

# DANCEEAST

## SAFEGUARDING POLICY

<b>Policy Written By</b>	<b>Review / Amend Date</b>	<b>Next Review Date</b>
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# DANCEEAST

## QUICK SAFEGUARDING REFERENCE GUIDE

**Is the person in immediate danger?**




Contact **Customer First - 0808 800 4005** (or 999 in an emergency). If you are unsure, speak to the Safeguarding Officer.

If you cannot reach designated DanceEast staff and need immediate guidance, the NSPCC helpline is 0808 800 5000, or the NSPCC Whistleblowing Advice Line on 0800 028 0285 for incidents/concerns about safeguarding practices.

Safeguarding Officer:  
Tom Bowes, [safeguarding@danceeast.co.uk](mailto:safeguarding@danceeast.co.uk) 01473 295233 / 01473 295230

Deputy Safeguarding Officers:  
Daisy Wyatt, [safeguarding@danceeast.co.uk](mailto:safeguarding@danceeast.co.uk) 01473 295246 / 01473 295230  
Noora Kela, [safeguarding@danceeast.co.uk](mailto:safeguarding@danceeast.co.uk) 01473 295234 / 01473 295230  
Bill Armitage, [safeguarding@danceeast.co.uk](mailto:safeguarding@danceeast.co.uk) 01473 295230

Board Safeguarding Lead:  
Fleur Derbyshire-Fox, [board.safeguarding@danceeast.co.uk](mailto:board.safeguarding@danceeast.co.uk) / 01473 295230

You are approached by a young or vulnerable person with a disclosure that they are being harmed or abused.	You have concerns that a child or vulnerable adult is or may be subject to abuse or harm.	You have concern about the behaviour of a member of staff or other volunteer within DanceEast.
		
Stay calm and keep an open mind. Don't promise to keep information secret. Make it clear that you have a duty to pass it on. Record the information you are provided with and pass on to one of the Safeguarding Officers (within 24 hours) who will decide what further action might be needed. This information is likely to be passed on to an external agency and should include a record of the time, date and persons present. Don't question the individual except to clarify what they are saying	Make a written and dated note of any observations. Inform one of the Safeguarding Officers as soon as possible and within 24 hours, who will investigate and make any necessary referrals.	If the behaviour of a member of staff or other person is potentially threatening the well-being of a child or vulnerable adult, you must report your concerns to one of the Safeguarding Officers. Any allegations concerning a member of staff will be passed to the Senior Manager with responsibility for HR who will decide on further action.  If the concern is about a Safeguarding officer, a completed Safeguarding Form must be emailed to the Board Safeguarding Lead: <a href="mailto:board.safeguarding@danceeast.co.uk">board.safeguarding@danceeast.co.uk</a>

**Always report to a Safeguarding Officer and complete a Safeguarding Form available from [danceeast.co.uk/safeguarding](http://danceeast.co.uk/safeguarding) and email to [safeguarding@danceeast.co.uk](mailto:safeguarding@danceeast.co.uk) within 24 hrs.**

# DanceEast Safeguarding Policy

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# DanceEast Safeguarding Policy

## Section 1

### Introduction:

DanceEast recognises that the term ‘young people’ has no legal basis but employs this term to refer to anyone under the age of 19 with whom the organisation works. Within the age range covered by the term ‘young people,’ appropriate responses will be different depending upon the actual age of the individuals involved.

DanceEast recognises that the term ‘vulnerable persons’ has no legal basis but employs it to refer to anyone who through circumstance, situation or mental or physical ability may be at an increased risk of abuse or maltreatment.

DanceEast recognises that the needs of young people are not necessarily the needs of vulnerable persons or vice versa. DanceEast also recognises the need to tailor its response in a manner appropriate to the situation for young people or vulnerable persons and will take into consideration the different ages and needs of each group.

DanceEast maintains that all people, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse, and that some children/adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

DanceEast has produced a combined Safeguarding Policy for young people and vulnerable adults because the process of risk assessment and the development of appropriate responses, although resulting in different outcomes, should follow the same framework. It is a privilege to work with young people and vulnerable people; it is also a great responsibility. Parents / carers and family members trust us to look after their young and vulnerable people, to care for them, give them leadership, and keep them safe.

DanceEast strives for best practice in all circumstances and with all groups and through this policy aims to safeguard everyone who is involved in DanceEast’s activities.

