

## Dance Consortium Safeguarding Policy

Updated: July 2026

Approved: September 2026

Next Review: September 2027



### DANCE CONSORTIUM SAFEGUARDING POLICY STATEMENT

The welfare and interests of people that come into contact with Dance Consortium's work, including participants, staff and volunteers, is of the utmost importance. Due to the nature of our activities, the safety and well-being of all people engaging in our work, including through our learning and engagement programme is crucial. Whether in person at our member venues or through online platforms, we strive to ensure a safe and supportive environment, particularly for children, young people and adults at risk. Our aim is to promote good practice, support, and prevention, while increasing awareness among our staff and visiting company personnel.

Our Safeguarding Policy sits alongside other key policies and procedures including: Health & Safety, JEDI (Justice, Equity, Diversity and Inclusivity), Grievance and Disciplinary, Bullying and Harassment, Whistleblowing, our Code of Conduct and within the framework of the Equality Act 2010. It is communicated to all staff, our Member Venues, visiting companies, and to volunteers, contractors, and participating artists as relevant.

We commit to:

- Prioritising the safety and well-being of people who come into contact with our work, including children and adults at risk
- Ensuring that everyone understands their roles and responsibilities regarding safeguarding, with appropriate training to recognise and respond to signs of abuse, neglect, and other concerns
- Implementing robust safeguarding arrangements and procedures to mitigate risks
- Protecting all children, young people, and adults at risk from potential harm online, acknowledging both the opportunities and risks of the digital world
- Respecting and valuing the opinions and experiences of children and adults at risk, taking them seriously and listening to them
- Taking appropriate action in the event of incidents or concerns of abuse and providing support to individuals who raise or disclose concerns
- Preventing the employment or deployment of unsuitable individuals
- Maintaining confidential, detailed, and accurate records of all safeguarding concerns securely

We follow the procedures outlined in the Department for Education's "[Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children](#)" (2026) and the NSPCC's "[Social Media and Online Safety](#)" guidance. Considering our engagement with international companies, our policy aims to align with the principles of the UN Convention on the Rights of the Child and guidance from funding bodies including Arts Council England and Creative Scotland

This policy undergoes review annually and may also be updated whenever there are changes in government guidance, legislation, or organisational structure.

The **Designated Safeguarding Lead** is the Senior Producer, Claire Morton.

The **nominated Safeguarding Director** is Iona Waite.

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## SECTION A: SAFEGUARDING POLICY

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### 1. INTRODUCTION

Dance Consortium provide exceptional international dance experiences, through touring the best contemporary dance from across the world to local audiences across the UK and Ireland. Alongside touring, with the involvement of dancers, choreographers, technical and production staff from touring companies, our Learning and Engagement Programme provides opportunities for audiences and participants to get involved, through both online and in person activities, including through work with schools, community groups and workforce development programmes. The welfare and safety of people that come into contact with Dance Consortium's work, including participants (children, young people and adults at risk), staff and volunteers, is of the upmost importance. We take all suspicions and allegations of inappropriate behaviour seriously and respond promptly and appropriately.

Our Safeguarding Policy sits alongside other key policies and procedures including: Health & Safety, JEDI (Justice, Equity, Diversity and Inclusivity), Grievance and Disciplinary, Whistleblowing, Bullying and Harassment and our Code of Conduct. As a West Midlands-based organisation, Dance Consortium's Safeguarding guidelines are informed by the West Midlands Regional Safeguarding Procedures manual (Birmingham) and advice is sought from the Birmingham Local Authority Designated Officer (LADO).

The **Designated Safeguarding Lead** is the Senior Producer, Claire Morton.

The **Nominated Safeguarding Director** is Iona Waite.

### 2. DEFINITION

In the context of this policy, a "child" refers to any individual under the age of 18, as defined by the Children Act 1989. However, the policy also applies to young people and adults at risk engaging with Dance Consortium activities. Whenever the term "child" is used in this document, it includes young people and adults at risk as well. The term "adults at risk" refers to instances when an adult is receiving or accessing a service that renders them vulnerable at that time.

### 3. AIMS OF THIS POLICY

This policy aims to ensure the welfare and interests of people that come into contact with our work, including participants, staff and volunteers. Due to the nature of our activities, ensuring the safety and well-being for all participating in Dance Consortium's activities including learning and engagement is a priority, both at our Member Venues and other locations such as schools and community groups. The policy also addresses risks and safety associated with online activities produced and presented by Dance Consortium.

Specifically, it outlines Dance Consortium's commitment to:

- Promoting and prioritising the safety and well-being of children, young people, and adults at risk, including when utilising online platforms and social media
- Respecting and valuing children, taking their opinions seriously and listening to them.
- Implementing robust safeguarding arrangements and procedures.
- Ensuring that everyone understands their roles and responsibilities in safeguarding and providing appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect, and other safeguarding concerns.
- Taking appropriate action in the event of incidents or concerns of abuse and providing support to individuals who raise or disclose such concerns.
- Maintaining confidential, detailed, and accurate records of all safeguarding concerns securely.
- Preventing the employment or deployment of unsuitable individuals including through safer recruitment procedures
- Ensuring staff and volunteers are suitably trained and empowered.
- Ensuring staff and volunteers are protected from undue harm, through clear policies and procedures, including Bullying and Harassment and Whistleblowing.

## Dance Consortium Safeguarding Policy

Although not the main focus of this policy, outline guidance is also given in relation to working with Child Performers when relevant.

