



Viva La Dance Ltd

## **Child Protection Policy**

January 2012

## Foreword

It is important children and young people are able to explore creative activities safely and without fear. Dance can undoubtedly contribute to increased social cohesion, greater self-confidence and self-esteem, as well as developing active lifestyles and artistic exploration.

Regardless of the benefits dance may bring to children, it may also facilitate access to them by people with ulterior motives or malign intentions. Unfortunately it is known that people have deliberately sought voluntary or paid employment positions in order to exploit the contact with children that such positions afford them.

Viva La Dance Ltd recognises that it has a duty of care towards children associated with its work. Viva La Dance Ltd is committed to ensuring that its staff, contractors and all volunteers working on its behalf are appropriately vetted and adhere to best practice with regard to safeguarding children and young people.

Viva La Dance Ltd has prepared and adopted the following policy with the aim of ensuring that all those working with children, young people and vulnerable groups, whether paid or voluntary, share and practice a high standard of care and responsibility for the welfare and safety of young people.

By so doing we also seek to assure parents and/or carers that the safety and wellbeing of all participants is something Viva La Dance Ltd takes seriously and actively strives for.

The Policy is based upon the following fundamental principles:

- The Children Act defines a child as anyone under 18 years of age.
- All children and vulnerable adults, regardless of age, gender, disability racial origin, religious belief and sexual orientation have a right to be protected from abuse.
- It is the responsibility of child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report it.
- The welfare of children and vulnerable adults is paramount and all concerns and allegations of potential poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- The best practice guidance and procedures apply equally in the protection of vulnerable adults, although different legislation is applied.
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the common law of confidentiality.

## 1.0 POLICY

### 1.1 RESPONSIBILITIES

Viva La Dance Ltd are committed to ensuring children remain safe from harm whilst participating in its dance activities. Our aim is to promote and foster the highest standards of care for children and this includes:

- Provide and implement procedures to safeguard the well being of all participants and protect them from abuse.
- Respect and promote the rights, wishes and feelings of all participants.
- Adopt good practice in recruitment, training and supervision of all employees and volunteers, and provide guidance to parents and carers.
- Require all employees, volunteers and contractors to agree in writing their acceptance and understanding of our Child Protection Policy and Procedures.
- Respond to all allegations and concerns, and implement the appropriate disciplinary and appeals procedure in a timely fashion.

### 1.2 GUIDANCE & LEGISLATION

The policy and procedures reflect the framework outlined in the Department of Health document “Working Together to Safeguard Children 1999”, which applies to England and Wales. In Northern Ireland (NI) the guidance is based on the Department of Health Social Services & Public Safety’s document “Co-operating to Safeguard Children 2003”. The following legislation is core to all procedures within the policy -

The Children Act 1989  
The Children (NI) Order 1995  
The Children (Scotland) Act 1995  
The Police Act 1997  
The Protection of Children Act 1999  
The Protection of Children & Vulnerable Adults (NI) Order 2003  
The Criminal Justice and Court Services Act 2000  
The Criminal Procedure (Scotland) Act 1995  
The Human Rights Act 1998  
The UN Convention on the Rights of the Child  
The Data Protection Act 1994 & 1998

### 1.3 ACTIONS TAKEN BY VIVA LA DANCE LTD

- Viva La Dance Ltd have received Child Protection policy training organised by Bath & North East Somerset Council.
- Viva La Dance Ltd have reviewed their Child Protection policy, initially implemented in 2006, and are committed to ensuring the reviewed policy is widely available from February 2009.
- Viva La Dance Ltd will be helping encourage and promote to other dance groups in order to maintain effective Child Protection policies.

### 1.4 MONITORING PROCEDURES

The Viva La Dance Ltd Child Protection policy and procedures will be regularly monitored and a full policy review will take place annually. The following situations may also evoke a review of the policy:-

- As a result of any changes in legislation.
- As a result of any changes in governance of dance and related activity.
- Following a procedural review as a result of a significant case.



## 2.0 SAFE RECRUITMENT

The vast majority of teachers, coaches, supervisors and volunteers are committed, dedicated people who are motivated to work within dance for commendable reasons. However, it is important that all reasonable steps are taken to ensure that unsuitable people or people with an inappropriate motivation are prevented from working with children. The following procedures should be adopted and applied consistently when appointing a teacher, coach, helper or official in either a voluntary or paid capacity.

### 2.1 ADVERTISING

When any form of advertising is used to recruit staff or volunteers, the following information should be reflected:-

- Aims of the activity or events.
- Responsibilities of the role.
- Level or experience or qualifications required, particularly if experience of working with children would be considered advantageous.
- Viva La Dance Ltd's open and positive approach to child protection.
- The use of criminal records disclosures as part of the recruitment and selection process.

### 2.2 PRE-APPLICATION INFORMATION

Anyone who expresses an interest in a job or role should, along with the application form, be given a job description and person specification, which clearly states required qualifications and experience.

### 2.3 APPLICATION FORMS

All potential staff and volunteers will complete an application form, which is designed to elicit information regarding an applicant's past career - including any gaps in involvement or employment, and any relevant experience, qualifications and training undertaken.

The candidate will be asked to supply the following information:-

- Name, address and telephone number.
- National Insurance Number to confirm the right to work and verify the iden-

tity of the applicant.

- Qualifications and validated relevant experience.
- Contact details of at least two references (not relatives), one of which should be a previous employer or school who have agreed to provide written comment on the individual's experience and suitability to work with children and young people.
- A signed agreement to abide by Viva La Dance Ltd's Child Protection policy.
- Applicants will be informed that failure to adhere to the relevant policies, may result in disciplinary action and possible dismissal from Viva La Dance Ltd.

## **2.4 PROCEDURES FOR SHORT-LISTED CANDIDATES**

- We will request in writing confirmation from the awarding body of a teacher's formal qualifications or any known reason for not employing or appointing that person.
- Applicants who are short listed for a position will be required to complete a self-declaration of convictions form and, if applicable, consent to carry out an enhanced level criminal records disclosure.
- Enhanced level criminal records disclosures will be obtained for each person who may have significant contact with children or vulnerable adults. Anyone over the age of 16, with substantial access to young people or anyone with a managerial responsibility for individuals in this position, will complete a disclosure. These will be renewed every two years.

## **2.5 INTERVIEWS**

Where a position involves significant contact with young people a formal interview will be held. At interview additional information will be requested to support the details contained in the application form and address or ask questions relating to any information disclosed on the self-declaration of convictions form.

## **2.6 MAKING THE APPOINTMENT**

Once a decision has been made to employ someone or invite someone to take on a voluntary role within Viva La Dance Ltd, an offer letter will be issued. This letter will specify full details and requirements of the position and any probation period if appropriate. The applicant will be informed that the appointment is subject to a satisfactory criminal records disclosure.

The candidate will receive their own copy of their disclosure and Viva La Dance Ltd will require to view the candidate's copy of the disclosure prior to confirming appointment. An individual may be allowed to commence their duties but care will be taken to ensure that a senior member of staff is always present.

Following appointment, induction procedures will be conducted, whether the position is paid or voluntary.

