



## IMPERIAL SOCIETY OF TEACHERS OF DANCING

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### Safeguarding Policy

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Signed by as approved by the Chair of Council:

Michael Elliott

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## 1 Introduction

This policy and procedure applies to all the ISTD's activities in the UK and internationally and assumes that all members will potentially teach children<sup>1</sup> and young people. The document describes some processes that are applicable in the UK and, in particular, in England and Wales; however, it is the responsibility of all ISTD Members, wherever in the world they practice, to observe the requirements of this policy and procedure within the context of the legislation and regulation that applies to safeguarding in their country or territory.

The policy follows guidance from the Charity Commission<sup>2</sup>. Other useful guidance is from the Social Care Institute for Excellence<sup>3</sup>, the Child Protection in Sport Unit<sup>4</sup>, the NSPCC<sup>5</sup>, and the Ann Craft Trust<sup>6</sup>.

Public helplines are available from the [NSPCC](#) and [Childline](#), [Thirtyone:eight](#) and [Ann Craft Trust](#).

All ISTD staff, contractors and volunteers are responsible for implementing this policy and procedure, for promoting wellbeing, and for remaining alert to observing safeguarding issues, and for reporting them.

The term "parent / carer" is used in this document to describe any adult who has decision-making responsibility for a child.

The ISTD's insurance is provided by Hiscox through the broker Partners&.

## 2 Policy

The ISTD is committed to promoting the wellbeing of all who interact with us, e.g., our members, exam candidates, students, staff, specialist contractors<sup>7</sup> and volunteers. We recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect.

The requirements described in this document apply to all members, employees, volunteers and specialist contractors.

The ISTD's Member Agreement/Professional Code of Conduct states that a member should comply with all the published policies of the ISTD. While the ISTD is not directly responsible for the conduct of its members, it will exercise its responsibility for obtaining evidence from its members which verifies that the requirements described in this document are met.

We will respond to questions about applicant suitability that arise during recruitment, and to those that arise once the person is in their role, and we will induct and educate all employees and educate Members in safeguarding and related policies and procedures and good practice.

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<sup>1</sup> In all relevant legislation, a child is any person whose age has not reached 18 years.

<sup>2</sup> <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

<sup>3</sup> <https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

<sup>4</sup> <https://thecpsu.org.uk/help-advice/introduction-to-safeguarding/child-abuse-in-a-sports-setting/>

<sup>5</sup> <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/non-recent-abuse/>

<sup>6</sup> <https://www.anncrafttrust.org/>

<sup>7</sup> The ISTD's specialist contractors include but are not limited to examiners, chaperones, pianists, etc.

The ISTD has adopted the procedures set out in this document in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The ISTD undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures.
- provide on-going safeguarding training for all relevant staff, Members, contractors and volunteers, and regularly review its operational guidelines.
- support its Designated Safeguarding Officers in their work and in any action they may need to take to protect children and adults at risk.

## 2.1 Risks

It is the ISTD’s policy to promote wellbeing. Its recruitment, selection and training practices are designed to prevent any safeguarding issues arising in its activities. Nevertheless, the ISTD is aware that its staff, contractors, and volunteers may encounter safeguarding issues in the circumstances listed below. Against each circumstance, possible risks and mitigations are also listed.

Safeguarding issue	Risk	Mitigation
<b>Examination</b>	A candidate is abused or bullied by a teacher, parent, carer, examiner, ISTD staff, contractors or fellow pupils	Examiners are trained to identify indications of such risks and what to do if identified; there is a whistleblowing policy and procedure in place
<b>Photo shoot</b>	Abuse is perpetrated or experienced by participants, the ISTD’s staff, teachers, parent, fellow pupils or a photographer	Staff are trained to identify indications of such risks and what to do if identified
<b>Events / Competitions</b>	A participant is abused, exploited or bullied by the ISTD’s staff, teacher, parent, carer or other participants	Staff are trained to identify indications of such risks and what to do if identified
<b>Summer school</b>	A participant is abused, exploited or bullied by The ISTD’s staff, teacher, parent, or fellow pupils	Staff are trained to identify indications of such risks and what to do if identified
<b>Staff</b>	Bullying and harassment from colleagues or externally	The organisation maintains and enforces respect, and has bullying & harassment and whistleblowing policies
<b>Social media</b>	Participants in ISTD activities are harassed or bullied; undue influence or grooming, images or data being misused or used without consent	The organisation has an online safety policy

Safeguarding issue	Risk	Mitigation
Radicalisation	Participants in ISTD activities are radicalised through contacts made at those activities	The recruitment processes are alert to those who may radicalise others or have been radicalised

We require examiners to undertake Safeguarding training on appointment and refresher training regularly thereafter.

## 2.2 Safeguarding Children

Children have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”<sup>8</sup>

The ISTD recognises that the welfare of children is of paramount importance. We have a responsibility to protect and safeguard the welfare of all children and young people we work with and have an explicit duty to do so under the Children Act 1989 and 2004 and the Education Act 2002. We will do this by:

- Ensuring that all ISTD employees have received appropriate professional safeguarding training and can act on concerns raised appropriately.
- Identifying and responding to concerns about a child or young person swiftly and appropriately
- Providing a safe and happy dance environment at all our events by making all necessary local authority BOPA applications, using effective risk assessments, and following our Health and Safety, Safeguarding and Equity, Diversity and Inclusion policies.
- Supporting child development through the development of carefully created syllabi and awards programmes that foster ability and creativity
- Supporting parents, carers, children and young people to communicate freely with us, supporting their communication methods, and providing time and space to talk whenever they need it.
- Fostering an environment of trust and building appropriate professional relationships with members and other dance associations
- Sharing information as appropriate with other associations, members, Council, the police and children’s social care / local authority designated officers as appropriate
- Providing clear pathways for raising a concern for parents and carers.
- Ensuring that at all our events children, families and professionals are aware of safeguarding measures and processes that are in place.
- Providing information, advice and guidance for members on raising a safeguarding concern and information on where to access appropriate professional training.
- Raising awareness of safeguarding through our social media platforms and website.
- Following our other associated safeguarding policies such as the Information Technology policy and Complaints policy and procedure.
- Ensuring that examiners receive safeguarding training and that all members recognise the need to undertake safeguarding training and to have a DBS check.

## 2.3 Safeguarding adults

Safeguarding adults supports their “right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.”<sup>9</sup>

All adult safeguarding work should be underpinned by an ethos of empowerment, prevention, proportionality, protection, partnership and accountability. The Care Act 2014 sets out a duty for any adult who:

- has care and support needs (whether or not these are known to the local authority where they reside)
- is experiencing or is at risk of experiencing abuse or neglect and
- is unable to protect themselves due to their care and support needs.

Our duty to safeguard adults means that we must:<sup>10</sup>

- Stop abuse and neglect where possible.
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult and
- Address what has caused the abuse or neglect

Any safeguarding action should be person led and outcome focused. We should help the individual to receive the kind of help and support that is right for them.

## 3 Procedure

### 3.1 Roles and Responsibilities

The ISTD’s Council has overall responsibility for Safeguarding. Council has appointed one of its trustees as Safeguarding Lead.

The ISTD has appointed as its Designated Safeguarding Officer (DSO), its Director of Education, and as Deputy DSO its Policy and Governance Manager. The ISTD has also appointed as Safeguarding in Dance Specialist, a Head of Faculty Development (HoFD).

The ISTD’s Leadership Team is responsible for putting into effect required policies and procedures, including monitoring membership adherence to DBS requirements.

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<sup>9</sup> Care Act 2014

<sup>10</sup> Department for Health Care and Support Statutory guidance, issued under the Care Act 2014

All ISTD staff, members, volunteers and specialist contractors have a responsibility never to subject an individual child or adult (or groups of children or adults) to any form of harm or abuse.

### 3.2 Disclosure and Barring Service

The ISTD requires its members, as dance teachers, to obtain an enhanced Disclosure and Barring Service (DBS) check with a children's barred list check,<sup>11</sup> and to renew the check every three years. The ISTD also encourages members to subscribe to the DBS Update Service.<sup>12,13</sup> Members who subscribe to the DBS Update Service will not be required to obtain new DBS checks for as long as they maintain their subscription to the DBS Update Service.

Members teaching adults at risk<sup>14</sup> will require an enhanced DBS check including checks of both the children's and adults' barred lists.

The following member categories must obtain an enhanced DBS check with a children's barred list check. They are also encouraged to subscribe to the DBS Update Service (by applying to the Disclosure and Barring Service for an enhanced DBS certificate, and registering the DBS certificate (within 30 days of issue) with the DBS Update Service, to which a small annual subscription fee applies<sup>15</sup>):

- Full Teaching Membership – fully ISTD-qualified teachers, teaching and entering students in exams.
- Affiliated Membership (this applies only to Affiliated Members who are qualified or non-ISTD qualified teachers who are actively teaching dance but not entering students in exams).
- Contemporary Affiliated Membership – non ISTD-qualified contemporary teacher. Can teach and enter candidates for Contemporary exams.
- Provisional Membership – on the path to becoming a full teaching member – taking their DDE.
- Life Membership – members hold a Licentiate, Fellowship or Associate qualification, and have been a member for 40 years.

Please note: if you practise teaching at your home address (e.g., in a studio attached to your property) the DBS will run checks of everybody who is registered as living at that address, and you will not be eligible for the update service.

You need to tell us if:

- You start teaching at your home address (you will also need to obtain a new DBS certificate. Thereafter, you will be required to renew your certificate every three years).
- You stop teaching from home (you will also need to obtain a new DBS certificate, at which point you will be eligible to register with the update service).
- You change your name or address - we reserve the right to ask for proof of name and a renewed certificate.
- Something happens that would change your DBS status.

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<sup>11</sup> Members in England and Wales are required to obtain an enhanced DBS disclosure with relevant barred list check. Members in Scotland are required to obtain a Disclosure Scotland check. Members in Northern Ireland are required to obtain an Access NI check. Members outside of the UK are required to obtain the police/criminal check that is the nearest equivalent in their country to the DBS check (<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>).

<sup>12</sup> If a member does not teach children or adults at risk and wishes to be exempted from obtaining an enhanced DBS check with inclusion of adults' and children's barred list checks, they should apply to the Policy and Governance Manager using the form in Appendix 1.

<sup>13</sup> Information about the ISTD's DBS Vetting Scheme in association with DDC can be found at Appendix 2.

