

## GOOD PRACTICE GUIDELINES: WORKING WITH CHILDREN/VULNERABLE ADULTS

These Guidelines have been developed to help all staff and artists who work for EVERYBODY DANCE education and outreach programmes, to ensure the safety of people we work with. They are also designed to help protect staff: we know that false allegations of abuse are occasionally made and - although this is a rare occurrence - it is important that staff do not put themselves in situations where they might be vulnerable.

These are detailed guidelines and apply to all staff, whether on permanent, temporary or freelance contracts or working as volunteers.

*(Details relating to participants and the media can be found in a separate policy, available on request.)*

EVERYBODY DANCE operates on a project-by-project basis employing freelance workers to deliver the projects. People who work for EVERYBODY DANCE on a regular basis access online safeguarding training through Highspeed Training Limited.

Courses include:

- Advanced Safeguarding Children (Level 2)
- Advanced Safeguarding Adults (Level 2)
- Designated Safeguarding Lead (Level 3)

EVERYBODY DANCE receives regular updates from Herefordshire Safeguarding Boards and Partnerships (Herefordshire Safeguarding Adults Board & Safeguarding Children Partnership) through emails and their Information Bulletin. ED also makes use of the free online awareness training - for short term freelance workers - supplied by outside agencies HM Government, NHS and NSCPP.

### Definitions

*A child* means anyone who is under 18 years of age.

*A vulnerable adult* is a person aged 18 or over who is or may be in need of community care services, because they have a physical disability, a sensory impairment, are living with a medical health condition or a learning disability and are maybe unable to take care of themselves or unable to protect themselves from significant harm or exploitation.

### DBS checks

EVERYBODY DANCE undertakes the Enhanced Disclosure process through the Criminal Records Bureau on all artists and staff who are actively involved in the education programme.

*(See also – EVERYBODY DANCE Policy on the correct handling and safekeeping of DBS certificate information, available on request.)*

### A child-centred/vulnerable adult's approach (people)

It is essential to EVERYBODY DANCE that the people we work with are valued and respected as individuals, and that their views and concerns are listened to. Remember that having an open and positive relationship with people is important and contributes both to the success of the rehearsal and performance process, and to the outcomes in education work. Working with children/vulnerable adults in any context, EVERYBODY DANCE staff must:

- Treat people with respect.
- Offer encouragement and praise.
- Take time to listen to the people's views.
- Where possible take people's views on board in any relevant decision-making process.

When working with children and vulnerable adults on education projects, there are specific things you should think about, and procedures you need to follow.

### **Follow any relevant procedures required by schools or community groups**

For example, most schools will expect you to sign in on arrival and some require visitors to wear ID badges, to ensure that no unauthorised adults enter the premises. Make sure that you arrive early enough to deal with these important administrative procedures before setting up for your workshop.

When in schools, make sure you use the staff toilets not the children's. When you arrive at the school, make sure that a member of staff shows you where the staff room and toilets are.

### **When working in schools it is essential that there is a teacher present at all times**

**EVERYBODY DANCE** always signs a contract with a school in advance, making it clear that this is a requirement. It is advisable to mention this to the relevant class teacher or named contact when you arrive at the school, however, in order to reinforce its importance. If a teacher is not present you should not begin your workshop until they are. If a teacher leaves the room during a session you should carry on working rather than leave the children unsupervised; however if there are 2 or more artists present, one of you should find the head teacher as soon as possible to inform them of the problem. You should also let **EVERYBODY DANCE's** Lead Artist know afterwards, so we can follow up with a letter to the school.

### **Where possible, another adult should be present during project work with children/vulnerable adults outside formal education**

As far as possible, **EVERYBODY DANCE** works to ensure that this is the case. For example, in dance projects, the dancer who is leading an out-of-school group is usually supported by an assistant or a youth or community worker.

