



classical training, holistic approach

Policy and procedures on safeguarding children and adults at risk

Introduction and policy statement

Purpose

1. Glasgow School of Ballet has a 'duty of care' to provide a safe environment for and to promote the health and well-being of children, young people, and adults at risk. Glasgow School of Ballet takes all reasonable steps to ensure that safeguarding and promoting the welfare of children and adults at risk is embedded in our contact with them through the training and activities we provide. Glasgow School of Ballet ensures that children and adults at risk are well protected and that there is a system in place to safeguard their welfare.
2. Glasgow School of Ballet believes that the welfare of the children and adults is paramount, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation have the right to equal protection from all types of harm or abuse as defined in the Equality Act 2010.
3. The purpose of this policy and procedures is:
 - to facilitate protection for children under the age of 18 years and adults at risk during any activity provided by Glasgow School of Ballet.
 - to provide staff with procedures to follow in the event that they suspect a child or adult at risk may be experiencing abuse or be at risk of abuse or harm.
 - to protect children and adults at risk where there is a concern about the behaviour of an adult, including a member of Glasgow School of Ballet staff.
 - to assist all individuals at Glasgow School of Ballet to meet their duty of care to safeguard all children and adults at risk who take part in Glasgow School of Ballet activities.
 - to ensure that where Glasgow School of Ballet staff, have concerns about the welfare of children or adults at risk, they are in a position to take appropriate steps to address them.

Statutory and legislative frameworks

This policy has been drawn up on the basis of UK law and guidance, but it also embraces the principles contained in the United Nations Convention on the Rights of the Child 1991 (UNCRC). Article 19 of the UNCRC states that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them. This is an international human rights treaty which includes civil, political, economic, social, and cultural rights. It sets out in detail

what every child needs to have a safe, happy, and fulfilled childhood regardless of their sex, religion, social origin and where and to whom they were born.

Glasgow School of Ballet embraces the following statutory guidance:

Scotland

National Guidance for Child Protection in Scotland (2014)

The Children (Scotland) Act 1995; Protection of Children (Scotland) Act 2003; Protection of Vulnerable Groups (Scotland) Act 2007; and The Protection of Vulnerable Groups (Scotland) Act 2007 (Removal of Barred Individuals from Regulated Work) Regulations 2010

United Kingdom

Data Protection Act 2018, Children and Adoption Act 2006, Sexual Offences Act 2003 (Remedial Order) 2012, Safeguarding Vulnerable Groups Act 2006, Protection of Freedoms Act 2012, Female Genital Mutilation Act 2003, Counterterrorism and Security Act 2015, Care and Support Statutory Guidance (2022) and the Voyeurism Act 2019.

Scope of the Policy

The Policy applies to all persons working on a paid or unpaid basis on behalf of Glasgow School of Ballet. This includes but is not limited to all persons who fulfil a responsibility or role in a voluntary (unpaid) capacity, permanent, fixed term and temporary employees, casual workers (including pianists and assistants), freelance staff, including examiners, tutors, teachers, mentors, practical teaching supervisors, parents/guardians attending Glasgow School of Ballet activities.

Responsibilities

Safeguarding and promoting the welfare of children and adults at risk are 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, including those at Glasgow School of Ballet, 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.

- Glasgow School of Ballet will ensure that the Safeguarding Policy and Procedures and training are effective and comply with the law at all times and take account of statutory guidance.
- Glasgow School of Ballet strives to promote a fair, open, and positive culture and ensure all involved feel able to report concerns, confident that they will be heard and responded to.
- Glasgow School of Ballet has an appointed Senior Safeguarding Officer. The Officer for Safeguarding has three key roles: strategic; effective policy and practice and championing safeguarding through the organisation. These key roles include:
 - appropriate policies and procedures in place, which are followed by all persons who fulfil a responsibility or role.
 - knows how to spot and handle concerns in a full and open manner.
 - has a clear system of referring or reporting to relevant organisations as soon as concerns are suspected or identified.
 - set out risks and how they will be managed in a risk register which is regularly reviewed.
 - follows statutory guidance, good practice guidance and legislation relevant to the organisation.
 - is quick to respond to concerns and carry out appropriate investigations.
 - does not ignore harm or downplay failures.
 - makes sure protecting people from harm is central to its culture.
 - has enough resources, including trained staff/volunteers for safeguarding and protecting people; and conducts periodic reviews of safeguarding policies, procedures, and practice.

