

# **RAMBERT SCHOOL**

## **SAFEGUARDING POLICY & PROCEDURES**

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**Rambert School Safeguarding Officer / Second Prevent Single Point of Contact: Amanda Britton**

**Deputy Safeguarding Officer / First Prevent Single Point of Contact: Judy Bowden**

Document created by: Communications & Human Resources, Admissions, Registry, & Student Support Teams at Rambert School

Document annually reviewed by the Head of Admissions, Registry & Student Support and at the autumn term meeting of the Academic Board

Document monitored and periodically reviewed by the School's HR and Finance & Audit Committees and the HR Manager of the Conservatoire for Dance & Drama (CDD).

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## **Safeguarding Policy and Procedures**

1	Introduction	Page 3
2	Safeguarding Policy and Procedures statement	Pages 3-4
3	Personnel, training and guidance	Pages 4-5
4	Health and safety	Page 5
5	Procedure for reporting a Disclosure or suspected abuse	Pages 5-8
6	Safe Touch	Pages 8-9
7	Photography, film and the use of images of children & adults at risk	Page 9
8	Self-harm including disordered eating	Pages 9-10
9	Prevent & the Channel Process	Page 10
10	Student code of conduct	Page 10
Appendix 1	How to recognise the signs/symptoms of types of abuse	Pages 11-13
Appendix 2	Form for reporting a safeguarding Disclosure	Pages 13-18
Appendix 3	Digital and social media	Page 19
Appendix 4	Self-harm including disordered eating policy	Page 20
Appendix 5	Conservatoire for Dance and Drama Prevent Strategy	Page 21
Appendix 6	Student code of conduct	Page 22
Appendix 7	Key contacts and summary of reporting procedure	Page 23

# **RAMBERT SCHOOL**

## **SAFEGUARDING POLICY AND PROCEDURES**

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### **1. Introduction**

Rambert School has for almost 100 years upheld an international reputation for delivering elite vocational dance training. Throughout the School's history the creative energy and spirit of its founder, Marie Rambert, have endured. Graduates' work is characterized by their individuality, creativity and artistic expression in addition to strong technical skills, and they can be found in all areas of the profession: as dancers, choreographers, teachers, academics and directors.

Our mission is to provide world-leading training and education in ballet and contemporary dance. In our studios you will find creativity and excellence; because it is our life blood. We believe in the tradition of our School, and in the innovation that comes from being forward thinking and embracing the new.

Our vocation is to realise the potential of every single student. Every member of staff here at Rambert School welcomes individuality, and this is at the heart of our teaching.

#### **For the purpose of this policy:**

Students of the School are defined as studying on the any of the following courses – full-time undergraduate and postgraduate courses, evening or weekend adult and children's classes and participants in Rambert School workshops.

#### **Students of the School will fall into one or more of the following categories:**

A child is defined as a person under the age of 18 years.

An adult at risk is a person aged 18 years or over who may be unable to take care of themselves, or protect themselves from harm or from being exploited. This may be because they are disabled, have a mental health problem, a sensory impairment, are old and frail, or have some form of illness. This can be a permanent or temporary condition.

An adult is defined as a person aged 18 years or over.

The term 'child protection' applies to the protection both of children and adults at risk

The term 'staff' applies to full time and part time staff, freelance dance artists and teaching assistants and volunteers.

For the purpose of this Policy the term 'students' will be used to represent children, adults at risk, and adults undertaking dance training or classes at Rambert School.

## **2. Safeguarding policy statement**

Rambert School acknowledges there is no guarantee of the protection of children and adults at risk: however wherever possible it will take all reasonable steps to identify, prevent or remove risks to those in our care.