### **Avoid being on your own with a child or vulnerable adult – if it is unavoidable, make sure that you are within sight or hearing of others**

If it is necessary to speak to a child about something individually, make sure that another adult is around. If you find yourself in a situation where you are the only adult in the room, make sure that the door is open and that someone else can see and/or hear what is happening. The need for open-ness to protect staff needs to be balanced with a need for a child's or vulnerable adult's privacy, however, to ensure that children or vulnerable adult have the opportunity to discuss things confidentially if they want to.

### **Do not have any unnecessary physical contact with children/vulnerable adults**

In teaching dance, it is sometimes necessary to touch a student, for example to correct a position, guide a movement or demonstrate a task. For artists involved in the company's education work, there are some basic guidelines about touching children or vulnerable adults, which you should always follow when teaching:

- + Think about whether the correction you are making or the point you are trying to explain could be made clear in another way, e.g. by you, or another student, demonstrating. If it can, it is always preferable to use the alternative approach instead of physical contact.
- + Children and young people/vulnerable adults must always be treated with respect and dignity. If it is necessary to touch a child/vulnerable adult therefore, it is important that there is an understanding and agreement to this taking place. With children and young people/vulnerable adults attending a workshop or rehearsal for example, an explanation of the teaching approach should be given to parents/carers and children/vulnerable adults, perhaps at the start of an individual workshop or at the beginning of each project or residency.
- + A touch can be misconstrued, so it is important that the child/vulnerable adult understands the intention behind your action. You should make sure that you touch in a firm, unambiguous manner – it is important that you are neither too rough nor too delicate, both of which can be misunderstood.
- + Be sensitive to a young person's feelings – if a child or young person says they do not want you to touch them, or if you sense that this is the case, respect that young person's feelings and find different approaches to teaching them. There could be many reasons for such a reaction - a child may have been bullied or abused for example, and young people going through the hormone changes of adolescence can be very embarrassed by touching.
- + Respect a person's right to privacy.
- + Do not do anything of a personal nature for a child/vulnerable person if they can do it themselves.
- + Do not take children or vulnerable adults on car journeys alone, however short. If it is essential it must be done with the parents'/carers' consent, and insurance liability needs to be checked.

### Keep your relationship with students on a professional level

Remember that the law says someone is a child until they are 18. Regardless of the age of the student, an artist or member of the **EVERYBODY DANCE** staff is working in a professional capacity in an education project, and the relationship must be kept on that level. It is important that you do not arrange to meet a student outside the work environment. Many people at **EVERYBODY DANCE** will develop relationships with children or young people through their work. This might be, for example, as a dancer performing with children on stage. This contact can lead to what is known as a "relationship of trust," i.e. a relationship that exists between an adult and a young person aged 18 years or under, where the adult has power or influence over that young person due to the nature of their role within an organisation. It is essential that such power is not abused in any way by anyone working for **EVERYBODY DANCE**. You should bear in mind:

Young people aged 16 to 18 years can legally consent to some types of sexual activity; however in law they are still classified as children (The Children Act 1989). A young person's age does not necessarily reflect maturity and emotional development, and young adults may still be vulnerable to abuse. The law says that it is an offence for a person aged 18 or over to have sexual intercourse or engage in any other sexual activity with a person under that age, if the older person is in a position of trust in relation to the younger person.

It is essential that you recognise your responsibility towards the children and young people **EVERYBODY DANCE** works with and that you do not abuse your position of trust. Do not meet with children outside your work with them, whether that work is taking place at **EVERYBODY DANCE**, in an educational institution, or elsewhere.

It is important for their own safeguarding that staff do not make personal links with children and young people participating in workshops and projects through social media including Facebook, as this may be misconstrued as an inappropriate relationship and way of communicating with them.

### General safeguarding information

It is important that you challenge unacceptable behaviour. Sanctions or reprimands which are in any way humiliating or make a child/vulnerable adult look or feel foolish in front of others, are not acceptable. Humiliating behaviour is equally unacceptable from an adult or another child.

