

Dance City SAFEGUARDING REPORTING PROCEDURES

If someone has any concerns about the safety and wellbeing of children or adults, they can let Dance City know by:

- **Speaking to any member of staff, or,**
- **Completing a Safeguarding initial report form**, available at our Ticket Office.

Any Dance City staff member can complete this form to record a safeguarding concern. These might be reported to you by the child/adult at risk or harm, or by a witness.

This form should be filled in while the concerns are being reported to you so that the recorded account is as **factual and accurate as possible**.

The completed form must be submitted **within 24 hours**.

To submit the form, hand a hardcopy to Ticket Office, in the envelope provided OR, if you are completing a digital copy, scan and email to: safeguarding@dancecity.co.uk.

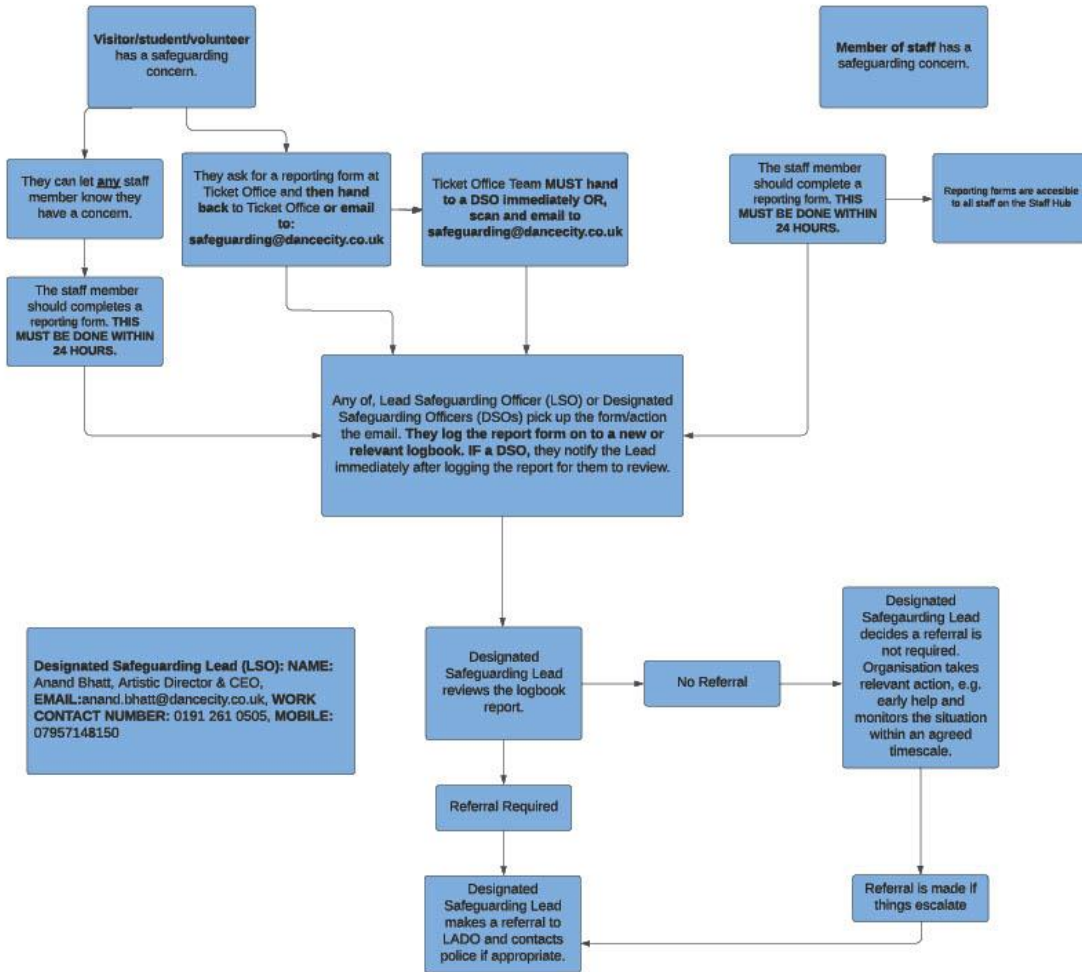
FOR HELP OUT OF HOURS WHEN YOU THINK THERE IS AN IMMEDIATE RISK OR DANGER CONTACT:

NSPCC	0808 800 5000 (24hr line)
Emergency Services	999

Dance City Safeguarding Policies: Effective date: **June 2023**
 Last update of reporting & vetting information: **August 2024**
 Policy Reviewed: **August 2024**

- Children
- Adults at risk of harm

Flowchart of Procedures for Responding to Safeguarding Concerns



USEFUL CONTACTS

Act immediately, consider if there is an immediate risk for a child or adult or if they are in danger:

Immediate risk: NSPCC	0808 800 5000 (24hrs line)
DANGER: Emergency Services	999

If there is no immediate risk or danger, the NSPCC can still be contacted for advice and support. If the DSO knows that the individual concerned has a Newcastle City post code (the same as Dance City), they can also contact:

Newcastle Safeguarding Adults Board (NSAB) or the Newcastle Safeguarding Children’s Partnership (NSCP) to discuss any action.

