



The Anchormen Dance Teams Safeguarding Handbook

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Safeguarding Policy Statement



Anchormen

Note: The terms 'child' and 'young person' describe any person under the age of 18. References to 'parents' should be read as parents and carers inclusively.

Our statement

Our organisation acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Marching and Performing Arts UK (MPAUK) requirements. The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- ✓ have a positive and enjoyable experience of sport at The Anchormen in a safe and child centred environment
- ✓ are protected from abuse whilst participating in dance or outside the of the activity

We acknowledge that some children, including disabled children or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Our Policy

What we'll do:

As part of our safeguarding policy we will:

- ✓ promote and prioritise the safety and wellbeing of children and young people
- ✓ value, listen to and respect children
- ✓ ensure robust safeguarding arrangements and procedures are in operation
- ✓ adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- ✓ ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people (See MPAUK Policy for more detailed information including signs of abuse, how abuse might occur in our activity and how to respond to disclosures from a child)
- ✓ provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently
- ✓ ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual(s) who raise or disclose the concern

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Designated Safeguarding Lead: Rachel Charrosin Email: ellandanchormen@gmail.com

- ✓ ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored record and store information securely, in line with data protection legislation and guidance [more information about this is available from the **Information Commissioner's Office**]
- ✓ prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- ✓ appoint a nominated safeguarding lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- ✓ develop and implement an effective online safety policy and related procedures
- ✓ share information about safeguarding and good practice with children and their parents via leaflets, posters, group work and one-to-one discussions
- ✓ make sure that children, young people and their parents know where to go for help if they have a concern

The policy and procedures will be widely promoted and are mandatory for everyone involved in The Anchormen. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

Monitoring

This policy will be reviewed a year after development and then every three years, or in the following circumstances:

- ✓ changes in legislation and/or government guidance as required by the local safeguarding partnership, UK Sport and/or home country sports councils and MPAUK
- ✓ as a result of any other significant change or event

This policy was last reviewed on 23rd August 2022

Signed*RL Charrosin*..... [this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees]

Contact details

Our Safeguarding/Welfare Officer

Rachel Charrosin

Tel: 07908 448898

Email: ellandanchormen@gmail.com

Our Deputy Safeguarding/Welfare Officer

In a safeguarding emergency, where a young person is at immediate risk of harm, call 999

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Code of Conduct for Staff and Volunteers



Note: Where we refer to 'parents' we mean parents and carers inclusively. The term 'children' or 'child' describes any person under the age of 18.

As a member of staff or a volunteer in our organisation, we'd like you to:

- ✓ Implement our safeguarding policy and procedures
- ✓ Report any concerns about or allegations of abuse to our Safeguarding Lead
- ✓ Listen to any concerns that parents or young people might have
- ✓ Consider your behaviour – do not engage in any behaviour that constitutes any form of abuse
- ✓ Respect your position of trust and maintain appropriate boundaries and relationships with young people. Engaging in sexual behaviour with any child under the age of 16 is illegal
- ✓ Keep any coaching and safeguarding training up to date
- ✓ Keep children in your sessions safe by supervising appropriately, using safe methods and techniques and by putting children's safety first
- ✓ Make sure you've got appropriate staffing ratios of adult to participant before the session begins
- ✓ Ensure equipment is fit for purpose, safe to use and easily accessible
- ✓ Respect children's trust and rights whilst being open and honest with them
- ✓ Champion everyone's right to take part and celebrate difference within our organisation or by not discriminating against anyone, regardless of gender, race, sexual orientation or ability
- ✓ Stop the activity if an injury happens, administer first aid and call for help when necessary
- ✓ Use constructive and positive methods of developing children's skills, without humiliating or harming them
- ✓ Behave appropriately online in accordance with our online safety and acceptable use policy
- ✓ Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst young people

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- ✓ Lead by example when it comes to good sportsmanship, positive behaviour and commitment to the sport
- ✓ Develop positive relationships with parents and catch up with them regularly about their child's development
- ✓ Make our organisation a friendly and welcoming place to be

As a member of staff or a volunteer, we understand you have the right to:

- ✓ Enjoy the time you spend with us and be supported in your role
- ✓ Be informed of our safeguarding and reporting procedures and what you need to do if something isn't right
- ✓ Have access to ongoing training in all aspects of your role
- ✓ Be listened to
- ✓ Be involved and contribute towards decisions within the activity
- ✓ be respected and treated fairly by our governing body
- ✓ feel welcome, valued and not judged based on your race, gender, sexuality or ability
- ✓ be protected from physical or emotional abuse from children or parents and be supported to resolve conflicts

Continued issues and repeated breaches of this code may result in us taking disciplinary action against you with the involvement of governing bodies and ultimately your dismissal from the organisation.



