



# SAFEGUARDING CHILDREN & YOUNG PEOPLE

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## CHILD PROTECTION POLICY & PROCEDURES

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**Last Reviewed:**

**CHILD PROTECTION LEAD:**

Contact Frances Forsyth 01848 200695 or email [frances@boogieeffect.com](mailto:frances@boogieeffect.com)

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## CONTENTS

Introduction .....	2
Role of Designated Lead safeguarding Officer.....	5
Policy & Procedure .....	6
Responding to concerns – Child/Young Person’s Wellbeing .....	7
Allegations Against a Child/Young Person.....	9
Managing Allegations Against Staff/Volunteers.....	11
Child Protection Records Retention & Storage.....	12
Safer Recruitment Policy & Procedure .....	13
Adminstration & Practical Procedures .....	15
Anti-bullying Policy StatementT .....	17
Photography & Image Sharing Policy & Procedure .....	19
Online Safety Policy & Procedures .....	20
Code of Conduct for Adults Working with Children.....	23
Code of Conduct for Children & Young People.....	26
<b><u>Appendices</u></b>	
1. Incident Report Form.....	28
2. Self-Declaration Form.....	29
3. Parental Consent/Medical Form.....	32
4. Photo Sharing Agreement.....	33
5. Online Safety Agreement.....	34
<b>References.....</b>	<b>35</b>

## INTRODUCTION

BOOGIE EFFECT® is a dance-based fitness programme created & devised by BOOGIE EFFECT Ltd, fusing fun, heart pumping BOOGIE with the strengthening EFFECTS of dance technique training. Our aim is to get the population up off their sofas, getting FIT, STRONG & HAPPY using the power of dance. We promote the benefits of dance on body, mind & soul for ALL generations.

BOOGIE EFFECT Ltd are committed to ensuring the delivery of all our dance fitness activities are done in a safe and protective environment. We work actively to promote the welfare of all children and young people and protect them from harm while taking part in our programme.

The safeguarding of children and young people within a fitness setting come under three main area:

1. **Culture & Environment** - The creation of a culture/environment in which children are valued and their right to be safe is upheld.
2. **Risk Management** - The management of risk to minimise circumstances where children involved in activities may suffer harm.
3. **Collaboration** - Working together with other organisations that have a responsibility to safeguard and protect children.

BOOGIE EFFECT Ltd has established this policy for all BOOGIEpro Instructors licensed to deliver our BOOGIE Junior & BOOGIE Teens programmes. The purpose of this policy is to ensure all licensed BOOGIE Junior & BOOGIE Teen instructors and all other staff and volunteers working both paid and unpaid for BOOGIE EFFECT Ltd, know what processes and procedures to follow in relation to Safeguarding children and young people and who to contact for help if they have any safeguarding concerns.

## POLICY STATEMENT

The purpose & scope of this policy statement is to ensure the correct procedures are in place in order to provide a safe & supportive environment for our children and young people to participate in our activities, where they feel valued and respected. This policy reflects the core values & aims of BOOGIE EFFECT Ltd.

Our aim is:

- To protect children & young people who receive BOOGIE EFFECT Ltd services. This includes the children of adults who use our services.
- To provide parents, licensed BOOGIEpros, staff & volunteers with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of BOOGIE EFFECT Ltd, including senior management, licensed BOOGIEpro Instructors, paid staff, volunteers, sessional workers, agency staff and students.

BOOGIE EFFECT Ltd works with children and families as part of our activities. These include BOOGIE Junior and BOOGIE Teen dance fitness classes, family dance fitness classes, fundraising & charity events and school-based dance fitness sessions.

### **CHILD PROTECTION LEAD:**

**Contact Frances Forsyth 01848 200695 or email [frances@boogieeffect.com](mailto:frances@boogieeffect.com)**

## LEGAL FRAMEWORK

This policy has been established based on legislation, policy and guidance that seeks to protect children and young people in Scotland. It reflects the key principles of the Children (Scotland) Act 1995<sup>1</sup>, Children & Young People Act (Scotland) Act 2014<sup>2</sup>, Getting It Right For Every Child (GIRFEC) 2018<sup>3</sup>, United Nations Convention on the Rights of the Child<sup>4</sup> and the NSPCC Safeguarding Children & Young People<sup>5</sup> guidance. Links to key legislation and guidance can be found in the References section at the back of this document.

## KEY PRINCIPLES

This BOOGIE EFFECT Ltd Safeguarding Children & Young People Policy is based on the following Key principles:

### We believe that –

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.
- All children & young people have the right to participate in exercise & dance fitness activities in an enjoyable and safe environment that takes account of their individual support, or social development needs.

### We recognise that –

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### We will seek to keep children & young people safe by –

- Valuing, listening to and respecting them
- Appointing a nominated child protection/safeguarding lead.
- Developing child protection and safeguarding policies and procedures which reflect best practice.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have policy & procedures to help us deal effectively with any bullying that does arise.
- Recruiting licensed instructors, staff & volunteers safely, ensuring all necessary checks are made.
- Providing effective management for licensed instructors, staff & volunteers through supervision, support, training and quality assurance measures.
- Implementing a Code of Conduct for licensed instructors, staff, volunteers, children & young people.
- Using our procedures to manage any allegations against licensed instructors, staff & volunteers appropriately.
- Ensuring we have effective complaints and whistleblowing measures in place.
- Ensuring we provide a safe physical environment for our children, young people, licensed instructors, staff and volunteers, by applying health & safety measures in accordance with the law and regulatory guidance.
- Recording and storing information professionally and securely in line with our data protection & privacy policy. Confidentiality will be upheld in line with data protection and human rights legislation but not at the expense of safeguarding children who may be at risk.
- All incidents of suspected/alleged poor practice or abuse should be taken seriously, be responded to swiftly and appropriately and in line with The National Guidance for Child Protection in Scotland (2014)<sup>6</sup> policy & procedures.

## DEFINITIONS

- Safeguarding children means protecting them from maltreatment, preventing impairment of their health & development, and ensuring they grow up in circumstances with the provision of safe & effective care.
- For the purpose of this policy, a child or young person is defined by law as ***under the age of 18***, in accordance with the Children & Young People (Scotland) Act 2014.
- A ***'parent'*** is defined as someone who is the genetic or adoptive mother or father of the child. A more detailed definition can be found [www.gov.scot/publications/national-guidance-child-protection-scotland](http://www.gov.scot/publications/national-guidance-child-protection-scotland)
- A ***'carer'*** is someone other than a parent who has rights/responsibilities for looking after a child or young person. A more detailed definition can be found [www.gov.scot/publications/national-guidance-child-protection-scotland](http://www.gov.scot/publications/national-guidance-child-protection-scotland)
- ***'Harm'*** can be defined as physical abuse, sexual abuse/exploitation, emotional harm/neglect, bullying (including peer, cyber, sexting, internet), poor coaching/teaching practice, domestic abuse, substance abuse or living with parents/carers with mental health issues.
- The term ***'Regulated Work'*** refers specifically to work undertaken by the licensed BOOGIEpro that is both paid or unpaid and involves caring for children, teaching, instructing, training or supervising children, being in sole charge of children, having unsupervised access to children, being a host parent.
- The term ***'Responsible Adult'*** refers to a child's parent or guardian or any person aged 18 or over with whom the child lives in the course of a family or personal relationship.

