**Safeguarding Policy Statement**

The aim of this policy is to promote good practice, providing children and young people with appropriate protection whilst in the care of the teachers at C4 studios; thus, keeping everyone safe.

**This means we will always work to:**

* Prioritise the welfare of all children
* Prevent impairment of children’s health or development
* Take action to enable all children to have the best outcomes
* Ensure that all classes are inclusive, safe, and fun

Adhering to this policy, and the procedures outlined, will ensure that staff and volunteers make informed and confident decisions when confronted with child protection issues.

**Creating a Safe Environment**

C4 Studios aims to create an environment that is safe and enjoyable for all who participate. We have a moral obligation to ensure that all staff and volunteers provide children with the highest possible standard of care regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity or creed. We will strive create a safe working environment for all.

This policy applies to all staff, volunteers, and visitors and covers all children under the age of 18.

**To protect the children in our care we will:**

* Value and respect children and listen to what they have to say
* Take reasonable steps to protect children from harm, discrimination and degrading treatment whilst respecting their rights, wishes and feelings
* Ensure that all staff and volunteers adhere to C4 Studios code of practice
* Work in partnership with parents and children and relevant outside agencies
* Take all suspicions and allegations of poor practice seriously and respond in accordance with the procedures set out in this document
* Report suspected neglect or abuse to the designated safeguarding officer
* Recruit staff and volunteers with regard to their suitability, ensuring all required checks are made
* Provide staff and volunteers with guidance on good practice and child protection procedures
* Ensure that anyone in regular contact with children hold a current DBS check (or non-UK equivalent)
* Monitor, review and update the implemented safeguarding procedures on a regular basis
* Recognise and be aware that some children are additionally vulnerable because of the impact of discrimination, previous experiences, level of dependency, communication needs or other issues.

**Our Ethos**

C4 Studios will establish and maintain an ethos where children feel secure, are listened to and are safe.

All staff or volunteers will be supported to be able to recognize a disclosure from a child and will know how to manage this. Staff and volunteers will not make promises to any child or keep secrets.

All staff and volunteers will take responsibility for safeguarding and be vigilant in responding and recording concerns for a child’s welfare, as set out in C4 Studios safeguarding policies and procedures.

We will work in close partnership and aim to establish effective working relationships with parents, carers, and outside organisations.

***This policy has been drawn up on the basis of legislation, policy and guidance from the Department for Education that seeks to protect children in England. A summary of the key legislation and guidance is available from nspcc.org.uk/child protection***

**C4 Studio’s Code of Practice**

**All staff and volunteers should adhere to the following principles and action:**

* Always promote fairness, confront and deal with bullying.
* Always put the welfare of the child first, before winning.
* Have a good understanding of safeguarding issues and child protection and report any concerns as outlined in C4 Studios policies and procedures.
* Always ensure all equipment is used safely and for its intended purposes
* Always give enthusiastic and constructive feedback over negative criticism.
* Recognise and adapt to the developmental needs and capacity of each individual child; never overexerting or pushing them excessively in a desire for club or personal achievements.
* Treat all young people equally with respect and dignity. Ensuring that each child has equal opportunities and favoritism is never shown.
* Always work in an open environment (avoiding private or unobserved situations) Private lesson must be carried out with a door open and in view of doorway. Discussions with children must be done with another adult present.
* Wherever possible always make sure that there is a parent or another adult at the venue when carrying out private 1:1 lessons.
* When working with vulnerable children who are referred to C4 Studios there must always be another adult on site.
* Maintain a safe and appropriate distance from the children. Avoid unnecessary contact; where any form of manual or physical support is required it should be provided openly and with the child’s consent, ensuring the contact is neither intrusive nor inappropriate.
* Encourage parents or carers to take responsibility for their children wherever possible. E.g., where young people need to be supervised in changing rooms. Always ensure parents, staff or volunteers work in pairs when supervising groups of children.
* Secure written consent for C4 Studios to act in loco parentis. Ensure permission is given to administer first aid or other medical treatment if the need arises.
* Keep a written record of any injury that occurs, along with details of the treatment given.
* Secure written parental consent on appropriate form for any significant travel arrangements and if staff or volunteers are required to transport young people in their cars. Never take young people alone in a car on journeys, however short.
* Text or verbal consent from parents is sufficient for last minute trips or when travelling less than 25miles and 3/4hrs duration.
* Children under the age of 14 must be collected from the studio door by a parent or guardian and must not be allowed to cross the carpark to enter cars without an agreed adult.
* Children under the age of 14 should never be allowed to leave the premises alone under any circumstance.
* Children over the age of 14 should have written parental consent to leave the premises alone.
* Always work within the recommended child to adult ratios.
* Ensure clear boundaries are maintained during residentials, adults should not enter a young person’s room or invite young people into their rooms.
* Always stay within the law.
* Challenge inappropriate behaviour, referring to C4 Studio’s Code of practice and children’s Code of Behaviour.

