



TOUCHDOWN DANCE CHILD PROTECTION AND SAFEGUARDING POLICY AND PROCEDURES

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Contents: Page

1. Introduction	2
2. Child Protection policy statement	3
3. Procedures and systems	4
3.1 General	4
3.2 Disabled children and vulnerable adults.	4
3.3 Youth	4
3.4 Schools & external groups	4
3.5 Health & Safety and risk Assessments	5
3.6 Accidents and Injuries	5
3.7 Disclosure & Barring checks	5
3.8 Confidentiality and data protection	6
3.9 Film and photos	7
3.10 Abuse, whistleblowing and reporting	7
3.11 Conduct Guidelines for Learning Artists	
3.12 Conduct guidelines for group members	
3.13 Further references	7
Appendix 1 – Risk Assessment template	8
Pandemic Risk Assessment template	9
Appendix 2 – Personal Emergency Evacuation Plan (PEEP)	9
Appendix 3 – Film and Photography consent form	10
Appendix 4 – Indicators of Abuse	11
Appendix 5 – Reporting procedures	13
Appendix 6 – Conduct guidelines	15
Appendix 7 – Safe touch guidelines	18

1. Introduction

TOUCHDOWN DANCE (referred to below as Touchdown) offers learning activity that celebrates the individual and their creative potential.

Through the delivery of innovative and exceptional Learning projects, Touchdown seeks to nurture the development of dancers and choreographers of all ages, experiences and abilities.

We create bespoke Learning projects to meet the needs of our partners. Through close consultation we identify clear aims and outcomes for each piece of work we undertake.

Touchdown was founded in 1986 and the company's workshop praxis draws on a wealth of valuable experience as a leader in the field of contemporary dance-theatre with visually impaired and sighted dancers. Our work takes place in England and Wales and beyond in the UK and internationally, in partnership with charities, institutions, across education, including schools, colleges, vocational and Higher Education institutions or within professional development contexts.

This means that our team will come into contact with every kind of person and, as such, every team member is expected to have a thorough understanding of Child Protection, Good, Safe Practice, and Safeguarding.

For the purposes of child protection legislation the term 'child' refers to anyone up to the age of 18 years.

Because Touchdown's youth work in particular includes members up to the age of 25 years, the company's Child Protection and Safeguarding policy and procedure shall be considered to include 'children' and young, vulnerable adults up to the age of 25 years.

Touchdown Dance's learning activity is delivered by a team of dancers and Touchdown Dance **Learning Artists**, who are collectively referred to as **the Learning Team**.

Katy Dymoke is the current Welfare Officer/Child Protection officer advising on reporting any safeguarding concerns to the relevant Safeguarding Lead and agency, and executive director who reports to the Chair of the Board of Directors/Trustees.

2. Touchdown Child Protection Policy Statement: Touchdown Dance is committed to protecting children, young people and our learning team, and aims to take all reasonable measures to ensure that the risks of harm to children's welfare are minimised:

- The welfare of the child is paramount.
- The focus is on the prevention of harm.
- All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality, beliefs or any other protected characteristics and the association thereof, under the Equality Act 2010.
- All children have the right to be protected and enjoy participating in activities within a safe and supportive environment.
- This policy is approved and endorsed by the board of trustees.
- The policy applies to all trustees, staff (office team and dancers), placement students and volunteers.
- All will be made aware of the child protection and safeguarding policy to ensure it is implemented in accordance with these measures.

Measures:

- Where on-going group workshops are concerned, members with capacity and parents/carers are informed of the policy and procedures as appropriate.
- Where working in schools, colleges and any other external workshops involving children or vulnerable adults is concerned, the teaching staff and relevant responsible adults are informed of the policy and procedures as appropriate.
- All concerns and allegations of abuse will be taken seriously by trustees, staff, Touchdown Artists and volunteers and responded to swiftly and appropriately. The Chair of the Board of Trustees would be informed immediately if an allegation or complaint was made. (this may require a referral to children's services and, in emergencies, the Police) – see appendix 5.2.
- Touchdown has a commitment to the safe recruitment and selection of any new office staff members, dancers and Touchdown Artists, including the appropriate vetting of them (see procedure for further details).
- Touchdown's Child Protection and Safeguarding Policy and procedures must be followed with reference to the Equality Act 2010, health and safety legislation, guidance from the Charity Commission (Safeguarding Children) and the Department for Children, Schools and Families (Safeguarding disabled children).
- Touchdown's Child Protection and Safeguarding Policy and related procedures will be reviewed annually in April by the board of directors and trustees.
- Further reference can be sought in the following company policies & procedures: Health & Safety, Disciplinary and Grievance (see below for relevant sections).

