



## I. Safeguarding Policy and Reporting Procedures

### **The Place's commitment to Safeguarding**

The Place is committed to promoting the welfare and wellbeing of Children and recognises that Safeguarding Children is “everyone’s responsibility”.

To meet this commitment, we will adhere to our statutory Safeguarding duties, engage with Safeguarding partners in the community and strive to follow best practices in our work.

As part of our Duty of Care to our Adult Participants, we will consider ways to offer appropriate advice and support to those who may be experiencing or at risk of abuse.

Our approach to Safeguarding is informed by our commitment to equality and diversity. We recognise the harm that racism and other forms of prejudice and discrimination can cause to individuals and groups.

### **Index of key sections**

[Page 1: The Place Safeguarding Policy](#)

[Page 3: Staff roles and responsibilities under this Policy](#)

[Page 6: Related Policies and Procedures](#)

[Page 7: Core legislation and guidance](#)

[Pages 9 - 19: Safeguarding Children Reporting Procedures](#)

- [Child onsite, engaged through The Place \(pp 11-12\)](#)

- [Child onsite, engaged through a Partner Organisation \(pp13-14\)](#)

- [Child offsite, engaged through The Place \(pp 15-16\)](#)

- [Child offsite, engaged through a Partner Organisation \(p17\)](#)

- [Under-18 LCDS Student \(p18\)](#)

[Pages 20-27: Safeguarding Adults Reporting Procedures](#)

- [Adult LCDS Student \(pp 22\)](#)

- [Six Principles of Safeguarding an Adult LCDS Student \(pp23-24\)](#)

- [Adult engaged through Partner Organization \(p25\)](#)

- [Adult Dance Class Participant \(p26\)](#)

[Page 28: Which Reporting Procedure applies to different programmes/areas of work?](#)

### **Whistleblowing**

Staff can raise concerns about the use of The Place's Safeguarding Policy and Procedures through its [Whistleblowing Procedure \(Raising Concerns at The Place Guidelines\)](#). Concerns will be treated seriously and sensitively. Every effort will be made to maintain the confidentiality of Staff Members raising concerns.



## Safeguarding Policy

1. This Policy should be read alongside its accompanying documents
  - II. The Place Organisational Safeguarding Practices
  - III. The Place Safeguarding Appendices
  - IV. The Place Safeguarding Reporting Procedures Flowcharts
2. An up-to-date list of The Place's Senior Safeguarding Officer and Deputy Safeguarding Officers can be found by clicking [here](#)
3. This Safeguarding Policy
  - a) Defines Key Terms used within this Policy and the above documents
  - b) Details example areas of The Place's activity where Safeguarding Concerns may arise
  - c) Details the Safeguarding responsibilities of different staff roles within The Place
  - d) Details how The Place's Safeguarding Policy and Procedures will be promoted
  - e) Lists associated The Place and London Contemporary Dance School Policies and Procedures
  - f) Lists core relevant Safeguarding legislation and guidance
4. Key Terms
  - a) A 'Staff Member' or 'Member of Staff' is a person who comes into direct contact with Children and Adults through their work with The Place, whether on a permanent, fixed term or casual basis. This includes freelance dance artists and volunteers
  - b) A 'Child' is a person under 18 years of age
  - c) An 'Adult' is a person over 18 years of age
  - d) An 'Adult at Risk' is a legal definition for an Adult who
    - has needs for care and support

- is experiencing, or is at risk of, abuse or neglect; and
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect

Any Adult can become an Adult at Risk during their life

e) A 'Safeguarding Concern' is

- any concern about the welfare of a Child or
- a concern that a Child or Adult may be experiencing, or at risk of, harm because of abuse or neglect including peer-on-peer abuse

Advice should be urgently sought from a Safeguarding Officer in the event of Safeguarding Concerns pertaining to non-recent ('historic') abuse or neglect.

- f) 'Peer on peer abuse' (also known as 'Child on Child') is abuse perpetrated by a Child towards another Child. See **Appendix J** for further information
- g) A 'disclosure' is when an Adult or Child tells another person that they or someone else may be experiencing abuse or neglect. See **Appendix H** for guidance on responding to disclosures.
- h) A 'Participant' is an Adult or Child engaged in a programmed learning activity or planned event with The Place. This includes Participants engaged directly through The Place or through a Partner Organisation. 'Participants' include London Contemporary Dance School (LCDS) Students
- i) 'Partner Organisations' include but are not limited to
- Schools
  - Dance groups
  - Other dance organisations or companies
  - Charities and other organisations working alongside The Place to deliver activities to Participants
- j) 'Children's Social Care Team' and 'Adult Social Care Team' are generic terms used to describe parts of a Local Authority who respond to Safeguarding Concerns related to Children or Adults
- k) In this Policy and its associated documents '**Safeguarding**' (upper case S) will generally be used to refer to how a specific Safeguarding Concern is responded to. **Safeguarding** also refers to Safeguarding Practices detailed in the accompanying document 'IV The Place Organisational Safeguarding Practices'



l) “safeguarding” (lower case s) will generally to the practices and culture intended to create a healthy and supportive environment for Participants

5. Areas of The Place’s activities where Safeguarding Concerns may arise include

- a) Dance or other creative activities run or jointly run by The Place, whether Participants are engaged directly through The Place or a Partner Organisation
- b) Offsite and online (when Staff Members are engaging with Participants who are elsewhere)
- c) In the provision of educational and support services to Students enrolled with London Contemporary Dance School

