



Principal: **Annie Bladon** BSc (Hons) RAD RTS

Safeguarding and Child Protection

Safeguarding Policy Statement

AFB Dance Academy works with children and families as part of its dance classes. We have a 'duty of care' to provide a safe environment and to promote the health and well-being of children and adults at risk. AFB Dance Academy takes all reasonable steps to ensure that safeguarding and promoting the welfare of children and adults at risk is embedded throughout our contact with them during our classes. We believe the protection of children and adults at risk is important. The aim of this policy is to ensure that children and adults at risk attending classes are well protected and that there is a system in place to protect their welfare. At AFB Dance Academy the welfare of children and adults at risk is paramount. AFB Dance Academy believes that regardless of age, disability, gender, race, sexual orientation or identity or religious belief, everyone has the right to equal protection from all types of harm and abuse.

The purpose of this policy statement is:

- to protect children, young people and adults at risk who receive AFB Dance Academy's services. This includes the children of adults who use our services.
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of AFB Dance Academy, including paid staff, volunteers and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and adults at risk in England. A summary of the key legislation and guidance is available from

[nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection)

We believe that:

- children, young people and adults at risk should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children, young people and adults at risk to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the child, young people and adults at risk is paramount in all the work we do and in all the decisions we take all children, young people and adults at risk regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people and adults at risk their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children, young people and adults at risk safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection/safeguarding lead
- adopting child and adult at risk protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and adults at risk and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and adults at risk and their families know where to go for help if they have a concern
- using our safeguarding and child and adult at risk protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, adults at risk, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, adults at risk, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people, adults at risk and their families, treat each other with respect and are comfortable about sharing concerns.

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

- Anti-bullying policy
- Appropriate Physical Contact Policy
- Code of Conduct
- Equal opportunities and diversity policy
- First aid policy
- Health and safety policy
- Online safety policy
- Photography and filming policy
- Role description for the designated safeguarding officer

Safeguarding Procedures

Responding to incidents, suspicions and allegations of abuse

These procedures aim to strike a balance between the need to protect children and adults at risk from abuse and the need to protect AFB Dance Academy staff, students, members, volunteers and visitors from false allegations.

It is not the responsibility of anyone working at AFB Dance Academy in a paid or voluntary capacity to decide whether a child or adult at risk has been abused in the past, is being abused or might be abused. However, there is a responsibility to act on concerns in order that children and adults at risk can be supported and protected in the short term, and that appropriate agencies can make enquiries and take any necessary action to protect them.

It is the remit of the appropriate authority and not anyone connected with AFB Dance Academy to investigate incidents that require referral.

Abuse of children and adults at risk can and does take place outside the family setting, including within organisations, potentially by anyone involved in working with children or adults at risk in a paid or voluntary capacity. Evidence indicates that abuse which takes place in an organisation is rarely a one-off event, so it is important that all staff within AFB Dance Academy are aware of this and take the appropriate action to respond to an allegation or suspicion.

Abuse of children and adults at risk can be perpetrated by another child or adult at risk and where this occurs the age and understanding of the alleged perpetrator must be taken into consideration. The circumstances of the alleged abuser must be assessed separately from those of the alleged victim and must include exploration of why the behaviour has occurred.

Where AFB Dance Academy receives reports of concerns about the way that an AFB Dance Academy teacher is working with children and young people that raises questions about safe dance practice (particularly with respect to the possibility of physical injury or impairment being caused to students), AFB Dance Academy will carry out all possible and appropriate investigations as the expert in the dance education field. In the event of the investigation substantiating such concerns, a safeguarding referral may then be made to the appropriate authority. In this context it should be noted that complaints against members cannot be assumed to be substantiated until appropriate processes have been completed, and in some circumstances may be rejected or may not be able to be investigated (e.g. in the case of anonymous complaints).