## ROLE OF THE DESIGNATED SAFEGUARDING OFFICER

### Purpose of the Role:

- To take the lead in ensuring appropriate arrangements for keeping children & young people safe are in place at BOOGIE EFFECT Ltd.
- To promote the safety and welfare of children & young people always, who are involved in BOOGIE EFFECT Ltd licensed activities.

### Duties & Responsibilities:

- Make sure all safeguarding and child protection issues concerning children and young people who take part in BOOGIE EFFECT Ltd licensed activities are responded to appropriately through policies, procedures and administrative systems.
- Make sure everyone licensed, working or volunteering with or for children & young people at BOOGIE EFFECT Ltd, understand the child protection procedures and knows what to do if they have concerns about a child's welfare.
- Make sure children & young people who are involved in licensed activities by BOOGIE EFFECT Ltd and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
- Receive and record information from anyone who has concerns about a child who takes part in BOOGIE EFFECT Ltd licensed activities.
- Take the lead on responding to information that may constitute a child protection concern. This includes:
  - I. Assessing & clarifying the information.
  - II. Making referrals to statutory organisations as appropriate.
  - III. Consulting with and informing the relevant members of the organisation's management.
  - IV. Following the organisations safeguarding policy & procedures.
- Store & retain child protection records according to legal requirements and the organisation's safeguarding policy & procedures.
- Liaise with, pass on information to and receive information from statutory child protection agencies such as:
  - I. Local authority child protection services
  - II. PoliceThis includes making formal referrals to agencies when necessary.
- Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Report regularly to management on issues relating to safeguarding & child protection, to ensure child protection is seen as a priority.
- Be familiar with & work within inter-agency child protection procedures developed by local child protection agencies.
- Be familiar with issues relating to child protection and abuse and keep up to date with new developments in this area.
- Attend regular training in issues relevant to child protection and share knowledge with everyone who is licensed, works or volunteers with children & young people at BOOGIE EFFECT Ltd.
- Work flexibly as may be required and carry out any other reasonable duties.

**Appointment to this role is subject to satisfactory vetting and barring checks.**

**Child Protection Leads must be fully trained and should refresh their training every two years.**

[www.learning.nspcc.org.uk/training/designated-and-lead-officer-training-and-refresher-courses/](http://www.learning.nspcc.org.uk/training/designated-and-lead-officer-training-and-refresher-courses/)

## POLICY & PROCEDURE

All BOOGIE EFFECT Ltd Licensed BOOGIEpros, as part of their license agreement, must assure BOOGIE EFFECT Ltd that they take safeguarding seriously and will endeavour to incorporate clear policy & procedure in terms of safeguarding concerns, both adult and children, into their own regulations.

The following procedures are designed to ensure licensed BOOGIE pro Instructors are clear about their role, responsibility and expectation the delivery of BOOGIE EFFECT Ltd Licensed programmes and in responding to any safeguarding concerns to ensure children & young people are protected from harm.

- All licensed BOOGIEpro Instructors are responsible for ensuring the applications and promotion of this policy & procedure in relation to safeguarding children & young people within their own setting/business/organisation, alongside local authority safeguarding procedures.
- All licensed BOOGIEpro Instructors must ensure children, young people, parent & carers are aware of the policy & procedures in place.

The following Policy & Procedure documents outline guidance and steps to be taken by all BOOGIE EFFECT Ltd licensed BOOGIEpro Instructors to ensure the safeguarding and protection of children & young people participating in licensed BOOGIE EFFECT Ltd programmes. Licensed BOOGIEpro Instructors adopt the BOOGIE EFFECT Ltd policy & procedures in full.

### **Policies & Procedures:**

- **Responding to concerns (child & young person's wellbeing)**
- **Allegations of abuse (against a child or young person)**
- **Managing allegations against staff/volunteers**
- **Child Protection record retention & Storage**
- **Safer recruitment**
- **Administration and Practical Procedures**
- **Anti-bullying policy & procedures**
- **Photography/Image sharing**
- **Online Safety**
- **Code of Conduct for Adults Working with Children**
- **Code of Conduct for Children & Young People**
- **Whistleblowing policy**

## RESPONDING TO CONCERNS – CHILD/YOUNG PERSON'S WELLBEING

It is the responsibility of ALL of us to ensure the safeguarding and protection of children & young people and it is never acceptable to ignore it or leave a child at risk.

### IDENTIFYING CONCERNS:

#### DISCLOSURE

Disclosure is the process by which children and young people share their experiences of abuse with others. This can take place over a long period of time. It takes a tremendous amount of courage & strength for a child to begin this journey of disclosure.

#### **How disclosure happens:**

Children and young people may disclose abuse in a variety of ways, including:

- directly– making specific verbal statements
- indirectly – making ambiguous verbal statements
- behaviourally – aggressive/violent, reclusive, attention seeking, disruptive (signalling something is wrong).
- non-verbally – writing letters, drawing pictures.

#### **Barriers to disclosure:**

Children and young people can be reluctant to seek help because they feel they don't have anyone to turn to for support.

They may also:

- tried to get help previously which turned out negatively
- feel that they will not be taken seriously
- feel too embarrassed to talk to an adult about a private or personal problem
- worry about confidentiality
- lack trust in the people around them (including parents) and in the services provided to help them
- fear the consequences of asking for help
- worry they will be causing trouble and making the situation worse
- find formal procedures overwhelming

#### **Spotting the signs of abuse:**

It is vital adults can notice the signs of distress & abuse and are able to ask them appropriate questions, allowing the child or young person to feel more secure in disclosing the abuse.

The NSPCC have a very useful download available from their website which gives clear definitions and signs of abuse.

We encourage our licensed BOOGIEpro Instructors to read this document and make themselves aware of these definitions and vital signs. <https://learning.nspcc.org.uk/research-resources/briefings/definitions-signs-child-abuse/>

It is also available to our licensed BOOGIEpro Instructors via the BOOGIEpro Academy on the BOOGIE EFFECT website ([www.boogieeffect.com](http://www.boogieeffect.com)).

We also recommend our BOOGIEpro Instructors attend a Child Protection training course to become fully confident in spotting these signs.

The following is advice from the NSPCC about the vital role adults can play in the safeguarding of children & young people.

***“You should never wait until a child or young person tells you directly that they are being abused before taking action. Instead, ask the child if everything is OK or discuss your concerns with your organisation’s designated safeguarding lead, or the NSPCC helpline. Waiting for a child to be ready to speak about their experiences could mean that the abuse carries on and they, or another child, are put at further risk of significant harm. Not taking appropriate action quickly can also affect the child’s mental health. They may feel despairing and hopeless and wonder why no-one is helping them. This may discourage them from seeking help in the future and make them distrust adults.”***

## RESPONDING TO CONCERNS

If you have concerns regarding the safety & protection of a child or young person you **MUST ACT!** Quite simply, there are three steps in the process:

1. Act
2. Report
3. Take Note

### 1. Act

The following advice from the NSPCC give guidance as to what to do next and steps that should be taken:

1. **Listen carefully to the child.** Avoid commenting on the matter or showing reactions like shock or disbelief which could cause the child to retract or stop talking.
2. **Let them know they've done the right thing.** Reassurance can make a big impact on a child who may have been keeping the abuse secret.
3. **Tell them it's not their fault.** Abuse is never the child's fault and they need to know this.
4. **Say you will take them seriously.** A child could keep abuse secret in fear they won't be taken seriously. They've spoken out because they want help and trust that someone will listen to and support them.
5. **Don't talk to the alleged abuser.** Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child.
6. **Explain what you'll do next.** If age appropriate, explain to the child that this will need to be reported to someone who will be able to help.
7. **Don't delay reporting the abuse.** The sooner the abuse is reported after the child discloses the better. Report as soon as possible to your nominated child protection lead so details are fresh in the mind and action can be taken quickly.