<sup>14</sup> An adult at risk is defined as being a person over the age of 18 who has needs for care and/or support (whether or not the local authority is meeting any of those needs); and is experiencing, or is at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect (<https://www.anncrafttrust.org/resources/safeguarding-adults-at-risk-definitions/>).

<sup>15</sup> Annual subscription fee for the DBS Update Service at 25 January 2023 is £13.00

The following member categories may not be required to maintain an enhanced DBS check unless undertaking a Regulated Activity:

- Non-Teaching Membership – full teaching members who are not actively teaching or entering students for exams.
- Student Membership – non ISTD-qualified dance students wishing to be affiliated with the ISTD and wishing to take advantage of membership benefits.

Members within these categories who are on a pathway to moving into Regulated Activity (e.g., studying to become a Dance Teacher) are asked to obtain an enhanced DBS certificate in relation to the role they are working towards.

Possession of a certificate is proof of neither identity nor suitability for a role, and we reserve the right, upon receipt of a DBS disclosure, to perform the same ID checks that we would for a new application.

Members who would like to be considered for an exception on the basis that they do not, and never will teach children and young people, or adults at risk, should contact the Policy and Governance Manager for clarification.

### 3.3 Recruitment

The ISTD adopts Safer Recruitment practices. This means that the ISTD always:

- seeks references for all staff, contractors and volunteers wherever practicable.
- checks that staff and contractors are eligible to work in the UK where applicable.
- conducts DBS checks through *Due Diligence Checking* – basic for Trustees, Leadership Team and staff having infrequent direct contact with young people (e.g., exams or other activities) who are not carrying out Regulated Activity. At ISTD events, only those working directly with children are required to have a check. Any others will be clearly demarcated (with a lanyard or badge) and never be alone at an ISTD event.
- requires examiners and teachers of children to obtain enhanced level checks (where required, through Due Diligence Checking).
- only uses local authority approved chaperones.
- follows DBS guidance for international equivalence:  
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- encourages members to use the DBS Update Service (where appropriate, i.e., where the original certificate was obtained in relation to an equivalent role) which allows them to keep their standard or enhanced certificates up to date and accessible to those to whom they choose to grant access. The ISTD will check whether members have registered with the Update Service within the 30-day window following issue of their Enhanced DBS Certificate, and thereafter at annual intervals.
- retains the right to impose sanctions, including suspending or terminating membership should a member choose not to obtain an enhanced DBS check.

### 3.4 Training

The ISTD is committed to on-going safeguarding training and development opportunities for all staff, specialist contractors and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All staff, specialist contractors and volunteers will receive a training



programme that will include preventative training and undertake recognised safeguarding training on an annual basis – in person, or if this is not possible, online. The training alerts participants to recognise any signs of various harms and abuses, including trafficking & human slavery.

The ISTD expects all practising Members to attend such training as is necessary to ensure that they remain compliant with current legislation and good practice.

### 3.5 Partnerships

The ISTD requires sight of the Safeguarding policies of its partners, e.g., exam centres, approved dance centres, training venues and partners. Local safeguarding policy and processes remain the responsibility of each individual centre.

### 3.6 Safeguarding and reporting

When there are concerns of abuse or neglect of an individual or of groups of people, it is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or to seek advice from agencies such as the [NSPCC](#), [Thirtyone:eight](#) or the [Ann Craft Trust](#). The ISTD expects that its members, volunteers and specialist contractors will follow the procedures set out below. If, however, the individual with the concern feels that the ISTD's DSO / Deputy / Safeguarding in Dance Specialist has not responded appropriately, or where they have a disagreement with the DSO as to the appropriateness of a referral they are free to use the ISTD's Complaints Procedure (<https://www.istd.org/about-us/documents/istd-customer-complaints-policy/>) or to contact an outside agency direct. The ISTD aims, by making this statement, to demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

Concerns may also be raised through the ISTD's Whistleblowing Policy. The role of the DSO / Deputy is to collate and clarify the precise details of the allegation or suspicion and to refer the information appropriately including, where appropriate, to pass this information on to statutory agencies who have a legal duty to investigate.

#### 3.6.1 Children

##### 3.6.1a) Safeguarding

**Consent and information sharing:** Issues of consent are essential to effective safeguarding practice and appropriate guidance should be provided to ensure those consenting have clear and transparent information on what they are consenting to. This guidance must be provided by the centre's Designated Safeguarding Lead before concerns are shared. In the event that the ISTD's DSO / Deputy makes a referral to Children's Social Care, parents or carers will be informed the ISTD is doing so, including the reasons why, and will be asked for agreement to share information.

It should be noted, however, that in cases where parents, carers or children do not agree to information being shared and we believe a child or young person has or could experience significant harm<sup>16</sup> we will refer to Children's Social Care without consent but will explain clearly to social care why consent could not be established and will keep a record of this.

Instances where the ISTD may not seek consent are where:

- Discussion with parents/ carers could place the child or other members of their family at increased risk

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<sup>16</sup> "Harm" is the "ill treatment or the impairment of the health or development of the child. Harm can be determined "significant" by "comparing a child's health and development with what might be reasonably expected of a similar child". (Section 31, [Children Act 1989](#); Article 2, [Children \(Northern Ireland\) Order 1995](#); Scottish Government, 2021).

- The child is in immediate danger (e.g., requires medical attention)
- Having the discussion with parents may put a staff member/ member teacher/ volunteer or contractor at risk.

It is often necessary to share information to provide support and prevent impairment or to protect a child from harm. Decisions to share will be appropriate, necessary and proportionate. The ISTD will record all decisions and the reasons for them, whether or not the concern is shared onwards. Where concerns are shared with social care / the police a record will also be kept of what was shared and who it was shared with.

**Child protection:** is part of safeguarding children and promoting welfare. It refers to activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm.

This is about abuse and maltreatment of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them, or by others (for example over the internet.) They may be abused by an adult or adults or another child or children. Abuse may be physical, emotional, sexual, neglectful or multiple types of abuse.

All staff, volunteers and specialist contractors should be able to recognise, and know how to act upon evidence that a child's health or development is being impaired or that the child is suffering or likely to suffer significant harm. All concern about harm must be recorded and shared with the relevant person at the dance centre and/or the ISTD. No one should assume that another will pass on information about the safety of a child.

**Seeking medical attention:** If a child has a physical injury, and there are concerns of abuse, medical attention should be sought immediately. Any safeguarding concerns should be shared with ambulance or hospital staff and then must be reported as set out below. Nothing should be allowed to delay urgent medical treatment.

### 3.6.1b) Reporting

Detailed reporting guidance is at **Appendix 3**. A simple reporting flowchart is at **Appendix 4**.

Under no circumstances should a member of staff, contractor or volunteer carry out their own investigation into an allegation or suspicion of abuse of a child. If anyone in any position has concerns about a child's welfare and believe they are suffering or are likely to suffer significant harm they should follow procedures as below:

- If the person is in receipt of allegations or suspicions of abuse or neglect which may have been perpetrated in the child's home setting or other setting away from the dance centre, they should report the concerns as soon as possible to the local children's social services department for the alleged victim's home address. If unsure what to do, they should contact the Designated Safeguarding Lead (DSL) or other named person<sup>17</sup> with responsibility for safeguarding at the centre where they are employed and seek advice. Further advice can be obtained from the National Society for the Prevention of Cruelty to Children (NSPCC), from Thirtyone:eight, and from the Ann Craft Trust.

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<sup>17</sup> All dance centres must have a named person with responsibility for safeguarding who will be tasked with keeping up to date with regulatory requirements and best practice. In centres run by a sole trader, the sole trader will be the named person for safeguarding by default. All centres with two or more employees must have a named person, who will normally be referred to as the Designated Safeguarding Lead.

- If the person is in receipt of allegations or suspicions of abuse or neglect which may have been perpetrated by an ISTD member, contractor or employee, or other contractor or employee at a ISTD dance centre, they should report the concerns as soon as possible to the ISTD's Designated Safeguarding Officer (DSO) or Deputy DSO, either by calling the ISTD main number (+44 (0)20 7377 1577), or by email to [safeguarding@istd.org](mailto:safeguarding@istd.org) (please mark the email for urgent attention). If the suspicions implicate both the DSO and the Deputy, then the report should be made in the first instance to the ISTD's Chief Executive or:

[Thirtyone:eight](tel:03030031111), P.O. Box 133, Swanley, Kent, BR8 7UQ, tel. 0303 003 1111.

[Childline](tel:08001111), Weston House, 42 Curtain Road, London, EC2A 3NH, tel. 0800 1111

[NSPCC](tel:0808800500), Weston House, 42 Curtain Road, London, EC2A 3NH, tel. 0808 800 500

- If the allegation or suspicion of abuse constitutes a potential criminal offence, the police should be contacted in the first instance. If unsure, advice should be obtained from the establishment's Designated Safeguarding Lead (DSL), from the ISTD's DSO, Deputy DSO or Safeguarding in Dance Specialist, or from an agency such as the NSPCC. If for any reason further advice cannot be obtained within 24 hours of receipt of the allegation or suspicion of a criminal offence having been committed, the police should be contacted.
- The DSO should contact the appropriate agency or they may first ring the helpline of [NSPCC](tel:0808800500), [Thirtyone:eight](tel:03030031111) or the [Ann Craft Trust](http://www.anncrafttrust.org) for advice. They should then contact social services in the area where the child lives.
- The DSO may need to inform others depending on the circumstances and/or nature of the concern, e.g., Designated Officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker, specialist contractor or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- A child body map should be used to record the site, appearance and dimensions of any visible marks observed on the child's body – see Appendix 3b.
- Whilst allegations or suspicions of abuse will normally be reported to the DSO, the absence of the DSO or Deputy should not delay referral to Social Services or the Police, or taking advice from the [NSPCC](tel:0808800500), [Thirtyone:eight](tel:03030031111) or the [Ann Craft Trust](http://www.anncrafttrust.org)
- The ISTD will support the DSO / Deputy / Safeguarding in Dance Specialist in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

### 3.6.2 Adults

#### 3.6.2a) Safeguarding

**Consent and information sharing:** Issues of consent are essential to effective safeguarding practice. Additional consent must be sought for any activity that is out of the usual parameters of our work and appropriate organisational guidance shall be provided to ensure those consenting have clear and transparent information on what they are consenting to. Before making a referral to adult social care

consent must be sought. The adult safeguarding process is a consent-based process and support cannot be provided for an individual who doesn't want it. Conversations about consent must be recorded.