The following documents have been referred to in the review of this policy

- *Safeguarding for charities and trustees – Organisations that are registered charities must also follow guidance from the Charity Commission*
- *Department for Education – ‘Keeping children safe in out-of-school settings’*
- *Working together to safeguard children (2023) – statutory guidance on inter-agency working to safeguard and promote the welfare of children*
- *Keeping children safe in education (2023) – statutory guidance for schools and colleges on safeguarding children and safer recruitment*
- *The Care Act (2014) – sets out the legal framework for safeguarding adults*
- *Arts Council England's Safeguarding Policy for Grant Holders*

# DanceEast Safeguarding Policy

## **Titles used in documents**

### Group

10 or more young or vulnerable persons, based on DanceEast's recommended ratios of 1 adult:10 group members on site and a minimum 2 supervising adults off site, unless the needs of the group suggest a greater level of supervision is necessary.

### Leader

Anyone who has supervisory, organisational or decision-making responsibilities.

### Vulnerable Person

Anyone who through circumstance, situation or mental or physical ability may be at an increased risk of abuse or maltreatment either mentally or physically.

### Staff

Any full or part-time member of DanceEast staff, any freelancer, sessional worker or volunteer contracted to work for DanceEast or any sub-contractor.

### Safeguarding Officer

A member of staff who has suitable skill, knowledge and experience to act in the management and implementation of the DanceEast Safeguarding Policy in any event in which it is deemed appropriate.

### Young person

Anyone involved in project work with DanceEast under the age of 19.

### Regulated Activity

- a) Frequent unsupervised activities: teaching, training, instructing, caring for or supervising children and/or providing guidance on wellbeing.
- b) Frequent work for a limited range of establishments ('specified places'), with opportunity for contact: for example, washing, dressing, or health care provided - or supervised by - a professional.
- c) Frequent moderating of a public electronic interactive communication service likely to be used wholly or mainly by children.

Work under (a) and (b) is Regulated Activity only if done frequently. The managing/supervising of a person who is undertaking an activity within (a) or (b) would also be Regulated Activity, if they manage/supervise the individual on a frequent basis.

# DanceEast Safeguarding Policy

## Definitions of Abuse

### Abuse can be defined as:

An act of omission or commission judged by a mixture of community values and professional expertise to be inappropriate or damaging (see below).

### Sexual Abuse

Forcing or enticing a person to take part in sexual activities, whether or not they are aware of what is happening. May involve physical contact, penetrative or non-penetrative acts. Abuse may also result from allowing or encouraging someone to watch pornographic material or sexual acts.

### Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or causing any inappropriate discomfort.

### Emotional Abuse

Persistent ill treatment, which is likely to cause serious harm to a person's development or mental well-being. Abuse may involve conveying to individuals that they are worthless, unloved or inadequate.

### Neglect

The persistent failure to meet a person's basic physical and/or psychological needs, which is likely to result in the serious impairment of a person's health, development or well-being. Abuse may involve failure to provide or ensure appropriate access to food, shelter and clothing or to allow access to medical care or treatment.

Other recognised types of abuse are

### **Child Criminal Exploitation (CCE)**

Involves children being exploited for criminal purposes, such as drug trafficking or other illegal activities (e.g., county lines operations).

### **Child Sexual Exploitation (CSE)**

A specific form of sexual abuse where children are manipulated or coerced into sexual activity in exchange for something (e.g., gifts, money, affection).

### **Domestic Abuse**

Includes exposure to domestic violence or abuse in the home, recognised as a form of emotional abuse.

### **Radicalisation**

Recognised as a safeguarding incident/concern when individuals, particularly young people, are drawn into extremist ideologies or activities.

### **Modern Slavery and Trafficking**

Includes child trafficking and forced labour, increasingly recognised in safeguarding contexts.

## **DanceEast Safeguarding Policy**

### **Online Abuse**

Abuse facilitated by technology, including grooming, cyberbullying, and exposure to harmful content.

### **Peer-on-Peer Abuse (or Child-on-Child Abuse)**

Includes bullying, sexual violence, harassment, and other forms of harm inflicted by peers.

### **Self-Neglect (for vulnerable adults)**

A form of abuse recognised under adult safeguarding frameworks, involving a person failing to meet their basic needs.

# DanceEast Safeguarding Policy

## Policy Statement:

DanceEast's policy statement is designed to be a dynamic document and as such will be reviewed, and if necessary revised, each year. The omission or incompleteness of any element of the policy, guidance or required procedure in no way invalidates any other part of the policy.

