



# Safeguarding & Child Protection Policy

## Issue and review

The date of issue of this policy is Tuesday 15<sup>th</sup> October 2019. This policy will be reviewed annually.

## Introduction

The Dorset Foundation College for Performing Arts are committed to creating a safe, understanding and encouraging environment for learners taking part in the RSL Course. The college has therefore created this policy in order to meet the requirements of the Children Act 1989, The Human Rights Act 1988, The Nations convention on the Rights of Child (ratified by the UK government in 1991, The Protection of Children Act 2004.

The Dorset Foundation College for Performing Arts recognizes that it is a privilege to work with children and young adults and with that comes great responsibility. Parents and learners trust the college to care for the student, give leadership and ultimately keep them safe.

The Dorset Foundation College for Performing Arts designated safeguarding officers are Denise Booth (Head of Centre) and Julie Yates (College Administrator). All other staff members hold up to date DBS checks and also carry a first aid certificate, all documentation is displayed in the college reception area.

## Policy

The welfare of the learner is paramount, regardless of age, culture, gender, race, religious beliefs and/or sexuality. To provide the student with appropriate safety during classes, extra tuition and performances it is The Dorset Foundation College for Performing Arts aim to recognise a duty of care by adopting the following guidelines:

- Creating a safe environment for children and young people through robust safeguarding practices
- Ensuring that staff members who work within the college (including volunteers) do not pose a risk to children
- Making sure staff are trained, know how to respond to concerns, who to report these concerns to and keep up to date with policy and practice
- Children and young adults are made aware about staying safe both in and out of college, as well as online

- Maintaining an environment where children feel confident to approach a member of staff if they have a worry or a problem.

### **Reporting a procedure**

Should a staff member encounter a situation where there are indicators of abuse or a student feels comfortable to disclose details of abuse, the following things are to be adhered to;

Always:

- Report on as soon as you have a concern
- Record information accurately using the actual words and language of the child and noting any questions raised by the child
- Note dates, times, who was present and anything factual about the meeting and child's appearance
- Pass these notes confidentially to the designated safeguarding leads.

Never:

- Ask leading questions
- As the staff member investigate the situation, this is the purpose of a safeguarding lead
- Take photographs of marks
- Make any arrangements for the student (medical or other)
- Tap or video record an interview

It is important, where possible, to use a silent witness when dealing with sensitive information.

All concerns must be passed to the safeguarding officers using an incident form which are available on our file sharing system, Dropbox. The safeguarding officer will then make a judgment how to proceed and decided whether any further action should be taken. Upon submitting a incident form, the safeguarding lead should catalogue the form, sign and date in order to prove the procedure has been followed

### **Staff allegations**

If a student has a concern regarding a member of staff at The Dorset Foundation College for Performing Arts the incident must be reported to the Head of Centre & Principal, Denise Booth without informing the subject of concern/allegation.

Relevant investigation will be performed by the Head of Centre and the student will be updated of any progress. Disciplinary procedures and staff suspensions will be enforced if necessary.

## **Data protection**

All information held on The Dorset Foundation College for Performing Arts data base is strictly confidential. In exceptional circumstances, if we feel a student may be at risk, we would immediately inform the appropriate authorities.

All students/parents are to sign a General Data Protection Regulation form when they enroll in to the college, this therefore allows us to share relevant information to awarding organizations in preparation for examinations.

On enrolment to The Dorset Foundation College for Performing Arts parents must also disclose consent for students to have photos and videos taken for assessment and advertising purposes.

# Safeguarding Incident & Report Form

This form is to be used to record safeguarding concerns relating to children and/or venerable persons.

In an emergency, do not delay in informing the police or social services. All the information must be handled confidentially and reported to the designated safeguarding officers immediately.

The form should be completed at the time or immediately following disclosure but after all necessary actions have been taken.  
Please complete this form in full, where possible.

## 1. Your details

Name :

Teaching Position:

Telephone Number:

Email:

## 2. Details of the person affected

Name :

Teaching Position:

Telephone Number:

Email:

## 3. Details of the incident (please describe using only the facts)

**4. Other persons present or potential witnesses**

Name :  
Address:

Telephone Number:  
Email:

**5. Additional relevant information**

**6. Disclaimer**

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print name :

Signature:

Date