

Child Protection and Safeguarding Policy

This policy applies to all individuals who are employed by, or provide services to, Jasmin Vardimon Company and/or Jasmin Vardimon Educational Company. This includes contracted and agency staff; freelance persons and consultants; volunteers, agency, temporary and casual workers; apprentices and vocational trainees including work experience or placements.

This policy does not form part of any employees' contract of employment and it may be amended at any time at Jasmin Vardimon Company's sole discretion.

The purpose of this policy is to ensure our educational and other activities and programmes are well considered, especially those involving children and vulnerable adults and demonstrates our duty of care to all with whom we work. This policy also details behavioural standards for working with children and vulnerable adults and guidance on how to manage a situation where any individual suspects there may be a safeguarding issue.

This policy will be reviewed annually or in line with legislative obligations and the Jasmin Vardimon Company reserves the right to make any amendments as deemed appropriate. This policy should be read in conjunction with the Jasmin Vardimon Company Health and Safety Policy.

Definitions

Jasmin Vardimon Educational Company. For the purposes of this policy all references to The Jasmin Vardimon Educational Policy will also include the Jasmin Vardimon Company.

Participants. Where this term is used, it will also refer to dancers, students, artists,

DBS – Disclosure and Barring Service. A specific vetting process for individuals who work with children and vulnerable adults. Where DBS is referred to, this will also include Disclosure Scotland as appropriate.

Child – Refers to anyone under the age of 18 years.

Young Person – Although widely used to describe someone in the upper age range of the official definition of a child, the term has no legal status. The term acknowledges that people aged 15-17 may not think of themselves as 'children'

Vulnerable Person – refers to a person who is or may be in need of community care services and who is or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation. They may have a) a learning or physical disability; b) a reduction in physical or mental capacity; c) physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs.

Introduction

Jasmin Vardimon Educational Company delivers educational opportunities locally, nationally, and internationally and strives to be a welcoming, nurturing and inspiring organisation for all.

Jasmin Vardimon Educational Company are committed to the safety and protection of children, young people and vulnerable adults in our care ensuring they are respected, taken seriously, listened to; and preventing anything that contradicts the dignity and rights of a child. Jasmin Vardimon Educational Company is equally committed to ensuring that its staff are kept informed, supported and follow appropriate standards for child protection and safeguarding and adhere to this policy.

The Designated Member of Staff for Child Protection for Jasmin Vardimon Educational Company is the Head of Learning & Participation, also supported by a Safeguarding Champion who sits on the board of trustees for Jasmin Vardimon Educational Company.

Jasmin Vardimon Educational Company aims to:

- Support the belief that all children whatever their age, culture, disability, gender, language or religious beliefs, and/or sexual identity have the right to protection from abuse and to a happy and healthy childhood. The needs of disabled children or those who may be particularly vulnerable should also be taken in to account.
- Ensure that all employees, workers and volunteers working with children, young people and vulnerable adults are aware of their responsibility to the safety and wellbeing of each child/young person and/or vulnerable adult in our care.
- Record any injury sustained accurately in line with the Jasmin Vardimon Educational Company Accident Policy and within the accident book.
- Ensure the use of photography and video to document all projects should be done in consultation and agreement with parents and/or carers of children, young people and vulnerable adults.
- Provide guidance on procedures to employees, workers and volunteers which should be adopted in the event they suspect a child or vulnerable person may be experiencing or be at risk of harm.
- Train all members of staff in current safe practice and health and safety initiatives.

DBS Check

All staff that have direct contact with children, young people and vulnerable adults will undergo a Disclosure and Barring Service Check with the Disclosure and Barring Service or be supported by an adult with a current Disclosure and Barring Service Check. Checks will be renewed every 3 years unless the individual is signed up to the online Update Service which keeps the certificate fully up to date.

Some staff who process sensitive information about children and young people, but are not directly in contact with young people, may also be subject to a basic DBS check.

Jasmin Vardimon Educational Company requires a DBS checked member of staff from the organisation where a workshop or educational session is being delivered to be present throughout the workshop or session in support of Jasmin Vardimon Educational Company Staff.

Additionally, all trustees of Jasmin Vardimon Educational Company will be required to undertake a DBS check.