- DanceEast is committed to the protection and safeguarding of all young and vulnerable people under its care during its activities.
- Safeguarding is everyone's responsibility. All staff must be vigilant and proactive in protecting the children, young people and vulnerable adults we work with from harm.
- Parents/carers and/or families will be informed of DanceEast's safeguarding procedures and given the opportunity to engage in safeguarding practices, including consent for media use and online participation.
- DanceEast recognises the growing importance of digital safeguarding and is committed to a culture of online safety. DanceEast will ensure that online platforms used for engagement are secure, reliable, and managed responsibly. This policy sits alongside DanceEast's Data Protection and Social Media Policies.
- DanceEast is committed to the provision of suitable and adequate supervision, support and training and to the provision of resources for those who work with young and vulnerable people.
- DanceEast will foster a culture of safeguarding where online/digital safety is an inherent part of activity planning and fully integrated into organisation wide safeguarding.
- DanceEast will facilitate the safe, responsible and respectful use of technology to support learning and engagement and undertakes to ensure that technology and systems used are reliable, secure and fit for purpose.
- To clarify what constitutes appropriate behaviour for staff and to provide guidance on avoiding situations in which a member of staff's actions may be misunderstood (this point covers the protection of young and vulnerable people and the protection of staff from false allegations)

*All DanceEast staff will be given a copy of the Employee Handbook together with DanceEast's Equal Opportunities Policy, Social Media Policy and Safeguarding Policy. Staff must agree to support the principles and guidance contained within these documents as a condition of their employment or engagement.*



# DanceEast Safeguarding Policy

## Section 2

### Good Practice Guidelines

#### DanceEast will ensure that:

- This Policy Statement is displayed on DanceEast premises at Jerwood DanceHouse and all staff will ensure that a copy is given to all partner organisations with which work is undertaken if requested. It can be viewed via the DanceEast website [www.danceeast.co.uk/safeguarding](http://www.danceeast.co.uk/safeguarding)
- Wherever practicable, staff will not be left alone with a young or vulnerable person. For example, in the instance of a potential disclosure
- If privacy or confidentiality are required, another member of staff should be told, doors should be left open and the member of staff and young or vulnerable person should be monitored periodically, the young or vulnerable person should be told about this arrangement
- Staff need to check that access to and from any buildings used for project work are safe and well lit
- That all staff carrying out Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act) have an enhanced DBS check that was issued within the previous two years, or subscribe to the DBS update service and provide identification number. Staff must provide original copies of DBS documentation, a form of photographic identification
- That staff receive appropriate levels of training in safeguarding young and vulnerable persons.

#### Staff responsibilities:

- All staff will treat all young or vulnerable people with respect and dignity and without discrimination
- All staff will use appropriate speech, tone of voice and body language to the setting they are working in
- The privacy of young or vulnerable people (e.g. when changing) will be respected
- All staff will refrain from any sexually suggestive comments, ridiculing, or rejection of a young or vulnerable person.
- All staff will avoid any form of inappropriate physical contact or behaviour (see Physical Feedback section) and exercise caution when comforting a distressed or injured young or vulnerable person
- Staff must maintain clear professional boundaries, and not invite a young or vulnerable person to a social event or to their home

## DanceEast Safeguarding Policy

- All staff will avoid engaging with young or vulnerable people via text/mobile phone calls/email/social media or equivalent unless absolutely necessary for example when referred to in a specific project agreement (see Section 5)
- *Staff must avoid one-to-one communication with young people, including emails, texts, and online messages. If such communication is necessary, it must include more than one staff member or be conducted in a group format to ensure transparency and accountability.*
- All staff will ensure that parents / carers know where the young or vulnerable people are, and will obtain written consent from parents / carers for non-routine events or visits.
- Staff must avoid giving lifts to children, young people, or vulnerable adults. If alternative transportation cannot be arranged and giving a lift is unavoidable, staff must ensure appropriate permissions are obtained by a parent/carer, the individual sits in the rear of the car, and a second staff member is present. Staff must have appropriate insurance in place, and are not covered by DanceEast's insurance for providing transport. Staff should seek approved transportation options whenever possible.

