



Safeguarding Policy - Cascade Dance

Written October 2008 – Updated 5th September 2024

Cascade Dance strives to provide a happy and safe environment where children can learn to dance. We believe that all children have the right to be safe and secure and free from threat or harm, regardless of gender, ethnicity, disability, sexuality, or beliefs. Cascade Dance will act with honesty, treating children with respect, listening to their concerns, and acting upon them.

Cascade Dance has a Safeguarding policy in place to prevent any child, who take part in our class and receives our services, from threat, danger and abuse. This is a working document which, alongside our practice, is reviewed regularly.

This policy adheres to the Safeguarding Act 1989. We have used the NSPCC guide for organisations to safeguard children (www.nspcc.org.uk); Keeping children safe in education (KCSIE) and Kent County Councils Safeguarding children as a guide to write this policy. The procedures we will follow are as laid down within these guidelines.

This Safeguarding Policy is designed to safeguard children and young people from potential abuse as well as protect staff and volunteers from potential false allegations of abuse.

Safeguarding in Cascade's Community Classes

1. Cascade will ensure that children are always dancing in a safe and comfortable environment. This may be in any of our externally hired spaces, halls or community centres
2. Parents/Guardians are required to inform the class teacher of any medical conditions, injury or sensitive information that may affect the student's participation. In some cases, we may ask for a doctor's note or evidence to inform the child is fit to dance.
3. In case of an injury, Cascade will provide care where appropriate and arrange First Aid with a designated first aider. This will be documented via a first aid record sheet which is accessible to all. Parents/guardians will be notified.
4. All Cascade teachers are first aid trained and carry first aid with them. In the instant where a first aider is not present or resources are not accessible, we will draw upon our venue hirers to assist.

5. Cascade holds no responsibility for children once the dance activity has finished and we ask all parents, guardians and carers to provide us with written details of drop off/pick up arrangements via the registration form.

6. All Cascade teachers have undergone an Enhanced Disclosure Barring Check and are conversant with our Safeguarding policy as part of their commitment and involvement with Cascade.

7. Cascade will undertake a range of risk assessment prior to student's entering the space. Appropriate risk assessments have been carried out for all spaces and are following Cascades Health and Safety Policy.

8. Cascade does not discriminate on background, gender, ethnicity or religion, regularly monitors staff to maintain school teaching policies and adheres to Health and Safety procedures to ensure that each child dances in a class appropriate to their level of development.

9. We expect parents to update any changes to student contact details in writing. All details will be held in strict confidentiality (GDPR) and will not be passed on to outside parties except to the NATD for dance examinations and Kent County Council for performance licensing. Additional consent will be sought from parents for their information to be used in these circumstances.

10. When using social media all students are expected to conduct themselves appropriately and sensibly with polite etiquette. Students should ensure they uphold the reputation of Cascade Dance. Inappropriate use of social media in association with Cascade may jeopardise their place within the activity.

11. Cascade has a **zero bullying tolerance** across all their activities and will take appropriate action if required as per our Behaviour policy.
Please see our

Safeguarding for delivery in schools

1. Cascade staff will ensure that children are always dancing and participating in a safe and comfortable environment.

2. Cascade will ensure that all freelancers have the relevant qualifications and training in order to deliver the dance activities in schools (*see Recruitment & Quality of Cascade Teachers 2.1*)

3. Depending on the type of school activity, we will ask for registers for the class/club, which will include student data, contact details and sensitive information. This is kept confidential.

4. For delivery in schools, we ask that the school provides Cascade with any medical or sensitive information that may affect the student's participation in said dance activity.



5. In case of an injury during the activity, Cascade will provide care where appropriate and apply first aid or arrange aid with a TA or school designated first aider.

6. Cascade requests that schools provide a space or hall that is suitable to dance in, free from risk and appropriate for the type of activity taking place. The space must be clear, well-ventilated and not shared with others during the time of the activity.

6a. Teachers will not be compromised to deliver dance in any other space than the suitable space provided for by the school. Playgrounds, concrete and spaces where it caused a high risk to injury to both teacher and child, is not acceptable.

7. Cascade staff will ensure that children have left the club successfully and safely by parents and where possible will stay on site with children until they leave. In cases where this cannot happen and the school is open, children will be asked to stay on site until they have been collected.

8. All Cascade teachers have undergone an Enhanced Disclosure Barring Check and are conversant with our Safeguarding policy as part of their commitment and involvement with Cascade.