Consent need not be sought, however, and action should be taken, where:

- There is immediate risk to that individual or others, often known as a public protection issue.
- Asking for consent is at that time unsafe
- The individual lacks the mental capacity to consent therefore you do so on their behalf.

Any information shared will be relevant, necessary and proportionate. You must record your decision and the reasons for it, whether or not you choose to share information. If you share you should record what you shared and who you shared with.

Staff, specialist contractors and volunteers must be aware there are many barriers for individuals who may wish to share experience of abuse or neglect to seek help and support. Patience and reassurance are essential.

**The Mental Capacity Act 2005** is a legal framework which protects people who may lack capacity to make decisions themselves. The presumption is that adults have mental capacity to make informed choices about their safety and how they live their lives. Mental Capacity and a person's ability to give informed consent are at the heart of decisions and actions taken under this procedure.

A person's ability to make a decision may be affected by duress and undue influence. Adults with capacity would normally make their own informed decision as to whether they consented to be involved in the adult safeguarding process. If it is reasonably believed that the decision is being made because of threats or coercion expert advice should be sought.

**Seeking medical attention:** If anyone has a physical injury, and there are concerns of abuse, medical attention should be sought immediately. Any safeguarding concerns should be shared with ambulance or hospital staff and then must be reported to Adult social care. Nothing should be allowed to delay urgent medical treatment.

### 3.6.2b) Reporting

Detailed reporting guidance is at **Appendix 3**. A simple reporting flowchart is at **Appendix 5**.

Under no circumstances should a member of staff, contractor or volunteer carry out their own investigation into an allegation or suspicion of abuse, but should follow procedures as below:

- If the person is in receipt of allegations or suspicions of abuse or neglect which may have been perpetrated in the person's home setting or other setting away from the dance centre, they should report the concerns as soon as possible to the local adult social services department for the alleged victim's home address. If unsure what to do, they should contact the Designated Safeguarding Lead (DSL) or other named person<sup>18</sup> with responsibility for safeguarding at the

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<sup>18</sup> All dance centres must have a named person with responsibility for safeguarding who will be tasked with keeping up to date with regulatory requirements and best practice. In centres run by a sole trader, the sole trader will be the named person for safeguarding by default. All centres with two or more employees must have a named person, who will normally be referred to as the Designated Safeguarding Lead.

centre where they are employed and seek advice. Further advice can be obtained from the from the Ann Craft Trust.

- If the person is in receipt of allegations or suspicions of abuse or neglect which may have been perpetrated by an ISTD member, contractor or employee, or other contractor or employee at a ISTD dance centre, they should report the concerns as soon as possible to the ISTD's Designated Safeguarding Officer (DSO) or Deputy DSO, either by calling the ISTD main number (+44 (0)20 7377 1577), or by email to [safeguarding@istd.org](mailto:safeguarding@istd.org) (please mark the email for urgent attention). If the suspicions implicate both the DSO and the Deputy, then the report should be made in the first instance to the ISTD's Chief Executive or:  
[Thirtyone:eight](tel:03030031111), P.O. Box 133, Swanley, Kent, BR8 7UQ, tel. 0303 003 1111.  
[Ann Craft Trust](#), Centre for Social Work, Nottingham, Nottinghamshire, NG7 2RD
- If the allegation or suspicion of abuse constitutes a potential criminal offence, the police should be contacted in the first instance. If unsure, advice should be obtained from the establishment's Designated Safeguarding Lead (DSL), from the ISTD's DSO, Deputy DSO or Safeguarding in Dance Specialist, or from an agency such as the Ann Craft Trust. If for any reason further advice cannot be obtained within 24 hours of receipt of the allegation or suspicion of a criminal offence having been committed, the police should be contacted.
- The DSO should contact the appropriate agency or they may first ring the helpline of [Thirtyone:eight](tel:03030031111) or the [Ann Craft Trust](#) for advice. They should then contact social services in the area where the child lives.
- The DSO may need to inform others depending on the circumstances and/or nature of the concern, e.g., Adult Social Services, if the allegation concerns a worker, specialist contractor or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the DSO/Deputy, the absence of the DSO or Deputy should not delay referral to Social Services or the Police, or taking advice from [Thirtyone:eight](tel:03030031111) or the [Ann Craft Trust](#)
- The ISTD will support the DSO / Deputy / Safeguarding in Dance Specialist in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

#### **4 Breaches of this Policy and Procedure**

The ISTD's *Member Agreement/Professional Code of Conduct* requires ISTD members to comply with all published policies of the ISTD. Any member in breach of this policy and procedure may be subject to the Malpractice and/or Disciplinary process detailed in the Rules and Standing Orders and accompanying policies and procedures.

#### **5 Reporting to The ISTD's Council**

All safeguarding issues are reported to the ISTD's Council at the next Council meeting. Serious incidents are reported within a week of their being reported to ISTD's Designated Safeguarding Officer and are reviewed by the Senior leadership Team on a monthly basis. If appropriate these are

then reported to the Charity Commission. If covered by the ISTD's insurance policy, they are reported immediately to Hiscox (insurer) and Partners& (broker).

The DSO / Deputy, the Council's Safeguarding Lead, and the Safeguarding in Dance Specialist meet periodically to review concerns, developments and other matters related to safeguarding, and to make arrangements for any learning from such matters to be incorporated into policy and procedure and / or otherwise shared with colleagues and members as appropriate and relevant.

## **6 Referral to the DBS Barring Lists**

The ISTD takes its duty to refer seriously. If a person's membership of the ISTD is revoked following a disciplinary investigation into allegations of abuse or neglect, we will exercise our duty to refer the person to the DBS for them to review.

We also reserve the right to report to the DBS any suspicions or accusations made against members which are drawn to our attention.

## **7 Adoption of this policy and procedure**

This policy and procedure was agreed by the Council and will be reviewed after any serious incident or annually (in April).

Signed by: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

A copy of this policy is published on the ISTD's website [www.istd.org](http://www.istd.org).

## **List of Appendices**

**Appendix 1:** Request for an exception to the requirement to maintain an enhanced DBS check

**Appendix 2:** Disclosure and Barring Service ISTD Vetting Scheme

**Appendix 3:** Reporting Procedure: Child and Adult

**Appendix 4:** Reporting Flowchart: Children and Young People

**Appendix 5:** Reporting Flowchart: Adults

**Appendix 6:** Useful Links and Resources

**Appendix 7:** ISTD organisational structure chart showing positions held by the DSO, Deputy DSO and Safeguarding in Dance Specialist



## Imperial Society of Teachers of Dancing

### Request for an exception to the requirement to maintain an enhanced DBS check

Name:

ISTD Membership number:

Address:

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Under its Safeguarding Policy the Imperial ISTD of Teachers of Dancing (the ISTD) requires its members to maintain an enhanced DBS check with inclusion of the children's barring list and child workforce checks.

Members who teach adults at risk will be required to maintain an enhanced DBS check with inclusion of the adult workforce check.

This form is for the use of ISTD Members who believe they have exceptional grounds to be excused from this requirement.

Please return your completed form to the ISTD at [governance@istd.org](mailto:governance@istd.org)

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*Part 1 (for completion by the Member):*

Do you teach children? Y / N (delete as applicable)

Do you teach adults at risk? Y / N (delete as applicable)

Please state below the reason for your request to be excused from the requirement to maintain an enhanced DBS check (with inclusion of children's barring list and adults'/children's workforce checks).

Member's signature:

Date:



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**Part 2** (for completion by SO/DSO/other authorised Manager):

**Request authorised / not authorised** (delete as applicable)

**Reason and any additional comments:**

**Name of Designated Safeguarding Officer / Deputy Safeguarding Officer who considered the application:**

**Signed:**

**Date:**

*This decision must be reviewed at yearly intervals.*

Date(s) reviewed	Reviewed by (name, designation and signature)

## Disclosure and Barring Service

### ISTD VETTING SCHEME

in association with



# Welcome to the ISTD Vetting & Barring Scheme

## Introduction

The Imperial Society of Teaching of Dancing (ISTD) and Due Diligence Checking have teamed up to bring you the ISTD Vetting & Barring Scheme. This will enable you, the ISTD members to obtain an **Enhanced DBS Disclosure** (formerly CRB) under the ISTD.

## How do I join the Scheme?

The way this works is simple. Either follow the link from the ISTD web site or go to <https://www.istd.org/join/dbs-uk/>. To join the Scheme, navigate to the online portal which is available by pressing the **start button** just below “Get a DBS Check”. Please read the below step-by-step guidance on joining the Scheme:

- **Step 1 – Initial Registration**  
Click the **Start** button to go through to the Registration Page. On this page you will need to enter your **membership number**. This will enable DDC Ltd to identify you as a member of ISTD. You will also need to enter your **name, address and contact details**. You will also be asked to enter a username and password which will allow you access to the online form. Please record this safely for future use.
- **Step 2 – Make Payment**  
Once details have been submitted and the price confirmed, you will be taken to a payment portal where you can enter your payment card details. Please ensure that you have your **Payment Card Details** to hand, to enter on this secure website.
- **Step 3 – Complete Online Application Form**  
Once payment details have been processed you will be taken to an online application page which will provide further guidance on the process of filling out the form and the information you will need to enter, such as a full 5 year address history. This includes details of your ID documents such as a Passport, Driving Licence or Original UK Birth Certificate. For more information on the document requirements you can read our [‘Applicant Guidance’](#) pages. **You can also access the form, once logged in, via the menu at the top of the page by clicking ‘Form’.**
- **Step 4 – Post Documents to DDC Ltd**  
Once you have entered your form information and submitted document details you will be taken to a final page confirming that DDC Ltd have posted a **self-addressed envelope** to you, so you can post them your original ID documents. Please ensure that you send the exact same documents that you have nominated online, to ensure there is no delay in processing your application. There should be a **minimum of 3 documents** nominated. DDC Ltd will also post you a paper application form with the pack if you would prefer to complete this by hand rather than online, which can be returned with the ID documents. Please note that this may delay your application slightly. Further guidance on eligible documents can be found in this pack.

- **Step 5 – DDC to Process the Application**

DDC Ltd will process your application and submit it to the Disclosure and Barring Service (or Disclosure Scotland/Access Northern Ireland). Your original ID documents will be returned by Royal Mail 'Tracked Delivery'. This will require a **signature upon delivery**, or if you are not available Royal Mail will store the package at your local sorting office for up to 18 days, after leaving a 'calling card'. If you would prefer not to sign for this package please indicate on the paper form or include a note with your documents. If you have provided a mobile phone number or email address we will send you an SMS/email to confirm when the package is on its way back to you, and guidance on how you can track it.

