



LEMON JELLY SAFEGUARDING POLICY.

(1) Lemon Jelly UK LLP a company registered in England under number OC417784 whose registered office is at Granville Hall, Granville Road, Leicester, LE1 7RU ("the Company") and

(2) Hayley Reynolds ("the Principal")

The Company acknowledges their duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

This policy recognises that the welfare and interests of children and vulnerable adults are of paramount importance in all circumstances. It aims to ensure that regardless of age, gender, religion, beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children and vulnerable adults have a positive and enjoyable experience of dance in a safe and person centred environment protected from abuse whilst participating in dance classes or shows.

The Company acknowledges that some children and vulnerable adults, including disabled and people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding and child protection policy we will:

- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s that raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Prevent the employment/deployment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation.

This policy and procedures will be widely promoted and are mandatory for everyone involved in The Company. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation. Monitoring the policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Any Changes in legislation and/or government guidance as required by the Local Safeguarding Children Board as a result of any other significant change or event.
- Legislation and Government Guidance There is a considerable body of legislation designed to ensure that children are protected and it is important to understand that everyone is responsible for the safety of children. The main acts include: (see Appendix 2 for further info)
- Legislative Framework and Rationale Section 21 of the Counter-Terrorism & Security Act 2015
- Children Act 1989
- Working Together to Safeguard Children 2013
- Framework for the Assessment of Children in Need and their Families
- The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997
- The United Nations Convention on the Rights of the Child
- Rehabilitation of Offenders Act 1974

- Health and Safety at Work Act 1974
- Youth Justice and Criminal Evidence Act 1999
- Safeguarding Vulnerable Groups Act 2006
- The Sexual Offences (Amendments) Act 2000
- Children and Young Persons Act 2008

Definitions, we believe it is crucial to use consistent terminology, for example:

England, Wales, Northern Ireland and Scotland each have their own guidance setting out the duties and responsibilities of organisations to keep children safe, but they agree that a child is anyone who has not yet reached their 18th birthday (including the phrase young people)

NSPCC definition of a child

Definitions taken from the document NSPCC Child Protection Fact Sheet - Definitions and signs of child abuse - there are four types of child abuse.

They are defined in the UK Government guidance Working Together to Safeguard Children 2010 as follows:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Bullying: is not defined as a form of abuse in Working Together but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse. For this reason it has been included within this policy.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

How can you recognise if abuse is taking place? Recognising child abuse is not easy. It is not the responsibility of Lemon Jelly staff or volunteers to decide whether or not child abuse has taken place, or if a child is at significant risk: that is a task for professional child protection agencies. However, it is their responsibility to act if there is a concern. Everyone has a responsibility to report suspected or alleged child abuse.

Anyone working for The Company becomes aware of child abuse in a number of ways including:

- A child may disclose that he/she is being abused at home or elsewhere including by someone within the organisation
- Someone else might report that a child has told them, or that they strongly believe, that a child has been or is being abused
- A child might show some signs of physical injury for which there appears to be no satisfactory explanation
- A child's behaviour may indicate that it is likely that she or he is being abused
- Observing one child abusing another
- Observing a parent/or teacher abusing a child.

Vulnerable Adult: A Vulnerable Adult (also referred to as an Adult at Risk) is a person who is 18 years or over and who is or may be in need of, community care or health care services by reason of learning or other disability or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against Significant Harm or exploitation.

An Adult at Risk may therefore be a person who:

- Is frail due to ill health, physical disability or cognitive impairment
- Has a learning disability.
- Has a physical disability and/or a sensory impairment.
- Has mental health needs
- Has a long-term illness/condition. Is unable to demonstrate the Capacity to make a decision and is in need of care and support

(This list is not exhaustive)

Parent: This includes any person with Parental Responsibility

Regulatory Authority: Is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services.

Children's Social Care: This generic term is used to describe the service with responsibility to carry out the child protection and safeguarding duties of the local authority under the Children Acts 1989 and 2004, and Working Together to Safeguard Children 2013.

Safeguarding and Reviewing Unit: This generic term is used to describe where the responsibility lies for holding the List of Children with a Child Protection.

The Company endeavours to safeguard children & vulnerable adults by:

- Adopting child protection guidelines through procedures and a Code of Conduct for staff and volunteers
- Following carefully the procedures for recruitment and selection of staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training.
- Preventing and protecting vulnerable individuals from violent extremism and the threat of radicalisation
- Sharing information about concerns with relevant professional agencies
- Sharing information about child protection and good practice with children, Instructors, parents, and volunteers. Reviewing its policies and practice at regular intervals.
- Making appropriate child protection, vulnerable adults and safeguarding referrals to contacts within Social Services.
- Dealing effectively with any allegations made against staff , parents and/or volunteers
- Review any activity related to safeguarding and address any issues arising.
- Review and plan training undertaken by staff and volunteers in relation to safeguarding.
- Review safeguarding policies and procedure
- The Designated Safeguarding Person is The Individual as the Principle of the School

Their role includes:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person/vulnerable adult maybe subject to abuse or neglect
- Ensure that any concerns about a child/young person / vulnerable adult are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed
- Will record any reported incidents in relation to a child/young person/ vulnerable adult or breach of Child Protection policy and procedures. This will be kept in a secure place and its contents will be confidential.