### 2. Report

- Immediate/Urgent Risk or danger:
  - Call 999
  - call the local children's services social care department or call the police.
  - If urgent medical attention is required, call an ambulance and inform medical staff of your concerns and follow their lead in terms of informing parents/carers and ensure the child or young person is supported & respected.
- Not immediate/Urgent risk or danger:
  - Report your concerns to the designated Safeguarding Lead at BOOGIE EFFECT Ltd via our office number 01848 200695 or email [frances@boogieeffect.com](mailto:frances@boogieeffect.com) and follow their advice for further action.
  - Advice & guidance can also be sought from the NSPCC via their Helpline 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- You have the right to report your concerns anonymously.

### 3. Take Note

Advice from the NSPCC states *"It's important to keep accurate and detailed notes on any concerns you have about a child. You will need to share these with your nominated child protection lead"*

Include:

- the child's details (name, age, address)
- what the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words)
- any information the child has given you about the alleged abuser.
- Be clear what is fact, opinion or rumour.

**Licensed BOOGIEpro Instructors should use the Incident Report Form available via the BOOGIEpro Academy Resources to record information and should be submitted to Head Office as soon as possible.**

## ALLEGATIONS AGAINST A CHILD/YOUNG PERSON

Children can be abusive to another child in a variety of ways. This can be referred to as 'peer on peer' abuse or 'peer abuse'. It is important to remember that the child may or may not be aware that their behaviour is abusive.

Allegations of abuse may involve:

- Physical
- Emotional
- Online (cyberbullying)
- Sexual (including sexting)

Concerns may be identified through a direct allegation, a child or young person saying they feel uncomfortable with certain behaviour, observation by member of staff/volunteer, an indirect allegation from someone else or a child or young person telling you they have harmed someone else.

### RESPONDING TO CONCERNS

If a child or young person's discloses abuse by another child, you should follow the same procedures within the section RESPONDING TO CONCERNS – CHILD/YOUNG PERSON'S WELLBEING (page 7).

**If a child or young person tells you that they have behaved abusively:**

- Reassure them they have done the right thing.
- Use non-judgemental language, they will need your support too.
- Explain that you will now have to speak to other people who can help to make sure everyone gets the support they need and to keep everyone, including them, safe.
- Reassure the child they can get help to change their behaviour. Suggest Childline as an avenue of support.
- NEVER promise to keep it a secret.

**If you need to intervene if a child or young person displaces abusive behaviour:**

- DO NOT confront the child. It may make the situation worse. You can get advice on dealing with children with abusive behaviour by calling the NSPCC Helpline 0808 800 5000 or emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Approach the situation in a calm and supportive manner. Explain why their behaviour is unsuitable and what they can do to change it. Remember, they may not realise their behaviour is abusive.
- Make notes, and record your concerns including
  - child details (name, age, address),
  - what the child said or did (verbal disclosure should be recorded word for word)
  - details of other children involved or impacted.
- You may have to disclose this information to your Child Protection Lead.

### WHEN IS A CONCERN A CHILD PROTECTION ISSUE?

When a child behaves inappropriately to another child, a decision must be made as to whether this a child protection issue. If you are unsure, you should seek advice from the Child protection Lead at BOOGIE EFFECT Ltd, local protection services or by calling the NSPCC 0808 800 5000 or emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

**An allegation of abuse becomes a child protection issue when there is a significant difference in power between the perpetrator of the abuse and the victim of the abuse.**

For example:

- Age difference of more than 2 years
- Significant difference in terms of size and ability

- The person displaying abusive behaviour holds a position of power (e.g. volunteer/helper, team leader)
- The person being abused is significantly more vulnerable than the perpetrator.
- The behaviour involves physical or sexual assault.
- The person receiving the abuse has suffered significant harm.
- There is a pattern of abuse or concerning behaviour by the child carrying out the abuse.
- You have concerns that the abusive behaviour is as a result of the perpetrator being a victim of abuse themselves.

You should discuss these matters with your local Child protection services.

#### TELLING PARENTS/CARERS:

Parents should be informed if their child has been abusive to another child or if they have themselves been abused by another child. Remember, this may be shocking for parents to understand so it is important that parents are supported through this process too.

Ask the child how they would like their parents/carers to be informed:

- Talk to the parents/carers first without the child there, then once calm and under control, invite the child to join you in summarising and reaching conclusions and the way forward.
- Help the child tell their parents/carers in their own words, with your support.

**Only inform parents if you are sure it will not increase any risk to the child.**

## REPORTING

Please follow the same reporting procedures in the section RESPONDING TO CONCERNS – CHILD/YOUNG PERSON'S WELLBEING (page 7).

## MANAGING ALLEGATIONS AGAINST STAFF/VOLUNTEERS

BOOGIE EFFECT Ltd employ Safer Recruitment procedures to ensure all our Licensed BOOGIEpro Instructors working with children and young people can do so in a safe and supportive manner according to legislation and law. Please refer to our SAFER RECRUITMENT POLICY & PROCEDURES (page 13) for more detailed information. The view and needs of the child must be considered very carefully and the appropriate support given.

**Any allegations that a BOOGIEpro has behaved in a way that has or may have harmed a child or young person must be taken seriously and be dealt with sensitively and promptly.**

**If you think a child is in immediate danger, call 999 straight away!**

### ROLES & RESPONSIBILITIES

Any allegations or suspicions of abuse by a BOOGIEpro should be reported to the Child protection lead at BOOGIE EFFECT Ltd (Frances Forsyth 01848 200695 or email [frances@boogieeffect.com](mailto:frances@boogieeffect.com)).

If you feel you cannot or do not want to speak with the Child Protection lead at BOOGIE EFFECT Ltd, you can also contact the Police or your local Child protection Services. You can also seek advice from the NSPCC on 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

### RESPONDING TO AN ALLEGATION OF ABUSE

If an allegation of abuse is made, depending on the situation, there may be a police investigation of a criminal offence, an assessment of risk or protection by local children's social care/child protection agency and/or disciplinary action taken by BOOGIE EFFECT Ltd against the individual.

The following behaviour by an individual will require action to be taken:

- Behaviour that has or may have harmed a child or young person;
- Committing a criminal act against or relating to a child or young person;
- Behaviour that indicates they are unsuitable to work with children or young people.

In the event of an allegation of abuse being made to BOOGIE EFFECT Ltd, the following procedures will be followed:

1. This will be reported immediately to the relevant authorities.
2. BOOGIE EFFECT Ltd will work with the relevant authorities to ensure co-ordination of information, legislation & procedure is followed throughout the investigation and the correct support is put in place for all concerned.
3. Taking advice from Child Protection agencies, it may be appropriate that the individual accused will no longer be permitted to deliver BOOGIE EFFECT Ltd Licensed programmes while investigations are taking place. This will be discussed with the individual and put in writing to them.
4. Support will be offered to the individual by pointing them in the direction of appropriate agencies. This support must be kept separate from those involved in the conducting of the investigation.
5. If a BOOGIEpro, member of staff or volunteer has been removed from working with children because they pose a risk of harm (or would have but the person has resigned or left), BOOGIE EFFECT Ltd has a **legal duty** to inform the relevant disclosure and barring agency. **Failure to do this is a criminal offence.**
6. Confidentiality of ALL parties will be maintained while the investigation takes place.
7. We will always keep all parties informed including;
  - a. Telling parents/carers and the individual concerned, as soon as an allegation has been made.
  - b. Informing them of how we will deal with the allegations.
  - c. Keeping them informed about progress and outcomes.