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Code of Conduct for Members



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Note: Where we refer to 'parents' we mean parents and carers inclusively.

As a young person taking part in our activity, we'd like you to:

The essentials

- ✓ Keep yourself safe by listening to your coach or trainer, behaving responsibly and speak out when something isn't right
- ✓ When you're with us, stay in the places you're supposed to, don't wander off or leave without telling a member of staff
- ✓ Take care of our equipment and premises as if they were your own
- ✓ Make it to practices and sessions on time and if you're running late, let a member of staff know
- ✓ Bring the right kit to practice and wear the appropriate kit for the weather
- ✓ Not smoke or consume alcohol on our premises or during practices, competitions or while representing us

Behaviour

- ✓ Respect and celebrate difference in our club or activity and not discriminate against anyone on the ground of gender, race, sexual orientation or ability
- ✓ Report any incidents of bullying, including homophobia and transphobia to a member of staff, even if you're just a witness
- ✓ Treat other young people with respect and appreciate that everyone has different levels of skill and talent
- ✓ Make our team welcoming and friendly to be a part of
- ✓ Support and encourage your team mates. Tell them when they have done well and be there for them when they are struggling
- ✓ Respect our staff and the staff and members of other teams
- ✓ Be a good sport. Celebrate when we win and be gracious when we lose
- ✓ Play by the rules and have fun
- ✓ Follow our online safety and internet use policies
- ✓ Get involved in club and activity decisions, it's your sport too

As a young person taking part in our activity, we understand you have the right to:

- ✓ Enjoy the time that you spend with us and know that you are safe
- ✓ Be told who you can talk to if something's not right
- ✓ Be listened to
- ✓ Be involved and contribute towards decisions within the team
- ✓ Be respected by us and other team members and be treated fairly
- ✓ Feel welcome, valued and not judged based on your race, gender, sexuality or ability
- ✓ Be encouraged and develop skills with our help
- ✓ Be looked after if there's an accident or injury and have your parents informed if needed

We expect all young people to follow the behaviours and requests set out in this code. If any young person behaves in a way which contradicts any of the points set out above, we will address the problem straight away with parent's involvement and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us regrettably asking you to leave the activity permanently, for the welfare of other young people and our staff. This is something we never want to do.



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Code of conduct for parents and carers



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Note: Where we refer to 'parents' we mean parents and carers inclusively. The term 'children' or 'child' describes any person under the age of 18.

As a parent of a child taking part in our activity, we'd like you to:

The essentials

- ✓ Make sure your child has the right kit for the session as well as enough food and drink
- ✓ Try to make sure your child arrives to sessions on time and is picked up promptly; or let us know if you are running late or if your child is going home with someone else
- ✓ Complete all consent, contact and medical forms and update us straight away if anything changes
- ✓ Make sure your child wears any protective kit we provide for them
- ✓ Maintain a good relationship with your child's coach or trainer and catch up with them as much as you can about your child's development
- ✓ Talk to us if you have any concerns about any part of your child's involvement – we want to hear from you

Behaviour

- ✓ Try to learn about your child's sport and what it means to them
- ✓ Take the time to talk to your child about what you both want to achieve through sport
- ✓ Remember that children get a wide range of benefits from participating in sport, like making friends, getting exercise and developing skills. It's not all about wins and losses
- ✓ Listen when your child says they don't want to do something
- ✓ Behave positively on the sidelines – shout encouragement, say 'Well done' and let your child know you are proud of what they are doing
- ✓ Remember that the way you behave and react affects not just your child but other children too
- ✓ Lead by example when it comes to positive behaviour on the sidelines; or let other parents take their cue from you or us
- ✓ Accept the official's judgement

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- ✓ Use social media responsibly when talking about what goes on in our organisation, by behaving the same way online as you would in person
- ✓ Talk to your child about embracing good etiquette and sportsmanship
- ✓ Encourage your child to follow the rules
- ✓ Ensure your child understands their code of conduct
- ✓ Welcome new parents and make our organisation a fun and welcoming place

As a parent, we understand you have the right to:

- ✓ Be assured that your child is safeguarded during their time with us
- ✓ See any of our policies and procedures at any time
- ✓ Know who the welfare officer responsible for your child is and have their contact details
- ✓ Be involved and contribute towards decisions within the organisation
- ✓ Know what training and qualifications our staff have
- ✓ Be informed of problems and concerns relating to your child
- ✓ Know what happens if there is an accident or injury, be informed if your child is injured and see records of any accidents
- ✓ Have your consent sought for anything outside our initial consent form, such as permission to go on trips
- ✓ Have any concerns about any aspect of your child's welfare listened to and responded to

We expect all parents to follow the behaviours and requests set out in this code. If any parent behaves in a way that contradicts any of the points set out above, we'll address the problem straight away with the parent and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us regrettably asking your child to leave the organisation permanently, something we never want to do.