An induction will include:-

- Explanation of Child Protection procedures and other policies.
- Clarification of roles, responsibilities and consideration of expectations.
- Assessment of training needs relevant to the role.

## **2.7 MONITORING AND APPRAISAL**

All staff and volunteers will be given the opportunity to receive feedback, either through a formal appraisal or through normal communication. Appraisals will be offered initially at the end of a probation period and thereafter at yearly intervals.

## **2.8 COMPLAINTS PROCEDURE**

Parents and children will be made aware of the procedures for raising a complaint or concern. All complaints will be logged and taken seriously. Viva La Dance Ltd has the right to instigate disciplinary procedures as necessary.

## 3.0 GOOD PRACTICE GUIDANCE

A teacher, coach, official or volunteer working in association with Viva La Dance Ltd may be able to identify situations or raise concerns when a young person may need protection.

### 3.1 GOOD PRACTICE

Child protection is paramount for all activities relating to children, not only to provide the best possible protection for children in dance, but also to avoid allegations of poor practice and to ensure the safety of our staff and participants. Viva La Dance Ltd will adopt the following core principals:

- Promotion of the policy to show the company's commitment to a safe environment.
- Promotion of an environment where all legitimate concerns can be raised without fear of victimisation or reprisal.
- Establishing procedures through which complaints or concerns can be voiced and dealt with confidentially.
- Requesting written consent for participation, contact details, photography consent, medical information and an agreement to act in loco parentis in an emergency.
- Keeping written records of any poor practice or child protection related incident and accidents, and any action taken.
- Provision of regular review and identification of training needs for teachers, assistants and officials, including appropriate responses and training.
- Provision of an open-door environment.
- Ensuring that every effort is made to prevent situations where an adult is alone with a child or group of young people.
- Ensuring that there are at least two responsible adults present at dance sessions.
- Ensuring that there are good practice guidelines in place for any trips or events away from the regular venues.
- Keeping parents and children fully informed about child protection procedures.
- Designating a person to deal with child protection and welfare issues and

ensuring this person undergoes a criminal records disclosure and receives appropriate training.

- Ensuring that equal opportunities and equity policies are adhered to, and that discrimination is prohibited.
- Careful screening of all teachers, coaches, helpers, or officials according to these guidelines.
- Adopting our guidelines to control the use of photographic and filming equipment, and monitor the use of photographic materials involving children.
- Promoting an anti-bullying policy.
- Providing regular Monitoring and Appraisal opportunities to receive feedback regarding staff training needs and issues such as poor teaching practice.
- Encouraging teachers to observe exponents of good teaching practice.
- Offering support to those who report concerns regarding suspicious or poor practice.

### **3.2 GOOD PRACTICE FOR TEACHERS AND OFFICIALS**

All participants have the right to be safe and to be treated with dignity and respect. The promotion of good practice will reduce the possibility of abusive situations occurring. A good and caring teacher will continually reflect upon their own teaching style, philosophy and practices to ensure the safety and well-being of the participants at all times. Although these guidelines are written with teachers in mind, they are applicable to all adults with access to children through dance. The following are examples of good practice, which will create a safe and desirable environment:-

- Always be publicly open when working with children. Avoid situations where a teacher and an individual child or vulnerable adult cannot be observed.
- Always ensure that there is at least one other responsible adult present during dance sessions.
- Care should be taken when providing physical contact and support in dance. Children should be told the nature of physical contact before it takes place, for example in partner dancing, in order to avoid unexpected or surprising contact. A sensitive approach is necessary. Avoid inappropriate contact.

- Where possible, parents should be responsible for young children in the changing rooms or toilets. If a group of children must be supervised in the changing rooms we will ensure that adults work in pairs to supervise the children.
- Ensure that if mixed gender groups are taken away on trips, at least one male and one female member of staff accompany the dancers.
- Treat all participants equally with respect and dignity.
- Always place the safety and welfare of the participants as the highest priority.
- Behave in an exemplary manner and provide a role model for excellent behaviour.
- Keep up to date with your knowledge and technical skills.
- Do not exceed the level of your competence and qualifications.
- Respect the needs and wishes of the participants and do not exert them against their will.
- Recognise the stage of psychological and physical development of the individual and avoid excessive training or competition.
- Motivate the participants through positive feedback and constructive criticism.
- Create a safe and enjoyable situation.
- Obtain written consent from parents to act in loco parentis and, if the need arises, to administer emergency first aid, and/or other medical treatment.
- Request written consent from parents when children and young people are required to be transported by teachers or officials.
- Maintain a written report of any incident or injury together with any subsequent treatment or action.
- Do not take a child alone on a car journey except in unforeseen circumstances.
- Where these situations are unavoidable, they should only occur with the full knowledge and consent of the Child Protection Officer and the child's parents. If transporting children, obtain prior consent from parents. Organise central pick-up and drop-off points to ensure the driver is not alone with a child and make sure the route and breaks (if necessary) are well planned.

- Music used for dance should be checked for suitability to play within a children's activity. Inappropriate music would include music with offensive lyrics or inappropriate language for children.

Practice never to be condoned

You should never:-

- Take children to your home or other secluded place where they will be alone with you.
- Engage in rough, physical or sexually provocative dance or games.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive remarks to a child or vulnerable adult - even in fun.
- Reduce a child to tears as a form of control.
- Allow children to use inappropriate language unchallenged.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for a child that they can do for themselves, unless you have been requested to do so by the parents, or do so with the utmost discretion.
- Depart from the premises until you have supervised the safe dispersal of the children.
- Abuse your privileged position of power or trust with children or adults.
- Resort to bullying tactics, or verbal abuse.
- Cause a participant to lose self esteem by embarrassing, humiliating or undermining the individual.
- Spend excessive amounts of time alone with children away from others.

Viva La Dance Ltd accepts that on occasion there may be situations where the unexpected does occur. In these situations, you should report immediately to another colleague and make a brief written note of the event. Where appropriate ensure that the parent is informed of any incident. Examples could include:-

- If a young person becomes distressed in your presence.

- If you accidentally hurt a child.
- If a young person misunderstands/misinterprets something you have said or done.
- If a performer appears to be sexually aroused by your actions.

Supporting and shaping dancers can be an essential part of dance development in that it helps dancers to understand shapes, movement patterns and complex skills. This is especially relevant to partner dancing where it might be necessary to partner a child during their dancing. This will require physical contact with the child but should remain solely in the context in which the dance is being presented and “overhandling” is avoided.

Any physical contact should not be invasive of sensitive areas of the body. Infrequent non-intentional physical contact can arise out of error on the performer or teachers part. Such situations should not be ignored and should be acknowledged through an apology to the dancer and reported to the Child Protection Officer and parents.

Parents and new dancers should be made aware that some physical contact will be required but that only appropriate noninvasive techniques should be used. If a dancer or parent has any concerns, they should be raised with the Child Protection Officer. In any circumstance where abuse is suspected there will be formal reporting.