3. Procedures and systems

3.1. General: In the event of any safeguarding concern for any child or vulnerable adult attending a community session the first point of contact is Touchdown's *Child Protection Officer and Welfare Officer, executive director* Katy Dymoke. When working on site with a partner organisation, report the concern to the partner's *Child Protection lead or deputy*. Katy Dymoke must be informed to verify whether it is necessary to report any issues to the local authority safeguarding office. The chair of the board of trustees will step in as deputy Child Protection officer to be contacted if the Executive Director is on leave.

Touchdown Dance will keep up with health and safety regulations in artistic practice and will comply with all updated changes in legislation and policies for protection for young people and children.

Touchdown will provide relevant training and development for Touchdown's Learning Team when necessary through Ihasco or equivalent.

Touchdown will ensure that all employees are aware of the indicators of child abuse and neglect of children and young people. The executive director will regularly attend best practice training and development events in Child Protection, Safe Touch and Safeguarding.

The executive director will arrange child protection training for company dancers and Learning Team every 18 months to update any changes in legislation.

Team members working in direct contact with children and young people, delivering learning activity, will be required to sign contracts which include acknowledgement and acceptance of the Child Protection and safeguarding policy and conduct guidelines.

3.2. Working with disabled children and vulnerable adults

Touchdown recognises that extra caution is required when working with disabled children and vulnerable adults as they are at increased risk of abuse in comparison to non-disabled children (please see our Health and Safety policy and Appendix 4 – Indicators of abuse).

3.3. Youth

It is essential that, at all times, there are at least two responsible adults in any space in which activity takes place.

The ratio in terms of responsible adults to youth group members is 1:8 children under 16yrs and 1:10 for older groups.

3.4. Schools & external groups

It is essential that, at all times, there are at least two responsible adults in any space in which activity takes place.

The ratio in terms of responsible adults to participants in the group is 1:8 children under 16yrs and 1:10 for older groups.

A teacher or member of school staff must be present in the activity space at all times.

3.5 Health & Safety and risk assessments

At the outset of all projects Touchdown will liaise with partners to ensure the most appropriate and rigorous risk assessment is conducted (see Appendix 1) and will monitor risk throughout the life of the project. Particular diligence is required when assessing risk for disabled members, particularly with regard to emergency evacuation procedures (see Appendix 2).

At the outset of each project the Learning Team/artist will be informed of the person who has designated protection responsibility and will be provided with their contact details. In most cases this will be a contact at the partner organisation. The Welfare Officer is the first point of contact for advice and to be informed of cases reported.

3.6. Accidents and Injuries

If a child or young person is injured whilst participating in a Touchdown project, a record must be made in the partner's accident book or report form (e.g. at the relevant school). The record must be countersigned by the person responsible for the individual or by a responsible member of staff if they are not present. The accident book must be kept for 3 years. Touchdown's executive director should be provided with a copy of this report.

All members of Touchdown Learning Team are to read the safeguarding policy of the partner organisation and must sign to the effect they have done so.

Touchdown will review the policies every 18 months and if they have changed all staff must read and sign they have done so.