Key Safeguarding Contacts External – for a Newcastle post code

Newcastle Safeguarding Adults Board (NSAB) and the Newcastle Safeguarding Children Partnership (NSCP)	General enquiries: 0191 277 6748 safeguardingboards@newcastle.gov.uk
Children	NSCP Manager: Mark Quinn 0191 277 3611 Mark.Quinn@newcastle.gov.uk Report a Concern - Newcastle Safeguarding
IN EMERGENCY, FOR CHILDREN	If in danger call Police: 999 NSCP Initial response service: 0191 277 2500 NSCP Emergency duty team: 0191 278 7878
Adults	NSAB Coordinator: Claire Nixon 0191 278 8156 claire.nixon@newcastle.gov.uk Report a Concern - Newcastle Safeguarding
IN EMERGENCY, FOR ADULTS	If in danger call Police: 999 NSAB Mon- Fri (8am-5pm): 0191 278 8377 NSAB Evenings and Weekends: 0191 278 7878

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Last update of reporting & vetting information: **August 2024**
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Dance City Key Safeguarding Contacts: Organisational

Lead Designated Officer:

Name	Role	Email
Anand Bhatt	Artistic Director & CEO	anand.bhatt@dancecity.co.uk

Designated Officers:

Name	Role	Email
Gillie Kleiman	Head of HE	gillie.kleiman@dancecity.co.uk
Hannah Moreno	CAT Manager	hannah.moreno@dancecity.co.uk
Nick Rogerson	Technical Manager	nick.rogerson@dancecity.co.uk
Ellie Trow	CAT Coordinator	ellie.trow@dancecity.co.uk

Key Safeguarding Contacts: Board of Trustees

Name	Role	Email
Anthony Hope	Dance City Board of Trustees, and Board Safeguarding Officer	anthony.hope@dancecity.co.uk

If on receipt of the report form it becomes apparent that allegations have been made against a member of staff or volunteer, the Safeguarding Officer should immediately contact **the Lead Safeguarding Officer** Anand Bhatt, or the Board Safeguarding Champion, Anthony Hope. The Dance City Disciplinary Policy should then be followed.

Information about the storing of Safeguarding reports

Dance City has a secure MS 365 SharePoint site designated as the Safeguarding log. Access is limited to the Lead Safeguarding Officer, Designated Safeguarding Officers, and HR Manager. Access to the safeguarding email address is restricted to the Lead Safeguarding Officer and Designated Safeguarding Officers.

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Safeguarding Policy: Children	
<p>Owner: Anand Bhatt, Artistic Director & CEO</p> <p>Author: Philippa McArdle, HR Manager</p> <p>Signed by the Chair of Dance City:</p> <p><u>DF Haley</u> <small>DF Haley (Jun 26, 2023 19:13 GMT+1)</small></p> <p>DF Haley</p>	<p>Effective Date: 22nd June 2023</p> <p>Board Review date: June 2025</p> <p>Internal Executive Review: August 2024</p>
<p>This policy applies to: all employees, freelancers and contractors, participants and students, trustees, volunteers, visitors and, anyone else in paid or unpaid work on behalf of the organisation.</p>	

1. Who does this policy apply to?

This policy applies to all of Dance City’s employees, freelancers and contractors, participants and students, trustees, volunteers, visitors, and anyone else in paid or unpaid work on behalf of the organisation.

Any failure by an employee to comply with this policy may be considered a disciplinary matter and will be dealt with in accordance with the Dance City disciplinary procedure, which may lead to dismissal.

Freelancers’ and contractors’ failure to comply with this policy will result in immediate termination of the contract with no financial recompense.

Students will be subject to disciplinary under the terms set by University of Sunderland or Centre For Advanced Training (CAT) as appropriate.

Failure by any trustee to comply with this policy will result in their immediate removal from the Board.

Volunteers and visitors who fail to comply with this policy will be banned from the building and from Dance City’s activities.

Safeguarding and promoting the welfare of children is everyone’s responsibility and this includes those who work for Dance City, volunteer or deliver activities on Dance City’s behalf, whether paid or not. It is particularly important that those who come into contact with children and families are aware of the role that they play and ensure that their approach considers at all times what is in the best interests of the child.

- Children
- Adults at risk of harm

This policy is available on the Dance City website and all Dance City employees are made aware of this at their induction, via email regarding any changes, updates and on completion of renewal process, at internal team meetings, including full-team (Company) meetings and relevant correspondence and at Safeguarding Training renewal.

2. Purpose of this policy

The aims of these policies and procedures are:

- to facilitate protection for children under the age of 18 years during any activity provided by Dance City
- to provide employees with procedures to follow in the event that they suspect a child may be experiencing abuse or be at risk of abuse or harm
- to protect children where there is a concern about the behaviour of an adult or child, including a Dance City employee
- to assist all individuals at Dance City to meet their duty of care to safeguard all children who take part in Dance City's activities; and
- to ensure that where Dance City's employees, students or visitors have concerns about the welfare of children, they are in a position to take appropriate steps to address them.

3. Definition of safeguarding and child protection

Safeguarding and promoting the welfare of children is defined by the document 'Working Together to Safeguard Children 2018' as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in safe and effective care, and
- taking action to enable all children to have the best outcomes.

4. Definition of a child

The document 'Working Together to Safeguard Children 2018' defines a child as:

Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her/their status or entitlements to services or protection.

5. Policy statement

The protection of children is essential to Dance City and its core values. The aim of Dance City's Safeguarding Children Policy is to ensure that children who come into contact with Dance City are safe and that there is a system in place to protect their welfare. Dance City 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. Dance City believes that the welfare of the child is paramount and that all children have the right to equal protection from all types of harm or abuse regardless of age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Dance City also believes that everyone has the right to enjoy the arts and related activities without bullying, intimidation, or harassment, physical, emotional or psychological harm.