### **Why does Rambert School have a Safeguarding Policy?**

To provide the safest possible environment, in which to learn and engage with dance

- To fulfil our responsibility to ensure the safety and welfare of all students during our activities
- To reassure families, associates and regulatory bodies of our commitment to child protection
- To ensure staff are informed about and following safe practice and their duty of care to all students when working for Rambert School

### **How does Rambert School uphold this policy?**

- Adhering to current legislation relating to safe recruitment
- Adhering to current legislation relating to duty of care (e.g. staff-student ratios) and health and safety
- Adhering to current legislation relating to Prevent
- Providing training and professional development for staff and associates
- Regularly reviewing and updating this policy and other related policies where necessary
- Protecting staff from settings where they may be exposed to activities which place them in a vulnerable position (be this equipment and materials, or unsatisfactory levels of support, training or experience)

### **What responsibilities do individual staff members have in relation to this policy?**

- Knowing and understanding Rambert School's Safeguarding Policy and seek further training/guidance as necessary
- Being watchful for signs of abuse, neglect and radicalisation
- Responding to concerns and report them in accordance with this policy

## **3. Personnel, training and guidance**

This policy will be available to all staff, and others who come into direct contact with students through our work. All staff and volunteers agree to report Disclosures to the Safeguarding Officer or their deputy, and to report concerns to their line manager. Please see appendix 7, for key contact details of the Safeguarding Officer and their deputy.

All permanent staff involved in working directly with, or likely at any time to be left in sole charge of students, will be subject to a full range of pre-employment checks (taking up of references, providing proof

of identity/eligibility to work in the UK) and Disclosure (DBS Check). (Please refer to the School's Policy on Disclosure and Barring Service Checks for further information.)

Rambert School will be aware of visitors and guests in the premises whether their visit is by invitation or unsolicited.

All staff, including freelance artists of Rambert School are covered by the organisation's employers' and public liability insurance wherever they are working.

Staff involved in education work will be given clear information as to their role and responsibilities in the form of a job description and the relevant module/programme description.

When working in schools, all taught sessions will be conducted in the presence of a school teacher or guest teacher.

Individuals working on behalf of Rambert School (at schools, etc.) will make themselves aware of school policies in relation to child protection (for example in relation to bullying, acceptable behavior, accidents and emergencies, touching, photography, Prevent and reporting suspected abuse), and will ensure that these are followed.

Staff will adhere to the Social Media Policy at all times.

Annual Safeguarding update sessions will be offered to all regular teaching staff and guidance given in relation to child protection and safe dance teaching practice as well as on how to respond to Disclosures of abuse. Relevant information will be shared with project participants, project partners, teachers and parents. Staff will be introduced to the Prevent strategy as a key strand of Rambert School's Safeguarding Policy and directed to the online Channel training resource to develop and reinforce their understanding of their responsibilities and the reporting process.

All new staff and volunteers will be properly supervised and their progress reviewed on a regular basis by the relevant line manager.