Policy Statement

Glasgow School of Ballet will safeguard children and adults at risk by:

- valuing, listening to and respecting them.
- adopting child protection procedures.
- sharing information about child protection and provide good practice with children, adults at risk, parents, carers, staff 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, communicating, and ensuring staff adhere to Glasgow School of Ballet's safeguarding and child protection procedures.

- 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 gemma@glasgowballet.net
- ensuring safe recruitment, selection and vetting of staff.
- providing effective management through supervision, appraisal, support, training, and development.
- ensuring the security of Glasgow School of Ballet premises where activities involving children and adults at risk take place.
- providing a designated Senior Safeguarding Officer with operational responsibility for all safeguarding and child protection arrangements across Glasgow School of Ballet.
- ensuring that there are appropriate arrangements in place to safeguard the collection of children under 11 years old from the end of Glasgow School of Ballet activities.

Embedding safeguarding at Glasgow School of Ballet

This policy works in conjunction with other Glasgow School of Ballet policies and procedures, in particular:

1. Privacy and GDPR
2. Human rights compliance (including ethics and equality considerations),
3. Anti-bribery and corruption,
4. Counter fraud,
5. Anti-money laundering

This Safeguarding Policy is available on the Glasgow School of Ballet website and all Glasgow School of Ballet employees are made aware of it through the Terms and Conditions of Employment, training and/or personal development programmes and will also be referred to in relevant correspondence, and staff meetings. The Policy is reviewed annually or sooner if there are changes in legislation, guidance or in the event of an incident. All staff are notified of any changes to the policy.

Terminology and definitions

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment.

- preventing impairment of children's mental and physical 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.

There are four main recognised categories of child abuse: physical abuse, sexual abuse, neglect, and emotional abuse; in addition, Glasgow School of Ballet is aware of, but not limited to, other considerations and practices that affect children and young people such as self-harm, eating disorders, bullying (including cyber-bullying), peer-on-peer abuse, child sexual exploitation, sexual violence, and sexual harassment (including up skirting). A child/children is defined as persons under the age of 18 years.

Glasgow School of Ballet also works with adults at risk who are protected by different legislation. An adult at risk is a person aged 18 who:

- Has needs for care and support (whether or not the Local Authority is meeting any of those needs).
- 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.

Responding to incidents, suspicions, and allegations of 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.

Overview and responsibilities

1. These procedures aim to strike a balance between the need to protect children and adults at risk from abuse and the need to protect Glasgow School of Ballet staff, students, members, volunteers, and visitors from false allegations.
2. It is not the responsibility of anyone working at Glasgow School of Ballet 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.
3. Abuse of children and adults at risk can and does take place outside the family setting, including within organisations, potentially by anyone involved in working with children or

adults at risk in a paid or voluntary capacity. Evidence indicates that abuse which takes place in an organisation is rarely a one-off event, so it is important that all staff within Glasgow School of Ballet are aware of this and take the appropriate action to respond to an allegation or suspicion.

4. Abuse of children and adults at risk can be perpetrated by another child or adult at risk and where this occurs the age and understanding of the alleged perpetrator must be taken into consideration. The circumstances of the alleged abuser must be assessed separately from those of the alleged victim and must include exploration of why the behaviour has occurred.
5. Where Glasgow School of Ballet receives reports of concerns about the way that a Glasgow School of Ballet teacher is working with children and young people that raises questions about safe dance practice (particularly with respect to the possibility of physical injury or impairment being caused to students), Glasgow School of Ballet will carry out all possible and appropriate investigations as the expert in the dance education field. Following the investigation, a safeguarding referral may then be made to the appropriate authority.