If a child or young person arrives at a session with an obvious physical injury a record will need to be made in an accident book. This record must be countersigned by the person with responsibility for the individual. This record can be useful if a formal allegation is later made. It will also be a record that the individual did not sustain the injury whilst working with Touchdown. Further details of what to do in the event of an emergency or accident are found in Appendix 5.1

3.7. Disclosure & Barring checks

Touchdown has a commitment to the safe recruitment and selection of any new office staff members, dancers and Touchdown Artists, including the appropriate vetting of them. All relevant staff and volunteers are required to have an enhanced Disclosure and Barring service check carried out before the start of their employment with Touchdown. Enhanced Disclosure and Barring service checks will be carried out for all company dancers, the Learning Producer, Touchdown Artists and any other relevant volunteers or office staff. This fee will be covered Touchdown.

Touchdown's executive director Katy Dymoke, will ask to see all new DBS Checks when the member of staff receives their certificate. The issue number and date of issue will be logged. The DBS certificate will be returned to the member of staff and no copy will be made.

The checks for the Youth group leaders will be Enhanced checks with barred list checks, as the youth sessions are considered to be regular and unsupervised activity. The checks for all other required company members will be Enhanced checks without barred list checks as learning activity is generally irregular and supervised.

Checks are considered valid for three years although Touchdown will seek to renew these every two years. Touchdown learning team and company dancers are advised to sign up to the DBS Update Service which allows applicants to keep their DBS certificates up to date.

As a company engaged in regulated activity (regular learning activities and classes), Touchdown has a legal duty to make an immediate referral to the DBS if any member of staff is involved in allegations of abuse or has been removed from their position.

3.8. Confidentiality and data protection

Touchdown will support confidentiality in line with the data protection act 1998 and will not hand out any information about employees/artists or arts facilitators to other arts organisations. Touchdown is committed to its artists' rights.

Any data held on Touchdown's Artists is only to be used for work-related purposes. In the event of a case of abuse, every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a 'need to know' basis only, or unless it is vital the information is passed on for safety reasons. In this instance **only** the following people should be contacted: Katy Dymoke, Touchdown's welfare officer and the parent/carer of the person who is alleged to have been abused.

Any material relating to reported incidents, concerns and referrals is kept securely at Touchdown's office. Such documents are destroyed after the statutory time period (see Touchdown's Data Protection and Record keeping policy).

The protection of the child is the most important consideration when it comes to confidentiality and information sharing.

3.9. Film and photos; at times Touchdown documents the company's activity through photography or film.

- Any photographs or films taken of children/young people participating in any project will only be carried out with the full consent of the children's parents/carers and in consultation with the young people involved (see Appendix 3).
- Parents'/carers' permission will also be required for using photographs or footage of their children in Touchdown's publicity material, including web-based materials.
- Consent forms will be filed securely in Touchdown's office.
- All Company images of children/vulnerable adults will be kept in a safe place (on the company server, which is accessible only by employees with a password).
- Any practitioner who requires photographs for their own records must seek permission from the **executive director** and also sign an agreement that the photos will be used in a safe and appropriate way. They must also agree not to post photos or video material on the web. (see Appendix)

3.10 Abuse, whistleblowing and reporting – child and vulnerable adult

Touchdown is committed to the welfare of every person the company comes into contact with. All suspicions and allegations of abuse and poor practice will be taken extremely seriously and responded to immediately and appropriately. Abuse can take four main forms, all of which can cause long-term damage to a person: physical abuse, emotional abuse, neglect and sexual abuse. Bullying and domestic violence are also forms of abuse.

With regard to whistleblowing in the context of Child /Vulnerable Adult Protection and Safeguarding. Please refer to the relevant Appendix for further details. Touchdown considers the following two scenarios:

- A member of Touchdown’s Learning team is concerned about the welfare of a workshop participant (see Appendix 4 – Indicators of abuse; Appendix 5.1 – Reporting Procedures).
- Suspicions or concerns are raised with regard to the conduct of a member of Touchdown’s Learning team or other staff (see Appendix 5.2).

3.11 Conduct Guidelines for Learning Artists

For every Learning project, each Learning Artist involved in the delivery will be required to sign a letter of agreement which outlines Touchdown’s Code of Conduct. Besides outlining the details of the respective project, the agreement states that the Artist accepts and recognises his/her responsibility concerning the safeguarding of children and vulnerable adults. It is therefore the Artist’s responsibility to be aware of the kind of conduct expected of him/her and of any issues relating to the protection of children and vulnerable adults, including how to report suspected abuse.