You should always follow this code of practice and never rely on your reputation or that of the organization to protect you.

**Poor Practice**

**The following are regarded as poor practice and should be avoided by all staff and volunteers:**

* Spending excessive amounts of time alone with young people away from others.
* Taking young people to your home where they will be alone with you.
* Sharing a room with a young person.
* Engaging in rough, physical, or sexually provocative games, including horseplay.
* Allowing or engaging in inappropriate touching of any form.
* Using or allowing young people to use inappropriate language unchallenged.
* Making sexually suggestive comments to a young person.
* Reducing a child to tears as a form of control.
* Allowing allegations made by a child to go unchallenged, unrecorded, or not acted upon.

Poor practice should be reported to a senior member of the C4 Studio team or Designated Safeguarding Officer.

If a staff member or volunteer’s actions accidentally hurts a child, distresses them or causes a reaction could be damaging to the child (e.g., they become sexually aroused), the incident must be reported immediately to a senior member of staff. Parents will also be informed of the incident.

**Safer Staff and Volunteers**

**Recruiting the right people to work and volunteer with children**

All reasonable steps must be taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part – time. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident, and safe to do so.

**To ensure this we will take the following steps when recruiting people:**

* Carefully consider the job description and person specification.
* Ensure a written application form is submitted eliciting information about the applicants past and self-disclosure of criminal convictions, spent or otherwise. The application form MUST be completed in full.
* Obtain consent from the applicant to seek information from the criminal records Bureau.
* Ask for identification and record evidence of valid identification.
* Ask for two confidential references when necessary, including one where the applicant has worked with children.
* Gain enhanced DBS checks where current government guidelines requires us to.

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations.

**All employees and volunteers should receive an induction during where we will:**

* Substantiate all qualifications that are made claim to.
* Instruct clear and concise job requirements and responsibilities.
* Ensure that they are familiarized with our safeguarding and child protection policies and procedures. Identify any training needs.
* Ensure that they are familiarized with our Code of practice and what is deemed as poor practice.

**In addition to pre-selection checks, the safe – guarding process includes training after recruitment to help staff and volunteers to:**

* Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.
* Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
* Respond to concerns expressed by a child.
* Work safely and effectively with children.

**C4 Studios requires that:**

* All staff and volunteers who have access to children undergo a DBS check.
* All employees and volunteers undertake relevant child protection training or undertake a form of home study to ensure that their practice is exemplary and facilitates the development of a positive safe-guarding culture throughout.
* All staff and volunteers receive advisory information outlining good and bad practice, informing them what to do if they have concerns about the behaviour of an adult towards a child.
* All teachers, trainee teachers and leaders should have an up to date first aid qualification.

**Anyone hiring or using C4 Studios independently must provide proof of an enhanced DBS disclosure and have their own safeguarding policies and procedures.**

Our aim is to provide a safe and supportive environment which secures the well – being and absolute best outcomes for our children. We do recognize that sometimes the behaviour of adults may lead to an allegation of abuse being made.

All staff and volunteers will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from the Local Authority Designated Officer (LADO) within 24 hours of a concern or allegation being made.

**Use of Photographic / Filming Equipment**

It is common for teachers, parents, and students to take images (in the form or photographs and film) at classes and events.