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

If an incident, allegation or suspicion of abuse or any other matter which calls the wellbeing of a child or adult at risk into question (hereinafter referred to as 'incident') is disclosed, seen, heard or suspected, the person receiving the information, whether a member of AFB Dance Academy staff, DSO, student, member of another organisation with which the AFB Dance Academy is working, or a visitor to AFB Dance Academy, should follow the procedure below:

- stop other activity and focus on what you are being told or seeing – responding to the incident being reported should take immediate priority;
- react in a calm and considered way but show concern;
- tell the child, adult at risk or third party that it is right for them to share this information;
- take what the child, adult at risk or third party has said seriously and allow extra time where there is a speech or language difficulty;
- keep questions to an absolute minimum necessary to gain a clear and accurate understanding of what is being said, and do not interrogate the child, adult at risk or third party;
- listen and do not interrupt if they are recounting significant events;
- offer reassurance;
- do not give assurances of confidentiality, but explain you will need to pass on this information to those that need to know; and
- consider whether immediate action is needed to protect a child or adult at risk who may have been harmed or be at risk of harm – think about the child or adult at risk who is the immediate

concern and any others who may have been harmed or be at risk of harm, in light of what you have been told or seen.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside AFB Dance Academy and/or can occur between children outside of AFB Dance Academy.

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

- If a child is in immediate danger, call the police on 999.
- Contact your local child protection services. See contact details below.
- Contact the police. They will assess the situation and take the appropriate action to protect the child.
- Contact the NSPCC Helpline on 0808 800 5000 or email help@nspcc.org.uk.

When there are serious concerns about immediate risks to a child or if a child has suffered significant harm and continues to be at risk and an immediate contact is made with child protection services you should be prepared to give clear details of the concern, the child's name, date of birth, address and contact details for parents and carers. A referral in urgent circumstances can be made by telephone, but a completed Safeguarding Incident Form is required as soon as possible (even if some details need to be supplied at a later date.)

Safeguarding Incident Form can be found at the end of this document.

Responding to a safeguarding incident or concern involving a member of AFB Dance Academy Staff, student, volunteer or visitor

If anyone has a concern about the behaviour of a member of AFB Dance Academy staff, student, volunteer or visitor, they should discuss this with the DSO as soon as possible.

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

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

Members of staff who are notified of such concerns will be expected to report this to the DSO as soon as possible and ideally within the same working day.

All staff, students, members, volunteers and visitors should feel able to raise concerns about poor or unsafe practice, and know that these concerns will be taken seriously by AFB Dance Academy and will be dealt with sensitively and appropriately. It is not necessary for safeguarding concerns to be in writing (other than the Safeguarding Incident Report Form) in order for them to be acted upon.

If a member of staff, parent or guardian is concerned about the principal of the school they should report this to the Leicestershire County Council, details available in "Contact Details" section of this document

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

Reporting a safeguarding incident or concern

Make a comprehensive record of what is said or seen and actions taken at the earliest possible opportunity. Report this using the Safeguarding Incident Report Form within the timescales stated. The Safeguarding Incident Report Form is available at the end of this document. If you have any concerns or need any advice or guidance about filling in an Incident Report Form then contact the DSO.

The comprehensive and confidential record and Safeguarding Incident Report Form should include the following:

- a detailed record of the incident in the child or adult at risk's own words or the words of the third party reporting it. You should note that there may be occasions when this record may be used later in a criminal trial and therefore needs to be as full and accurate as possible
- details of the nature of the incident
- a description of any injury (please note that you must not remove the clothing of a child or adult at risk to inspect any injuries)
- dates, times or places and any other information that may be useful such as the names and addresses of potential witnesses; and
- written records including emails and letters.

The Safeguarding Incident Report Form should be submitted to the DSO as soon as possible, preferably immediately, and certainly within 24 hours. If the concerns relate to a specific DSO, then it should be reported to the school principal or local authority.

For security and confidentiality reasons communication via email should be avoided wherever possible. Keep all original notes as they may be needed as evidence.

If the incident being reported is considered of low-level concern requiring no action other than monitoring, the appropriate box may be ticked on the Safeguarding Incident Report Form. In these circumstances the DSO will take this judgement into account and a referral to an appropriate authority will probably not be made.