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Online safety and social media policy



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Note:

- the terms 'child' or 'children' apply to anyone under the age of 18
- the term 'parent' applies to anyone with guardianship or caring and parental responsibility for the child
- the term 'staff' applies to members of staff and volunteers

Our online safety statement

This policy provides guidance on how our organisation uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff who work for us, and the children who are members of our organisation, to behave online.

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

Aims

The aims of our online safety policy are:

- ✓ to protect all children involved with our organisation and who make use of technology (such as mobiles phones, games consoles and the internet) while in our care
- ✓ to provide staff with policy and procedure information regarding online safety and inform them how to respond to incidents
- ✓ to ensure our organisation is operating in line with our values and within the law regarding how we behave online

Understanding the online world

As part of using the internet and social media, our organisation will:

- ✓ assess and manage the safety aspects – including what is acceptable and unacceptable behaviour for staff and children when using websites, social media including Facebook, TikTok, Instagram, Twitter or Snapchat, apps and video conferencing platforms including Zoom or Skype
- ✓ be aware of how staff in our organisation and the children they work with use social media both inside and outside of our setting
- ✓ ensure that we adhere to relevant legislation and good practice guidelines¹ when using social media or video conferencing platforms
- ✓ provide training² for the staff responsible for managing our organisation's online presence
- ✓ regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including: making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
- ✓ incorporating online bullying ('cyberbullying') in our anti-bullying policy

¹ Take a look at the CPSU's online safety guidance – <http://thecpsu.org.uk/help-advice/topics/online-safety/>

Managing our online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- ✓ all social media accounts will be password-protected, and at least 2 members of staff will have access to each account and password
- ✓ the account will be monitored by at least two designated members of staff in order to provide transparency, who will have been appointed by the organisations committee
- ✓ the designated staff managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements
- ✓ designated staff will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- ✓ we'll make sure children are aware of who manages our social media accounts and who to contact if they have any concerns about something that's happened online
- ✓ our account, page and event settings will be set to 'private' so that only invited members can see their content
- ✓ identifying details such as a child's home address, school name or telephone number shouldn't be posted on social media platforms
- ✓ any posts or correspondence will be consistent with our aims and tone as an organisation
- ✓ parents will be asked to give their approval for us to communicate with their children through social media, via video conferencing platforms or by any other means of communication
- ✓ parents will need to give permission for photographs or videos³ of their child to be posted on social media
- ✓ video conferencing sessions will be password protected in order to maintain children's privacy and prevent exposure to inappropriate or harmful content by third parties

What we expect of our staff

- ✓ staff should be aware of this policy and behave in accordance with it
- ✓ staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media
- ✓ staff should communicate any messages they wish to send out to children to the designated staff responsible for the organisation's online presence
- ✓ staff should not communicate with children via personal accounts
- ✓ staff should not 'friend' or 'follow' children from personal accounts on social media and maintain the same professional boundaries online as they would in person when using organisation accounts
- ✓ staff should make sure any content posted on public personal accounts is accurate and appropriate, as children may 'follow' them on social media
- ✓ rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an organisational account or website

² The NSPCC provide an e-learning product called **Keeping Children Safe Online** for professionals -

<https://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-sport-online-course/>

³ See CPSU's topic page for further guidance on the use of photography in sport - <http://thecpsu.org.uk/help-advice/topics/photography/>

- ✓ emails or messages should maintain the organisations tone and be written in a professional manner, e.g. in the same way you would communicate with fellow professionals, avoiding kisses (X's) or using slang or inappropriate language
- ✓ staff should not delete any messages or communications sent to or from organisation accounts
- ✓ staff should undertake all online safety training offered and gain a basic knowledge of the platforms children use and how to report or remove inappropriate content online
- ✓ any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures
- ✓ at least one parent must be present during the delivery of any activities via video conferencing platforms at home
- ✓ any delivery of activities to children via video conferencing platforms will be supported by an additional member of staff (even if they're not actively delivering) to ensure transparency
- ✓ staff and children must not engage in 'sexting'⁴ or send pictures to anyone that are obscene