**It may not be appropriate for images to be taken in the following circumstances:**

* While children are getting changed or are in designated changing rooms.
* Where the image may be shared publicly on social media without the child and parent’s consent.
* When children are in large groups you must ensure that permission has been sought by all those included in the image.

**Before taking images of a child, we will:**

* Make clear to the child and parent where and how the image will be used (e.g., posted on social media or displayed at the studios)
* Seek written / electronic agreement from parents that images can be taken of their child.
* Ask that any parent wanting to take photographs or film at our events do so with our prior permission. Permission will only be granted on the agreement of all present.
* Ensure all parents and children are made aware when coaches use video equipment as a coaching aid.

Sharing of videos and pictures between staff, volunteers and students must only be done in secure chats or private Facebook pages where parents of the children photographed are members. As above, media consent must be sought before sharing any images. If a parent carer is objects then these images must be removed immediately and shared no further.

All images and videos must be deleted from phones and tablets once shared.

**Social Media Policy**

C4 Studios promotes the effective use of social media. This policy covers personal and professional use of social media and aims to encourage its safe use. This policy includes but is not limited to Facebook, Messenger and Instagram, and any other social media platforms that are used to:

• Promote classes and opportunities at C4 Studios

• Celebrate achievements of members of the C4 community

• Inform the community about events

For the above purposes, C4 Studios uses photographs and video clips of students, staff and members, along with supporting text. Images and footage used will be in line with the Use of Photography and Filming equipment Policy. Our ethos is that our social media presence will be positive and encouraging for students and staff and serve to enhance opportunity and promote wellbeing.

All staff, volunteers, students, parents and carers are required to ensure their own social media content is in line with this ethos. All communication you share to our pages can be seen by anyone and you must ensure that it will not have a negative effect on any individual.

Staff, volunteers, students and parents / carers should not upload any content on to social media sites that:

• Is confidential to C4 Studios

• Amounts to bullying

• Amounts to unlawful discrimination, harassment or victimisation

• Contains lewd, sexually explicit, threatening or similarly inappropriate or offensive comments, images or video clips

• Undermines the reputation of the studios and/or individuals

• Is defamatory or knowingly false

• Breaches copyright

• Is in any other way unlawful.

**Staff and volunteers should:**

• Ensure that any use of social media is carried out in line with this policy and be aware that there are some associated risks to social media usage, especially around issues of safeguarding, bullying and personal reputation.

• Be aware of their online reputation and recognise that their online activity can be seen by others including parents, students and colleagues on social media.

• Be responsible for their words and actions in an online environment. They are therefore advised to consider whether any comment, photograph or video that they are about to post on a social networking site is something that they want students, colleagues, or even future employers, to read.

• Not accept or invite ‘friend’ requests from students or ex-students within 3 years of leaving C4 studios or from anyone under the age of 16. Anyone under the age of 17 must have parental consent.

* Not communicate on messenger or any other social media platform with anyone under the age of 18 unless a parent or guardian is included in the conversation.

• Report any content or online activity which raises a safeguarding concern to the Designated Safeguarding Officer.

• Report any incidence of cyberbullying to you personally (for example, inaccurate, inappropriate or inflammatory material about you which is being used without permission).

**Inappropriate use of social media**

Following a report of inappropriate use of social media, C4 Studios will conduct a prompt investigation and take the necessary action in line with the bullying or disciplinary procedure.

**Physical Contact**

Appropriate physical contact is a necessary and important component of teaching dance and ensuring the safety of children; particularly when practising certain skills or tricks.

As a standard of measure, physical contact should be related to the individual’s job description. Spotting and supporting the dancer is an essential part of helping the dancer to understand shapes, movement patterns, and complex skills, but also reduces the risk of injury due to a fall or error in performance.

Physical contact that is intended to coach, teach, or demonstrate a skill, as well as safety actions such as spotting a dancer, are acceptable and appropriate forms of touch.

Assisted stretching may also be used when appropriate to increase flexibility and range of motion.