If the concern relates to a child or adult at risk abusing another child or adult at risk the process outlined in "Procedure for dealing with abuse between children/adults at risk" should be followed. Following decisions made by the DSO, the parents or guardians of the child(ren) or adult(s) at risk (where known / identified) may be contacted and if appropriate a referral made to the Children's or Adult Social Services. There may be occasions where it is inappropriate for parents to be contacted and the matter will immediately be referred to Children's or Adult Social Services.

In the event of an allegation related to a member of AFB Dance Academy staff or volunteer the local authority will be informed within 24 hours or the allegation being known. The criteria for making a referral to the local authority is that a member of AFB Dance Academy staff or volunteer may have

- behaved in a way that has or may have harmed a child
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates that they would pose a risk of harm to children.

The local authority offers a consultation service which supports those investigating an allegation or concern and provides expert advice. Every consultation with the local authority is followed up in writing to reflect the advice and guidance given. AFB Dance Academy will keep a clear record of their correspondence with the local authority.

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

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

Procedure for dealing with abuse between children/ adults at risk

Where an instance of child on child or adult at risk on adult at risk abuse comes to light, is disclosed or where there is evidence to indicate it has occurred, the normal reporting procedures

should be followed including, where appropriate, referral to appropriate authorities in respect of both children or adults at risk involved.

The interests of the identified victim must always be considered of paramount importance.

Where the allegation relates to an incident that took place within AB Dance Academy or relates to two AFB Dance Academy students or adults at risk, the following should happen:

- keep the involved children or adults at risk separate during the remainder of the activity or classes taking place to avoid collusion or intimidation
- establish what is alleged to have taken place and then avoid talking to the children or adults at risk any further about the incident
- keep a detailed log of actions, discussion and decisions (using the Incident Report Form)
- consider the risks of the abuse being repeated. Ensure that non-teaching times are considered, especially when students are moving around AFB Dance Academy or are unsupervised in changing rooms as the child or adult at risk who has been harmed may feel particularly vulnerable at such times
- be aware that whether the incident(s) happened at the AFB Dance Academy or elsewhere, other AFB Dance Academy students may know what has happened (or is alleged to have happened). Other children / adults at risk may have been involved, either directly or indirectly
- parents of all those known to have been involved should be contacted, unless after referral to authorities advice is given that this would not be appropriate e.g. for complex cases or in the case of sexual exploitation; and
- consideration should be given to whether the situation warrants information being shared with other AFB Dance Academy parents/guardians (anonymously) e.g. where media coverage is likely

The decision as to whether or not the behaviour directed at another child or adult at risk is harmful is dependent on the individual circumstances. The following considerations may apply:

- the relative chronological and developmental age of the children / adults at risk involved
- whether the alleged abuser is supported or joined by other AFB Dance Academy (or non-AFB Dance Academy) children or adults at risk
- any differentials such as race, gender, or physical, emotional or intellectual vulnerability of the victim
- the actual facts of the behaviour
- whether the behaviour could be described as age appropriate or involves inappropriate sexual knowledge or motivation
- the degree of coercion, physical aggression, intimidation or bribery
- the victim's experience of the behaviour and the impact it is having on them
- attempts to ensure secrecy
- duration and frequency of the behaviour.

In cases where the abuse is considered serious enough to refer to the authorities, the case will be dealt with for each child / adult at risk separately.

If the investigation / assessment by the relevant authorities concludes that allegations are substantiated, the children or adults at risk should not be expected to attend AFB Dance Academy activities together and where possible children / adults at risk should be separated in classes / activities.

Depending upon the severity of the abuse, it is possible that the child / adult at risk responsible for the abuse will be asked to leave AFB Dance Academy activities and/or not be permitted to attend future classes / events.

The views and wishes of the harmed child / adult at risk and their parents, guardians, carers should be appropriately considered in the decision making.

Early Intervention

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

When emerging problems are identified members of AFB Dance Academy staff, students, volunteers and visitors should liaise with the DSO so that information can be shared with the Local Authority so that where necessary an Early Help Assessment (EHA) can be conducted to identify

the child or adult at risk's needs and enable professional support to be provided from other agencies.

When "Early Help" is provided and AFB Dance Academy is made aware, they will monitor the situation and refer to the Local Authority if any further concerns arise or the child or adult at risk's situation does not improve.