You must report any suspicions or allegations of abuse or bullying, whether by an adult or another child. *The separate Procedures document gives details of how to do this (available on request).*

Inappropriate behaviour towards a staff member by a project participant should be reported to the project Designated Safeguarding Lead (DSL) at the earliest possible opportunity. At the same time the staff member should discreetly make the young person aware of their discomfort.

Staff are not formally responsible as employees of EVERYBODY DANCE for participants outside the stated hours of the project but do at these times retain a duty of care to any child or young person who is in need.

In cases where these guidelines need to be broken unavoidably, or where they contradict each other (for example waiting outside a venue late at night with a lone child whose parent is late to collect them) staff should use their judgment as to the best course of action; where putting the safety of a child first places the staff member in a vulnerable position, this 'best course' might, for example, be to wait inside the venue with box office or front of house staff, or to phone another adult to explain what is happening. If you are put in this position, the Manager is required to record this event in a logbook.

### If you have any worries

Recognising child/vulnerable adult abuse is not easy, however it is not up to individuals to decide whether or not abuse has taken place; if you have any anxieties it is essential that you report them using EVERYBODY DANCE procedures (*see separate document*), and let the appropriate bodies investigate. This applies regardless of whether your concern relates to the behaviour of another EVERYBODY DANCE employee, or the possibility that a child/vulnerable adult might be a victim of abuse at home or elsewhere.

### Definitions of abuse

It is generally accepted that there are 4 main forms of abuse:

- Physical abuse, including hitting, shaking, throwing, and burning. Failure to act to protect a child/vulnerable adult is also considered to be physical abuse.
- Emotional abuse - the persistent emotional ill-treatment of a child/vulnerable adult, which can include making a child feel worthless, unloved, or inadequate.
- Sexual abuse, which includes activities involving physical contact, or non-contact activities such as involving children in looking at pornographic material. Sexual activities with a child are abusive regardless of whether or not the child is perceived to consent.

- Neglect – the persistent failure to meet a child’s/vulnerable adult’s needs.

In addition, vulnerable adults can be subjected to financial abuse where access to opportunities are denied through financial control of their personal monies.

### Things to look for and think about

Most children acquire cuts and bruises during their normal daily life, but the location of bruises can be indicators of abuse – for example a bruise on a part of the body where accidental injuries are unlikely, e.g. the face, can be a worrying sign. Bruises which reflect hand marks, or injuries where the explanation does not make sense, are other causes for concern, as are unexplained changes in behaviour.

Emotional abuse can be difficult to measure, but signs can include developmental delay, fear of making mistakes, self-harm, or a fear of their parent being approached regarding their behaviour.

In cases of sexual abuse it is usually the child’s/vulnerable adult’s behaviour which causes people to become concerned. In all cases, children/vulnerable adults who talk about sexual abuse do so because they want it to stop. It is important, therefore, that any child/vulnerable adult who talks to you about this is listened to and taken seriously. Behavioural changes which can indicate sexual abuse include nightmares, sexual knowledge which is beyond a child’s/vulnerable adult’s age or development, eating problems, self-harm, and drugs misuse.

Neglect can be difficult to recognise, but physical signs can include hunger, loss of weight, and inappropriate dress for the conditions. Children may also complain of being tired all the time and talk about being left alone or unsupervised.

### Bullying

Bullying is not acceptable to EVERYBODY DANCE, whether adult to adult, adult to child, or child to child. Bullying can include:

- Physical actions such as hitting and kicking.
- Name-calling, humiliation, ignoring.
- Racial insults and gestures.
- Sexual comments and suggestions.
- Unwanted physical contact.

If a child/vulnerable adult tells you that they are being bullied, they must be taken seriously and given support. Similarly, the bully needs to be supported, as they may well be a victim of bullying themselves. Any incident of bullying will be discussed with the victim’s and bully’s parents or teacher.

### Guidelines for the use of photographic or video recording equipment and ‘image recording’ mobile phones.

In accordance with guidelines issued by the EVERYBODY DANCE, all participants/visitors/support workers who are attending and wishing to take photographs or use video recording equipment are required to seek prior permission from the Lead Artist.