### 4. WHO THIS POLICY APPLIES TO & RESPONSIBILITIES

| ROLE                                                                 | NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Designated Safeguarding Lead                                         | <ul style="list-style-type: none"> <li>Required to hold Level 3 DSL training and hold an Enhanced DBS Check</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Responsible for maintaining this policy and ensuring compliance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| All staff (including Learning & Engagement Manager and Tour Manager) | <ul style="list-style-type: none"> <li>Paid or unpaid, permanent and temporary staff, freelance staff, casual staff, student placements, volunteers, and contractors, as well as those directly delivering activities.</li> <li>Most Dance Consortium staff involved in delivering Dance Consortium tour activities are not engaged in regulated activity concerning children or adults, so DBS Checks do not apply since unsupervised contact with children or adults at risk is not expected.</li> </ul> | <ul style="list-style-type: none"> <li>Responsible for implementing the Safeguarding Policy and should act on any concerns, no matter how small or seemingly insignificant.</li> <li>When working with children and young people during Dance Consortium events, all staff are in positions of trust and may be seen as role models by children and young people. Therefore, there is a possibility of disclosure and staff should be clear on the processes outlined in this policy.</li> <li>Adhere to the Code of Conduct and Good Practice Guidelines.</li> </ul> |
| Tour Manager                                                         | <ul style="list-style-type: none"> <li>The Tour Manager may serve as a safeguarding contact on tour, where appropriate, and as such hold an Enhanced DBS Check</li> </ul>                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Ensure an appropriate Member Venue member of staff or group leader is present at engagement activities as appropriate.</li> <li>Complete any necessary accident forms.</li> </ul>                                                                                                                                                                                                                                                                                                                                              |
| Visiting Companies & Artists                                         | <ul style="list-style-type: none"> <li>Staff delivering activities</li> <li>Only capable and suitable individuals should work with children.</li> <li>It is noted that international visiting artists may not have a DBS check - additional safeguarding measures to be implemented by Dance Consortium and Member Venue staff as appropriate.</li> </ul>                                                                                                                                                  | <ul style="list-style-type: none"> <li>All staff should be aware of their responsibilities under this Policy.</li> <li>Adhere to the Good Practice Guidelines.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                             |
| Venue staff                                                          | <ul style="list-style-type: none"> <li>Since international artists do not hold UK DBS checks, it is important that a DBS checked venue contact and/or an appropriate group leader provides the necessary supervision for their own group.</li> </ul>                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>All staff should be aware of their responsibilities under this Policy, including being responsible for the group/young people whilst in the building.</li> <li>Ensure a DBS checked venue member of staff holds the role of responsible adult while any under 18s are in the theatre and remains with the group throughout engagement activities.</li> <li>Adhere to the Good Practice Guidelines.</li> <li>The venue is responsible for having a first aider on site and recording any accidents or injuries</li> </ul>       |

## **5. THE ROLE OF THE DESIGNATED SAFEGUARDING LEAD**

**The responsibilities of the DSL are as follows:**

### **1. Manage the policy and implementation:**

- Review the Safeguarding Policy annually and monitor implementation, reporting to the Chief Executive and Directors as necessary.
- Take the lead in addressing any deficiencies or weaknesses identified in safeguarding arrangements.
- Make the Policy Statement available publicly and raise awareness of safeguarding measures with Dance Consortium staff, visiting companies, Member Venues, and relevant project partners as required.
- Ensure all events have appropriate risk assessment, supervision levels and safety measures in place.
- Ensure renewal of DBS checks for relevant staff (recommended every 3 years) and maintain records.

### **2. Training**

- Undergo Level 3 DSL Training every two years and update knowledge and skills continually and ensure other relevant roles are trained (including Tour Manager).
- Ensure that staff members have access to our Safeguarding Policy.
- Conduct staff briefings for freelance staff and visiting company artists as needed and distribute the Code of Conduct to all staff and the Good Practice Guidelines to visiting companies involved in learning and engagement activities.

### **3. Managing Referrals and Record Keeping**

- Refer any cases to the appropriate authorities, such as the local Safeguarding Children Partnership, or the Police if a crime has been committed, and seek advice from the Local Authority Designated Officer (LADO) as required.
- Provide support, advice, and expertise to staff members regarding child protection and safeguarding matters.
- Maintain written records of child protection and safeguarding concerns.
- Create a file for each safeguarding incident.
- Ensure that all records are kept confidential and securely stored.
- Any referrals will also be reported to the Board on a quarterly basis (Safeguarding is a standard agenda item at all Board meetings).

### **4. Inter-Agency Working and Information Sharing**

- Collaborate with Children Social Care and other agencies as necessary, following the information sharing guidelines outlined in section 47 of the Children's Act 1989.
- Share relevant information with other agencies as appropriate.

The activities of the DSL can be delegated to appropriately trained deputies if appropriate.

## **6. SAFER RECRUITMENT PROCEDURES**

Dance Consortium does not directly engage staff or volunteers to directly deliver with children and young people. However, where relevant, safeguarding should be considered from recruitment stage, to ensure the safety of children and young people who have contact with our staff, including highlighting of any safeguarding responsibilities, obtaining references and ID checks, and full DBS checks or reverification of existing DBS checks if relevant/required, as outlined in Safer Recruitment Procedures/Policy.

## SECTION B: SAFEGUARDING PROCEDURE - RECOGNISE, RESPOND, RECORD, REPORT

The [NSPCC's 4 Rs of safeguarding](#) (RECOGNISE, RESPONSE, RECORD, REPORT) provide a clear, standardised framework to help individuals identify and safely act on concerns of abuse or neglect involving children or adults at risk. Originating as practical best-practice guidance from UK statutory safeguarding directives, These steps outline exactly how to observe, document, and escalate potential risks.

Details for **Whistleblowing and managing allegations against staff** are also outlined below.

| 1. RECOGNISE                                                                                                                                                                                                | 2. RESPOND                                                                                                                                                                                                                                  | 3. RECORD                                                                                                                                                                                                           | 4. REPORT                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Be vigilant and identify the warning signs or indicators that someone may be experiencing harm, abuse, or neglect. This includes physical injuries, sudden changes in behaviour, or concerning disclosures. | Act quickly and appropriately to the individual's disclosure or your observations. Listen carefully without interrupting, reassure them that they are being taken seriously, and ensure they are in a safe place away from immediate danger | Document your observations and the conversation as soon as possible. Include exactly what happened, what was said (using the individual's own words if possible), when and where it took place, and who was present | Share your recorded concerns immediately with the appropriate person. Depending on your organisation's structure, this means informing your Designated Safeguarding Lead (DSL), Welfare Officer, or local social services. If you believe there is an immediate risk of harm, contact the emergency services (e.g., 999 in the UK) without delay |
| Go to <a href="#">page 6</a> and <a href="#">Appendix 1</a>                                                                                                                                                 | Go to <a href="#">page 7</a> and <a href="#">Appendix 2</a>                                                                                                                                                                                 | Go to <a href="#">page 7</a> and <a href="#">Appendix 3</a>                                                                                                                                                         | Go to <a href="#">page 8</a> and <a href="#">Appendices 4 &amp; 5</a>                                                                                                                                                                                                                                                                            |