Please refer to Appendices 4-6 for further details.

3.12 Further references

NSPCC Child Protection Helpline on 0800 800 5000

Firstcheck: a step by step guide for organisations to safeguard children; www.nspcc.org.uk

Keeping Arts Safe www.artscouncil.org.uk

Area Child Protection Committees www.doh.gov.uk/acpc/local.htm

Disclosure & Barring Service; <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Safeguarding disabled children – practice guidance - DCSF Child Protection on the Internet www.wiseuptothenet.co.uk

Charity Commission: Safeguarding Children (Protecting children in your organization)

APPENDIX 1 – Touchdown Dance Risk Assessment template

RISK ASSESSMENT - NAME OF EVENT:

LIKELIHOOD:				SEVERITY:						
1. Unlikely 2. Possible 3. Happens Occasionally 4. Happens Periodically 5. Happens Frequently				1. Trivial (on site First Aid) 2. Minor (on site First Aid) 3. Significant injury (Hospitalisation) 4. Serious injury (Hospitalisation) 5. Fatality						
Ref NO	SUBJECT AREA	PEOPLE AT RISK	HAZARD		RATING Likelihood x Severity Rating = Primary Risk based on no controls	CONTROL MEASURES	RATING Likelihood x Severity Rating = Residual Risk			FURTHER PRECAUTIONS
			L = low	H = High			L	S	R	
	Dance activity	Young dancers	4	2	8	<i>Full warm up and cool down to be part of Artist's lesson plan. Dancers are made aware of the importance of injury prevention and how to take care of their bodies during a dance class.</i>	3	1	3	<i>First aid appointed persons are identified and called upon if necessary.</i>

COVID-19 RISK ASSESSMENT TEMPLATE – in the event of a Pandemic.

Name (of activity/session etc):	Location, date & times:
Date of Creation:	Date of Review:
Completed by:	

What is the risk?	Who is at risk?	Risk level (1= <i>low</i> , 5= <i>high</i>)	Mitigating action(s)	Action by whom?	Action by when?	Action complete

APPENDIX 2 – Personal Emergency Evacuation Plan

Whenever a workshop is held at a venue that is not the participant’s usual base or site, then the member or their caregiver in attendance are given the evacuation procedure and asked to fill in a form and state whether or not they would need assistance in exiting a building in the event of an emergency.

If a participant does indicate they will need assistance in the event of an emergency, they will be requested to complete a Touchdown Dance’s emergency evacuation questionnaire together with the Learning team and in consultation with the venue, in order to agree a suitable Personal Emergency Evacuation Plan. This process can be as formal or informal as the group member and his/her parent/carer regard as suitable. As long as all parties agree in writing on a suitable plan of assistance in the event of an emergency.

APPENDIX 3 – Film and Photography consent form

FILM AND PHOTOGRAPHY CONSENT FORM – Touchdown Dance and Embody-Move

Touchdown Dance films and photographs learning projects to document, promote and help evaluate our work. These images may be used in our printed publications, as well as on our website.

Occasionally, our classes and activities may be visited by other photographers from the press, or filming companies who will take photographs or film footage on behalf of Touchdown Dance. These images/film footage may appear in local or national newspapers, or on televised news programmes (like Granada reports).

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of you or your dependent for promotional purposes. Please answer questions 1 to 4 below, then sign and date the form where shown.

1. May we use your/your dependent's image in Touchdown Dance's printed publications that we produce for promotional purposes? **YES/NO**
2. May we use your/your dependent's image on our website? **YES/NO**
3. May we record your/your dependent's image on video or webcam? **YES/NO**
4. Are you happy for your/your dependent's image to appear in the media? **YES/NO**

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

I have read and fully understand the terms above

Participant's Full Name: _____

Participant's Date of Birth: _____

Parent/Carer/participant if aged 18+ signature: _____

Name printed: _____

Relationship to young person: _____

Date signed: _____

APPENDIX 4 – Indicators of abuse

If you are worried about possible abuse it is your responsibility to put the interests of the child/person first and report it immediately to the child protection lead or deputy at the hosting organisation (e.g. school or local authority). If suspicions are raised when teaching at a host venue, follow the reporting procedure below, if in doubt report to Katy Dymoke.

