



# CHILD AND VULNERABLE ADULT PROTECTION POLICY

**JCADA has a duty of care to safeguard all children and vulnerable adults enrolled in the academy from harm; regardless of race, gender, religious belief, disability, age, sexual orientation, or identity.**

**The aim of this policy is to promote good practice:**

- Providing children and vulnerable adults with appropriate safety and protection whilst at JCADA.
- Allowing and helping all staff (both paid and voluntary) to make informed and confident responses to specific child and vulnerable adult protection issues.

## **Good practice guidelines**

- All staff must work in an open environment and remain visible when working with children and young adults.
- Encourage open communication with no secrets.
- Treating all children and vulnerable adults equally, with respect and dignity.
- Putting welfare before achieving goals.
- Building balanced relationships with children and vulnerable adults.
- Making dance lessons fun, enjoyable and promote fairness in classes.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Securing parental consent in writing to act in loco parentis (e.g. administer First Aid or assist a pre-school child to the toilet).
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

## **The following should NEVER happen**

- Cause direct physical assault (e.g. hitting).
- Cause direct emotional harm, including acting in ways intended to shame, humiliate, belittle or degrade.
- Use language that could be abusive, offensive or inappropriate.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Reduce a child or vulnerable adult to tears as a form of control.
- Condone or participate in behaviour which is illegal, unsafe or abusive,
- Fail to act upon and record any allegations made by a child or vulnerable adult.
- Do things of a personal nature for children or vulnerable adult that they can do themselves.
- Spend time outside JCADA with a child or vulnerable adult,

**This list is not exclusive, therefore JCADA staff and volunteers should avoid any other activities which they may consider to be poor practice.**

## **Incidents that must be recorded**

These incidents should be reported to the academy principal who will record the incident. Where necessary parents and the local authority will be informed.

- If you accidentally hurt a child or vulnerable adult.
- If a child or vulnerable adult seems distressed in any way.
- If a child, vulnerable adult or any other person misunderstands or misinterprets something you have done.

## **Training of staff**

It is the responsibility of JCADA to ensure all teachers and guest teachers/artists are fully qualified to deliver their services, have an up to date enhanced DBS disclosure and where possible, First Aid training. Safeguarding training must be refreshed annually by all JCADA staff.

## **Risks to children and vulnerable adults outside of JCADA**

Fortunately, the majority of children and vulnerable adults are cared for in a safe and happy home environment; however there are situations where children and vulnerable adults need protection from:

- Physical abuse
- Emotional abuse
- Neglect
- Sexual abuse
- Grooming
- Bullying (and cyber bullying)
- Self harm
- Unsafe activities and environment

### **Sharing concerns with parents/guardians**

There is a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore in most situations, it would be important to talk to parents or carers to clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation such as divorce or bereavement. There are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where a parent or carer is responsible for abuse, or not able to respond to the situation appropriately). If this is the case a safeguarding concern should be reported to Lincolnshire County Council safeguarding team, of the child or vulnerable adult is in immediate danger, the police should be contacted.

### **What to do if you suspect abuse?**

Most children and vulnerable adults who are being abused find it very difficult to talk about, or might not have somebody in their life they can trust. Keep talking to them to help build a positive, trusting relationship. They may come to you when they are ready to talk.

Keep a diary; keeping note of your concerns and how the child or vulnerable adult is behaving can help you spot patterns of behaviour and keep a track of what's happening.

### **Recording a disclosure or allegation of abuse**

Should a child or vulnerable adult disclose abuse, an accurate and a detailed record should always be made at the time of the disclosure/concern. Please do not promise confidentiality to the child or vulnerable adult as the disclosure will need to be passed to the police and/or local authority. If you believe the child or vulnerable adult will be in immediate danger upon leaving JCADA please call 999. What to include in a disclosure of abuse:

- The child or vulnerable adult's name, age and address.
- Exactly what that child or vulnerable adult has said in their own words.
- Any information that has been given about the alleged abuser.
- If there is evidence of physical abuse, a body map can be used to identify where this is and what colour the injuries are (do not take photographs).
- Details should be given about the circumstance of the disclosure and if anyone else was present at the time.

At all times listen carefully to what the child or vulnerable adult has to say and reassure them they are doing the right thing in telling you. Undue and leading questions must be avoided as this could seriously prejudice any investigation.

### **Actions to avoid**

The person receiving the disclosure should not:

1. Panic
2. Allow shock or distaste to show
3. Probe for more information
4. Speculate or make assumptions
5. Make negative comments about the alleged abuser
6. Approach the alleged abuser

Information should be signed, dated and written in pen so it cannot be removed or altered at a later date.

### **Useful contacts for safeguarding and advice**

Lincolnshire Safeguarding Children Partnership	01522 782111
Lincolnshire County Council Adults Safeguarding	01522 782155
NSPCC Helpline counsellors	0808 800 5000 or email <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
Learning Disability helpline	0808 808 1111 or email <a href="mailto:helpline@mencap.org.uk">helpline@mencap.org.uk</a>
Whistleblowing Helpline	08000 724725 or email <a href="mailto:enquiries@wbhelpline.org.uk">enquiries@wbhelpline.org.uk</a>

**This policy is reviewed annually. Next date for review: 9th August 2022**

**J CLARKE**