6. Staff roles and responsibilities under this Policy

Staff Member	Responsibilities
All Staff Members	<ul style="list-style-type: none"><li>• To read and follow The Place’s Safeguarding Policies and Procedures, seeking clarification if needed</li><li>• To attend CPD Safeguarding Policy training offered by The Place. To also attend Introductory Safeguarding training if working unsupervised with Children</li><li>• To report any Safeguarding Concern in line with The Place’s relevant Child and Adult Reporting Procedures</li><li>• To follow Organisational Safeguarding Practices relevant to their area of work</li><li>• To disclose circumstances outside of their work with The Place which may call into question their suitability to work directly with Participants</li></ul> <p>Examples include being convicted of a criminal offence, being under police investigation or being subject to the misconduct procedures of another employer</p>
Senior Safeguarding Officer	<ul style="list-style-type: none"><li>• To Chair The Place’s Safeguarding Committee</li><li>• To ensure all Staff Members have access to The Place’s Safeguarding Policy and Procedures and that these are promoted within the organisation</li></ul>

	<ul style="list-style-type: none"><li>• To ensure all Staff Members are provided with Safeguarding training appropriate to their role</li><li>• To ensure that Organisational Safeguarding Practices, for which they are responsible, are followed</li><li>• To fulfil specified role within The Place’s Safeguarding Children and Safeguarding Adults Reporting Procedures. This may include liaison with, and referral to, Children’s and Adult Social Care Teams and sharing information with Partner Organisations as appropriate</li><li>• To appoint an alternative Deputy Safeguarding Officer (DSO) to respond to a Safeguarding Concern, if there are concerns about a DSO’s conduct relevant to the Concern</li><li>• To follow responsibilities laid out in The Place’s Organisational Safeguarding Practices document</li><li>• To follow “Procedure in response to concerns about the conduct of Participant or member of staff, relevant to a Safeguarding Concern or their suitability to work with Children or Adults at Risk” (<b>Appendix A</b>) where this applies</li><li>• To ensure that guidance is sought and followed from the relevant Children’s Social Care Team if there may be a risk to a third-party Child</li></ul> <p>This includes an awareness that there may be a Child in a setting where domestic abuse is taking place</p> <ul style="list-style-type: none"><li>• To securely store information related to Safeguarding Concerns raised within the organisation as well as breaches of The Place’s Safeguarding Policy and Procedures</li><li>• To engage as a representative of The Place with relevant Safeguarding partners in the community</li><li>• To regularly review and update The Place’s Safeguarding Policy and Procedures, ensuring these are in line with statutory requirements and relevant guidelines</li><li>• To attend Designated Safeguarding Lead Training</li></ul>
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<p>Deputy Safeguarding Officers (Children)</p>	<ul style="list-style-type: none"> <li>• To act as a member of The Place’s Safeguarding Committee</li> <li>• To act as a first point of contact to Staff Members with Safeguarding Concerns about Children</li> <li>• To attend Designated Safeguarding Officer training</li> <li>• To fulfil specified role within The Place’s Safeguarding Children and Safeguarding Adults Reporting Procedures. This may include liaison with Children’s Social Care Teams and sharing information with Partner Organisations as appropriate</li> <li>• To ensure that The Place’s Organisational Safeguarding Practices for which they are responsible are followed</li> <li>• To ensure that potential risks to a third-party Child are reported immediately to the Senior Safeguarding Officer</li> </ul> <p>This includes an awareness that there may be a Child in a setting where domestic abuse is taking place</p> <ul style="list-style-type: none"> <li>• On occasion and with prior agreement to Deputise for the Senior Safeguarding Officer</li> </ul>
<p>Deputy Safeguarding Officers (Adults)</p> <p>and</p> <p>Designated Safeguarding Officers (LCDS)</p>	<ul style="list-style-type: none"> <li>• To act as a first point of contact to colleagues with Safeguarding Concerns about Adult Participants in their areas of activity</li> <li>• To act as a member of The Place’s Safeguarding Committee</li> <li>• To attend Designated Safeguarding Officer training</li> <li>• To fulfil specified role within The Place’s Safeguarding Adults Reporting Procedures. This may include liaison with Adult Social Care Teams and sharing information with Partner Organisations where appropriate</li> <li>• To ensure that The Place’s Organisational Safeguarding Practices for which they are responsible are followed</li> <li>• To report any concerns to the Senior Safeguarding Officer if there may be a risk to a third-party Child</li> </ul>

	<p>This includes an awareness that there may be a Child in settings where domestic violence is taking place</p> <ul style="list-style-type: none"> <li>• On occasion and with prior agreement to Deputise for the Senior Safeguarding Officer</li> </ul>
LCDS Unit Leaders or Year Group Coordinators	<ul style="list-style-type: none"> <li>• To act as a first point of contact to colleagues with Safeguarding Concerns about LCDS Students</li> <li>• To follow specified role within The Place's Safeguarding Adults Reporting Procedure</li> </ul>
LCDS Director of Undergraduate/ Postgraduate Programmes	<ul style="list-style-type: none"> <li>• To undertake the role of LCDS Unit Leader or Year Group Coordinator, within The Place's Safeguarding Adults Reporting Procedure, in their absence or if there are concerns about the conduct of these members of staff relevant to the Safeguarding Concern</li> </ul>
LCDS Director of Registry and Student Wellbeing	<ul style="list-style-type: none"> <li>• To ensure that Safeguarding Concerns about LCDS Adult Students are responded to in line with the Safeguarding Adults Reporting Procedures</li> </ul>
The Place's Duty Director	<ul style="list-style-type: none"> <li>• To be contactable out of hours when the Senior Safeguarding Officer is not available to receive information from a Deputy Safeguarding Officer about a Safeguarding Concern</li> </ul>

