



Aspire Fitness and Dance Academy policy and procedures on safeguarding children and adults at risk



Introduction and policy statement

- Aspire Fitness and Dance Academy (Aspire) has a 'duty of care' to provide a safe environment and to promote the health and well-being of children under the age of 18 years and adults at risk. Aspire will take all reasonable steps to ensure that safeguarding and promoting the welfare of children and adults at risk is embedded through the training and activities provided.
- The protection of children and adults at risk is important to Aspire. The aim of the Policy and Procedures on Safeguarding Children and Adults at Risk is to ensure that children and adults at risk with whom Aspire comes into contact are well protected and that there is a system in place to protect their welfare.
- Aspire believes that the welfare of the child is paramount, and that all children and adults at risk regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.
- Safeguarding and promoting the welfare of children is defined as:
 - protecting children from maltreatment
 - preventing the impairment of children's health or development
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
 - taking action to enable all children to have the best outcomes.
- Safeguarding and promoting the welfare of children and adults at risk is everyone's responsibility. All professionals should ensure that their approach considers at all times what is in the best interests of the child ('child-centred') or adult at risk.
- No single professional can have a full picture of a child or adult at risk's needs and circumstances. If children, carers and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.
- All Aspire employees will undergo safeguarding training in accordance with best practice.

Aspire will safeguard children and adults at risk by:

- valuing, listening to and respecting them
- adopting child protection procedures
- sharing information about child protection and good practice with children, adults at risk, parents, carers, employees and the companies and organisations with which we work
- working openly and in partnership with parents, carers and guardians in relation to child protection and safeguarding concerns of children and adults at risk
- sharing information about concerns with the appropriate agencies
- implementing and adhering to a Code of behaviour and good practice
- providing a 'trusted adult' for children and adults at risk during activities and communicating this to parents/guardians, carers, children and adults at risk by appropriate methods, including a simple poster with the photograph(s) and names of the trusted adult(s)
- providing a specific email address for anyone who is concerned about something or somebody to use, if they prefer to email rather than speak directly to someone. The email address is contactaspiredanceacademy@gmail.com

- ensuring that children are safeguarded from potentially harmful and inappropriate online material by implementing appropriate filters and monitoring systems
- ensuring that there are appropriate arrangements in place to safeguard the collection of children under 11 years old from the end of activities. These arrangements.

Responding to incidents, suspicions and allegations of abuse

- There are four main recognised categories of child abuse: physical abuse, sexual abuse, neglect, and emotional abuse; in addition, Aspire is aware of other considerations and practices that affect children and young people such as self-harm, eating disorders, bullying (including cyber-bullying), peer on peer abuse, serious youth violence (including knife/gun crime and county lines), female genital mutilation (FGM), violence in the name of honour, radicalisation, child sexual exploitation, sexual violence and sexual harassment (including upskirting).
- Aspire also works with adults at risk who are protected by different legislation. The main forms of abuse in relation to an adult at risk include: physical abuse, sexual abuse, psychological abuse, financial or material abuse, neglect, acts of omission, and discriminatory abuse.
- Safeguarding issues rarely follow a consistent pattern or can be covered by one definition or label. In most cases, multiple issues will overlap with one another and decisions about responses will be nuanced and complex.
- These procedures aim to strike a balance between the need to protect children and adults at risk from abuse and the need to protect employees, students, members, volunteers and visitors from false allegations.
- It is not the responsibility of anyone working at Aspire in a paid or voluntary capacity to decide whether a child or adult at risk has been abused in the past, is being abused or might be abused. However, there is a responsibility to act on concerns in order that children and adults at risk can be supported and protected in the short term, and that appropriate agencies can make enquiries and take any necessary action to protect them.
- If an incident, allegation or suspicion of abuse or any other matter which calls the wellbeing of a child or adult at risk into question (hereinafter referred to as 'incident') is disclosed, seen, heard or suspected, the person receiving the information should follow the procedure below:
 - stop other activity and focus on what you are being told or seeing – responding to the incident being reported should take immediate priority
 - react in a calm and considered way but show concern
 - tell the child/adult at risk or third party that it is right for them to share this information
 - take what the child/adult at risk or third party has said seriously and allow extra time where there is a speech or language difficulty
 - keep questions to an absolute minimum necessary to gain a clear and accurate understanding of what is being said, and do not interrogate the child/adult at risk or third party
 - listen and do not interrupt if they are recounting significant events
 - offer reassurance
 - do not give assurances of confidentiality, but explain you will need to pass on this information to those that need to know; and
 - consider whether immediate action is needed to protect a child or adult at risk who may have been harmed or be at risk of harm – think about the child or adult at risk who is the immediate concern and any others who may have been harmed or be at risk of harm, in light of what you have been told or seen.
- The comprehensive and confidential record and Incident Report should include the following:
 - a detailed record of the incident in the child or adult at risk's own words or the words of the third party reporting it. You should note that there may be occasions when this record may be used later in a criminal trial and therefore needs to be as full and accurate as possible

- details of the nature of the incident
- a description of any injury (please note that you must not remove the clothing of a child or adult at risk to inspect any injuries)
- dates, times or places and any other information that may be useful such as the names and addresses of potential witnesses; and
- written records including emails and letters.

Code of Behaviour and Good Practice

- All children and adults at risk should be treated with respect.
- All children and adults at risk (including those with special educational needs) should be provided with an environment in which they can feel confident and able to discuss their concerns and have support with communication difficulties where needed.
- All activities (and particularly those involving children and adults at risk) are subject to regular risk assessment (see Health and Safety Policy). Assessed risks are managed appropriately and employees are provided with the relevant information to support safety and wellbeing of children, adults at risk and employees.
- Respect should be given to a child's or adult at risk's rights to personal privacy.
- Physical contact with a child or young person may be misinterpreted and should be avoided. Where any physical touching is required for purposes of instruction, it should be provided openly in front of other students. Parents, guardians and students will be warned in advance that physical touching may be required for correctional purposes only.
- Feedback should always be constructive rather than negative, and language used should never be threatening or upsetting.
- Private or unobserved contact with a young person or adult at risk should be avoided wherever possible unless authorised on the appropriate consent form by a parent or guardian and recorded (e.g. for a 1:1 private dance lesson).
- Children with special educational needs / disabilities may be especially vulnerable to abuse (including from their peer group) and extra care should be taken to interpret apparent signs of abuse or neglect. They may be disproportionately impacted by behaviour such as abuse or bullying without outwardly showing any signs through communication barriers.
- Assumptions should not be made that indicators of abuse (e.g. behaviour, mood and injury) relate to a child's disability or learning difficulty without further exploration.

Training and support

- Aspire is committed to providing appropriate training to employees.

Photography and filming of children and/or adults at risk

- No filming or photography of children or adults at risk should take place without gaining written permission from the appropriate parent, guardian or carer. The purposes for which any photographic images or film will be used should be clearly explained and outlined on the disclaimer document. All written consent obtained must be placed securely on file.

Signature

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