

Previous version:	May 2023
This version:	October 2024  References to equality updated throughout document to equity. Small formatting and text updates for clarity In procedures: updated Keeping Children Safe in Education to most recent published guidance. Updated wording to include exploitation alongside abuse and neglect. Reference to PG Course leaders added in groups of staff. Other additions marked in yellow below
Lead contact:	Laura Naldrett, Head of HR

## I. Safeguarding Policy and Reporting Procedures

### The Place's commitment to Safeguarding

Safeguarding Children is 'everyone's responsibility. Accordingly, The Place is committed to playing its role in providing help and support to meet the needs of children as soon as problems emerge – as well as in protecting children from maltreatment, inside or outside the home and online

We will adhere to our statutory Safeguarding duties, engage with Safeguarding partners in the community and strive to follow best practices in our work

We also have processes in place to offer appropriate advice and support to our Adult Participants who may be experiencing or at risk of abuse

Our approach to Safeguarding is informed by our commitment to equity. None of our participants should be disadvantaged because of a protected characteristic they hold (Equality Act 2010). We furthermore recognise the harm that racism and other forms of prejudice and discrimination can cause to individuals and groups.

### Whistleblowing

Staff can raise concerns about the use of The Place's Safeguarding Policy and Procedures through its [Whistleblowing Procedure \(Raising Concerns at The Place Guidelines\)](#). Concerns will be treated seriously and sensitively. Every effort will be made to maintain the confidentiality of Staff Members raising concerns.

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## **The Place Safeguarding Policy**

### **1. About this policy**

This Policy **should be read alongside its accompanying documents**

- II. The Place Organisational Safeguarding Practices
- III. The Place Safeguarding Appendices
- IV. The Place Safeguarding Reporting Procedures Flowcharts

### **2. Key contacts**

An up-to-date list of The Place's Senior Safeguarding Officer and Deputy Safeguarding Officers can be found by clicking [here](#)

### **3. Policy Scope**

This Safeguarding Policy:

- a. Defines Key Terms used within this Policy and the above documents
- b. Details example areas of The Place's activity where Safeguarding Concerns may arise
- c. Details the Safeguarding responsibilities of different staff roles within The Place
- d. Details how The Place's Safeguarding Policy and Procedures will be promoted
  - Lists associated The Place and London Contemporary Dance School Policies and Procedures
  - Lists core relevant Safeguarding legislation and guidance

### **4. Key Terms**

- a) A 'Staff Member' or 'Member of Staff' is a person who comes into direct contact with Children and Adults through their work with The Place, whether on a permanent, fixed term or casual basis. This includes freelance dance artists and volunteers
- b) A 'Child' is a person under 18 years of age
- c) An 'Adult' is a person over 18 years of age
- d) An 'Adult at Risk' is a legal definition for an Adult who
  - has needs for care and support
  - is experiencing, or is at risk of, abuse or neglect

- 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

Any Adult can become an Adult at Risk during their life

- e) A 'Safeguarding Concern' is
- any concern about the welfare of a Child or
  - a concern that a Child or Adult may be experiencing, or at risk of, harm because of abuse, neglect (including child-on-child abuse) and/or exploitation

Advice should be urgently sought from a Safeguarding Officer in the event of Safeguarding Concerns pertaining to non-recent ('historic') abuse, neglect and/or exploitation.

- f) 'Child-on-child abuse' is abuse perpetrated by a Child towards another Child. See **Appendix J** for further information

- g) A 'disclosure' is when an Adult or Child tells another person that they or someone else may be experiencing abuse, neglect and/or exploitation. See **Appendix H** for guidance on responding to disclosures.

- h) A 'Participant' is an Adult or Child engaged in a programmed learning activity or planned event with The Place. This includes Participants engaged directly through The Place or through a Partner Organisation. 'Participants' include London Contemporary Dance School (LCDS) Students

- i) 'Partner Organisations' include but are not limited to
- Schools
  - Dance groups
  - Other dance organisations or companies
  - Charities and other organisations working alongside The Place to deliver activities to Participants

- j) 'Children's Social Care Team' and 'Adult Social Care Team' are generic terms used to describe parts of a Local Authority who respond to Safeguarding Concerns related to Children or Adults

- k) In this Policy and its associated documents '**Safeguarding**' (upper case S) will generally be used to refer to how a specific Safeguarding Concern is responded to. **Safeguarding** also refers to Safeguarding Practices detailed in the accompanying document 'IV The Place Organisational Safeguarding Practices'