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

- is disabled and has specific additional needs
- has special educational needs
- is known to be a young carer
- is showing signs of being drawn into anti-social or criminal behaviour including involvement in serious youth violence, gangs or 'county lines'
- is frequently missing
- appears to be misusing drugs or alcohol
- appears to be at risk of modern slavery, trafficking or child exploitation
- is in a family circumstance which presents challenges for the child such as substance abuse, adult mental health problems or domestic abuse
- has returned to their family from care
- is showing early signs of abuse and/or neglect
- is at risk of being radicalised or exploited; or
- is a privately fostered child.

After a safeguarding incident or concern has been reported

The DSO will decide on any action to be taken, including whether to contact the parent, carer or guardian and / or refer the matter to an appropriate authority, and will ensure that AFB Dance Academy complies in full with any resulting investigation.

Where an allegation, suspicion or incident, in the opinion of the DSO, is of low-level concern, does not require immediate referral to the relevant authorities but requires monitoring, no further immediate action will be taken.

Whether or not any referral is made, the DSO will monitor the situation and refer again if it appears that any concerns remain.

The local Children's Services should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child;
- committed a criminal offence against children, or related to a child; or
- behaved towards a child or children in a way that indicates they are unsuited to working with children.

Depending on the outcome of any referral and where applicable, AFB Dance Academy will refer a named individual for consideration for barring and will contact the Disclosure and Barring Service. A member of AFB Dance Academy staff, student or volunteer under investigation will be prevented from working or otherwise interacting with children and adults at risk at AFB Dance Academy and where applicable will have their AFB Dance Academy employment suspended, until the outcome of the investigation is known and a decision made.

A visitor to AFB Dance Academy under investigation will not be permitted to enter AFB Dance Academy premises until the outcome of the investigation is known and a decision made.

Further advice and guidance

Safeguarding is everyone's business and if anyone tells you, or if you see mistreatment or abuse or have concerns about a child, young person or adult at risk of being harmed, it is your role to respond sensitively and share information by alerting others who have a designated role within AFB Dance Academy.

The seven golden rules of information (see supporting documents) highlight that fears about sharing information cannot be allowed to prevent the need to safeguard and promote the welfare of children or adults at risk of harm or abuse. No one should assume that someone else will pass on information which may be critical to keeping a child or adult at risk safe.

Anyone who wishes to seek guidance from an external agency may contact the Police or Local Social Services Department. Guidance and advice are also available from the NSPCC Helpline on 0808 800 5000, or Childline for children and young people on 0800 111. For more information on the definitions and signs on child abuse can be found on the NSPCC website:-

<https://learning.nspcc.org.uk/research-resources/briefings/definitions-signs-child-abuse>

(Also available to view from the school website www.afbdanceacademy.co.uk on the documents page.)

A quick guide to reporting procedures can be found in the supporting pages at the end of this document.

If you believe an incident has not been dealt with in accordance with these procedures, it should be reported to the School Principal in writing immediately.

Designated Safeguarding Officer

The Designated Safeguarding Officer (DSO) for AFB Dance Academy is:-

Annie Bladon

Phone: 07722 571121

Email: info@afbdanceacademy.co.uk

The DSO is required to comply with the "Role of the Designated Safeguarding Officer" a copy of this document is available upon request.

Recruitment, selection and vetting

As part of its commitment to safeguarding, the AFB Dance Academy will ensure that safe practice is integrated into all recruitment, selection, vetting and induction processes.

AFB Dance Academy has a Safe Recruitment Procedure that is available to view on request.

AFB Dance Academy uses the Disclosure and Barring Service (DBS) in the UK for criminal record checks and follows its advice with regard to requirements in relation to vetting and checking staff.

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

Training and support

AFB Dance Academy will ensure that all staff and volunteers have been provided with the appropriate training to carry out their safeguarding duties.

AFB Dance Academy recognises that staff dealing with safeguarding issues may find situations stressful or upsetting. We ensure that opportunities are provided for staff to be supported in these circumstances and to talk through any anxieties they may have.

Staff training will be reviewed annually.