7. How The Place's Safeguarding Policy and associated documents will be promoted

- a) In the induction packs provided to new members of staff
- b) On The Place's internal website
- c) During internal Safeguarding Training offered to Staff Members
- d) In the Staff Newsletter



8. Related The Place [Policies and Procedures](#)

- a) DBS Policy
- b) Staff Disciplinary Policy
- c) Grievance Procedure
- d) Equal Opportunity Policy Statement
- e) Prevention of Bullying, Harassment and Sexual Misconduct Policy
- f) Privacy, Data Protection, and Information Security Policy
- g) Online Classes - Safe practice at home check list
- h) Health and Safety Policy
- i) Participant Code of Conduct (**Appendix I**)

9. Related [Policies and Procedures](#) - London Contemporary Dance School

- a) Policy on Personal Relationships
- b) Under 18 Policy

10. Core legislation and guidance – Safeguarding and work with Children

- a) [Children Act 1989](#)
- b) [Safeguarding Vulnerable Groups Act 2006](#)
- c) [Working Together to Safeguard Children 2018](#)
- d) [Department for Education – Keeping Children Safe \(non-statutory guidance\)](#)
- e) [Managing Allegations Against Staff and Volunteers & LADO - Camden Safeguarding Children Partnership](#)

11. Core legislation and guidance – Safeguarding and work with Adults

- a) [Care Act 2014](#)
- b) [Safeguarding Vulnerable Groups Act 2006](#)



- c) [Department of Health and Social Care – Care and support statutory guidance](#)

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## Safeguarding Children Reporting Procedures

1. All Staff Members have the responsibility to report concerns about the welfare of a Child by following these Procedures
2. The Place is required to contact Children's Social Services where there are concerns about a Child's welfare (a 'Child Safeguarding Concern')
3. Types of abuse to Children can include Physical, Emotional and Sexual Abuse as well as Neglect (see **Appendix B** for further information)
4. Suspected mental health difficulties in a Child should be reported through these Procedures. These include self-harm, suicidal thoughts, substance use and difficulties with eating and low body weight (see **Appendix C** for further information)
5. A Staff Member may become concerned about a Child in a range of ways
  - a) The Child discloses a concern directly to a Staff Member (see **Appendix H** for guidance on disclosures)
  - b) Someone else expresses a concern about a Child to a Staff Member
  - c) A Staff Member notices signs of abuse (see **Appendix B** for signs of abuse)
  - d) A Staff Member is concerned about inappropriate behaviour towards a Child from another person

[continued overleaf]

6. How a concern should be reported depends on whether the Child is

- onsite or offsite
- engaged through The Place or a Partner Organisation
- if they are an under-18 London Contemporary Dance School (LCDS) Student

	Child engaged through The Place	Child engaged through Partner Organisation
Concern onsite	7. <a href="#">“Reporting a Child Safeguarding Concern: a Child onsite and engaged through The Place”</a> (pp 11-12)	8. <a href="#">“Reporting a Child Safeguarding Concern: Child onsite but engaged through a Partner Organisation”</a> (pp 13-14)
Concern offsite	9. <a href="#">“Reporting a Child Safeguarding Concern: Child offsite and engaged through The Place”</a> (pp 15 – 16)	10. <a href="#">“Reporting a Child Safeguarding Concern: Child offsite but engaged through a Partner Organisation”</a> (p17)
<p><b>Child is an under-18 LCDS Student</b></p> <p>11. <a href="#">“Reporting a Child Safeguarding Concern: under-18 LCDS Student”</a> (p18)</p>		
<p><b>12. Reporting a Child Safeguarding Concern where no Reporting Procedure appears to apply</b></p> <p><b>In this event, the Staff Member should immediately report the concern to:</b></p> <ul style="list-style-type: none"> <li>- their line manager and/or main point of contact within The Place;</li> </ul> <p><b>and:</b></p> <ul style="list-style-type: none"> <li>- the relevant Deputy Safeguarding Officer (Children) and the Senior Safeguarding Officer</li> </ul> <p>Click <a href="#">here</a> for contact details of The Place’s Safeguarding Officers</p>		



## 7. Reporting a Child Safeguarding Concern: Child onsite and engaged through The Place

### ACTIONS FOR ANY STAFF MEMBER WITH A CONCERN ABOUT THE WELFARE OF A CHILD

7.1 If the concern is an emergency (including where a Participant is at risk of immediate harm to self, from others or to others. **This includes mental health crises as well as physical health emergencies**)

- a) Ensure emergency services are called on 999
- b) Update a Deputy Safeguarding Officer (Children)
- c) Ensure the Duty Manager is updated to facilitate access for emergency services (available at Reception or by calling 0207 121 1029)

7.2 If the concern is not an emergency

- a) Immediately inform a Deputy Safeguarding Officer (Children)
- b) If the concern is about the conduct of a particular Deputy Safeguarding Officer (Children), inform an alternative Deputy Safeguarding Officer (Children)

### ACTIONS FOR THE DEPUTY SAFEGUARDING OFFICER (CHILDREN)

7.3 Consider informing the family of the concern, unless this may increase risk to the Child or others

7.4 If the Concern (emergency or non-emergency) is a Child Safeguarding Concern, respond as follows (7.5 or 7.6)

7.5 In working hours (weekdays 8am – 6pm)

- a) Immediately inform the Senior Safeguarding Officer (SSO) or a Deputy Safeguarding Officer (DSO) appointed in their absence
- b) Ensure that a Safeguarding Children Alert; is completed immediately

7.6 Out of hours (outside of weekdays 8am – 6pm)

- a) Immediately inform the SSO or Duty Director (07715 317345) in their absence
- b) Discuss and agree whether the SSO (if available) or DSO (Children) will take steps 7.6 c, d & e below