- **Step 6 – DBS/Disclosure Scotland/AccessNI Issue Disclosure**

The DBS or Disclosure Scotland will post you a Certificate, to your home address as entered on to the form. Please note that for DBS applications this is the only copy of the Certificate and you may be required to show this to a member of the ISTD Management Team if requested.

- **Step 7 – Join the Update Service (optional)**

The DBS offers an Update Service which applicants can choose to join, for an annual fee. This could potentially enable you to re-use your Certificate for a role which has the same Disclosure level, workforce, Vetting and Barring Lists and volunteer status as your current Certificate. Applicants must join the Scheme and pay the first year's fee within 30 days of the Certificate issue date. For more information on [the DBS Update Service](#) please follow the link. (Please note: if your teaching work is conducted at your home address you should not register with the DBS Update Service – please read below).

## Processing Times

When returning completed application forms and documents, DDC will aim to post them back the same day they are received. If you have provided an email address and/or mobile number we will also contact you to confirm when the items have been posted, plus the tracking details to obtain an update via the Royal Mail website. Royal Mail Tracked Service normally takes 3-5 day for delivery; however, you can upgrade the postal return route if you wish. For more information, please go to [DDC postage options](#) page.

## Do you work from home?

If you are carrying out your teaching role from your home address please contact one of the team on 0845 644 3298. The DBS have a very specific [guidance relating to a role that can be classed as 'working from home'](#). We will manually include this information on your form submission once you have informed us that this is the case. Please note that this only applies to DBS applications.

## PVG check (Scotland) & AccessNI check (Northern Ireland)

If you are living and working in Scotland or Northern Ireland you will need to email DDC Ltd directly at [contact@ddc.uk.net](mailto:contact@ddc.uk.net) to confirm the request for a PVG Check (or Update if you are an existing Scheme Member) or AccessNI check. Please include the following details in your email:

- Full Name.
- Email address.
- Contact Telephone Number.
- Postal address including postcode.
- Type of check required (AccessNI or PVG and if already part of the scheme).
- ISTD Membership number (so we can confirm your status with ISTD).

DDC Ltd will then contact you to confirm the application type you need, collect payment and post an application pack directly to you. For Disclosure Scotland you will need to provide your identity documents before a link is sent to you, to complete an online form. For AccessNI applications DDC will post you the information required to register and use the online portal, and then send ID documents/forms back to our offices.

## **Dance School Principal with non ISTD members carrying out work or volunteering for you**

If you are a dance school owner or event organiser and want to take on the responsibility for managing applications and content people working or volunteering in your school then DDC can help you.

You will need to register your organisation with DDC and set up your own account to start administering checks. There is no registration fee, and this only takes a few minutes to complete.

### **ISTD Safeguarding Policy Appendix 2**

## **Appendix 3a**

### **Detailed procedures where there is a concern about a child**

#### **Child abuse can take many forms:**

- Physical abuse
- Psychological or emotional abuse
- Sexual abuse
- Grooming
- Child trafficking
- Child sexual exploitation
- Criminal exploitation and gangs
- Domestic abuse
- Female genital mutilation
- Organisational or institutional abuse
- Neglect or acts of omission
- Online abuse

#### **Allegations of any form of abuse**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse in the child's home, the Member will contact their local Designated Safeguarding Lead (DSL) where one is available. The Member / DSL will:

- Contact Children's Social Services, or thirtyone:eight, or the NSPCC, or the Ann Craft Trust, for advice in cases of deliberate injury, if concerned about a child's safety, or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g., poor parenting), encourage the parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of immediate danger, if the parent/carer still fails to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by the NSPCC, thirtyone:eight, or the Ann Craft Trust if unsure whether or not to refer a case to Children's Social Services.

#### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Member/DSL will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to anyone else.
- Seek and follow the advice given by the NSPCC, thirtyone:eight, or the Ann Craft Trust or if, for any reason, they are unsure whether or not to contact Children's Social Services / Police.

## Step-by-step guide

<b>If you have safeguarding concerns in relation to a child:</b>	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Stay calm – do not rush into inappropriate action.</li> <li>• Seek medical help if needed urgently. Inform the doctor of any suspicions you have.</li> <li>• Maintain confidentiality</li> <li>• Make a record of your concern and how it came to your attention (use your dance centre’s recording form if there is one, otherwise use a blank sheet of paper and use the heading “Safeguarding Incident”) and sign and date.</li> <li>• Use a child body map (see Appendix 3b) to record any visible marks that you need to report.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>• Panic</li> <li>• Delay taking action</li> </ul>
<b>If the child has made a disclosure to you:</b>	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Reassure the child – that they are not to blame and confirm that you know how difficult it must be to confide.</li> <li>• Listen – to what the child says and show that you take them seriously.</li> <li>• Keep questions to a minimum – use clarifying questions and open questions, (i.e., those where more than a yes/no response is required).</li> <li>• Ensure that you clearly understand what the child has said so that it can be passed on to the appropriate agencies for investigation.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>• Make promises you can’t keep by explaining that you are not able to keep secrets and may have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality.</li> <li>• Make the child repeat the story unnecessarily.</li> <li>• Ask any questions beyond those which are designed to clarify what the child is disclosing. Investigations into safeguarding concerns are conducted through multi-agency cooperation and it is important that the investigation is carried out by the appropriate person – your role is to report the disclosure as accurately as possible, and not to investigate.</li> <li>• Ask leading questions. The law is strict, and cases of alleged child abuse have been dismissed where it appeared that the child was led or that words or ideas were suggested to the child.</li> </ul>
<b>Once you have gathered the information:</b>	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Consult with the Designated Safeguarding Lead (DSL) at the centre where you work – ensuring that you communicate all the information accurately.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>• Tell anyone about what you have reported other than the person you reported it to, and anyone involved in investigating what you have reported.</li> </ul>
<b>If you are the DSL (or person responsible for safeguarding):</b>	

<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Contact Children’s Social Services, or thirtyone:eight, or the NSPCC, or the Ann Craft Trust, for advice in cases of deliberate injury, if concerned about the child’s safety, or if the child is afraid to return home.</li> <li>• Seek medical help if needed urgently. Inform the doctor of any suspicions you have.</li> <li>• Record the details of all contact that you have in relation to the matter.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>• Tell the parents or carers unless advised to do so, having contacted Children’s Social Services.</li> </ul>
<p><b>If your concern involves alleged or suspected sexual abuse:</b></p>	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Contact the Children’s Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct.</li> <li>• If, for any reason, you are unsure whether or not to contact the police or children’s social services, seek and follow the advice given by the NSPCC, thirtyone:eight, or the Ann Craft Trust.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>• Talk to anyone else about the allegation or suspicion unless advised to do so by the police or children’s social services.</li> </ul>
<p><b>If your concern is of a lesser nature (e.g., poor parenting):</b></p>	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Speak with the parent/carer if it is safe, and you feel comfortable to do this - encourage them to seek help.</li> <li>• In cases of immediate danger, if the parent/carer still fails to act, contact children’s social services for advice.</li> <li>• If you are unsure whether to contact children’s social services, seek and follow advice given by the NSPCC, thirtyone:eight, or the Ann Craft Trust.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>• Speak with the parent/carer about your concern if this places the child at risk of significant harm.</li> </ul>
<p><b>If the concern involves an employee or member of the ISTD:</b></p>	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Contact the Designated Safeguarding Officer at the ISTD.</li> <li>• If the Designated Safeguarding Officer is not available, contact the Deputy Designated Safeguarding Officer or the Safeguarding in Dance Specialist.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>• Intervene in any way that might place yourself, the child, or other children at risk of harm.</li> </ul>

<ul style="list-style-type: none"><li>• If a child has been or is in danger of being significantly harmed, contact children’s social services.</li><li>• If you believe a crime has been committed, contact the Police.</li><li>• Seek medical help if needed urgently. Inform the doctor of any suspicions you have.</li><li>• Take whatever practical steps you can to ensure that the employee/member is kept apart from children who could be at risk of harm while the concern is being investigated.</li></ul>	
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## Appendix 3b Child Body Map

### Guidance

Body maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

**\*At no time should an individual teacher/member of staff or centre take photographic evidence of any injuries or marks to a child's person, the body map below should be used. Any concerns should be reported and recorded without delay to the Designated Safeguarding Lead (DSL), or by the DSL to the appropriate safeguarding services (e.g., the local authority children's social services department) or advice service (e.g., NSPCC, Ann Craft Trust, thirtyone:eight).**

**When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:**

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

**Ensure First Aid is provided where required and record**

A copy of the body map should be kept on the child's concern/confidential file.

