



Child Protection & Safeguarding Policy

The Csillagszeműek Anglia Hungarian Folk Dance Group believes that it is unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of children and young people who attend the school, by a commitment to practice in a way which protects them.

The Csillagszeműek Anglia Hungarian Folk Dance Group recognises its duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and the Criminal Justice and Court Services Act 2000 (in Scotland Protection of Children (Scotland) Act 2003). Working Together to Safeguard Children 2013.

Csillagszeműek Anglia Hungarian Folk Dance Group has a 'duty of care' to provide a safe environment that is conducive to promoting the health and well-being of children and young people under the age of 18 years.

Csillagszeműek Anglia Hungarian Folk Dance Group will take all reasonable steps to ensure that safeguarding and promoting the welfare of children is embedded in our contact through the training and activities we provide for them.

We recognise that:

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents and carers is essential in promoting young people's welfare

The purpose of the policy:

- To provide protection for the children and young people who receive Csillagszeműek Anglia Folk Dance Group's services, including the children of adult members or users
- To provide members and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm

This policy applies to all staff including volunteers, students or anyone working on behalf of Csillagszeműek Anglia Hungarian Folk Dance Group.





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The Csillagszemuek Anglia Hungarian Folk Dance Group will ensure that:

- all children will be treated equally and with respect and dignity;
- the welfare of each child will always be put first;
- a balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process;
- enthusiastic and constructive feedback will be given rather than negative criticism,
- bullying will not be accepted or condoned;
- all adult members of the organisation provide a positive role model for dealing with other people;
- action will be taken to stop any inappropriate verbal or physical behaviour;
- it will keep up-to-date with health & safety legislation;
- it will keep informed of changes in legislation and policies for the protection of children;
- it will undertake relevant development and training;
- it will hold a register of every child involved with the organisation and will retain a contact name and number close at hand in case of emergencies.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training

We are also committed to reviewing our policy and good practice annually.

The Csillagszemuek Anglia Hungarian Folk Dance Group has a dedicated Child Protection/Welfare Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to. That person's name is Krisztina Paladi-Kovacs and she can be contacted on 07525 817065.





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In implementing this child protection policy Csillagszemuek Anglia Hungarian Folk Dance Group will:

- Communicate to all members and volunteers their legal and moral responsibility to protect children and young people from harm, abuse and exploitation
- Communicate to all members/volunteers their responsibility to work to the standards that are detailed in the Surrey Safeguarding Children Board and the need to work at all times towards maintaining high standards of practice in protection of children
- Ensure that all members and volunteers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection
- Ensure that the organisations named person for child protection understands her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care)
- Ensure that any procedures relating to the conduct of member/volunteers are implemented in a consistent and equitable manner
- Facilitate opportunities for children and young people to express their ideas and views on a wide range of issues in connection with the service they are provided with and to have access to the organisation's Complaints Procedure.
- Facilitate involvement of parents or carers in the work of the organisation and to make child protection policies and procedures available to them.





Procedures

Csillagszeműek Anglia Hungarian Folk Dance Group (Csillagszeműek Anglia) recognises the importance of having clear procedures to enable members and volunteers to handle situations where an appropriate response is needed to a child protection concern.

1. Responding to a child disclosing abuse

- Stay calm
- Listen carefully to what is said
- Find an appropriately early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow the child to continue at his/her own pace
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the child's own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- Contact your designated person

REMEMBER: It is important that everyone in Csillagszeműek Anglia is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them of concern about a child.

2. Responding to signs or suspicions of abuse

3. Responding to allegations of abuse against a member of staff, worker or volunteer

4. Recording and Information Sharing

In all situations, including those in which the cause of concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation or reported incident, regardless of whether or not the concerns are shared with a statutory child protection agency.

An accurate note should be made of:

- Date and time of the incident or disclosure
- Parties who were involved
- What was said or done and by whom
- Any action taken by the organisation to investigate the matter
- Any further action e.g. suspension of a worker
- Where relevant, reasons why there is no referral to a statutory agency





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- Names of persons reporting and to whom reported

The record should be clear and factual as it may be needed by child protection agencies investigating the incident and may, in the future, be used as evidence in court.

Keeping such a record may also help protect Csillagszemuek Anglia.

5. Confidentiality Policy, and Retention and Storage of documentation

As a general rule, all personal information that is acquired or held in the course of working with children and young people should be treated as confidential and stored securely. Particular care should be taken with sensitive information.

Consideration should also be given to the Data Protection Act which requires that information is obtained and processed fairly and lawfully; that it is accurate, relevant and not held for longer than is necessary; and kept securely. Csillagszemuek Anglia produced a GDPR Privacy Notice and shared it with all members, parents and volunteers.

Handling and Safekeeping of Disclosure Information

Photographs

Csillagszemuek Anglia recognises the need to ensure the welfare and safety of all children. In accordance with our Child Safeguarding Policy we will not permit photographs, video or other images of children and young people to be taken without the consent of the parents/carers and children.

At lessons and rehearsals parents are NOT allowed to take photos. At open lessons or end of term performances parents can take photos of their own children (in case of all parents of the participant children agreed and signed the photo consent form) but they are not allowed to share it in social media, websites, etc.