If your concerns are about the person in Touchdown to whom you would normally go to seek advice on this issue, follow Appendix 5.2.

Signs of abuse may include:

- Unexplained or untreated bruising or injuries
- Suffering continual stomach pains or other physical ailments without any medical explanation
- Aggressive or withdrawn behaviour and refusal to talk about the injuries
- Unexpected fear of an adult and flinching when touched
- Sexually explicit behaviour and language
- Unaccounted for sources of money
- Fear of going home to parents or carers or of them being contacted
- Changes over time in manner and appearance, such as losing weight, becoming dirty and dishevelled, being constantly tired and always hungry
- Telling you about being asked to 'keep a secret' or dropping other hints or clues about the abuse

Further caution is used when considering possible abuse of disabled children. Further indicators may be:

- A bruise in a site that might not be of concern on an ambulant child, such as the shin, might be of concern on a non-mobile child
- Not getting enough help with feeding, leading to malnourishment
- Poor toileting arrangements
- Lack of stimulation
- Unjustified and/or excessive use of restraint
- Rough handling, extreme behaviour modification, e.g. deprivation of liquid, medication, food or clothing
- Unwillingness to try to learn a child's means of communication
- Ill-fitting equipment e.g. callipers, sleep boards, inappropriate splinting; misappropriation of a child's finances
- Invasive procedures which are unnecessary or are carried out against the child's will;

Further guidance on dealing with abuse of disabled children is found in the DCMS's document on 'Safeguarding disabled children: practice guidance' (p37-38).

If you suspect abuse, or are disclosed to, you are required to write down what the person said, the date and time of the conversation, and report it **immediately** to Katy Dymoke.

Responding to a Disclosure

- Keep calm and don't panic, do not appear shocked
- Don't seek help while the young person is talking to you
- Be honest and look at the child directly
- Accept what the young person says
- Let them know that you will need to pass on what they're telling you to another relevant person
- Assure them that they are not to blame for the abuse
- Always ask open questions, never pushing for information
- Do not fill in words, finish their sentences, or make assumptions
- Be aware that the young person may have been threatened
- Take proper steps to ensure the physical safety and psychological well-being of the young person. This may include referring them for medical treatment or to a psychologist
- Make certain you distinguish between what the young person has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure
- Do not permit personal doubt to prevent you from reporting the allegation to the designated Safeguarding Officer/Lead on site or to Katy Dymoke.
- Let the child know what you are going to do next and that you will let them know what happens

Things to say	Things not to say
'I believe you'	'You should have told someone before'
'I am going to try to help you'	'I can't believe it! I'm shocked!'
'I will help you'	'I won't tell anyone else'
'I am glad that you told me'	'No not.....he's a friend of mine'
'You are not to blame'	'Why? How? When? Where? Who?'

At the end of the Disclosure:

1. Reassure the young person that it was right to tell you
2. Let them know what you are going to do next
3. Immediately seek help, in the first place from a member of Touchdown's staff
4. Write down accurately what the young person has told you.
5. Seek help for yourself if you feel you need support
6. Seek advice from Katy Dymoke on how to write an incident report.

Confidentiality should be on a strictly 'need to know' basis and any relevant notes kept in a secure place for an indefinite period. Sign and date your notes. These are essential in helping the organisation/ Social Services/ the Police decide what is best for the child, and as evidence if necessary.

APPENDIX 5 – Reporting Procedures

5.1 Accident, emergency or concern of abuse of a young person or vulnerable adult

1. Where there is a suspicion or concern involving a young person’s welfare or safety at Touchdown Dance.
2. Where there is a suspicion or concern regarding the behaviour of a member of staff
3. Accident or Emergency

Stage 1. Is the young person in immediate danger or do they require immediate medical attention?