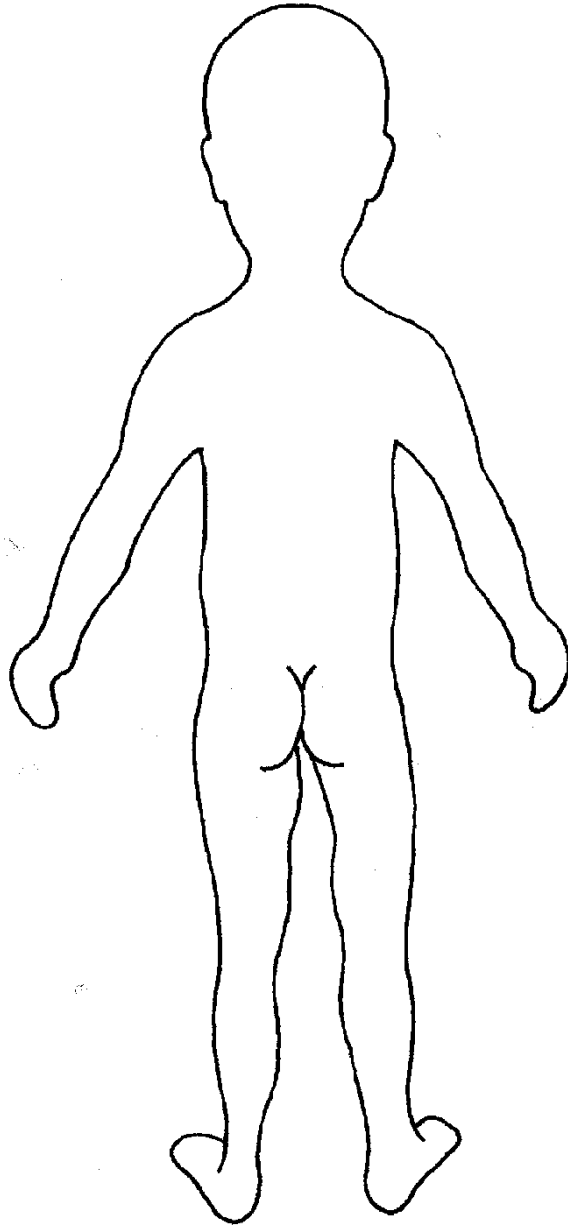
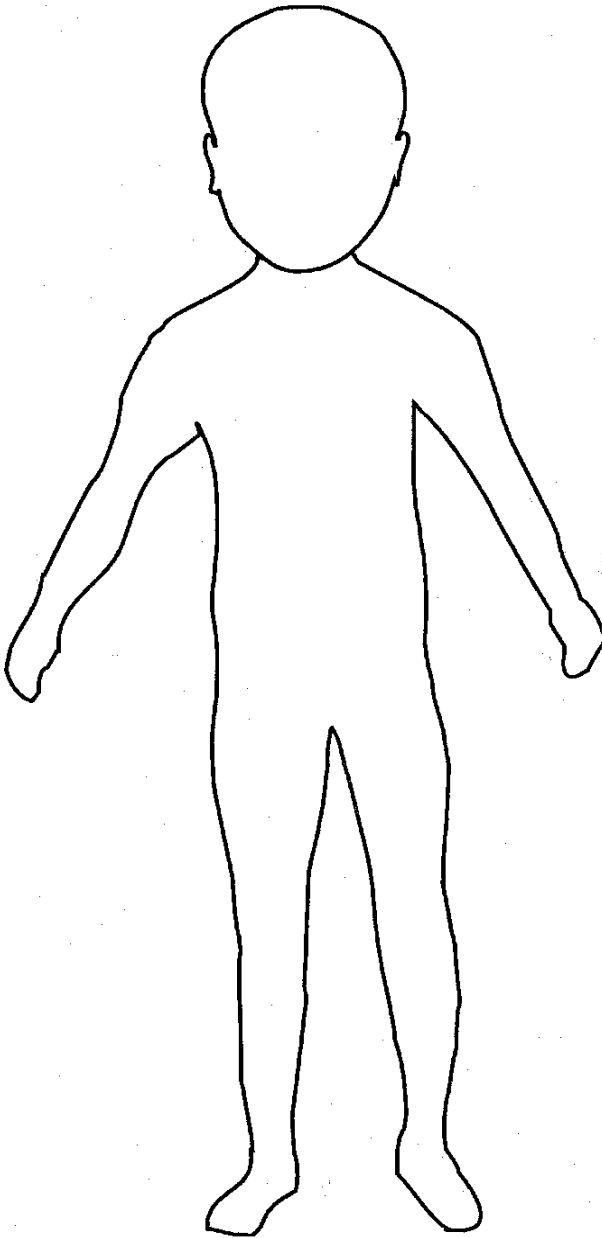
## Child body map

(This must be completed at time of observation)

Name of child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

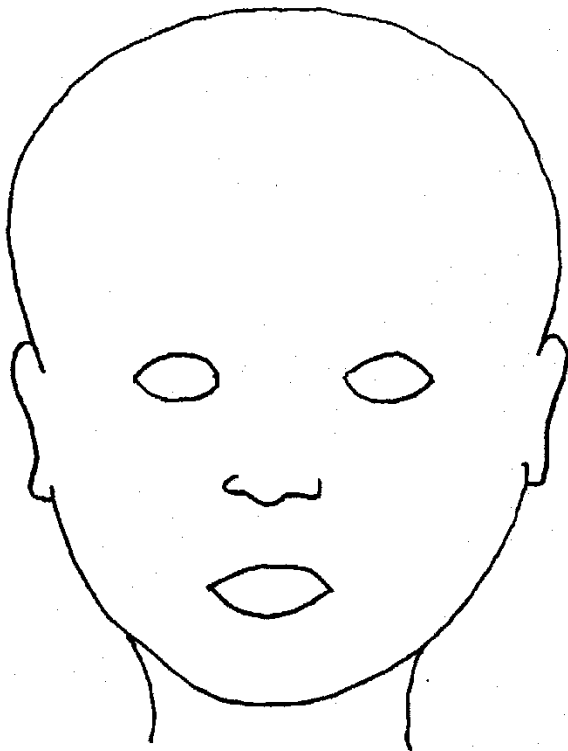
Name of staff: \_\_\_\_\_ Job title: \_\_\_\_\_

Date and time of observation: \_\_\_\_\_

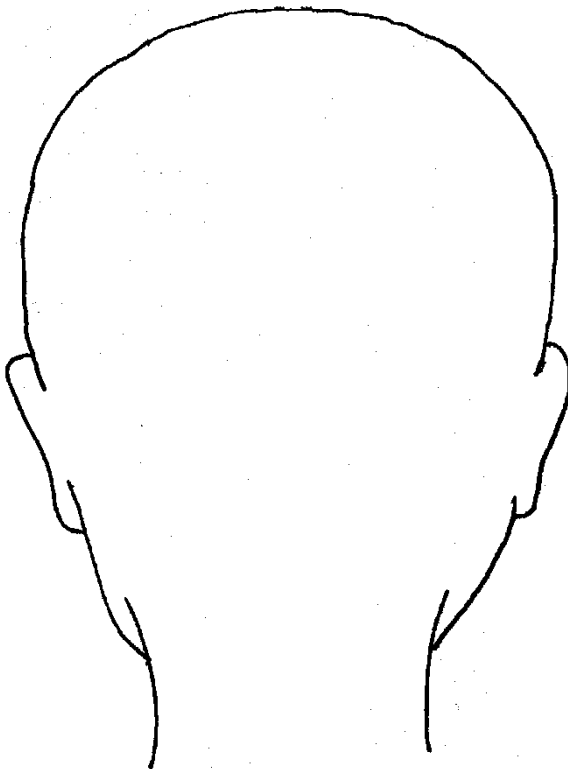


Name of child:

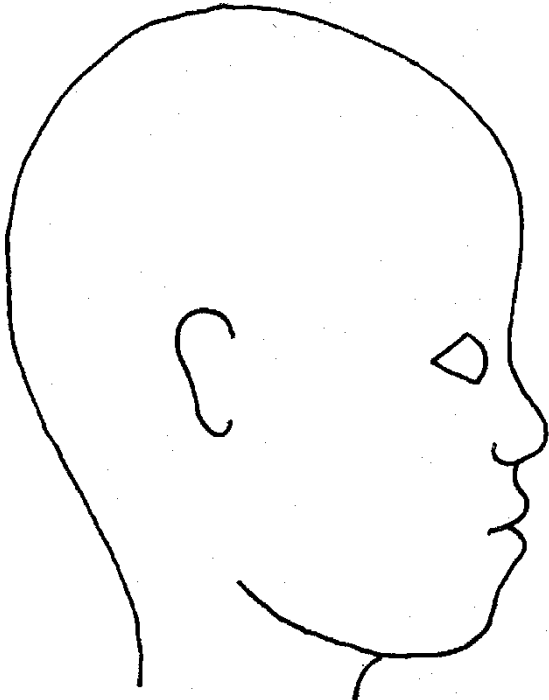
Date and time of observation:



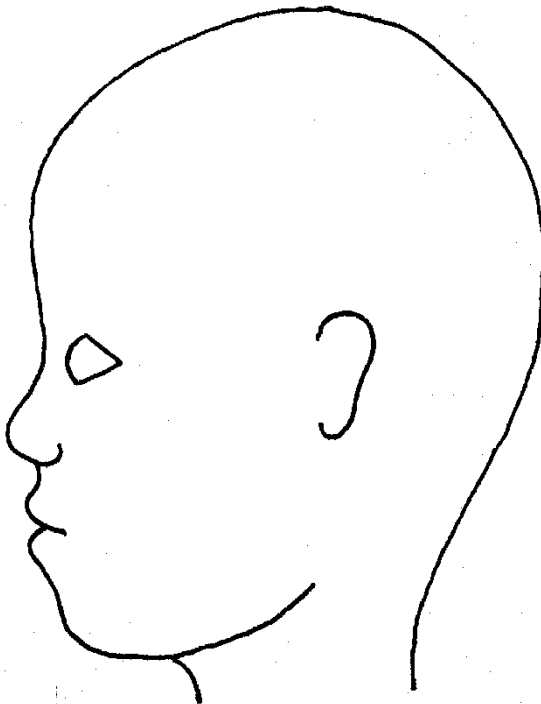
**FRONT**



**BACK**



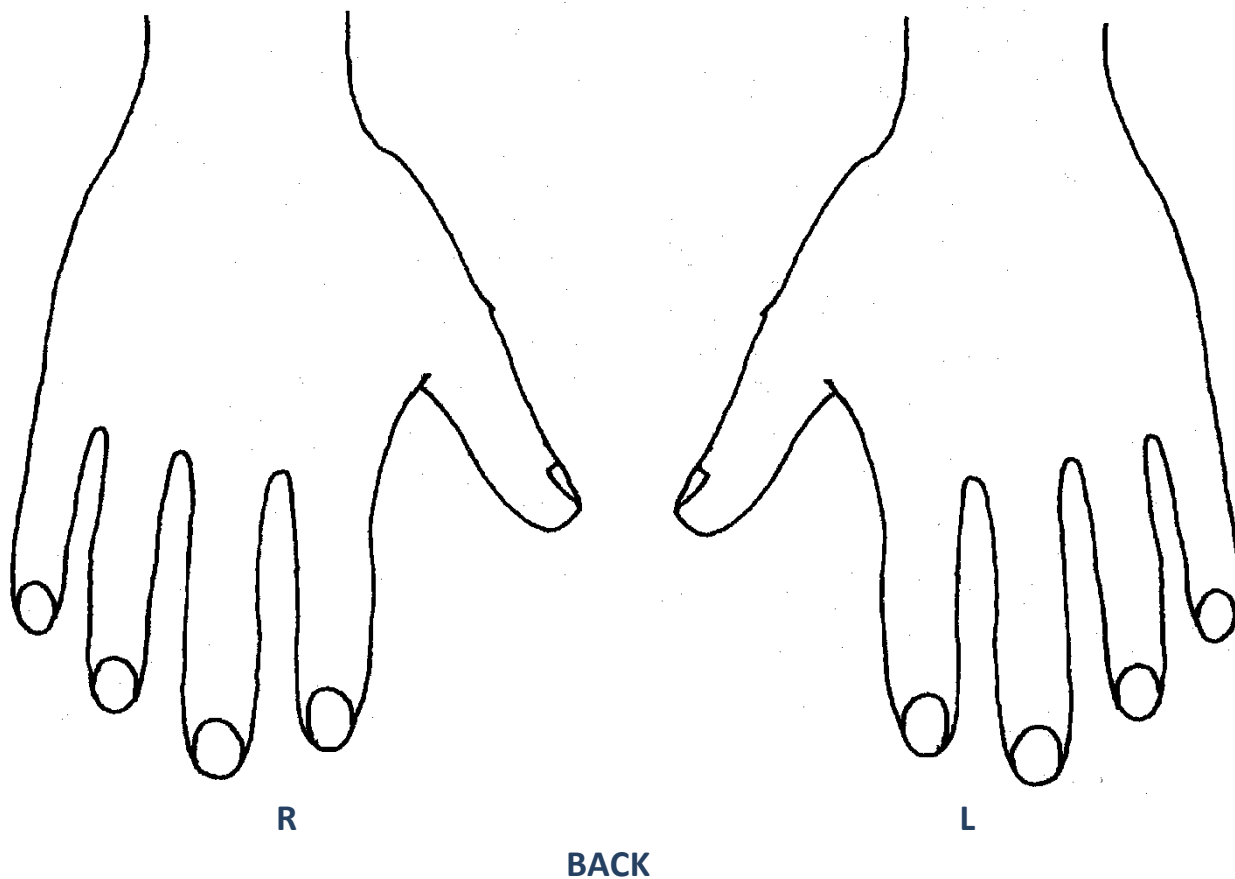
**RIGHT**

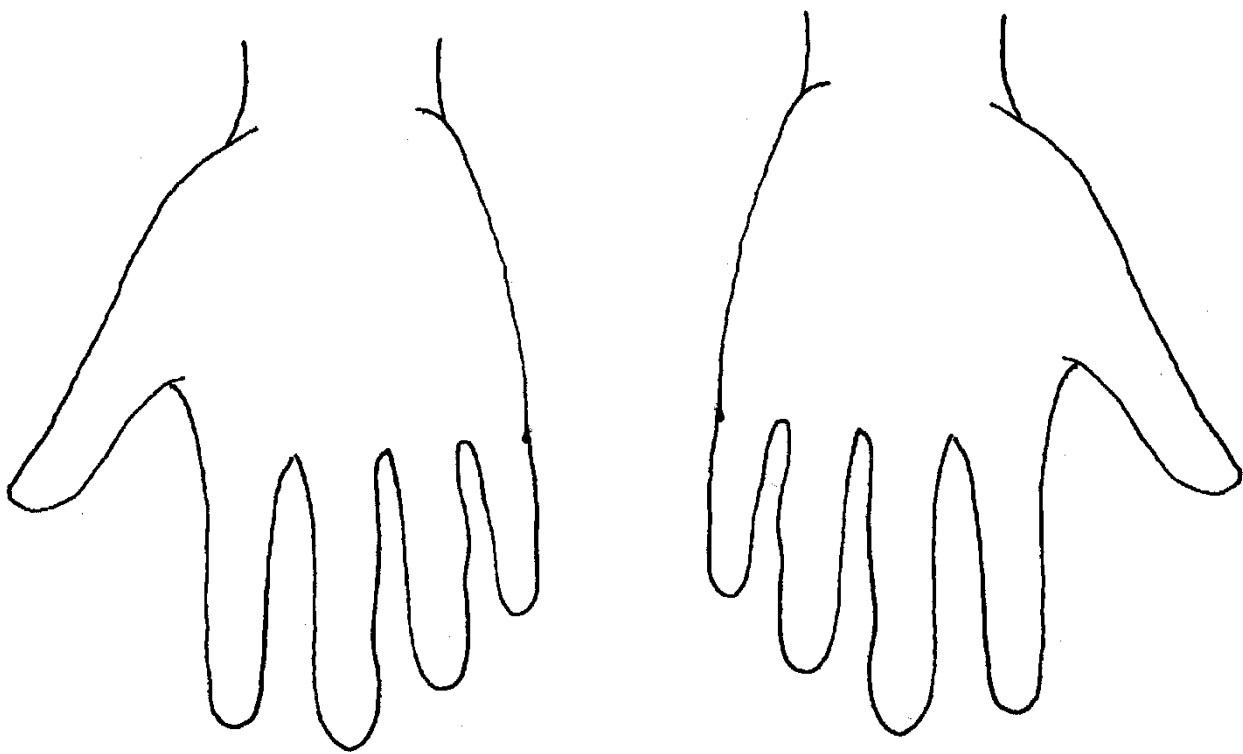


**LEFT**

Name of child: \_\_\_\_\_

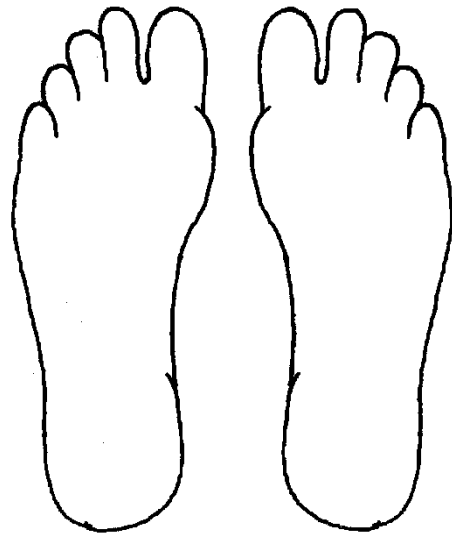
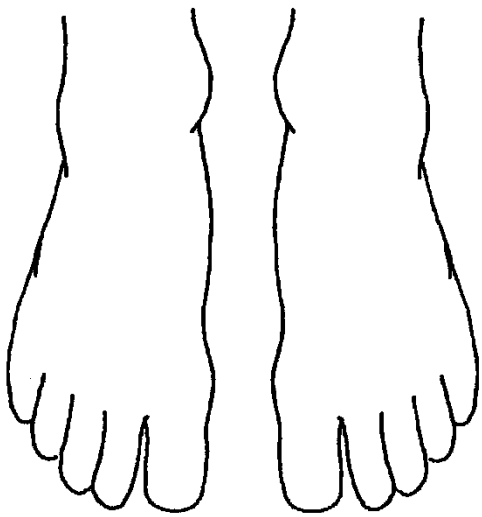
Date and time of  
observation: \_\_\_\_\_





Name of child:

Date and time of  
observation:



**R**

**TOP**

**L**

**R**

**BOTTOM**

**L**



R

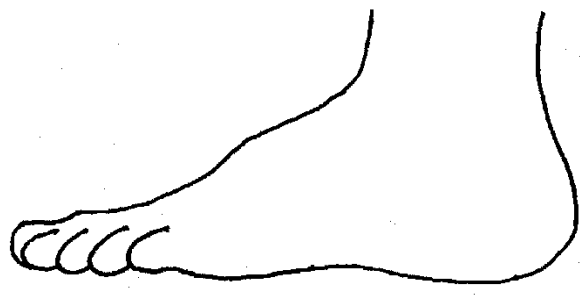


L

**INNER**



R



L

**OUTER**

Printed Name, Signature and Job title of staff:

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## Appendix 3c

### Detailed procedures where there is a concern that an adult is in need of protection.

#### Suspensions or allegations of abuse or harm may relate to:

- Physical abuse.
- Sexual abuse.
- Psychological or emotional abuse.
- Organisational abuse.
- Financial abuse.
- Discriminatory abuse.
- Neglect or acts of omission.
- Self-neglect.
- Forced marriage.
- Modern slavery.
- Domestic abuse.
- Online abuse.

If there is concern about any of the above, the Member/DSL will:

- Ask the person about whom the concerns have arisen whether they will consent to concerns being reported. The Mental Capacity Act 2005 requires a presumption that the adult about whom there are concerns has capacity to give consent. Where there is a perceived reason to doubt the adult's capacity to decide whether to agree to a concern being reported, advice should be obtained from Adult Social Services, or from thirtyone:eight, or the Ann Craft Trust.
- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight, or the Ann Craft Trust, can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

## Step-by-step guide

If you have safeguarding concerns in relation to an adult:	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Stay calm – do not rush into inappropriate action.</li> <li>• Seek medical help if needed urgently. Inform the doctor of any suspicions you have.</li> <li>• Maintain confidentiality</li> <li>• Make a record of your concern and how it came to your attention (use your dance centre’s recording form if there is one, otherwise use a blank sheet of paper and use the heading “Safeguarding Incident”) and sign and date.</li> <li>• Let the adult know that you will be reporting your concern to the centre’s DSL.</li> <li>• Ask them if they will agree to the concern being reported to and acted on by the appropriate authorities. Report their reply to the DSL.</li> <li>• Use an adult body map (see Appendix 3d) to record any visible marks that you need to report.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>• Panic</li> <li>• Delay taking action</li> </ul>
If the person has made a disclosure to you:	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Reassure the person – that they are not to blame and confirm that you know how difficult it must be to confide.</li> <li>• Listen – to what the person says and show that you take them seriously.</li> <li>• Keep questions to a minimum – use clarifying questions and open questions, (i.e., those where more than a yes/no response is required).</li> <li>• Ensure that you clearly understand what the person has said so that it can be passed on to the appropriate agencies for investigation.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>• Make promises you can’t keep by explaining that you are not able to keep secrets and may have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality.</li> <li>• Make the person repeat the story unnecessarily.</li> <li>• Ask any questions beyond those which are designed to clarify what the person is disclosing. Investigations into safeguarding concerns are conducted through multi-agency cooperation and it is important that the investigation is carried out by the appropriate person – your role is to report the disclosure as accurately as possible, and not to investigate.</li> <li>• Ask leading questions. The law is strict, and cases of alleged abuse have been dismissed where it appeared that the alleged victim was led or that words or ideas were suggested to them.</li> </ul>
Once you have gathered the information:	



