

SAFEGUARDING POLICY

The safety and well-being of all students is the highest priority at The Royal Ballet School. This policy applies to all Staff, Governors, Sponsors and Volunteers and is reviewed annually by the Board of Governors. The Policy is written in accordance with locally agreed inter-agency procedures.

Any safeguarding and child protection concerns raised will be treated as a very serious matter and Staff, Governors, Sponsors and Volunteers are actively encouraged to speak up about any safeguarding concerns. The School will at all times pay due regard to the relevant statutory guidance documents issued by the Department for Education (DfE) referred to below.

All relevant documentation can be found on the School's 'u' drive in the RED BUTTON folder, or in hard copy in the Policies File kept by Front of House at both sites. This policy is also published on the School's website and Staff, Governors, Sponsors (who visit the school regularly) and Volunteers are issued with an up to date copy of the Safeguarding 'Red Folder' annually. Any updates during the course of the year are issued electronically.

Staff are also reminded to read the Code of Conduct 'red card' that sets out the expectations for a professional relationship between staff and students as well as paying particular attention to the Staff ICT Acceptable Use Policy. These are all in the Red Folder.

It is important that ALL staff, Governors, Sponsors and Volunteers remember that *'it could happen here'*.

Roles

All Staff, Governors, Sponsors (who visit the School regularly) or Volunteers have a role to play in child protection: in particular, they should report any suspicion of, or evidence that, a student might be experiencing, or be at risk of, abuse, or be 'in need', using the Cause for Concern Form or by alerting the Designated Safeguarding Lead (DSL). Establishing and identifying actual child abuse is the responsibility of the DSL in the first instance, but all staff **must** report a matter of concern to Social Care (a generic term used here to relate to various agencies involved in safeguarding children) if the relevant staff are not available, if the child is at immediate risk, or if they do not feel a matter has been adequately addressed within the School system. Contact details for relevant agencies are at the end of this policy.

Professor Margaret Maden is the nominated Governor for child protection issues in her role as Chair of the Academic & Pastoral Committee (APC). She can be contacted on madenmargaret@gmail.com. All significant child protection or safeguarding concerns are reported anonymously to the APC on a termly basis. Any very serious issue will be reported to Professor Maden immediately and the Chair of Governors also informed as necessary. The APC reports on safeguarding and child protection matters to the main Board meeting every term and the Governing body formally approves the Safeguarding Policy once a year where it is signed off by the Chair of Governors. Ongoing issues are delegated to the Academic & Pastoral Committee.

The contact details for the DSLs and Independent Listeners are published at both School sites and in all boarding houses.

Responsibilities of the DSL

- To keep a full and secure record of all child protection concerns.
- To ensure that all staff receive appropriate training.
- To keep staff appropriately informed about matters to do with child protection.
- To make referrals to external agencies if necessary and to represent the School at child protection conferences.
- To liaise with other professionals and agencies which support children.

The DSL is Mrs Jill Tait-Harris, Assistant Principal (Pastoral & Welfare): 07766 162048

Ms Karen Davies (Academic & Pastoral Principal) will act as Deputy DSL: 07766 162880

Ms Catherine Dougherty (Housemistress, Wolf House): 07900 694021 and Nurse Frances Rees (School Nurse, White Lodge)

020 8392 8459 have also been given the status and authority by the Artistic Director to act as a Deputy DSLs.

The School's records on child protection are kept locked and are separated from routine student records. Access is restricted to the DSLs and the Artistic Director.

The DSL and Deputy DSLs meet formally once a term before the Academic & Pastoral Committee to prepare the termly update and review safeguarding and child protection matters.

Induction and Training

Training in child protection is an important part of the induction process and every new member of Staff (plus any Volunteer or Contractor undertaking regulated activity) receives training on their responsibilities in being alert to the signs of abuse and bullying and on the correct child protection procedures. They will also be issued with the 'Red Folder' annually and must sign off their understanding and acceptance of the contents. Any member of staff who may have difficulty with reading this material will be given the necessary assistance with this.