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6. Legal framework and guidance

Dance City embraces the guidance contained in 'Working Together to Safeguard Children 2018'. This covers the legal requirements of and expectations on individual services to safeguard and promote the welfare of children and provides a clear framework for Local Safeguarding Partnerships to monitor the effectiveness of local services. Further guidance and frameworks include, but are not confined to, the following, which can be found in the Safeguarding folder:

- Children Act 1989
- Children Act 2004
- Children and Families Act 2014
- Counter-terrorism and Security Act 2015 (section 26 Prevent duty)
- Data Protection Act 1998
- Female Genital Mutilation (FGM) Act 2003 (as amended by Serious Crime Act 2015)
- Human Rights Act 1998
- Information sharing – Advice for safeguarding practitioners' (March 2015) (updated July 2018)
- Prevent Duty Guidance 2015
- Protection of Freedoms Act 2012
- Safer Working Practice Guidance (October 2015) (with April 2020 addendum)
- Sexual Offences Act 2003; amended 2006
- Safeguarding Vulnerable Groups Act 2006
- Special Educational Needs and Disability (SEND) code of practice: 0 – 25 – Statutory guidance for organisations who work with and support children and young people who have special educational needs or disabilities; HM Government 2015
- United Convention of the Rights of the Child 1991
- What to do if you're worried a child is being abused (March 2015)
- Working Together to Safeguard Children (2018)
- North and South of Tyne Safeguarding Children Partnership Procedures

These documents can be found in the Safeguarding Children_Supporting Policy Documents folder, alongside this policy on the Dance City Staff Hub and are also available on request from the HR Manager.

7. Definition of abuse

The document 'Working Together to Safeguard Children 2018' defines abuse as:

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others.

Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

The four key areas of abuse identified by 'Working Together to Safeguard Children 2018' are

- Physical
- Sexual
- Emotional

- Children
- Adults at risk of harm
 - Neglect

Dance City is also aware of other considerations and practices that may impact on the wellbeing and safety of children such as self-harm, eating disorders, bullying (including cyber-bullying), female genital mutilation (FGM), honour-based violence, radicalisation, child criminal exploitation, and child sexual exploitation.

For more information on the types of abuse and additional considerations, the supporting document 'Identifying and Responding to Abuse' is available on the Dance City Staff Hub.

8. How we support safeguarding and child protection

Dance City will safeguard children by:

- providing policies and procedures developed on the basis of UK law and guidance across all aspects of the organisation, including online use, HR, Health & Safety, data protection etc. All policy documents are available on the Dance City Staff Hub
- providing a child protection and safeguarding policy and supporting procedures which will be made available to the public via the website
- ensuring that all staff, volunteers and those working on our behalf adhere to the relevant policies and procedures.
- valuing, listening to and respecting children
- adopting child protection procedures and best practice and embedding this within the work that we do
- sharing information about child protection and good practice with children, parents, employees and the companies and organisations with which we work
- working openly and in partnership with parents and guardians in relation to child protection and safeguarding concerns
- sharing information about concerns with the appropriate agencies
- providing a 'trusted adult' for children during Dance City's activities and communicating this to parents/guardians, children by appropriate methods, including a simple poster with the photograph(s) and names of the trusted adult(s)
- providing a safeguarding lead
- ensuring safe recruitment, selection and vetting of employees
- providing effective management through supervision, appraisal, support, training and development
- responding to concerns that indicate that children may be being drawn into groups that promote hatred, terrorism, or radicalisation by following the Prevent strategy
- ensuring the security of Dance City's premises where activities involving children take place, including the use of staff and visitor passes as appropriate and other security measures including risk assessments
- providing a Safeguarding Team with strategic responsibility and oversight of all safeguarding arrangements to enable best practice, accurate and timely reporting and the training and development of DSOs, the Board and team across Dance City. The work includes the monitoring of the Safeguarding Log
- ensuring that children are safeguarded from potentially harmful and inappropriate online material by implementing appropriate filters and monitoring systems
- ensuring that all Dance City employees are given access to the Safeguarding Policy and

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relevant procedures during their induction. Employees will also undergo mandatory Safeguarding training in accordance with best practice to support understanding and implementation of the policy

- providing a Safeguarding policy and procedures update annually at Full Team Meetings
- ensuring that all other parties that have contact with Dance City, including visitors, contractors and external hirers will be made aware of the policy via signing in/out sheets, terms and conditions, contracts, notices and the Dance City website and will be expected to adhere to it
- Making it an employment condition that Dance City employees, volunteers and those working on their behalf abide by this Safeguarding Policy

9. Lost person policy

What to do if you find a lost person or if a lost person approaches you:

- Smile and introduce yourself
- Tell the child/vulnerable person you work for Dance City, showing them your name badge
- Reassure the child/vulnerable person and ask them who is with them. Ask them if they have a contact number. The parent or carer may be nearby. Carry out a brief search of the immediate area but do not leave the child/vulnerable person unaccompanied
- Notify a Duty Manager who will use the PA system. The identity should not be revealed
- Confirm the identity of anyone claiming to be the parent or carer of the child/vulnerable person. Make sure the child/vulnerable person can identify him or her and do not release them to anyone under 16 years old
- It is preferable if the person who found the child/vulnerable person stays with the child. If you need to take the child/vulnerable person to a separate room, ensure that another staff member is also present at all times
- If the parent or carer cannot be found or reached, contact the police and provide a brief description

If you are approached by a parent/guardian to report a missing child/vulnerable person:

- Contact a Duty Manager immediately with a clear description of the child/vulnerable person
- A Duty Manager will notify all staff with the description
- Make a search of the surrounding areas
- If the child/vulnerable person cannot be found in agreement with the parent/guardian contact the Police.