Safeguarding - Child Protection & Vulnerable Adults Procedures Aim and purpose:

The purpose of these procedures is to guide staff and freelance artists in safeguarding children and vulnerable adults from harm when participating in weekly classes, workshops, shows or projects and to make clear to staff their responsibilities, actions they should take and lines of responsibility.

All Staff are expected as part of their role within The Company to follow the safeguarding policy, procedures and systems. Maintain awareness of safeguarding and its importance. Be alert to potential signs and indicators. Take appropriate action when necessary. Undertake safeguarding training.

Safe Recruitment Practices & Disclosure

The Company recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Safeguarding Children requires that: All new staff will only be employed if they agree to and complete the disclosure procedure recommended by the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) which has merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

All new staff will supply written references from at least two people, who are not family members, who have first-hand and recent knowledge of their experience of work or contact with children. Referees are asked specifically to comment on the artist's suitability to work with children. References are checked by a follow-up telephone call before any offer of employment is confirmed. All new staff complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record; A curriculum vitae is supplied; All staff have read, understood and agreed to adhere to the Safeguarding and Child Protection Policy.

Disclosure is an information service provided by the Disclosure Barring Service (DBS) The Criminal Records Bureau.

Photographs and/or videos taken of children/young adults performing will be supported by parental permission, any publicity photographs or video will use the child/young person's first name only and never refer to their surname or their home address.

Zero tolerance to bullying and abuse. Abuse in this context defines: physical abuse, verbal abuse and neglect. As well as abuse towards themselves; personal alcohol or drug abuse ('misuse'). Please note: that The Company has zero tolerance on the use of drugs and alcohol whilst working. Any staff member or freelance artists found to be under the influence of alcohol or drugs whilst working on any lesson or project will be dismissed with immediate effect. All allegations and incidents of any form of this defined abuse will be taken extremely seriously.

Referral procedures: Responding to signs or suspicions of abuse any member of staff and/or freelance artists who are made aware of actual or possible child abuse should report and discuss their concerns as soon as possible to The Individual as the Principle of The Company.

The Company will assure that it will fully support and protect anyone, who in good faith reports his or her concerns that anyone is, or may be, abusing a child. Any incidents, disclosures or observations should be recorded by filling in a report and handed in to the Principle of The Company (See appendix 1)

Responding to allegations of abuse against someone not working in the organisation, this may be a parent, carer, service user, service provider, another child or anyone else. Any incidents, disclosures or observations should be reported as soon as possible to The Individual as the Safeguarding and Designated Safeguarding Person and recorded by filling in the Safeguarding & Child Protection Report Form

Responding to allegations of abuse against a member of staff, freelance artist or volunteer, parent or carer.

Allegations of this nature should be reported as soon as possible to The Individual. Any incidents, disclosures or observations should be recorded by the completion of a Safeguarding & Child Protection Report Form Such reports should include as much relevant detail as possible. The Principle will ensure that all investigations relating to claims against staff and freelance artists are fair and adhere to the principles of natural justice. Formal investigatory procedures will be followed in all cases.

In the event of an allegation being filed to The Individual Designated Safeguarding Person and as a consequence, it is not possible to address the report they should be reported to the Safeguarding Social Services within the local authority.

Guidance on responding to a child disclosing abuse

- Stay calm
- Listen carefully to what is said
- Do not promise to keep secrets – find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others
- Allow the child to continue at her/his own pace
- Never ask questions
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible – note date, time, any names mentioned and to whom the information was given and ensure that the record is signed and dated * * See Appendix 1 for template form

Appendix 1.
Lemon Jelly UK LLP Incident Reporting Form

YOUR CONTACT INFORMATION

Name:
Position:
Address:
Telephone numbers:
Email address:

CHILD'S / VULNERABLE ADULTS CONTACT INFORMATION

Name:
Date of birth:
Gender: Male Female
Ethnic origin: (Please state below)

PARENT'S / CARER'S CONTACT INFORMATION Parent's / carer's name(s):

Address:
Telephone numbers:
Email address:
Have parent's / carer's been notified of this incident? Yes No If YES please provide details of what was said:

Email address:
Date and times of incident:
Details of the incident or concerns: Are you reporting your own concerns or responding to concerns raised by someone else: Responding to my own concerns responding to concerns raised by someone else

IF RESPONDING TO CONCERNS RAISED BY SOMEONE ELSE PLEASE PROVIDE FURTHER INFORMATION

Name:
Position within The Company or relationship to the child/ vulnerable adult:
Telephone numbers:
Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