**Staff and volunteers at C4 Studios will follow these guidelines for spotting and assisted stretching:**

* The ideal hand placement for spotting dancers is on the side of their hips and trunk.
* Avoid physical contact of sensitive areas of the body, i.e., genital areas, buttocks, or breasts.
* Ensure that the dancer is aware of your intention to spot them and verbally seek permission before touching. (In a situation where a dancer’s safety is at risk this may not always be possible).
* Do not slap body parts, pull hair, squeeze tightly, or push down aggressively on dancers.
* Avoid placing yourself in awkward or compromising positions (any position that may be thought of as unnecessary positioning by a reasonable observer).
* Excessive force must never be used to assist stretching.
* When possible use partner exercises between gymnasts to assist stretching.

**NOTE:** In most cases, **spotting for guidance** should be used only when needed to orientate or position the dancer so they can replicate movements.

Likewise, **spotting for safety** should be used only when needed, with the goal of designing and using safe progressions as often as you can.

If any child or parent or carer has an issue with our policy on physical contact, please speak to the teacher and adjustments will be made.

**Recognising and Responding to Abuse**

**Defining Child Abuse**

Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race, or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse, and neglect.** The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

Young people with disabilities may be at increased risk of abuse through a range of factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

**Types of Abuse**

**Physical Abuse:**

Where adults physically hurt or injure a young person e.g., hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a young person they are looking after. This is call Munchausen’s syndrome by proxy.

In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child’s immature and growing body

**Emotional Abuse:**

The persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child’s emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate, or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened, or taunted which may make the young person frightened or withdrawn.

Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the young person is constant criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

**Neglect:**

Occurs when an adult fails to meet the young person’s basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child’s health or development. For example, failing to provide adequate food, shelter, and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the young person safe or exposing them to undue cold/heat or unnecessary risk of injury.

**Sexual Abuse:**

Occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. Also, the power of the coach over young athletes, if misused, may lead to abusive situations developing.

**Bullying:**

May come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g., hitting, kicking, slapping), verbal (e.g., racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g., tormenting, ridiculing, humiliating, ignoring, isolating form the group), or sexual (e.g., unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the young person too hard to succeed, or a rival athlete or official uses bullying behaviour.

For further guidance see ***‘Preventing and Responding to Bullying.’***

**Indicators of Abuse**

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place.

**Indications that a child is being abused may include one or more of the following:**

* unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
* an injury for which an explanation seems inconsistent
* the young person describes what appears to be an abusive act involving them
* another young person or adult expresses concern about the welfare of a young person
* unexplained changes in a young person’s behaviour e.g., becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
* inappropriate sexual awareness
* engaging in sexually explicit behaviour
* distrust of adult’s, particularly those whom a close relationship would normally be expected
* difficulty in making friends
* being prevented from socialising with others
* displaying variations in eating patterns including overeating or loss of appetite
* losing weight for no apparent reason
* becoming increasingly dirty or unkempt

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working in C4 Dance Company to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

**Handling Disclosures and Suspicions of Abuse**

If a child chooses to disclose information that indicates that they are suffering from abuse or neglect, the adult needs to listen to what the child has to say and be careful not to ‘lead’ the child or influence what they say in any way.

**If a child says or indicates that they are being abused, the adult must:**

* **Stay calm** so as not to frighten the young person
* **Reassure** the child that they are not to blame and that it was right to tell
* **Listen** to the child, showing that you are taking them seriously
* **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
* **Inform** the child that you must inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
* **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern, and ensure they are made aware that this is a child protection issue
* **Record** all information on agreed report form
* **Report** the incident to the Designated Safeguarding Officer

C4 Studios are clear that the Local Authority and Police must lead any investigations in any allegation regarding safeguarding.

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

**NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern**

**Responding to Allegations of Abuse made against a child**

C4 Studios has a clear children’s behaviour code. Children who attend C4 Studios are expected to adhere to the behaviours set out in the behaviour code. Children will be made aware of these expectations on their introduction to C4 Studios and staff will uphold them by challenging any inappropriate behaviour.

There are different ways a child can be abusive towards others, and they might not realise they are doing so:

* bullying or cyberbullying
* emotional abuse
* online abuse
* physical abuse
* sexting
* sexual abuse

Abuse could be in the form of peer on – peer abuse, or a child might also display abusive behaviour towards adults.