Agree on a case-by-case basis whether the first step (7.6c – contacting Children's

Social Care) needs to happen immediately or can wait until the following morning. If in doubt, contact Children’s Social Care for advice

- c) Contact Children’s Social Care team [where the Child resides](#) to discuss the concern (on a “no names” basis if possible) and follow their guidance. Contact Camden Children and Family Contact Centre for advice if it is not known where the Child resides
- d) Update the SSO or Duty Director (07715 317345) on actions following this discussion
- e) Ensure that a [Safeguarding Children Alert is completed](#)
- f) Ensure any Safeguarding referral requested by a Children’s Social Care team is made within 24 hours, or sooner if possible

7.7 If the concern was not an emergency and on review does not appear to be a Child Safeguarding Concern

- a) If in doubt, hold case discussions with the SSO or another DSO (Children) in their absence. Revert to 7.6c if doubt remains
- b) Support the Child and communicate with the family as usual
- c) Keep and securely store details of the concern and how it was responded to

**ACTIONS FOR THE SENIOR SAFEGUARDING OFFICER, OR IN THEIR ABSENCE: IN WORKING HOURS: AN APPOINTED DEPUTY SAFEGUARDING OFFICER (CHILDREN); OR OUT OF HOURS THE DUTY DIRECTOR (07715 317345)**

7.8 Ensure any Child Safeguarding Concern reported to them by a DSO (Children) is then reported to the relevant Children’s Social Care team immediately

7.9 Ensure the Chief Financial Officer, or Chief Executive in their absence, is updated in the event any Child Safeguarding referral is required

7.10 Ensure any Child Safeguarding referral is made within 24 hours or sooner if possible

## KEY CONTACTS

- **Duty Manager:** 02071211029 (via reception) **Duty Director:** 07715 317345
- [Camden Children and Families Contact Service](#) (Camden Children’s Social Care Team) 020 7974 3317 (in working hours) 0207 974 4444 (out of hours)
- An up-to-date list of **The Place’s Senior Safeguarding Officer and Deputy Safeguarding Officers** can be found by clicking [here](#)

## 8.0 Reporting a Child Safeguarding Concern: Child onsite but engaged through a Partner Organisation

### ACTIONS FOR ANY STAFF MEMBER WITH A CONCERN ABOUT THE WELFARE OF A CHILD

- 8.1 If the concern is an emergency (including where a Participant is at risk of immediate harm to self, from others or to others. **This includes mental health crises as well as physical health emergencies**)
- a) Ensure emergency services are called on 999
  - b) Update a Deputy Safeguarding Officer (Children)
  - c) Ensure the Duty Manager is updated to facilitate access for emergency services. Available at Reception or by calling 0207 121 1029
  - d) Ensure any Staff Members present from the Partner Organisation are informed immediately
- 8.2 If the concern is not an emergency
- a) Immediately inform a Deputy Safeguarding Officer (Children)
  - b) If the concern is about the conduct of a particular Deputy Safeguarding Officer (Children), inform an alternative Deputy Safeguarding Officer (Children)

### ACTIONS FOR THE DEPUTY SAFEGUARDING OFFICER (CHILDREN)

- 8.3 Ensure any Staff Members present from the Partner Organisation have been informed of the concern
- 8.4 Then report the concern immediately to the Partner Organisation's Safeguarding Point of Contact
- 8.5 In working hours (weekdays 8am – 6pm): immediately then inform the The Place's Senior Safeguarding Officer or Deputy Safeguarding Officer) appointed in their absence; or
- 8.6 Out of hours (outside of weekdays 8am – 6pm): immediately then inform the Senior Safeguarding Officer or Duty Director (07715 317345) in their absence
- 8.7 Immediately then email the Partner Organisation's Safeguarding Point of Contact, summarising the concern and cc'ing [Safeguarding@theplace.org.uk](mailto:Safeguarding@theplace.org.uk) as well as the Duty Director (07715 317345) if the Senior Safeguarding Officer is absent

8.8 If the concern was an emergency, ensure that a [Safeguarding Children Alert is immediately completed](#)

ACTIONS FOR THE SENIOR SAFEGUARDING OFFICER, OR IN THEIR ABSENCE: **IN WORKING HOURS** AN APPOINTED DEPUTY SAFEGUARDING OFFICER (CHILDREN); OR **OUT OF HOURS** THE DUTY DIRECTOR (07715 317345)

8.9 Confirm that the Partner Organisation's Safeguarding Point of Contact is responding to the concern

8.10 Seek advice from [Camden Children and Families Contact Service](#) if no such confirmation has been received after one working day

## KEY CONTACTS

- An up-to-date list of **The Place's Senior Safeguarding Officer and Deputy Safeguarding Officers** can be found by clicking [here](#)
- **The Place's Duty Manager:** 0207 121 1029 (via reception) and **Duty Director** (07715 317345)
- [Camden Children and Families Contact Service](#) (Camden Children's Social Care Team) 020 7974 3317 (in working hours) 0207 974 4444 (out of hours)

## 9 Reporting a Child Safeguarding Concern: A Child offsite and engaged through The Place

### ACTIONS FOR ANY STAFF MEMBER WITH A CONCERN ABOUT THE WELFARE OF A CHILD

9.1 If the concern is an emergency (including where a Participant is at risk of immediate harm to self, from others or to others. **This includes mental health crises as well as physical health emergencies**)

- a) Ensure emergency services are called on 999, following the health and safety procedures of any other organisation's venue or facility being used
- b) Report the emergency to a Deputy Safeguarding Officer (Children) urgently