Induction training includes the Staff Code of Conduct 'red card' (covering all situations relevant to the School), the Whistleblowing Policy and a copy of KCSIE as well as this Safeguarding Policy and the identity and function of the DSLs.

New Governors, Sponsors (who visit School regularly) and Volunteers or Contractors in non-regulated activity will also be issued with the Red Folder and must sign off their understanding and acceptance of the contents following receipt. This is issued annually with updates sent electronically.

Staff and Volunteers or Contractors undertaking regulated activity are provided with (or required to undertake if not available at Inset) Level 1 Child Protection training every three years. Safeguarding and child protection refresher training is included in every September Inset. In addition, Staff, Volunteers or Contractors undertaking regulated activity are expected to read the Safeguarding 'Red Folder' issued annually and sign to indicate understanding and agreement. Updates are sent electronically.

The DSLs are trained every two years in multi-agency approaches to child protection.

Governors are required to undertake Level 1 Child Protection training every three years (provided at a Board meeting or undertaken online) and an annual update will also be provided at the Spring Term Board Meeting. They will also be issued with the 'Red Folder' annually and must sign off their understanding and acceptance of the contents. Updates will be sent electronically.

The DSL has undertaken Prevent Training for frontline staff in recognising, referring and responding to extremism and radicalisation. The Deputy DSLs, SMT, House Staff, Section Heads and Level 3 trained staff have also completed the online general awareness training module on Channel. All staff are issued with the Prevent Strategy Policy via the Red Folder.

Regular updates are given at staff briefings, followed up by email, on both sites on matters relating to Safeguarding and Child Protection and Child Protection Training is provided at every September Inset. All Volunteers and Contractors are also invited to attend this more regular training.

Any teaching supply staff must have current Level 1 Child Protection Training and are also issued with the 'Red Folder' on arrival and asked to sign to indicate understanding and acceptance of the School specific requirements outlined in the School policies.

Procedures

Staff (henceforward this includes Governors, Sponsors [who visit School regularly] and Volunteers or Contractors in regulated or non-regulated activity) should report to the DSL any suspicion of, or evidence that, a student might be experiencing or be at risk of abuse or be 'in need', using the Cause for Concern Form or email immediately. Early intervention is known to be key in safeguarding children.

Any student disclosing abuse to a member of staff must be listened to carefully and sensitively. The member of staff should follow the guidance on the "...if a child tells..." card and bear in mind especially that:

- The student must be told that absolute confidence cannot be preserved.

- They should not probe or ask for more information than that which is offered and should take care not to ask 'leading' questions.
- An immediate handwritten record in pen must be made of what has been said, using the student's actual words wherever possible: this must be a record of fact not of opinion. The record should be signed, dated and marked with a cross to indicate where the account ended on the page. The Cause for Concern Form can be used but is not essential.
- Immediate contact must be made with the DSL, and if that is not practical, with the Deputy DSL or the Artistic Director: the DSL will decide whether or not the issue should be referred to the relevant outside agencies. (The failure to make such a report might be construed as neglect of care, which might, of itself, constitute abuse). The DSL will not, however, investigate the issue to determine and identify 'actual child abuse' as this is the role of the LSCB.
- The member of staff should record in writing the fact that such a report has been made: this is for the protection of the member of staff concerned. ALL staff must remember that if the relevant senior staff are not available it is their responsibility to make a direct referral to Social Care (see contact details at end of document). They must also make a direct referral if, for whatever reason, they are concerned that a referral has not been made by the School.
- In circumstances where a crime may have been committed the matter should be reported to the Police.

Advice as to how best to deal pastorally with a student making such an allegation should be discussed with the DSL and additional guidance can be found in the '[What to do if you're worried a child is being abused](#)' publication available in the RED BUTTON folder on the 'u' drive and in the Red Folder.

