



SAFEGUARDING AND CHILD PROTECTION POLICY

FEBRUARY 2025



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This Safeguarding and Child Protection Policy demonstrates the commitment of MovementWorks® to safeguarding all children, young people and vulnerable adults who take part in its workshops. It provides information and support for staff concerning safeguarding issues, as well as a clear and effective framework (including procedures for reporting and recording suspicions, disclosures and allegations of abuse) by which this safeguarding is achieved.

MOVEMENTWORKS® SAFEGUARDING LEAD AND DESIGNATED PERSON

Ali Golding, Founder and Director

1 Introduction

- 1.1 MovementWorks® is the trading name of Educational Dance Provision Services, a Charitable Incorporated Organisation ('**MovementWorks®**').
- 1.2 MovementWorks® has been established as a charity to provide and promote quality movement education with particular emphasis on the young, individuals with learning difficulties and/or disabilities, their carers, educators and the wider community. It aims to reach those who may not otherwise have access to movement-based learning and experiences and to promote and foster the global benefits of dance movement for physical, cognitive, social and emotional development
- 1.3 MovementWorks® Developmental Dance Movement® and Autism Movement Therapy® Workshops (the '**Workshops**') address developmental deficits and optimise the learning potential of children, young people and older individuals (some of whom have learning difficulties and/or disabilities).

2 Policy Statement

- 2.1 MovementWorks® believes that everyone deserves the best opportunity to develop and learn and aims to create optimal conditions for learning through activities that are empowering and enabling. It is committed to fostering a safe and creative environment, ensuring the welfare of the children, young people and vulnerable adults who attend the Workshops. MovementWorks® expects all who work with it to share this commitment and to comply with its Safeguarding and Child Protection Policy (the '**Policy**').
- 2.2 MovementWorks® run their activities in safe and suitable venues. MovementWorks® will take appropriate steps to ensure that its students are not exposed to reasonably foreseeable risk of injury and is committed to the protection from harm and the safeguarding of all those who attend its Workshops. It recognises that some of its students are additionally vulnerable because of disabilities, levels of dependency and communication barriers. All workers, including paid staff and volunteers (the '**Staff**'), engaged by MovementWorks® who are likely to come in contact with children and/or vulnerable adults, are subject to appropriate recruitment procedures, including DBS checks, identity and suitability checks and the checking of two independent



professional/character references. Induction, supervision and ongoing training are also provided. Through a signed declaration, all Staff agree to abide by the procedures set out in this Policy. (**See Appendix A**)

2.3 Under the Policy, MovementWorks® will take all reasonable steps to:

- 2.3.1 protect anyone taking its Workshops, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, from any form of abuse, whether from an adult or another child
- 2.3.2 be alert to signs of abuse occurring within and outside of its Workshops;
- 2.3.3 deal appropriately with every suspicion or complaint of abuse;
- 2.3.4 be alert to the medical needs of students with medical conditions; and
- 2.3.5 where appropriate, refer a suspicion or complaint of abuse to an external child protection agency such as the Children's Services Department ('**CSD**') of the local authority, the child protection unit of the police ('**CPU**') or the National Society for the Prevention of Cruelty to Children ('**NSPCC**').

3 Children

3.1 Individuals under the age of 18 years, encompassing all minors regardless of their specific circumstances; essentially anyone who considered legally a child within the jurisdiction of where this policy applies.

4 Vulnerable Adults

4.1 It is important to recognise our duty of care and commitment to the safeguarding of vulnerable adults, especially those who come into contact with our work. The definition of vulnerable adults is a person aged 18 years or over and who :

- 4.1.1 is living in residential accommodation such as a care home or a residential special school
- 4.1.2 is living in sheltered housing
- 4.1.3 is receiving domiciliary care in their own home
- 4.1.4 is receiving any form of healthcare
- 4.1.5 is detained in lawful custody (in a prison, remand centre, young offender institution, secure training centre or attendance centre, or under the powers of the Immigration and Asylum act 1999)
- 4.1.6 is under the supervision of the probation services
- 4.1.7 is receiving specified welfare service, namely the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so
 - 4.1.7.1 is receiving a service or participating in an activity for people who have particular needs because of their age or have any form of disability
 - 4.1.7.2 Is an expectant or nursing mother living in residential care