## 4.0 GUIDANCE FOR PARENTS

A good teacher may develop a strong, trusting bond with his/her pupils. This is essential in a successful high level teaching or coaching relationship. However, as a parent you should check that:-

- You are aware of Viva La Dance's Child Protection policy.
- You are aware that we have a policy against bullying.
- There is a designated person (Child Protection officer) in place with a responsibility for Child Protection, and young people and adults can talk to them about concerns without fear of victimisation or reprisal.
- There are procedures in place for dealing with concern, complaints and disciplinary issues.
- There are procedures in place for safe recruitment including criminal record disclosures.
- The teacher in charge has a professional dance qualification.
- The teacher has a qualification appropriate to the dancers performance level.
- One responsible adult is always present during training sessions, and where possible, a second adult will be present or available.
- There are suitable procedures for intimate care needs for children and the disabled including routines for toileting and supervising.
- There is guidance in place regarding arrangements for travelling to events.
- Parents are not discouraged from watching or becoming involved.
- We have a policy that all young people have an equal right to be protected from harm and that discrimination is not tolerated.

Encourage your children to talk to you about their dance experiences and ensure that they know how to voice their concerns if they are not happy about any situations that may arise.

## 5.0 USE OF PHOTOGRAPHS OR RECORDED IMAGES

Implicit within our Child Protection policy and procedures is the commitment to ensure that all publications and media represent participants appropriately and with due respect. It is not the intention of Viva La Dance to prevent parents from taking pictures of their children but to ensure photographic practices are carefully monitored to allow us to act if inappropriate imagery is circulated and to deter anyone with undesirable intentions.

- For events not presented in the public domain, the use of mobile phones within the event space or dancing area is prohibited, unless registered as a photographic device.
- A photograph or image (website) of a child should not be published without written consent, and personal information of the individual, other than the name, should not accompany the image.
- Care will be taken to ensure that images of children who are under a court order are not recorded or published without permission.
- Simultaneous streaming of images onto a website will be avoided. The delayed streaming will provide an opportunity for editing inappropriate images.
- Websites should be carefully monitored to eliminate the use of inappropriate images or improper text.
- Viva La Dance Ltd's special events entry forms (for example at the Bath International Dance Festival) will contain an informed consent statement, that photographers will be present at these events and images may be published by Viva La Dance Ltd. By entering for the event, there is acceptance that the child/participant may be photographed via a parental consent form for the taking and publishing of video, photographs and images.
- Viva La Dance Ltd's events may be required to meet additional requirements for example of the local authority in which case the enforced policy will be which ever is deemed the most robust.

## 5.1 USE OF VIDEO, FILM OR PHOTOGRAPHY AT EVENTS

The vast majority of people involved in dance activities derive their interest and pleasure from the performances and enjoyment shown by the participants. Sometimes by the very nature of the dance event or performance these may be held in the public arena and when entering for the event, the participant acknowledges this fact, which will include the recording of his/her image, since there is already an acceptance that at least a professionally approved photographer, may take photographs.

Viva La Dance Ltd does not wish to discourage the use of video or photographic equipment at events for appropriate use, but we will take all reasonable precautions to protect our participants against the possible inappropriate use of films or photographic images. At closed events, official photographs may only be taken by those expressly given written permission by Viva La Dance Ltd in advance of the event governed by the following:

- The permission to film, video or take photographic images is given on the basis that the person given the permission agrees not to cause or permit, directly or indirectly, any of the images to be published, shown, sold, distributed or otherwise disposed of by any method without prior written consent from Viva La Dance Ltd and/or the individual(s) concerned.
- Any person wishing to use a video or film or take photographs at an event must register their intentions with and provide proof of identity to, the registration desk or official coordinator at the event. A person wishing to take images with a mobile phone must register the device as a camera at the registration desk. Viva La Dance Ltd or the organiser of the event may in its discretion, and without giving any reason, refuse to register any person and give that person permission to film or use a video or take photographs at the event.
- At the event and following registration and proof of identity, a sticker or name badge with name and date will be issued and must be worn during the event as proof of accreditation.
- Failure to comply with the above will result in the individual being refused entry or being required to leave the premises, or deposit the camera or other equipment with the registration desk or the event organiser until the individual leaves the event. If the camera or other equipment has been used at the event, the registration desk or the event organiser may require the film or memory card to be delivered or it to be destroyed or the recording to be deleted. The registration desk or the event organiser may refuse to return any such equipment to the individual until the film or memory card has been delivered to it or the recording has been deleted. The individual will not be entitled to any refund of the entry charge if he or she is refused entry or required to leave.
- If the event organiser/welfare officer or their representative suspects inappropriate photography or filming, they will request the person to leave the venue and to surrender any film or media relating to the event.
- The list of registered persons will be confidentially archived, to facilitate any enquiries by police or social services or any enquiries by Viva La Dance Ltd in respect of any breach of this policy statement.
- A copy of these rules and procedures will be displayed at the event and included in any programme.

## 5.2 USE OF VIDEO AS AN AID TO TEACHING & COACHING

The use of video equipment can be a valuable aid to teaching. The guidelines below will be implemented to safeguard against inappropriate practice.

- Performers and their parent/carer will be made aware of the purpose of the filming as a teaching aid.
- The person designated for participant's welfare and one other responsible and approved adult is present to ensure that performers are protected against inappropriate filming.
- Care should be taken to securely store the video materials or to delete the video materials to avoid inappropriate usage.



## 6.0 SUPERVISION

From the moment a child arrives at a dancing event, or when they are handed over by their parents to travel to an event, the staff or volunteers have a duty of care and, while carrying out a supervisory role, should act in loco parentis. The responsibility remains until the child is handed back to the parent.

It is essential that appropriate ratios for supervision are adopted and everyone is clear of their supervisory responsibilities. Ratios will be determined by considering age, the type of activity and where it is taking place. For dance training, we would recommend a minimum ratio of one adult to fifteen dancers. Where events are external to the regular dance venue a minimum ratio of one adult to 10 dancers is required. This ratio should be increased for individuals under eight. There should always be at least two adults present. This ensures there is supervision in the event of an accident or incident that requires one of the adults to leave the group to accompany a child.

### 6.1 RECOGNITION OF POOR PRACTICE, ABUSE AND BULLYING

All adults involved in arts and sport have a duty to respond to suspicions of abuse, inappropriate behaviour or poor practice. Dance schools and other organisations should provide confidential communication lines through which concerns can be expressed. Viva La Dance Ltd's Child Protection Officer is designated a responsible person to whom concerns can be expressed in confidence.

### 6.2 ABUSE

Abuse can and does occur in a wide range of settings, including arts and sport. The effects of abuse can be so damaging, they may follow a person into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs, experience mental health problems or self-harm. A child who has been neglected can experience serious impairment in their health and development.

#### **Racial Discrimination and Equity**

It is likely that people from black and minority ethnic groups may experience harassment, discrimination and institutional racism. Although racism clearly causes harm, it is not itself a category of abuse. However, it may be considered emotional abuse and recent legislation has made racism illegal.

Equal opportunities must be provided for all, regardless of gender, race or culture and we must endeavour to protect ethnic minority groups from racial harassment, racial discrimination and institutional racism. Problems such as discrimination

against ethnic minority groups should be avoided via the use of equal opportunities policies.