Concerns might be raised by:

* A direct allegation of abuse
* A child or adult might express that they are uncomfortable with a child’s behaviour. They may not realise the behaviour is abusive.
* A member of staff or volunteer might report behaviour that gives cause for concern.
* C4 Studios may be informed that a child is the subject of an investigation.
* A child may confess that they have harmed someone else or are at risk of doing so.

In the event of an allegation of abuse being made against a child, staff must consider the needs of everyone involved.

**If a child tells you they have behaved abusively:**

* Reassure them that they have done the right thing by telling you about it.
* Listen carefully. Don’t investigate or ask leading questions.
* Use non-judgmental language.
* Tell them that you now must do what you can to keep them and the other children safe.
* Never promise to keep a secret. Explain that you will need to speak to other people who can help.
* Reassure the child that they can get help to change their behaviour.

**If allegations are made against a child, you should go directly to your designated safeguarding officer, who can advise you on the best way to proceed.**

**Do not talk to the child about the allegations before seeking advice.**

**Keeping Records**

Staff and volunteers must record any concerns they have about a child’s behaviour on the agreed report form. This should be shared with the designated safeguarding officer.

**Include:**

* The child’s details
* The date and time of the incident
* What was happening before the incident took place
* What the child said or did that caused concern (use exact words if possible)
* Whether the behaviour appeared spontaneous or premeditated.

It is the role of the designated safeguarding officer and senior management to decide what action to take, in consultation with any other agencies that are working with the child.

**NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern**

**Please see attached CPSU procedure flowchart for further detail.**

**Preventing and Responding to Bullying**

**Bullying is when individuals or groups seek to harm, intimidate, or coerce someone who is perceived to be vulnerable (Oxford English Dictionary, 2021).**

It can involve people of any age, and can happen anywhere – at home, school or using online platforms and technologies (cyberbullying). This means it can happen at any time.

Bullying encompasses a range of behaviours which may be combined and may include the behaviours and actions we have set out below.

**Verbal abuse:**

* name-calling
* saying nasty things to or about a child or their family.

**Physical abuse:**

* hitting a child
* pushing a child
* physical assault.

**Emotional abuse:**

* making threats
* undermining a child
* excluding a child from a friendship group or activities.

**Cyberbullying/online bullying:**

* excluding a child from online games, activities, or friendship groups
* sending threatening, upsetting or abusive messages
* creating and sharing embarrassing or malicious images or videos
* 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
* voting for or against someone in an abusive poll
* setting up hate sites or groups about a particular child
* creating fake accounts, hijacking, or stealing online identities to embarrass a young person or cause trouble using their name.

Bullying can be a form of discrimination, particularly if it is based on a child’s disability, race, religion or belief, gender identity or sexuality.

In sport bullying may arise when a parent or coach pushes the young person too hard to succeed, or a rival athlete or official uses bullying behaviour.

###### Signs of bullying include:

* behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions
* an unexplained drop off in performance
* physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g., on food, alcohol or cigarettes
* a shortage of money or frequents loss of possessions

**C4 Studios has a moral responsibility to:**

• Prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities

• Make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need

* Provide information to all staff, volunteers, children, and their families about what we should all do to prevent and deal with bullying.

**C4 Studios seeks to prevent bullying by:**

* Developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities
* Holding regular discussions with staff, volunteers, children, young people, and families who use our organisation about bullying and how to prevent it
* Providing support and training for all staff and volunteers on dealing with all forms of bullying, including racist, sexist, homophobic, transphobic, and sexual bullying
* Putting clear and robust anti-bullying procedures in place.

**Our regular discussions with staff, volunteers, children, young people, and families will focus on:**

* Group members’ responsibilities to look after one another and uphold the behaviour code
* Practising skills such as listening to each other
* Respecting the fact that we are all different
* Making sure that no one is without friends
* Dealing with problems in a positive way
* Checking that our anti-bullying measures are working well
* How to respond to online bullying

**C4 Studios promotes a strong anti-bullying culture, and all allegations of bullying will be taken seriously. Staff and volunteers must consider:**

* The needs of the person being bullied
* The needs of the person displaying bullying behaviour
* Needs of any bystanders
* Our organisation as a whole

Staff and volunteers must record any suspicions or allegations of bullying or online bullying on the agreed bullying incident form and report it directly to the Designated Safe – guarding lead.