If **YES** Call an ambulance or go to local GP surgery; inform paramedics if there are any Child/vulnerable adult Protection concerns.

If **NO** follow this procedure:

1. Report to Katy Dymoke (Safeguarding Officer) on **07932038730** If you are unable to contact the her and have serious concerns contact the local NSPCC Helpline on **0800 800 5000** or the local safeguarding lead (in the school or local authority social services).
2. In cases where there are **no** child protection concerns (i.e. first aid), contact parents or guardians immediately.
3. Record as much information as possible on an Incident Report form within 24hrs.

Stage 2. Katy Dymoke to decide if incident is a possible case of child abuse and/or possible case of poor practice:

Possible Poor Practice: Internal Disciplinary Procedure implemented.

Possible Child Abuse: Touchdown to refer to Social Services.

5.2 Reporting concerns regarding the behaviour of a member of staff

If you suspect, or if a concern of abuse is raised to you, regarding a learner or an employee, please follow the following advice.

Contact Katy Dymoke (executive director) who informs the Chair of the board of Trustees.

If the suspicion/concern is dispelled: All records will be kept (as per Touchdown’s data protection and record retention policy). No further action will be necessary.

If suspicion/concern is ongoing, then the Social Services and/or Police, and/or parents if appropriate will be contacted and informed. Statutory bodies will make an initial assessment, thereafter:

- child protection investigations will begin,
- assessment of need will be made,
- action will be taken by Touchdown accordingly.

5.3. Breach of policies - behaviour of a Touchdown employee: The line manager of the employee in question is informed.

All factors and information are considered immediately by Executive Director, Katy Dymoke, with the assistance and input of the staff directly associated with the member/employee, and any additional staff member/s as and the Katy Dymoke believes appropriate.

Where a Touchdown contractor or volunteer is in breach of any policy the *three lines of reporting* disciplinary procedure will be followed:

1. The line/manager/executive director decides whether to suspend/remove the employee/member in question pending internal investigation.
2. Katy Dymoke will inform the Chair of the Board of Trustees of the breach.
3. The current Chair and Executive Director, will agree on the subsequent course of action on behalf of the Trustees.

APPENDIX 6 – Code of Conduct: guidelines for Learning Artists

You are required to follow Touchdown’s Child Protection and Safeguarding Policy & Procedure:

- Recognising that all children have the right to freedom from abuse.
- Actively discouraging bullying, violent and degrading behaviour and taking measures to deal with such incidents should they arise.
- Following instructions given to you by Touchdown concerning toileting, changing, and any other guidelines.
- Responding swiftly and appropriately to all suspicions or allegations of abuse, and providing parents and children with the opportunity to voice any concerns they may have.
- Treating all young people equally, with respect and dignity.
- Being an excellent role model, working in an open and accountable manner at all times.

6.1. Communications and personal relations

- Communications between Touchdown’s Learning Artists and young people are to be strictly professional.
- Learning Artists may not become Facebook friends or have other personal relations outside of the youth dance sessions.
- Young people must not be named on any social media platform
- Images/films of young people must not be stored on any personal mobile devices
- The Youth leaders must only use their ‘youth dance mobiles’ when contacting youth members.
- No personal relations are permitted between youth members and leaders.

6.2. Use of vehicle

- Drive slowly when on education work premises and take care when reversing.
- Never obstruct fire exits.
- Keep the van/car locked at all times.
- Never give a lift in a Company Vehicle.

6.3. Performance and preparation space

- Do not accept help from participants with the set or preparation. They should not be in the performance space.
- You should not wander around the building.
- Find out where the staff toilets are (if they have any). You should not use children's toilets.
- If you need to change clothing make sure you use a private and, if possible, lockable area. Make sure you tell someone why and where you are going.

6.4. Conduct around the school/youth building

- Do not smoke anywhere on the premises.
- Alcohol and recreational drugs should not be taken onto the premises under any circumstances.
- Company members should not consume alcohol before arriving on the premises.
- Prescribed drugs should be kept hidden and out of reach of children and vulnerable adults.
- Wherever possible find out and follow school/youth club/building procedures (e.g. signing in).
- Ensure your actions do not conflict with school/youth club/building rules (e.g. are you allowed to chew gum or sweets on site etc).
- Take responsibility for clearing up – take any rubbish with you.

