

# YDance Safeguarding Policy

## Policy Statement

It is the policy of Scottish Youth Dance to ensure that all participants in workshops, projects and other YDance activities are protected from physical, sexual, and emotional harm whilst taking part in YDance activities.

All YDance staff online must have current PVG (Protection of Vulnerable Groups) Scheme Membership accredited by Disclosure Scotland.

In order to achieve these safeguards, YDance requires that all tutors and other staff working with children and young people follow the Code of Good Practice set out below.

**Signed: Carolyn Lappin**

**Date: 12/02/24**

**Print Name: Carolyn Lappin**

**Date of next review: January 2025**

## Responsibilities

### All staff

#### You should:

- Treat all children and young people with respect
- Provide a good example of acceptable behaviour
- Plan activities which involve more than one person being present, or ensure that other adults are within sight or hearing wherever possible
- Respect everyone's right to privacy
- Be available to listen to the concerns of young participants, and to refer them to other sources of help where appropriate
- Try to ensure that your actions cannot be misunderstood or cause offence
- Encourage young participants to feel comfortable enough to point out attitudes and behaviour they do not like
- Show understanding when dealing with sensitive issues and recognise that caution is required when discussing such issues
- Be aware that even caring physical contact with a child or young person can be misinterpreted

#### You should not:

- Permit abusive behaviour e.g. bullying, taunting, racist behaviour
- Have inappropriate physical or verbal contact with children and young people
- Jump to conclusions about others without first checking facts
- Allow yourself to be drawn into inappropriate attention seeking behaviour, such as crushes or tantrums
- Show favouritism to an individual
- Exaggerate or trivialise any child abuse issues
- Make suggestive remarks or actions, even in jest

- Deliberately place yourself or others in potentially compromising situations
- Believe it could never happen to me

## Arrangements

**If you have any reason to suspect a child or young person in a YDance workshop or event, whether online or in person, is being abused:**

- Inform YDance Executive Director or another member of the core staff in the absence of the Executive Director
- Make a written record of all details of the facts known to you as soon as possible, and give a copy to the YDance core staff member to whom you have spoken

**If a child or young person tells you about abuse by someone else:**

- Stay calm, do not be shocked, and try to act normally
- Allow the individual to speak freely, without interruption, but do not question them or attempt to investigate yourself
- Offer support and reassurance; assure them that you believe what they say
- Explain that you cannot keep it a secret and that you will speak to a member of YDance core staff about it. Never promise a child that you will keep it a secret
- Report the matter as detailed above

**If you receive an allegation of abuse about any other YDance worker, or about yourself:**

- Immediately inform YDance core staff and keep a written record of all the facts as you know them
- Try to ensure that no one is placed in a position which could lead to further compromise

**IN ALL CASES YOU MUST REFER THE MATTER TO A MEMBER OF YDANCE CORE STAFF – DO NOT TRY TO DEAL WITH ANY POSSIBLE CASES OF ABUSE ON YOUR OWN.**

**Written records of any suspicions, disclosures or incidents should be made on the YDance Safeguarding Reporting Form located on the shared drive in Admin > Staffing Policies > Reporting Forms**

**YDance Safeguarding Officer Contact Details:**

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