**Handling Allegations of Poor Practice (Whistleblowing)**

Where there is a complaint against an employee or volunteer, there may be three types of investigation.

* **Criminal** in which case the police are immediately involved
* **Child protection** in which case the social services (and possibly) the police will be involved
* **Disciplinary or misconduct** in which case C4 Studios will be involved

Staff will not investigate these matters; they will be recorded on the agreed report form, and we will seek and work with the advice that is provided. Should the allegation be made against the Designated Safeguarding Officer or Deputy, this will be reported directly to the LADO but the person with the concern.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

**NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern**

**On receiving a report an allegation of abuse C4 Studios will:**

* Refer the matter to the Local Authority Designated Officer (LADO)
* Contact the parent/carer of the child will be as soon as possible following advice from the LADO
* Notify the chairperson of your organisation to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
* If the Designated safeguarding lead is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to LADO.

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to LADO. This is because other children in the sport or outside it may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.

**Please see attached CPSU procedure flowchart for further detail.**

**Concerns outside of C4 Studios (e.g., a parent or carer)**

**If a member of staff or volunteer has concerns for a child’s safety or welfare away from C4 Studios:**

* Report your concerns to the Designated Safeguarding Officer in writing using the agreed report form
* If the Designated Safeguarding officer is not available, the person being told or discovering the abuse should contact MARU
* MARU and the designated safeguarding officer will decide how to inform the parents/carers
* Maintain confidentiality on a need-to-know basis

**NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern**

**Recording and Storing Information**

All safeguarding and child protection concerns must be recorded on the agreed safeguarding reporting form and handed to the Designated Safeguarding Lead.

**Information should include the following:**

* The child’s name, age, and date of birth
* The child’s home address and telephone number
* Whether or not the person making the report is expressing their concern or someone else’s
* The nature of the allegation, including dates, times, and any other relevant information
* A description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes
* Details of witnesses to the incidents
* The child’s account, if it can be given, of what has happened and how any bruising/injuries occurred
* Have the parents been contacted?If so, what has been said?
* Has anyone else been consulted? If so, record details
* Has anyone been alleged to be the abuser? Record detail

Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child’s file. These files are the responsibility of the Designated Safeguarding Officer and information will only be shared on a need-to-know basis.

Any safeguarding information will be kept in the file and will be added to. Copies of referrals to outside agencies will be stored in the file.

All information is confidential, however if there is a safeguarding or child protection concern about a child, then information can be shared with other agencies, namely the police of children’s services.

Reports of concern to the Designated Safeguarding officer must be made in writing on the agreed report form and signed and dated by the person with the concern.

**Reporting a Concern**

All suspicions, allegations, disclosures, and concerns MUST be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

C4 Studio expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the Designated Safeguarding Officer, record them in writing and subsequently to check that appropriate action has been taken.

If the Designated Safeguarding officer is not available you should take responsibility and seek advice from the NSPCC helpline, MARU, or the police. Telephone numbers can be found at the end of this document.

C4 Studios are not child protection experts, and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

**Useful Contacts**

**MARU: 0300 123 1116**

**Devon and Cornwall Police 101**

**In an emergency 999**

**Local Authority Designated Officer (LADO) 01872 326536**

**NSPCC 0808 800 5000**

**Named Designated Safeguarding Officer:**

Kelly Green

07792401430 [kelly.seberry@hotmail.co.uk](mailto:kelly.seberry@hotmail.co.uk)

**Deputy Designated Safeguarding Officer:**

Angie Smith

07825234855 [contactus4real@gmail.com](mailto:contactus4real@gmail.com)

### **Declaration**

On behalf of C4 Studios CIC we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

|  |
| --- |
| **Signed:** |

(n.b. One of the signatories should be the Welfare Officer)

|  |  |  |
| --- | --- | --- |
| **Name:** |  | **Name:** |
|  |  |  |
| **Position within C4 Studios CIC** |  | **Position within C4 Studios CIC** |
|  |  |  |
| **Date:** |  | **Date:** |