

## Safeguarding Children, Young People & Adults at Risk Procedure

DanceSyndrome is committed to ensuring that safeguarding is paramount when staff and volunteers are conducting or delivering any form of work on the behalf of DanceSyndrome that involves working directly with children, young people and adults at risk. We have implemented a number of measures/processes in order that we carefully abide by our safeguarding policy.

### 1. Procedures for staff, dance practitioners or volunteers

#### 1.1 Responsibility

It is everyone's responsibility to ensure children, young people and adults at risk are kept safe during DanceSyndrome activities. It is the professional dance artists' responsibility to ensure that the safeguarding procedure is adhered to and to support dance leaders in upholding their professional conduct.

#### 1.2 Boundaries

As a staff member/dance practitioner/volunteer delivering work within your role at DanceSyndrome you will be creating relationships that are beneficial to children, young people, adults at risk, and/or their families. You will need to have a warm and friendly approach, but that differs from being a friend. In order to undertake your tasks safely you will need to understand the boundaries of your role with children, young people and adults at risk.

**Recognise the boundaries between personal and professional life** and be aware of the need to balance a caring and supportive relationship with children, young people and adults at risk with appropriate professional distance.

<b>Boundaries: Do and Don't</b>	
<b>Do</b>	<b>Don't</b>
✓ Listen to children, young people and adults at risk with respect	✗ Ask unnecessary personal questions
✓ Support adults at risk and young people in finding their own solutions	✗ Work alone out of hours without letting someone know where you are
✓ Respect peoples' differing backgrounds and beliefs	✗ Break confidentiality/unless there are concerns about risks to a child, young person, adult at risk or others
✓ Be welcoming and interested	✗ Join together with adults at risk or young people in harmful or illegal behaviour

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**DanceSyndrome**  
C/O Pathway Associates  
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✓ Remain non-judgmental	✗ Keep personal contact details of our customers/participants who may be a child, young person or adult at risk
✓ Seek guidance if you are unsure	
✓ Respectfully let people make their own decisions and choices	

### 1.3 What to do upon suspicion or disclosure

Here are some basic principles you should follow when dealing with suspicions, allegations or disclosure.

What to do	What not to do
Stay calm	Don't panic. Don't over-react. It is extremely unlikely that the child, young person or adult at risk is in immediate danger.
Listen, hear and believe	Don't probe for more information. Questioning the participant may affect how the participant's disclosure is received at a later date.
Give time to the person to say what they want	Don't make assumptions, don't paraphrase and don't offer alternative explanations
Reassure & explain that they have done the right thing in telling. Explain that only those professionals who need to know will be informed	Don't promise confidentiality to keep secrets or that everything will be OK (it might not)
	Don't try to deal with it yourself
Act immediately in accordance with the procedure in this policy	Don't make negative comments about the alleged abuser
Record in writing verbatim what was said as soon as possible	Don't 'gossip' with colleagues about what has been said to you
Report to the lead member of staff as soon as possible	Don't make a child, young person or adult at risk repeat an incident unnecessarily

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**Please note:**

- ✓ It is your duty to report any and all disclosures of abuse
- ✓ It is not for you to decide whether or not a suspicion or allegation is true. All suspicions or allegations must be taken seriously and dealt with according to this procedure
- ✓ If any concerns are raised it must be discussed immediately with the Lead Artist or Lead member of staff
- ✓ Any concerns reported to a staff member will then be discussed with the Managing Director.

**1.3.1 Child and Adult Protection Referrals**

DanceSyndrome is not a statutory agency and has no right to undertake investigations into concerns regarding Adult and Child Protection. Referrals should be directed to the appropriate local Children or Adult Social Services Contact Centres.

Lancashire County Council have an online reporting form at: <https://www.lancashire.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/>

Alternatively, you can contact the following:

Adult Social Care Services - Telephone 0300 123 6721

Lancashire Police - Telephone 0845 1 25 35 45

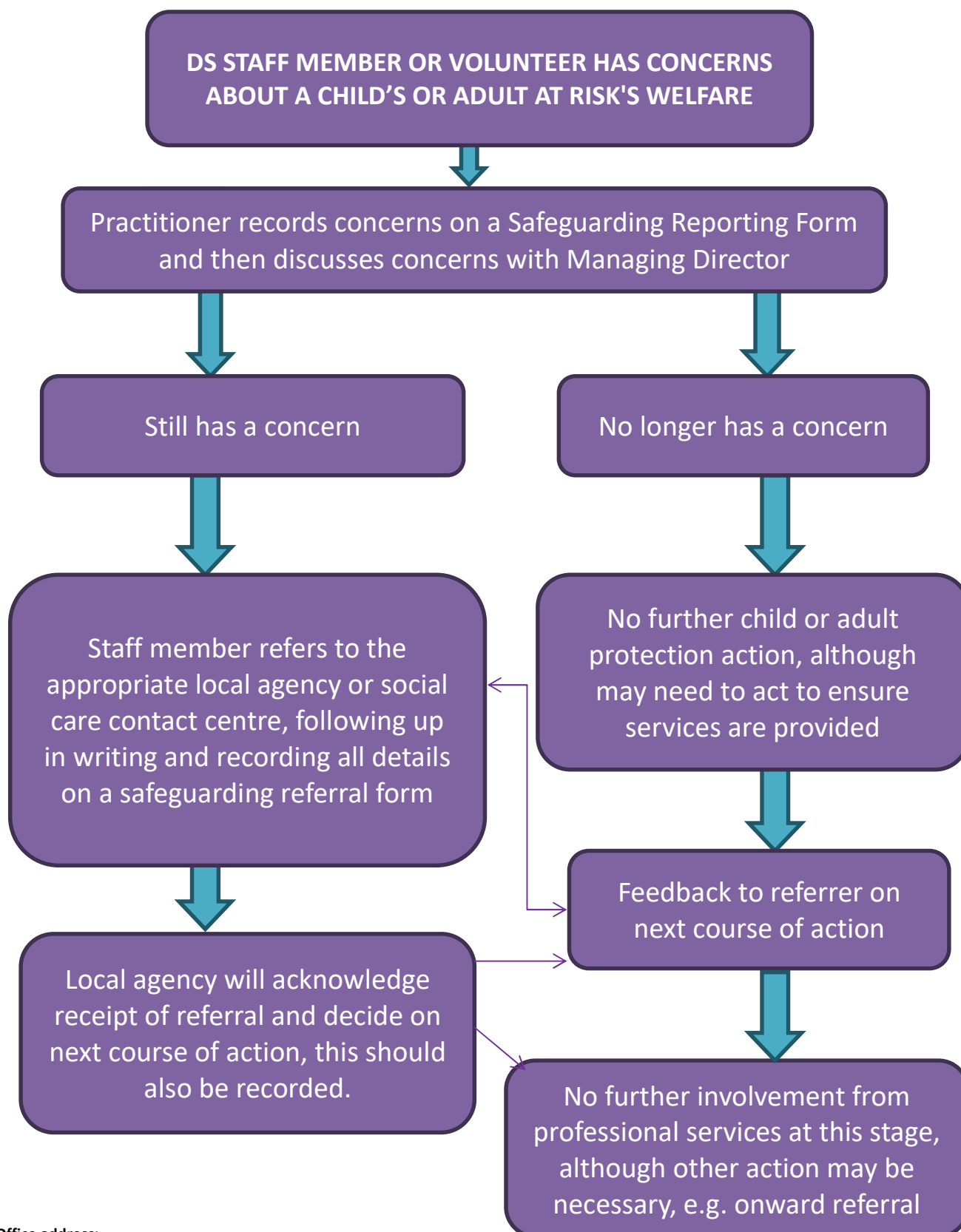
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**1.4 Flowchart regarding a referral**



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**1.4.1 Lead on Safeguarding**

- The designated member of staff for safeguarding is the Managing Director therefore if there are any concerns about a child, young person or adult at risk you must refer your concerns to the Managing Director, Dawn Vickers, 07875 128015.
- If the Managing Director is unavailable, you must report your concerns to: Sarah Calderbank, Project Coordinator, 07597 942494 or Sophie Tickle, Lead Artist, 07834 529246.
- Should a child, young person or adult at risk disclose information to any member of staff/volunteer that raises concerns, a safeguarding incident reporting form must be completed and passed on to the Managing Director within 48 hours.
- Remember staff/volunteers must make clear to the child, young person or adult at risk that they cannot guarantee confidentiality and should write any notes using the child’s own terminology.
- Training will be organised by the Managing Director for all staff and volunteers. This will be undertaken every 3 years, accessing Lancashire Safeguarding Board Training and any other training deemed appropriate.

**1.6 Signs of Abuse**

Types of abuse concerning children and young people - Signs and Symptoms	
<b>Physical Abuse: Actual or likely physical injury to a child, OR failure to prevent physical injury (or suffering) to a child including: deliberate poisoning, suffocation and Munchausen’s Syndrome by Proxy</b>	
<b>Abusive Action</b> Hitting. Slapping. Pushing. Kicking. Misuse of medication. Restraint. Inappropriate sanctions.	<b>Signs &amp; Symptoms</b> <ul style="list-style-type: none"> <li>● Series of unexplained falls or major injuries.</li> <li>● Injuries/bruises at different stages of healing.</li> <li>● Bruising in unusual sites e.g. inner arms, thighs.</li> <li>● Abrasions. Teeth indentations.</li> <li>● Injuries to head or face.</li> <li>● Client very passive.</li> </ul>
<b>Sexual Abuse: Actual or likely sexual exploitation of a child or adolescent.</b>	