### **People with a Disability**

People with a disability or impairment may be vulnerable to abuse or poor practice, since they may not be suitably able to express their concerns or protect themselves or understand what is happening.

Teachers, officials and organisations must avoid discrimination against people with a disability and must be vigilant in caring for these vulnerable people. Further information and guidance should be sought for advice regarding specific needs of disabled and/or vulnerable people.

### **Abuse and Neglect**

Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children and vulnerable adults may be abused within their family, at school and sometimes in the sporting environment. There is growing evidence to suggest that peer abuse is an increasing concern for young people.

There are many forms of abuse:-

#### **Physical Abuse**

Where someone:

- Physically hurts or injures a child intentionally by hitting, shaking, poisoning, burning, biting, scalding, suffocating, drowning or any other physical harm.
- Gives alcohol, inappropriate drugs or poison to a child.
- Uses drugs to enhance performance or delay puberty.
- Inappropriately restricts a child's diet out of a desire to increase chances of success but without concern for the child's health and nutritional needs.
- Inflicts a type and intensity of training which exceeds the capacity of the child's maturation.

#### **Sexual Abuse**

Where adults or other children (male and female) sexually abused boys or girls to satisfy their own sexual needs, or where children are encouraged or forced to observe or participate in any form of sexual activity.

This could include:

- Full sexual intercourse, fondling, masturbation or oral sex.
- Taking or possessing inappropriate photographic materials involving children.
- Showing inappropriate, pornographic materials to children.

It should be noted that in arts and sports situations where physical contact is made i.e. in stretching exercises or partnered dancing, sexual abuse may go unnoticed. These situations also provide the opportunity for abuse to occur. The misuse of the power of the teacher over young children or vulnerable adults may lead to abusive situations developing.

### **Emotional Abuse**

Emotional abuse can be described as the persistent emotional ill treatment of a child, which can cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. Examples of this may include when:

- The child is constantly shouted at, taunted, humiliated or ignored.
- The child is subjected to constant criticism, name calling, sarcasm or bullying.
- An unrealistic pressure to perform consistently to high expectations is placed upon the child by the teacher, officials or parents.

### **Neglect**

Failure of an adult to provide food, shelter and clothing for a child, or failure to protect a child from danger or physical harm, may constitute neglect. Failure to access appropriate medical care or provide love and affection may be clarified as neglect. Teachers who allow children to be exposed to unnecessary risk of injury or harm are being neglectful.

### **Indicators of Abuse**

Indications that a young person may be being abused can be difficult to recognise even for the experienced. There are signs which could alert you to the fact that a child might be being abused, and these include:

- Unexplained bruising or injury particularly in unusual places.
- An injury for which the explanation seems to be inconsistent.
- Unexplained sudden changes in behaviour (i.e. withdrawing, very quiet, sudden outbursts of temper or emotion).

- Inappropriate sexual awareness or language or engaging in sexually explicit behaviour.
- Is prevented from socialising with other children or has difficulty making friends.
- Is distrustful of adults, particularly those with whom a close relationship would normally be expected, (i.e. parents, teacher, family friend).
- Displays variations in eating patterns ( i.e. over eating or loss of appetite).
- Loss of weight for no apparent reason (the child may be trying to make himself/herself less sexually attractive).
- The child becomes increasingly dirty or unkempt.
- Something another child has said which suggests a child is being abused.
- The child describes an act or behaviour that appears to be abusive.

This list is not exhaustive and the presence of one or more of these symptoms is not proof that abuse has taken place, but it should raise concerns.

It is not the responsibility of the teacher or official to decide that the child is being abused but it is their responsibility to act upon their concerns.

It is acknowledged that taking appropriate action is never easy and the discovery that a member of staff or colleague is, or may be, abusing a child will raise concerns and emotional feelings among other colleagues.

These emotions may evolve around feelings of:

- Doubt: Is it true?
- Confusion: What will happen? What actions should be taken? What will be the effect?
- Guilt: Should I have known? Did I miss something? Did I have any suspicions? Should I have said something?
- Fear: Will I or others be suspected?
- Concerns: What can I do to support all those people who may need support? How will it affect further relationships or contact with children? Are there systems in place to expose future situations?

There is clearly a need to have support mechanisms for all those involved in or surrounding the issue, including those making the allegation, those who may be being abused and those against whom the allegation(s) are made.

Viva La Dance Ltd is primarily concerned with the well being and safety of all its

participants, and will support anyone who in good faith, and where he/she has reasonable grounds for doing so, reports his or her concern that a colleague is, or may be, abusing a child.

### 6.3 BULLYING

It is important to recognise that in some cases, it may not be an adult who is carrying out the abuse. In the case of bullying, the abuser is often another young person.

Bullying may be defined as deliberate, hurtful behaviour in the form of physical, psychological or aggressive verbal conduct against another person. Bullying can take many forms but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional. (e.g. isolating an individual from the activities and social acceptance of a peer group.)

Victims of bullying are typically shy, timid and sensitive and are often physically small, overweight, have a disability or from an ethnic minority group. Bullies frequently have low self-esteem, are aggressive and manipulative in order to gain power over others.

Teachers and officials hold a position of power in the relationship with their athletes and must not abuse this position to bully the children or vulnerable adults in their care. An over zealous teacher, or one who resorts to aggressive physical or verbal behaviour, tormenting, humiliating or ignoring a person, may be accused of bullying. In some instances parents can bully their children by pushing them too hard.

Symptoms that may indicate that a person is being bullied might include: -

- Behavioural changes such as a reluctance to attend school or activities previously enjoyed; tearfulness; depression; erratic emotions and loss of concentration.
- Physical symptoms such as stomach aches, headaches, difficulty in sleeping, bed-wetting, bruising, scratching or damaged clothing and bingeing on food, alcohol or cigarettes.
- Performance levels may also drop.

Regardless of who the perpetrator might be, the signs of bullying should be reported to a person of responsibility. It is important that bullying is recognised and appropriate action is taken and with anti-bullying strategies.

## 6.4 ABUSE OF POSITION OF TRUST

This guidance is primarily intended to protect young people over the age of sexual consent but under 18 years of age and vulnerable adults where a relationship of trust with an adult exists.

In England, Scotland and Wales, young people of 16 or 17 years can legally consent to some types of sexual activity but they may still be relatively immature emotionally. (In Northern Ireland the age of consent is 17). It is essential that those who may be in a position of responsibility and trust recognise this vulnerability and ensure that it is not exploited. There is no simple definition of a vulnerable adult but the position of trust and the vulnerability of adults must not be abused.