- 4.1.7.3 is receiving direct payment from local authority or health and social care trust in lieu of social care services, or requires a assistance in the conduct of their own affair
- 4.2 MovementWorks® will take every reasonable step to ensure that vulnerable adults are protected where:
 - 4.2.1 our own start by directly involved in a project or a programme
 - 4.2.2 we contract a freelance artist to work on a project or programme
 - 4.2.3 We work in partnership with another agency.
- 4.3 The staff at MovementWorks® will follow the same code of conduct and procedure laid out in our child safeguarding policy in relation to work with vulnerable adults

5 Designated Person

- 5.1 Each Workshop held by MovementWorks® will be led by an appointed worker and overseen by (the MovementWorks® **‘Safeguarding Lead and Designated Person’**)* i.e. a member of staff with the appropriate status and authority to have lead responsibility for matters relating to the safeguarding of children and vulnerable adults participating in that Workshop. The responsibilities of the Designated Person will include liaising as appropriate with any person designated as responsible for child protection at the site at which the Workshop is held (the **‘External Designated Person’**).
- 5.2 The Designated Person’s responsibilities include (but are not limited to):
 - 5.2.1 co-ordinating this Policy;
 - 5.2.2 acting as the main point of contact for parents, children, staff, teachers, schools, and any other external agencies;
 - 5.2.3 keeping up to date records in relation to this Policy, including the details of all raised suspicions and/or complaints;
 - 5.2.4 liaising with and reporting to the appropriate External Designated Person and/or Local Authority Designated Officer (**‘LADO’**) or external protection agencies such as the CSD, CPU or NSPCC.
 - 5.2.5 *The MovementWorks® Safeguarding Lead and Designated Person is Founder and Director, Ali Golding. This post will be reviewed in line with the policy updates as directed by the Trustees.

6 Duties of Staff

- 6.1 It is expected that all Staff will conduct themselves in a way that is fair and respectful to everyone with whom they come into contact. All staff should treat all students, children, young/vulnerable persons with dignity and respect in attitude, language and actions.
- 6.2 Staff must take into account that being safe and feelings safe are two different things. They must check that any Workshop activity is appropriate to the maturity, individuality and different needs of participants and to the space in which the Workshop takes place.
- 6.3 Every member of the Staff has a general duty to promote and adhere to the terms of this Policy in its entirety including in particular by:

- 6.3.1 reporting any matters of concern to the Designated Person;
- 6.3.2 keeping sufficient records of any significant complaints, conversations, incidents and concerns raised; and
- 6.3.3 familiarising themselves with this Policy and the procedures contained within, including the information in the Annex below on signs and indicators of abuse.

7 Procedure for acting upon a complaint or report of suspicion of abuse

- 7.1 After an initial complaint or report of suspicion of abuse, Staff should:
 - 7.1.1 ensure the immediate safety of the individual, including, where appropriate, seeking immediate medical attention;
 - 7.1.2 listen carefully, calmly and with an open mind to any such complaint or report;
 - 7.1.3 avoid leading questions i.e. any questions that suggest a particular answer
 - 7.1.4 not take a decision as to whether or not abuse has taken place;
 - 7.1.5 reassure the person making the complaint or report without giving any guarantee of absolute confidentiality regarding the complaint or report; and
 - 7.1.6 explain that the matter will be referred to the Designated Person who will ensure the appropriate action is taken.
- 7.2 Staff are also required to:
 - 7.2.1 keep a sufficiently detailed record of any conversation about the complaint or suspicion and give this signed and dated to the Designated Person, who will keep the record secure;
 - 7.2.2 preserve all evidence relating to the complaint or suspicion and present this to the Designated Person; and
 - 7.2.3 where requested by the Designated Person, work with all persons involved, including parents, guardians and carers, to seek a positive outcome following any investigation.
- 7.3 All suspicions or complaints of abuse must be reported to the Designated Person as soon as possible unless:
 - 7.3.1 it is not possible to reach the Designated Person within a reasonable time frame; or
 - 7.3.2 the suspicion/complaint of abuse involves the Designated Person;
- 7.4 in which case the matter should be reported to the most senior member of MovementWorks® available and/or the External Designated Person who will be responsible for taking appropriate action in accordance with this Policy.

8 Action by the Designated Person following a complaint or report of suspicion

- 8.1 When deciding on a course of action following a complaint or report of suspicion of abuse, the Designated Person will consider:
 - 8.1.1 the nature and seriousness of the complaint or suspicion;
 - 8.1.2 any applicable laws and/or local government regulatory procedures / guidance;
 - 8.1.3 the wishes of parents, guardians and carers, provided this does not present an obvious conflict with the best interests of the individual concerned; and

8.1.4 any applicable duties of confidentiality.