- l) "**safeguarding**" (lower case s) will generally refer to the practices and culture intended to create a healthy and supportive environment for Participants

- m) Safeguarding in both senses intends to provide help and support to meet the needs of children as soon as problems emerge and protect them from maltreatment, inside or outside the home and online

## 5. Areas of The Place's activities where Safeguarding Concerns may arise

Areas where safeguarding concerns may arise include:

Dance or other creative activities run or jointly run by The Place, whether Participants are engaged directly through The Place or a Partner Organisation

- a) Offsite and online (when Staff Members are engaging with Participants who are elsewhere)
- b) In the provision of educational and support services to Students enrolled with London Contemporary Dance School

## 6. Staff roles and responsibilities under this Policy

Staff Member	Responsibilities
All Staff Members	<ul style="list-style-type: none"><li>• To read and follow The Place's Safeguarding Policies and Procedures, seeking clarification if needed</li><li>• To attend CPD Safeguarding Policy training offered by The Place. To also attend Introductory Safeguarding training if working unsupervised with Children</li><li>• To report any Safeguarding Concern in line with The Place's relevant Child and Adult Reporting Procedures</li><li>• To follow Organisational Safeguarding Practices relevant to their area of work</li><li>• To disclose circumstances outside of their work with The Place which may call into question their suitability to work directly with Participants</li></ul> <p>Examples include being convicted of a criminal offence, being under police investigation or being subject to the misconduct procedures of another employer</p>
Senior Safeguarding Officer	<ul style="list-style-type: none"><li>• To Chair The Place's Safeguarding Committee<ul style="list-style-type: none"><li>• To ensure all Staff Members have access to The Place's Safeguarding Policy and Procedures and that these are promoted within the organisation</li><li>• To ensure all Staff Members are provided with Safeguarding training appropriate to their role</li><li>• To ensure that Organisational Safeguarding Practices, for which they are responsible, are followed</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>• To fulfil specified role within The Place's Safeguarding Children and Safeguarding Adults Reporting Procedures. This may include liaison with, and referral to, Children's and Adult Social Care Teams and sharing information with Partner Organisations as appropriate</li> <li>• To appoint an alternative Deputy Safeguarding Officer (DSO) to respond to a Safeguarding Concern, if there are concerns about a DSO's conduct relevant to the Concern</li> <li>• To follow responsibilities laid out in The Place's Organisational Safeguarding Practices document</li> <li>• To follow "Procedure in response to concerns about the conduct of Participant or member of staff, relevant to a Safeguarding Concern or their suitability to work with Children or Adults at Risk" (<b>Appendix A</b>) where this applies</li> <li>• To ensure that guidance is sought and followed from the relevant Children's Social Care Team if there may be a risk to a third-party Child</li> </ul> <p>This includes an awareness that a Child may be witnessing the ill-treatment of others particularly relevant when children see, hear or experience domestic abuse and its effects</p> <ul style="list-style-type: none"> <li>• To securely store information related to Safeguarding Concerns raised within the organisation as well as breaches of The Place's Safeguarding Policy and Procedures</li> <li>• To engage as a representative of The Place with relevant Safeguarding partners in the community</li> <li>• To regularly review and update The Place's Safeguarding Policy and Procedures, ensuring these are in line with statutory requirements and relevant guidelines</li> <li>• To attend Designated Safeguarding Lead Training</li> </ul>
Deputy Safeguarding Officers (Children)	<ul style="list-style-type: none"> <li>• To act as a member of The Place's Safeguarding Committee</li> <li>• To act as a first point of contact to Staff Members with Safeguarding Concerns about Children</li> <li>• To attend Designated Safeguarding Officer training</li> <li>• To fulfil specified role within The Place's Safeguarding Children and Safeguarding Adults Reporting Procedures. This</li> </ul>

