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MAKING STREET DANCE ACCESSIBLE FOR ALL

UDOIT! Dance Foundation

Child Protection / Vulnerable Person's Policy and Procedures

Effective - June 2026

To be reviewed – June 2027

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MAKING STREET DANCE ACCESSIBLE FOR ALL

Contents

feature if you use "Heading 1", "Heading 2" formatting styles for each section)

1. Statement
2. Our Policy
3. Monitoring
4. Reporting Procedures
5. In-House Allegations
6. Useful Contact Details
7. Appendix A – Good Practice Guidelines
8. Appendix B – Definitions and Signs of Abuse
9. Appendix C – Responding to Disclosures

1. Statement

UDOIT! Dance Foundation believe that all children and vulnerable people have the right to enjoy the activities of the charity in a happy, safe, secure environment, safe from harm.
UDOIT! will do their utmost to ensure the safety and protection of everyone involved in the activities of the charity.

Everyone at UDOIT! has a responsibility to act appropriately and report concerns about children, and young people, whether these concerns arise within our activities, for example, inappropriate behavior of a deliverer—or in the wider community or outside of

it, perhaps through the action of a carer which is reported or observed by us.

UDOIT! is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and relevant regulatory body requirements. This policy recognises that the welfare and interests of children at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all participants:

- have a positive and enjoyable experience of UDOIT! activities in safe and participant centered environments
- are protected from abuse whilst participating in UDOIT! or outside of the activity

We acknowledge that some children at risk—including those with disabilities, ethnic and other minority communities, LGBT+ community members, and children in care—can be particularly vulnerable to abuse. We accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Everyone involved in providing activities for children at risk will be given access to appropriate training opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns. This training will be reviewed annually.

All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately in accordance with the relevant Safeguarding Procedures (Children or Adults at Risk).

2. Our Policy

As part of our safeguarding policy, we will:

- promote and priorities the safety and wellbeing of children & young people at risk value, listen to and respect children at risk
- ensure robust safeguarding arrangements and procedures are in operation
- adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers

- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate training opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and adults at risk
- provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about our policies, procedures and behavior codes and follow them confidently and competently
- ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual(s) who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored, in line with data protection legislation and guidance
- prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made. This includes having full and clear job/role descriptions and interviewing potential applicants establishing the state of their knowledge of safeguarding principles, even when filling a volunteer position
- appoint a nominated safeguarding lead for children, young people and adults at risk and a lead board member for safeguarding
- develop and implement an effective online safety policy and related procedures
- share information about safeguarding and good practice with adults at risk, children and their parents via leaflets, posters, group work and one-to-one discussions
- make sure that children & young people at risk, and their parents know where to go for help if they have a concern
- commit to continuous development, monitoring and review

Furthermore we:

- will seek to ensure that our provision is inclusive and make reasonable adjustments for any ability, disability or impairment
- recognise that ability and disability can change over time

- recognise the role and responsibilities of the statutory agencies in safeguarding adults and are committed to working with the procedures of the local (Home Nation) safeguarding arrangements

The policy and procedures will be widely promoted and are mandatory for everyone involved in UDOIT!, including staff, volunteers and Trustees. It is acknowledged that different Home Nations will have different legislative frameworks and safeguarding structures and that there will be resulting variations in implementation of policies and procedures. Failure to comply with the policy and procedures will be addressed without

delay and may ultimately result in dismissal, termination of membership and/or exclusion from activities.

3. Monitoring

This policy will be reviewed annually, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the CPSU, UK Sport and/or home country sports councils
- as a result of any other significant change or event

4. Reporting Procedures – DO NOT DELAY

IT IS NOT THE RESPONSIBILITY OF PARTICIPANTS (WHETHER STAFF, VOLUNTEERS OR PARENTS) TO DECIDE THAT ABUSE IS TAKING PLACE, BUT IT IS THEIR RESPONSIBILITY TO ACT ON ANY CONCERNS AND REPORT IT

It is vitally important that any disclosure made in confidence is recorded factually as soon as possible; this is whether or not the matter is taken to another authority. There is a report record that must be completed in all cases.

An accurate account should be made of:

- Date and time of what has occurred and the time the disclosure was made
- Names of people who were involved
- What was said or done by whom

- Any action taken by the group to gather information and refer on
- Any further action, e.g. suspension of a worker or volunteer
- Where relevant, reasons why there is no referral to a statutory agency
- Names of person reporting and to whom reported

The designated person will use the appropriate reporting systems for the situation. This may be reporting the matter to Local Authorities Children's Social Care or the Police. This is why

Recording all information impartially and accurately is vital as this could be used for evidence for later use.

If you encounter abuse or suspicious situations of concern, for example, a child might tell another child friend something—then the designated person is to be told at the earliest convenience. This will be in confidence.

If it is thought returning the child or vulnerable person home would put them in immediate danger, advice should be sought from the designated person in the first instance who will, if necessary, liaise with NSPCC or Local Authorities Children's Social Care.

5. Procedures to Deal with In-House Allegations

It can be very difficult to report concerns about another member of staff or volunteer, but all staff and volunteers have a duty to do this.