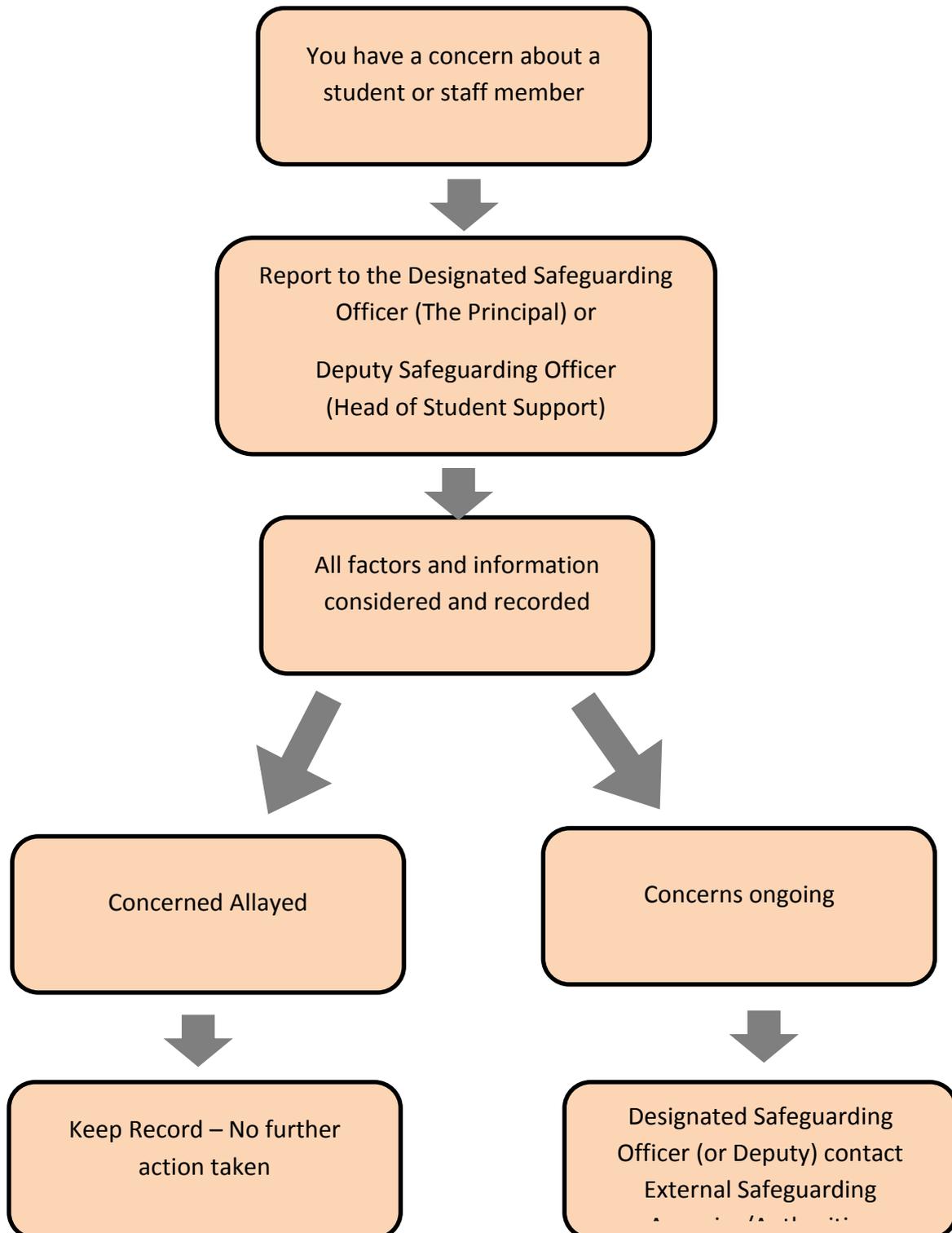
#### **4. Health and safety**

Rambert School follows statutory health and safety guidelines. In addition, when working with students, staff should adhere to the following:

- Report suspected abuse while maintaining defined confidentiality and following the specified procedures, as set out in section 5
- Ensure children under the age of seven are supervised at all times
- Ensure that all activities are adequately supervised and that there are enough adults to run activities safely
- Staff working with children will not consume alcohol before or during such work. Alcohol will not be sold at events aimed primarily at children, excluding those held on licensed premises
- Risk assessments will be undertaken for all activities involving children and adults.

**5. Procedure for reporting a Disclosure or suspected abuse**

**Safeguarding Flowchart**



### **5.1 Staff duty**

Staff members have a duty of care towards all students. As part of that, staff must not fail to report a Disclosure or incident. If a staff member is unsure whether to report a Disclosure or incident, it is usually safer to do so. In the case of an under 18 year old, if the child is considered to be at capacity to give consent, this should be sought. However, having no consent should not be a barrier to sharing.

### **5.2 Reporting suspected abuse**

Staff suspicion or concern could be triggered in a number of ways. Any staff member who suspects abuse should report to the Designated Safeguarding Lead or Deputy Safeguarding Lead, who will then make a decision regarding what should happen next. When appropriate, the duty officer at social services will be contacted by the Safeguarding Officer or their deputy.