Permission will only be granted upon the satisfactory completion of the ‘*Photography Authorisation Form*’.

Should another participant complain or express concern at any time regarding the use of a camera, video recorder or mobile phone, the person given approval must respect the rights of these and other participants and stop taking photographs, using video equipment or an 'image recording' mobile phone.

Please note that photography is not permitted by members of the public in any of the following areas of the rehearsal or performance venue:

- All changing areas
- Toilet areas

## PROCEDURES FOR REPORTING AND INVESTIGATING CONCERNS OR ALLEGATIONS OF ABUSE

### Reporting the disclosure

Always report if a child/vulnerable adult lets you know, by whatever means, that they have been abused, or if you are told by anyone else that a child is being abused, or if you see something yourself which leads you to think a child may be being abused.

Guidance on what may constitute abuse is included in the *Good Practice Guidelines for Working with Children or Vulnerable Adults* at EVERYBODY DANCE.

Failure to follow the guidelines set here could result in an allegation of abuse being seen to have been influenced by the person the disclosure was made to and this will result in the evidence collected being of little use.

In the event of a disclosure, staff should:

- Listen to what he/she says, without making any suggestions yourself.
- Stay calm and try not to look shocked.
- Listen carefully.
- Be sympathetic and reassuring.
- They are right to tell you.
- You are/will treat the information seriously.
- It was not their fault.
- You're not able to keep the information secret, but will tell someone appropriate.
- Write down, word for word if possible, what you have been told, after the contact with the child/vulnerable adult (who should have access to this document).
- Pass the information on immediately to the DSL (Designated Safeguarding Lead) or Social Services as soon as possible.

Remember that following disclosure it is not your responsibility to determine how to use the information that you have been given, or to conduct an investigation into what the child is telling you. It is Social Services that decide whether concerns should be investigated, and a decision is made in consultation with the police regarding the nature of any investigation.

In the event of a disclosure, staff should not:

- Promise to keep secrets.
- Press the person for more details.
- Ask leading questions or make assumptions.
- Make promises that cannot be kept.
- Contact the alleged abuser.
- Be judgemental.
- Instigate a discussion about the abuse.

- Take the young person to a worker's home.

Where disclosure has not been made but suspicions or doubts are held staff must:

- Keep an accurate record of your reasons.
- Document any supporting evidence of information.
- Monitor the situation closely.
- Discuss the issue with the DSL.
- Allow the young person access to written records if they request it during any part of the process.

In this situation, staff must not:

- Directly question the child/vulnerable adult in connection with their thoughts.
- Seek information from peers or other people.
- Contact family members.

## Record Keeping

Where possible and appropriate, take notes at the time of disclosure. If this is not possible, write a report as soon as possible after the incident, using the words and phrases of the person wherever possible.

Sign and date the report.

Forward the report in full to the DSL as soon as possible.

Do not keep written information relating to any child protection issues in an unsecured file.

Remember your records could be required to support any formal action taken at a later date. Keep factual information in the report separate from any personal opinions or comments you make.

## In cases of emergency, staff should phone-

Social Services Children and Families Division: 01432 260000

Social Services Out of Hours Team: 01905 768020 (children's services) 01905 748033 (adults).

West Mercia Police: 101

NSPCC- Child protection help line: 0800 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Preventative work should contribute to the strengthening of existing work protecting and supporting children and vulnerable adults and their families. The values and attitudes of staff can help to promote prevention in all our relationships, personal as well as professional.

## GOOD PRACTICE GUIDELINES: MEDIA ACTIVITIES

### Introduction

The following good practice guidelines have been designed for use by members of EVERYBODY DANCE Company and Outreach Team when working with children and vulnerable adults. EVERYBODY DANCE is committed to ensuring that all publications, resources and media represent participants appropriately and with due respect.

### General Principals

The overall aims of these guidelines are:

To reduce the opportunities for unscrupulous individuals to gain access to, or information about, children or vulnerable adults taking part or performing with EVERYBODY DANCE.

To protect children or vulnerable adults wherever photographs or recorded images are taken and stored.