What we expect of children

- ✓ children should be aware of this online safety policy and agree to its terms
- ✓ we expect children's behaviour online to be consistent with the guidelines set out in our acceptable use statement
- ✓ children should follow the guidelines set out in our acceptable use statement⁵ on all digital devices, including smart phones, tablets and consoles

What we expect of parents

- ✓ parents should be aware of this online safety policy and agree to its terms
- ✓ parents should protect all children's privacy online and think carefully about what content they share about our sport online, where they share it and who they're sharing it with
- ✓ we expect parents' behaviour online to be consistent with the guidelines set out in our acceptable use statement and in our codes of conduct for parents and spectators

Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging such as WhatsApp or Facebook Messenger), we'll take the following precautions to ensure children's safety:

- ✓ staff will avoid having children's personal mobile numbers and will instead seek contact through a parent
- ✓ we'll seek parental permission on each occasion we need to contact children directly; the purpose for each contact will be clearly identified and agreed upon
- ✓ a method of accountability will be arranged, such as copies of texts, messages or emails also being sent to another member of staff or to parents
- ✓ smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy

⁴ further information and guidance for staff and parents about it can be found on the **NSPCC's sexting pages** - <https://nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting/>

⁵ Take a look at the CPSU's acceptable use statement for children - <http://thecpsu.org.uk/resource-library/2017/sample-online-acceptable-use-statement/>

- ✓ texts, emails or messages will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation
- ✓ if a child misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps:
 - end the conversation or stop replying
 - suggest discussing the subject further at the next practice or event
 - inform the organisations lead safeguarding officer in the interest of transparency
 - if concerned about the child, provide contact details for the organisations designated safeguarding lead or appropriate agencies and report any concerns using the organisations reporting procedures

Using mobile phones during sports activities

So that all children can enjoy and actively take part in sports activities, we discourage the use of mobile phones during such activities. As part of this policy we will:

- ✓ make children aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with the organisation
- ✓ inform parents of appropriate times they can contact children who are away at camps or away trips and discourage them from attempting contact outside of these times
- ✓ advise parents that it may not be possible to contact children during activities and provide a contact within the club or organisation who will be reachable should there be an emergency
- ✓ explain to children how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement

Further information for parents about keeping children safe online

NSPCC

The NSPCC's guidance for parents on online safety

nspcc.org.uk/keeping-children-safe/online-safety

Child Exploitation and Online Protection Centre (CEOP)

Child Exploitation and Online Protection Demand's website

ceop.police.uk

The UK Safer Internet Centre

Safer Internet Centre's advice for parents and children

saferinternet.org.uk

Important contacts

Contacts for parents, children and staff in relation to this policy and online safety

Our website or social media lead

Name: Tony Lees

Our designated safeguarding lead

Name: Rachel Charrosin

Tel: 07908 448898

Email: ellandanchormen@gmail.com



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Volunteers and Staff Declaration

I understand the nature of my role and responsibilities at:

The Anchormen Dance Teams



I confirm that I have received a copy of the documents listed below and am committed to the child protection policy of this organisation. I have read and understood these documents and I accept my responsibility to care for the children and young people with whom I come into contact.

I can confirm that there is no reason why I should not have unsupervised access or otherwise to children or young people whilst working within the organisation.

I have declared all my previous convictions (subject to the Rehabilitation of Offenders Act 1974) to the organisation. There are no criminal convictions, civil findings, or injunctions relevant to this declaration, and I am willing for a criminal conviction check to be carried out. I understand that failure to disclose, or purposely withhold such information will lead to my instant dismissal from the organisation and in some circumstances may lead to criminal prosecution being taken against me.

- MPAUK's child protection policy including the "*Volunteers and Staff Support Sheet*" and the "*Guidelines for Safeguarding Children's Welfare*"
- Anchormen Dance Team Safeguarding Policy Statement
- Codes of Conduct
- Online Safety and Social Media Policy

Signature

Name (print)

Date

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Designated Safeguarding Lead: Rachel Charrosin Email: ellandanchormen@gmail.com



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Parent and Member Declaration

The Anchormen Dance Teams



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I confirm that I have received a copy of the documents listed below and am committed to the child protection policy of this organisation. I have read and understood these documents.

- Anchormen Dance Team Safeguarding Policy Statement
- Codes of Conduct for parents and for members
- Online Safety and Social Media Policy

Signature of Parent

Name (print)

Date

March 2022 Review date March 2023

Designated Safeguarding Lead: Rachel Charrosin Email: ellandanchormen@gmail.com