |
| Date of birth / age                         |
| Relationship with child / vulnerable adult: |
| Occupation:                                 |
| Address:                                    |
| Telephone numbers:                          |
| Disability if applicable:                   |

### External agencies contacted:

| AGENCY                                  | YES / NO | CONTACT NAME | CONTACT NUMBER | DATE | TIME | DETAILS OF ADVICE |
|-----------------------------------------|----------|--------------|----------------|------|------|-------------------|
| Police                                  |          |              |                |      |      |                   |
| Social Services                         |          |              |                |      |      |                   |
| Local authority state if LADO contacted |          |              |                |      |      |                   |
| NSPCC                                   |          |              |                |      |      |                   |
| Other (please name)                     |          |              |                |      |      |                   |

I acknowledge that the details described are accurate and will remain strictly confidential between the 'appropriate channels' and myself.

Signed.....

Date.....