When working with children and vulnerable adults EVERYBODY DANCE will:

Confer the same rights to children as adults, i.e. treat them in the same way as we would treat company members taking part in publicity.

Gain permission from the child or vulnerable adult parent/guardian/carer and school for the taking of photos or video footage and for their use within a 24-month period.

Keep the child/vulnerable adult informed about the use of the resulting material.

Ensure that the media work is representative and accurate.

Ensure that participants are comfortable with the work that they are being asked to undertake and that they monitor and evaluate the work.

## Consent

An individual who poses for a photograph has, in effect, given their consent for that photograph to be taken, however they may not fully understand how their image is going to be used. Parents/carers of children/vulnerable adults, who work with EVERYBODY DANCE will be asked to sign a form giving consent for photographs/video footage to be taken (*see Appendix 1*), and they have the right not to give that consent. When EVERYBODY DANCE is working in schools, the consent form will be sent with the booking form, and the school should complete and sign a summary form (*Appendix 1*) telling EVERYBODY DANCE whether or not all parents/guardians have given permission. When working with individual young people, consent forms will be returned to EVERYBODY DANCE. No young person will be excluded from an activity should consent not be given. If the consent form has not been completed and returned to the office of EVERYBODY DANCE, NO photography or video footage should be taken.

Where EVERYBODY DANCE is holding open workshops, notices informing parents and carers that photographs/video footage may be taken should be displayed in prominent positions. The notice should include a sentence that informs the parent or carer that they can object should they wish to do so.

## General Guidelines for recording visual images

All children/vulnerable adults featured should be appropriately dressed. Reasonable efforts will always be made to avoid photography/filming of children involved in such teaching sessions; however, from time to time it may be necessary to have the sessions filmed/photographed.

The photograph should focus on the activity not on a particular child/vulnerable adult. Where possible images of children/vulnerable adults should be recorded in groups. Include the dance teacher/workshop leader in the photograph/video footage when it is appropriate to do so.

Photographs and video footage should be representative, accurate and sensitive to religious and cultural beliefs. Any member of EVERYBODY DANCE staff and/or photographers or other members of the media must follow the Good Practice Guidelines when working in schools. It is particularly important that any relevant procedures required



by schools or community groups are followed, for example, most schools will expect visitors to sign in on arrival and some require visitors to wear ID badges, to ensure that no unauthorised adults enter the premises.

Parents/guardians, photographers, filmmakers and other participants intending to photograph or video an education event should be made aware of EVERYBODY DANCE's guidelines and, where relevant, any school guidelines concerning media coverage. As stated above, schools and/or individual parents/carers have the right to refuse permission for photography or videoing to take place. If permission has been refused, EVERYBODY DANCE will ensure that no photos or videos are taken. If permission has been given by parents/carers, anyone wishing to take photos or video at an education event (including parents/carers of participants) will be required to register by completing a form providing their name and address (*see appendix 2*).

### Guidelines for publishing images

If a photograph is used, avoid naming the child/vulnerable adult or use their first name only. If the name of the child's school is given, never use the child's name. EVERYBODY DANCE avoids giving details that may lead to a personal identification of a child. Personal details such as email address, home address and telephone numbers, must never be released.

Use photographs that represent the broad range of children/vulnerable adult involved.

It is recommended that photographs used specifically for publicity material such as leaflets and posters are not continuously re-used. Images should be used in conjunction with the project they relate to and should be reviewed following a period of three years.

Any third-party organisation that requests images from EVERYBODY DANCE must only use the images for the purpose that they were requested.

Further consent should be gained from parents/carers to use photographs/video footage for a different purpose than originally intended.

Sensitivity should be shown to cultural and religious beliefs. Although consent may have been obtained, care should be taken as distress can be caused if a photograph/article appears alongside another unrelated article, which could be considered offensive to the cultural/religious belief of the individual being portrayed.