	<p>may include liaison with Children's Social Care Teams and sharing information with Partner Organisations as appropriate</p> <ul style="list-style-type: none"> <li>• To ensure that The Place's Organisational Safeguarding Practices for which they are responsible are followed</li> <li>• To ensure that potential risks to a third-party Child are reported immediately to the Senior Safeguarding Officer</li> </ul> <p>This includes an awareness that a Child may be witnessing the ill-treatment of others particularly relevant when children see, hear or experience domestic abuse and its effects</p> <ul style="list-style-type: none"> <li>• On occasion and with prior agreement to Deputise for the Senior Safeguarding Officer</li> <li>• To conduct Safeguarding Risk Assessments for all activities involving Children</li> </ul>
<p>Deputy Safeguarding Officers (Adults)</p> <p>and</p> <p>Deputy Safeguarding Officers (LCDS)</p>	<ul style="list-style-type: none"> <li>• To act as a first point of contact to colleagues with Safeguarding Concerns about Adult Participants in their areas of activity</li> <li>• To act as a member of The Place's Safeguarding Committee</li> <li>• To attend Designated Safeguarding Officer training</li> <li>• To fulfil specified role within The Place's Safeguarding Adults Reporting Procedures. This may include liaison with Adult Social Care Teams and sharing information with Partner Organisations where appropriate</li> <li>• To ensure that The Place's Organisational Safeguarding Practices for which they are responsible are followed <ul style="list-style-type: none"> <li>• To report any concerns to the Senior Safeguarding Officer if there may be a risk to a third-party Child</li> </ul> </li> </ul> <p>This includes an awareness that a Child may be witnessing the ill-treatment of others particularly relevant when children see, hear or experience domestic abuse and its effects</p> <ul style="list-style-type: none"> <li>• On occasion and with prior agreement to Deputise for the Senior Safeguarding Officer</li> </ul> <p>To conduct Safeguarding Risk Assessments for all activities involving Children</p>

LCDS Unit Leaders, Year Group Coordinators and PG Course Leaders	<ul style="list-style-type: none"> <li>• To act as a first point of contact to colleagues with Safeguarding Concerns about LCDS Students</li> <li>• To follow specified role within The Place's Safeguarding Adults Reporting Procedure</li> <li>• To conduct Safeguarding Risk Assessments for all activities involving Children</li> </ul>
LCDS Director of Undergraduate/ Postgraduate Programmes	<ul style="list-style-type: none"> <li>• To undertake the role of LCDS Unit Leader or Year Group Coordinator, within The Place's Safeguarding Adults Reporting Procedure, in their absence or if there are concerns about the conduct of these members of staff relevant to the Safeguarding Concern</li> </ul>
LCDS Director of Registry and Student Wellbeing	<ul style="list-style-type: none"> <li>• To ensure that Safeguarding Concerns about LCDS Adult Students are responded to in line with the Safeguarding Adults Reporting Procedures</li> </ul>
The Place's Duty Director	<ul style="list-style-type: none"> <li>• To be contactable out of hours when the Senior Safeguarding Officer is not available to receive information from a Deputy Safeguarding Officer about a Safeguarding Concern</li> </ul>

## 7. How The Place's Safeguarding Policy and associated documents will be promoted

- a) In the induction packs provided to new members of staff  
On The Place's internal website  
During internal Safeguarding Training offered to Staff Members
- b) In the Staff Newsletter

## 8. Related [Policies and Procedures](#) – The Place

- a) DBS Policy  
Staff Disciplinary Policy
- b) Grievance Procedure  
Equity and Inclusion Principles  
Prevention of Bullying, Harassment and Sexual Misconduct Policy
- c) Privacy, Data Protection, and Information Security Policy
- d) Online Classes - Safe practice at home check list  
Health and Safety Policy
- e) Participant Code of Conduct (**Appendix I**)

## 9. Related [Policies and Procedures](#) - London Contemporary Dance School

- a) Policy on Personal Relationships

- b) Under 18 Policy

**10. Core legislation and guidance – Safeguarding and work with Children**

- a) [Children Act 1989](#)
- b) [Safeguarding Vulnerable Groups Act 2006](#)
- c) [Working Together to Safeguard Children 2023](#)
- d) [Department for Education – Keeping Children Safe \(non-statutory guidance\)](#)
- e) [Human Rights Act 1998 \(Being subject to harassment, violence or abuse may breach children’s rights under Human Rights Act\)](#)
- f) [Managing Allegations Against Staff and Volunteers & LADO - Camden Safeguarding Children Partnership](#)

**11. Core legislation and guidance – Safeguarding and work with Adults**

- a) [Care Act 2014](#)
- b) [Safeguarding Vulnerable Groups Act 2006](#)
- c) [Department of Health and Social Care – Care and support statutory guidance](#)