### 1. RECOGNISE

| 1. RECOGNISE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Be vigilant and identify the warning signs or indicators that someone may be experiencing harm, abuse, or neglect. This includes physical injuries, sudden changes in behaviour, or concerning disclosures</b></p> <p><b>Categories of abuse</b> defined in Working Together to Safeguard Children are outlined in <a href="#">APPENDIX 1</a>.</p> <p><b>Possible signs of abuse</b> are outlined in <b>APPENDIX 1</b> which may help recognise if a child is experiencing abuse. Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be able to recognise signs. It is the responsibility of all staff members or contractors to take necessary action if they believe abuse is occurring.</p> <p>It is recognised that children or young people with SEND, as well as those missing from home, care or education, looked after children and those with previous experience of abuse or neglect may be particularly vulnerable to abuse, including sexual or criminal exploitation.</p> <p><b>Low-level safeguarding concerns</b> - Some concerns may feel "low-level" to staff but should not be dismissed. All staff should feel confident to report low-level concerns, including self-reporting situations which could be misinterpreted or behaviour which does not meet our Code of Conduct. Such concerns should be reported as all other concerns, following the guidance in the contacts and reporting section of this policy, and will be reviewed by the DSL, Chief Executive and/or the Nominated Safeguarding Director. What to do about low-level safeguarding concerns are also outlined in <b>APPENDIX 1</b>.</p> |

## 2. RESPOND

| 2. RESPOND                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Act quickly and appropriately to the individual's disclosure or your observations. Listen carefully without interrupting, reassure them that they are being taken seriously, and ensure they are in a safe place away from immediate danger</b></p> <p><b>In the case of Immediate Danger</b> call the Police on 999.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>DISCLOSURE AND RESPONSE PROCEDURES</b></p> <p>The term "disclosure" refers to when a child or vulnerable person informs an adult about inappropriate behaviour or abuse.</p> <p><b>Staff and artists working with Dance Consortium should follow the Responding to a Disclosure guidance (<a href="#">Appendix 2</a>)</b></p> <p>DO NOT promise confidentiality: Gently but clearly explain that you cannot keep this a secret because you need to keep them safe, and you will have to tell someone who can help.</p> <p>WRITE IT DOWN noting exactly what the child said and you observed asap.</p> <p>BE PRECISE including the exact date, time and location of the conversation and exact words used by the child.</p> <p>KEEP IT FACTUAL</p> <p>Note that some individuals, including adults at risk, looked after children or those with SEND may face additional barriers to disclosure.</p> |

## 3. RECORD

| 3. RECORD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Document your observations and the conversation as soon as possible. Include exactly what happened, what was said (using the individual's own words if possible), when and where it took place, and who was present</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>It is not the responsibility of anyone working for Dance Consortium, in a paid or unpaid capacity, to determine whether child abuse has occurred. However, there is a responsibility to act on any concerns by reporting them to the Dance Consortium DSL or the Member Venue, and, when appropriate, to the relevant authorities. Concerns may also arise when a disclosure is made by another child or adult.</p> <p>All disclosures, regardless of the source, should be taken seriously.</p> <p><b>Complete the Safeguarding Incident Report Form (<a href="#">Appendix 3</a>)</b></p> <p>This should be down as soon as possible after the conversation.</p> |

## 4. REPORT

| 4. REPORT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Share your recorded concerns immediately with the appropriate person. Depending on your organisation's structure, this means informing your Designated Safeguarding Lead (DSL), Welfare Officer, or local social services. If you believe there is an immediate risk of harm, contact the emergency services (e.g., 999 in the UK) without delay</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>The completed Safeguarding Incident Report Form should be sent to:</b><br/>Designated Safeguarding Lead (Senior Producer) <a href="mailto:claire.morton@danceconsortium.com">claire.morton@danceconsortium.com</a><br/>Or Chief Executive <a href="mailto:Joe.Bates@danceconsortium.com">Joe.Bates@danceconsortium.com</a><br/>Or Nominated Safeguarding Director (on the board) Iona Waite <a href="mailto:iona@acedanceandmusic.com">iona@acedanceandmusic.com</a></p> <p><b>The DSL will then follow the advice of the Birmingham Safeguarding Children Partnership (BSCP) and the flowchart of procedures for responding to safeguarding concerns (<a href="#">Appendices 4 &amp; 5</a>) and follow the <a href="#">Government's guidance for information sharing</a> (including the Seven Golden Rules for sharing information). This will be done alongside the Nominated Safeguarding Director and Chief Executive</b></p> <p><b>For activity taking place OUTSIDE Birmingham/West Midlands:</b><br/>Contact the children's social care team at their local council.<br/>If you do not know where they live, contact your local council's team (Birmingham Local Authority Designated Officer (LADO)), the <a href="#">NSPCC</a> or the Police for advice.</p> <p><b>Concerns or allegations against people who work or volunteer with children</b> should be reported to Birmingham's Local Authority Designated Officer (LADO) within 1 working day of an incident arising.</p> <p>If a member of staff is dismissed or leaves due to risk of harm to a child, the <b>Disclosure and Barring Service (DBS)</b> should be informed.</p> <p><b>Low level concerns</b> - In the case of low-level concerns disclosed, all adults involved should be spoken with, including any witnesses, considering the level of concern and any patterns of behaviour. Any patterns should prompt discussion about any changes to procedures or policies required, including any changes or additions to training/induction.</p> <p><b>UK GDPR does not block sharing personal data for safeguarding</b> - see <a href="#">the ICO's guide to sharing information to safeguard children</a>.</p> <p><b>If staff disagree with the DSL over a safeguarding or child protection issue</b>, they should discuss it with one of the other Safeguarding contacts detailed in Section B7. They then have a responsibility to follow the local protocols if they remain unhappy with the outcome.</p> |

## 5. WHISTLEBLOWING

Dance Consortium prioritises creating a safe space for reporting concerns related to child protection. This aligns with our broader Whistleblowing Policy, which encourages transparency and reporting of any wrongdoing within the organisation's work, including risk or harm to a child.

Staff are required to directly report concerns using the details above. The Designated Safeguarding Leads are specifically trained to handle sensitive information and can guide through the reporting process. However, alternative reporting channels are available. Reports can be made to your line manager or another senior staff member. If staff feel uncomfortable raising concerns internally, refer to the Dance Consortium Whistleblowing Policy for details. The NSPCC Whistleblowing Advice Line can also be contacted on 0800 028 0285 or via email at [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## 6. MANAGING ALLEGATIONS AGAINST STAFF

We will never allow allegations made by a child, young person or adult at risk to be ignored, unrecorded or not acted upon. In the case of an allegation against a staff member, we will follow procedures for reporting suspicions or allegations of abuse as outlined by [Birmingham Safeguarding Children Partnership](https://westmids-birmingham.trixonline.co.uk/chapter/reporting-concerns): <https://westmids-birmingham.trixonline.co.uk/chapter/reporting-concerns>

**Concerns or allegations against people who work or volunteer with children should be reported to [Birmingham's Local Authority Designated Officer \(LADO\)](#) within 1 working day of an incident arising** where an allegation or concern appears that a person who works with children, has:

- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved in a way that indicates they may pose a risk to children;
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

See [Appendix 4](#) for further details.

