

REVOLUTION PERFORMING ARTS (RPA)

TERMS & CONDITIONS OF BUSINESS

Welcome to Revolution Performing Arts, we are delighted that you have chosen us to nurture your child, allow them the opportunities to express themselves, build their confidence and encourage them to be the amazing individuals they are. I am not a fan of formality but for legalities, to allow me to concentrate on your children and not bureaucracy, from a place of compassion and also to ensure the strength and future of RPA I need to let you know the following:

PAYMENT

Our payments are all administered by our book keepers, Book Crunchers. You will receive an initial invoice for the start of term then further payments are taken by direct debit. Revolution Performing Arts requires all payments for classes to be made via direct debit using the Go Cardless payment system. Go Cardless will send you a reminder email 3 days prior to the payment being taken. Unfortunately failed direct debit payments will incur a £10 administration fee. Please ensure you complete the direct debit mandate. Complete details of the payment schedule including dates and amounts are provided for your information. Payments are only taken SIX times a year and are NOT monthly.

UNIFORM

We ask each young person to wear a RPA t shirt to wear in class as their uniform and also as part of their performance wear. We ask each person attending our sessions to have purchased their RPA top by the time they have been with us for one term (in order to ensure they really enjoy their session) and to wear it to class each week. Your child can wear anything they like on their bottom half to fully express themselves, just bear in mind modesty. Please wear flat shoes (trainers, daps, ballet shoes, jazz shoes if you already have them, please don't buy them especially) or you can go bare foot.

CANCELLATION POLICY

In the event of a class having to be cancelled, We will update this website, and Revolution Performing Arts Facebook page and Twitter (RevolutionPA).

You are also very welcome to call Fi anytime on 07799 691328 regarding any potential cancellation concerns. However if your session takes place within a school and the school is closed for any reason, please assume, naturally, that the session will not take place. Please be aware that sometimes school will open for school hours but not allow afterschool clubs to go ahead.

If a class is cancelled due to third party circumstances, e.g. a school decides to close for any reason, including closing due to adverse weather conditions or an unplanned TD day, then a refund will not be offered. However, if Revolution Performing Arts has to cancel a class for reasons where the teacher cannot attend, or find replacement cover, then a refund will be offered.

As a very small business, we have to consider our financial planning very carefully, therefore, when renewing your child's place for the new term, please consider this carefully as once payment has been made a refund cannot be offered if your child no longer wishes to or is unable to attend.

Further, with regard to RPA holiday workshops, please consider carefully whether your child is available to attend when making your booking either electronically or verbally as bookings are taken

in good faith and will be considered as a firm confirmed booking and full payment will be requested whether your child can attend or not.

CHILD PROTECTION POLICY

Revolution Performing Arts ensures that:

- the welfare of the child is paramount
- all children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- all staff have a responsibility to report concerns to the appropriate officer.

Policy statement/aims

Revolution Performing Arts has a duty of care to safeguard all children involved in *their classes* from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. *Revolution Performing Arts* will ensure the safety and protection of all children involved in *their classes* through adherence to the Child Protection guidelines adopted by *Revolution Performing Arts*.

A child is defined as a person under the age of 18 (The Children Act 1989).

Policy aims

The aim of the *Revolution Performing Arts* Child Protection Policy is to promote good practice:

- providing children and young people with appropriate safety and protection whilst in the care of *Revolution Performing Arts*
- allow all staff to make informed and confident responses to specific child protection issues.
- to ensure all action is taken in line with the following legislation/guidance: South West Child Protection Procedures (SWCPP), <http://www.online-procedures.co.uk/swcpp/>

Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters a club activity having been subjected to child abuse, performing arts can play a crucial role in improving the child's self-esteem and confidence. In such instances Fiona Da Silva-Adams will work with the appropriate agencies to ensure the child receives the required support.

Good practice guidelines

All personnel are encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how we create a positive culture and climate:

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first.
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making performing arts fun, enjoyable and promoting team work, fairness and objectivity.
- Ensuring that if any form of manual/physical support is required, it should be provided openly. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in performing arts.
- Being an excellent role model.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

Practices to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- avoid spending time alone with children away from others
- avoid taking or dropping off a child to an event or activity.

Practices never to be sanctioned

The following should **never** be sanctioned. We never:

- engage in rough, physical or sexually provocative games, including horseplay
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control

- fail to act upon and record any allegations made by a child
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a performer
- if he/she seems distressed in any manner
- if a performer appears to be sexually aroused by your actions
- if a performer misunderstands or misinterprets something you have done.

Use of photographic/filming equipment at performing arts events

Permissions will be sought from parents concerning taking photographs or video film footage.

Recruitment and training of staff and volunteers

Revolution Performing Arts recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Preselection checks include the following:

- All volunteers/staff complete an application form. The application form will elicit information about an applicant's past and a self disclosure about any criminal record.
- Consent will be obtained from an applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo).

Interview and induction

All employees will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child protection procedures are explained and training needs are identified.
- They should sign up to the *Revolution Performing Arts* Child Protection Policy.

Training

In addition to preselection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

Revolution Performing Arts requires:

- Performing Arts staff to attend a recognised 3-hour good practice (run by Swindon's LSCB) and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to gain a national first aid training (where necessary).
- Attend update training when necessary. Child Protection training is refreshed every two years.

Responding to allegations or suspicions

It is not the responsibility of anyone working in *Revolution Performing Arts* in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities. If working within a school, the first point of contact will be the school office.

Revolution Performing Arts will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

Action if there are concerns

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; *Revolution Performing Arts* Child Protection Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the *Revolution Performing Arts* Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to Dance UK who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse:

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the *Revolution Performing Arts* Lead Child Protection Officer (Fiona Da Silva-Adams, Tel: 07799 691328 – 24 hours), who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The *Revolution Performing Arts* Child Protection Officer will refer the allegation to the social services department who may involve the police. Children Services Referral Team – Telephone number 01793 466903. Out of hours telephone number 01793 436699.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The *Revolution Performing Arts* Child Protection Officer should also notify the relevant *Dance UK* officer who in turn will inform the *Dance UK* Child Protection Officer who will deal with any media enquiries.
- If the *Revolution Performing Arts* Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence *Dance UK* Child Protection Officer who will refer the allegation to Social Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- the *Revolution Performing Arts* Child Protection Office
- the School (if appropriate) where the club takes place
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- the *Revolution Performing Arts* Manager and *Dance UK* Child Protection Officer

Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal enquiries and suspension

- The *Revolution Performing Arts* Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries *Revolution Performing Arts* will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the *Revolution Performing Arts* must reach a decision based upon the available information

which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse:

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: www.bacp.co.uk .
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying in performing arts:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Revolution Performing Arts Child Protection Officer or the school (wherever the bullying is occurring).

3. Concerns outside the immediate performing arts environment (e.g. a parent or carer):

- Report your concerns to the Club Child Protection Officer, who should contact social services or the police as soon as possible or the school. **See 4. below for the information social services or the police will need :**

- If the Club Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police or the school immediately.
- Social Services and the Club Child Protection Officer will decide how to involve the parents/carers.
- Maintain confidentiality on a **need to know** basis only.
- See 4 below regarding information needed for social services.

4. Information for social services or the police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services (Swindon's LCSB) should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the NSPCC Helpline on 0808 800 5000, or Childline on 0800 1111