Responding to a safeguarding incident or concern involving a child or adult at risk

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, whether a member of Glasgow School of Ballet staff, SSO, student, parent/guardian, or a visitor to the RAD, 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.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside Glasgow School of Ballet and/or can occur between children outside of Glasgow School of Ballet).

All staff, but especially the senior safeguarding officers and designated safeguarding officers should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms can take a variety of forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

In cases where there is an immediate risk of harm to a child or adult at risk and it is unsafe to wait until the next working day, either the person raising the concern or the Senior Safeguarding Officer should immediately call local social services and/or the Police.

If the Senior Safeguarding Manager is not immediately available and a child is in immediate danger or at risk of harm you should alert the appropriate authority and stay with those you think are at immediate risk until they can be transferred to safe care, where practical.

When there are serious concerns about immediate risks to a child or if a child has suffered significant harm and continues to be at risk and an immediate referral is made to local social services you should be prepared to give clear details of the concern, the child's name, date of birth, address and contact details for parents and carers.

Responding to a safeguarding incident or concern involving a member of Glasgow School of Ballet staff, student, volunteer, or visitor

If anyone has a concern about the behaviour of a member of Glasgow School of Ballet staff, student, volunteer, or visitor, they should discuss this with the Senior Safeguarding Officer.

There will be occasions when a student, parent or other person makes an allegation against a member of Glasgow School of Ballet staff, student, or volunteer which refers to concerns that the person has caused harm to a child or adult at risk, acted in a way that created potential serious risk to a child or adult at risk or would pose a risk of harm if they continue to work in regular or close contact with a child or adult at risk in their present position or in any capacity.

The majority of allegations against staff, students, or volunteers will relate to their behaviour whilst working or studying. However, some concerns may relate to their personal life or the care of their own children. In some cases, there may have been an allegation of abuse regarding someone closely associated to them and this person may pose a risk of harm to the child(ren) of the staff member, student, volunteer, or visitor is responsible for.

Members of staff who are notified of such concerns will be expected to report this to the Senior Safeguarding Officer who will assess the nature of the concern and who is most appropriate to manage the situation. This should happen as soon as possible and ideally within the same working day.

If a member of staff is concerned about the Senior Safeguarding Officer, they should communicate the matter to another member of staff, their relevant professional association, Disclosure Scotland, and/or follow the course of action set out above.

If a member of staff is concerned that appropriate action is not being taken about the conduct of a member of staff, student, volunteer, or visitor they are able to raise their concerns as set out above.

Where it is known that a member of Glasgow School of Ballet's staff, a student, visitor, or volunteer is under investigation by a third party or an appropriate authority, for actions that may have occurred either as a result of their work with Glasgow School of Ballet or in their private life and which might give cause for concern about their suitability to work with children and adults at risk, this must be reported to the Senior Safeguarding Officer.

Reporting a safeguarding incident or concern

Make a comprehensive record of what is said or seen and actions taken at the earliest possible opportunity.

The comprehensive and confidential recording of the incident or concern 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.
- written records including emails and letters.
- an ongoing log detailing further observations, communications, actions, and outcomes.

Following decisions made by the Senior Safeguarding Officer, the parents, or guardians of the child(ren) or adult(s) at risk (where known / identified) may be contacted and if appropriate a referral made to the Children's or Adult Social Services.

In the event of an allegation related to a member of Glasgow School of Ballet staff or volunteer the local social services and/or the police will be informed within 24 hours of the allegation being known, then reporting the incident to Disclosure Scotland. The criteria for reporting a member of Glasgow School of Ballet staff or volunteer may include:

- behaved in a way that has or may have harmed a child.
- possibly committed a criminal offence against or related to a child.