We will also refer to our **Grievance and Disciplinary Policy & Procedures**

If there are concerns about a child potentially making an allegation against you for any reason, immediately report it to the Designated Safeguarding Lead.

In the case of an allegation against a member of staff, that person may be asked to suspend work whilst the matter is investigated, in line with our Grievance and Disciplinary Policy and Procedures. Such situations will always be reported to the Board.

If a member of staff is dismissed or leaves due to risk of harm to a child, the **Disclosure and Barring Service (DBS)** should be informed.

## 7. LINES OF REPORTING, CONTACTS & RESOURCES

### Lines of Reporting

|                                                     |                                                                         |
|-----------------------------------------------------|-------------------------------------------------------------------------|
| Tour Manager                                        | Reports concerns to Senior Producer as DSL                              |
| Audiences and Engagement Manager                    | Reports concerns to Senior Producer as DSL                              |
| Senior Producer (DSL)                               | Reports concerns to Chief Executive and Nominated Safeguarding Director |
| Chief Executive and Nominated Safeguarding Director | Report to the Board of Directors                                        |

### Contacts - Dance Consortium

|                                                |                                                                                                          |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Designated Safeguarding Lead                   | <a href="mailto:claire.morton@danceconsortium.com">claire.morton@danceconsortium.com</a> Senior Producer |
|                                                | Or <a href="mailto:Joe.Bates@danceconsortium.com">Joe.Bates@danceconsortium.com</a> Chief Executive      |
| Nominated Safeguarding Director (on the board) | Iona Waite <a href="mailto:iona@acedanceandmusic.com">iona@acedanceandmusic.com</a>                      |

### Contacts - External

|                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Children's social care team: Birmingham (for local authority designated officer (LADO))                                                                                                                                                                                        | <a href="http://www.birmingham.gov.uk/concerned">http://www.birmingham.gov.uk/concerned</a><br>Telephone: 012 1303 1888 (Monday to Friday, 8:45am to 5:15pm)<br>0121 675 4806 (out of hours)                                                                                                                                |
| Birmingham Safeguarding Children Partnership (BSCP)<br><br>(includes Birmingham City Council, West Midlands Police, NHS Birmingham and Solihull Integrated Care Board). The Partners have a shared statutory responsibility for leading safeguarding arrangements in the city. | <a href="mailto:BSCP.ContactUs@birminghamchildrenstrust.co.uk">BSCP.ContactUs@birminghamchildrenstrust.co.uk</a><br>0121 464 2612<br><a href="https://lscpbirmingham.org.uk">https://lscpbirmingham.org.uk</a><br><a href="https://westmids-birmingham.trixonline.co.uk/">https://westmids-birmingham.trixonline.co.uk/</a> |
| Local Children's Social Care Team                                                                                                                                                                                                                                              | Find a local authority to report to:<br><a href="https://www.gov.uk/report-child-abuse-to-local-council">https://www.gov.uk/report-child-abuse-to-local-council</a>                                                                                                                                                         |
| For Immediate Danger                                                                                                                                                                                                                                                           | Police: Call 999.                                                                                                                                                                                                                                                                                                           |
| For a non-emergency                                                                                                                                                                                                                                                            | Call 101 to speak to the local police                                                                                                                                                                                                                                                                                       |
| Childline                                                                                                                                                                                                                                                                      | 0800 1111<br>Childline is free, confidential and available any time, day or night, or go to <a href="https://www.childline.org.uk/">https://www.childline.org.uk/</a>                                                                                                                                                       |
| The NSPCC Whistleblowing Advice Line                                                                                                                                                                                                                                           | 0800 028 0285<br><a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>                                                                                                                                                                                                                                                   |
| DBS disclosure service                                                                                                                                                                                                                                                         | <a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service#org-contacts">https://www.gov.uk/government/organisations/disclosure-and-barring-service#org-contacts</a><br>03000 200 190<br><a href="mailto:customerservices@db.gov.uk">customerservices@db.gov.uk</a>                                |

### Resources/Further Information

|                                                                                          |                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department for Education                                                                 | <a href="https://www.gov.uk/government/publications/working-together-to-safeguard-children--2">https://www.gov.uk/government/publications/working-together-to-safeguard-children--2</a>                                                                                                                     |
| Information sharing advice for safeguarding practitioners (including Seven Golden Rules) | <a href="https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice">https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice</a>                                                                                             |
| Birmingham Safeguarding Children Partnership (BSCP)                                      | West Midlands Regional Safeguarding Procedures Manual<br><a href="https://westmids-birmingham.trixonline.co.uk/">https://westmids-birmingham.trixonline.co.uk/</a>                                                                                                                                          |
| NSPCC - Safeguarding guidance                                                            | <a href="https://learning.nspcc.org.uk/safeguarding-child-protection">https://learning.nspcc.org.uk/safeguarding-child-protection</a>                                                                                                                                                                       |
| Childline - Safe reporting guidance                                                      | <a href="https://www.childline.org.uk/">https://www.childline.org.uk/</a>                                                                                                                                                                                                                                   |
| ICO - A 10 step guide to sharing information to safeguard children                       | <a href="https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/data-sharing/a-10-step-guide-to-sharing-information-to-safeguard-children/">https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/data-sharing/a-10-step-guide-to-sharing-information-to-safeguard-children/</a> |
| NSPCC - Online Safety and social media guidance                                          | <a href="https://learning.nspcc.org.uk/safeguarding-child-protection/social-media-and-online-safety">https://learning.nspcc.org.uk/safeguarding-child-protection/social-media-and-online-safety</a>                                                                                                         |
| CPS - Child Protection in sport guidance on online safety                                | <a href="https://thecpsu.org.uk/help-advice/topics/online-safety/-heading-top">https://thecpsu.org.uk/help-advice/topics/online-safety/-heading-top</a>                                                                                                                                                     |
| Safer Recruitment guidance                                                               | <a href="https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment">https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment</a>                                                                                                                                   |
| Arts Council England safeguarding guidance                                               | <a href="https://www.artscouncil.org.uk/developing-creativity-and-culture/children-and-youth-people/safeguarding-and-child-protection">https://www.artscouncil.org.uk/developing-creativity-and-culture/children-and-youth-people/safeguarding-and-child-protection</a>                                     |
| Creative Scotland safeguarding guidance                                                  | <a href="https://www.creativescotland.com/resources-publications/guides-toolkits/creating-safety">https://www.creativescotland.com/resources-publications/guides-toolkits/creating-safety</a>                                                                                                               |
| UN Convention on the rights of the child                                                 | <a href="https://www.unicef.org.uk/what-we-do/un-convention-child-rights/">https://www.unicef.org.uk/what-we-do/un-convention-child-rights/</a>                                                                                                                                                             |