The principles and guidance apply, irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable in a position of trust. Sexual Offences Legislation was recently reviewed and one of the amendments tabled related to breach of trust. The current legislation applies only to teachers, thus making it a criminal offence for a trusted dance teacher to engage in a sexual relationship with their dancers.

i) A Relationship of Trust can be described as one in which one party is in a position of power or influence over another by virtue of their position. A genuine relationship can start between two people within a relationship of trust but the relationship of trust must end before any sexual relationship develops.

ii) Abuse of trust and sexual or other abuse

Any sexual activity, which is not freely consenting, is criminal. The sexual activity covered by abuse of trust may be ostensibly consensual, but rendered unacceptable because of the relative positions of the parties concerned.

iii) Code on abuse of trust

The Code of Conduct on sexual activity between individuals in a relationship of trust aims to:

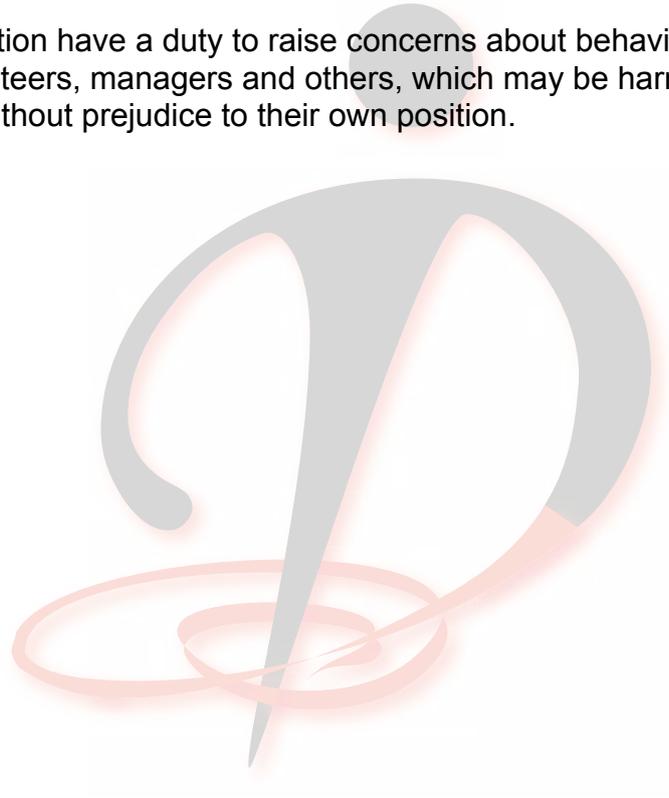
- Protect a young person or vulnerable adult from an unequal and potentially damaging relationship.
- Protect the person in a position of trust by preventing him/her from entering into such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable.

**Viva La Dance Ltd Code on abuse of trust:**

- Any behaviour, which might allow a sexual relationship to develop between the person in a position of trust and the individual(s) in their care, must be avoided.
- Any sexual relationship within a relationship of trust is unacceptable so

long as the relationship of trust continues.

- All those in an organisation have a duty to raise concerns about behaviour by teachers, staff, volunteers, managers and others, which may be harmful to those in their care, without prejudice to their own position.



## **7.0 RESPONDING TO DISCLOSURE, SUSPICIONS AND ALLEGATIONS**

People within dance are ideally placed to recognise or receive concerns relating to the welfare of young people. Everyone has a responsibility to respond to these concerns whether they relate to a child's home or family or community situation or involve incidents within the school.

It is important to note that most children or young people do not share those concerns and rely on those adults who they are in contact with to be alert to the possibility that they may be experiencing harm in some area of their lives.

### **7.1 RESPONDING TO CONCERNS ABOUT POSSIBLE ABUSE OUTSIDE SPORT**

Viva La Dance Ltd's primary responsibility is to ensure that concerns and any relevant information are passed on to the police or social services without delay. These organisations have the statutory responsibility to make enquiries to establish if a child is at risk of harm.

It is vital that individuals within the company are aware of Viva La Dance Ltd's guidance and pass any concerns to the designated person with the responsibility for Child Protection within the company or the person in charge. If neither person is available, the information should be passed directly to Social Services or the Police. Viva La Dance Ltd's Child Protection incident form should be completed and, together with any other written information, be sent to company Child Protection Officer within 24 hours.

### **7.2 RESPONDING TO DISCLOSURE OF ABUSE**

If a child indicates that he/she is being abused, or information is received which gives rise to concern that the child may be being abused, the person receiving the information should:

- Stay calm and ensure that the child is safe and feels safe.
- Tell the child that he/she is not to blame and it was right to tell you.
- Show and tell the child that you are taking what he/she says seriously and recognise any difficulties inherent in interpreting what the child says.
- Keep questions to a minimum to ensure a clear and accurate understanding of what has been said and make a record of all that has been said, heard or seen. (This record will be referred to during further investigations and detailed questioning should be left to the qualified investigator.)

- Be honest and explain that you may have to tell someone else to help to protect the child. If the child indicates that he/she does not wish others to be informed about the allegations, you should carefully and tactfully explain the reasons why it may be in the interests of everybody if the matter is referred to the appropriate person or department (i.e. Social Services).

The person to whom the disclosure is made is presented with a great responsibility and it is advisable, if there is any uncertainty, that you seek advice on how to deal with the issue, from the Social Services or NSPCC.

#### Actions to avoid

- Dismiss the concern
- Panic
- Allow your shock or distaste to show
- Probe for more information than is offered
- Make promises you cannot keep: such as agreeing not to tell someone else
- Speculate or make assumptions
- Approach the alleged abuser
- Make negative comments about the accused person

#### **Social Services**

When a referral is made to Social Services, they have a legal responsibility to make enquiries where a child or young person may be at risk of “significant harm”. This may involve gathering information from others who know the child or talking to the young person and their family. Enquiries may be carried out jointly with the police when a criminal offence is suspected. If action needs to be taken urgently, contact the Police by dialling 999. If concerns are identified out of hours, the police and Social Services provide an out of hours service.

#### **Sharing Concerns with Parents**

There is always a commitment to work in partnership with parents where there are concerns about their children. Therefore, in most circumstances it would be important to talk to parents to clarify any initial concerns. For example if a young person seemed withdrawn, there may be a reasonable explanation. The child may have experienced an upset in the family, such as a parental separation/divorce or bereavement.

## When not to share concerns with parents

If you are suspicious that the parents, guardian or carer may be the abuser or you believe that the parent may not be able to respond appropriately to the situation, speaking to them regarding the matter might place the child at greater risk. In these circumstances, if concerns still exist you should report the suspicion or allegation to the senior person or designated person. Advice must be sought from Social Services with respect to consulting with parents.

## Sharing Concerns with a Designated Child Protection Officer (Welfare Officer)

Viva La Dance Ltd has a designated person to handle child protection issues. You should share your concerns with them. It is the responsibility of the Welfare Officer to make the decision to contact the Social Services. If they are not available or the concerns are about him/her, you should contact the NSPCC or Social Service who will be able to advise you on any action that should be taken.

Viva La Dance Ltd ensures that the Designated Welfare Officer:

- Signs a self-declaration form.
- Is police checked via the Criminal Records Bureau Disclosure Service.
- Is given adequate training and guidance to undertake the child protection role.

## Records and Information

Any information passed to the Social Services or the Police must be as accurate and helpful as possible and it will be useful if a detailed record, including the following, can be provided:

- The nature of the allegation.
- Description of any visible injuries or bruising.
- Detailed description of the child's account of how the injuries or bruising occurred.
- Any times and dates or other relevant information.
- A clear distinction between what is fact, hearsay or opinion.