Photography and filming of children and/or adults at risk

No filming or photography of children or adults at risk should take place without gaining written permission from the appropriate parent, guardian or carer. The purposes for which any photographic images or film will be used should be clearly explained and outlined on the disclaimer document. All written consent obtained must be placed securely on file.

Use of photography and film including children and adults at risk is set out in AFB Dance Academy's Photography and Filming policy which provides more detailed information as to how visual media should be procured, presented and protected.

There is evidence that some people do use activities and events as an opportunity to take photographs or footage of children and/or adults at risk, including those with disabilities, with the intention to use them inappropriately or manipulate them.

Data handling, monitoring and evaluation

Details of any incidents relating to safeguarding children and adults at risk are collated by the DSO and kept in a secure central record. This will include all concerns, discussions and decisions made

and the reasons for those decisions. Copies of these records will be passed as necessary to the appropriate authority.

In addition to the central record, where an incident has been reported against a member of AFB Dance Academy staff or a volunteer, a note relevant to the incident and/or any relevant documents will also be kept securely in the personal file of the person concerned when the case has been concluded.

In addition to the central record, where an incident is reported against a student, a note relevant to the incident and/or any relevant documents will be kept securely in the student's record.

Where an allegation was made against a visitor to AB Dance Academy, records will be kept securely in the central record.

All records will be kept in accordance with AFB Dance Academy's GDPR Policy and Procedures, including relevant retention schedules and arrangements for locked secure storage.

This policy will be reviewed annually.

Contact details

Leicestershire County Council

First Response Children's Duty Care Team

0116 305 0005 (24 hour phone line)

Adult Social Services

0116 305 0004 (Mon-Thurs 8:30 am - 5:00 pm, Fri 8:30 am - 4:30 pm)

Emergency Duty Team

0116 255 1606 (evenings, weekends, bank holidays)

NSPCC Helpline

0808 800 5000

Childline

0800 1111

AFB Dance Academy

Email: info@afbdanceacademy.co.uk

Phone Number: 077221571121

Signed: School Principal, Miss Annie Bladon



Date: 07/11/2025

We are committed to reviewing our policies annually, this policy was last reviewed November 2025.



Principal: **Annie Bladon** BSc (Hons) RAD RTS

Safeguarding Incident Report Form

Your Details

Name	
Job Title	
Knowledge of and relationship to the child/adult at risk (where know/relevant)	
Knowledge of and relationship to the (alleged or potential) abuser (where know/relevant)	
Contact address (if not an employee of AFB Dance Academy)	
Telephone number(s)	
Email	
Date you first became aware of the incident	
If you did not witness the incident yourself, explain how you became aware of it	

Child / adult at risk details (as known / relevant)

Full name	
Date of birth	
Gender	
Home address	
Details of disability (if applicable)	

Parent / guardian's names and contact details	
Social / care worker's names and contact details	
Details of any previous allegations/ incidents involving this child / adult at risk (where known)	

Incident Details (complete as far as possible based on known / relevant information)

Location	
Time	
Detailed information / description of incident The information you supply will be reviewed by a DSO and/or SSO who will not be familiar with what has happened and will be relying upon what you write to make a decision about how the incident should be dealt with. Please, • include as much detail as possible • use language carefully and precisely • use the words of the child / adult at risk where applicable. • refer to other incident forms completed by you or your colleagues about the same incident if you are aware of them, particularly • if an incident or situation develops over time • include details of any observations made by you or to you (e.g. description of visible bruising, other injuries, child/adult at risk's emotional state) • make a clear distinction between fact and hearsay. Use the reverse of the form or blank paper to add continuation sheets if necessary	

Were there any witnesses to the incident? If yes, please give details, including names and where applicable job titles.
Have the parents / careers of the child / adult at risk been informed? If yes, please give details and if not, state the reason.
Other actions (including safeguarding measures) taken so far.
Please tick if this is considered a low-level concern that you feel is unlikely to require action other than continued monitoring. []

Alleged / potential abuser's details (as known / relevant)

Full name	
Date of birth / age	
Gender	
Relationship with child / adult at risk	
Home address	
Telephone number(s)	
Disability (if applicable)	
Occupation / role / job title	
Name and address of the place where the person works	
Is the alleged / potential abuser an AFB Dance Academy employee, staff member or volunteer? (If yes, state applicable category)	

If the alleged / potential abuser is an AFB Dance Academy employee, staff member or volunteer complete as much of this sections as possible and / or seek advice from the school principal.