### **5.3 Procedure for reporting a Disclosure**

Rambert School recognises its responsibility and commitment to the staff who deliver our programmes. Rambert School acknowledges that it is good practice for any Disclosure to be reported directly to the Safeguarding Officer or their deputy. However given the nature of Rambert School's evening and weekend activity, staff should contact the admin office for the mobile phone number of the Safeguarding Officer if they are offsite or the deputy if the Safeguarding Officer is unavailable. These mobile numbers are also on display on the staffroom notice board.

Report forms are kept in the School Administration Office, and in the Staff Room. Staff should complete a report form within 24 hours, following the Disclosure.

All report forms should be handed directly to the Safeguarding Officer or put in a sealed envelope marked CONFIDENTIAL and held at the admin office, for the attention of the Safeguarding Officer or their deputy or emailed to the safeguarding Officer or deputy Marked CONFIDENTIAL.

### **5.4 Immediate danger**

If you believe that a young person or adult at risk is in immediate danger you should contact the police and inform the Safeguarding Officer as soon as possible.

### **5.5 Witnessing an incident**

If you witness an incident involving a student it should be reported as soon as possible to the Safeguarding Officer or their Deputy . A report form should be completed within 24 hours. If the incident relates to the conduct of a member of staff these should also be reported to the Safeguarding Officer or their deputy immediately.

### **5.6 Concerns**

If staff have any concerns or suspicions, they should discuss these with their line manager. If their line manager is implicated the staff member should contact the Safeguarding Officer or the deputy directly. If the Safeguarding Officer is implicated, the staff member should contact the deputy and vice versa.

In all cases staff can ask for advice from the National Society for the Prevention of Cruelty to Children:

T. 0808 800 5000 (child protection helpline). This number can also be found on the board in the staffroom.

### **Other useful contact details:-**

Local social services office/health board

If a student attending Rambert School makes an allegation against a member of staff or if a student from the Borough of Richmond discloses information relating to their security and welfare, the Richmond Single Point of Access team should be contacted on: 0208 891 7969 (0208 770 5000 for out of hours) by the Safeguarding Officer, or in their absence their Deputy.

### **Local Police station**

T. 101 (police control room)

Non-urgent crime can also be reported at [online.police.uk](https://www.police.uk)

Sovereign Gate, 18-20 Kew Road, Richmond, Surrey, TW9 2NA

The Charities Commission: 03000 669 197

## **5.7 Responding appropriately to a student making a Disclosure**

### **Do:**

- Record in writing what was said, using the student's own words, as soon as possible and ensure that the record is signed and dated. Forms for reporting are kept in the Administration office or on the staffroom notice board.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- Contact the Safeguarding Officer or their deputy at the earliest opportunity
- Remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the Safeguarding Officer or their deputy

### **Don't:**

- Interrogate the student – it is not your job to carry out an investigation, this will be up to the police and social services who have experience in this
- Do nothing – make sure you tell your line manager, Safeguarding Officer or their deputy immediately, they will know how to follow this up.

## **5.8 Providing information for the Safeguarding Officer or to police or social services**

Information about the Disclosure must be accurate and a detailed record should always be made at the time of the Disclosure. Make a clear distinction between what is fact, opinion or hearsay.

The form for reporting safeguarding Disclosures (see appendix 2,) must be completed fully by the person making the report. All staff should familiarise themselves with this form (see 5.3 procedure for reporting a Disclosure on page 6 for details).

The Safeguarding Officer or their Deputy will then assess the information provided to decide on appropriate action. They will complete the second part of the form to show what action has been taken.

Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

Reminder: the form for reporting a Disclosure can be found in the School Administration Office and on the staffroom notice board.

### **5.9 After a report is made**

Steps will be taken to fully support anyone who in good faith reports his or her concerns about a colleague and every effort will be made to maintain confidentiality for all parties whilst the allegation is investigated.

Staff may be subject to disciplinary sanctions, which could include dismissal, through Rambert School's Disciplinary and Dismissal Procedure and Staff Grievance Policy

Appropriate support will be provided for staff and volunteers who may be subject to allegations under the Safeguarding Policy and Procedures. Please refer to Rambert School Disciplinary and Dismissal Procedure and Staff Grievance Policy.

