

Child Protection, Terms & Conditions and GDPR Policies



NVSDS – Child Protection Policy

NVSDS is committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. NVSDS acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavour to work together to encourage the development of an ethos, which embraces difference and diversity and respects the rights of children, young people and adults.

NVSDS recognises its duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and the Criminal Justice and Court Services Act 2000 (in Scotland Protection of Children (Scotland) Act 2003). Working Together to Safeguard Children 2013

NVSDS believes that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;
- All members and employees of the organisation should be clear on how to respond appropriately

NVSDS will seek to safeguard children and young people by

- Ensuring all children, regardless of gender, race, culture or religion are treated equally and with respect;
- Recruiting staff and volunteers safely (Appendix 2)
- Giving enthusiastic and constructive feedback - rather than negative criticism;
- Working with parents and all adult members of the organisation to ensure a safe working practice
- Taking action to stop any inappropriate verbal or physical behaviour;
- Ensure that all children will have the opportunity to train in a safe and child centred environment in line with the School's Rules and Conditions of Enrolment.

NVSDS will keep up-to-date with changes in legislation;

NVSDS will hold a register of every child involved with the organisation and will retain a contact name and number close at hand in case of emergencies.

The Principal of the school, Natalie Shaw, takes the lead responsibility for dealing with child safeguarding and protection issues and liaising with other agencies as necessary. She can be contacted on 07885 373171 or Natalie@ascot.dance

In implementing this child protection policy NVSDS will:

- Communicate to all workers/members their legal and moral responsibility to protect children and young people from harm, abuse and exploitation (A Copy of this Policy is available on the school website)
- Communicate to all *workers/members/volunteers/members* their responsibility to work at all times towards maintaining high standards of practice in protection of children
- Facilitate involvement of parents or carers in the work of the organisation and to make child protection policies and procedures available to them (Policy online)

This policy will be regularly monitored by NVSDS and will be subject to annual review.

NVSDS – Child Protection Procedure

1. NVSDS is committed to the welfare and protection of children and/or young people.
2. NVSDS is committed to the belief that protecting children and young people is everybody's responsibility and the aim is that these guidelines will enable all workers/members and volunteers to act appropriately to any concerns that arise in respect of a child/young person.
3. NVSDS is committed to ensure that all members will be treated equally.

Recognising the Signs and Symptoms of Abuse - Someone 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 institution or community setting by those known to them or, more rarely, by others (eg via the internet). They may be abused by an adult or adults or another child or children. (See Appendix 1 for Categories of Abuse)

If you see or suspect abuse of a child while in the care of NVSDD, please make this known to the Principal.

Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.

If a child confides in you that abuse has taken place:

1. Remain calm and in control but do not delay taking action.
2. Listen carefully to what has been said.
3. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
4. Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
5. Reassure the child that 'they did the right thing' in telling someone.
6. Tell the child what you are going to do next.
7. Speak immediately to the Principal, whose responsibility it is to liaise with the relevant authorities, usually Children's Social care or the Police.
8. Never investigate or take sole responsibility for a situation where a child makes a disclosure.
9. As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Additional Guidelines when Chaperoning at Performances

- Please wear your Id badge at all times
- Familiarise yourself with the names of children you are looking after; Medical needs; Fire exits; First aid procedures
- Accompany children to toilets etc
- No child should perform if they are injured/unwell.

DO: Make sure the children you are looking after are comfortable: Be alert to possible risks: Listen for instructions: Ensure the children have regular food/drink breaks

DON'T: Give your own child preferential treatment if you are also chaperoning other children: Let the child perform if unwell: Let children run around: Use inappropriate language: Consume or be under the influence of alcohol

NVSDD Terms & Conditions of Enrolment

Please ensure that you read these Terms & Conditions. These apply to all pupils who attend After-school and Saturday classes at all branches and are for the safety and well-being of all children and staff at NVSDD, in line with the School's Child Protection and GDPR Policies.