<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>Consult with the Designated Safeguarding Lead (DSL) at the centre where you work – ensuring that you communicate all the information accurately.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>Tell anyone about what you have reported other than the person you reported it to, and anyone involved in investigating what you have reported.</li> </ul>
<p><b>If you are the DSL (or person responsible for safeguarding):</b></p>	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>Contact Adult Social Services, or thirtyone:eight, or the Ann Craft Trust, for advice in cases of deliberate injury, if concerned about the person’s safety, or if the person is afraid to return home.</li> <li>Before passing on identifying information, provide details of any conversation with the adult relating to consent to act, and follow their guidance regarding consent and mental capacity.</li> <li>Seek medical help if needed urgently. Inform the doctor of any suspicions you have.</li> <li>Record the details of all contact that you have in relation to the matter.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>Tell the carers unless advised to do so, having contacted Adult Social Services.</li> </ul>
<p><b>If your concern involves alleged or suspected sexual abuse:</b></p>	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>Contact the Adult Social Services Department Duty Social Worker or Police Safeguarding Team direct.</li> <li>If, for any reason, you are unsure whether or not to contact the police or social services, seek and follow the advice given by thirtyone:eight, or the Ann Craft Trust.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>Talk to anyone else about the allegation or suspicion unless advised to do so by the Police or Adult Social Services.</li> </ul>
<p><b>If your concern is of a lesser nature (e.g., poor parenting):</b></p>	
<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>Speak with the carer if it is safe, and you feel comfortable to do this - encourage them to seek help.</li> <li>In cases of immediate danger, if the carer still fails to act, contact Adult Social Services for advice.</li> <li>If you are unsure whether to contact Adult Social Services, seek and follow advice given by thirtyone:eight, or the Ann Craft Trust.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>Speak with the carer about your concern if this places the person at risk of significant harm.</li> </ul>
<p><b>If the concern involves an employee or member of the ISTD:</b></p>	

<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Contact the Designated Safeguarding Officer at the ISTD.</li> <li>• If the Designated Safeguarding Officer is not available, contact the Deputy Designated Safeguarding Officer or the Safeguarding in Dance Specialist.</li> <li>• If an adult at risk has been or is in danger of being significantly harmed, contact Adult Social Services.</li> <li>• If you believe a crime has been committed, contact the Police.</li> <li>• Seek medical help if needed urgently. Inform the doctor of any suspicions you have.</li> <li>• Take whatever practical steps you can to ensure that the employee/member is kept apart from people who could be at risk of harm while the concern is being investigated.</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>• Intervene in any way that might place yourself, the person, or other vulnerable people at risk of harm.</li> </ul>
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## Appendix 3b Adult Body Map

### Guidance

Body maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

**\*At no time should an individual teacher/member of staff or centre take photographic evidence of any injuries or marks to a person, the body map below should be used. Any concerns should be reported and recorded without delay to the Designated Safeguarding Lead (DSL), or by the DSL to the appropriate safeguarding services (e.g., the local authority adult social services department) or advice service (e.g., Ann Craft Trust, thirtyone:eight).**

**When you notice an injury to an adult at risk, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:**

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the person feel hot?
- Does the person feel pain?
- Has the person's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

**Ensure First Aid is provided where required and record**

A copy of the body map should be kept on the person's concern/confidential file.

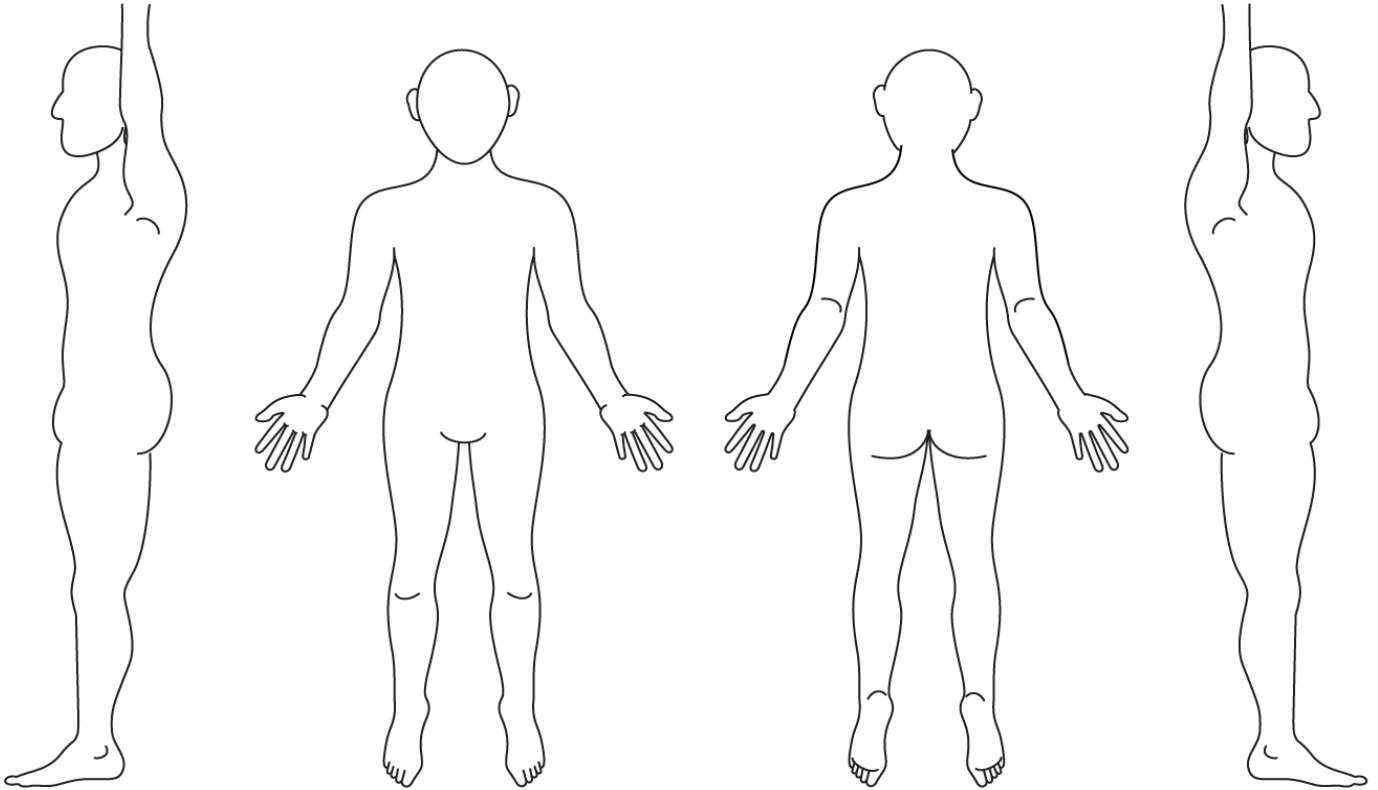
## Body map

(This must be completed at time of observation)

Name of person: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of staff: \_\_\_\_\_ Job title: \_\_\_\_\_

Date and time of observation: \_\_\_\_\_



Comments (if any):

Completed by (signature):

Organisation:

Date:

## **Appendix 3e**

### **Allegations of abuse against a person who works with children/young people.**

If an accusation is made against a worker (whether staff, contractor, or volunteer) whilst following the procedure outlined above, the Member will inform the ISTD's Designated Safeguarding Officer (DSO) or Deputy DSO

In accordance with Local Safeguarding Children Partnership/Board (LSCP/LSCB) procedures, the ISTD's DSO/Deputy will:

- Liaise with Children's Social Services and with the CEO and the Chair of the ISTD's Conduct and Complaints Committee in regard to the suspension of the worker pending the outcome of investigation(s) into the allegation(s)
- Make a referral to a designated officer within the local authority (sometimes called a Local Authority Designated Officer (LADO)) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

Regardless of the outcome of any potential or actual criminal investigation, should an internal investigation by the ISTD (under its relevant procedures) result in dismissal (of an employee) or revocation of membership (of a Member), the DSO/Deputy will make a referral to the Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children. This decision should be informed by the LADO if they are involved.

## **Appendix 3f**

### **Allegations of abuse against a person who works with adults at risk.**

- The DSO/Deputy will liaise with Adult Social Services in regards the suspension of the worker.

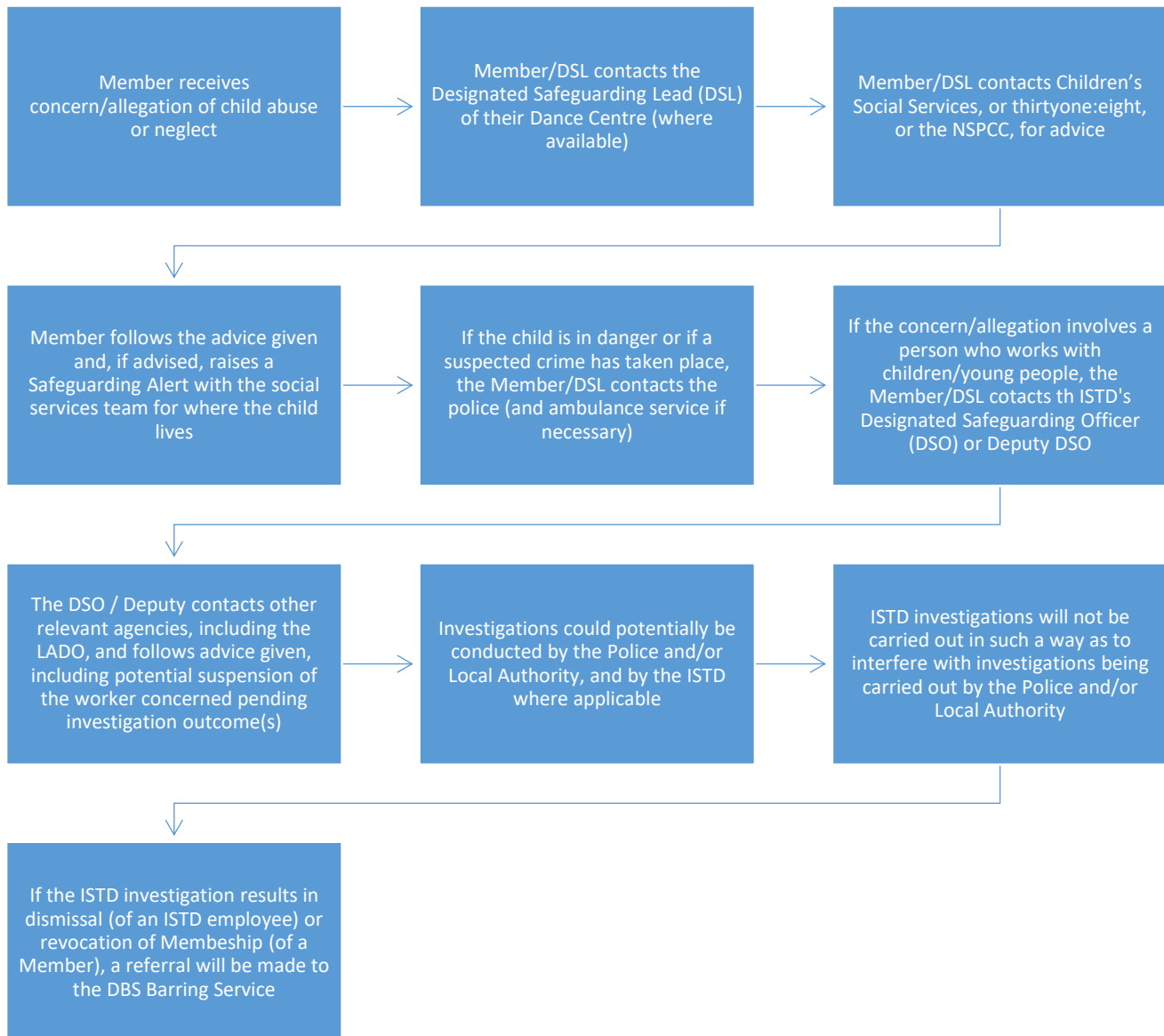
Regardless of the outcome of any potential or actual criminal investigation, should an internal investigation by the ISTD (under its relevant procedures) result in dismissal (of an employee) or revocation of membership (of a Member), the DSO/Deputy will make a referral to the Disclosure and Barring Service for consideration of the person being placed on the barred list for working with adults with additional care and support needs. Advice regarding this decision will be sought from Adult Services.