8.2 The Designated Person may feel it appropriate to refer a particular complaint or report of suspicion to the External Designated Person, the Local Authority Designated Officer (LADO), or external agencies such as the CSD, CPU or NSPCC.

9 Allegations against Practitioners Procedure

9.1 If an allegation is made against a member of Staff, the matter will be taken up by the Designated Person. The most appropriate LADO will be contacted immediately if it is alleged that an adult has:

9.1.1 behaved in a way that has harmed or may have harmed a Workshop participant;

9.1.2 possibly committed a criminal offence against or related to a Workshop participant

9.1.3 behaved in a way that indicates he/she may be unsuitable to work with children or vulnerable adults

10 Confidentiality

10.1 All information regarding any welfare issues under this Policy will be treated as confidential and will only be disclosed on a need-to-know basis. Staff will ensure relevant information is provided without delay to the Designated Person who will ultimately make an informed decision as to whether it is necessary to disclose the information to any other person or third party.

11 Good practice guidelines

11.1 Our working practices promote safety for children, young people, vulnerable adults and staff. In order to protect its staff, MovementWorks® requests that:

11.1.1 If a staff member or volunteer were to become aware of a situation or incident that was not a definite child, young/vulnerable person protection issue but still caused concern, it must be discussed with the supervisor/line manager and an accurate record made for future reference. An anxiety shared at an early stage can prevent trouble. e.g. Staff may be the object of provocative behaviour from a young person of the opposite sex. Any concerns must be reported by the appointed worker.

11.1.2 If a child, young/vulnerable person of any abuse or sexual advance accuse a staff member, they must know that MovementWorks® supports their right to fair and just treatment. Police involvement should always be authorized by the supervisor/line manager.

11.1.3 No member of staff should be alone with any child, young/vulnerable person or group although we recognize that there may be times when this may be necessary.

11.1.4 Staff should not escort children, young/vulnerable persons to the toilet; this is the teachers, teaching assistant's, parent/carers responsibility

11.1.5 We recognize that physical touch between adults and children can be healthy and an acceptable part of dance and movement practice. However,



our staff are discouraged from this in circumstances where an adult or child, young/vulnerable person is left alone.

- 11.1.6 We keep a register and signed declaration for all staff (both paid staff members and volunteers)
- 11.1.7 Our staff will note any unusual events on an accident/incident/record form. Documenting as much as possible in the child's, young/vulnerable person's own words with date, time and any details mentioned including to whom this information was shared. We are aware any written factual evidence may be called for in the event of a future protection investigation.

12 Whistleblowing

It is important that people within MovementWorks have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by MovementWorks to protect whistleblowers. Ref: MovementWorks Whistleblowing Policy.

13 The Charity's Board of Trustees

- 13.1 This section lays out the responsibilities and duties of our Charity Trustees
 - 13.1.1 All Trustees are required to undertake Safeguarding Training every two years to ensure that the charity prioritises the safety of anyone who comes into contact with our organisation.
 - 13.1.2 Trustees are aware of and will comply with the Charity Commission guidance on safeguarding and protecting people and also the 10 actions trustee boards need to take to ensure good safeguarding governance.
 - 13.1.3 Our Trustees review our safeguarding policies and procedures on an annual basis to ensure they are fit for purpose and up to date.
 - 13.1.4 Our Trustees ensure everyone in the organisation is aware of their safeguarding responsibilities and knows how to respond to concerns.
 - 13.1.5 Our Trustees promote an open and positive culture and ensure all involved feel able to report concerns, confident that they will be heard and responded to.
 - 13.1.6 In cases of allegations of abuse against someone involved in the charity, the Trustees have the knowledge to manage these allegations and are also responsible for reporting serious incidents as necessary.