- behaved towards a child or children in a way that indicates that they would pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates that they may not be suitable to work with children/adults.

All members of Glasgow School of Ballet staff handling cases involving allegations against members of RAD staff, volunteers, students, or visitors will recognise the need for, and must observe absolute confidentiality in these circumstances.

There may be occasions when it is appropriate for the child(ren)'s main school to be contacted, where these details are known.

Early intervention and help

When a child, adult at risk or family is or may be experiencing difficulties, support is most effective when it is provided as early as possible and Early Intervention can sometimes be appropriate.

When "Early Help" is provided and Glasgow School of Ballet is made aware, they will support, monitor, and work with the child/adult and Early Help staff.

Any child may benefit from "Early Help", but staff should be particularly alert to the potential need for support for any child or young person who:

- is disabled and has specific additional needs
- has special educational needs
- is known to be a young carer
- is frequently missing
- appears to be misusing drugs or alcohol
- appears to be at risk of modern slavery, trafficking, or child exploitation
- is in a family circumstance which presents challenges for the child such as substance abuse, adult mental health problems or domestic abuse
- has returned to their family from care
- is showing early signs of abuse and/or neglect
- is a privately fostered child.

Glasgow School of Ballet Code of Behaviour and Good Practice

Glasgow School of ballet believes that a Code of Behaviour and Good Practice will assist everyone in protecting children and adults at risk and help with identifying practices which could be misinterpreted or lead to false allegations.

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. Assessed risks are managed appropriately and staff provided with the relevant information to support safety and wellbeing of children, adults at risk and staff.
- 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 due to 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.
- If first aid is required, where possible, it should be administered by a trained first aider in the presence of another adult. There will always be one trained paediatric and adult first aider on site
- Written parental or guardian consent should always be obtained by Glasgow School of Ballet for the use of any photographs, film or videos involving children and adults at risk. This should clearly indicate the uses to which the photographs, film or videos will be put.
- Glasgow School of Ballet staff, students, volunteers, and visitors to Glasgow School of Ballet, where appropriate, should challenge unacceptable behaviour in accordance with the provisions of this Code of Conduct and Good Practice.

- Any incidents, allegations or suspicions of abuse should be reported immediately to the Senior Safeguarding Officer, as per the reporting guidelines laid out above.
- In all dealings with children and adults at risk, Glasgow School of Ballet staff, students, volunteers, and visitors to the RAD where appropriate, should never:
 - leave children who are in their care unsupervised on Glasgow School of Ballet premises.
 - play rough, physical, or sexually provocative games, involving or observed by children or adults at risk whether based on talking or touching.
 - allow or engage in any form of inappropriate physical activity involving children or adults at risk, or any bullying of a child by an adult or another child.
 - form or seek to form relationships of a sexual nature which may lead to sexual activity (i.e. 'grooming').
 - allow children or adults at risk to use inappropriate language (e.g. of a derogatory or sexually explicit nature) without challenging it.
 - make sexually suggestive or discriminatory comments even in jest.
 - intentionally reduce a child or adult at risk to tears as a form of control.
 - use any physical punishment as part of disciplining a child or adult at risk.
 - shout or use harsh criticism.
 - consume alcohol or take drugs during the working day (including breaks) or when involved in activities with children or adults at risk.
 - give their personal contact details to a child or adult at risk whom they have met through work including via social networking sites.
 - allow themselves to get into a situation where an abuse of trust may occur – this means not forming a close personal relationship (sexual or otherwise) with a child or adult at risk, even if they are seeking and are consenting to such a relationship.
 - transport a child or adult at risk in a personal vehicle unless consent has been given by a parent or guardian – where this is necessary in an emergency.
 - allow allegations made by a child or adult at risk to go unrecorded or not acted upon in accordance with these or other Glasgow School of Ballet procedures.
 - undertake personal activities (such as washing or dressing) for a child or adult at risk which they can do for themselves. If a child has a disability, such tasks should only be performed with the full understanding and consent of and, where appropriate, assistance from the parents or carers. An adult at risk may be able to give their own consent.