### Good Practice Amongst Staff

- Staff must support each other in their work with young and vulnerable people and encourage the use of the guidelines at all times
- If any member of staff has a concern about the behaviour or suitability of another member of staff they must speak, in confidence, to the designated Safeguarding Officer as soon as possible
- Members of the Creative Team should take opportunities to observe staff in activities with young and vulnerable people and discuss what they have observed with the Safeguarding Officer if appropriate
- Staff should accept such observation as part of DanceEast's commitment to safe and good quality activities with young and vulnerable people
- Staff carrying out Regulated Activity will undertake safeguarding training at least once every two years
- All staff working for DanceEast who will be carrying out Regulated Activity will be required to submit to an Enhanced DBS check. The DBS should be dated within two years or be registered for the online DBS update service. If any concerns or convictions are identified, continued employment will be subject to DanceEast's employment policy and terms and conditions of employment or engagement
- Where any form of abuse is suspected, wherever practicable DanceEast will continue to welcome the young or vulnerable person and their family to activities whilst investigations continue.

# DanceEast Safeguarding Policy

## Section 3

### The Selection of Staff and their Responsibilities

- DanceEast will recruit all staff following appropriate equal opportunity procedures.
- Interviews will be carried out by at least two members of staff (or appropriate personnel linked to DanceEast) and relevant questions regarding work with, experience of and attitudes to young and vulnerable people will be addressed to all candidates.
- Recent, relevant and reliable references will be sought for all staff covering the previous two years of employment asking about their suitability to work with young people, and vulnerable adults.
- An Enhanced DBS check (which may or may not include barred list check) will be sought for all newly appointed DanceEast employees carrying out Regulated Activity, which DanceEast arranges and pays for. Until these have been obtained the member of staff will not be allowed to work directly, or unsupervised with young or vulnerable people.
- An Enhanced DBS check (which may or may not include barred list check) will be sought from all freelancers; artists; and 'workers' carrying out Regulated Activity, which the freelancer/artist/'worker' arranges and pays for. Until these have been obtained the freelancers or artist will not be allowed to work directly, or unsupervised with young or vulnerable people.
- The roles of all staff must be established and clearly explained to them by the leader.
- Staff must not be expected to perform duties for which they do not have adequate skill, knowledge or experience.

# DanceEast Safeguarding Policy

## Section 4

### Procedures to Follow:

DanceEast is committed to the protection of young and vulnerable people from physical, sexual, emotional or other forms of harm and seeks to improve their well-being through any contact they have with the organisation. In order to achieve this, staff need to value young and vulnerable people and take time to communicate with them when they choose to express themselves concerning their experiences and concerns. It is important that all staff know how to respond if abuse is disclosed or suspected.

Staff shall:

1. Remain calm and in control
2. Understand carefully what has been communicated
3. Ask questions only for clarification
4. Not promise to keep it 'a secret'
5. Communicate that they will need to share the information with others, but explain that this will be with the Safeguarding Officer, and that they may pass this information on
6. Reassure the young/vulnerable person that they did the right thing
7. Make sure that the young or vulnerable person knows what will happen next
8. Make notes as soon as practicable afterwards using the young/vulnerable person's own words and wherever possible using the form shown at Appendix 1 and available from [www.danceeast.co.uk/safeguarding](http://www.danceeast.co.uk/safeguarding)
9. Speak to DanceEast's Safeguarding Officer as a matter of priority and as soon as is practicable, but always within 24 hours
10. In the case of an urgent incident/concern, the member of staff will communicate the matter as soon as possible, and complete the written report afterwards, and always within 24 hours.

If you are unable to use the Disclosure Form Appendix 1 or access the downloadable form from [www.danceeast.co.uk/safeguarding](http://www.danceeast.co.uk/safeguarding) please follow the guidelines below:

- a) Records should be made as soon as possible after the incident/concern is raised
- b) They should contain the date, time, people present, anything said (verbatim if possible) and any action taken, including whom the incident/concern was reported to and when
- c) Physical appearance or behaviour of the child or adult at risk should be recorded as factually accurately as possible
- d) Professional opinion should be set apart from factual observations and labelled as such. Judgmental language should be avoided.