### RECORD KEEPING & MOVING FORWARD

A clear and concise summary of the allegations, how they have been investigated and any decisions made, or action taken as a result of the allegations will be recorded.

Following a substantiated allegation, a comprehensive review of our policies and procedures will take place to determine if there were any factors that may have contributed to or failed to prevent abuse taking place.

## CHILD PROTECTION RECORDS RETENTION & STORAGE

Child Protection records are records relating to concerns about a child's welfare and safety, and/or concerns about possible risks posed by people working or volunteering with children. BOOGIEpros who have raised Child Protection concerns with the Safeguarding lead at BOOGIE EFFECT Ltd, should follow similar procedures to ensure they are storing sensitive & confidential information securely and destroying it safely.

According to Data protection principles and GDPR (2018), records containing personal information should be:

- Adequate, relevant and not excessive for the purpose for which they are held.
- Accurate and up to date,
- Only kept for as long as is necessary.

BOOGIE EFFECT Ltd must:

- Know the reason why the records are being kept (e.g. they relate to a child protection concern).
- Know how long the records will be kept for (according to procedure).
- Destroy the records timely & securely.

BOOGIE EFFECT Ltd will keep Child Protection records secure by:

- Compiling & labelling securely.
- Keeping files containing sensitive & confidential information secure and only allow access on a 'need to know' basis.
- Keep a log of who has accessed confidential files, when and titles of files accessed.

### STORAGE & RETENTION OF CHILD PROTECTION RECORDS

- Information regarding child protection concerns and referrals will be kept in separate, named child protection files. This file should be started as soon as a concern has been raised.
- Child protection information should be stored separately from general records about the child (i.e. Medical Consent form, Photography & Image Sharing Consent form).
- Files should be stored securely until a full investigation has been concluded (including any criminal investigation or court proceeding).

### STORING & RETENTION OF RECORDS RELATING TO ADULT BEHAVIOUR

Clear and accurate records of allegations made against an adult working with children or young people must be stored securely and include information as detailed in MANAGING ALLEGATIONS AGAINST STAFF/VOLUNTEERS Procedures (page 11).

This information may be used:

- In the course of criminal investigation or court proceedings
- In response to future reference requests.
- If future employers request clarifications about information disclosed as part of vetting or barring checks.

Information regarding adult behaviour or concerns will be stored in a confidential personal file and a copy will be given to the individual concerned.

Records will be kept in a confidential personnel file until they reach the age of 65 or for 10 years (whichever is longer). This information will be kept for the same length of time even after the person is no longer licensed to deliver BOOGIE EFFECT Ltd programmes. If the allegations are found to be malicious, then records will be destroyed immediately.

## SAFER RECRUITMENT POLICY & PROCEDURE

BOOGIE EFFECT Ltd is committed to the safe guarding and protection of ALL children. Through our Safer Recruitment Policy & Procedures, we are committed to ensuring only suitable candidates will be licensed to work or volunteer with children in delivering our programmes. We are committed to anti-discriminatory practice, ensuring all adults, children and young people have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

BOOGIE EFFECT Ltd will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with children. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children within BOOGIE EFFECT Ltd. These recruitment and selection procedures have two functions.

- It provides BOOGIE EFFECT Ltd with an opportunity to assess the suitability of the individual for regulated work role with children.
- Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

### **Regulated Work:**

The term '*Regulated Work*' refers specifically to work undertaken by the licensed BOOGIEpro that meets the following criteria as defined in Schedule 2 of the Protection of Vulnerable Groups (Scotland) Act 2007<sup>7</sup>:

- Work can be paid or unpaid (not simply an arrangement between family & friends)
- The work includes caring for children, teaching, instructing, training or supervising children, being in sole charge of children, having unsupervised access to children, being a host parent.
- The '*Regulated Work*' is part of normal work as defined in the BOOGIE Juniors & BOOGIE Teens License agreement.

### **Exceptions:**

Exceptions may occur where the presence of children in the activity is 'incidental' (e.g. the activity is targeted at adults but has a couple of U18s attending). Another exception may be where the activity is a 'Family' event where the responsible adult and children join in together. In this situation, the children/young people are the sole responsibility of the accompanying adult.

### **Responsible Adult:**

The term '*Responsible Adult*' refers to a child's parent or guardian or any person aged 18 or over with whom the child lives in the course of a family or personal relationship.

## RECRUITMENT PROCEDURES

BOOGIE EFFECT Ltd follow robust recruitment procedures to ensure only qualified and eligible Instructors are licensed to deliver BOOGIE Junior and BOOGIE Teen programmes:

1. Licensed BOOGIEpros must hold one or more of our License Prerequisites
  - Dance Teaching qualification from a recognised governing body (e.g. RAD, BATD, ISTDA etc)
  - HNC/NHD/Degree Community Dance
  - Level 2 Certificate in Exercise & Physical Activity for Children (or equivalent)
  - B. Ed Primary Education or B. Ed Physical Education
2. Potential Licensed BOOGIEpros must be a member of the PVG Scheme (Disclosure Scotland) at the time of booking a training course and pass PVG checks before commencing training.
3. Applicants must provide a 'Self Declaration' form (Appendix 2) when booking onto a Training Course. The self-declaration form shall include information on any past criminal behaviour, records or investigations. This form will only be seen by those directly involved in the selection process. If the applicant is not approved for our training course the form will be destroyed.

## IF VETTING CHECKS RAISE CONCERNS?

**Self-Disclosure** - If a candidate discloses a caution or conviction on their self-disclosure form, we will carry out a risk assessment to decide if this is relevant to the post. We may need to get more information about the offence by contacting a previous employer or the relevant police force before deciding to proceed with training.

**PVG/Barring Checks** - If checks show that a potential BOOGIEpro Instructor has been barred from working or volunteering with children or young people in regulated activity, they WILL NOT be accepted onto our training programme and the police will be notified that they are applying to work with children or young people while barred. If an applicant has a criminal record but the offence is 'protected' or 'spent', this cannot be used as a reason not to accept that person onto our training programme (unless the conviction makes them unsuitable to work with children). If the applicant has not been barred from working with children but the checks have raised concerns (for example if they have a criminal record), we will carry out a risk assessment to ascertain whether the applicant is suitable to work with children and young people.

Copies of disclosure and barring check certificates will not be kept unless there is a dispute about the results of the check. Instead, BOOGIE EFFECT Ltd will keep a confidential record of:

- the date the check was completed
- the level and type of check
- the reference number of the certificate
- the decision made about whether the person was licensed (with reasons).

If there is a dispute about the results of a check, we may keep a copy of the certificate for no longer than six months.

## RISK ASSESSMENT

Once an individual is licensed to deliver BOOGIE Junior and BOOGIE Teen programmes, BOOGIE EFFECT Ltd will require the individual to complete a self-declaration form and apply for a Scheme Record Update every two years. This ensures the organisation is continually risk assessing staff/volunteers to keep participating children safe.

If Disclosure Scotland inform BOOGIE EFFECT Ltd that an individual is barred, that BOOGIEpro/member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 duties for organisations.

