



Edinburgh Festival Ballet School Safeguarding Policy

EFBS Child Protection Statement

The safety and well-being of all students is the highest priority at EFBS.

This policy applies to all EFBS Staff. Any safeguarding and child protection concerns raised will be treated as a very serious matter and Staff, Students and Parents are actively encouraged to speak up about any safeguarding concerns.

The School will at all times pay due regard to the relevant statutory guidance documents issued by the Department for Education.

As a company working not only for the development of young professional performers but also for the development and empowerment of children and young people, child protection is very important to us.

It is important that ALL staff remember that 'it could happen here'.

This policy requires all adults who seek to be involved in EFBS and its associated activities to accept the duty to safeguard the welfare of children and young people, and to prevent physical, sexual and emotional abuses of all children with whom they come into contact.

Roles

All Staff have a role to play in child protection: in particular, they should report any suspicion of, or evidence that, a student might be experiencing, or be at risk of, abuse, or be 'in need', by alerting the Designated Safeguarding Lead (DSL). Establishing and identifying actual child abuse is the responsibility of the DSL in the first instance, but all staff must report a matter of concern to Social Care (a generic term used here to relate to various agencies involved in safeguarding children) if the DSL is not immediately available, if the child is at immediate risk, or if they do not feel a matter has been adequately addressed within the School system. Contact details for relevant agencies are at the end of this policy. Any concerns from Staff, Students or Parents must be reported to the Designated Safeguarding Lead (DSL).

Responsibilities of the DSL

- To keep a full and secure record of all child protection concerns.
- To ensure that all staff receive appropriate training.
- To keep staff appropriately informed about matters to do with child protection.
- To make referrals to external agencies if necessary and to represent the School at child protection conferences.
- To liaise with other professionals and agencies which support children.



The School's records on child protection are kept locked and are separated from routine student records. Access is restricted to the DSL.

Induction and Training

All of our Full-Time teachers are required to:

- Present a certificate of Disclosure (Scotland)
- Complete a safeguarding (Safeguarding Children - Level 2)
- Complete a course in Sports First Aid

We also encourage our teachers to take a Psychological First Aid course (PFA)

Procedures

Staff should report to the DSL any suspicion of, or evidence that, a student might be experiencing or be at risk of abuse or be 'in need', either in person, by phone or email immediately. Early intervention is known to be key in safeguarding children.

Any student disclosing abuse to a member of staff must be listened to carefully and sensitively. The member of staff should follow the guidance on the "...if a child tells..." card and bear in mind especially that:

- The student must be told that absolute confidence cannot be preserved.
- They should not probe or ask for more information than that which is offered and should take care not to ask 'leading' questions.
- An immediate handwritten record in pen must be made of what has been said, using the student's actual words wherever possible: this must be a record of fact not of opinion. The record should be signed, dated and marked with a cross to indicate where the account ended on the page.
- Immediate contact must be made with the DSL, and if that is not practical, with the Artistic Director: the DSL will decide whether or not the issue should be referred to the relevant outside agencies. (The failure to make such a report might be construed as neglect of care, which might, of itself, constitute abuse). The DSL will not, however, investigate the issue to determine and identify 'actual child abuse' as this is the role of Social Care.
- The member of staff should record in writing the fact that such a report has been made: this is for the protection of the member of staff concerned. ALL staff must remember that if the relevant senior staff are not available it is their responsibility to make a direct referral to Social Care (see contact details at end of document). They must also make a direct referral if, for whatever reason, they are concerned that a referral has not been made by the School. In circumstances where a crime may have been committed and / or the person is in immediate danger the matter should be reported to the Police.



How we deal allegations of abuse

The following reporting procedures should be followed in the event of an allegation of abuse against:

1. One or more student(s) against another: this will initially be dealt with under EFBS Terms & Conditions, although serious cases will be reported to Social Care or the Police if necessary.
2. A member of Staff or Contractor: this must be reported to the DSL. In all cases where School Staff or Contractors are believed to have been involved in abuse the DSL as well as the Artistic Director must be informed, unless they are believed to have been involved, in which case the procedure below will be followed.
3. The DSL or Principal: this must be reported to the Artistic Director.
4. The Artistic Director: this must be reported to the Co-Directors.
5. In all situations covered in points 2, 3 and 4 both the Artistic Director & the Co-Directors will be informed.

The School complies with the requirement to report to the DBS within one month of leaving the School any person who has harmed, or poses a risk of harm to a child and who has been removed from working (paid or unpaid) with children, or would have been removed had he or she not left earlier, whether employed, contracted, volunteer or a student because she or he is deemed unsuitable to work with children.

Reporting Abuse

EFBS works closely with the relevant Local Child Protection Services and reports any child welfare concerns to the team as soon as possible, ideally within 24 hours. The usual first point of contact is Social Care Direct as directed by www.Edinburgh.gov.uk.

EXTERNAL CONTACT DETAILS

Social Care Direct

Email: socialcaredirect@edinburgh.gov.uk

Phone: **0131 200 2324** (Monday to Thursday 8.30am to 5pm)

Out of hours, on weekends & Holidays: **0800 731 6969**

Childline Phone: **08001111**

Emergency

If someone is in immediate danger always phone **999** and report the matter to the Police. Non-emergency calls to the Police can be made by dialling **101**.