Csillagszemuek Anglia will follow the guidance for the use of photographs.

We will inform as to where photographs will be used.

Csillagszemuek Anglia will take all steps to ensure these images are used solely for the purposes they are intended and are stored safely and securely. If you become aware that these images are being used inappropriately, you should inform Csillagszemuek Anglia immediately. You have the right to ask for the removal of photographs involving you or your child at any time.

During events Csillagszemuek Anglia may employ a photographer to take still images or video footage which is then made available for parents as keepsakes. These images may also be used to advertise Csillagszemuek Anglia in differing forms of marketing including appearing on the dance connect website www.csillagszemu.uk. When registering to





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become a member of Csillagszemuek Anglia a parental consent form for use of images of children will be required to be signed. Parents and spectators at events wishing to photograph or film the event are to be aware of the expectations which are explained in The Child Protection Policy.

Parents

Csillagszemuek Anglia believes it to be important that there is a partnership between parents and the organisation. Parents are encouraged to be involved in the activities of the organisation and to share responsibility for the care of children.

All parents will be given a copy the organisation's Child Protection Policy and procedures.

All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. The organisation has a responsibility to ensure suitable arrangements are in place to take children home.

E-safety

Most of our children will use mobile phones and computers. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings.

At Csillagszemuek Anglia children are NOT allowed to have their phones with them in class. Csillagszemuek Anglia will only communicate via the parents/carers, not via the children's phones or emails.

Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying.

Gifts made to the children

Gifts of any sort, including sweets and chocolates given to the children must be made via the chaperone and with consent of the parents

Chaperones will be mindful of any allergies/food intolerances in the group before accepting gifts for the children

Favouritism of any child(ren) is not appropriate

All gifts should be made to all the children rather than any specific child(ren)





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Physical Contact

All adults will maintain a safe and appropriate distance from children.

Adults will only touch children when it is absolutely necessary in relation to the particular activity.

Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

Rights & Confidentiality

If a complaint is made against a member of the organisation he or she will be made aware of his rights under the organisation's disciplinary procedures.

No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

Accidents

To avoid accidents, members, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.

If a child is injured while in the care of the organisation, a designated first-aider will administer first aid and the injury will be recorded in the organisation's accident book. This record will be counter-signed by the person with responsibility for child protection.

If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be counter-signed by the person with responsibility for child protection. This record can be useful if a formal allegation is made later and will also be a record that the child did not sustain the injury while participating in the production.

To discuss any safeguarding concerns, please contact Csillagszemuek Anglia Hungarian Folk Dance Group Principal, Krisztina Paladi-Kovacs on 07525 817065.





Risk Management (example)

- Project Name:
- Project Leader:
- Date Produced:
- Participants:

List each risk and identify actions to reduce probability and/or impact

- Risk
- Risks Probability (On a Scale of 1-10 with 10 being very probable)
- Impact
- Actions to reduce probability and/or impact





Parental Consent Form for Use of Images of Children

I/we.....the parent(s)/guardian(s) of:

(child's full name).....

(child's full name).....

(child's full name).....

hereby give Name of Organisation permission to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting my/our children named above,

taken by (name of photographer)

on behalf of the Name of Organisation, on (date).....

at (place).....

for any of the following uses:

- Advertisements, marketing, leaflets, or any other use such as for training, educational or publicity purposes.

The above consents will apply throughout the world and be for an indefinite period / expire on (date).....delete as appropriate

Signed.....Date.....

Address.....

.....

Postcode.....





What is abuse?

Government guidelines in Working Together to Safeguard Children categorises abuse as:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

What is physical abuse? Physical abuse includes hitting, shaking, throwing, poisoning or misuse of medications, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms or deliberately causes ill health to a child whom they are looking after.

What is emotional abuse? Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on that person's emotional development. It may involve making the individual feel or believe that they are worthless, unloved or inadequate. It may also involve causing the person to feel often frightened or in danger. It may involve exploitation or corruption.

What is sexual abuse? Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative or nonpenetrative acts. Sexual abuse also includes non-contact activities such as involving children or young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways. Sexual abuse may be same sex or opposite sex, may be by other children, young people or adults. People from all walks of life may be sexual abusers.

What is neglect? Neglect is the persistent failure to meet a child's or young person's basic physical and or/psychological needs, likely to result in the severe impairment of the person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child or young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

Checklist for Reporting Suspected Abuse

- Name of child
- Age and date of birth
- Religion
- Ethnicity
- First Language
- Disability





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- Any special factors?
- Parents/carers name(s)
- Home address and phone number (if available)
- Are you reporting your own concerns or passing on those of somebody else?
- Brief Description of what has prompted the concerns: include dates, times etc of any specific incidents.
- Any physical signs? Behavioural signs? Indirect signs?
- Have you spoken to the child? If so, what was said?
- Have you spoken to the parent(s)? If so, what was said?
- Has anybody been alleged to be the abuser? If so, give details. Have you consulted anybody else? If so, give details.
- Your name and position:
- To who reported and date of reporting:
- Signature
- Today's date