Any incidents which cause concern in respect of a child or an adult at risk must be reported immediately to the Senior Safeguarding Officer. Below are examples of incidents which are to be reported. When

- a child or adult at risk has been left unsupervised on Glasgow School of Ballet property / premises.
- a child or adult at risk is hurt accidentally.
- there is a concern that a relationship is developing which may be an abuse of trust.
- you are worried that a child or adult at risk is becoming attracted to you.
- you are worried that a child or adult at risk is becoming attracted to a colleague who cares for them.
- you think a child or adult at risk has misunderstood or misinterprets something you have done.
- you have been required to take action to prevent a child or adult at risk from harming themselves or another, or from causing significant damage to property. Unless you have received specific training on how to restrain a child or adult at risk, this should only be done as a last resort. Do not do it alone, call for assistance, write up what happened and pass the information to the Senior Safeguarding Officer.
- you see any suspicious marks on a child or adult at risk.
- you hear of any allegations made by a child or adult at risk or any other person relating to events giving rise to a safeguarding concern either inside or outside of Glasgow School of Ballet which have happened recently or in the past.
- a child, adult at risk or older student discloses that they have been a victim of female genital mutilation (FGM) or are going to be in the future.

Senior Safeguarding Officer

The Senior Safeguarding Officer has a number of key objectives:

- to understand Glasgow School of Ballet's obligations for safeguarding under UK Government and Scottish legislation.
- to make sure protecting people from harm is central to Glasgow School of Ballet's culture in all its activities.
- to manage safeguarding risks through developing, monitoring and reporting.
- to gather input from all employed or volunteer staff.
- to review the Safeguarding Policy and Procedures on an annual basis.

- to seek advice and independent consultancy on safeguarding from external specialist individuals or organisations.
- to develop and implement a safeguarding training policy.
- to monitor and report on the effectiveness of Glasgow School of Ballet's safeguarding arrangements.

Recruitment, selection, and vetting

As part of its commitment to safeguarding, Glasgow School of Ballet will ensure that safe practice is integrated into all recruitment, selection, vetting and induction processes.

Glasgow School of Ballet has policies on the vetting of all staff, including the Protection of Vulnerable Groups (PVG) checks, referencing, and the secure storage, use, retention and disposal of disclosures and disclosure information.

Glasgow School of Ballet uses the Protection of Vulnerable Groups (PVG) for criminal record checks through an organisation called Due Diligence Checking. RAD follows its advice with regard to requirements in relation to vetting and checking staff.

Young people under the age of 18 years will not be employed in positions where they are responsible for teaching or supervising children and students under the age of 18 years.

Training and support

Glasgow School of Ballet is committed to providing appropriate training to staff. A detailed Safeguarding Training Plan, including induction, awareness and safeguarding /child protection is arranged and delivered, annually, from Glasgow School of Ballet premises.

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.

Data handling, monitoring and evaluation

Details of any incidents relating to safeguarding children and adults at risk are collated by the Senior Safeguarding Officer are kept securely locked and electronic safeguarding forms are stored in a password protected file.

Child and adult safeguarding records will be kept in line with Government policy.

- In England, Scotland and Wales, the file should be kept until the child is 25 (this is seven years after they reach the school leaving age) (Information and Records Management Society (IRMS), 2019).

Review of policy and procedures

The Policy is reviewed by the Senior Safeguarding Officer annually or more frequently in response to new legislation or where an incident has occurred that requires an adjustment to processes within.

A handwritten signature in black ink, appearing to read 'Gemma Lockhart', with a stylized, flowing script.

SENIOR SAFEGUARDING OFFICER

Gemma Lockhart RAD RTS
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Glasgow School of Ballet

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