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide, not ISTD.

## **ISTD Safeguarding Policy Appendix 3**

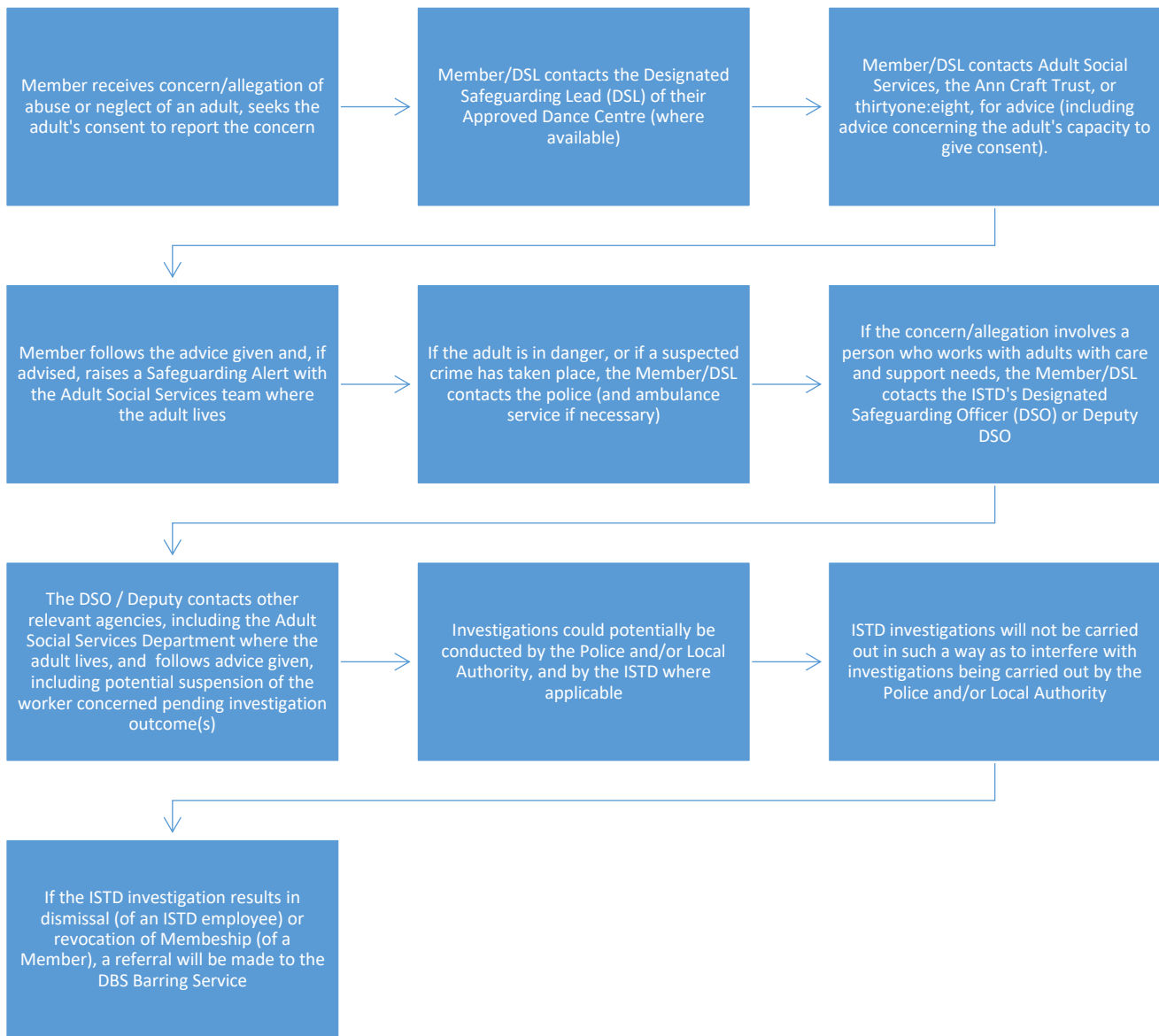
## Appendix 4

### Reporting flow chart: Children and Young People



## ISTD Safeguarding Policy Appendix 4

## Appendix 5 Reporting Flow Chart: Adults



### ISTD Safeguarding Policy Appendix 5

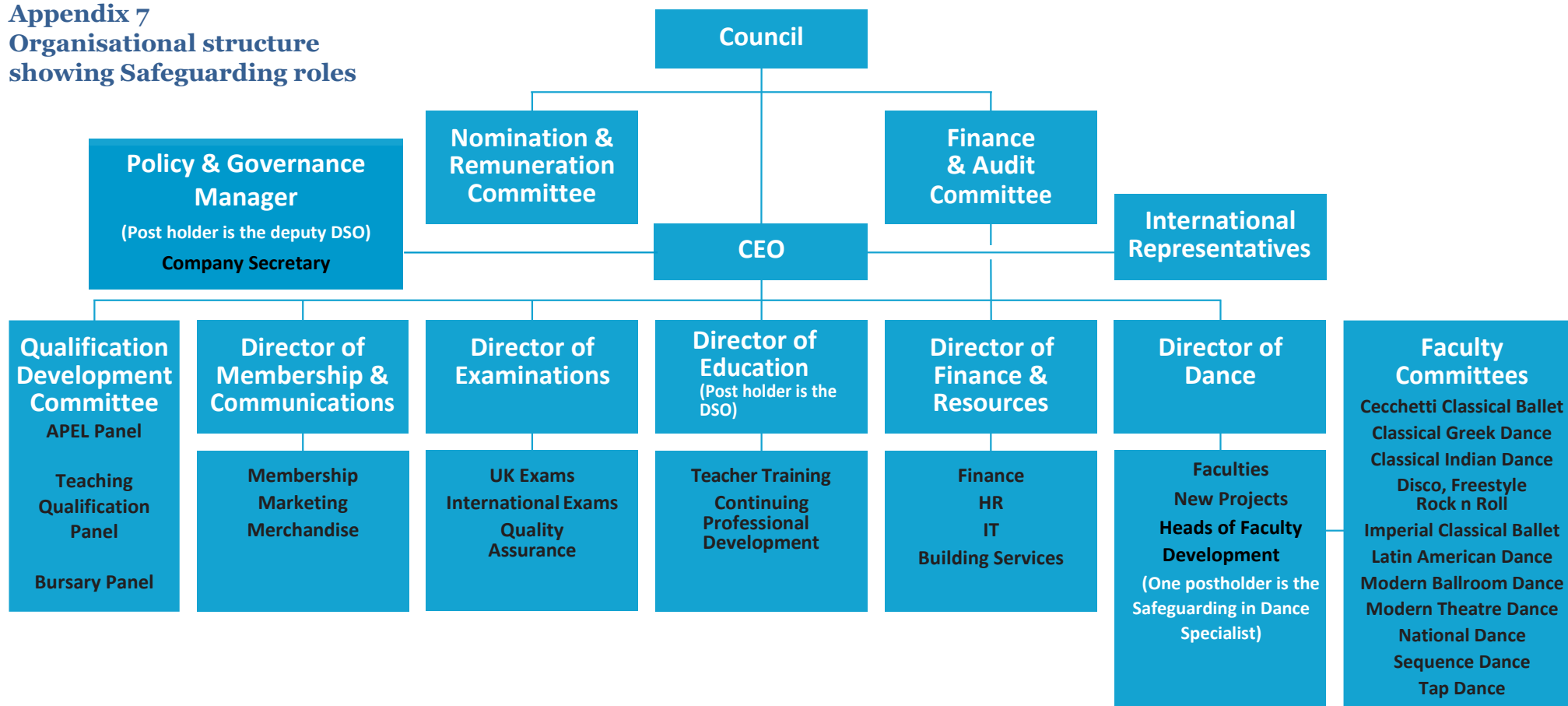
## **Appendix 6**

### **Useful links and resources**

1. **DfE: Keeping Children Safe During Community Activities, After School Clubs and Tuition - Non-Statutory Guidance**
2. **ISTD Professional Code of Conduct**
3. **Thirtyone:eight Help Section**
4. **NSPCC Guidance and Support Helpline**
5. **Childline**
6. **Guidance from the Charity Commission on Safeguarding People for Charities and Trustees**
7. **SCIE Guidance Document: Safeguarding Adults – Types and Indicators of Abuse**
8. **NSPCC Child Protection in Sport Unit: Introduction to safeguarding/child abuse in a sports setting/**
9. **NSPCC Guidance on Child Abuse**
10. **Ann Craft Trust**
11. **Ann Craft Trust DBS Eligibility Flowchart (adults)**



**Appendix 7**  
**Organisational structure**  
 showing Safeguarding roles



**ISTD Safeguarding Policy Appendix 7**