## DanceEast Safeguarding Policy

### Subsequently:

- The Safeguarding Officer will investigate the issue and assess the level of risk of harm
- The Safeguarding Officer will seek advice from external agencies where required to inform decision making about the appropriate course of action to be taken, sharing necessary information as appropriate to best protect the child or adult at risk, with their consent wherever possible, unless this will delay or impede the investigation
- Where risk of harm or abuse is identified, DanceEast will take action to best protect the young or vulnerable person at risk. DanceEast will involve the young or vulnerable person in decision making and act with their consent where possible. The Safeguarding Officer will take action without consent where this is considered to be in the best interests of the young or vulnerable person, informing them of actions taken.
- The Safeguarding Officer is responsible for referring information to the statutory authorities (Social Care Services or Police)
- The details of the disclosure or concern must not be discussed with anyone other than the young or vulnerable person, the Safeguarding Officers and the statutory authorities. It may be necessary to inform other staff working directly with the young or vulnerable person, on a need-to-know basis.
- If the disclosure, or concern is about someone who works for DanceEast the person must be excluded from any activities involving young or vulnerable people until the matter has been investigated and resolved.
- If the disclosure or concern is about a Safeguarding Officer, the person reporting the incident/concern should contact the Safeguarding Lead of the DanceEast Board – [board.safeguarding@danceeast.co.uk](mailto:board.safeguarding@danceeast.co.uk).

# DanceEast Safeguarding Policy

## Section 5

### Digital Communication, Social Media and use of Mobile Phones

When working with young people and vulnerable adults:

- On no occasion should you engage in private messaging
- It is acceptable for you to set up a 'professional' social media account, separate from your 'personal' account, where more than one person should have access
- You should not offer out or accept requests to communicate with young people or vulnerable adults on any social networking platform
- You should not establish personal connections with young people, or vulnerable adults on any social media or digital platforms. If an employee is working with a child, young person, or vulnerable adult who they are already 'friends' with on social media or digital platforms (for example through family friendships), this must be disclosed to their line manager. Communication should continue to relate to the prior relationship rather than DanceEast activity
- When engaging in digital and direct communication with Children, Young People and Vulnerable Adults, staff must never initiate or maintain direct communication (via email, phone, text, or digital platforms) with a child, young person, or vulnerable adult without explicit parental/carer consent, ensuring that all communications are transparent, professional, and include a parent/carer copied on all correspondence or present during any interaction
- When instant messaging (such as WhatsApp) is essential for a project or Regulated Activity with children, young people, and vulnerable adults, communication must be conducted on DanceEast-owned devices and phone numbers, with a group chat formed that includes at least two DanceEast staff members to moderate. Full parental/carer consent must be obtained (including permission for sharing contact details with the other children, young people and vulnerable adults), and upon completion of the activity, all participants will leave the chat and the group will be immediately deleted.
- All participants complete an appropriate and detailed Media Consent form for all activities.

Further details on acceptable use of social media can be found in the DanceEast Social Media Policy. Any breach of this Policy may result in disciplinary action up to and including dismissal.

## DanceEast Safeguarding Policy

### Online Platforms (Video Messaging & Conferencing e.g. Zoom / Teams)

This statement provides safeguarding guidance for all digital interactions, including online video messaging and conferencing platforms (such as Zoom and Microsoft Teams), to ensure the protection, safety, and professional conduct of young people, and vulnerable adults during digital engagement. These guidelines are designed to prevent potential risks, maintain professional boundaries, and create a safe virtual environment. This statement provides safeguarding guidance to those creating and managing online content (staff), as well as those interacting with it (participants, etc.). This guidance adheres to procedures around Professional Conduct and Bullying.

#### DanceEast Staff (and Contractors )

Staff will behave in a professional manner at all times, ensuring their workspace is neutral and nothing inappropriate can be seen or heard in the background.

At all times, staff must only interact with users in a visible manner:

- Staff are not permitted to take part in private messaging with young people and vulnerable adults.
- Staff are not permitted to conduct one-to-one live classes/sessions with young people and vulnerable adults. There should be at least two staff members present in the online session.

All staff members have a duty of care to safeguard all participants through online platforms. If any incidents/concerns are raised, DanceEast safeguarding procedures must be followed.

#### *Students and Parents/Carers*

- Users must have permission from parents/carers to take part in any online session provided by DanceEast
- During live sessions, parents/carers are responsible for chaperoning users and must oversee their safety.
- Users may be asked if permission to access the session is given by a parent/carer, if so, a parent/carer must provide visual approval.
- Interaction with all participants during live online platforms must, at all times, be kind and considerate, and bullying behaviour will not be condoned. If behaviour and actions by a user is deemed inappropriate, their involvement will be terminated immediately.
- Users are not allowed to message any DanceEast staff or other users privately during the live session.
- All commenting must remain public to both users and staff managing the live session.
- Some online platforms are age restrictive, in this instance parents/carers should manage the controls of this and advise their young person if they are allowed to access the service.