Reporting the matter to police or social services department should not be delayed by attempts to obtain more information. Wherever possible, referrals made by telephone to the Social Services or Police, should be forwarded a copy of the

incident report within 24 hours. Viva La Dance Ltd will record the incident form, the name and designation of the social services member of staff to whom the concerns were passed, together with the time and date of the call.

A copy of the incident report should also be sent to Viva La Dance's Child Protection Officer and marked "private and confidential".

### **7.3 ALLEGATIONS AGAINST TEACHERS, OFFICIALS OR OTHER MEMBERS**

An allegation may involve volunteers or paid staff within Viva La Dance Ltd. Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within an arts or sporting situation. It is crucial that everyone involved in dance recognises this possibility and takes seriously any allegations made against a teacher, helper, official or anyone else working closely with children.

The designated person must be notified immediately of any circumstances that cause concern or raise suspicions. If the designated person is unclear about what action to take, advice should be sought from the NSPCC or from the Social Services. The circumstances may indicate poor practice, abuse or harassment by a teacher, official or other member and may need to be referred to the Police or Social Services.

If you have reasonable grounds for being concerned about a particular case involving a teacher or official or another dancer, it is not your responsibility to decide if abuse is being perpetrated nor to investigate it but, it is your responsibility to act on those concerns and do something about it.

#### **Taking the Appropriate Action**

It is sometimes difficult to distinguish between what may constitute abuse and what may be poor practice but the following guidelines may help to select the appropriate course of action. Where an allegation has been received, a disclosure has been made, or an employee or volunteer has observed behaviour that has caused them concern, Viva La Dance Ltd will consider the appropriate course of action.

#### **Types of Investigation**

Where a complaint of abuse is made there may be three types of investigation:

- Criminal
- Child protection

- Disciplinary or misconduct

The disciplinary or misconduct procedure is conducted by Viva La Dance Ltd and the results of the Social Services or Police investigation will inform the investigation.

The person that made the allegation, or their family, can also initiate civil proceedings.

### **Issues of Poor Practice**

- If, following consideration the allegation is clearly poor practice, then Viva La Dance Ltd and the Welfare Officer can deal with it as a misconduct issue.
- If the allegation is about poor practice of the Welfare Officer or where a poor practice allegation continues to remain a concern, Social Services must be informed and sent an incident report.
- If the incident of poor practice raises any suspicions or concerns about abuse, all details should be recorded and reported without delay to Social Services and the Welfare Officer.

### **Suspected Abuse**

If there is any suspicion that a child has been abused by either a Viva La Dance Ltd staff member or volunteer, the Welfare Officer should immediately be informed so that they can either refer the incident to Social Services (or if necessary go directly to the Police).

In order to assist with monitoring, any observation of injuries to a child considered outside of the the normal range of bumps and bruises will be logged in order to maintain a record of welfare.

If a disclosure concerns possible abuse within the home, family or community then the Welfare Officer should immediately be informed so that the information can be passed on to the relevant statutory organisation.

If the allegation concerns the Welfare Officer, then the incident should be referred to Social Service (or if necessary to the Police). If the Welfare Officer is unavailable, the Police or Social Services, must be contacted. Any delay may place a child at risk.

If you are unsure of what action to take, you can contact the Social Services or the NSPCC 24 hour Child Protection Helpline for advice. Viva La Dance Ltd's disciplinary panels will comply with the principles of natural justice. The applicable

standard of proof shall be the civil standard, of the balance of probability: whether it was more likely for the allegations to have occurred. All efforts will be made to obtain as much evidence to advise the panel and there is a right to appeal against the decision.

Viva La Dance Ltd will make recommendation for inclusion on the Protection of Children Act (POCA) List in any instance where a decision is reached to exclude a member a member of staff. Throughout these processes the welfare of children will remain paramount and Viva La Dance Ltd will endeavour to provide appropriate support to children, parents, teachers and volunteers who are affected by an abuse situation including, where appropriate, the alleged perpetrator.

#### **7.4 ALLEGATIONS OF PREVIOUS ABUSE**

It is possible that allegations of abuse by a teacher may be made some considerable time after the event. Where such a belated allegation is made the designated person should report the matter to the Social Services Department or the Police Child Protection Unit and make sure that Viva La Dance Ltd's Child Protection Officer is informed without delay. This is necessary because it is possible that other children may have been abused or may be at risk from the accused person.

#### **Maintain Confidentiality**

Only tell others if it will help to protect the child. Remember the accusation may be a misunderstanding or a fallacious allegation, which may cause great harm to the accused, as he/she may be innocent of the allegation. Confidentiality must be maintained until a case has been proven.

Every effort must be made to ensure that confidentiality is maintained for all concerned - including the accused. False allegations are of great concern not only because of the personal distress caused to the individual and their family, but also since the media may exploit the issue to their fullest benefit, and their actions may erroneously destroy the career of a fallaciously accused teacher. Even the accused needs to be protected until sufficient evidence is gathered to substantiate the case against him/her.

If allegations are published that turn out to be unfounded, this may be defamatory. However, this would not apply to cases of alleged abuse, which are reported to the Police or Social Services in good faith when there are reasonable grounds for suspicion.

#### **7.5 RESPONDING TO SUSPECTED BULLYING**

The procedures set out in the Bullying section should be followed if bullying is suspected.

## Strategies to Discourage Bullying

- Create an open environment and provide adequate supervision at all times.
- Encourage children to speak out and share any concerns with the person in charge, the Welfare Officer or other responsible adults.
- Take all signs of possible bullying seriously.

## Supporting the Victim of Bullying

- Reassure the victim that you will help them and can be trusted.
- Explain that you may have to inform someone in authority.
- Keep accurate records of what happened together with names of those involved and any action taken.
- Report suspicions or concerns to the person in charge.

## Confronting the Bully(ies)

- Talk to the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their actions.
- Seek an apology from the bully(ies) to the victim.
- Inform the bully's parents.
- Insist that any borrowed items are returned to the victim.
- Impose sanctions or disciplinary action if necessary.
- Report and record all actions taken.
- Provide support for the victim and his/her teacher.
- Encourage the bully(ies) to change his/her behaviour.

## **7.6 RESPONDING TO SUSPECTED ABUSE OF A POSITION OF TRUST**

The procedures set out in this document should be followed if abuse of a position of trust is suspected. It is still worth informing Social Services, as in some instances they may become involved. All concerns or allegations relating to a breach of the code of trust will be investigated.

## 7.7 RESPONDING TO MEDIA ENQUIRIES

Child abuse is an area of great interest to the media. When incidents occur it is important to have a strategy to manage any media enquiries. Viva La Dance Ltd will handle initial enquiries in a sensitive and appropriate manner to avoid generating any negative publicity. No comment to the media regarding an incident may be made without prior agreement with both the Child Protection Officer and CEO of Viva La Dance Ltd.

The media can become involved in cases as a result of approaches made by a source linked to the victim and may already have significant information before approaching the company. If a journalist approaches you, the following guidance should be followed:

- Take a note of the journalist's name and whom they represent (ie. Newspaper, TV Company etc) and any contact details.
- Take a note of what the journalist is asking you and ask for any clarifications.
- Establish whether the journalist has any deadlines and inform them that the matter will be referred to the appropriate authority.
- Inform the Welfare Officer or person in charge who will refer the matter to the CEO. An appropriate response will be formulated in consultation with legal advisors.
- A copy of the response will be forwarded to the journalist and the company.

