

# NOCTURN (NOCTURN DANCE LIMITED) Children and Vulnerable Adults Protection Policy

Last reviewed July 2023

## The purpose and scope of this policy statement

**NOCTURN** invents **online & live** digital installations in partnership with **people**

Our work is relevant and unique. It comes from and leads people to make connections about **technology**, it's **impact on us**, and **thought-provoking contemporary dance** stories. We place **community participation** and **inclusion** at the heart of our creative process.

Our activities include:

- Professional UK and international dance works
- Educational workshops in primary, secondary & Special Educational Needs schools
- Dance/creative workshops with community groups and older adults
- A programme of outreach workshops organised and delivered by **NOCTURN** or through other partners
- Specialist coaching

The purpose of this policy statement is:

- To protect children, young people and vulnerable adults who receive **NOCTURN** (NOCTURN DANCE LIMITED) services from harm. This includes the children of adults who use our services
- To provide staff and volunteers, as well as children, young people, vulnerable adults and their families, with the overarching principles that guide our approach to child protection

This policy applies to anyone working on behalf of **NOCTURN** (NOCTURN DANCE LIMITED) including senior managers, paid staff, volunteers, sessional workers, agency staff and students.

## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://nspcc.org.uk/learning).

## Supporting documents

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

**We believe that:**

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

**We recognise that:**

- The welfare of children and vulnerable adults is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children and vulnerable adults 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, vulnerable adults, their parents, carers and other agencies is essential in promoting young people's and vulnerable adult's welfare

**We will seek to keep children, young people and vulnerable adults safe by:**

- Valuing, listening to and respecting them
- Appointing a nominated child protection lead for children, young people and vulnerable adults
- Following all child protection procedures set out in the schools or partner organisations that we work with
- Adopting child 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 [more information about this is available from the Information Commissioner's Office: [ico.org.uk/for- organisations](https://ico.org.uk/for-organisations)]
- Making sure that children, young people, vulnerable adults and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, vulnerable adults, 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, vulnerable adults, 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, vulnerable adults and their families, treat each other with respect and are comfortable about sharing concerns

## **Types of abuse**

**Neglect:** is the persistent failure to meet a child's or vulnerable adult's basic physical and or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child or vulnerable adult from physical and emotional harm or danger  
Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment  
It may also include neglect of, or unresponsiveness to, a child's or vulnerable adult's basic emotional needs

**Physical abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable adult.

**Sexual abuse:** involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, including prostitution, whether or not the child or vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities such as involving children or vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

**Emotional abuse:** is the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children or vulnerable adults that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children/vulnerable adults. These may include interactions that are beyond the child's or vulnerable adults developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child/vulnerable adult from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children/vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child/vulnerable adult, though it may occur alone.

## **Guidelines for all NOCTURN (NOCTURN DANCE LIMITED) staff and volunteers**

Staff must at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of **NOCTURN** (NOCTURN DANCE LIMITED).

### **RESPECT**

Staff and volunteers are committed to:

- Treating children, young people and vulnerable adults with respect and dignity
- Always listening to what a child, young person or vulnerable adult is saying
- Valuing each child, young person or vulnerable adult
- Recognising the unique contribution each individual can make
- Encouraging and praising each child, young person or vulnerable adult

### **BY EXAMPLE**

Staff and volunteers will:

- Provide an example, which we would wish others to follow
- Use appropriate language with children, young people or vulnerable adult and challenge any inappropriate language used by a vulnerable adult, young person or child or an adult working with young people
- Respect a young person's right to privacy

### **ONE TO ONE CONTACT**

Staff and volunteers will:

- Not spend excessive amounts of time alone with children/vulnerable adult, away from others
- Staff should try to always be visible to others in their contact with children/vulnerable adult
- Staff should not deliver sessions without another member of staff or adult being in the room
- In the unlikely event of having to meet with an individual child, young person or vulnerable adult make every effort to keep this meeting as open as possible
- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts

### **PHYSICAL CONTACT**

Staff and volunteers should never:

- Engage in sexually provocative or rough physical games, including horseplay
- Do things of a personal nature for a child, young person or vulnerable adult that they can do for themselves. If such an incident arises, for example, where a child, young person or vulnerable adult has limited mobility, **NOCTURN** (NOCTURN DANCE LIMITED) staff should seek a member of school staff or leader of the youth organisation to deal with such an incident
- Allow, or engage in, inappropriate touching of any kind

## GENERAL

Staff and volunteers should:

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow us to be drawn into inappropriate attention seeking situations such as tantrums or crushes
- Never exaggerate or trivialise child/vulnerable adult abuse issues or make suggestive remarks or gestures about, or to a child, young person or vulnerable adult, even in fun

## RELATIONSHIPS

Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within **NOCTURN** (NOCTURN DANCE LIMITED) or the work of **NOCTURN** (NOCTURN DANCE LIMITED).

## SHARING INFORMATION

Good communication is essential in any organisation. In **NOCTURN** (NOCTURN DANCE LIMITED) every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

## Children, Young People & Vulnerable Adults

Children, young people and vulnerable adults have a right to information, especially any information that could make life better and safer for them. **NOCTURN** (NOCTURN DANCE LIMITED) will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

The majority of our work with young people and vulnerable adults is delivered in partnership with schools or other organisations. Staff should in the first instance for the procedures of the host organisation and directly contact the hosts Safeguarding Officer.

## Parents

Parents / persons with parental responsibility are ultimately responsible for their children/ vulnerable adult's welfare at all times, and they should be assured that they are involved with a credible organisation.

## Staff & Volunteers

As an organisation, which offers support and guidance to children, young people and vulnerable adults, it is imperative that each member of the **NOCTURN** (NOCTURN DANCE LIMITED) staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of **NOCTURN** (NOCTURN DANCE LIMITED) procedures.

## Other Bodies

A copy of our Child Protection Policy will be made available to any other appropriate body.

## PROCEDURES FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

In any case where an allegation is made, or someone in **NOCTURN** (NOCTURN DANCE LIMITED) has concerns, a record should be made. Where staff are delivering sessions which are organised by our partners or schools, you should follow their safeguarding guidance.

Where staff are working on a **NOCTURN** (NOCTURN DANCE LIMITED) only project and is not being delivered through one of our partners or schools you should make a record and include, as far as practical:

- Name of child, young person or vulnerable adult
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available

Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details;

- What has prompted the concerns?
- Include dates and times of any specific incidents
- Has the child, young person, vulnerable adult been spoken to?

If so, what was said?

- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken? E.g. school, designated officer, children's social care
- Has anyone else been consulted?

## **DESIGNATED CHILD PROTECTION PERSONS**

The designated person will immediately inform Children & Families Assessment Intervention Team (CAFAIT) by telephone.

Confidentiality must be maintained and information relating to individual children and young people/families shared with staff on a strictly need to know basis.

## **TRAINING**

The designated person must receive training every 2 years in Child Protection.

All staff and volunteers shall have access to appropriate training on a regular basis, at least every 3 years.

## **RECORD-KEEPING**

All records, information and confidential notes will be kept in separate files in a locked drawer or filing cabinet.

Only the designated Persons will have access to these files.

## **DISCLOSURE**

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues
- Listen to the child, young person or vulnerable adult, rather than question him or her directly
- Offer him / her reassurance without making promises and take what the child says seriously
- Allow the child/young person/vulnerable adult to speak without interruption
- Accept what is said – it is not your role to investigate or question.
- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will try to offer support, but that you must pass the information on
- Explain what you must do and whom you have to tell

- Record the discussion accurately, as soon as possible after the event, use the child/vulnerable adult's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say
- Contact one of (organisations Designated Persons) for advice / guidance

The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.

If Designated Person is not available, or it is inappropriate to approach them, the volunteer /member of staff with the concern should make direct contact with the relevant organisation themselves.

Record any discussions or actions taken within 24 hours.