### **5.10 Support to deal with the aftermath of abuse**

Consideration should be given to the kind of support that students, parents and members of staff may need. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counseling Directory

T. 01788 550899

[bac@bacp.co.uk](mailto:bac@bacp.co.uk)

[bacp.co.uk](http://bacp.co.uk)

The British Association for Counseling, 1 Regent Place, Rugby CV21 2PJ

## **6. Safe touch**

Staff and students at Rambert School enjoy a close working relationship and it is recognised that a level of physical contact exists in the day to day teaching of dance. The level of this contact is determined by the context and the relationship between the student and teacher.

When possible staff should seek permission to touch; informing students of all contact intended during an activity. If a student refuses or indicates discomfort then you should refrain from the activity and report this to the relevant line manager.

There will be some instances where staff have employed strategies to encourage appropriate physical contact but they have been ineffective and the student continues to pursue touch that is outside the safe boundaries. On such occasions staff should remove themselves from such contact at the earliest

opportunity and initiate a more appropriate physical contact. It may also be appropriate for the member of staff to reflect on their practice and whether their practice had affected the behaviour and ineffectiveness of strategies.

## **7. Photography, film and the use of images of children and adults at risk**

Still or video images of children will not be recorded or duplicated by any means without the express permission, using a written consent form, of the student and (if the child is under 16 years old) their parent or legal guardian.

Images of children, in all forms, will not be published or publicly displayed with information that could easily permit personal identification of the child, or appropriation or misuse of the image.

The use of cameras of any kind, including mobile phone cameras, is not permitted without prior consent of the relevant staff member and affected participants. This includes the taking of photography and filming in public spaces, studios and changing rooms.

All images and films will be stored safely.

A statement explaining the conduct regarding filming or photography will be displayed during any sharings or observations on the premises. See appendix 5.2 for the filming and photography statement.

## **8. Self-harming including disordered eating**

Rambert School is not responsible for diagnosing or treating self-harm cases or individuals with eating disorders. Rambert School's role is to create a supportive environment where Disclosure is encouraged and referral procedures permit staff to work in partnership with external specialists to plan a suitable course of action to aid recovery.

Self-harming and/ or disordered eating is the physical expression of emotional distress and/or a mechanism to cope with trauma. Self-harm and disordered eating are linked to psychological conditions, anxiety and depression. Detection of self-harm incidents or disordered eating is difficult as this behaviour is not normally associated with attention seeking and individuals may conceal their actions. Rambert School endeavours to build awareness of self-harm and disordered eating behaviours to aid prevention, through education and identification of warning signs.

Rambert School recognises that a young person with such issues may feel vulnerable in a dance environment. Any concerns or suspicions about participants should be communicated to the appropriate staff member in order for them to take positive action, communicate with parent/carers and/or signpost as appropriate to relevant sources of information and advice.

Rambert School's primary concern is for the individual concerned and the effect their condition may have on their peers. If a student is perceived to be at risk to themselves and/or others then a collective decision will be made with regards their continued inclusion in activities. Please see appendix 4 for further guidance relating to self-harm (including disordered eating) policy [Student Support and STRU creating policy – 22.02.2017].

## **9. Prevent and the Channel Process**

Prevent is part of the Government's multi-strand anti-terrorism strategy 'Contest'. Prevent is directed towards stopping people becoming terrorists or supporting terrorism.

The current threat from terrorism in the United Kingdom can involve the exploitation of vulnerable people, including children, young people and vulnerable adults in terrorism or activity in support of terrorism. This exploitation should be viewed as a safeguarding concern.

Channel is a key element of the Prevent strategy. It is a multi-agency approach to protect people at risk from radicalisation. Channel uses existing collaboration between local authorities, statutory partners (such as the education and health sectors, social services, children's and youth services and offender management services), the police and the local community to:

- identify individuals at risk of being drawn into terrorism;
- assess the nature and extent of that risk; and
- develop the most appropriate support plan for the individuals concerned.

