

# YOUTH BALLET WEST

## CHILD PROTECTION AND WELFARE POLICY STATEMENT

The following policy is the statement of Youth Ballet West on child protection and welfare. This policy replaces and supersedes all and any policies issued by Youth Ballet West to date in relation to the children who attend or visitors to classes and activities with Youth Ballet West.

### Purpose

The purpose of this policy is to outline the principles of good practice for the protection of children and young people, to enable Youth Ballet West to ensure the safety and welfare of children / young people with whom it interacts, and to provide a safe environment, enabling children to learn and develop with understanding and encouragement.

### Scope

The policy applies to all staff and all members of Youth Ballet West regardless of nationality, ethnic origin, cultural difference, socio-economic background, gender, etc., whether on the premises or off site at productions etc.

Wherever 'children' or 'young people' are mentioned in this document, the policy is intended to refer to both.

The Child Protection Policy Statement will be available to all staff, boards of management, primary carers, children and young people involved in the organisation.

### Child Protection and Welfare Policy Statement

Youth Ballet West acknowledges the rights of children to be protected, treated with respect, listened to and have their own views taken into consideration. We adopt a child-centred approach to our work with children and young people. We recognise that the welfare of children must always come first, regardless of all other considerations. We are fully committed to safeguarding the well-being of all the children and young people with whom we work, and in full compliance with Children First and Our Duty to Care. We are committed to a coordinated and inter-agency approach to ensuring that the welfare of children and young people is paramount in all we do.

We do this by:

- Giving parents, children and workers information about what we do and what you expect from us.
- Making sure that our staff are carefully selected, trained and supervised.
- Letting parents and children know how to voice their concerns or complain if there is anything they are not happy about.

To this end the organisation has implemented policies and procedures covering:

- Code of behaviour for all staff, employee's and students
- Reporting of suspected or disclosed abuse
- Confidentiality
- Recruitment and selection of staff
- Managing and supervising staff
- Involvement of primary carers

# YOUTH BALLET WEST

- Staff allegations
- Complaints and comments
- Incidents and accidents

As part of the policy, Youth Ballet West will:

- Appoint a designated Liaison Persons for dealing with child protection concerns and a Deputy Designated Liaison Person.
- Provide induction training on the Child Protection and Welfare Policy to all staff and students.
- Ensure staff attend child protection training as appropriate.
- Provide supervision and support for all personnel in contact with children
- Share information about the Child Protection and Welfare Policy with families and children.
- Share this policy with parents on enrolment for classes
- Review this policy each time an incident is reported or every year if that is sooner.
- Work and cooperate with the relevant statutory agencies as required.

## OVERALL RESPONSIBILITY

Youth Ballet West will ensure that all employees:

- Are aware of their responsibilities and their obligations under Children First
- Are aware of their responsibility for reporting and concerns and /or Incidents regarding the safety or wellbeing of children to the Designated Liaison Person.
- Attend child protection training as appropriate.

The following is a general breakdown of Youth Ballet West's personnel and structures

### Directors

The directors are responsible for the running of Youth Ballet West. It is their responsibility to ensure that the rules and policies of Youth Ballet West are upheld as they fall within his/her duties.

### Instructors

The role of instructors includes the supervision of students in a manner compliant with the rules and policies of Youth Ballet West, and carrying out the functions required for the wellbeing and safety of the students and the goals of the group of which they are part.

### Visitors

A visitor to Youth Ballet West is someone who is not normally part of the functioning of Youth Ballet West. Visitors under the age of 18 years will be treated as students or service users for the duration of their stay.

### Designated Liaison Person

The role of the Designated Liaison Person is to promote awareness of Child Protection Policy in Youth Ballet West among students and parents/guardians. They shall influence policy and practice within Youth Ballet West in order to prioritise children's needs and ensure that the children know how to make concerns known to appropriate adults or agencies. They will encourage appropriate involvement of parents/guardians in Youth Ballet West and also act as an advisory resource to employees on best practice. The Designated Liaison Person shall ensure the children have a voice in policies that affect them.

# YOUTH BALLET WEST

## GOOD PRACTICE

Safe practise is essential in our work and we have put in place the following procedure to govern our work with children and young people.

- Each child/young person will be registered on joining and the following details will be kept on file:
  - Name
  - Address
  - Phone number
  - Special requirements
  - Medical conditions / allergies / special needs etc.
  - Emergency contact details (name, phone number / mobile number etc.)
- Records will be kept of:
  - Attendance
  - Accidents (accident records should be reviewed regularly and any unusual patterns reported to senior management)
  - Consents given for various activities
  - Any complaints or grievances
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved, and observe appropriate gender balance in supervision for overnight stays / residential.
- If activities involve travel and/or overnight stays away from home, attention should be paid to the following:
  - Safe methods of transport
  - Adequate insurance to cover all aspects of the trip
  - Appropriate and well supervised sleeping arrangements
  - Respect for the privacy of children and young people in dormitories, changing rooms, showers and toilets
- The following should be requested for each child attending events / meetings / residential stays outside of normal weekly classes:
  - A Parental Consent Form – particularly for events involving long distance travel or overnight stays (see Appendix 1)
  - Contact details for the family / guardians, including emergency contact numbers
  - Any information about the children which may be relevant to staying away overnight, e.g. allergies, medical problems or special needs which the young person may have in terms of access, diet, language assistance, etc.
- Ensure children are never left unattended. Staff should know at all times where children are and what they are doing.
- Primary carers, children/young people, visitors and facilitators should be given written information about the organisation and be made aware of the Child Protection Policy and Procedures
- Primary carers will be informed of any issues that concern their children
- Children and young people are encouraged to report any bullying, concerns or worries to the Designated Liaison Person or a worker of their choice, and to be aware of anti-bullying policy. Complaints must be brought to the attention of the Designated Liaison Person.
- Any concerns about a child's welfare should be reported to the Designated Liaison Person using the Reporting Procedures in this document

# YOUTH BALLET WEST

- Staff should avoid taking a session on their own. If this is not possible then it should be in an open environment with the full knowledge and consent of primary carers
- When dealing with challenging or disruptive behaviour, it is recommended that
  - More than one staff member is present when challenging behaviour is being dealt with
  - An Incident / Accident Form should be completed describing what happened, the circumstances, who was involved, any injury to a person or to property, and how the situation was resolved.

The policy will be reviewed annually in October each year. The next review date is **01/10/2019**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Refer to the full Child Protection & Welfare Policy and Procedures for further information*