## SECTION C: FORMS OF ENGAGEMENT, GOOD PRACTICE GUIDELINES, AND USE OF PHOTOGRAPHY/FILM

### 1. FORMS OF ENGAGEMENT

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In person engagement events                               | <p>In person engagement events allow a chance for audiences, participants and young people to engage with and gain an insight into the work and creative practices of international companies or engage with workforce development programmes, including through workshops, residencies, talks and other bespoke events. This may include residential activities on occasion.</p> <p>Visiting companies or other artists/personnel involved in delivery of such activities will follow the guidelines set out in the "Good Practice Guideline" for artists and companies on learning and engagement events for UK audiences".</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Children participating in online workshops or events      | <p>Online events present an opportunity to engage new audiences (including those who may experience barriers in engaging with so-called traditional arts and culture presentations). Dance Consortium is committed to using such platforms responsibly, putting appropriate safeguards in place to protect children from potential risks or communicating with them online. This includes guidelines for all personnel involved, including guests and visiting company artists, to mitigate risk and promote good practice.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Children attending performances (and performance content) | <p>Children can attend performances as part of a school group or with their family and friends. Responsibility for children's safety and wellbeing while they are attending a performance remains with the adult always accompanying them.</p> <p>With organised groups is important to ensure that there is an adequate level of supervision appropriate to the age group and needs of those attending, in line with the host Member Venue's safeguarding and groups policies.</p> <p>Where a performance contains adult themes or explicit language, which may be considered inappropriate for children or young people, the Senior Producer, Chief Executive and Directors will collaborate on what guidance should be communicated to patrons and whether there should be any restricted entry. Relevant information to be shared with all venues to cascade through relevant teams such as programming, marketing and box office.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Child performers                                          | <p>Although outside the scope of Dance Consortium's routine operation, productions presented by Dance Consortium may, on occasion, include Child Performers in Professional Presentations and require child licensing. In the case of future tours for which this is relevant, the Senior Producer shall review current guidance and consider key points to be actioned and liaise with the visiting company.</p> <p>It is noted that in most cases, the visiting company is likely to be classed as the "responsible person" for the purposes of managing and contracting the young person and making the application to the child's local authority as required. The Senior Producer will liaise with the Visiting Company to ensure systems and records are in place as required, that any requirements on the ground during touring are in place and that Dance Consortium is kept informed. It is also noted that the process and requirements around child licensing will depend on the country/locality that the child performer resides in.</p> <p>Specific guidance on Child Performers (UK):<br/> <a href="#">Child performance and activities licensing legislation in England.pdf</a> (Government Guidance)<br/> <a href="#">NNCEE (National Network for Children and Employment &amp; Entertainment)</a> (Key place for information. NNCEE liaises with local authorities frequently)<br/> <a href="#">nncee-a-guide-to-child-performance-licensing-september-2024-updated.pdf</a>(Key details on the regulations forming the guidance)</p> |

## 2. GOOD PRACTICE GUIDELINES

Creating a safe and positive environment is essential for promoting the welfare of children, young people, and vulnerable individuals. Dance Consortium personnel should uphold exemplary behaviour. The following guidelines are designed to foster a safe and positive culture for effective working:

**All practice should be guided by** Dance Consortium's **Code of Conduct** and our **core values**:

**Collaboration:** We believe in a collaborative approach

**Leadership:** We provide leadership in the sector

**Excellence:** We are driven by excellence

**Inclusivity:** We embed inclusivity in all that we do

**Integrity:** We have integrity behind all our decision-making

### **Good practice entails:**

- Always working in an open environment, avoiding private or unobserved situations, and promoting transparency.
- Treating all individuals with respect and dignity.
- Valuing and taking participants' views and contributions seriously, involving them in activity planning whenever possible.
- Acting in the best interests of the child, prioritising the welfare of each participant above achieving goals.
- Building balanced relationships based on mutual trust, empowering children, young people, and adults at risk in the decision-making process.
- Ensuring clear consent to participate from the parent/carer/group leader or the participant themselves as appropriate.
- Working with and embracing the principles of Dance Consortium policies, including Justice, Equity, Diversity & Inclusion (JEDI) and the Equality Act 2010.

### **Practices to be avoided**

Staff should avoid/refrain from the following situations unless they are necessary in the case of an emergency refrain from the following:

- Being unsupervised with any child at any time.
- Arranging to meet a child, young person, or vulnerable adult outside the theatre or workshop setting.
- Avoid personal association with children met through work, including through social networking sites.

If any of these situations arise, they should be undertaken with the full knowledge and consent of management or the child's parents/group leader.

### **Practice never to be sanctioned**

You should never:

- Allow children to use inappropriate language in person or in online discussions unchallenged
- Allow allegations made by a child to be ignored, unrecorded or not acted upon
- Engage in rough, physical or sexually provocative games, including horseplay or allow nudity and intimate contact.
- Share a room/cubicle with a child
- You must not be under the influence of either drugs or alcohol.
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Do things of a personal nature for children that they can do by themselves
- Invite or allow children to stay with you at your home unsupervised
- Be the only adult present with a child or children
- Accept personal social media/network friend requests from any children, young people and adults at risk involved in Dance Consortium activities. Any contact should occur through official Dance Consortium's authorised social media/communication accounts provided by the organisation in line with the rules set out for such use.

## Dance Consortium Safeguarding Policy

- Communicate directly with any children, young people and adults at risk via personal communication accounts including email and phone. Any contact should occur through official Dance Consortium or professional email addresses only in line with the rules set out for such use.