9.2 If the concern is not an emergency

- a) Immediately advise a member of staff at any other organisation's venue of facility being used of the concern
- b) Immediately then inform a Deputy Safeguarding Officer (Children)
- c) If the concern is about the conduct of a particular Deputy Safeguarding Officer (Children), inform an alternative Deputy Safeguarding Officer (Children)

### ACTIONS FOR THE DEPUTY SAFEGUARDING OFFICER (CHILDREN)

9.3 In any emergency OR if on review a non-emergency is a Child Safeguarding Concern, respond as follows (9.4 or 9.5)

9.4 In working hours (weekdays 8am – 6pm)

- a) Immediately inform the Senior Safeguarding Officer or a Deputy Safeguarding Officer appointed in their absence
- b) Ensure that a [Safeguarding Children Alert is immediately completed](#)
- c) Immediately then inform the Safeguarding Point of Contact at the Partner Organisation that the concern is being addressed by The Place, cc'ing [Safeguarding@theplace.org.uk](mailto:Safeguarding@theplace.org.uk) or the appointed Deputy Safeguarding Officer (Children) in their absence
- d) Consider informing the family of the concern, unless this may place the Child or another person at risk of harm; or

9.5 Out of hours (outside of weekdays 8am – 6pm)



a) Immediately inform the Senior Safeguarding Officer (SSO) or Duty Director (07715 317345) in their absence

b) Discuss and agree whether the SSO (if available) or Deputy Safeguarding Officer (Children) will take steps 9.5c, d & e below

Agree on a case-by-case basis whether the first step (9.5c– contacting Children’s Social Care) needs to happen immediately or can wait until the following morning. If in doubt, contact Children’s Social Care for advice

c) Contact the Children’s Social Care team [where the Child resides](#) to discuss the concern (on a “no names” basis if possible) and follow their guidance. Contact Camden Children and Family Contact Centre for advice if it is not known where the Child resides

d) Update the Senior Safeguarding Officer or Duty Director (07715 317345) on actions required following this discussion

e) Ensure any Safeguarding referral requested by a Children’s Social Care team is made within 24 hours, or sooner if possible

#### 9.6 If the Concern does not appear to be a Child Safeguarding Concern

a) If in doubt, hold case discussions with the Senior Safeguarding Officer or another Deputy Safeguarding Officer (Children) in their absence. Revert to 9.5c if in doubt

b) Support the Child and communicate with the family as usual

c) Keep and securely store details of the concern and how it was responded to

**ACTIONS FOR SENIOR SAFEGUARDING OFFICER, OR IN THEIR ABSENCE: IN WORKING HOURS AN APPOINTED DEPUTY SAFEGUARDING OFFICER (CHILDREN); OR OUT OF HOURS THE DUTY DIRECTOR (07715 317345)**

9.7 Ensure any Child Safeguarding Concern reported to them by a Deputy Safeguarding Officer (Children) is then reported to the relevant Children’s Social Care team immediately

9.8 Ensure the Chief Financial Officer, or Chief Executive in their absence, is updated in the event any Child Safeguarding referral is required

9.9 Ensure any Child Safeguarding referral is made within 24 hours or sooner if possible

#### KEY CONTACTS

- **The Place’s Duty Manager:** 0207 121 1029 (via reception)
- [Camden Children and Families Contact Service](#) (Camden Children’s Social Care Team) 020 7974 3317 (in working hours) 0207 974 4444 (out of hours)
- An up-to-date list of **The Place’s Senior Safeguarding Officer and Deputy Safeguarding Officers** can be found by clicking [here](#)



## 10 Reporting a Child Safeguarding Concern: Child offsite but engaged through a Partner Organisation

<p style="text-align: center;"><b>ACTIONS FOR ANY STAFF MEMBER WITH A CONCERN ABOUT THE WELFARE OF A CHILD</b></p>
<p>10.1 Ensure any Staff Members present from the Partner Organisation are informed immediately to respond under their respective health and safety and Safeguarding Procedures</p> <p>10.2 Immediately report the Concern to a Deputy Safeguarding Officer (Children)</p> <p>10.3 If the concern is about the conduct of a particular Deputy Safeguarding Officer (Children), inform an alternative Deputy Safeguarding Officer (Children)</p>
<p style="text-align: center;"><b>ACTIONS FOR THE DEPUTY SAFEGUARDING OFFICER (CHILDREN)</b></p>
<p>10.4 Immediately then email the Partner Organisation's Safeguarding Point of Contact, summarising the concern and cc'ing <a href="mailto:Safeguarding@theplace.org.uk">Safeguarding@theplace.org.uk</a> as well as the Duty Director (07715 317345) if the Senior Safeguarding Officer is absent</p>
<p style="text-align: center;"><b>ACTIONS FOR THE SENIOR SAFEGUARDING OFFICER, OR IN THEIR ABSENCE THE DUTY DIRECTOR (07715 317345)</b></p>
<p>10.5 Keep and store securely records of correspondence and contact with the Partner Organisation</p>
<p style="text-align: center;"><b>KEY CONTACTS</b></p>
<ul style="list-style-type: none"><li>An up-to-date list of <b>The Place's Senior Safeguarding Officer and Deputy Safeguarding Officers</b> can be found by clicking <a href="#">here</a></li></ul>