The same procedures should be followed for any subsequent enquiries and ensure that appropriate authorities are kept fully informed of any local press coverage.

It is important to recognise the harm that can be done to a sport by negative media coverage. Do not be tempted to speak 'off the record' to journalists as this may result in damaging publicity but also do not pretend the situation is less serious, as this can often create equally detrimental press coverage.

## 8.0 USEFUL CONTACT INFORMATION

The NSPCC National Centre  
42 Curtain Road Helpline  
London EC2A 3NH

020 7825 2500  
0808 800 5000

Childline UK Freepost 1111  
London N1 0BR

0800 1111

NI Childline PO Box 111  
Belfast BT1 7DZ

028 90 327773

Department of Health Consultancy Service  
Department of Health  
Room 133, Wellington House  
133-135 Waterloo Road  
London SE1 8NG

(for POCA list details, CRB  
information and  
current legislation)

Further information about the Criminal Records Bureau may be found on its website at [www.crb.gov.uk](http://www.crb.gov.uk) Information about the Disclosures service is at [www.disclosure.gov.uk](http://www.disclosure.gov.uk) The Bureau's information line number is 0870 90 90 811.

All referrals (and any correspondence relating to the operation of the PoCA List) should be sent to:

The Manager  
Children's Safeguarding Operations Unit (PoCA)  
Ground Floor Area E  
Mowden Hall  
Staindrop Road  
Darlington DL3 9BG

Child Protection in Sport Units (NSPCC)  
England 3 Gilmour Close  
Beaumont Leys  
Leicester L4 1EZ

0116 234 7278

Northern Ireland Block 1  
Jennymount Court  
North Derby Street  
Belfast BT15 3HN

02890 351135

Scotland Children First  
c/o Learning & Teaching Scotland  
64 Victoria Crescent Road  
Glasgow G12 9JN

0141 342 4870

Wales Unit 1, Cowbridge Court

60 Cowbridge Road West  
Cardiff CF5 5BS

Criminal Records Bureau  
PO Box 110  
Liverpool L3 6ZZ

0870 9090 822

DHSS & PS Pre-employment Child Care Unit  
Consultancy Service Department of Health  
Social Services & Public Safety  
Room D  
Castle Buildings  
Belfast BT4 3SQ

028 90522559

Scottish Criminal Records Office  
(Disclosure Scotland)

0870 609 6006

Bath & North East Somerset Council  
Social & Housing Services  
PO Box 3343  
Bath BA1 2ZH

Monday, Tuesday and Thursday - 8.30am - 5.00pm  
Wednesday - 9.30am - 5.00pm  
Friday - 8.30am - 4.30pm

01225 477000

adult\_duty@bathnes.gov.uk (Social Services Adults)  
children\_family@bathnes.gov.uk (Social Services Children and Families)  
housing@bathnes.gov.uk (Housing)

Out of hours emergency line for adults or children: 01454 615165

Bath Police Station  
Manvers Street,  
Bath BA1 1JN  
Opening times Front enquiry office:  
7am to midnight - 7 days a week.

0845 4567000

In emergency call Police 999

NSPCC Freephone 24 hour helpline

0800 800 5000

## 8.0 SAMPLE FORMS

The following sample forms are to be used to ensure that Viva La Dance Ltd takes all steps within our power to prevent unsuitable people from working within dance and sport, and if incidents of suspected abuse of children or vulnerable adults do occur, then standard procedures are followed.

The sample forms include:

- Self Declaration Form
- Application Form
- Child Protection Incident Form
- Reference Form
- Registration form - Photography, filming or videoing





way for any matter relating to child abuse, sexual offences, violence or use of drugs?

Yes                      If you have ticked this box please provide details below  
No

Full details if answered "yes" above

Please list your current position and the last three (if applicable) with whom you have been associated:

Company Name & Address

Company Name & Address

Company Name & Address

Company Name & Address

Please supply the names and addresses of two referees who can be contacted regarding your suitability to work with children or vulnerable adults (these must not be a partner or a relation)

Full Name

Full Name

Address

Address

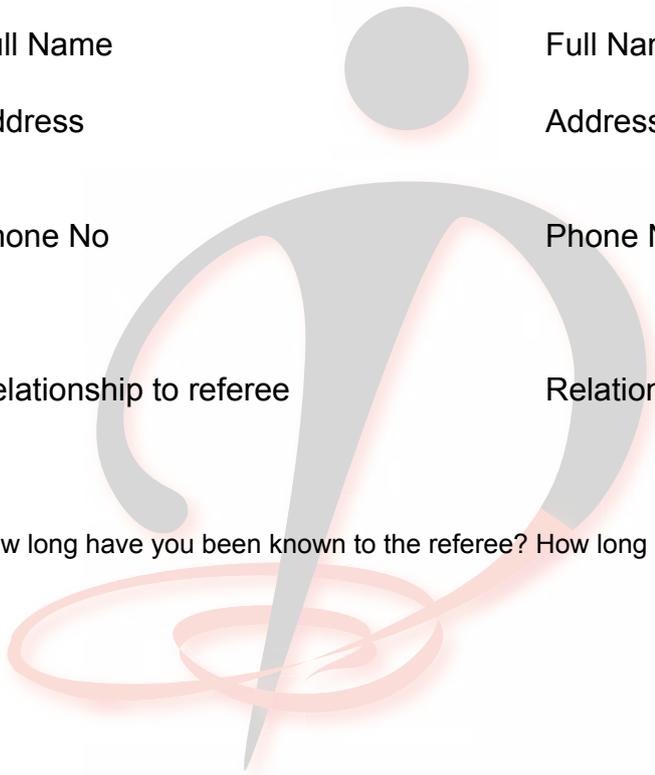
Phone No

Phone No

Relationship to referee

Relationship to referee

How long have you been known to the referee? How long have you been known to the referee?



CONSENT – Please read carefully

I hereby consent to the requesting body undertaking criminal record and/or social services and other relevant third party checks in connection with the Self Declaration and in line with Viva La Dance Ltd Child Protection policy on the safeguarding of children.

I understand that the information contained on this form, the results of any police and/or social services checks and information supplied by third parties will be recorded by the requesting company.

I understand that, if I continue to be associated with the requesting company, I must inform this body immediately of any changes relating to the questions above.

I understand that action may be taken should I complete this form with false information or with information I know or believe to be incorrect.

I understand that I have the right of access to information held on me and other rights under the Data Protection Act 1984.