14 MovementWorks® Online Sessions

- 14.1 This section lays out the terms and conditions and safeguarding requirements that apply to all MovementWorks® Live and Online Sessions provided via Zoom software and the MovementWorks® pre-recorded 'Dance on Demand' sessions available from our website.
- 14.2 **MovementWorks® Live and Online sessions**

In the case of children, young people and vulnerable adults participating in the sessions, there must be a responsible adult/adults present at all times and by joining



our online sessions, they agree to these terms and conditions and acknowledge that appropriate safeguarding measures are in place as laid out below:

- 14.2.1 All sessions will take place via Zoom software. Links will be provided in advance for the timetabled sessions and the MovementWorks® practitioners will go 'live' at the appointed times.
 - 14.2.2 All sessions MUST take place on a secure internet connection to prevent hacking and ensure the privacy of participants.
 - 14.2.3 Sessions must take place in a safe and neutral work location or an appropriate home setting i.e. a space clear of obstructions or trip hazards allowing the students to move freely and to take part in the sessions with a clear view of the screen on which the Zoom session is being transmitted.
 - 14.2.4 The responsible adult/adults must be present at all times throughout the online sessions to ensure the health and safety of all participants, both children and vulnerable adults.
 - 14.2.5 It is the responsibility of the overseeing responsible adult/adults present to ensure the health & safety of the participants at all times. A risk assessment is recommended, and a form is available on request.
 - 14.2.6 The MovementWorks® practitioners will be recorded during the sessions to allow MovementWorks® to review the sessions and work on provision of new and updated content. Participants will only be recorded if they or their responsible adults opts to have 'video on' during the Zoom session.
 - 14.2.7 If the video is left on during the session this is taken as confirmation of consent to filming and that permission has been provided for this use of the recordings as set out under the MovementWorks® Filming Consent (**Appendix D**). Such permission is requested to protect students, staff and practitioners from online distribution.
- 14.3 MovementWorks® pre-recorded 'Dance on Demand' sessions**
- In the case of children, young people and vulnerable adults participating in the sessions, there must be a responsible adult/adults present at all times and by joining our online sessions, they agree to these terms and conditions and acknowledge that appropriate safeguarding measures are in place as laid out below:
- 14.3.1 MovementWorks® 'Dance on Demand' sessions are accessed via our website via a secure MovementWorks® account that requires the responsible adult/adults to log in using their User name and password.
 - 14.3.2 Sessions must take place in a safe and neutral work location or an appropriate home setting i.e. a space clear of obstructions or trip hazards allowing the students to move freely and to take part in the sessions with a clear view of the screen.
 - 14.3.3 The responsible adult/adults must be present at all times throughout the online sessions to ensure the health and safety of all participants, both children and vulnerable adults.
 - 14.1.5 It is the responsibility of the overseeing responsible adult/adults present to ensure the health & safety of the participants at all times. A risk assessment is recommended, and a form is available on request.



15 Policy Availability

This Policy is available on our website where it can be downloaded and also a copy can be emailed to view on request.

POLICY ATTACHMENT

- Annex Signs and Indicators of Abuse

POLICY APPENDICES

- Appendix A Guidance and Legislation
- Appendix B Self-declaration form for Staff, Volunteers, Contractors
- Appendix C Photographic Release Form
- Appendix D MovementWorks® Online Filming Consent

POLICY REVIEWED: FEBRUARY 2025

NEXT REVIEW DATE: FEBRUARY 2026

Note: MovementWorks® policies, procedures and supporting documents are reviewed annually or more frequently if there are changes to legislation, guidance or good practice guidelines.



ANNEX: SIGNS AND INDICATORS OF ABUSE

Abuse can take many forms; physical, emotional, sexual, neglect etc. Recognising abuse can be difficult, certain types of abuse may be easier to detect than others. We recognise that some of our students will have limited communication skills; therefore, any concerns from staff about a child's, young/vulnerable person's unexplained changes in behaviour, appearance or injuries should be reported. It is not the responsibility of Staff to decide whether or not abuse has taken place. Staff are, however, responsible for taking the appropriate action should there be any concern over an individual's welfare.

Possible indicators of abuse, which should give rise to concern, include (but are not limited to):

- Demonstrating or communicating by any means that he or she has been abused, or been subject to any other treatment tantamount to abuse;
- Observations which infer he or she is being abused;
- Fear of being left with a specific person or group of people
- Demonstrating a reluctance to return school/daycare/ home;
- Incurring injuries for which there is no reasonable explanation;
- Exhibiting signs of neglect (e.g. is dirty, hungry or inadequately clothed);
- Fluctuating weight for which there is no reasonable explanation.
- Evidence of inappropriate relationships with peers and/or adults
- Sexual knowledge beyond age or developmental level
- Acting in a sexually explicit way
- Evidence of self-harm

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A MovementWorks® Policy

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