## 11 Reporting a Child Safeguarding Concern: under-18 LCDS Student

### ACTIONS FOR ANY STAFF MEMBER WITH A CONCERN ABOUT THE WELFARE OF AN UNDER-18 LCDS STUDENT

- 11.1 If the concern is an emergency (including where a Student is at risk of immediate harm to self, from others or to others. **This includes mental health crises as well as physical health emergencies**)
- a) Ensure emergency services are called on 999
  - b) Ensure the Duty Manager is updated to facilitate access for emergency services (available at Reception or by calling 0207 121 1029)
  - c) Update a Deputy Safeguarding Officer (LCDS) and the relevant Unit Leader as soon as the situation allows
- 11.2 If the concern is not an emergency
- a) Immediately update the relevant Unit Leader and Deputy Safeguarding Officer (LCDS)
  - b) If the concern is about the conduct of a Deputy Safeguarding Officer (LCDS) instead update the Senior Safeguarding Officer

### ACTIONS FOR THE DEPUTY SAFEGUARDING OFFICER (LCDS)

- 11.3 Consider informing the family of the concern, unless this may increase risk to the Student or others
- 11.4 If the concern (emergency or non-emergency) is a Child Safeguarding Concern, respond as follows (11.5 or 11.6)
- 11.5 In working hours (weekdays 8am – 6pm)
- a) Immediately inform the Senior Safeguarding Officer or a Deputy Safeguarding Officer appointed in their absence
  - b) Ensure that a Safeguarding Children Alert [is immediately completed](#)
  - c) Proceed to follow 11.7
- 11.6 Out of hours (outside of weekdays 8am – 6pm)
- a) Immediately inform the Senior Safeguarding Officer or Duty Director (07715 317345) in their absence

- b) Ensure that a [Safeguarding Children Alert is immediately completed](#)
- c) Proceed to follow 11.7, keeping the Duty Director (07715 317345) updated out of hours in the absence of the Senior Safeguarding Officer

If out of hours, decide on a case-by-case basis whether step 11.7 (contacting Children's Social Care) needs to happen immediately or can take place the following morning. If in doubt, seek advice from Children's Social Care

## ACTIONS FOR THE DEPUTY SAFEGUARDING OFFICER (LCDS) IN LIAISON WITH THE SENIOR SAFEGUARDING OFFICER (OR DEPUTY SAFEGUARDING OFFICER APPOINTED IN THEIR ABSENCE)

- 11.7 Contact the Children's Social Care team [where the Student resides](#) to discuss the concern (on a "no names" basis if possible) and follow their guidance. Contact Camden Children and Family Contact Centre for advice if it is not known where the Child resides
- 11.8 Ensure any Safeguarding referral requested by a Children's Social Care team is made within 24 hours, or sooner if possible
- 11.9 Ensure the Chief Financial Officer, or Chief Executive in their absence, is updated in the event any Child Safeguarding referral is required
- 11.10 Consider support under ["Staff Guidance \(responding to Student mental health need\)"](#) if relevant
- 11.11 Keep and securely store details of the concern and how it was responded to

## KEY CONTACTS

- **The Place's Duty Manager:** 0207 121 1029 (via reception)
- [Camden Children and Families Contact Service](#) (Camden Children's Social Care Team) 020 7974 3317 (in working hours) 0207 974 4444 (out of hours)
- An up-to-date list of **The Place's Senior Safeguarding Officer and Deputy Safeguarding Officers** can be found by clicking [here](#)

## Safeguarding Adults Reporting Procedures

1. All Staff Members have the responsibility to report concerns that an Adult Participant may be experiencing or at risk of abuse
2. The Ten Categories of Abuse to Adults are as follows (see **Appendix D** for further information)

Domestic	Sexual	Neglect	Physical	Organisational
Emotional/ psychological	Discriminatory	Financial/ material	Self- neglect	Modern slavery

3. A Staff Member may become concerned about an Adult in a range of ways
  - a) The Adult discloses a concern directly to a Staff Member (see **Appendix H** for guidance on disclosures)
  - b) Someone else expresses a concern about an Adult to a Staff Member
  - c) A Staff Member notices signs of abuse (see **Appendix D** for signs of abuse)
  - d) A Staff Member is concerned about inappropriate behaviour towards an Adult from another person
4. An Adult at Risk
  - a) Has needs for care and support
  - b) Is experiencing, or is at risk of, abuse or neglect
  - c) As a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect

Any adult can become an Adult at Risk during their life.

[continued overleaf]

5. How staff should respond to a Concern depends on the Adult's status at The Place

Status of the Adult	Procedure to follow
<b>A London Contemporary Dance School Student</b>	6. " <a href="#">Reporting a Safeguarding Concern – an Adult LCDS Student</a> " (p22)  Alongside "7. <a href="#">Applying Six Principles of Safeguarding to an Adult LCDS Student</a> " (pp 23-24)
<b>An Adult engaged in an activity through a Partner Organisation</b>	8. " <a href="#">Reporting a Safeguarding Concern – an Adult engaged through a Partner Organisation</a> " (p25)
<b>A Participant in an Adult Dance class</b>	9. " <a href="#">Reporting a Safeguarding Concern – an Adult Dance class Participant</a> " (p26)
<b>Reporting an Adult Safeguarding Concern if no Reporting Procedure appears to apply</b>	
<p><b>In this event, the Staff Member should report the concern to:</b></p> <ul style="list-style-type: none"> <li>- Their line manager and/or main point of contact within The Place; and</li> <li>- The Deputy Safeguarding Officers (Adults or LCDS) and the Senior Safeguarding Officer.</li> </ul> <p>Click <a href="#">here</a> for contact details of The Place's Safeguarding Officers</p>	