10. Disclosure and Barring Service checks – Children

For all activities and engagement with children (18 years old or under), Dance City will ensure that appropriate staff have valid, enhanced DBS with barred list checks.

Dance City reserves the right to refuse work to those who do not comply with evidencing the required Enhanced DBS certificate or cooperating to undertake a check made by the organisation.

Final decisions on those who can work with children as part of Dance City's activity are made by the Artistic Director & CEO who is also the Lead Safeguarding Officer in line with UK law.

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11. Safeguarding training

Dance City staff and trustees are required to undertake Safeguarding Awareness Training. The training is to be completed at the commencement of employment/contract and refreshed annually thereafter. Safeguarding Training is logged on the Dance City training tracker but all enquiries should be directed to the HR Manager.

The Lead Safeguarding Officer is trained at Level 3 for children and adults at risk. Designated Safeguarding Officers are required to undertake Level 3 for children, young people, and adults at risk or, just Level 3 for children depending on the individual's role.

Training needs, and all decisions around required training are made on individual basis and at the discretion of the Artistic Director & CEO who is also the Lead Safeguarding Officer.

Relevant Dance City staff should also have awareness of the following useful documents from the Newcastle Safeguarding Children Partnership Board:

- Children's Safeguarding Thresholds Document
- Submitting Intelligence to Police
- Chronologies
- Children in Need Reviews
- Role of LADO
- Community Group Leaflet
- Sexual Health Flow Chart for Under 13's
- Sexual Health Flow Chart for 13 – 18 Year Olds
- FGM/Harmful Practice
- Child Exploitation
- Prevent
- Violence Against Women and Girls
- Private Fostering

In particular, the Lead Safeguarding Officer should ensure full awareness of the following document:

- Making a Good Referral to CSC.

All these documents are saved in the Safeguarding folder as a the separate linked suite of documents, labelled Local Safeguarding Children's Partnership: Resources. The Lead Safeguarding Officer should review regularly and ensure other safeguarding officers are familiar with them.

12. Linked documents

Dance City Safeguarding Policy is available on the Dance City website. This policy works in conjunction with other Dance City policies and procedures, in particular:

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Policies	Supporting documents/procedures
Safeguarding Code of conduct and procedures for all activities	Safeguarding: Reporting
Supervision Policy	
Anti-bullying for visitors and participants	Safeguarding: Identifying and Responding to Abuse
Photography and Media	Safeguarding: Guidance on recognising signs of abuse
Recruitment (includes information on Disclosures and recruitment of Ex-Offenders)	Safeguarding: Dealing with abuse between children and vulnerable adults
Whistleblowing	Procedures at live performances and events
Social Media and Digital Communications	Local Safeguarding Children’s Partnership: Resources
GDPR and Data Protection	
Code of Conduct	
Privacy	
Prevent	
Dignity at Work	

These documents, along with the resources available from the Newcastle Safeguarding Children Partnership, can be found in the Safeguarding Policy Children_Linked Documents folder, alongside this policy on the Dance City Staff Hub and are also available on request from the HR Manager.

13. Roles and responsibilities

No single professional, including those at Dance City, can have a full picture of a child’s needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Designated Safeguarding Lead

The Artistic Director and Chief Executive (Anand Bhatt) is the Lead Designated Officer; they act as a lead in all matters relating to protection of children and adults at risk and ensure that the organisation’s protection policies and procedures are followed. They are responsible for the keeping of individual case records, this includes making a record of any action taken and/ or any further action required. The Designated Safeguarding Lead with the support of the organisation and the Board of Trustees is also responsible for updating and maintaining all safeguarding documents and ensuring that all staff, volunteers, contractors, the Board of Trustees and anyone else working on their behalf or delivering activities on behalf of Dance City

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are familiar with their contents through induction, contracting and training procedures.

14. Key contacts

If you have a concern, act immediately, consider if there is an immediate risk for a child or adult or if they are in danger:

Immediate risk: NSPCC	0808 800 5000 (24hrs line)
DANGER: Emergency Services	999

If there is no immediate risk or danger, the NSPCC can still be contacted for advice and support. If the Designated Safeguarding Officer knows that the individual concerned has a Newcastle City post code (the same as Dance City), they can also contact:

Newcastle Safeguarding Adults Board (NSAB) or the Newcastle Safeguarding Children's Partnership (NSCP) to discuss any action.

Key Safeguarding Contacts External – for Newcastle post code

Newcastle Safeguarding Adults Board (NSAB) and the Newcastle Safeguarding Children Partnership (NSCP)	General enquiries: 0191 277 6748 safeguardingboards@newcastle.gov.uk
Children	NSCP Manager: Mark Quinn 0191 277 3611 Mark.Quinn@newcastle.gov.uk Report a Concern - Newcastle Safeguarding
IN EMERGENCY, FOR CHILDREN	If in danger call Police: 999 NSCP Initial response service: 0191 277 2500 NSCP Emergency duty team: 0191 278 7878
Adults	NSAB Co-ordinator: Claire Nixon 0191 278 8156 claire.nixon@newcastle.gov.uk Report a Concern - Newcastle Safeguarding
IN EMERGENCY, FOR ADULTS	If in danger call Police: 999 NSAB Mon- Fri (8am-5pm): 0191 278 8377 NSAB Evenings and Weekends: 0191 278 7878

Dance City Key Safeguarding Contacts: Organisational

Lead Designated Officer:

Name	Role	Email
Anand Bhatt	Artistic Director & CEO	anand.bhatt@dancecity.co.uk

Designated Officers:

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Name	Role	Email
Gillie Kleiman	Head of HE	gillie.kleiman@dancecity.co.uk
Hannah Moreno	CAT Manager	hannah.moreno@dancecity.co.uk
Nick Rogerson	Technical Manager	nick.rogerson@dancecity.co.uk
Ellie Trow	CAT Coordinator	ellie.trow@dancecity.co.uk

Key Safeguarding Contacts: Board of Trustees

Name	Role	Email
Anthony Hope	Dance City Board of Trustees, and Board Safeguarding Officer	anthony.hope@dancecity.co.uk

Safeguarding Policy: Adults at Risk of Harm	
<p>Owner: Anand Bhatt, Artistic Director & CEO</p> <p>Author: Philippa McArdle, HR Manager</p> <p>Signed by the Chair of Dance City:</p> <p><i>DF Haley</i> <small>DF Haley (Jun 26, 2023 19:13 GMT+1)</small></p> <p>DF Haley</p>	<p>Effective Date: 22nd June 2023</p> <p>Board Review date: June 2025</p> <p>Internal Executive Review: August 2024</p>
<p>This policy applies to: all employees, freelancers and contractors, participants and students, trustees, volunteers, visitors and, anyone else in paid or unpaid work on behalf of the organisation.</p>	

1. Who does this policy apply to?

This policy applies to all Dance City’s employees, freelancers and contractors, participants and students, trustees, volunteers, visitors and, anyone else in paid or unpaid work on behalf of the organisation.

Any failure by an employee to comply with this policy may be considered a disciplinary matter and will be dealt with in accordance with the Dance City disciplinary procedure, which may lead to dismissal.

Freelancers and contractors failure to comply with this policy will result in immediate termination of the contract with no financial recompense.

Students will be subject to disciplinary under the terms set by University of Sunderland or Centre For Advanced Training (CAT) as appropriate.

Failure by any trustee to comply with this policy will result in their immediate termination. Volunteers and visitors who fail to comply with this policy will be banned from the building.

Safeguarding and promoting the welfare of adults at risk of harm is everyone’s responsibility and this includes those who work for Dance City, volunteer or deliver activities on their behalf whether paid or not. It is particularly important that those who come into contact with adults at risk of harm are aware of the role that they play and ensure that their approach considers at all times what is in the best interests of the adult.

This policy is available on the Dance City website and all Dance City employees are made aware of this through contracts of employment, induction process, online Dance City Staff Hub, training, internal team meetings including full-team (Company) meetings and relevant correspondence.

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2. Purpose of this policy

The aim of this policy is to:

- ensure that adults who come into contact with Dance City are safe and that there is a system in place to protect their welfare.
- to enable the protection of adults over the age of 18 who may be identified as being at risk of harm
- to provide Dance City employees and those who work or volunteer on their behalf with a set of safeguarding principles to follow in the event that they suspect an adult may be at risk of harm and experiencing abuse or be at risk of abuse or harm
- to assist all individuals at Dance City to meet their duty of care to safeguard all adults at risk of harm who take part in Dance City's activities; and
- to ensure that where Dance City's employees, students or visitors have concerns about the welfare of adults at risk of harm, they are in a position to take appropriate steps to address them.

3. Definition of adult safeguarding and the term adult at risk of harm

Adult safeguarding is the process of protecting adults who may have support or care needs from abuse or neglect. Safeguarding is defined as:

"Protecting an adult's right to live in safety, free from abuse and neglect."

(Care and support statutory guidance, Chapter 14)

It is about promoting the wellbeing of that adult within this process.

An adult at risk of harm is described by the Care Act 2014 as someone over the age of 18 who:

- has needs for care and support
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

The Care Act 2014 and Care and support statutory guidance can be found internally on the Dance City Staff Hub or are available on request from the HR Manager.

4. Policy statement

The protection of adults at risk of harm is essential to Dance City and its core values. Dance City believes that all adults have the right to equal protection from all types of harm or abuse regardless of age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Dance City acknowledges that some people are additionally vulnerable because of:

- a. Personal characteristics which might include, but are not limited to, age, disability, learning needs, illness, mental or physical health needs.
- b. Life circumstances which may include, but are not limited to, isolation, previous abuse, socio-economic factors, and living conditions.

Dance City understands that working in partnership with adults at risk of harm, their families, carers and other agencies we can promote their welfare and keep them safe. Dance City also believes that everyone has the right to enjoy the arts and related activities without bullying, intimidation or harassment, physical, emotional or psychological harm.

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5. Legal framework and guidance

This policy has been developed on the basis of legislation, policy and guidance that seeks to protect adults at risk of harm including but not limited to:

- Human Rights Act 1998
- Sexual Offences Act 2003
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- The Care Act 2014
- Mental Capacity Act 2005: deprivation of liberty safeguards resources
- Counter-Terrorism and Security Act 2015
- Making Safeguarding Personal Guide 2014
- Data Protection Act 2018; General Data Protection Regulation (GDPR) 2018
- Prevent Duty Guidance 2015

6. Definition of abuse

The Care Act Statutory Guidance identifies 10 areas of abuse, however, this list is not exhaustive and if you have any concerns not listed these should still be reported to your Designated Safeguarding Officer. The areas identified include:

- Physical abuse
- Domestic violence
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect

Dance City is also aware of other considerations and practices that may impact on the wellbeing of adults such as self-harm, eating disorders bullying (including cyber-bullying), female genital mutilation (FGM), honour-based violence, radicalisation, hate and mate crime.

For more information on the types of abuse and additional considerations please read the linked document Identifying and Responding to Abuse. This can be found internally on the **Dance City Staff Hub** or is available on request from the HR Manager.