Child Protection and Safeguarding Policy	Board Approved Date	Version Date: March 2020
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Physical Contact

Due to the nature of a dance workshop it is accepted that there will be physical contact during a session or workshop, however this should be for correctional purposes only and the artist should seek permissions from the individual before contact is made.

Risk Assessment

A risk assessment is completed for each event Jasmin Vardimon Educational Company hold by either the hosting venue or company's Education Manager. A thorough risk assessment of hazards is undertaken and suitable precautionary measures are put in place to ensure the space is safe for the event (workshop or audition) to take place. After undertaking the initial risk assessment of the space additional monitoring of the ongoing risks is carried out throughout the project or event.

Photography and Filming

All photography and film footage of children, young people and vulnerable adults will be obtained with the school/parent/carer's permission. The images will be kept securely and used only in accordance with the consent provided. The details of the images will be sensitively used and will avoid the use of children's names or other personal details. There is a release form which will be filled in and retained for as long as the images are held by the company.

Online classes

Classes involving children and young people may also take place online. As with a studio based class, online class leaders will hold a current DBS check. Online classes will also be monitored by a second member of Jasmin Vardimon Educational Company staff who will ensure that only age appropriate individuals take part (verified via user's webcam or device camera) and that safe communication takes place between participants.

Adults are not permitted to sit in and observe sessions and anyone unable or unwilling to identify themselves on screen as an appropriately aged participant will be removed from the session.

Social Media

Staff should not connect or communicate with children, young people, vulnerable adults, students or participants on our education programmes or workshops as 'friends' on social networking sites. Neither should they divulge private email addresses or telephone numbers. All contact with participants on the education programmes and within workshops should be directed through the company office and specific Education Programme Leaders as appropriate. All communication is carried out via the company email addresses. Staff should not publish pictures on social networking sites of their work with Jasmin Vardimon Educational Company that involves children, young people, or vulnerable adults.

Interpersonal dealings

Jasmin Vardimon Educational Company always puts the welfare of each participant first and aims to build working relationships based on mutual respect where young people are empowered and encouraged to be involved in the decision making process. When feedback is given to participants it is done so honestly, objectively and positively. Jasmin Vardimon Educational Company will inform every host venue of the workshop content prior to it's delivery to ensure the young people are fully aware of any potentially uncomfortable or challenging subject matter within the workshop before participating.

Health and Safety

As a way of ensuring good practice the organisation keeps up to date with developments in health and safety in artistic practice in line with its Health and Safety Policy. A first aider is present at all educational events; this will either be a member of Jasmin Vardimon Educational Company staff or a member of the host venue team.

Disclosure

The term ‘disclosure’ is generally used to describe what happens when a child or vulnerable person tells an adult that they are being abused. Abuse may be in the form of neglect, emotional, sexual or physical abuse. There are many other ways that concern may come about, including when a disclosure is made by another child or adult. Any disclosure will be taken seriously.

Staff and artists working with Jasmin Vardimon Educational Company Limited have been informed and will adhere to the following in the event of a disclosure:

- Stay calm and professional
- Actively listen to the child, young person or vulnerable adult, allowing them to speak at their own pace
- Take them seriously keeping an open mind
- Tell the child, young person or vulnerable adult that you cannot promise for the information to remain confidential and it is your duty to share information which is a cause for concern with Designated Members of Staff
- Only ask open questions to clarify what is being said, do not ask leading questions
- Reassure the child, young person or vulnerable adult by telling them they have done the right thing
- Tell the child, young person or vulnerable adult what will happen next and who will need to know the information
- Write down everything the child, young person or vulnerable adult has said using their words as soon as you can. Write the date, time and any names or specific details mentioned. Write the action you have taken, who you have told and sign and date it. See Appendix A for a ‘Disclosure Record Form’
- Contact the designated member of staff for Jasmin Vardimon Educational Company and give them the Disclosure Record Form (This information is confidential and will only be shared with staff that need to know)

In the case of concern, it must be noted that it is not the responsibility of Jasmin Vardimon Educational Company to decide if abuse has occurred. The designated member of staff must pass on any concern to the Child Protection Officer within the Institution they are working with or directly to the responsible authorities. If it is believed that a child, young person or vulnerable adult is at immediate risk of harm or a crime has been committed the police should be contacted immediately. All action following disclosure will be taken by professional child protection or responsible agencies.

Disclosure Record Forms will be held securely and destroyed safely after a designated amount of time, in line with the appropriate data protection legislation.

