

# **The Dorset Foundation College for Performing Arts**

## **Child & Vulnerable Adults Protection Policy – (up-dated May 2020)**

### **Introduction**

The Directors of The Dorset Foundation College for Performing Arts have drawn up this policy in order to meet the requirements of the Children Act 1989, The Human Rights Act 1998, The United Nations Convention on the Rights of Child (Ratified by the UK Govt. in 1991), The Protection of Children Act 1999, The Criminal Justice & Court Services Act 2000 and The Children Act 2004.

In addition – The Dorset Foundation College for Performing Arts promotes the Child/Venerable Adult Welfare and Safeguarding Guidelines recommended by: The National Society for the Prevention of Cruelty to Children (NSPCC), 'Safe from Harm' Guidelines and Home Office Recommendations.

**Safeguarding officers for The Dorset Foundation College for Performing Arts are Mrs Denise Booth & Mrs Julie Yates.**

*For the purpose of this policy document the term 'child' will be used to describe all young people under the age of 18 years participating in Dance or other tuition at The Dorset Foundation College for Performing Arts (The Children Act 1989)*

*The term 'Staff' shall be used to describe all those on a contract of employment Including Directors, Fully Registered Teachers, Pre-Registered Teachers, Free-lance Teachers  
Student Teachers and Administrative Staff.*

### **Statement**

The Directors, Mrs Denise Booth and Mr. Daryl Booth are committed to creating a safe, understanding and encouraging environment in which the child (or venerable adults) can learn to Dance, Sing and Act.

The Directors and Staff recognise that it is a privilege to work with children, adults & vulnerable adults and that it is also a great responsibility.

Parents/Guardians trust the School to care for the child or vulnerable adult , give leadership and keep them safe.

### **Our Policy**

The welfare of the child or vulnerable adult is paramount, regardless of his/her age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity.

Any suspicions or allegations of abuse will be taken seriously and responded to swiftly and appropriately.

**An Official Complaints Procedure** is in place – and **appropriate Pro-Forma** can be obtained from any member of Staff at any given time.  
See our Complaints Policy.

All Staff members have a responsibility to personally report their concerns to the School Principal, Mrs Denise Booth (or, in her absence, Mr Daryl Booth).

# **The Dorset Foundation College for Performing Arts**

## **Child & Vulnerable Adult Protection Policy (continued....)**

### **Policy Aims**

To provide the child with appropriate safety and protection whilst attending classes, rehearsals, workshops, summer-schools, open-days, productions and other performance

It is our aim to recognise our 'Duty of Care' by adopting protection guidelines through:

1. Ensuring that all Staff members are aware that the designated officers, responsible for personal safety are Mrs Denise Booth and Mr. Daryl Booth.
2. Ensuring that Staff members respond appropriately should abuse be discovered or disclosed and that any incidents are fully reported.
3. To ensure that Parents/Guardians are aware of all our Policies and Establishing clear procedures for complaints or concerns.
4. Providing effective management for Staff through supervision and support training.
5. Monitoring and reviewing our child protection Policy.

**The Policy** will work in tandem with our **Health and Safety Policy** which is readily available for perusal should Parents/Guardians require.

### **Good Teaching Practice at The Dorset Foundation College for Performing Arts**

Children are the responsibility of The Dorset Foundation College for Performing Arts during their class time only.

All Teaching Staff must hold current DBS disclosures and First Aid Certificates. These are displayed at **The Dorset Foundation College for Performing Arts** in the waiting areas.

All Teaching Staff hold appropriate qualifications in their chosen field.

Staff members will ensure that appropriate steps are taken to ensure that the child is not at risk of injury, whether to their physical or mental wellbeing.

In the case of any physical injury, this will be recorded in the Accident book and the appropriate treatment given. Parents will be notified immediately.

Medicines will not be administered to a child without full, written permission from the Parent/Guardian.

Whenever possible, **The Dorset Foundation College for Performing Arts** endeavors to ensure that more than one Staff Member is present during classes for children.

# **The Dorset Foundation College for Performing Arts**

## **Child & Vulnerable Adult Protection Policy (continued....)**

Parents are not permitted in the studio during lesson time.

**The Dorset Foundation College for Performing Arts** assures Parents/Guardians that suitable and adequate supervision is provided at all times.

At all times, Staff members shall provide an example of good conduct and be an excellent role model. This includes refraining from smoking drinking alcohol or swearing in the company of children.

Staff Members shall not make suggestive or derogatory remarks or gestures to or in front of a child.

Teaching Staff shall give enthusiastic and constructive feedback and not negative criticisms.

However, should the behavior of a child or Student become inappropriate – a Disciplinary Procedure is in place and Parents/Guardians will be informed of a re-occurring problem.

During a class, physical contact should occur for correctional purposes only.

Members of Staff are aware, however, that it is possible to have actions misinterpreted no matter how well intentioned.

Also see our additional Policies

First Aid Policy  
Anti Bullying Policy  
Equal Opportunities Policy  
Fire Risk Management Policy  
General Data Protection Policy  
Exclusion Policy;  
Health & Safety Policy

# **The Dorset Foundation College for Performing Arts**

## **Child & Vulnerable Adult Protection Policy (continued....)**

### **Data Protection**

All information held on our students is strictly confidential.

In exceptional circumstances, if we feel that a child may be at risk, we would immediately inform the appropriate authorities.

We do have a policy of displaying the Examination results of students on our website and studio notice boards; however, individuals can ask for their results not to be posted.

Filming and Photography and Public Performance

Parental consent will be obtained prior to the child being filmed or photographed and also prior to a public performance.

### **Children in Performance**

Appropriate authorities will be informed prior to a production and all proper licenses will be obtained to cover children in performance.

### **Children taking Examinations**

Children, who attend classes at The Dorset Foundation College for Performing Arts may be entered for Examinations through **The Royal Academy of Dance** and the **British Theatre Dance Association & The London Academy of Dramatic Arts**.

An official Examiner and a Pianist / Music Operator are the only persons in the room with the Examination Candidate(s).

**The Dorset Foundation College for Performing Arts** Staff are not permitted in the Studio during Examinations.

It is the decision of the Teacher as to whether a Student is entered for Examination – **not** the decision of the Parent/Guardian.

### **Statement**

**Formed in 1981, and under the personal guidance of Principal Denise Booth, our School has grown to be one of the largest and most successful in the South of England. We educate our students to the highest standards in Dance & Theatre skills - whilst encouraging and improving self confidence, self discipline, and self motivation**