7. How we support adult safeguarding

Dance City will safeguard adults by supporting the six key principles identified by the Care Act Statutory Guidance:

- **Empowerment:** People are supported and encouraged to make their own decisions
- **Prevention:** It is better to take action before harm occurs
- **Proportionality:** The least intrusive response appropriate to the risk presented
- **Protection:** Support and representation for those in greatest need
- **Partnership:** Local solutions through services working with their communities.

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- **Accountability:** Accountability and transparency in safeguarding practice.

We will further support the safeguarding of adults by:

- providing policies and procedures developed on the basis of UK law and guidance across all aspects of the organisation, including online use, HR, Health & Safety, data protection etc. All policy documents are available on the Dance City Staff Hub
- taking all reasonable steps to ensure that safeguarding and promoting the welfare of adults is embedded in our contact through the training and activities we provide.
- providing a safeguarding adults at risk of harm policy and supporting procedures which will be made available to the public via the website
- ensuring that all staff, volunteers and those working on our behalf adhere to the relevant policies and procedures.
- valuing, listening to and respecting those we work with
- adopting safeguarding procedures and best practice and embedding this within the work that we do.
- sharing information about safeguarding and good practice with adults and their carers, employees and the companies and organisations with which we work.
- working openly and in partnership with adults and their carers in relation to safeguarding concerns.
- sharing information about concerns with the appropriate agencies.
- implementing and adhering to a Safeguarding Code of behaviour and good practice.
- providing a 'trusted adult' for children during Dance City's activities and communicating this to parents/guardians, children by appropriate methods, including a simple poster with the photograph(s) and names of the trusted adult(s).
- providing a safeguarding lead.
- ensuring safe recruitment, selection and vetting of employees.
- providing effective management through supervision, appraisal, support, training and development.
- responding to concerns that indicate that adults who are at risk of harm may be being drawn into groups that promote hatred, terrorism, or radicalisation by following the Prevent strategy.
- ensuring the security of Dance City's premises where activities involving children take place, including the use of staff and visitor passes as appropriate and other security measures including risk assessments.
- providing a Safeguarding Team with strategic responsibility and oversight of all safeguarding arrangements to enable best practice, accurate and timely reporting and the training and development of DSOs, the Board and team across Dance City . The work includes the monitoring of the Safeguarding Log.
- ensuring that people are safeguarded from potentially harmful and inappropriate online material by implementing appropriate filters and monitoring systems.
- ensuring that all Dance City employees are given access to the Safeguarding Policy and relevant procedures during their induction. Employees will also undergo mandatory Safeguarding training in accordance with best practice to support understanding and implementation of the policy.
- providing a Safeguarding policy and procedures update annually at Full Team Meetings.

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- Children
- Adults at risk of harm
 - Making it an employment condition that Dance City employees, volunteers and those working on their behalf abide by this Safeguarding Policy.

8. Disclosure and Barring Service checks – Adults

Dance City carries out various types of group work with adults which are generally open to all and therefore may include vulnerable adults. Because of this, we prefer that appropriate staff have a Basic level check in advance of the work. Decisions around checks for working/teaching general adults are made on individual basis and at the discretion of the Artistic Director & CEO who is also the Lead Safeguarding Officer.

For teaching / working with a wholly vulnerable group of adults, it is a legal requirement that Dance City carries out specific checks, Managers will consult with the Artistic Director & CEO and Lead Safeguarding Officer in these instances, in advance of checks.

Final decisions on those who can work and teach adults as part of Dance City's activity are made by the Artistic Director & CEO who is also the Lead Safeguarding Officer in line with UK law.

9. Safeguarding Training

Dance City staff and Board are required to undertake Safeguarding Awareness Training. The training is to be completed at the commencement of employment/contract and refreshed annually thereafter. Safeguarding Training is logged on the Dance City training tracker but all enquiries should be directed to the HR Manager.

The Lead Safeguarding Officer is trained at Level 3 for children and adults at risk.

Designated Safeguarding Officers are required to undertake Level 3 for children, young people, and adults at risk or, just Level 3 for children depending on the individual's role.

Training needs, and all decisions around required training are made on individual basis and at the discretion of the Artistic Director & CEO who is also the Lead Safeguarding Officer.

Relevant Dance City staff should also have awareness of the following useful documents from the Newcastle Safeguarding Adults Partnership Board:

- Process flowchart
- NSAB Multi-Agency Safeguarding Adults Policy
- NSAB Multi-Agency Safeguarding Adults Procedures

All these documents are saved in the Safeguarding folder as a separate linked suite of documents, labelled Local Safeguarding Adults Partnership: Resources. The Lead Safeguarding Officer should review regularly and ensure other safeguarding officers are familiar with them.

10. Linked documents

Dance City Safeguarding policy is available on the Dance City website. This policy works in conjunction with other Dance City policies and procedures, in particular:

- Children
- Adults at risk of harm

Policies	Supporting documents/procedures
Safeguarding Code of conduct and procedures for all activities	Safeguarding: Reporting
Supervision Policy	
Anti-bullying for visitors and participants	Safeguarding: Identifying and Responding to Abuse
Photography and Media	Safeguarding: Guidance on recognising signs of abuse
Recruitment (includes information on Disclosures and recruitment of Ex-Offenders)	Safeguarding: Dealing with abuse between children and vulnerable adults
Whistleblowing	Procedures at live performances and events
Social Media and Digital Communications	Local Safeguarding Adult’s Partnership: Resources
GDPR and Data Protection	
Code of Conduct	
Privacy	
Prevent	
Dignity at Work	

These documents, along with the resources available from the Newcastle Safeguarding Children Partnership, can be found in the Safeguarding Policy Adults at risk of harm_Linked Documents folder, alongside this policy on the Dance City Staff Hub and are also available on request from the HR Manager.