Channel is about safeguarding persons from being drawn into extremist activity leading to violence against others. It involves early intervention to protect and divert people away from the risk they face before they are involved in any type of illegal activity.

The Channel panel identifies those most at risk of radicalisation, and refers them via the local authority or police for assessment by a multi-agency panel. The panel, chaired by the local authority, considers how best to safeguard them and support their vulnerability through a support package tailored to individual needs.

Rambert School has adopted the Prevent Strategy of the Conservatoire for Dance and Drama which contains details of the Channel programme and vulnerability factors and this appears in Appendix 5

## **10. Student code of conduct**

Rambert School promotes a healthy lifestyle, team work and creativity, whilst actively engaging students in the study of dance so they develop as effective and independent learners. Students need to behave in a professional and consistent manner at all times at Rambert School and on any organised trips.

Please see appendix 6, for the full student code of conduct.

All students/parent/carers are issued with the code of conduct and all staff should familiarise themselves with this.

## **Appendix 1**

### **1. How to recognise the signs/symptoms of types of abuse**

#### **1.1 Concerns in relation to a member of staff**

Concerns in relation to a member of staff may indicate unsuitability to continue working with children or adults at risk in their present position, or in any capacity. Consideration will need to be given to whether:

- Someone has behaved in a way that has harmed a child or adult at risk, or may have harmed a child or adult at risk
- Someone has possibly committed a criminal offence against or related to a child or adult at risk
- Someone has behaved towards a child/adult at risk or children/adults at risk, in a way that indicates s/he is unsuitable to work with them

#### **1.2 Recognising signs of abuse**

All Staff and volunteers will be aware of child protection issues and will understand the four types of abuse and how to recognise the signs/symptoms of each type of abuse.

##### *Physical abuse*

Physical abuse 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 feigns the symptoms of, or deliberately causes ill health to, a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

Some signs of physical abuse: unexplained burns, cuts, bruises, or welts in the shape of an object, bite marks, anti-social behavior, problems in school, fear of adults, drug or alcohol abuse, self-destructive or suicidal behavior, depression or poor self-image.

##### *Emotional abuse*

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe 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 the 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.

Some signs of emotional abuse: apathy, depression, hostility, lack of concentration, eating disorders.

### *Sexual abuse*

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, or consents to, what is happening. The activities may involve physical contact e.g. rape, penetrative acts or oral sex or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

Some signs of sexual abuse: inappropriate interest in or knowledge of sexual acts; seductiveness; avoidance of things related to sexuality, or rejection of own genitals or bodies; nightmares and bed wetting; drastic changes in appetite; over compliance or excessive aggression; fear of a particular person or family member; withdrawal, secretiveness, or depression; suicidal behaviour; eating disorders; self-injury. Sometimes there are no obvious physical signs of sexual abuse, and a physician must examine the child to confirm the abuse.

### *Neglect*

Neglect is 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment, failure to ensure adequate supervision (including the use of inadequate care-givers). It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Some signs of neglect: unsuitable clothing for weather; being dirty or un-bathed; extreme hunger; apparent lack of supervision.

### **1.3 Other causes for concern**

As well as abuse, there are other circumstances which should be disclosed to the Designated Safeguarding Lead, or the Deputy Safeguarding Lead. These include Female Genital Mutilation, Human Trafficking, Modern Day Slavery, and Honour Based Violence. If a member of staff has reason to believe any of the aforementioned are occurring, or have occurred, they should report their suspicions as soon as possible.

**Appendix 2**

**Form for reporting a safeguarding disclosure**

This form must be completed and given to the Safeguarding Officer (or in their absence, their deputy) immediately. If the disclosure was made during evening or weekend activity, please contact the Safeguarding Officer by phone (number available from the admin office) for further instructions.