9. Cascade does not discriminate on background, gender, ethnicity or religion, regularly monitors staff to maintain school teaching policies and adheres to Health and Safety procedures to ensure that each child dances in a class appropriate to their level of development.

Behavior of Cascade Staff

1.1 Cascade teachers, directors, chaperones & volunteers are expected to

- Treat all children and young people equally
- Listen to and respect children and young people
- Involve children and young people in decision-making, as appropriate
- Provide encouragement, support and praise (regardless of ability)
- Use appropriate language (physical and verbal)
- Have fun and encourage a positive atmosphere
- Treat all children and young people as individuals
- Respect a child's or young person's personal space
- Agree group 'contract' before beginning session
- Encourage feedback from peers
- Use age-appropriate teaching aids and materials (music)
- Be aware of a child's or young person's limitations, or any medical condition for example

- Create an atmosphere of trust
- Respect differences of ability, culture, religion, race
- Respect their sexual orientation and support LGBT

1.2 To deliver high quality and safe practice when delivering dance

- treat all young people equally, and with respect and dignity
- always put the welfare of each child first, before winning or achieving other goals
- making activities enjoyable and promoting fair play
- register each child/young person (name, address, phone, special requirements attendance, and emergency contact)
- have emergency procedures in place and make all staff aware of these procedures
- be inclusive of children and young people
- be inclusive for children with learning needs
- plan and be sufficiently prepared, both mentally and physically
- observe appropriate dress and behavior in the class
- report and record any incidents and accidents in relevant forms
- make all staff aware of the Safeguarding Policy and procedures
- communicate any concerns and raise awareness with directors
- ensure that policies and procedures are reviewed regularly

1.3 Behaviour of students in class

Cascade will not tolerate bullying or any behaviour that causes distress or concern to any student in their classes, always.

- We ask students to be kind to their classmates and support them as they dance. This extends beyond the classroom and includes waiting times in between classes and backstage during performances.
- Although we cannot control what happens outside the studio, we have the right to act and contact parents/guardians if we feel a situation has arisen between dancers and is affecting their time with Cascade.
- Where possible a 3-strike warning will be place for those students who do not adhere to this policy or respect their dance classes with Cascade. Communication with parents and school teaches (if based in a school setting) will be sourced before this come into place.
- Students are expected to listen to and follow the teacher's instructions during class.
- Talking, disruptive behaviour is not permitted during the class.



- The use of mobile phones during classes are prohibited, unless give permission by the teacher.

Please refer to our behaviour policy for more information

Recruitment & Quality of Cascade Teachers

2.1 Disclosure Barring Service (DBS)

Any person teaching for Cascade Dance must have an up-to-date Enhanced Barring Service Check (DBS). An enhanced check is carried out to ensure they can work with children and adults in both an educational and community setting through dance. Cascade use an external educational recruitment company who deal with the DBS checks. Cascade keep a record of all teachers DBS certificate number and date of issue. We expect teachers to register via the update service and also to maintain their DBS check every 3 years.

2.2 Licensed Chaperone Training (KCC)

We expect that all teachers complete their [KCC Chaperone License for Children in Entertainment](#). This provides training and insight into NNCEE legislation (a guide to children in entertainment), Safeguarding training and an enhanced volunteer DBS. We require our teachers to be licensed chaperones at all our performances that children attend.

2.3 Safeguarding Training

In additional to the KCC Chaperone training, Cascade staff are encouraged to take regular safeguarding training and to provide copies of their certificates where possible. WE actively encourage the online training via <https://www.safecic.co.uk/>

All staff members have copies of this document and updated regularly.

2.4 Experience and professionalism

We have carefully selected a range of freelance teachers to deliver work for us across all our activities. These teachers hold a wealth of experience and qualifications in dance, specialists in their subject and art form and are chosen due to their appropriateness for delivering dance within an educational and /or community setting.

We expect our teachers to be aware of our Cascade policies and to follow our safe practice guide alongside the following clauses in how to report and communicate a safeguarding referral.

Online, Photography & Media

It is important to keep children & young people who dance with Cascade, safe online and through the use of our photography and video recording measures. Cascade Dance complies with GDPR 2018 and the Information Commissioners Office and also follows organisations such as NSPCC, CEOP and Childnet to update their policies regularly.