## 6. Reporting a Safeguarding Concern – an Adult LCDS Student

<p><b>ACTIONS FOR ANY STAFF MEMBER WITH A CONCERN A STUDENT IS EXPERIENCING OR AT RISK OF ABUSE</b></p>
<p>6.1 If the concern is an emergency (including where a Participant is at risk of immediate harm to self, from others or to others. <b>This includes mental health crises as well as physical health emergencies</b>)</p> <ul style="list-style-type: none"> <li>a) Ensure emergency services are called on 999</li> <li>b) Ensure the Duty Manager is updated to facilitate access for emergency services. Available at Reception or via <b>0207 121 0129</b></li> <li>c) Update the Unit Leader or in their absence the Year Group Coordinator once the situation allows</li> </ul> <p>6.2 If the concern is not an emergency</p> <ul style="list-style-type: none"> <li>a) Inform the relevant Unit Leader, or in their absence Year Group Coordinator, the same working day</li> <li>b) If the concern is about the conduct of a Unit Leader or Year Group Coordinator, instead update the Director of Undergraduate or Postgraduate Programmes</li> </ul>
<p><b>ACTIONS FOR THE UNIT LEADER OR YEAR GROUP COORDINATOR</b></p>
<p>6.3 On the same working day, ensure that a <a href="#">Safeguarding Adults Alert (LCDS)</a> is immediately completed and update the Director of Student Wellbeing, Mental Health Advisor or a Deputy Safeguarding Officer (LCDS) in their absence</p> <p>6.4 If the concern is about the alleged conduct of any of the above members of staff, instead update the Director of Dance Studies and Senior Safeguarding Officer</p>
<p><b>ACTIONS FOR THE DIRECTOR OF STUDENT WELLBEING, MENTAL HEALTH ADVISOR, OR A DEPUTY SAFEGUARDING OFFICER (LCDS) IN THEIR ABSENCE</b></p>
<p>6.5 Ensure a <a href="#">Safeguarding Adults Alert (LCDS)</a> has been completed</p> <p>6.6 If it appears the Student may be experiencing, or is at risk of, abuse, apply the Six Principles of Adult Safeguarding to support the Student (per 7.0)</p> <p>6.7 If it does not appear that the Student is experiencing, or at risk of, abuse, follow <a href="#">“Staff Guidance (responding to Student mental health need)”</a> if relevant</p>

## 7. Applying the Six Principles of Adult Safeguarding to an LCDS Student

<p><b>7.1 EMPOWERMENT</b></p> <p>a) Talk to the Student about the concern as soon as you can. Normally only delay this where this may increase the risk of significant harm to the Student or others</p> <p>b) Support and encourage the Student to make their own decisions and help them to weigh up the risks, benefits, and consequences of different options</p> <p>c) Inform the Student of their rights to complain under relevant LCDS and other policies</p>
<p><b>7.2 PREVENTION</b></p> <p>a) Offer support quickly to try to reduce the risk of future harm. Consider support that builds self-esteem and a support network for the Student</p>
<p><b>7.3 PROPORTIONALITY</b></p> <p>a) Only get involved in the Student’s life as much as needed to address the concern</p> <p>b) Form a plan which has the least impact on the Student’s freedom and human rights (including the right to an education)</p>
<p><b>7.4 PROTECT</b></p> <p>Consider the role of the following parties and support services in helping to protect the student as well as other others as relevant to the situation.</p> <p>a) <a href="#">The Police</a></p> <p>i. Advise the Student how to report a crime or safety concerns to the Police</p> <p>b) A Student’s GP, mental health, or Adult Social Care team (including new registration with or referrals to these parties)</p> <p>i. Consider liaison with these parties with Student consent.</p> <p>ii. Aim to raise any Safeguarding Concerns with these parties within one working day</p> <p>iii. Discuss with these parties whether they are best placed to liaise with Adult Social Care if applicable (7.4c)</p> <p>c) <a href="#">Adult Social Care (Safeguarding Adults’ referral)</a></p>



- i. If the Adult may be an Adult at Risk, consider seeking guidance (whilst anonymising the Student and if possible, within one working day) from the relevant Adult Social Care Team. A Student's consent is normally required for an Adult Safeguarding referral. Aim to make any appropriate referral within one working day
  - ii. An Adult Safeguarding referral without Student consent should only be considered in [exceptional circumstances \(click here\)](#) for example, a concern around mental capacity. Referrals without consent must be agreed by the SSO (or appointed DSO) and Director of Student Wellbeing
- d) [Home Office Forced Marriage Unit \(FMU\)](#)
- i. Consider seeking advice from the FMU where forced marriage is a concern, anonymising the Student. Provide contact details of the FMU to the Student
  - ii. Strongly consider seeking urgent FMU guidance if a forced marriage appears imminent, or there may be plans for the Student to leave the country
- e) [Domestic abuse organisations](#)
- i. Strongly consider seeking initial advice from these organisations, anonymising the Student, before taking steps to support the Student
  - ii. Direct Students experiencing domestic abuse towards these organisations
  - iii. Strongly consider clarifying safe means of communication with a Student. An abuser may have access to a victim's email, messages, or correspondence
- f) [Rape and Sexual Assault Referrals Centres \(RSARC\)](#)
- i. If the Student has been a victim of a sexual assault, immediately provide them details of their local RSARC
- g) [Prevent Duty](#)
- i. If the Student may be risk of being drawn into terrorism, immediately inform LCDS' [Prevent Single Point of Contact or Deputy Single Point of Contact](#)

## 7.6 PARTNERSHIP

- a) Provide the Student with details of third-sector organisations who could help. In this, consider the Student's preferences individual circumstances and identity
- b) Follow the "[Policy for the prevention, identification, and action on eating and low body weight](#)" where this may apply

## 7.7 ACCOUNTABILITY

- a) Steps taken to safeguard the Student should be recorded, stored securely, and shared on a 'need to know' basis