Date and time the disclosure was made

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Class/Programme attended at Rambert School

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Name of child/ student

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Age/Date of birth if known

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Child/ student's home address and telephone number (if known, this will be given to the Safeguarding Officer by the relevant member of staff):

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Who is reporting the Disclosure?

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Has anyone else been consulted? Please give details

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Nature of the alleged incident

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Date & time of alleged incident

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Location where alleged incident took place

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Any special factors and other relevant information

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Names of witnesses to the incidents (and contact details if available)

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Were there any physical or behavioral signs? Any other causes for concern?

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Has anybody been alleged to be the abuser? If so, give details

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Your name and contact details

Name (print)

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Address \_\_\_\_\_

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Phone number

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Signature \_\_\_\_\_

Date \_\_\_\_\_

This form must be completed and given to the Safeguarding Officer (or in their absence the Deputy). If the disclosure was made during evening or weekend activity, please contact the Safeguarding Officer by phone (number available from the admin office) for further instructions.

**Actions**

For completion by the Safeguarding Officer or the Deputy

What action has been taken to investigate the report?

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What action has been taken as a result of the investigation? E.g. suspension of a worker or volunteer by the relevant programme manager, report to the Social Services.

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Has this incident been referred to a statutory agency? Please tick

YES                         NO  

Give reasons

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Who is the contact at the statutory agency?

Name \_\_\_\_\_

Agency \_\_\_\_\_

Contact details

\_\_\_\_\_

Any further action needed?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name (print)

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Appendix 3**

#### **Social Media Policy: safeguarding staff and students**

Rambert School thinks seriously and responsibly about digital and social media. The organisation recognises the risks to staff, young people and vulnerable adults and has created a number of guidelines to heighten awareness and acknowledge safe practice. Rambert School will not tolerate harassment or abusive behaviour of any kind towards its staff, volunteers or participants.

For guidance please refer to the Social Media Policy: safeguarding staff and students

#### **Online resource/support**

UK Safer Internet Centre, a helpline for education professionals

T. 08443 814772

[helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk)

[saferinternet.org.uk](http://saferinternet.org.uk)

[digizen.org](http://digizen.org)

Information Commissioner's Office helpline:

T. 0303 123 1113

[ico.gov.uk](http://ico.gov.uk)

[fbparents.org](http://fbparents.org)

[connectsafely.org](http://connectsafely.org)

[childnet.com](http://childnet.com)

## **Appendix 4**

### **Self-harm & disordered eating policy [Student Support and STRU creating policy – 21.02.2017]**

Self-harming has been described as a "physical expression of emotional distress". If somebody is feeling overwhelmed with unhappy emotions, they may find that the physical act of hurting themselves makes them feel better.

For guidance please refer to Self-Harm and Disordered Eating Policy [Student Support and STRU creating policy – 21.02.2017]: Safeguarding Staff and Students

Resources for information and advice around disordered eating  
Helplines and websites

ChildLine, the children's charity: T. 0800 1111 [childline.org.uk](http://childline.org.uk)

Beat, the eating disorders charity: T. 0845 634 1414 [b-eat.co.uk](http://b-eat.co.uk)

This website has a wealth of information as well as a dedicated section for young people. In addition to the online information and two telephone helplines (one for young people, one for adults), there is a text message service, an email service, a youth forum, a help-finder (search feature where you can find out more about support in your area) and more.

Beat also publish a number of information sheets about eating disorders, including one about eating disorders among men and boys, eating disorders during puberty, and more.

## **Appendix 5**

### **Conservatoire for Dance and Drama Prevent Strategy and Policy**

#### **Background**

Section 21 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on certain bodies, listed in Schedule 3 to the Act, to have “due regard to the need to prevent people from being drawn into terrorism”. The Act states that the authorities subject to the provisions must have regard to this guidance when carrying out the duty.

The current threat from Terrorism and Extremism in the United Kingdom is real and severe and can involve the exploitation of vulnerable people, including children and young people. This policy is designed to provide a clear framework to structure and inform our response to safeguarding concerns for those young people who may be vulnerable to the messages of extremism. In addition, it provides details of the local inter agency process and expectations in identifying appropriate interventions based on the threshold of need and intervention model and the Channel process.