- Pupils are required to follow the rules and conditions of the School.
- Any pupil unable to attend class should notify the Principal, Natalie by phone / text 07885 373171 or email natalie@ascot.dance
- The School cannot undertake any responsibility for any money or articles of value lost on the premises.
- The School reserves the right to amend or alter the conditions and rules of the school at any time.
- The School reserves the right to amend or alter the fees and classes as and when necessary.
- Fees must be paid within the first two weeks of term. Cheques/cash should be placed in an envelope marked with the pupil's name. Cheques can only be accepted for amounts over £55.00. A 10% surcharge will be added to any "late fees". A £25 administration and banking charge will be added to any cheque returned by the bank.
- A term's notice, in writing, must be given if a pupil will not be continuing with a class. Failure to do so will result in a term's fee being charged in lieu of notice.
- The School reserves the right to ask for a pupil to be removed from a class for any of the following reasons: - Should a pupil not respond to training – For misbehaviour or wilful damage – For poor attendance – For any breach of the school rules, conditions or regulations etc.
- Parents are only permitted to watch classes with the agreement of the School.
- All pupils must wear the correct uniform for classes. No jewellery must be worn. No Chewing Gum. Hair must be tied back for all lessons – and in a bun, if possible, for Ballet classes.
- Mobile phones must be turned off or switched to silent if brought in to the Dance/Drama Studio.
- The Parent/Guardian gives permission for the School to use the Pupil's image in any promotional material. Performances are regularly professionally filmed and DVDs produced which are available to purchase. Should

you not wish for your child's image to be used then the Principal must be informed in writing and in some circumstances this will mean that your child will not be able to participate in a performance.

- Pupils are expected to behave in a polite, respectful and caring manner to teachers and to other pupils and make every effort to arrive punctually to classes.
- Should it prove necessary to close the School or cancel classes on account of an epidemic or a crisis or any circumstances over which the School has no control, fees will not be refunded.
- Regular attendance is required during a Show Term and prior to examinations. Pupils must contact the School if they are unable to attend a class. In some circumstances failure to attend regularly will mean that your child will not be able to participate in a performance or exam.
- Safe Touch Policy - During dance, musical theatre and drama training, some physical contact may be deemed necessary between staff and students. Physical instruction which involves safe touch towards certain areas of training is sometimes essential to aid effective teaching and learning i.e. awareness of correct muscle usage, spotting in Acro, correct posture, correct line and breathing techniques.
- **Infectious Diseases/Pandemic Addendum** – NVSDD will work closely with each venue to ensure that Government Guidelines are followed. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>.

The Staying Covid-19 Secure in 2020 Guidelines:

- **Minimise contact with individuals who are unwell: Nobody** should attend the premises if they have symptoms or are self-isolating due to symptoms in their household. All Parents/Guardians have a responsibility to keep NVSDD updated. https://www.rcpch.ac.uk/sites/default/files/2020-04/covid19_advice_for_parents_when_child_unwell_or_injured_poster.pdf
- **Clean your hands often:** Sanitiser or soap and water should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels or hot air driers in toilets.
- **Respiratory hygiene:** Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned. **“Catch it, Bin it, Kill it”**
<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>
- **Regular cleaning of surfaces that are touched frequently:** including door handles, barres, mats.
- **Maintain social distancing where possible:** Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained and, where not possible, 1 metre plus other mitigation measures.

General Data Protection Regulation (GDPR)

- NVSDD will process your child's confidential information – which includes yours and their name, date of birth, address, contact number, email and any medical information only for the below purposes. The data will be stored securely, for no longer than necessary and solely for the completion of those business activities/invoicing. To ensure the confidentiality of your data and compliance with The General Data Protection Regulation Act (GDPR), NVSDD will not publish or share your data with any other third parties than mentioned herein.
- NVSDD will only share data as required for exam entries (Professional Exam Bodies – LAMDA, AQA, RAD and ISTD) or performance/competition arrangements.
- NVSDD may e-mail out information concerning clubs, classes, workshops and performance opportunities. If you do not wish to receive these please put this in writing.
- A Registration Form, agreeing to Terms and Conditions, must be completed at the beginning of a child's training with NVSDD.

Complaints and Appeals Policy

NVSDD responds to all complaints and ensures that they are managed efficiently and courteously and as quickly as possible. If the reply is to be dealt with swiftly, it is important that full details are given. Anonymous complaints cannot be processed.