It is important that any concerns for the welfare of the child or vulnerable person arising from suspected abuse or harassment by a member of staff or volunteer should be reported immediately. UDOIT! will fully support anyone who, in good faith, reports his or her concerns that a colleague is or may be abusing a child or vulnerable person.

Allegations of abuse against a member of staff or volunteer will be fully recorded and reported appropriately. The concerns should initially be reported to the designated person, unless of course they are the member of staff concerned, in which case the concerns should be reported to the NSPCC, Local Authorities Children's Social Care, or Adult's Social Care.

This policy forms part of the code of practice for trustees, staff and volunteers. The consequences of breaching the code are clear and linked to disciplinary, grievance procedures and criminal procedures if appropriate.

This policy will be reviewed annually and will be amended or updated if necessary to ensure it remains in line with the government's recommendations on policies and procedures and also in line with legislation.

6. Useful Contact

• **Designated Safeguarding Lead Wales** – Caitlin Waters, Wales Lead Email: caitlin@udoitdance.co.uk

• **Designated Safeguarding Lead England & Safeguarding Champion** – Caroline Fallis Taylor, England Lead Email: caroline@udoitdance.co.uk

• **Designated Trustee Lead, Chair of the Board – Mark Guinibert, mark.guinibert@gmail.com**

• **Emergency services** – Dial 999 (Police, Ambulance, Fire)

• **Non-emergency services** – Dial 101

> *There is no generic number for local authority adult or children's social care. An internet search should be used to find the correct number for the relevant area.See attached document for localised numbers.*

> **LADO (Local Authority Designated Officer) -** Must be informed if the concern realtes to someone working with children or vulnerable people.

• **CEOP (Child Exploitation and Online Protection Centre)** – Phone: 0870 000 3344 Online: www.ceop.police.uk

• **NSPCC** – Email: help@nspcc.org.uk Phone: 0808 800 5000

• **ChildLine** – Phone: 0800 1111 Website: www.childline.org.uk

• **Every Child Matters** – www.everychildmatters.gov.uk

• **Working Together to Safeguard Children** – Guidance reviewed June 2022

Appendix A – Good Practice Guidelines

These are guidelines and not exhaustive. They are designed to protect both staff and children/vulnerable people.

Examples of good practice:

- Always working in an open environment
- Treat all individuals equally and with respect
- Put children and vulnerable people's welfare first
- Avoid private/unobserved situations
- Avoid intimate relationships with participants
- Use appropriate supervision during trips/residentials
- Be a good role model (e.g. no smoking/drinking around young people)
- Provide constructive feedback
- Keep records of injuries and treatment
- Get parental consent for transport when necessary

Practices to avoid (unless necessary and with approval):

- Excessive one-to-one time with children/vulnerable people
- Providing lifts alone

Practices never to be sanctioned:

- Rough or provocative games
- Inappropriate touching
- Sharing rooms
- Sexual comments
- Ignoring inappropriate language
- Failure to act on allegations
- Personal care that a child can perform
- Unsupervised home visits

Appendix B – Definitions and Signs of Abuse

There are four recognised types of abuse:

1. Physical Abuse

Includes hitting, shaking, poisoning, etc.

Physical Signs: Bruising, burns, bite marks, untreated injuries, poor growth

Behavioral Signs: Fearfulness, aggression, withdrawal, reluctance to change clothes

2. Emotional Abuse

Persistent maltreatment affecting development

Signs: Speech issues, tiredness, emotional delay, self-harm, underachievement

3. Sexual Abuse

Includes physical and non-contact sexual activities

Signs: Genital pain, STIs, pregnancy, inappropriate sexual behavior, secrecy

4. Neglect

Failure to meet basic physical/emotional needs

Signs: Hunger, poor hygiene, inappropriate dress, tiredness, isolation

Additional Definitions for Appendix B – Definitions and Signs of Abuse

Child Exploitation

Child exploitation refers to situations where children or young people are used for someone else's advantage, gratification, or profit, often resulting in harm to the child. This includes, but is not limited to, sexual exploitation, criminal exploitation (such as involvement in drug trafficking or theft), and forced labour. Exploitation can occur through coercion, manipulation, violence, or threats, and may involve both adults and other young people.

Example: A child being groomed online and then coerced into sharing explicit images or performing sexual acts or being forced to commit crimes for someone else's benefit.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is the partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. FGM is illegal in the UK and is recognised internationally as a violation of the human rights of girls and women. It can cause severe physical and psychological harm, including long-term health complications.

Example: A girl being taken abroad during school holidays to undergo FGM, or being subjected to the procedure within the UK.

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from urban areas into smaller towns and rural areas, using dedicated mobile phone lines or other forms of "deal lines." Children and vulnerable adults are often exploited to move, store, or sell drugs, frequently through coercion, intimidation, violence, or threats.

Example: A young person being recruited by a gang to travel to another town to deliver drugs, often staying in unsafe accommodation and being exposed to significant risk of harm.

Appendix C – Responding to Disclosures

DO:

- Treat all disclosures seriously
- Reassure the person
- Be honest about your duty to report
- Inform them of next steps
- Take action and write down what is said and done

DON'T:

- Promise secrecy
- Ask leading questions
- Dismiss or interrupt
- Blame the child or vulnerable person
- Delay reporting