The Conservatoire is an HE institution and a Recognised Higher Education Body on which the Prevent duty falls. It is comprised of eight legally-independent affiliate schools which deliver programmes of Higher Education in Bristol, Leeds and London. The Conservatoire’s governing body has established and agreed with its schools a risk assessment and action plan relating to Prevent. Reflecting the Conservatoire’s organisational structure, the Conservatoire’s Prevent duty is discharged through policies and procedures agreed with the schools and implemented at school level, as set out in its action plan.

For further guidance please refer to Freedom of Speech Code of Conduct

Further information about the CONTEST strategy can be found here:

<https://www.gov.uk/government/publications/counter-terrorism-strategy-contest>

Further information on the Prevent strategy can be found here:

<https://www.gov.uk/government/publications/prevent-strategy-2011>

Further information about the Channel programme can be found here:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/118194/channel-guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118194/channel-guidance.pdf)

First Prevent Single point of contact for Rambert School

Judy Bowden

Second Prevent Single point of contact for Rambert School

Amanda Britton

Main contacts for the Conservatoire for Dance and Drama:

Nick Holland

## **Appendix 6**

### **Student code of conduct**

Rambert School promotes a healthy lifestyle, team work and creativity, whilst actively engaging students in the study of dance so they develop as effective and independent learners. Students need to behave in a professional and consistent manner at all times at Rambert School and on any organised trips.

For further guidance please refer to the Student Handbook

## **Appendix 7**

### **Summary of Safeguarding Reporting Procedures**

#### **Key Contacts**

Rambert School Safeguarding Officer: Amanda Britton  
Principal and Artistic Director

Deputy Safeguarding Officer: Judy Bowden

Head of Admissions, Registry & Student Support

#### **Disclosures**

Disclosure occurs when a student tells you or lets you know in some other way that she or he has been, or is being abused. You need to report all Disclosures of abuse, no matter where or when they happened.

All Disclosures must be reported directly to the Safeguarding Officer or their deputy. However given the nature of our evening and weekend activity, staff should contact the admin office for the mobile phone numbers of the Safeguarding Officer and deputy if they are not in the building.

Report forms are kept in the main office, and on the noticeboard in the staffroom. You should complete a report form within 24 hours, following the Disclosure.

All report forms should be handed directly to the Safeguarding Officer or put in a sealed envelope marked CONFIDENTIAL and held at the admin office, for the attention of the Safeguarding Officer or their deputy.

When appropriate, the duty officer at social services will be contacted by the Safeguarding Officer or their deputy.

#### **Immediate Danger**

If you believe that a young person or adult at risk is in immediate danger you should contact the police and inform the Safeguarding Officer as soon as possible.

#### **Witnessing an incident**

If you witness an incident involving a child or an adult at risk it should be reported as soon as possible to the Safeguarding Officer or their deputy and also notify the relevant programme manager. You should complete a report form within 24 hours. If the incident relates to the conduct of a member of staff these should also be reported to the Safeguarding Officer or the deputy immediately. This may be subject to disciplinary action.

#### **Concerns of neglect and/or abuse**

If staff have any concerns or suspicions, they should discuss these with their line manager. If their line manager is implicated the staff member should contact the Safeguarding Officer or the deputy directly.

If the Safeguarding Officer is implicated, the staff member should contact the deputy and vice versa.

In all cases you can ask for advice from the National Society for the Prevention of Cruelty to Children: T. 0808 800 5000 (child protection helpline)

The Charities Commission will also be able to offer advice: 03000 669 197

**Concerns relating to radicalisation and extremism**

Staff should refer to the Conservatoire for Dance and Drama Prevent statement and policy (Appendix 5) and report their concern in the first instance to:

Judy Bowden (Prevent Single Point of Contact for Rambert School): 020 8892 9960

Adults MASH team: 020 7974 4000