3.1 Media Consent

When joining Cascade, parents & guardians must complete a registration form which identifies the level of consent give to process photographs and videos of their child through Cascade website and social media channels.

Cascade currently use the following social media channels and websites: Facebook, Instagram, Twitter, YouTube, www.cascadedance.co.uk

All Images of children and young people posted on www.cascadedance.co.uk have consented to their images through a **media consent form**

Only images and videos of those who have given consent will be posted and uploaded and can be taken down if requested at any time by the parent, child or guardian.

3.1 Student presence and behaviour online

When using social media all students are expected to conduct themselves appropriately and sensibly with polite etiquette. Inappropriate use of social media in association with Cascade may jeopardise their place within the activity.

Our social media platforms are monitored closely and any inappropriate comments will be removed and reported.

Safeguarding Procedures

Cascade have procedures in place to help any child who appears to be at risk or appears to be the victim of abuse. We will provide help and support if any child tells us they are affected by these issues. If a child says or indicates that he/she is being abused, or information is obtained which gives concern that a child is being abused, this should never be ignored.

In responding to a young person making a disclosure or allegation, action should be taken. Any member of Cascade who is receiving information concerning disclosure should:



1. react calmly so as not to frighten the child
2. reassure the child he/she was right to tell
3. not make promises of confidentiality, but let them know you will have to tell another adult
4. keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Questions should not be leading.
5. make a full written record of what has been said, heard and/or seen as soon as possible
6. Discuss the allegation with a senior member of Cascade Dance immediately. Ricia Taylor and Samantha Blackden are both the first point of contact for all Safeguarding concerns. All concerns must be passed on and failure to do so could result in an allegation against them and prevent the child's safety and wellbeing.

4.1 Recognition of poor practice and abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur, or has already taken place. Cascade staff have a responsibility to act if they have any concerns about the behavior of someone (an adult or child) towards a child. All Cascade staff have a duty to discuss any concerns they may have about the welfare of a person immediately with Ricia Taylor and Samantha Blackden

4.2 Poor Practice

Poor practice includes any behavior that contravenes the guidelines set out in this Safeguarding Policy, or which undermines or ignores the:

- rights – of the children and their parents
- responsibilities – for the welfare of the child
- respect – for other children

4.3 Abuse

Abuse can happen wherever there are children, and children of any age can be abused. The effects of abuse can be damaging and if untreated they may follow a person into adulthood. All staff should have an understanding of abuse and neglect

and know how and when to take action. The definitions below are adapted from the Department of Health (1999) *Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children*.

Neglect – where adults repeatedly fail 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. This could include repeated failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment.

Physical abuse – where adults physically hurt or injure children by hitting, shaking, throwing, burning, poisoning or otherwise causing harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child in their care eg. fictitious illness by proxy or Munchausen's Syndrome by proxy.

Sexual abuse – where girls and boys are abused by adults (both male and female) who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse.

Emotional abuse – is the persistent emotional ill-treatment of a child such as to cause severe and lasting adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child nervous or withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child.

Reporting Procedures

There is a responsibility to act on any concerns and to protect children in order that appropriate agencies can then make enquiries and take the necessary action to protect the child. Staff responding to a suspicion of abuse or poor practice should complete an *Incident Report form*. If this is unavailable the member of the management team should be contacted direct.

Ricia Taylor
Samantha Blackden

Both Ricia Taylor and Samantha Blackden will assess the incident and they will decide what appropriate action needs to be taken and whether **external Safeguarding agencies, the parents/guardians** or the **police** need to be involved. If unsure, direct contact with the NSPCC and Kent County Council, Social Services will be made.



It is Ricia Taylor's and Samantha Blackden's responsibility to advise staff about policy and procedures in relation to Safeguarding and to ensure that procedures are followed.

Records & Information

Information passed to the external Safeguarding agencies or police must be as helpful as possible. Information in this report should include:

1. the nature of the allegation
2. a description of any visible bruising or other injuries
3. the child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
4. witnesses to the incident(s)
5. any times, dates or other relevant information
6. a clear distinction between what is fact, opinion or hearsay

Once this report has been made, contact will be made with Kent County Council Social Services where the Safeguarding issue will be passed on.

Policy Review and Amendments

This policy will be reviewed annually and is subject to change as necessary. All students and parents will be notified of any amendments in advance.

Signed:

Samantha Blackden, Artistic Director
5th September 2024

Ricia Taylor, Artistic Director
5th September 2024