Categories and Indicators of Child Abuse

Child abuse may take many forms but is usually divided in the following four categories. Some possible indicators are listed. The presence of a single indicator is not necessarily evidence of abuse; usually several indicators will be present, BUT, all concerns should be reported to the DSL using the Cause for Concern Form or email. Emotional abuse is present in all forms of abuse but can occur in isolation.

Physical Abuse (includes fabricated & induced illness)		Sexual Abuse (includes grooming a child in preparation for abuse, possibly online; consideration must also be given to women and other children who also sexually assault)	
<i>Physical indicators</i>	<i>Behavioural indicators</i>	<i>Physical indicators</i>	<i>Behavioural indicators</i>
Unexpected bruises, welts, lacerations or abrasions: <ul style="list-style-type: none"> • On face, lips, mouth, torso, back, buttocks, thighs • In various stages of healing • Clustering forming regular patterns • Reflecting shape of article used, e.g. belt, buckle • On several different surface areas • Regularly appear after absence, weekend, or holiday • Bite marks or fingernail marks • Cigar or cigarette burns especially on soles, buttocks, palms or back • Immersion' burns • Patterns like electrical burner, iron etc. • Rope burns on arms, legs, neck or torso 	<ul style="list-style-type: none"> • Flinching when approached or touched • Reluctance to change clothes • Wary of adult contacts • Difficult to comfort • Apprehension when other children cry • Crying or irritability • Frightened of parents • Afraid to go home • Rebelliousness in adolescence • Reported injury caused by parents • Behavioural extremes - aggressiveness, withdrawal, impulsiveness • Regression or childish behaviour • Apathy or depression • Poor peer relationships • Neglect • Panic in response to pain 	<ul style="list-style-type: none"> • Difficulty in walking, sitting down • Stained or bloody underclothing • Pain or itching in genital area • Bruising, bleeding, injury to external genitalia, vaginal and/or anal areas • Vaginal discharge • Bed-wetting • Excessive crying • Sickness 	<ul style="list-style-type: none"> • Inappropriate sexual behaviour or knowledge for the child's age or promiscuity • Sudden change in behaviour • Running away from home • Wary of adults • Avoidance of touch • Reporting of assault • Substance abuse • Emotional withdrawal • Over-compliance with requests of others • Frequent complaints of unexplained abdominal pains • Eating problems • Sleep disturbances • Poor peer relationships • Possessing money or 'gifts' that cannot be adequately accounted for • Inappropriately

<p>Unexplained fractures:</p> <ul style="list-style-type: none"> To skull, nose, facial structure In various stages of healing Multiple of spiral fractures 			<p>sexually explicit drawings or stories</p> <ul style="list-style-type: none"> Enuresis or soiling, especially at the end of the school day Frequent non-attendance Avoidance of school medical examination
<p>Emotional Abuse (includes silencing children or making fun of them as well as serious bullying & cyberbullying)</p>		<p>Neglect (includes excluding a child from home or abandonment as well as failing to ensure adequate supervision)</p>	
<p><i>Physical indicators</i></p> <ul style="list-style-type: none"> Failure to thrive Delays in physical development or progress 	<p><i>Behavioural indicators</i></p> <ul style="list-style-type: none"> Sucking, biting, rocking Anti-social, destructive Sleep disorders, inhibition of play Compliant, passive, aggressive, demanding Inappropriately adult or infant Impairment of intellectual, emotional, social or behavioural development 	<p><i>Physical indicators</i></p> <ul style="list-style-type: none"> Consistent hunger Poor hygiene Inappropriate dress Consistent lack of supervision, especially in dangerous activities for long periods. Unattended physical problems or medical needs Abandonment 	<p><i>Behavioural indicators</i></p> <ul style="list-style-type: none"> Begging Stealing food Constant fatigue, listlessness Poor relationships with care-giver Frequent delays in picking child up from playground or school

Keeping Children Safe in Education (KCSIE) and the Prevent Strategy

The Statutory Guidance was updated in July 2015. The summary of this Guidance is provided to all staff in the Red Folder and is also published on the RED BUTTON. All staff must have read at least Part 1 of KCSIE. The key messages are that we must be aware that abuse can happen in our school and that all staff must take responsibility for the protection of children at risk or likely to be at risk of significant harm. All staff may, and should, report directly to Social Care if necessary. Contact details are provided below.