6.5. Conduct with the children and vulnerable adults

- Treat all participants with respect (e.g. don't automatically laugh at something a participant says to you – they may not have intended it to be funny). Listen to them carefully.
- Recognise the developmental needs and capacity of the young people, discouraging excessive competition or pushing them against their will, or beyond their ability.
- Give enthusiastic and constructive feedback, never negative criticism.
- Make sure language and conversation is appropriate, never allowing young people to use inappropriate language unchallenged.
- Never work or perform without the presence of a member of staff from the organisation hosting the workshop.
- Avoid being left alone with a single child or vulnerable adult.
- If a child or vulnerable adult initiates physical contact towards you, deflect them if possible. Never reprimand a participant – speak first to the Group Leader with you.

- If a child has an accident, you are not responsible for administering first aid – find a member of the staff.
- Any workshop leader must be clear of alcohol 8 hrs before teaching.
- Maintain professional behaviour at all times.

Failure to comply with Touchdown’s code of conduct will be dealt with according to Touchdown’s Disciplinary Procedure (see 5.3).

Dance is a physical activity and, as such, physical contact with children is inevitable. However, it is essential to have clear, verbal instruction and to demonstrate what you mean a certain movement or physical contact to look like. You should encourage the group to say what they think is acceptable and you should be consistent and respectful. Intention is the crucial issue here, be aware of your intention within an activity at all times.

If any of the following incidents should occur, you must report them immediately to another colleague and make a written record of the event as soon as possible while it is still fresh in your mind. Parents/carers should also be informed of the incident:

- If you accidentally hurt a young person
 - If he/she seems distressed in any manner
 - If a young person appears to be sexually aroused by your actions
 - If a young person misunderstands or misinterprets something you have done.
- See also Appendix 7 for Safety and Safe Touch

APPENDIX 7 - Safety and Safe Touch

- Seek permission.
- All staff, dancers, associates and project leaders must look out for any inappropriate touching keep a safe and appropriate distance from participants, and not engage.
- When working with young or vulnerable people and dance it is important to remember the principles of Safe Touch.
- Make your intention clear.
- Touch is appropriate; firm, necessary, direct, precise, functional.
- Check learning has occurred.
- We all have the right to feel safe all of the time. .

7.1. Communication with Safe Touch

- Communication should be clear and not open to misinterpretation.
- Be concise and explicit.
- Avoid right and wrong answers.
- Avoid, commands – never, always or should, other than when demonstrating safety.
- Use open-ended sentences and allow time.
- Be positive with feedback, making observations and suggestions.
- Do not make sexually suggestive comments even in fun.
- Always treat children and young people equally and with respect and dignity. The welfare of each participant must always be put before achieving the goals of the project.

- Never shout at a young person.
- Do not give out personal contact details.

REFERENCES:

Welfare Officer: A Club Welfare Officer is responsible for acting as a voice for safeguarding within their club, working with the committee to ensure best practice is adhered to and to coordinate actions within the club, should a concern or referral arise

[Recruiting and Selecting a Club Welfare Officer - British Gymnastics \(british-gymnastics.org\)](https://www.british-gymnastics.org/)

[Everything You Need to Know About Being a Safeguarding Officer \(oneeducation.org.uk\)](https://www.oneeducation.org.uk/)

[Designated Safeguard Lead | Roles, Responsibilities and Referrals \(cpdonline.co.uk\)](https://www.cpdonline.co.uk/)

NSPCC:

<https://learning.nspcc.org.uk/media/1587/role-description-for-child-protection-lead.pdf>

“This template provides a **sample job description (PDF)** for a national lead safeguarding officer (or lead child protection officer) role in the context of protecting children in sport. A lead safeguarding officer is the designated person within a sports organisation with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the organisation, including supporting club, county and regional welfare officers, where relevant. The template includes the following sections: duties and responsibilities, skills and abilities, knowledge.”