

Anne Samson School of Ballet

Policy and Procedure for Safeguarding and the Protection of Children, Young People and Vulnerable Adults

1. Purpose

This Safeguarding and Protection of Children, Young People and Vulnerable Adults Policy¹:

- Expresses **Anne Samson School of Ballet** commitment to protecting the children, young people and vulnerable adults² who attend its classes and activities
- Provides staff and volunteers with clear guidance on how to recognise and respond to suspected or confirmed cases of abuse
- Details the procedures for reporting and referring concerns to the appropriate agencies or authorities as required
- Meets the requirements of membership of the Royal Academy of Dance

2. Scope

Anne Samson School of Ballet Safeguarding and Protection Policy is guided by the Children's Act 2014, which provides the legislative framework for child protection in New Zealand. The key principle of the Act is that the wellbeing and best interests of children are always the paramount consideration.

This policy applies to:

- All staff (paid or voluntary), including students on placement, visitors, contractors³
- The students that **Anne Samson School of Ballet** provides activities for and their family, caregivers or guardians
- Visitors
- Anyone working on behalf of Anne Samson School of Ballet
- Laura Semple, Sheila Manlunas

Policy Statement

¹ To be referred to as the Safeguarding and Protection Policy from here on

² To be referred to as children/child from here on

³ To be referred to as staff from here on

Anne Samson School of Ballet is a dance-based studio providing classes in ballet and contemporary dance to children, young people and adults.

Ensuring the safety and wellbeing of children is our primary concern.

We are committed to:

- Protecting children regardless of age, disability, gender, race, religious belief, sexual orientation or identity
- Maintaining focus on a child's best interests when responding to suspected or confirmed abuse
- Recognising the importance of family and their right to participate in decisions made about their child, unless this would result in an increased risk of harm
- Encouraging anyone to report suspected or confirmed child abuse to NZ Police or Tamariki as guided by Anne **Samson School of Ballet** Safeguarding and Protection Policy.

Anne Samson School of Ballet is responsible for maintaining a workable and robust Safeguarding and Protection Policy with information, tools and support in order to:

- Ensure the safety and wellbeing of children is considered in all aspects of the business
- Provide a Safeguarding Culture for both children and staff
- Ensure staff can effectively respond and report concerns
- Promote a culture where all staff feel confident to challenge poor practice and raise issues of concern
- Educate staff in Safeguarding at induction and annually ongoing
- Create opportunities for staff to be trusted points of contact and positive role models for children who take part in activities
- Comply with applicable current legislation and always implement best practice
- Assign a qualified Designated Person for Safeguarding in the workplace
- Adopt a Safeguarding Culture through ongoing discussions, training, awareness raising for staff, volunteers, children and families
- Recruit staff and volunteers safely ensuring all necessary checks are completed before starting work with children
- Share information about safeguarding with children, parents and staff
- Share information about concerns with agencies who need to know, involving parents and children appropriately
- Providing supportive and effective management for staff through induction, supervision, support and training

5. Procedures

5.1. Designated Person for Safeguarding

Anne Samson School of Ballet will have a Designated Person for Safeguarding⁴ in place. Our Designated Person is:

- Shelley Gapes - Please contact (Shelley Gapes 0224249435 or email gapeskool@gmail.com) with any issues relating to a child's safety, wellbeing or for guidance regarding the organisation's Safeguarding and Protection Policy

Staff will consult with the Designated Person prior to taking any action if they have concerns or if concerns are brought to their attention Designated Person responsibilities:

- Promote a Safeguarding Culture within the organisation
- Be prepared to be the first point of contact for anyone to contact you with concerns for themselves or others

⁴ To be referred to as the Designated Person from here on

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- Advise and support a staff member who has or is notified of concerns
- Identify any barriers to implementation and compliance with the Safeguarding and Protection Policy and remedy these as required
- Ensure the Safeguarding and Protection Policy and supporting documentation is made available to all staff at induction
- Make the Safeguarding and Protection Policy available to families or children on request and via our website/Facebook page
- Ensure all staff receive annual training on Safeguarding and Protection
- Notify relevant agencies if a child is suffering from suspected or actual abuse or neglect
- Keep up to date with local and RAD information and communicate updates to staff

5.2. Confidentiality and Information Sharing

Anne Samson School of Ballet will always act in the best interests of the child and will report any concerns to Oranga Tamariki or the Police – as appropriate.

Anne Samson. School of Ballet notes that:

- Under the Orangi Tamariki Act 1989, any person who believes that a child has been or is likely to be harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived may report the matter to a social worker or the police. No civil, criminal or disciplinary proceedings may be brought against the person who makes the report, provided it is made in good faith
- When gathering information, storing or disclosing personal information about individuals, staff must comply with the Information Privacy principles set out in the Privacy Act 2020. Sharing information with others for the protection of a child is a justifiable breach of confidentiality and, where a vulnerable child is at risk of harm, is a legal duty.