1. Complaints against the School:

In the event of an individual being dissatisfied with the service being offered by the school, the complaint should be detailed in writing to the Principal. She will log and acknowledge the complaint and will reply to the complainant within 28 days.

The manner and conduct of the teacher and administration of the school is a matter between the student, or their representative, and the school. The Exam Board (ISTD, RAD, AQA and LAMDA) is responsible for the syllabi and examinations but not the process of teaching. However all ISTD/RAD/LAMDA teaching members are expected to conform to the rules of professional etiquette as laid down by the Council for Dance Education and Training (CDET) in their Code of Conduct.

2. Complaints against an examiner:

Any parent/pupil wishing to complain about the conduct of an examiner can do so only through the teacher that entered the candidate for the examination. The Exam Board will acknowledge complaints made directly from parents or pupils but will not fully investigate. On receipt of the written complaint, the teacher will log and acknowledge it within 7 working days and forward it to the ISTD.

Complaints and Appeals Policy (Examinations)

NVSDD endorses the principle of the right to appeal against a result. Appeals will be dealt with swiftly and fairly. NVSDD is only directly responsible for marks awarded in continuous assessment.

The ISTD, RAD, LAMDA & AQA have an appeals procedure for appeals regarding external examiners.

If after receiving the results from a session, a candidate or parent wishes to make an enquiry concerning the reasons for marking of a candidate, or a group of candidates, it should be put in writing to the Principal. The information should include: -

- The date of the examination or assessment session
- The tutor's name
- Candidate name
- Reasons for the enquiry

The Principal will investigate the complaint giving consideration to any published criteria for the examination; statistical information relating to the record of the examiner, (including any previous appeals) and the history of the teacher whose candidate is the subject of the enquiry.

Enquiry concerning a result of an external assessment.

The Enquiry will be forwarded to the particular Exam Board, Please see the relevant appeals policy for the Exam Board.

If the complainant believes that the complaint has not been dealt with in accordance with these procedures, they may complain to the Regulator, Ofqual.

Contact details:

Office of the Qualifications and Examinations Regulator (Ofqual) Spring Place
Coventry Business Park
Herald Avenue , Coventry
CV5 6UB
Tel: 0300 303 3344 Email: info@ofqual.gov.uk

Council for Dance Education and Training Old Brewer's Yard, 17-19 Neal Street Covent Garden
London WC2H 9UY Tel: 0207 240 5703
website: www.cdnet.org.uk/info for Code of Professional Conduct and Practice for Teachers of Dance

Appendix 1 Categories of Abuse:

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse
- Neglect

Signs of Abuse in Children:

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression
- Age inappropriate sexual behaviour
- Child Sexual Exploitation

Appendix 2 NVSDD (including Envy Performing Arts)

Guidance to staff

NVSDD expects all teachers and students, to treat one another with RESPECT, regardless of culture, race, gender or religion and to be committed to openness and TRUST in all professional relationships. NVSDD also believes in RECOGNISING and REWARDING loyalty.

NVSDD promotes ENJOYMENT and FULFILMENT and is committed to creating an engaging, welcoming, safe environment that inspires dance and the Performing Arts.

All staff at NVSDD will

- communicate openly
- act with integrity and professionalism
- deliver quality and excellence
- satisfy all safety recruitment checks and training

NVSDD staff must at all times:

- act with honesty and integrity
- have secure subject knowledge
- keep their knowledge and skills as teachers up to date
- engage in self-evaluation
- forge positive professional relationships, and
- work with parents and guardians in the best interests of their students.

NVSDD Teachers must

- Set high expectations that inspire, motivate and challenge students.
- Encourage and support all students in reaching their full potential
- Establish a safe and stimulating environment for students,
- Demonstrate to students with a positive attitude, the values and behavior expected of them.
- Assess the current stage of each student's training and identify whether they need personal assistance with any specific movements.
- Adapt teaching to respond to the strengths and needs of individual students
- Demonstrate an awareness of the physical, motor, social and intellectual development of children (students) and know how to adapt teaching to support their dance education and training at different stages of development.
- Have a clear understanding of the needs of all students including those with Additional Learning Needs (ALN), and be able to use differentiated teaching approaches to engage and support them.
- Manage behaviour effectively to ensure a positive and safe learning environment.
- Set clear rules and routines in the dance studio and take responsibility for promoting respectful and courteous behaviour.
- Have high expectations and establish a framework for discipline with a range of strategies, using praise, affirmations and rewards consistently and fairly.
- Follow the RAD Safe Touch – Good Practice Guidance.