## 8.0 Reporting a Safeguarding Concern – an Adult engaged through a Partner Organisation

### ACTIONS FOR ANY STAFF MEMBER WITH A CONCERN AN ADULT IS EXPERIENCING OR AT RISK OF ABUSE

8.1 If the concern is an emergency (including where an Adult is at risk of immediate harm to self, from others or to others. **This includes mental health crises as well as physical health emergencies**)

- a) Ensure emergency services are called on 999, following the local health and safety procedures of any organisation’s venue or facility being used
- b) If the emergency occurs at The Place, ensure the Duty Manager is updated to facilitate access for emergency services (available at Reception or on 0207 121 0129)
- c) Immediately then update the Programme Manager or Creative Learning Producer organising the event or a Deputy Safeguarding Officer (Adults) in their absence
- d) Ensure a member of staff present from the Partner Organisation is informed

8.2 the concern is not an emergency

- a) On the same working day, report any concern to the Programme Manager organising the event, or a Deputy Safeguarding Officer (Adults) in their absence
- b) If the concern is about the conduct of the Programme Manager or Creative Learning Producer, instead inform the Senior Safeguarding Officer or in their absence the Chief Financial Officer or Chief Executive of The Place

### ACTIONS FOR THE PROGRAMME MANAGER OR CREATIVE LEARNING PRODUCER OR A DEPUTY SAFEGUARDING OFFICER (ADULTS) IN THEIR ABSENCE

8.3 In the same working day, report any concern in writing to the Safeguarding Point of Contact at the Partner Organisation, cc’ing [Safeguarding@theplace.org.uk](mailto:Safeguarding@theplace.org.uk). This will update the Senior Safeguarding Officer or Deputy Safeguarding Office appointed in their absence

### KEY CONTACTS

- An up-to-date list of **The Place’s Senior Safeguarding Officer and Deputy Safeguarding Officers** can be found by clicking [here](#)
- **The Place’s Duty Manager:** 0207 121 1029 (via Reception)

## 9. Reporting a Safeguarding Concern – an Adult Dance Class Participant

### ACTIONS FOR ANY STAFF MEMBER WITH A CONCERN AN ADULT IS EXPERIENCING OR AT RISK OF ABUSE

9.1 If the concern is an emergency (including where an Adult at risk of immediate harm to self, from others or to others. **This includes mental health crises as well as physical health emergencies**)

- a) Ensure emergency services are called on 999
- b) Ensure the Duty Manager is updated to facilitate access for emergency services. Available via Reception or on 0207 121 1029
- c) Immediately then update the Classes and Courses Programme Manager or the Classes and Courses Coordinator (Adult Focused) organising the event or a Deputy Safeguarding Officer (Adults) in their absence

9.2 If the concern is not an emergency

- a) Within the same working day, inform the Classes and Courses Programme Manager or the Classes and Courses Coordinator (Adult Focused) organising the event or a Deputy Safeguarding Officer (Adults) in their absence
- b) If the concern is about the conduct of the Programme Manager or Creative Learning Producer, instead inform the Senior Safeguarding Officer or in their absence the Chief Financial Officer or Chief Executive

### ACTIONS FOR THE CLASSES AND COURSES PROGRAMME MANAGER OR CLASSES AND COURSES COORDINATOR (ADULT FOCUSED)

9.3 Consider discussing the concern confidentially with the Adult

- a) Consider advising them to talk to their GP, support organisations or Adult Social Care Team (especially if they appear to have care and support needs)
- b) Send anonymised summary of any advice given to [Safeguarding@theplace.org.uk](mailto:Safeguarding@theplace.org.uk) (updating the Senior Safeguarding Officer)

### ACTIONS FOR THE SENIOR SAFEGUARDING OFFICER OR DEPUTY SAFEGUARDING OFFICER IN THEIR ABSENCE

9.4 Consider seeking advice from the relevant Adult Social Care Team

### KEY CONTACTS

- An up-to-date list of **The Place's Senior Safeguarding Officer and Deputy Safeguarding Officers** can be found by clicking [here](#)



Which Reporting Procedure applies to different programmes/  
areas of work?

Programme/Area of Work	Reporting Procedure	Flowchart*
<ul style="list-style-type: none"> <li>• CAT onsite</li> <li>• CYD onsite</li> <li>• Onsite theatre performances with children</li> <li>• LCDS Summer School participants</li> </ul>	<a href="#">Child onsite, engaged through The Place (pp 11-12)</a>	1
<ul style="list-style-type: none"> <li>• Partner Schools onsite</li> </ul>	<a href="#">Child onsite, engaged through a Partner Organisation (pp13-14)</a>	2
<ul style="list-style-type: none"> <li>• CAT offsite, including overnight stays</li> <li>• CYD offsite including performances (e.g., festivals)</li> </ul>	<a href="#">Child offsite, engaged through The Place (pp 15-16)</a>	3
<ul style="list-style-type: none"> <li>• Partner Schools offsite</li> </ul>	<a href="#">Child offsite, engaged through a Partner Organisation (p17)</a>	4
<ul style="list-style-type: none"> <li>• LCDS 16 or 17-year-old students</li> </ul>	<a href="#">Under-18 LCDS Student (p18)</a>	5
<ul style="list-style-type: none"> <li>• LCDS Adult students</li> </ul>	<a href="#">Adult LCDS Student (pp 22)</a>	6
<ul style="list-style-type: none"> <li>• Creative Learning Projects with Adults</li> </ul>	<a href="#">Adult engaged through Partner Organization (p25)</a>	7
<ul style="list-style-type: none"> <li>• Adult Dance Classes</li> </ul>	<a href="#">Adult Dance Class Participant (p26)</a>	8

Please see associated document “IV Safeguarding Reporting Procedures Flowchart