In addition, the following guidelines should be followed for the planning and delivery of activities:

### **Planning/Managing an Event**

- Conduct necessary risk assessments appropriate to the activity and continue to monitor
- Designate responsible individuals for safeguarding and ensure artists/company members are accompanied by a DBS checked member of staff from the Member Venue or Dance Consortium, for both on and off-site activities.
- Consider the content/themes of the work and potential impact on children, young people and vulnerable individuals, including caution when discussing sensitive issues, cultural or social issues or body awareness.
- Venue to ensure separate changing spaces for adults and children, with children accompanied by parents or staff members with appropriate background checks.
- Venue to maintain a register of attendance for each session and ensure emergency contact details are readily available, ensuring children are collected by their parent/carer as appropriate.
- Venue to ensure qualified first aider on site to offer first aid and communicating emergency procedures, including ensuring the space is safe and finding alternative arrangements if necessary.
- Obtaining consent before taking photographs or video recordings.
- Following the policy of outreach or community locations when working off-site, including signing in and out as required.
- Ensure accident forms are completed and filed as necessary and communicated to the group leader/parent/carer. In some situations this responsibility will sit with the member venue.
- **Ensure personnel delivering activities should follow the guidelines set out** in the Good Practice Guidelines including guidance for planning, behaviours and appropriate communication and physical contact.

### **For residential events (involving an overnight):**

- Conduct a thorough risk assessment, encompassing project schedules, meal times, leisure activities, and accommodation arrangements.
- Ensure accommodation arrangements meet the needs of the group, such as twin rooms on the same floor in a hotel setting.
- Secure written parental consent, at the beginning of a child's involvement/contract, to act in loco parentis in case emergency first aid or other medical treatment is required.
- If supervising children of mixed genders, ensure both male and female staff members.
- Providing a comprehensive handbook to young people and their parents/carers to prepare them for residential situations.
- Employ a qualified and vetted chaperone.
- Maintain a safe and appropriate distance from children - adults should not enter children's rooms or invite children into their own rooms.
- Ensure all staff and guests associated with the residential activity understand their responsibility to be exemplary role models, including refraining from smoking or consuming alcohol in the company of children.
- Question any unknown adults attempting to engage with children who enter the residential premises.

### **Digital / Online Events**

- For online events, remote teaching, online meetings or livestreams, conduct a risk assessment covering personal information protection, online safeguards, and maintaining an appropriate and professional background environment.
- Permission must be sought for under 18s or adults at risk to participate in online activities, including live chat communications and consent to filming/photos.
- Parents may be requested to be in the room for the session.

## Dance Consortium Safeguarding Policy

- All events involving under 18s or adults at risk to be password protected, issued to invited individuals only, with a waiting room function to ensure only appropriate people are admitted.
- There should be a minimum of 1 x DBS checked member of staff for such events.
- Maintain an appropriate and professional background environment.
- Use only the agreed /organisational platform(s) for communication (Teams and Zoom). Other platforms to be discussed and agreed with the DSL on a case-by-case basis Private communication with participants will not be entered into, unless to resolve technical issues.
- Keep all communications relevant to the project and organisation's work.
- Consider the implementation of an online safety agreement with young people and their parents/guardians in consultation with project partners.
- Do not disclose personal information such as email addresses or phone numbers.
- Ensure images of participants are not shared, unless in line with our procedures around use of photography/film and confirmation that permissions have been received. Remind participants not to take photographs during the session.
- If setting up online communities on forums or instant messaging, establish clear guidelines among administrators regarding acceptable content, moderation policies, and whether children can post or submit content.
- Be aware of minimum age requirements/restrictions on different platforms.
- Livestreams/open events should be risk assessed separately and be moderated by assigned staff to ensure no inappropriate sharing of content, contact or conduct, including setting of rules, and disabling chat between participants
- Further guidance can be obtained from: <https://westmids-birmingham.trixonline.co.uk/chapter/online-safety#definition>

### **3. USE OF PHOTOGRAPHY/FILM**

There are times when photographs are taken of children and young people as audience members or participating in events and voluntary activities for purposes of publicity. The following protocols govern the taking of photos or video footage of children/young people in order to reduce the risk of misuse of this content:

- Do not take any photos of children/young people except for purposes of publicising Dance Consortium activities.
- The use of photography or reproduction of photographic images or the use of videos must always have a clear and child-centred purpose.
- The purpose of the photography/film should be explained to the participant according to their age, development and understanding and to the parent/carer. They must not be photographed if they do not wish to be or if their parent/carer does not wish them to be.
- A consent form must be signed by a parent/guardian. This is the responsibility of Dance Consortium or the DC Member venue and in some cases external partners or schools.
- Children/young people must be clothed and their torsos covered in all photography/film.
- Any images taken by Dance Consortium staff on personal devices (e.g. the Tour Manager) should be stored by DC within its Sharepoint server (password protected) and deleted from personal devices within 2 days. Personnel must not keep such images in their private possession.
- Visiting Company personnel should not take photos of children/young people. With the permission of Dance Consortium and where photo permissions are in place, a designated visiting company member (i.e. a company manager or rehearsal director) may take photos, but these should be sent to DC immediately after the event for safe storage and deleted from visiting company members' devices promptly.
- For marketing, social media, and communications purposes, the names of the child in the image (or location, or any other information that may lead to a child's identification) must not be used, unless the agreed purpose of using the picture includes naming the child/young person e.g. for a celebration of an achievement. In this case written consent from the parent/carer must be secured
- Photographs taken for publicity purposes may be kept for three years and stored securely by DC, after which time they will be archived, with access by and permission to use from DC Senior Management. All photographs should be labelled and dated. If the image is to be used for website publicity or social media, this must be stated on the consent form.