# DanceEast Safeguarding Policy

## Section 6

### Physical Feedback

DanceEast recognises that dance is a physical skill where appropriately used touch can support learning. This statement provides guidance for staff, participants, and parents/carers about physical feedback during activities.

When providing physical feedback, staff must ensure touch is:

- **Necessary:** Use physical feedback only when demonstration or verbal instruction is inadequate
- **Permitted:** Seek explicit consent before any physical contact
- **Clear:** Explain the precise purpose and method of touch
- **Contextual:** Provide rationale for physical guidance
- **Respectful:** Allow participants to refuse physical feedback
- **Emotionally Aware:** be calm and professionally composed when providing physical guidance
- **Safe:** Avoid unsafe physical positioning
- **Considerate:** Recognise and respect individual boundaries

Staff should consider principles around consent for physical feedback, including;

- Consent must be freely given
- Consent is specific to each instance
- Consent can be withdrawn at any moment
- Non-verbal cues are as important as verbal responses

Participants have the right to:

- Refuse physical feedback at any time
- Feel safe and comfortable during activities
- Ask questions about physical feedback
- Communicate their personal boundaries



# DanceEast Safeguarding Policy

## Section 7

### Key Personnel Contact Details

#### DanceEast Safeguarding Officer

- Head of Creative Programmes – Lucy Bayliss  
Email: [safeguarding@danceeast.co.uk](mailto:safeguarding@danceeast.co.uk)  
Telephone Number: 01473 295233 / 01473 295230

#### DanceEast Deputy Safeguarding Officers

- Producer for Children & Young People – Tom Bowes  
Email: [safeguarding@danceeast.co.uk](mailto:safeguarding@danceeast.co.uk)  
Telephone Number: 01473 295246 / 01473 295230
- Centre for Advanced Training Officer – Noora Kela  
Email: [safeguarding@danceeast.co.uk](mailto:safeguarding@danceeast.co.uk)  
Telephone Number: 01473 295234 / 01473 295230
- Head of Operations & Resources – Bill Armitage  
Email: [safeguarding@danceeast.co.uk](mailto:safeguarding@danceeast.co.uk)  
Telephone Number: 01473 295235 / 01473 295230
- Mobile Number: Contact out of hours can be made through Box Office at the Jerwood DanceHouse - 01473 295230

#### DanceEast Board Safeguarding Lead

- Fleur Derbyshire-Fox  
Email: [board.safeguarding@danceeast.co.uk](mailto:board.safeguarding@danceeast.co.uk)  
Telephone number: 01473 295230 (ask for the Board Safeguarding Lead to be notified of the incident/concern)

DanceEast, Jerwood DanceHouse, Foundry Lane, Ipswich, Suffolk, IP4 1DW

This policy will be reviewed annually.

## DanceEast Safeguarding Policy

### Safeguarding Policy Acknowledgement

I, [Name] \_\_\_\_\_, acknowledge receipt of the DanceEast Safeguarding Policy (March 2025). I confirm that I have read, understood, and agree to adhere to the principles, guidance, and procedures outlined within the policy. I understand my responsibility to prioritise the safeguarding and wellbeing of young people and vulnerable adults in all aspects of my work.

I acknowledge my duty to:

- Maintain professional boundaries and comply with DanceEast's safeguarding procedures, including reporting incidents/concerns promptly to the Designated Safeguarding Officers.
- Act in accordance with current safeguarding legislation and best practice, including *Keeping Children Safe in Education (2024)*, *Working Together to Safeguard Children (2023)*, and *The Care Act 2014* (for safeguarding vulnerable adults).

Signed:

Position:

Date:

# DanceEast Safeguarding Policy

## APPENDIX 1. SAFEGUARDING INCIDENT REPORT FORM

This form must be completed to record any safeguarding concerns, disclosures, or incidents involving children, young people, and vulnerable adults.

DanceEast's Safeguarding Policy can be accessed here: [www.danceeast.co.uk/safeguarding](http://www.danceeast.co.uk/safeguarding)

### Instructions for Completing This Form

- Complete all sections as accurately and thoroughly as possible, completing the details and information you have.
- Use factual, objective language and avoid assumptions.
- Email the completed form to [safeguarding@danceeast.co.uk](mailto:safeguarding@danceeast.co.uk) immediately.
- If the matter is urgent, contact a DanceEast Safeguarding Officer immediately by phone (calling DanceEast's Box Office 01473 295230), followed by submission of this form.