Staff should pay particular attention to the specific safeguarding issues identified including bullying & cyber-bullying, sexting, teenage relationship abuse, Child Sexual Exploitation, Female Genital Mutilation (FGM), fabricated or induced illness, mental health issues as well as seeking to prevent extremism or the 'radicalisation' of the young people in our care. Contact details for specific safeguarding issues e.g. FGM and extremism and radicalisation are available at the end of this policy.

It is also of key importance that we recognise and support individual children 'in need' such as those with learning difficulties, family problems and medical or health problems etc. though the use of the School's pastoral system, Individual Welfare Plans and so on. Please report any concerns regarding a child to the relevant member of the pastoral team ASAP e.g. House staff, Nurse, Physio, APPW etc.

The school contributes to inter-agency working in accordance with the Local Safeguarding Children's Board (LSCB). This may be for example through a coordinated offer of early help through MASH (Multi-Agency Safeguarding Hub), the CAF (Common Assessment Framework) or TAC (Team around the Child) and involvement with other inter-agency working.

Dealing with allegations of abuse

The following reporting procedures should be followed in the event of an allegation of abuse against:

1. One or more student against another: this will initially be dealt with under the Anti-Bullying Policy although serious cases will be reported to Social Care.
2. A member of Staff, Governor, Sponsor, Volunteer or Contractor: this must be reported to the DSL. In all cases where School Staff, Governors, Sponsors or Volunteers or Contractors are believed to have been involved in abuse the Academic & Pastoral Principal and Artistic Director must be informed, unless they are believed to have been involved, in which case the procedure below will be followed.

3. The DSL or Academic & Pastoral Principal: this must be reported to the Artistic Director.
4. The Artistic Director: this must be reported to the Chair of Governors and the nominated Governor responsible for Safeguarding and will be reported without informing the Artistic Director.
5. In all situations covered in points 2, 3 and 4 above the Governor responsible for Child Protection and the Chair of Governors will be informed.

The School is committed to creating an atmosphere of openness and accountability – see the Whistleblowing Policy.

Safer Employment Practice

The Royal Ballet School follows the Government's recommendations for the safer recruitment and employment of staff who work with children. All members of Staff, Governors, Sponsors (who visit the School regularly), Volunteers and Contractors undertaking regulated or non-regulated activity, and resident family members (over 16 years of age) of staff who live on site, are subject to the relevant Disclosure & Barring Service (DBS) and related checks.

The School complies with the requirement to report to the DBS within one month of leaving the School any person who has harmed, or poses a risk of harm to a child and who has been removed from working (paid or unpaid) with children, or would have been removed had he or she not left earlier, whether employed, contracted, volunteer or a student because she or he is deemed unsuitable to work with children.

Where appropriate, consideration will be given to making a referral to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed or would have been dismissed (had he or she not left earlier) and a prohibition order may be appropriate because of unacceptable professional conduct or conduct that may bring the profession into disrepute, or a conviction at any time for a relevant offence.

Raising Awareness with Students

The School provides age appropriate training for all students in safeguarding & child protection issues at the start of each school year. This includes the discussion of the key policies such as the ICT Acceptable Use Policy for Students, the Anti-bullying Policy and building resilience to extremism and radicalisation. See also the Prevent Policy and the 'Worried About' notices. E-safety is taught to students through the PSHE Programme at White Lodge and the Tutor Programme at Upper School and also through assemblies. It is also an integral part of the Student induction process.