If Disclosure Scotland notify BOOGIE EFFECT Ltd that a BOOGIEpro/member of staff/volunteer is considered for listing, that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension, the welfare of children will be the paramount concern.

When conducting a risk assessment as to the suitability of an individual, the following information will be considered:

- the nature of the offence and its seriousness
- the relevance of the offence to other staff, volunteers, children and their families
- the length of time since the offence took place
- the length of the sentence
- whether the offence was an isolated incident or part of a pattern or history of offending
- the circumstances which led to the offence being committed
- whether these circumstances have changed (if so, do these changes increase or reduce the likelihood of similar offences happening in future?)
- whether the individual has changed since the offence (if so, what has led to the change and does this reduce or increase the likelihood of them committing further offences?)
- the level of remorse expressed by the individual and/or any efforts to change
- whether the new role provides opportunities to re-offend
- any legal constraints relevant to the role, for example if the person has lost their driving licence and the role requires driving.

Decisions will be made on a case-by-case basis. Any concerns will be discussed with the individual as part of the risk assessment process.

## ADMINISTRATION & PRACTICAL PROCEDURES

The following guidelines determine the administrative & practical procedures that should be adhered to when delivering BOOGIE Junior & BOOGIE Teen classes as part of the BOOGIEpro Licensed programmes.

These guidelines include:

- Parental/Carer Consent & Medical Information
- Registers and Sign In/Out procedures
- Adult to Child supervision ratios
- Photography & image Sharing
- Online Safety

### PARENTAL/CARER CONSENT & MEDICAL INFORMATION

As with any exercise programme, a medical consent form will have to be completed BEFORE a child or young person can take part in a BOOGIE Junior or BOOGIE Teen class. Along with this, BOOGIEpros will also require the signature of a parent or carer granting permission for the child/young person to take part.

We recommend that new consent/medical forms are completed either:

- When there is a change to contact/medical information
- Annually
- Or at the beginning of each new term

It is the responsibility of the parent/carer to update the BOOGIEpro with any changes to personal or medical information.

In accordance with Data protection Law (GDPR 2018), Consent/medical forms should be kept confidential and stored within a locked filing system. **Forms should only be kept for the duration the child/young person attends classes and should be shredded thereafter.**

A register containing only names and emergency contact numbers should be taken with the BOOGIEpro when delivering classes to ensure the appropriate adult can be contacted in the case of an emergency.

The following forms are required to be signed and retained when a child/young person joins the programme:

- Medical ParQ Form & Parental Consent.
- Photography & Image Sharing Consent.
- Online Safety Agreement.
- Code of Conduct Agreement.

### REGISTERS & SIGN IN/OUT PROCEDURES

- All Children should be signed In **AND** out of each session by a responsible adult (18+ years).
- Initials are acceptable if the person is known to you or is the person who regularly drops off/picks up the child. If the person is not known to you or is someone who doesn't regularly drop off/pick up the child, ask for a full signature.
- In the case of afterschool clubs (where a parent isn't there to sign in), the BOOGIEpro should tick the child as in attendance and the child should then be signed OUT by a responsible adult.
- If a child is to be picked up/taken home by a friend's responsible adult (who is also at class), then the parent of that child should inform the BOOGIEpro at the beginning of class.
- It is acceptable for Young people (12 years and over) to sign themselves In and Out of a session. It is important to keep a record of this in case there is any occasion where verification of attendance is required.
- It is recommended you keep ALL Sign In/Out records for at least 6 months in case there is any need for the attendance, dropping off or picking up of any child/young person to be verified or checked.
- The BOOGIEpro should share Administration procedures with the responsible Adult in the form of an Information Sheet when their child joins the class. This can be downloaded from our website.

## SUPERVISION RATIOS

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. But to ensure safety, BOOGIE EFFECT Ltd recommends no more than 20 children/young persons in a BOOGIE Juniors or BOOGIE Teens class.

There may be some instances where extra adult supervision is required:

- Special medical needs
- Special behavioural/emotional needs

If extra adult supervision is required, it is the responsibility of the licensed BOOGIEpro to ensure that individuals have undergone the required PVG clearance and is **NEVER** left in an unsupervised position.

**TOILET BREAKS** – It is the recommendation of BOOGIE EFFECT Ltd, that children/young people are encouraged to go to the toilet before class begins and **NOT** during class. This ensures the children/young people are not left in an unsupervised situation. As it is only a 45-minute class, this would be perfectly reasonable.

## PHOTOGRAPHY & IMAGE SHARING STATEMENT

Children and young people should always be consulted about the use of their image. They should always be aware and understand that their image is being taken and what it is being used for. They should **ALWAYS** give their consent to this. For children and young people under the age of 18, the consent of the parent is also required.

It is the responsibility of the BOOGIEpro to ensure Children, young people, parents and Carers are informed about their PHOTOGRAPHY & IMAGE SHARING POLICY and that written consent is given. A record of this consent should be kept by the BOOGIEpro. A template PHOTOGRAPHY & IMAGE SHARING agreement (Appendix 4) is available in the Admin section of the BOOGIEpro Academy for BOOGIEpros to customise using their own BOOGIEpro License name.

**Please refer to our PHOTOGRAPHY & IMAGE SHARING Policy & Procedures for more detailed information (Page 19).**

## ONLINE SAFETY STATEMENT

BOOGIE EFFECT Ltd recognise the online world provides everyone with many opportunities, however it can also present risks and challenges. We have a duty to ensure all children, young people and adults involved in our organisation are protected from potential online harm. We have a responsibility to help keep children and young people safe online. ALL children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse. Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

BOOGIE EFFECT Ltd expect Licensed BOOGIEpros to adhere to our Online Safety Policy & Procedures as a condition of their BOOGIEpro License Agreement. Failure to do so may result in their License being revoked.

Children, young people, parents and carers are encouraged to commit to online safety by signing our Online Safety Agreement and Code of Conduct for Children and Young People.

**Please refer to our ONLINE SAFETY Policy & Procedures for more detailed information (Page 21).**

## ANTI-BULLYING POLICY STATEMENT

The purpose of this policy statement is:

- To prevent bullying from happening in our organisation.
- To make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need.
- To provide information to all staff, licensed BOOGIEpros, volunteers, children and their families about what we should all do to prevent and deal with bullying.

This policy statement applies to anyone working on behalf or licensed by BOOGIE EFFECT Ltd and has been drawn up based on legislation, policy and guidance that seeks to protect children in the UK.

### WHAT IS BULLYING?

Bullying includes a range of abusive behaviour that is:

- Repeated
- Intended to hurt someone either physically or emotionally

You can find more detailed information about bullying by visiting [www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying](http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying)

We believe that children and young people should NEVER have to experience any kind of abuse and we have a responsibility to promote the welfare of all children and young people. We have a responsibility to keep them safe and practise in a way that protects them.

Bullying causes real distress and, at times, cause significant harm and can seriously affect a person's health and development.

All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have a right to equal protection from all types of harm or abuse.

Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

### HOW WE SEEK TO PREVENT BULLYING

It is the priority of BOOGIE EFFECT Ltd to promote an atmosphere within our organisation where bullying of any kind is not tolerated.