### Commissioning Photography

When commissioning professional photographers or inviting the press to watch an EVERYBODY DANCE event or activity, it is important to ensure they are clear about your expectations of them in relation to Child Protection. Provide photographers with a clear brief about what is considered appropriate in terms of content and behaviour. Aim to seek assurances from the photographer that photographs will not be sold on or made available to any other inappropriate organisation or individuals.

Photographers are not to be left unsupervised when working with children. A member of the EVERYBODY DANCE staff should be present at all times.

Parents and carers should be informed that a photographer will be present at an event and must give written consent for both the taking and publication of film or photographs (*appendix 1*).

## Media Good Practice Guidelines.

Issue the photographer with identification to be worn at all times.

### Storage

EVERYBODY DANCE commissions and stores photographs involving children in relation to:

Education work

Performances and sharing of work

Images are stored securely within the EVERYBODY DANCE Media Information System and may also be stored on disk. Access is limited to appropriate members of the organisation.

### Visual images and the internet

Photographs and video footage placed on the internet are subject to stricter rules as this type of personal data becomes available worldwide to countries, which have no data protection legislation in place to protect an individual. Photographs/video footage placed on the internet require explicit written consent from parents/carers if the image is sufficiently close-up to enable the individual to be recognised (*appendix 1*). Images can be downloaded from the web, edited, and manipulated in an unpleasant way; personal details can be used to track down children. When asking for consent from parents/guardians for this usage, these risks should be explained.

## Appendix 1

### CONSENT FORM - PERMISSION TO TAKE PHOTOGRAPHS OR VIDEO FOOTAGE

#### EVERYBODY DANCE EDUCATION WORK

This form should be signed by the legal guardian of a child or young person under the age of 18, and by the young person themselves. Please note that if you have more than one child under the age of 18 taking part you will need to complete a separate form for each young person.

EVERYBODY DANCE recognises the need to ensure the welfare and safety of all the young people we work with. As part of our commitment to ensure their safety we will not permit photographs, video or other images of young people to be taken or used without the consent of the parents/carers. Young people will not be excluded from EVERYBODY DANCE Education work should this consent not be given.

EVERYBODY DANCE will take all necessary steps to ensure that images taken are used solely for the purpose they are intended. If you become aware that these images are being used inappropriately, you should inform EVERYBODY DANCE immediately.

Name of project or activity:

Date(s) and time(s) when photographs/video will be taken:

How the images/video footage will be used:

Detailed information to be given here, e.g. images will be used in EVERYBODY DANCE programmes in the ...; video footage will be shown at a ... conference as an example of quality arts activity; the resulting piece of film will be shown publicly at the end of the project and during

Will the material be placed on the internet? Yes / No

Delete as Applicable If yes, explain the implications

CONSENT

I give my permission for photograph(s)/video footage (please delete) to be taken and used in the publications described above for the purpose outlined

YES / NO (Delete as applicable)

I give my permission for photograph(s)/video footage (please delete) to be used in any future publication material of a similar nature

YES / NO (Delete as applicable)

If Applicable:

I give consent for my child's name to be published

YES/NO (Delete as applicable)

(PLEASE PRINT)

CHILD'S FIRST NAME .....

CHILD'S SURNAME .....

NAME OF SETTING .....

Signed (child/young person): .....

Date: .....

Signed (parent/guardian): .....

Date: .....

Print Name: .....

Relationship to child/young person:.....

Contact Address: .....

.....

Contact Telephone No: .....

Any Comments:

Please return the completed form to: your school or community group or to

EVERYBODY DANCE, 43 Beauchamp Road, Malvern, WR14 1RZ.

Thank you.

## **Appendix 2** *Letter issued to schools and community groups, as an appendix to their contract*

### **CONSENT FORM - PERMISSION TO TAKE PHOTOGRAPHS OR VIDEO FOOTAGE/AUDIO RECORDINGS/ART WORKS**

#### **EVERYBODY DANCE's EDUCATION AND OUTREACH WORK**

EVERYBODY DANCE recognises the need to ensure the welfare and safety of all people we work with. As part of our commitment to ensure their safety we will not permit photographs, video or other images of children/vulnerable adults to be taken or used without the consent of the parents/carers.