11. Roles and Responsibilities

No single professional, including those at Dance City can have a full picture of someone’s needs and circumstances. If adults at risk of harm are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. The flowchart at the start of this document outlines these roles.

12. Key Contacts

If you have a concern, act immediately, consider if there is an immediate risk for a child or adult or if they are in danger:

Immediate risk: NSPCC	0808 800 5000 (24hrs line)
DANGER: Emergency Services	999

If there is no immediate risk or danger, the NSPCC can still be contacted for advice and support. If the DSO knows that the individual concerned has a Newcastle City post code (the same as Dance City), they can also contact:

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Newcastle Safeguarding Adults Board (NSAB) or the Newcastle Safeguarding Children's Partnership (NSCP) to discuss any action.

Key Safeguarding Contacts External – for Newcastle post code

Newcastle Safeguarding Adults Board (NSAB) and the Newcastle Safeguarding Children Partnership (NSCP)	General enquiries: 0191 277 3658 safeguardingboards@newcastle.gov.uk
Children	NSCP Coordinator: Alison Fry 0191 277 7426 alison.fry@newcastle.gov.uk Report a Concern - Newcastle Safeguarding
IN EMERGENCY, FOR CHILDREN	If in danger call Police: 999 NSCP Initial response service: 0191 277 2500 NSCP Emergency duty team: 0191 278 7878
Adults	NSAB Co-ordinator: Claire Nixon 0191 278 8156 claire.nixon@newcastle.gov.uk Report a Concern - Newcastle Safeguarding
IN EMERGENCY, FOR ADULTS	If in danger call Police: 999 NSAB Mon- Fri (8am-5pm): 0191 278 8377 NSAB Evenings and Weekends: 0191 278 7878

Dance City Key Safeguarding Contacts: Organisational Lead Designated Officer:

Name	Role	Email
Anand Bhatt	Artistic Director & CEO	anand.bhatt@dancecity.co.uk

Designated Officers:

Name	Role	Email
Chloe Stott	Ticket Office Manager	chloe.stott@dancecity.co.uk
Gillie Kleiman	Head of HE	gillie.kleiman@dancecity.co.uk
Hannah Moreno	CAT Manager	hannah.moreno@dancecity.co.uk
Nick Rogerson	Technical Manager	nick.rogerson@dancecity.co.uk

Key Safeguarding Contacts: Board of Trustees

Name	Role	Email
	Dance City Board of Trustees, and Board Safeguarding Officer	

Safeguarding Policy: Categories of Abuse	
<p>Owner: Anand Bhatt, Artistic Director & CEO</p> <p>Author: Philippa McArdle, HR Manager</p> <p>Signed by the Chair of Dance City:</p> <p><i>DF Haley</i> <small>DF Haley (Jun 26, 2023 19:13 GMT+1)</small> DF Haley</p>	<p>Effective Date: 22nd June 2023</p> <p>Board Review date: June 2025</p> <p>Internal Executive Review: August 2024</p>
<p>This policy applies to: all employees, freelancers and contractors, participants and students, trustees, volunteers, visitors and, anyone else in paid or unpaid work on behalf of the organisation.</p>	

- Abuse of children and adults at risk of harm can take place in the family setting, but equally can also take place in settings outside of the home including within organisations.
- Acts of abuse and neglect can be perpetrated by someone known to the individual but may also be committed by those not known to them.
- Abuse of children and adults at risk can be perpetrated by another child or adult at risk.
- Abuse can happen online and/ or through the use of technology.
- Abuse or neglect may occur face to face but can also happen without physical contact or close proximity.

1. The categories of abuse for children

The document **Working Together to Safeguard Children 2018** identifies a child as:

“Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.”

Child protection is defined as

“Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.”

The document Working Together to Safeguard Children 2018 defines **abuse** as:

- A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.
- Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others.
- Abuse can take place wholly online, or technology may be used to facilitate offline abuse.

- Children
- Adults at risk of harm

- Children may be abused by an adult, adults, or another child or children.

The four key areas of abuse identified by Working Together to Safeguard Children 2018 are:

- [Physical](#)
- [Sexual](#)
- [Emotional](#)
- [Neglect](#)

A child may be subject to more than one form of abuse and in all cases of concern you should share any information with your Designated Officers following Dance City reporting procedures.

There are other areas to consider which may be included within the four areas above. This list is not exhaustive and you must report any concerns, allegations or disclosures regardless of whether they are included in the following:

- [County Lines](#)
- [Child Sexual Exploitation](#)
- [Child Criminal Exploitation](#)
- [Bullying](#)
- [Female Genital Mutilation](#)
- [Domestic Violence or Abuse](#)

2. Identifying the different types of abuse

The following Definitions have been taken from the document Working Together to Safeguard Children 2018.

Physical abuse

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

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.

Sexual abuse can take place online, and technology can be used to facilitate offline abuse.

Sexual abuse can be perpetrated by any adult and other children can also commit acts of abuse.

- Children
- Adults at risk of harm

Child Sexual Exploitation is a form of child sexual abuse.

It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

- a) in exchange for something the victim needs or wants, and/or
- b) for the financial advantage or increased status of the perpetrator or facilitator.
- c)

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying (including cyber bullying), causing children 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, though it may occur alone.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's 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:

- a) provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b) protect a child from physical and emotional harm or danger
- c) ensure adequate supervision (including the use of inadequate caregivers)
- d) ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- Children
- Adults at risk of harm

County Lines

As set out in the Serious Violence Strategy, published by the Home Office, this is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'.