We will seek to do this by:

- Developing a Code of Conduct that sets out how everyone involved, from licensed BOOGIEpros, staff, management, volunteers, children, young people, parents & carers, are expected to behave, both face-to-face contact and online.
- Promoting discussion and information about bullying and how to prevent it. This will focus:
  - Responsibilities to look after one another and uphold our behaviour code.
  - Emphasising the importance of listening to each other.
  - Respecting the fact that we are all different.
  - Making sure no one is without friends.
  - Dealing with problems promptly and in a positive way.
  - Check our anti-bullying measures are working well.
- Providing support & guidance on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying.
- Putting clear and robust anti-bullying procedures in place.

- Making sure or response to incidents of bullying takes account of:
  - The needs of the person being bullied
  - The needs of the person displaying bullying behaviour
  - Needs of bystanders
  - Our organisations as a whole.
- Reviewing the plan developed to Address any incidents of bullying at regular intervals, in order to ensure the problem has been resolved in the long term.

This policy statement should be read alongside our organisational policies and procedures including:

- Responding to concerns – Child/Young Person’s Wellbeing (page 7)
- Managing Allegations against Staff/Volunteers (page 11)
- Code of Conduct for Adults Working with Children (page 23)
- Code of Conduct for Children & Young People (page 26)

More guidance and help about recognising, preventing & dealing with bullying can be found at

National Society for the Prevention of Cruelty to Children

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Call 0808 800 5000 (for adults concerned about a child) OR 0800 1111 (Helpline for children or young people)

Children 1<sup>st</sup> (Scotland’s National Children’s Charity)

[www.children1st.org.uk](http://www.children1st.org.uk)

Email [cfs@children1st.org.uk](mailto:cfs@children1st.org.uk) OR [parentlinescotland@children1st.org.uk](mailto:parentlinescotland@children1st.org.uk)

Call parentline 08000 28 22 33

## PHOTOGRAPHY & IMAGE SHARING POLICY & PROCEDURE

The purpose of this policy statement is to:

- Protect children and young people who take part in BOOGIE EFFECT Ltd Licensed programmes, events & activities, specifically those where photographs and videos may be taken.
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events & activities.
- To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

**This policy statement applies to ALL licensed BOOGIEpros, staff, volunteers and other adults licensed to and associated with BOOGIE EFFECT Ltd.**

BOOGIE EFFECT Ltd/the BOOGIEpro recognise that:

- The welfare of the children and young people taking part in our activities is paramount.
- children and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.
- consent to take images of children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images.
- there are potential risks associated with sharing images of children online.

BOOGIE EFFECT Ltd/the BOOGIEpro will seek to keep children and young people safe by:

- always asking for written consent from a child and their parents or carers before taking and using a child's image.
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them).
- never publishing personal information about individual children.
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information).
- reducing the risk of images being copied and used inappropriately by:
  - only using images of children in appropriate clothing (including safety wear if necessary).
  - avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused.
- using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

### PHOTOGRAPHY AND/OR FILMING FOR PERSONAL USE

When children themselves, parents/carers or spectators are taking photographs or filming at BOOGIE EFFECT Ltd/the BOOGIEpro events and the images are for personal use, we/the BOOGIEpro will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event.

This includes:

- reminding parents/carers and children that they need to give consent for BOOGIE EFFECT Ltd/the BOOGIEpro to take and use images of children.
- ask people to gain permission from children and their parents/carers before sharing photographs and videos taken during the event that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share.
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

## PHOTOGRAPHY AND/OR FILMING FOR BOOGIEPRO/BOOGIE EFFECT LTD USE

We recognise that our BOOGIEpros may use photography and filming as an aid some activities. However, children/young people and their parents/carers must be made aware that this is part of the programme and give written consent.

If we/the BOOGIEpro hire a photographer for one of our/their events, we/they will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification always
- informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures

## PHOTOGRAPHY AND/OR FILMING FOR WIDER USE

If people such as local journalists, professional photographers (not hired by BOOGIE EFFECT Ltd or the BOOGIEpro) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

BOOGIE EFFECT Ltd/the BOOGIEpro will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we/the BOOGIEpro will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable. If BOOGIE EFFECT Ltd or the BOOGIEpro is concerned that someone unknown to us/them is using their sessions for photography or filming purposes, we/the BOOGIEpro will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

## STORING IMAGES

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of 2 years. If an image of a child is to be used beyond the 2-year period, BOOGIE EFFECT Ltd or the BOOGIEpro will need to seek further written consent from the child and responsible adult to continue to use the image. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

## RELATED POLICIES AND PROCEDURES

This policy statement should be read alongside our organisational policies and procedures, including:

- Responding to concerns – Child/Young Person's Wellbeing (page 7)
- Managing Allegations against Staff/Volunteers (page 11)
- Code of Conduct for Adults Working with Children (page 23)
- Code of Conduct for Children & Young People (page 26)

## ONLINE SAFETY POLICY & PROCEDURE

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

**The policy statement applies to all Licensed BOOGIEpros, staff, volunteers, children and young people and anyone involved in BOOGIE EFFECT Ltd activities.**

We recognise that:

- the online world provides everyone with many opportunities however, it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether they are using BOOGIE EFFECT Ltd network and devices or not
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

- appointing an online safety coordinator
- providing clear and specific directions to licensed BOOGIEpros staff and volunteers on how to behave online through our [Code of Conduct for adults working with Children](#) (page 23)
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others through our [Code of Conduct for Children & Young People](#) (page 26)
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers (Appendix x)
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation

## IF ONLINE ABUSE OCCURS

We will respond to online abuse by:

- having clear and robust safeguarding procedures in place for responding to abuse (page 7), including online abuse
- providing support for all licensed BOOGIEpros, staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term

## RELATED POLICIES & PROCEDURES

This policy statement should be read alongside our organisational policies and procedures, including:

- Responding to concerns about a child or young person's wellbeing (page 7)
- Allegations of abuse against a child or young person (page 9)
- Managing allegations against staff and volunteers (page 11)
- Code of conduct for adults working with Children (page 23)
- Code of Conduct for Children & Young People (page 26)
- Anti-bullying policy and procedures (page 17)
- Photography and image sharing (page 19)
- Online Safety Agreement (Appendix 6)

## CODE OF CONDUCT FOR ADULTS WORKING WITH CHILDREN

### Purpose

This Code of Conduct outlines the conduct BOOGIE EFFECT Ltd expects from all our Licensed BOOGIEpros, staff and volunteers. This includes agency staff, interns, students on work placement and anyone who is undertaking specific duties for the organisation, whether paid or unpaid.

The Code of Conduct aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

Frances Forsyth (CEO) must make sure that all licensed BOOGIEpros have seen, understood and agreed to follow the Code of Conduct, and that they understand the consequences of inappropriate behaviour.

All licensed BOOGIEpros must make sure that everyone taking part in their services has seen, understood and agreed to follow the Code of Conduct, and that they understand the consequences of inappropriate behaviour.

### THE ROLE OF STAFF AND VOLUNTEERS:

When working with or for children and young people, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

### RESPONSIBILITY

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
  - This includes ensuring equipment is used safely and for its intended purpose
  - This includes having good awareness of issues to do with safeguarding and child protection and acting when appropriate.
- following our principles, policies and procedures
- This includes policies and procedures for child protection/safeguarding, bullying and online safety.
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the Code of Conduct to Frances Forsyth (CEO).
- reporting all allegations/suspicions of abuse following our reporting procedures
  - This includes abusive behaviour being displayed by an adult or child and directed at anybody of any age.