## APPENDICES

### APPENDIX 1: CATEGORIES OF ABUSE, SIGNS OF ABUSE AND LOW-LEVEL CONCERNS

#### CATEGORIES OF ABUSE

Working Together to Safeguard Children broadly defines abuse as maltreatment that harms a child's health or development, categorised as:

| TYPE OF ABUSE                                | DEFINITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Neglect</b>                               | <ul style="list-style-type: none"> <li>The persistent failure to meet a child's basic physical, emotional, or psychological needs, likely to result in the serious impairment of their health or development. Neglect can also be medical, educational and supervisory (inadequate care and guidance to ensure safety).</li> </ul>                                                                                                                                                                                                                                                                                               |
| <b>Emotional/Psychological Abuse</b>         | <ul style="list-style-type: none"> <li>The ongoing emotional maltreatment of a child, which can have a severe and persistent negative effect on the child's emotional health and development, including constant belittling, threats, bullying or scapegoating. Exposing a child to aggression, cruelty or abuse between others is also a form of emotional abuse.</li> </ul>                                                                                                                                                                                                                                                    |
| <b>Physical Abuse</b>                        | <ul style="list-style-type: none"> <li>Deliberately hurting a child, causing physical harm or injury. It encompasses actions such as hitting, shaking, throwing, poisoning, burning, scalding, drowning, or suffocating a child. It is not limited to visible injuries and can also include fabricated illness and overmedicating.</li> </ul>                                                                                                                                                                                                                                                                                    |
| <b>Sexual Abuse/Child Sexual Abuse (CSA)</b> | <ul style="list-style-type: none"> <li>Defined as forcing or enticing a child into sexual activities, whether or not the child understands what is happening. It involves a power imbalance where a perpetrator coerces or manipulates a child under 18, and it can occur in person, online, or through the exchange of digital images, sexting or exposure to pornography. Because of the power imbalance, manipulation or age of the child, consent is irrelevant.</li> </ul>                                                                                                                                                  |
| <b>Online Abuse</b>                          | <ul style="list-style-type: none"> <li>The exploitation or maltreatment of a child facilitated through digital technology and the internet. This encompasses a broad spectrum of harms, such as Online Child Sexual Exploitation and Abuse (CSE), Online Grooming, Cyberbullying and harmful sexual behaviour (including sharing explicit images, non-consensual exposure to sexual material or persistent sending of sexual messages across digital platforms). Online harm does not exist in a vacuum; it is frequently linked to harm experienced offline and can happen simultaneously with other types of abuse.</li> </ul> |

Below are some other specific types of safeguarding and child protection issues that all staff should be aware of:

**Child-on-child abuse** is when children abuse other children. It can involve bullying, physical abuse, sexual violence or harassment, the consensual and non-consensual sharing of images and videos and causing someone to engage in sexual activity without consent. Child-on-child abuse can happen online and in person. A further example of child-on-child abuse includes initiation or hazing. These are activities involving abuse, harassment and/or humiliation as a way of initiating a child into a group.

**Domestic abuse** is when a child sees, hears or experiences the impact of abuse in their own home. It can be an isolated event or a pattern of incidents. A child might also experience domestic abuse in their own relationship. This is sometimes referred to as teenage relationship abuse when a child sees, hears or experiences the impact of abuse in their own home. It can be an isolated event or a pattern of incidents.

**Child Sexual Exploitation (CSE)** is when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity. It is a form of child sexual abuse, although it can sometimes appear as if the activity is consensual.

**Grooming** is when somebody builds an emotional connection with a child either online or face to face - gaining their trust for the purpose of sexual abuse, exploitation, radicalisation or trafficking.

**Harmful Sexual Behaviour (HSB)** is when children display developmentally inappropriate sexual behaviour for their age. It is seen as a continuum, from behaviour which is deemed to be inappropriate to that which is abusive and violent. It can happen in person or online (or both).

**Forced marriage** - one or both people do not or cannot consent to the marriage (due to age or disability), duress may have been used and actions may have been taken to coerce one or both of the people into the marriage. Since the introduction of The Marriage and Civil Partnership (Minimum Age) Act 2022, it is illegal for 16 and 17 year-olds to marry in England and Wales, even with parental consent. Forced marriage also includes non-legally binding ceremonies viewed as marriage by the parties and their families.

**Honour of faith-based abuse (HBA)** - a crime or incident committed to protect or defend the 'honour' of a family or community. Examples include: Female Genital Mutilation (FGM) - FGM involves intentionally altering or injuring the female genital organs for non-medical reasons. It is a criminal offence in the UK. Breast ironing - Breast ironing or flattening is when a girl's breasts are flattened over time to prevent them from growing. This can involve using heated or heavy objects, as well as elastic belts or binders.

**Radicalisation** is the process by which someone comes to believe or support extremist ideologies that are associated with terrorist groups. Extremist views can be political, religious or ideological. In some cases, radicalisation can lead to involvement in terrorist groups or acts.

**Modern slavery** is a type of abuse that is more likely to be associated with adults, but children can also be victims of modern slavery. It encompasses slavery, human trafficking, forced labour and domestic servitude. It can also be linked to exploitation, such as CSE and CCE.

**Child trafficking** is when children are recruited, moved or transported and then exploited, forced to work or sold. Children are trafficked for many reasons, including sexual abuse, benefit fraud, forced marriage, domestic servitude, forced labour in factories or agriculture, criminal activity and low-wage labour. It is important to note that trafficking is not about distance. A child can be trafficked from one end of the street to another.

Additional guidance on various issues is available from the [NSPCC](#), including child sexual exploitation, bullying and cyberbullying, child trafficking/modern slavery, child criminal exploitation and [radicalisation](#).

### **SIGNS OF ABUSE**

This list is not exhaustive, and a child may exhibit more than one indicator:

- Disclosure from the child describing abusive acts involving them.
- Concern expressed by someone else (a child or adult) about the welfare of another child.
- Unexplained changes in behaviour, becoming extremely quiet, withdrawn, or displaying sudden outbursts of temper.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty making friends or lack of social skills
- Prevention from socialising with other children.
- Poor language, communication or social skills for their stage of development
- Altered eating patterns, including overeating or loss of appetite.
- Unexplained or suspicious injuries, such as bruising, cuts, or burns, especially in unusual body locations and inconsistent explanations for injuries.
- Untreated injuries, health or dental problems.
- Inappropriate sexual awareness or engaging in sexually explicit behaviour (in person or online).
- Use of language or acting in a way or know about things that you wouldn't expect for their age
- Fearing making mistakes
- Fearing their parent/guardian being approached regarding their behaviour
- Self-harm
- A child appearing hungry, dirty or smelly, with inadequate clothes for the weather conditions
- Increasingly poor personal hygiene.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems between parents or carers. If you have any concerns about a child's wellbeing, you should report them following the outlined procedures.

Note that some individuals, including adults at risk, looked after children or those with SEND may face additional barriers to disclosure.

### **LOW-LEVEL SAFEGUARDING CONCERNS**

Low level concerns might include:

- Staff displaying inadvertent or thoughtless behaviour around children or adults at risk
- Behaviour that might be considered inappropriate depending on the circumstance
- Behaviour which is intended to enable abuse

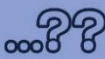
Examples include, being "over-friendly", taking photographs of children on their mobile phone (without permission/not in line with the procedures outlined around photography in this policy) or engaging with a child on a one-to-one basis in a secluded area or on social media.