EVERYBODY DANCE has provided you with the necessary consent forms to enable photographs or video footage to be taken and used during your project. You should distribute those forms to the guardians of all the young people taking part and they should be returned to you. You should then complete and sign this form and return it to EVERYBODY DANCE. N.B. - should any parents/guardians not give consent, this does not in any way jeopardise their child's participation nor the involvement of the school/community group in the project.

EVERYBODY DANCE will take all necessary steps to ensure that images taken are used solely for the purpose they are intended. If you become aware that these images are being used inappropriately you should inform EVERYBODY DANCE immediately.

Name of school or community group:

Name of project or activity:

Date(s) and time(s) when photographs/video will be taken:

How the images/video footage will be used:

*Detailed information to be given here, e.g. images will be used in EVERYBODY DANCE programmes in the ?; video footage will be shown at a ? conference as an example of quality arts activity; the resulting piece of film will be shown publicly at the end of the project and during ?*

Will the material be placed on the internet? Yes / No

Delete as Applicable If yes, explain the implications

#### CONSENT

Have all the parents or guardians of participating young people given their written consent for photograph(s)/video footage (please delete) to be taken and used in the publications described above for the purpose outlined?

YES / NO

Have all the parents or guardians of participating young people given their written consent for photograph(s)/video footage (please delete) to be used in any future publication material of a similar nature?

YES / NO

If the answer to either of the above questions is no, are you able to work with **EVERYBODY DANCE** to ensure that children who do not have consent for photography/video can take part fully in the activity without taking part in the photograph/recording? (if not, we will not take any photos or video footage).

YES / NO

If Applicable:

Have all the parents or guardians of participating young people given their written consent for their child's name(s) / age / name of setting (please delete) to be published

YES/NO

If yes, please provide a full list of names and ages with this document.

Signed: .....  
(Head teacher/group leader)

Date: .....

Print Name: .....

Contact Telephone No: .....

Any Comments:

Please return this form to EVERYBODY DANCE, 43 Beauchamp Road, Malvern, WR14 1RZ.  
Thank you.

## Appendix 3

### PHOTOGRAPHY AT EVERYBODY DANCE OPEN WORKSHOP EVENT:

Registration Form

Name and date of event:

Name:

Address:

Tel No:

I wish to take photographs or record images at this event. I agree to abide by the event organiser's guidelines and confirm that the photographs or recorded images will only be used appropriately.

Signed:

Date:

Please complete this registration form and return to the Event Organiser.

## FORM FOR RECORDING OF DISCLOSURES AND CONCERNS

Please fill in as much of this form as you can. If you are in discussion with a child/vulnerable adult who is making a disclosure to you, be sensitive about the level of questioning which is appropriate.

Child's full name: \_\_\_\_\_

Age and date of birth: \_\_\_\_\_

Male / Female

Your name: \_\_\_\_\_

Your position: \_\_\_\_\_

Date and Time of incident: \_\_\_\_\_

I am reporting to my own concerns / I am responding to concerns raised by someone else

Brief description of what has prompted the concerns – please include dates and times of any specific incidents, names of responsible staff (e.g. chaperones) etc. Continue on a separate sheet if necessary.

The Child / vulnerable adult's account (if it can be given) of what happened and how

Please provide details of the person alleged to have caused the incident/injury

Have you spoken to the parent(s) or carer(s)? If so, what was said?

Have you spoken to the person the allegations are being made against?

Yes / No - If not, DO NOT APPROACH THEM

Have you informed or consulted anyone else? If so, please give name and contact details.

Childrens/ Adult Services      Yes / No

Police                                      Yes / No

LADO                                      Yes / No

If you have decided to take no action at this point please explain reason

Your signature \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

**WHAT TO DO NEXT**

The contents of this report should be passed to the designated / named member of staff within the organisation

Date of monitoring

Name of person who has the concern

Name of person who has completed this form

Signed by



Date

Time