<p><b>Abusive Action</b> Including rape and sexual assault or sexual acts to which the adult at risk has not consented, or could consent, or was pressured into consenting.</p>	<p><b>Signs &amp; Symptoms</b></p> <ul style="list-style-type: none"> <li>• Change in behaviour.</li> <li>• Overt sexual behaviour or language.</li> <li>• Difficulty in walking, sitting.</li> <li>• Injuries to genital and/or anal area.</li> </ul>
<p><b>Neglect: Actual or likely exposure to persistent or severe emotional ill treatment or rejection. This exposure is likely to have a detrimental effect upon the emotional and social development of a child.</b></p>	
<p><b>Abusive Action</b> Includes acts of omission. Ignoring physical or medical care needs. Failure to provide access to appropriate health, social care or educational services. Withholding necessities of life e.g. medications, nutrition, heating</p>	<p><b>Signs &amp; Symptoms</b></p> <ul style="list-style-type: none"> <li>• Absence of food, heat, hygiene, clothing, comfort. Preventing client to have access to services. Isolation.</li> <li>• Absence of prescribed medication.</li> </ul>
<p><b>Emotional (Physiological) Abuse</b></p>	
<p><b>Abusive Action</b> Emotional abuse. Threats of harm or abandonment. Deprivation of contact. Humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.</p>	<p><b>Signs &amp; Symptoms</b></p> <ul style="list-style-type: none"> <li>• Withdrawal, depression.</li> <li>• Cowering and fearfulness.</li> <li>• Change in sleep patterns.</li> <li>• Agitation, confusion,</li> <li>• Change in behaviour.</li> <li>• Change in appetite/weight.</li> </ul>

**Types of abuse concerning adults at risk - Signs  
(this is not an exhaustive list)**

<p><b>Physical abuse</b></p>	<ul style="list-style-type: none"> <li>• Unexplained signs of injury such as bruises, welts, or scars, especially if they appear symmetrically on two sides of the body</li> <li>• Broken bones, sprains, or dislocations</li> <li>• Report of drug overdose or apparent failure to take medication regularly (a prescription has more remaining than it should)</li> <li>• Broken glasses</li> <li>• Signs of being restrained, such as rope marks on wrists</li> <li>• Carer's refusal to allow you to see the customer alone</li> <li>• Behaviour – the person appears afraid, flinches on proximity etc.</li> </ul>
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<b>Emotional abuse</b>	<ul style="list-style-type: none"> <li>• Threatening, belittling, or controlling carer, behaviour that you witness</li> <li>• Behaviour such as rocking, sucking, or mumbling to oneself.</li> </ul>
<b>Sexual abuse</b>	<ul style="list-style-type: none"> <li>• Bruises around breasts or genitals</li> <li>• Unexplained venereal disease or genital infections</li> <li>• Unexplained vaginal or anal bleeding</li> <li>• Torn, stained, or bloody underclothing</li> </ul>
<b>Neglect</b>	<ul style="list-style-type: none"> <li>• Unusual weight loss, malnutrition, dehydration</li> <li>• Untreated physical problems, such as bed sores</li> <li>• Unsanitary living conditions: dirt, bugs, soiled bedding and clothes</li> <li>• Being left dirty or unwashed</li> <li>• Unsuitable clothing or covering for the weather</li> <li>• Desertion of the customer in a public place</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Significant withdrawals from the person's accounts</li> <li>• Suspicious changes in wills, power of attorney, titles, and policies</li> <li>• Addition of names to the person's signature card</li> <li>• Financial activity the person couldn't have carried out such as an ATM withdrawal when the account holder is bedridden</li> <li>• Unnecessary services, goods, or subscriptions</li> </ul>
<b>Discriminatory</b>	<ul style="list-style-type: none"> <li>• The person is subjected to racist, sexist, homophobic and ageist abuse</li> <li>• Their carers do not allow them to attend their chosen place of worship.</li> </ul>
<b>Institutional</b>	<ul style="list-style-type: none"> <li>• Lack of care plans</li> <li>• Unnatural clinical cleanliness with restrictions to ensure this</li> <li>• Rigid and fixed visiting hours</li> <li>• Lack of flexibility and choice of getting up or going to bed</li> <li>• Lack of consultation about meals, snacks and drinks.</li> </ul>

### 1.7 Review of Procedure

This procedure will be reviewed annually and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

Date of implementation: February 2013

Date of next review: November 2020

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*Sue Blackwell*

Signed: .....

**Sue Blackwell, Acting Chair – DanceSyndrome – 01.11.2019**

An easy read version of this policy is available at <http://www.dancesyndrome.co.uk/policies>

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