Length of service in current post	
Has the person had a DBS check? If yes, when we the most recent one completed, as was it clear?	
Details of any previous allegations, complaints or concerns relation to this person (not necessary safeguarding related)	
Does this person work with children / adults at risk in any other capacity? If yes please give details.	
Does the person have children of their own? If yes please give any known details.	
Is the person aware that an allegation, complaint or concern has been raised?	

I acknowledge that the information provided on this form is complete and accurate as far as I am aware.

I acknowledge that the information will remain strictly confidential between myself and the appropriate reporting channels.

Signed	
Date	

Please submit this from immediately to the DSO.

To be completed by the DSO

Name	
Signature	
Date	
Note of action taken	
Further updates (with dates)	
External agencies contacted (including contact name, number, date, time, advice received)	

A Quick Guide to Reporting Procedure

If you see, hear or suspect abuse, are aware of serious poor practice or have concerns about a breach of the AFB Dance Academy code of behaviour in relation to a child or an adult at risk follow the steps below.

1

If you are concerned about a child or adult at risk - report your concerns to the DSO within 24 hours. If this is not possible and there is an immediate risk, report it to the appropriate authority, e.g. police, NSPCC, children's social care or adult social care.

2

Record the details of the abuse / allegation / suspicion using the AFB Dance Academy Safeguarding Incident Report Form as soon as possible and within the same day. Record accurately when the child / young person or adult at risk has said or what has been

3

Include information about how the child or adult at risk appeared (e.g. angry / upset etc), record any visible signs e.g. burns / bruises. Do not ask the person to remove clothing. Do not ask leading questions or investigate.

4

Pass the completed Safeguarding Incident Form to the DSO. They will offer advice as required and will make a decision regarding the concern / incident within 24 hours of receiving the form.

5

The DSO will decide if the concern is allayed and /or considered a low-level concern. Their decision will be added to the form before being stored securely.

6

Where the DSO is concerned, they will make further referral to the local Children's Social Services, Adult Social care, Police, NSPCC or Childline.

Principles of information sharing

AFB Dance Academy adheres to the principles outlined in the latest government advice for practitioners providing safeguarding services, recognising that effective information sharing is crucial for protecting children and adults at risk. The welfare of the individual always remains paramount.

The fundamental rules governing information sharing are:

1. **Data Protection is the Framework, Not a Barrier:** Remember that the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act (DPA) 2018** are not obstacles to justified information sharing for safeguarding purposes. They provide the necessary framework to ensure personal information is shared securely and appropriately.
2. **Be Open and Honest:** Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how, and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. **Seek Advice:** Seek advice from the Designated Safeguarding Officer (DSO) or the Local Authority if you are in any doubt, without disclosing the identity of the person where possible in the initial consultation.
4. **Lawful Basis Trumps Consent in Risk Situations:**
 - Where an individual is assessed to be at risk of harm, **consent is not the required lawful basis for sharing personal information.**
 - Staff must be confident to **share information without consent** if, in their professional judgment, there is a clear and compelling reason to do so to protect a child or adult at risk.
 - The lawful basis for sharing in safeguarding cases is typically based on the need to protect the **vital interests of the individual** or the sharing is necessary for reasons of **substantial public interest** (i.e., the safeguarding of children and individuals at risk).
5. **Prioritise Safety and Well-being:** Base your information sharing decisions on considerations of the **immediate safety and long-term well-being** of the person and others who may be affected by their actions.
6. **Quality of Information:** Ensure that the information you share is **necessary, proportionate, relevant, accurate, timely, secure, and adequate** for the purpose for which you are sharing it. Share only with those agencies and people who genuinely need to have it.
7. **Record Your Decision: Keep a comprehensive record** of your decision and the reasons for it—whether you decide to share information or not. If you decide to share, then record what you have shared, with whom, and the precise purpose of the disclosure.