Details of the person reporting the incident/concern <i>(The reporter is the person completing this form.)</i>	
Name	
Organisation (if applicable)	
Role/Position (if applicable)	
Contact Telephone	
Email	

Details of the person(s) you suspect to be at risk of harm/abuse	
Name	
Age (If not known, please indicate if you believe them to be under 18 years)	
Address (if known)	
Phone Number (or parent/carer phone number if under 18 years)	
Email Address (or parent/carer email address if under 18 years)	
Parent/Carer Name (if applicable)	

Details of the Incident/Concern	
Tick the box of the appropriate option below:	
<input type="checkbox"/>	The individual concerned disclosed the incident or harm directly to me.
<input type="checkbox"/>	I witnessed or suspect harm, signs of abuse, or concerning behaviour.
<input type="checkbox"/>	A DanceEast staff member/volunteer is suspected of causing harm or abuse.
Other, please specify:	

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Person Alleged to Be Causing Harm/Abuse (if applicable)	
Name	
Organisation (if applicable)	
Role/position (if applicable)	
Relationship to the Individual Concerned (if known)	
Any additional information (e.g., contact details, involvement in DanceEast activities)	

Details of the Incident/Concern	
Date of Incident/Concern	
Time Incident/Concern	
Location of Incident/concern (if applicable) (address, studio/room, location)	
Describe what happened (Provide detailed, factual observations without assumptions or subjective opinions.)	

Observations (if applicable)	
Physical appearance or injuries (if observed) <i>(Describe size, location, colour, etc., as factually as possible.)</i>	
Behavioural signs (if observed) <i>(E.g., withdrawn, anxious, aggressive, etc.)</i>	
Any additional information	

Reporter's Declaration	
I confirm that the information provided in this form is accurate to the best of my knowledge and has been completed in line with DanceEast's Safeguarding Policy.	
Reporter's Name/Signature	
Date	

Please email this report to [safeguarding@danceeast.co.uk](mailto:safeguarding@danceeast.co.uk)

## DanceEast Safeguarding Policy

### APPENDIX 2. Recognising Signs of Abuse in Young People

This table highlights the key forms of abuse, their definitions, and indicators as outlined in UK safeguarding guidance, including Keeping Children Safe in Education (2024).

Type of Abuse	Definition	Indicators
<b>Physical Abuse</b>	Inflicting physical harm, such as hitting, shaking, burning, or suffocating, or inducing illness deliberately.	Unexplained injuries, inconsistent explanations, shrinking from physical contact, aggression, over-compliant behaviour, fear of parents being contacted, or running away.
<b>Sexual Abuse</b>	Forcing or enticing participation in sexual activities, including exposure to inappropriate material or acts.	Bruising in genital areas, inappropriate sexual awareness, refusing contact with certain people, aggression, withdrawal, or pregnancy in young people.
<b>Emotional Abuse</b>	Persistent maltreatment causing severe adverse effects on emotional development.	Continual self-deprecation, depression, withdrawal, inappropriate emotional responses, self-harm, eating disorders, compulsive stealing, obsessive behaviours, or social isolation.
<b>Neglect</b>	Persistent failure to meet a child's basic physical and/or psychological needs, leading to impairment of health or development.	Hunger, poor hygiene, inappropriate clothing, frequent lateness or absence, untreated medical issues, social withdrawal, compulsive stealing, or extreme tiredness.
<b>Child Sexual Exploitation (CSE)</b>	Manipulation or coercion of a child into sexual activity in exchange for something (e.g., gifts, money, affection).	Inappropriate relationships, unexplained gifts, withdrawal from family, sexually transmitted infections, or truancy from school.
<b>Child Criminal Exploitation (CCE)</b>	Exploitation of children for criminal purposes, such as drug trafficking (e.g., county lines).	Missing school, unexplained money or possessions, association with gangs, or sudden changes in behaviour.
<b>Domestic Abuse</b>	Exposure to domestic violence or abuse in the home.	Low self-esteem, fear of intervention, physical injuries, isolation from friends and family, or verbal abuse and humiliation.
<b>Online Abuse</b>	Abuse facilitated by technology, such as grooming, cyberbullying, or exposure to harmful content.	Sudden withdrawal from online activity, secrecy around technology use, distress after using the internet, or being overly trusting of strangers online.
<b>Radicalisation</b>	Drawing individuals into extremist ideologies or activities.	Isolation, low self-esteem, victim of bullying, family tensions, interest in violence-glorifying content, or political grievances.
<b>Peer-on-Peer Abuse</b>	Abuse between children, such as bullying, harassment, or sexual violence.	Physical injuries, withdrawal, avoidance of peers, aggression, or signs of self-harm.