Confidentiality: NVSDD staff must not disclose to any person, company or other body or use confidential information relating to NVSDD students or any pupil of NVSDD/Envy Performing Arts.

Reviewed July 2020

Guidance for parents/carers and students wanting to join our online classes using Zoom.

To join our classes please follow the next steps:

ONE: If you will be undertaking a number of Zoom classes it's easier to create a free Zoom Basic account as follows (do this ahead of time): Download ZOOM app for FREE onto your laptop, tablet or other device. (note: Smart phones do have small screens and so can prove challenging to follow online classes and pick up the detail).

- Once your Zoom account is created, you will receive an email invitation from Zoom. You need to open this email and click 'Activate your Zoom Account'.
- You then click 'Sign up with a password', and then enter your first and last names.
- Once you have created and confirmed your password, you then need to click 'Continue'.

TWO: We will send you a link for each class you are registered for and you can click and register for that class ahead of time, we will provide you with a link to the class and a meeting ID and password.

THREE: There are some great YouTube tutorials, just search YouTube for Joining Zoom, or see following 1 minute video:

<https://www.youtube.com/watch?v=hIkCmbvAHQQ>

Note: Please log in to the class at least 5 minutes before the class is due to start so that we know you are there and so that you don't miss the beginning, as we will be starting on time. You will enter the online 'waiting room' until the teacher admits you to class.

Note: Make sure you have also cleared the space around you if you have signed up for a practical session, and that you are appropriately dressed and safe to dance.

So, when you receive your 'Meeting ID and Password' email, and the time to join your class has arrived, you need to click on 'Join' in the same email.

FOUR: You have now joined the class. However, the following will help you get the best experience:

- select 'Enter Full Screen' (the square icon in the top right-hand-corner of your screen)
- select 'Speaker View' this expands view of your teacher, or person speaking. Your microphone and video will be muted until the teacher activates it. In the bottom left corner of the Zoom screen are the audio and video controls, if there is a red line through them they are not active, if you can not see your own video after the teacher has activated it simply click on the video symbol.

Please read the following information and conditions before you join / take part in classes:

- You are responsible for ensuring the space you undertaken this online class in is suitable and safe. This includes ensuring the space is a sufficient size to accommodate you moving freely and the space should also be free from obstacles / dangerous items.
- You should not allow your siblings / others to participate alongside you, unless you have at least 2 metres between you, an appropriate space such as a large room / studio, and they are of the appropriate dance level to take part.
- We require you to be warmed up before the dance class, as we always ask of you, and to inform the teacher of any injuries or conditions that they need to be aware of. If this is of a personal nature, you should send an email to the relevant school email address the day before the class.
- We accept no liability for any injuries sustained by those participating in the classes, nor do we accept any liability for damage to personal property caused during the dance classes.
- All under 16s must be supervised during the class by an appropriate adult.

By signing up to take part in these online classes, and in being a part of our dance community, you agree to adhere to the above additional terms.

Additional Tips and Guidance - Things we have learnt in the first few weeks:

1. Please ensure you register in time - you can do this 24 hours in advance (or days) and add to your preferred calendar if you would like.
2. Arrive at the meeting 5 mins before
3. When you enter the meeting go to the bottom left of the screen and unmute the microphone and the video (by clicking on it the red line disappears)
4. The teacher will then greet everyone, outline the class/give instructions. She will then mute everyone so that only her voice can be heard. (She will unmute to ask questions etc)
5. Once the class begins - go to the top right and click speaker view this will make the teachers screen big and everyone else small.
6. Then go to the top right of the teachers image and you can PIN her - this means that when everyone is unmuted she stays as the big screen - and you do not see the others in the big screen instead.
7. In general, I think that once you have attended your first session, things become much easier!

May 2020