They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons

Child Criminal Exploitation

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity

- a) in exchange for something the victim needs or wants, and/or
- b) for the financial or other advantage of the perpetrator or facilitator and/or
- c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual.

Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Bullying

Under the Children Act 1989, a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'.

Female Genital Mutilation

The document [Multi-agency statutory guidance on female genital mutilation](#) describes this as a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death.

The age at which FGM is carried out varies enormously. It may be carried out shortly after birth, during childhood or adolescence, just before marriage or during a woman's first pregnancy.

Domestic Violence or Abuse

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those **aged 16 or over** who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological

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- Children
- Adults at risk of harm
 - Sexual
 - Financial
 - Emotional

Further areas are highlighted by the document Working Together to Safeguard Children 2018 and other sources. This can be found internally on the Dance City Staff Hub and is available on request from the HR Manager.

3. The categories of abuse for adults at risk of harm

The Care Act 2014 identifies an adult at risk of harm as someone over the age of 18 who:

- a) has needs for care and support (whether or not the authority is meeting any of those needs),
- b) is experiencing, or is at risk of, abuse or neglect, and
- c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

What are the aims of Adult Safeguarding? [The Care and Support Statutory Guidance](#) describes this as aiming to:

- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- stop abuse or neglect wherever possible
- safeguard adults in a way that supports them in making choices and having control about how they want to live
- promote an approach that concentrates on improving life for the adults concerned
- raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult
- address what has caused the abuse or neglect

4. How do I identify the types of abuse for an adult?

[The Care Act 2014 Statutory Guidance](#) identifies the following as areas of abuse but also indicates that this list is not exhaustive and any other concerns should also be shared with the DSO.

- [Physical abuse](#)
- [Domestic violence](#)
- [Sexual abuse](#)
- [Psychological abuse](#)
- [Financial or material abuse](#)
- [Modern slavery](#)
- [Discriminatory abuse](#)
- [Organisational abuse](#)

- Children
- Adults at risk of harm

- [Neglect and acts of omission](#)
- [Self-neglect](#)

Physical abuse can include:

- assault
- hitting and slapping
- pushing
- misuse of medication
- restraint
- inappropriate physical sanctions

Domestic violence can include:

- psychological
- physical
- sexual
- financial
- emotional abuse
- so called 'honour' based violence

Sexual abuse can include:

- rape
- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- subjection to pornography or witnessing sexual acts
- indecent exposure
- sexual assault
- sexual acts to which the adult has not consented or was pressured into consenting

Psychological abuse can include:

- emotional abuse
- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment
- verbal abuse
- cyber bullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

Financial or material abuse can include:

- theft
- fraud
- internet scamming
- coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- the misuse or misappropriation of property, possessions or benefits

Modern slavery can include:

- slavery
- human trafficking
- forced labour and domestic servitude.
- traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse

Including forms of harassment, slurs or similar treatment because of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Organisational abuse can include

- neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment.
- It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission can include

- ignoring medical emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect

This covers a wide range of behaviours including

- neglecting to care for one's personal hygiene, health or surroundings
- behaviour such as hoarding.

- Children
- Adults at risk of harm

A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

Radicalisation

Dance City is committed to safeguarding the welfare of its employees, students, volunteers and freelance contractors and to meeting its duty under the Counter-Terrorism and Security Act 2015 and the UK Government's associated Prevent strategy. Where possible Dance City will intervene to support children, students, vulnerable adults and employees from being radicalised.

Whilst there is a low risk of extremist activity at Dance City our duty of care to children, students and employees is of the utmost importance.

Radicalisation refers to the process by which a person or group of people come to adopt increasingly extreme political, social or religious ideals. The outcome of radicalisation can be both violent and non-violent and is reflected in vocal or active opposition to fundamental British values (including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs). The definition of extremism also includes calls for the death of members of British armed forces, whether in this country or overseas.

The process of radicalisation has multiple pathways. Identification of individuals who are likely to be susceptible to extremism can happen in many different ways. Background factors, which are often reinforced by family, friends or online, and/or combined with specific needs for which an extremist or terrorist group may appear to provide an answer, may contribute to vulnerability. The internet and use of social media in particular has become a major factor in radicalisation of young people.

Employees should be alert to changes in children, students, vulnerable adults and colleagues' behaviour which could indicate that they may be in need of help or protection. If you have any concerns regarding children and students who might be at risk of radicalisation, please report the concern following Dance City's reporting procedures.

Honour based violence

Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. For example, honour-based violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged or forced marriage; or
- wear clothes or take part in activities that might not be considered traditional within a particular culture.

Girls are the most common victims of honour-based violence; however it can also affect boys. Crimes of 'honour' do not always include violence. Crimes committed in the name of 'honour' might include:

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- Children
- Adults at risk of harm
 - domestic abuse
 - threats of violence
 - sexual or psychological abuse
 - forced marriage
 - being held against your will or taken somewhere you don't want to go
 - assault

A forced marriage is one that is carried out without the consent of both people. This is very different to an arranged marriage, which both people will have agreed to.

The following policies and procedures should be read alongside this policy:

Policies	Procedures
Prevent	Safeguarding: Guidance on recognising signs of abuse
Recruitment (includes information on Disclosures and recruitment of Ex-Offenders)	Safeguarding: Recognising honour-based violence

The above can be found internally on the **Dance City Staff Hub** or are available on request from the HR Manager.

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- Children
- Adults at risk of harm

DANCECITY
DANCE FOR THE NORTH EAST







Dance City Safeguarding Policy

Final Audit Report

2023-06-26

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