## DanceEast Safeguarding Policy

### APPENDIX 3. Recognising Signs of Abuse in Vulnerable Adults

This table outlines the main forms of abuse affecting vulnerable adults, based on The Care Act (2014) and safeguarding best practice.

Type of Abuse	Definition	Indicators
<b>Physical Abuse</b>	Inflicting harm through hitting, biting, scalding, or excessive restraint.	Unexplained injuries, inconsistent explanations, signs of malnutrition, or subdued behaviour in the presence of certain people.
<b>Sexual Abuse</b>	Non-consensual sexual activity, including touching, rape, or exposure to sexual acts.	Bruising in genital areas, inappropriate sexual behaviour, withdrawal, or difficulty walking or sitting.
<b>Psychological or Emotional Abuse</b>	Intimidation, coercion, humiliation, or enforced social isolation.	Withdrawal, low self-esteem, tearfulness, changes in appetite, or distress in the presence of specific individuals.
<b>Neglect or Self-Neglect</b>	Failing to meet basic needs, either by caregivers or through self-neglect.	Poor hygiene, malnutrition, untreated medical issues, or unsafe living conditions.
<b>Domestic Abuse</b>	Abuse within intimate or family relationships, including coercive control or violence.	Fear of intervention, physical injuries, isolation from friends and family, or limited access to financial resources.
<b>Financial or Material Abuse</b>	Theft, fraud, or exploitation of financial resources.	Missing possessions, unexplained lack of money, unpaid bills, or disparity between lifestyle and financial resources.
<b>Modern Slavery and Trafficking</b>	Exploitation through forced labour, trafficking, or servitude.	Fearfulness, reluctance to speak, working in unsafe environments, or malnutrition.
<b>Discriminatory Abuse</b>	Unequal treatment based on protected characteristics (e.g., age, disability, sexual orientation).	Exclusion from services, demeaning language, or lack of appropriate care provision.
<b>Organisational Abuse</b>	Neglect or poor care practices within institutions.	Lack of personal care, restricted communication, inappropriate use of medication, or unsafe living conditions.

# DanceEast Safeguarding Policy

## APPENDIX 4: Capturing, Storing, and Sharing Images

DanceEast is committed to safeguarding young and vulnerable people when capturing, storing, and sharing digital images (photos or videos). This guidance ensures compliance with UK safeguarding guidance, GDPR, and best practice.

### Capturing Images

- Images must only be captured on DanceEast-owned devices. Personal devices (e.g., phones or cameras) must not be used.
- Media/Photo Consent:
  - Obtain written consent from parents/carers for young people or directly from vulnerable adults where appropriate.
  - Standard media consent allows DanceEast to use images internally, on DanceEast’s platforms, and in print and publicity. Consent must also be obtained for sharing with external organisations or partners.

### Storing Images

- Secure Storage Only:
  - Store all images on DanceEast servers or approved platforms
  - Do not store images on personal devices or unapproved platforms.
- Follow GDPR:
  - Images must only be accessible to authorised staff.
  - Keep images only as long as necessary, in line with DanceEast’s data retention policy.
- Professional Photographers or Filmmakers:
  - Must be suitably trained and/or hold relevant qualifications or experience, and knowledge of working with young and vulnerable people.
  - Must have secure systems to store and safeguard images.

### Sharing Images

- Restricted Sharing:
  - Images must not be shared with external organisations, or outside DanceEast without consent.
  - Artists or staff must not capture, store or post images on personal devices, accounts, or platforms (e.g., social media).
- Publishing Images:
  - Do not include full names or identifying details when publishing images of young and vulnerable people.
  - Ensure all public use aligns with the consent provided.

Action	What to Do
Use of Devices	Only use DanceEast-owned devices. Do not use personal devices.
Consent	Always obtain written consent from parents/carers or the vulnerable adult.
Storage	Store images securely on DanceEast servers or approved platforms. Never store them on personal devices.
Sharing	Obtain consent for use. Do not allow images to be stored or shared by artists or staff outside DanceEast platforms.
Publishing	Do not use full names or details that identify individuals.