APPENDIX 2: RESPONDING TO A DISCLOSURE - GUIDANCE

# Responding to a Disclosure

If a child makes a disclosure:



| Do                                                                                                                                                            | Don't                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Remain calm and level-headed</p>                                       |  <p>Promise to keep secrets</p>                             |
|  <p>Reassure the child</p>                                                 |  <p>Rush the child's account</p>                            |
|  <p>Listen carefully and actively</p>                                      |  <p>Ask leading questions or try to interview the child</p> |
|  <p>Let them know that you are taking what they say seriously</p>          |  <p>Make assumptions</p>                                    |
|  <p>Tell them what will happen next</p>                                    |  <p>Show that you are upset or angry</p>                    |
|  <p>Make a note of exactly what they have told you as soon as possible</p> |  <p>Show disbelief or dismiss them</p>                      |
|  <p>Share the concern following procedure</p>                              |  <p>Talk negatively about the potential abuser</p>          |



Responding to a Disclosure by High Speed Training

[www.highspeedtraining.co.uk](http://www.highspeedtraining.co.uk)

### APPENDIX 3: CHILD PROTECTION INCIDENT REPORT FORM

To be completed by the member of staff who has the concern

|                                                                                                                                                                                                                                                                                                              |                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Child's name</b>                                                                                                                                                                                                                                                                                          | <b>Date of birth</b>                                       |
| <b>Name and position of person completing form (please print)</b>                                                                                                                                                                                                                                            |                                                            |
| <b>Child's address (if known):</b>                                                                                                                                                                                                                                                                           | <b>Parent/guardian/carers name and address (if known):</b> |
| <b>Date of incident /concern: (DD MM YY)</b><br><b>Name of Project/Activity and Dance Consortium member venue (is appropriate):</b>                                                                                                                                                                          |                                                            |
| <b>Incident / concern (who what where when)</b><br>Your observations, including a description of any visible bruising or other injuries.<br>Date and time of incidents and any other relevant information.<br>Reference context to Dance Consortium activity and involvement of Member venue if appropriate. |                                                            |
| <b>Exactly what the child said and what you said:</b><br>(Remember do not lead the child - record actual details. Continue on separate sheet if required)                                                                                                                                                    |                                                            |
| <b>Any other relevant information</b> (witnesses, immediate action taken)                                                                                                                                                                                                                                    |                                                            |
| <b>Signature: (name of member of staff)</b>                                                                                                                                                                                                                                                                  | <b>Date form completed (DD MM YY):</b>                     |
| <b>Role:</b>                                                                                                                                                                                                                                                                                                 |                                                            |
| <b>Action taken (including reasons for decisions) and Outcomes</b><br><b>(NB - this section is only to be completed by DSL)</b>                                                                                                                                                                              |                                                            |
| <b>Signature of DSL</b>                                                                                                                                                                                                                                                                                      | <b>Date (DD MM YY)</b>                                     |
| <b>Signature of Lead DSL (if appropriate)</b>                                                                                                                                                                                                                                                                | <b>Date (DD MM YY)</b>                                     |

## **APPENDIX 4: REPORTING SAFEGUARDING CONCERNS - BIRMINGHAM SAFEGUARDING CHILDREN PARTNERSHIP**

<https://westmids-birmingham.trixonline.co.uk/chapter/reporting-concerns>

If you are concerned about a child's welfare or worried they are being abused, you can access help from the **Children's Advice and Support Service (CASS)** by completing a 'Request for Support' form via the [Birmingham Children's Trust website](https://www.birminghamchildrenstrust.co.uk/report-a-concern) (<https://www.birminghamchildrenstrust.co.uk/report-a-concern>), ensuring that the [Right Help Right Time Threshold Guidance](https://lscpbirmingham.org.uk/working-with-children/right-help-right-time) (<https://lscpbirmingham.org.uk/working-with-children/right-help-right-time>) is followed.

Alternatively, you can seek advice from the Designated Safeguarding Manager in your agency or/and the **Children's Advice and Support Service (CASS)** on: [0121 303 1888](tel:01213031888) (option 2, option 2). (CASS operates between 8.45am - 5.15pm Monday to Thursday, and 8.45am - 4:15pm on Fridays.)

Outside these hours, please call the **Emergency Duty Team (EDT)** on: [0121 675 4806](tel:01216754806)

**In an emergency where a child's safety is at immediate risk of significant harm contact the police on [999](tel:999).**

If you are unsure, the [West Midlands Regional Safeguarding Procedures Manual](https://westmids-birmingham.trixonline.co.uk/contents/contents) (<https://westmids-birmingham.trixonline.co.uk/contents/contents>) will be able to help guide, you or the [Birmingham 'Right Help, Right Time' Threshold Guidance](https://lscpbirmingham.org.uk/working-with-children/right-help-right-time) (<https://lscpbirmingham.org.uk/working-with-children/right-help-right-time>) which tells you which types of services a family may need to get support.

**To report concerns or allegations against people who work or volunteer with children** please contact the [Birmingham's Local Authority Designated Officer](https://lscpbirmingham.org.uk/working-with-children/lado) (<https://lscpbirmingham.org.uk/working-with-children/lado>). **You should contact the LADO within 1 working day of an incident arising** where an allegation or concern appears that a person who works with children, has:

- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved in a way that indicates they may pose a risk to children;
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

If you are unsure about the above thresholds, then please discuss this with your Safeguarding Lead or Manager first.

## APPENDIX 5: FLOWCHART OF PROCEDURES FOR RESPONDING TO SAFEGUARDING CONCERNS

### Flowchart of procedures for responding to safeguarding concerns



All concerns and correspondence will be kept in a secure, confidential file. The child's circumstances will be kept under review at all stages and a referral will be made again if needs be. The child's best interests must always come first.

If the concern is about a staff member/volunteer in your organisation, the DSL should refer this to the LADO who will determine the best route of action to be taken.

If your concern would involve a Prevent/Channel referral, contact:  
In an immediate, life-threatening situation, dial **999**. For non-emergencies, go to <https://www.gov.uk/guidance/making-a-referral-to-prevent>

If you have a concern that a child has undergone, or is about to undergo, FGM, contact:  
The Police and your local Children's Social Care services. If a child or young person is in immediate danger, dial 999 straight away.