5.3. Safe Practice Guidelines

Anne Samson School of Ballet will:

- Provide an environment in which children feel safe, confident and are able to discuss their concerns and have support with communication where needed
- Establish and implement guidelines regarding the safe use of changing rooms and toilets⁵ – see Appendix 2
- Obtain written guardian consent for taking and the use of photographs, film or video involving children
- Monitor and record any visitors to the premises

Staff MUST:

- Treat all children with respect
- Set an example of ethical conduct and be a positive role model
- Respect a child's right to privacy
- Provide feedback in a constructive and supportive manner
- Encourage and support children and colleagues to report unacceptable attitudes or behaviour as soon as possible
- Operate within the organisations 'principles, procedures and guidance provided in the Safeguarding and Protection Policy
- Report all allegations, suspicions, or actual cases of abuse
- Adopt 'open door 'practices or work within sight or hearing of others where possible
- Avoid situations where they are working alone or unobserved with a child whenever possible unless authorised by a guardian – e.g. private lesson
- Always know the whereabouts of children attending activities
- Not take a child off-site without written consent from a guardian

⁵ The RAD uses and recommends guidelines developed by the NSPCC in the UK – Safe use of changing facilities and toilets

- Ensure visitors are always monitored
- Advise guardians in advance of any activity which requires staff to have physical contact with a child
- Ensure that any physical touching, that is required for the purposes of instruction, is appropriate and provided openly in front of the class/guardian

Staff MUST NOT:

- Have inappropriate physical, verbal, phone, or social media contact with a child
- Make derogatory remarks about or in front of a child
- Dismiss or trivialise any child abuse issues raised
- Show favouritism towards an individual child
- Take a chance when common sense, policy or practice deems another appropriate approach

5.4. Responding to a disclosure of Known/Suspected Abuse or Neglect

In the event a child discloses abuse the steps below should be followed:

- Believe the child
- Listen to the child, provide reassurance, ask open questions such as “What happened next”?
- Do not interview or debrief the child nor ask leading questions
- If the child is distressed, provide appropriate reassurance, and engage the child in a supervised activity until they can confidently resume regular activity
- If the child is not in immediate danger, get them involved in regular activity and explain to them what will happen next; inform the Designated Person as soon as possible to discuss next steps
- If the child is in immediate danger, contact the Police, then the Designated Person immediately
- Staff should contact Oranga Tamariki in consultation with the Designated Person
- Record the disclosure in writing in a Report of Concern⁶ and submit to the Designated Person as soon as possible – see Appendix 3

Details to record include:

- A verbatim record of what the child said
- Dates, times, locations and names that might be relevant
- The factual concerns relating to the observations that have led to the suspicion of abuse or neglect
- The details of any action taken by the staff member
- Any other relevant information, such as other children involved or at risk

If, after making a report of concern, no action is taken and you are still concerned, contact your Designated Person and restart the process

5.5. Safe Employment/Contracting

- All staff will complete a Police vetting process three yearly from the age of 17
- All staff will complete annual Safeguarding training
- All staff will participate in the development and review of the Safeguarding and Protection Policy

Before being appointed, potential applicants will:

- Provide a CV and two references to confirm identity and previous performance

⁶ A template for a Report of Concern is attached in Appendix 3

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- Complete a Police Vetting process – for all staff over 17 years of age

5.6. Responding to a Complaint or Allegation Made Against Staff

All complaints or allegations made against a staff member should be made in writing to the Designated Person or Principal and will be investigated in accordance with Anne Samson School of Ballet's Complaints Policy and Procedure.

Staff will ensure that they follow the procedures as outlined in 5.3 in order to reduce the possibility of a false or mistaken allegation or misinterpretation of an action or comment.

In an investigation, a fair process that follows the principles of natural justice will be followed, and staff will be given every opportunity to respond to allegations and complaints.

An allegation or complaint about an RAD member that is upheld will be reported to the RAD National Director, who will in turn report the matter to Headquarters. The RAD may also be able to support or assist with an investigation regarding a complaint against an RAD member.

Our Commitment

Policy and Procedure for Safeguarding and the Protection of Children, Young People and Vulnerable Adults

Anne Samson School of Ballet is committed to ensuring a culture of Safeguarding and Protection that always promotes the safety and wellbeing of children, young people and vulnerable adults. We acknowledge this Safeguarding and Protection Policy is in place to assist us with this, and to positively support our staff in a way that will achieve this goal.

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| Approved by | Anne Samson | | |
| Job Title | Principal | | |
| Signature | | Date approved | 2025 |