Safeguarding contact details

At Jasmin Vardimon Educational Company: Head of Learning & Participation, Megan Saunders, email; education@jasminvardimon.com, tel: 07496 101942

The Head of Learning & Participation will lead on child protection and safeguarding issues and concerns relating directly to Jasmin Vardimon Educational Company led activity.

Child Protection and Safeguarding Policy	Board Approved Date	Version Date: March 2020
------------------------------------------	---------------------	--------------------------

Jasmin Vardimon Educational Company will be responsible for liaising with the relevant Local Safeguarding Children's Boards or child protection teams. In the Head of Learning & Participation Director's absence, the General Manager will act as Designated Safeguarding Officer.

On Jasmin Vardimon Educational Company Board of Trustees: David Steele. Emails should be sent to info@jv.com marked Strictly Confidential and for the attention of David Steele in the subject line.

Ashford Safeguarding team: via Kent Social Services: tel: 03000 41 11 11 (text relay 18001 03000 41 11 11) or email social.services@kent.gov.uk

Standards for Education Sessions Delivery

In addition to the Jasmin Vardimon Educational Company Child Protection and Safeguarding Policy, the following standards should be adhered to by all staff and contractors leading educational sessions

- Represent Jasmin Vardimon Company in a positive way – being mindful of appearance, attitude and professional status, addressing the child, young person and/or vulnerable adult in an appropriate manner and acting as a good role model at all times.
- Children, young people and/or vulnerable adults must be made aware who is in charge of the session and must not be able to leave the room without first seeking permission from this person.
- When possible leave curtains or doors open to make the room in which you are working as 'transparent' as possible.
- Always work in an open environment, avoiding unobserved or private situations, or incidents where you are alone with a child, young person and/or vulnerable adult.
- Members of staff at the hosting venue, organisation or institution are responsible for disciplinary procedures. However, should you need to enforce discipline, make sure all disciplinary measures are non-physical and appropriate to the individual concerned, and context. Encourage active participation and involvement in the session to avoid behavioural or disciplinary disruptions. Ask the supporting teacher to support if necessary.
- Ensure that any aggressive or bullying behaviour either towards children, young people, and/or vulnerable adults or between them, is dealt with immediately.
- Discriminatory behaviour, violent or degrading behaviour or name calling must be actively discouraged.

Dance Specific Practical Guidelines

- Due to the nature of teaching practical classes it is important to always be clear about what you are asking the children, young people and/or vulnerable adults to do.

- Always ensure that everyone is wearing appropriate clothes to dance in.
- Use clear and careful terminology to describe the use of body parts in dance. Use language that is appropriate to the age group.
- Be careful to select appropriate music, repertoire, themes and creative tasks for the group.
- Due to the nature of a dance workshop it is accepted that there will be physical contact during a session or workshop, however this should be for correctional purposes only and the artist should seek permissions from the individual before contact is made.
- Where possible, ask for a volunteer, and if you think they are feeling uncomfortable, stop.
- In partnering work make sure that you are clear about what you are trying to achieve. If you need to demonstrate with a young person ask for a volunteer. If people do not wish to take part allow them to observe, but make sure they are still contributing to the group.
- Be particularly aware of the needs of different cultural groups re. clothing. Some of the children, young people and/or vulnerable adults may wish to wear headscarves or keep arms/legs covered during class in accordance with their cultural/religious beliefs.
- Be sensitive to children, young people and/or vulnerable adults with weight issues or skin problems/ scars/ disfigurements.
- Make sure that you are never alone in a room with a child, young person or vulnerable adult.

Disclosure Reporting Form

Name of Child/Young Person/Vulnerable Adult	
Age	
Date of Birth	
Religion	
Ethnicity	
First Language	
Disability	
Any special factors	
Parent/Carer/Guardian Name	
Home Address	
Home Telephone Contact Number	
Reporting your own concerns or someone else's?	
Brief description: Include dates, times, any specific information	
Any physical / behavioural / indirect signs?	
Have you spoken to the child? If so what was said?	
Have you spoken to the parent(s)? If so what was said?	
Has anybody been alleged to be the abuser? If so, give details	
Have you consulted anybody else? If so, give details	
Your name	
Position	
Date	
Signature	

When complete, this form should be sent to the General Manager