### RIGHTS

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable

## RELATIONSHIPS & RESPECT

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- use special caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
  - if this isn't possible, ensure you are within sight and hearing of other adults
  - If a child specifically asks for or needs some private time with you, ensure other staff or volunteers know where you and the child are.
- only provide personal care in an emergency and make sure there is more than one adult present if possible.
- always listen to and respect children
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to privacy as far as possible.
  - In some cases, it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young person at the earliest opportunity.

## GOOD PRACTICE

You Should:

- Make exercise fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents/carers wherever possible.
- Build balanced relationships based on mutual trust.
- Include children in the decision-making process wherever possible.
- Always work in an open environment, wherever possible. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Avoid excessive training and competition, pushing children against their will and putting undue pressure on them.

## UNACCEPTABLE BEHAVIOUR

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances in their presence
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive. This includes having any form of sexual contact with a child or young person.
- let children and young people have your personal contact details (mobile number, email or address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people

## UPHOLDING THIS CODE OF CONDUCT

You should always follow this Code of Conduct and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may have your BOOGIEpro License revoked or be asked to leave [name of group/organisation]. We may also make a referral to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to Frances Forsyth (CEO). If necessary, you should follow the whistle-blowing procedure and child protection/safeguarding procedures.

## SIGN-UP

**I have read and agree to abide by this Code of Conduct**

**I have also read and agree to abide by the BOOGIE EFFECT Ltd Child Protection Policy, Procedures and Guidelines.**

**Name of BOOGIEpro/Staff Member/Volunteer:**

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**Signed:**

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**Date:**

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**Witnessed by (Lead Safe Guarding Officer):**

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**Signed:**

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**Date:**

## CODE OF CONDUCT FOR CHILDREN & YOUNG PEOPLE

### Purpose

This Code of Conduct was written in consultation with children and young people. It aims to make sure everyone who participates in our services knows what is expected of them and feels safe, respected and valued. Your BOOGIEpro must make sure that everyone taking part in our services has seen, understood and agreed to follow the Code of Conduct, and that they understand the consequences of inappropriate behaviour.

### BASIC PRINCIPLES

This Code of Conduct aims to:

- identify acceptable and unacceptable behaviour
- encourage cooperation, honesty, fairness and respect
- create an environment where your self-esteem, self-respect and self-confidence will grow
- encourage you to recognise and respect the rights of others
- encourage you to take responsibility for your own behaviour
- help resolve conflicts and make it clear what will happen if you decide not to follow the code.

### DOS AND DON'TS

You should:

- cooperate with others
- be friendly
- listen to others
- be helpful
- have good manners
- treat everyone with respect
- take responsibility for your own behaviour
- talk to your BOOGIEpro about anything that worries or concerns you
- follow this Code of Conduct and other rules (including the law)
- join in and have fun!

You shouldn't:

- be disrespectful to anyone else
- bully each other (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone.

### WHAT HAPPENS IF I DECIDE NOT TO FOLLOW THE CODE OF CONDUCT?

This Code of Conduct is part of a process for making sure everyone who participates in our services receives appropriate support. It allows everyone to participate in safe and secure environment, free from the risk of bullying, hurtful or damaging behaviour.

The following procedures help us to make that possible:

#### Minor or first-time incident

If you behave inappropriately, BOOGIEpros, staff or volunteers will remind you about the Code of Conduct and ask you to comply with it. They will give you an opportunity to change your behaviour. This gives you the chance to reflect and to plan a positive response with support from staff and/or volunteers.

## FOLLOWING THE TRAFFIC LIGHT SYSTEM

- ONE** If you continue to behave inappropriately after your first reminder, or if your behaviour is more serious, you will be given a formal, **GREEN** light warning by your BOOGIEpro Instructor. They will record the incident and inform your parents or carers. He/she will also talk with you about what happened and agree what support you need to improve your behaviour in the future.
- TWO** If you continue to behave inappropriately after the green light warning, you will be given a formal **AMBER** light warning by your BOOGIEpro Instructor. They may also decide that a sanction is appropriate such as restricting you from using certain facilities. Again, they will record the incident and inform your parents or carers. He/she will also talk with you about what happened and agree what support you need to improve your behaviour in the future.
- RED** If the support your BOOGIEpro Instructor has put in place isn't helping you to change your behaviour, they may need to give you a formal **RED-light** warning. He/she will record the incident and inform your parents or carers. At this point, your BOOGIEpro Instructor may need to talk with you and your parents about other services that might be more able to give you the support you need.

## CHILD PROTECTION PROCEDURES

If any member of staff or volunteer becomes concerned that your behaviour suggests you may be at risk of significant harm or that you may present a risk of significant harm to other children, they will follow child protection procedures.

This may involve making a referral to the local authority children's social care department. If child protection procedures are necessary your BOOGIEpro Instructor will talk this through with you and your parents as soon as possible, unless doing so would endanger your safety or interfere with a police investigation.

## THE ROLE OF PARENTS/CARERS

We see parents and carers as valuable partners in promoting positive behaviour and will involve them as much as possible and as appropriate. We will always inform and involve your parents or carers if you receive a formal warning for inappropriate behaviour.

We ask parents to read through this Code of Conduct with their child to ensure they understand what is expected of them and the procedures in place for dealing with situation where their behaviour falls short of what is expected.

## SIGN UP

**I have read and agree to sign up to this Code of Conduct. I understand what is expected of me and the consequences if I do not behave in an acceptable and respectful manner.**

Name of Child: \_\_\_\_\_

Signed (age 8+ years): \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Signed: \_\_\_\_\_

Name of Witness (BOOGIEpro): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## INCIDENT REPORT FORM

Date of Incident/Accident	
Venue	
Type of Incident/Accident	
Action Taken	
Action by whom	
Name of Injured person  Signature of Injured person	
Address & Telephone number of Injured Person	
Name of Instructor  Signature of Instructor	
Name of Witness  Signature of Witness	
Address & Telephone number of Witness	

Head Office should be informed of any incidents/accidents occurred during a **BOOGIE EFFECT®** class or event. BOOGIE EFFECT Ltd does **NOT** accept liability for any incidents/accidents occurred.

Return your completed form as soon as possible to **BOOGIE EFFECT Ltd, Mounthoolie, Tynron, Thornhill, Dumfriesshire, DG3 4LE**

## SELF DECLARATION FORM

It is the policy of BOOGIE EFFECT Ltd that anyone applying to do regulated work with children is required to complete a self-declaration form as part of the recruitment process.

'Regulated work with children' posts are exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2010. Candidates are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information. Please note that any information you give in this form will be managed according to the BOOGIE EFFECT Ltd Data Protection Policy.

Having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances and background of any offences and the nature of the position.

Completing the form:

1. Please give details regarding any convictions and cautions under the heading in Section 1.
2. Please provide details of any disciplinary action in Section 2.
3. Please give details of any relevant non-conviction information in Section 3.
4. If you have no convictions, cautions, or relevant non-conviction information please go to Section 4 and sign the declaration in Section 5.
5. Return the form in a sealed envelope marked 'Private and Confidential –Self Declaration' to BOOGIE EFFECT Ltd. Your completed self-declaration form will only be seen by individuals in the organisation who have a responsibility for recruiting staff and volunteers.

### PERSONAL DETAILS:

Title		Telephone	
Full Name		Email	
Address			

### ROLE DETAILS:

Role applied for	
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### SECTION ONE: Convictions and Cautions

<p>Please give the date and details of the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard:</p>    
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Please give details of the reasons and circumstances that led to your offence:

Has any other organisation(s) supported you to work through any of the above issues?

Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc)?

What have you learned from the experience?

## SECTION 2 –Details of any disciplinary action in relation to Children

Have you been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm? YES/NO  
If YES, please give details:

## SECTION 3 –Relevant non-conviction information (including any police information)

Please provide details of investigations, reasons and circumstances that led to your investigation(s) and disposal if known.

Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? YES/NO  
If YES, please give details:

## SECTION 4 -Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the Protection of Vulnerable Groups (Scotland) Act 2007(PVG Act):

1. Section 34 of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which the individual is barred.
2. Section 35 of the same act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual barred from that work.
3. A person is barred from regulated work with children if they are:
  - The subject of an automatic listing (under section 14of the PVG Act).
  - Included in the PVG Children’s List (and, by default, the Independent Safeguarding Authority Children’s List which covers the rest of the UK) under section 15 of the PVG Act.
4. Under section 12of the PVG Act an individual can be ‘considered for listing’ as information on their suitability to work with children is assessed.

\*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under ‘consideration for listing’ as set out in section 12 of the same Act.

**OR**

\*I am under ‘consideration for listing’

**\*(delete as appropriate)**

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal.

I understand that deliberately giving false information can result in prosecution.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 5 –Declaration

1.I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.

2.I will assist BOOGIE EFFECT Ltd to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

3.I agree to inform BOOGIE EFFECT Ltd if I am convicted of an offence while a licensed BOOGIEpro, member of staff or volunteer with the organisation. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the organisation and/or the termination of my services.

4.If I become considered for listing, I understand this will result in precautionary suspension.

5.I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work for the organisation or the termination of my services.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENTAL CONSENT/MEDICAL FORM

### CHILD'S DETAILS:

First Name			Surname		
Age		Date of Birth		School	
Address					

### EMERGENCY CONTACT DETAILS:

Name		Relationship to child		Contact Telephone	
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### MEDICAL INFORMATION:

GP Name		Telephone	
Name of GP Practice			
<p>Please give details of any medical conditions &amp; allergies your child has, including medication required. (Please also use this space to give details of any behavioural or emotional needs your child has. This will help us ensure we provide a safe and supportive environment for your child to take part on our activities.)</p>			

### Child Protection & GDPR

According to Child Protection and Data Protection Law, we commit to keeping your child's sensitive information confidential according to our Child Protection and Privacy Policies. You can download full details of both our Child Protection Policy and Privacy Policy via our website [www.boogieeffect.com](http://www.boogieeffect.com) or we can email them to you by contacting [admin@boogieeffect.com](mailto:admin@boogieeffect.com)

PARENT NAME (Print): \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

CHILD NAME (Print): \_\_\_\_\_

CHILD SIGNATURE: \_\_\_\_\_

BOOGIEpro NAME (Print): \_\_\_\_\_

BOOGIEpro SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## PHOTO SHARING AGREEMENT

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent if the child is under 16.

BOOGIE EFFECT Ltd will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform BOOGIE EFFECT Ltd immediately at [admin@boogieeffect.com](mailto:admin@boogieeffect.com)

<b>Consent information:</b>	
<b>To be completed by child:</b>	
<input type="checkbox"/> I give permission for my photograph to be used within BOOGIE EFFECT® for display purposes <input type="checkbox"/> I give permission for my photograph to be used within other printed publications <input type="checkbox"/> I give permission for my photograph to be used on the BOOGIE EFFECT® website <input type="checkbox"/> I give permission for videos of me to be used on the BOOGIE EFFECT® website <input type="checkbox"/> I give permission for my photograph to be used on BOOGIE EFFECT® social media pages <input type="checkbox"/> I give permission for videos of me to be used on the BOOGIE EFFECT® social media pages	
<b>Signature of child:</b>	<b>Print name child:</b>
<b>Date:</b>	

If the child is under 16, consent must be obtained from parents.

If over 16, it's still good practice to inform parents that photographs/videos of their child may be used if the child has given consent.

<b>To be completed by parent:</b>	
<input type="checkbox"/> I give permission for my child's photograph to be used within the BOOGIE EFFECT® for display purposes <input type="checkbox"/> I give permission for my child's photograph to be used within other printed publications <input type="checkbox"/> I give permission for my child's photograph to be used on the BOOGIE EFFECT® website <input type="checkbox"/> I give permission for my child to be videoed for use on the BOOGIE EFFECT® website <input type="checkbox"/> I give permission for my child's photograph to be used on the BOOGIE EFFECT® social media pages <input type="checkbox"/> I give permission for my child to be videoed for use on the BOOGIE EFFECT® social media pages <input type="checkbox"/> I can confirm that I have read or been made aware of how these images or videos will be stored within the organisation.	
<b>Signature of parent:</b>	<b>Print name of parent:</b>
<b>Date:</b>	

## ONLINE SAFETY AGREEMENT

BOOGIE EFFECT Ltd understands the importance of children being able to use the internet for education and personal development. We aim to support children and young people in making use of these in our work. However, we also recognise that safeguards need to be in place to ensure children are always kept safe.

This agreement is part of our overarching Code of Conduct for children and young people, staff and volunteers. It also fits with our overarching online safety policy. If you would like to know more about this, please speak refer to our Safe Guarding Children Policy and Procedure document, available to download via our website [www.boogieeffect.com](http://www.boogieeffect.com) or by emailing [admin@boogieeffect.com](mailto:admin@boogieeffect.com)

**Young person:** please read the following agreement and discuss it with your parents/carers and group leader.

**Parents/carers:** please read and discuss this agreement with your child and then sign it, ask your child to sign it, and return it to your BOOGIEpro Instructor. If you have any questions or concerns, please speak to your BOOGIEpro Instructor.

### Young Person's Agreement

- I will be responsible for my behaviour when using the internet, including Social Media. This includes the resources I access and the language I use.
- I will not deliberately upload or share negative images or comments about other people taking part in this class.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will be respectful of other's feelings and right to privacy when sharing images, information or comments online or within social media.
- I will not share images online or within social media of anyone taking part in this class unless I have their prior consent to do so.

**I understand that these rules are designed to keep me safe and that if I choose not to follow them, BOOGIE EFFECT Ltd may contact my parents/carers.**

### Signatures:

We have discussed this online safety agreement and [child's name] \_\_\_\_\_ agrees to follow the rules set out above.

**PARENT NAME (Print):** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**CHILD NAME (Print):** \_\_\_\_\_

**CHILD SIGNATURE:** \_\_\_\_\_

**BOOGIEpro NAME (Print):** \_\_\_\_\_

**BOOGIEpro SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## REFERENCES

1.Children (Scotland) Act 1995

<http://www.legislation.gov.uk/ukpga/1995/36/contents>

2. Children & Young People (Scotland) Act 2014

<http://www.legislation.gov.uk/asp/2014/8/contents/enacted>

3. Getting It Right For Every Child (GIRFEC) 2018

<https://www.gov.scot/policies/girfec/>

4.United nations Convention on the Rights of the Child

<https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

4. NSPCC Safeguarding Children & Young People

<https://www.nspcc.org.uk>

Other useful websites:

<https://www.children1st.org.uk/>

<https://www.mygov.scot/organisations/disclosure-scotland/>

<https://www.gov.scot/publications/national-guidance-child-protection-scotland/>

<https://thecpsu.org.uk/>