Safeguarding issues specific to The Royal Ballet School students

The Royal Ballet School is aware of the specific risks faced by our students in respect to Safeguarding, many of which arise from the high profile nature of the school, the students' participation in public performances and the physical nature of the artistic training. Staff and Students are aware of specific guidance contained in the Appropriate Physical Contact in Dance Policy. Staff are required to be vigilant in all aspects of school life and to raise any concerns with the DSL immediately.

The student induction process is age-appropriate and specifically focused on ensuring our students are aware of potential safeguarding issues and these are reinforced by staff. At Upper School additional concerns such as the need to travel in and around London in groups and the risks attached to living in a large capital city are also included. Further details are provided in the Boarding Handbooks. Students of all ages are required to comply with the ICT Acceptable Use Policy for Students especially as regards e-safety.

The School takes extremely seriously the need for adequate supervision by School Staff and Licensed Chaperones during rehearsals performances and whilst travelling.

The Boarding Environment

Whilst the school accepts that students may develop peer relationships whilst at School they are required to abide by the Relationship Policy. Boarding Staff are required to be alert to any signs of peer abuse and to report it immediately by following the Anti-Bullying Policy.

Suitability of Visiting Speakers

Any member of staff who invites an external speaker to the School must vet the speaker by means of Google and other relevant internet searches to check for any possible concerns about radical or extremist views. The checks are recorded with HR who keep a log of these checks.

All speakers must be supervised at all times. Should a speaker raise topics that support or espouse radical, extremist or other unsuitable views then the member of staff should ask the speaker to stop and escort them from the premises. In such cases appropriate follow-up discussions should be held with students to help them understand the concerns about the spread of radicalisation and extremism.

Any visiting speaker invited by a student would first be vetted by a member of staff and subject to the same supervision as outlined above.

Reporting Abuse

The School works closely with the relevant Local Safeguarding Children Boards (LSCBs) and reports any child welfare concerns to the team as soon as possible, ideally within 24 hours. The usual first point of contact is the Local Area Designated Officer (LADO).

In the event that an allegation is made against a member of the school boarding staff, alternative accommodation will be provided away from boarders.

EXTERNAL CONTACT DETAILS

Emergency

If someone is in immediate danger always phone **999** and report the matter to the Police. Non-emergency calls to the Police can be made by dialling **101**.

White Lodge

Contacts for Richmond-Upon-Thames Social Services

If anyone is concerned that a child is being abused, in need, or at risk they can phone the LADO via the Single Point of Access team on 020 8891 7969. (This is the Social Care Number mentioned earlier in this document).

Contacts for referring issues related to FGM

If anyone is concerned that a child is a victim, or may become a victim, of FGM they can phone the LADO via the Single Point of Access team on 020 8891 7969.

Contacts for the Prevent Team

If anyone is concerned about issues relating to extremism and radicalisation they can phone the Channel DfE helpline 0207 340 7246 or email counter.extremism@education.gsi.gov.uk

Covent Garden

Contacts for the LSCB for Hammersmith & Fulham, Kensington & Chelsea and Westminster

If anyone is concerned that a child is being abused, in need, or at risk they can phone the LSCB on 020 8753 3914. (This is the Social Care Number mentioned earlier in this document).

Contacts for FGM and Prevent are the same as for White Lodge.

Additional contacts:

Independent Schools' Inspectorate (ISI)

CAP House, 9 - 12 Long Lane

London EC1A 9HA

Telephone: 0207 600 0100

Fax: 0207 776 8849

The ISI number for whistleblowing i.e. raising concerns about child protection is: 020 7600 0100.

The Children's Commissioner for England

The Office of the Children's Commissioner

Sanctuary Buildings

20 Great Smith Street

London SW1P 3BT

Tel: 020 7783 8330

Email: info.request@childrenscommissioner.gsi.gov.uk