PLEASE PROVIDE DETAILS OF ANY WITNESSES TO THE INCIDENT

Name:
Position within The Company or relationship to the child / vulnerable adult:
Date of birth (if child):
Child / Vulnerable Adult's account of the incident:

PLEASE PROVIDE ANY WITNESSES ACCOUNTS OF THE INCIDENT

Attach on a separate sheet if necessary

PLEASE PROVIDE DETAILS OF ANY PERSON INVOLVED IN THIS INCIDENT OR ALLEGED TO HAVE CAUSED THE INCIDENT / INJURY

Name:
Position within the The Company or relationship to the child / vulnerable adult:
Date of birth:
Address:
Please provide details of action taken to date:
Has the incident been reported to any external agencies? Yes No

IF YES PLEASE PROVIDE FURTHER DETAILS

Contact person:

Telephone numbers:
Email address:
Agreed action or advice given:
Your Signature:
Name of organisation / agency:
Print name:
Date:

Contact your organisation's Designated Safeguarding Person in line with The Company's reporting procedures. Liaise with the Principal The Individual I to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.

Appendix 2

Children Act 1989 the intention of the Children Act is to protect children and ensure that their welfare and development is paramount and promoted. The Act allows for provision of services to support children and their families and for the compulsory intervention of the state to protect children. The act also gives local authorities a responsibility for ensuring that this happens by working together with all the relevant agencies. It states that only the Police, Social Services and the NSPCC have the legal right and responsibility to investigate concerns about child abuse. For any updated modifications from 2004 onwards go to Government Legislation - Children's Act

Working Together to Safeguard Children. This document sets out how all agencies and professionals in the statutory, voluntary and independent sectors should work together to promote children's welfare and protect them from abuse and neglect and requires those agencies to share information. This document was updated in March 2013, for modifications please go to **Working to Safeguard Young Children 2013 Framework for the Assessment of Children in Need and their Families.** This document outlines a procedure for all those who work with children and families in determining whether a child is in need (under the Children Act 1989) and decides how best to provide help. A child in need does not necessarily require protection, but they and their family may need additional support.

The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997 These regulations came into force in October 1997. They are mainly concerned with preventing the approval of people as foster carer or adoptive parents where either they or any other member of the household over the age of 18 is known to have been convicted or cautioned for relevant offences. These regulations also apply to childminding, private fostering and residential care.

The United Nations Convention on the Rights of the Child The United Nations Convention sets out the rights of all children, including their right to be protected from harm. UNICEF

Rehabilitation of Offenders Act 1974 This act allows people not to declare convictions to employers. People who are involved in situations where they have sustained or prolonged access to children are exempt from the Rehabilitation of Offenders legislation. This means that prospective employees, self-employed workers and volunteers must declare all criminal convictions relating to children, however long ago: and that these will be taken into account when deciding on their suitability for working with children. NB. Verification of Criminal Records will be obtained in all cases from the Criminal Records Bureau.

Health and Safety at Work Act 1974 The Health and Safety at Work Act gives all organisations a legal responsibility to prevent injuries and ill health to employees and others, including members of the public. Much of this responsibility is delegated to managers who have control of work activities but the legislation also provides all employees with an obligation to take reasonable care of themselves and others.

Youth Justice and Criminal Evidence Act 1999 Working together to achieve best evidence in relation to vulnerable and intimidated witnesses, which includes children.

NB: all young people under 17 are always classed as vulnerable witnesses in cases of violent and sexual offences.

Safeguarding Vulnerable Groups Act 2006 This piece of legislation was created following the UK Government accepting recommendation 19 of the inquiry headed by Sir Michael Bichard, which was set up in the wake of the Soham Murders. The Safeguarding Vulnerable Groups Act establishes the legal basis for the Independent Safeguarding Authority who will manage the two lists of people barred from working with children and/or vulnerable adults replacing the current barred lists (List 99, the Protection of Children Act 1999 (PcCA), the scheme relating to the Protection of Vulnerable Adults (PoVA) and Disqualification Orders). The Safeguarding Vulnerable Groups Act also places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for noncompliance.

The Sexual Offences (Amendments) Act 2000 This Act changed the age of consent for male homosexual activities from 18 (or for some activities, 21) to that for heterosexual and lesbian sexual activities at 16. It also introduced the new offence of having sexual intercourse or engaging in any other sexual activity with a person under 18 if in a position of trust in relation to that person.

Children and Young Persons Act 2008 An Act to make provision about the delivery of local authority social work services for children and young persons; to amend Parts 2 and 3 of the Children Act 1989; to make further provision about the functions of local authorities and others in relation to children and young persons; to make provision about the enforcement of care standards in relation to certain establishments or agencies connected with children; to make provision about the independent review of determinations relating to adoption; and for connected purposes.