Signed

Date

## APPLICATION FORM

This form to be completed by volunteers and employees working for Viva La Dance Ltd

### Confidential

Position Applied For:

Full Name & Title (Mr/Mrs/Dr etc):

Date of Birth:

Place of Birth:

National Insurance Number:

Current Address:

Postcode:

Telephone Number:

Mobile:

E-mail Address:

Former Address(es): (If moved within last 5 years)

Present Employment

Job Title:

Employer:

Address:

Start Date:

End Date:

Previous Occupations (please list most recent first including dates, accounting for all gaps in employment):

Relevant Experience:

Previous Experience working with Children or Vulnerable Groups in a Voluntary or Professional Capacity:

Academic/School Qualifications:

Professional Dance Qualifications:

Vocational and other Qualifications:

Reason for Applying:

Name and Addresses of at least two referees (not related to you) who we can contact in relation to your work with children. In addition, with your permission, we will also contact your most recent employer:

I have read and understand Viva La Dance Ltd's Child Protection Policy and will agree to abide by it on joining the company. Safeguarding children is everyone's responsibility. If you notice physical signs and/or behaviour that give cause for concern about the welfare of a child, you should report it to Viva La Dance Ltd's Child Protection Officer. Viva La Dance Ltd's has a duty to contact the Children & Families Services in the event of any serious concerns arising regarding a child's welfare

Signed

Print

Date

NB Failure to disclose information or providing false information may cause your application to be rejected.

## VIVA LA DANCE LTD CHILD PROTECTION INCIDENT FORM

This form should be used by the Child Protection Officer to record the details of any concerns raised. If there is more than one alleged victim a separate form should be completed. All efforts must be made to keep the information confidential. The information should only be shared with those that need to know if it is in the best interest of the child or vulnerable adult.

Please note that where a concern is immediate please make initial contact by telephone and return the completed form as soon as possible. The form should be completed for all levels of concern, even where no immediate action may be necessary.

Full Name of person completing Form:

Position:

Address:

Postcode:

Telephone:

Person who Raised Concern and Position:

Details of person concern is attributed to:

Full Name:

Position:

Relationship to Victim:

Details of Alleged Victim:

Age at time of incident:

Address of carer/parent:

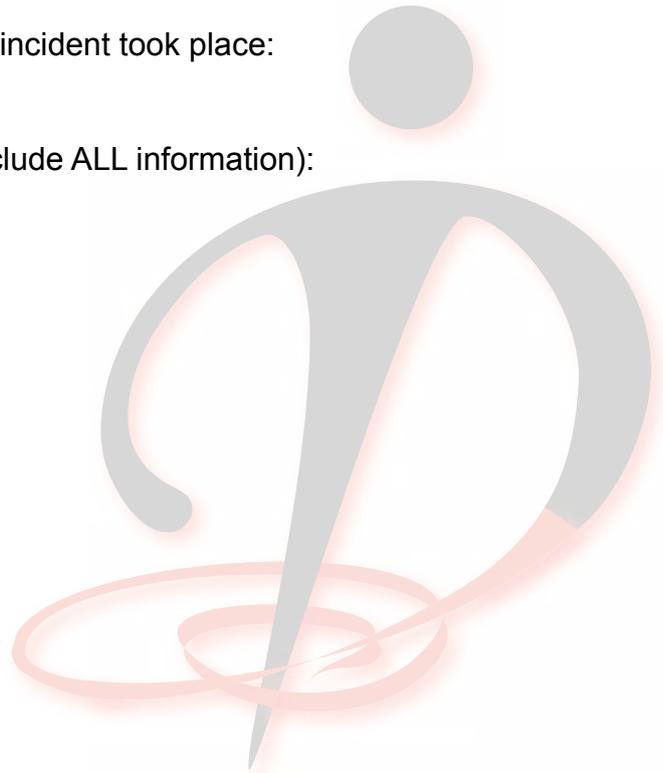
Telephone:

Any identified special needs of disability?:

Details of Incident

Date(s) or periods over which incident took place:

Full description of incident (include ALL information):



Any action take:

Please provide full contact details of other bodies you hhave been in contact with relating to this incident (include full names and telephone numbers):

Social Services:

Police:

Other:

Any additional information:

Signed

Date

Print

## REFERENCE FORM

### SECTION A

#### APPLICANT

Name Post:

Address

School:

Postcode

How long have you known the applicant?

In what work/other capacity? (e.g. Teacher, Assistant Teacher, Volunteer)

### SECTION B

Dates of employment/involvement

From To

Job Title

Key responsibilities/subjects studies

Reason for leaving (if appropriate)

Was attendance satisfactory? YES NO

If no, please give reasons

Was timekeeping satisfactory? YES NO

If no, please give reasons

How many days were lost due to sickness absence in the last 2 years?

How did he/she relate to pupils?

Staff?

Parents?

Others?

Was performance satisfactory? YES NO

If no, please explain

## SECTION C

1 In what way has the applicant shown experience and professionalism in working with children and have they ever exhibited signs of unprofessional working with children?

2 How effective is the applicant in his/her present post and what are his/her general strengths in areas such as knowledge of dance, lesson planning & assessment and current educational or training issues?

3 In what ways has the applicant made effective use of resources in their teaching?

4 How successful has the applicant been in sustaining dancers motivation and interest?

5 In what ways has the applicant demonstrated effective communication skills?

6 In what way has the applicant demonstrated effective management/leadership skills?

7 Please give any additional comments which you feel might be helpful to the appointment panel, such as the applicant's suitability or otherwise for the post applied for?

Reference completed by: Name  
Designation  
Address

Postcode

Signature  
Print

Date

## PRE-REGISTRATION FORM -

### Use of Video, Film or Photography at Viva La Dance Ltd controlled Events

Viva La Dance Ltd's Child Protection Policy requires that any person wishing to engage in photography, filming or videoing at an event, must register their intent with the event organiser. Please refer to the policy statement overleaf for further guidance.

Please complete the information and request a senior club official to sign the form to validate your identity and intentions then return with a SAE to:

Viva La Dance Ltd  
<Insert Current Address>

Closing date for applications:  
Name of applicant:

Address:

Post Code:

Telephone:

I declare that the purpose of videoing, filming or photographing at the is for coaching or family use and that I will not in any way use, alter or permit the altering of images for inappropriate use.

I have read the policy statement and agree to abide to its contents.

I agree that I will ensure that the images will not be published, sold, distributed or otherwise disposed of without the prior written consent of Viva La Dance Ltd or the individual(s) concerned.

I also consent to Viva La Dance Ltd obtaining, recording, retaining and processing for as long as it considers necessary the personal data relating to me included on this form (when completed) for the purposes referred to in the policy statement and to it erasing or destroying any such personal data at any time.

I agree that Viva La Dance Ltd and I intend that the obligations and restrictions on me pursuant to this form will confer a benefit on any individual whose image may

be taken or captured and that any such individual will be entitled to enforce in his or her own right any such obligations or restrictions pursuant to the Contracts (Rights of Third Parties) Act 1999.

Signed by the applicant:

Date:

Participants Name/s  
above are to my knowledge correct.

and that the identification details

Senior Viva La Dance Ltd Official (PRINT NAME)

Position:

Signature:

Date:

IT MAY NOT BE POSSIBLE TO PROCESS APPLICATIONS AT THE EVENT.

Note: Individuals must register at the event registration desk with their confirmation form and must show proof of identity.

- At which point a small administration fee will be required.
- An identification label will be issued at the photography registration desk and this must be displayed whilst in the event
- This form with the information contained will be retained at Viva La Dance Ltd's offices for such period as Viva La Dance Ltd considers necessary.