



**MOOV with Oona**

## **SAFEGUARDING POLICY**

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2018 (plus updates), 'What to do if You are Worried a Child is Being Abused' 2015 and '**Keeping Children Safe in Education**' 2023, Moov with Oona works in alignment with, 'The prevent duty' 2023, 'Information sharing advice for safeguarding practitioners' 2024.

Bradford District Safeguarding Children Partnership  
Airedale Clinical Commissioning Group in Health (Bradford District)  
West Yorkshire Police

These partners are known together as The Bradford Partnership. For general enquiries and signposting to the three partners, the contact details are:  
[TBPsafeguardingchildren@bradford.gov.uk](mailto:TBPsafeguardingchildren@bradford.gov.uk)  
Tel: 01274 434361 (non-emergency)

If you are concerned about the safety or welfare of a child in the Bradford District, these are the numbers that you can call for advice and to make a referral:

## **KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY**

In the Bradford District providers should contact the Integrated Front Door (IFD) (The Bradford District Safeguarding Children Partnership) using these numbers for advice and to make a referral for child protection, this includes Female Genital Mutilation and Prevent:

**Bradford Children's Services Integrated Front Door (IFD)** dedicated practitioner's advice and referral contact number – **01274 433999**

### **Opening hours:**

Monday to Thursday 8.30am to 5.00pm

Fridays 8.30am to 4.30pm

Outside of these hours, phone the Emergency Duty Team on 01274 431010

If you have reason to believe that a child is at immediate risk of harm, contact the police on 999

Website: <https://saferbradford.co.uk>

## **Equal Opportunities**

MOOV with Oona actively promotes diversity and equal opportunity in all aspects of its work and seeks to prevent discrimination against any individual or group within MOOV with Oona, on the grounds of racial/ethnic heritages, religious or political belief, socio-economic and marital status, physical attributes, disablement, gender, sexual orientation and age.

## **Disabilities**

MOOV with Oona recognises that it has clear obligations towards all of its students to ensure that they are all afforded the opportunity to realise their full potential.

MOOV with Oona tries to anticipate the needs of all clients, students who join with a disability or special need, or who become impaired during their course of study. The aim is that no one should be disadvantaged in any way.

If clients/students have impairment, or have special requirements, they are encouraged to inform us as soon as possible (usually on the application form). We rely on the parent/student/client to tell us what is needed. This will give us time to check that we can meet particular needs or, if not, make sure that suitable provision is in place by the time that students arrive. This policy embraces the Disability Discrimination Act 1995.

Moov with Oona is dedicated to developing the potential of children in a safe and secure environment.

Child abuse is an all-encompassing term that encapsulates many ways that a child's health or development can be damaged by other people. Anything that prevents a child achieving his or her full potential, or contradicts the dignity and rights of a child, is abusive behaviour.

We have a duty of care to our students. Their parents need to feel confident that, as an organisation, we have the safety of their children as our primary concern.

The purpose of this document is to give a clear picture of the expectations Moov with Oona has with regard to safeguarding our students and how team members should behave with students in their care.

All team members and new recruits must be given a copy of this policy to read. A team member is anyone who has unsupervised contact with students under the age of 18.

### **Child Safeguarding Helpline**

Every child deserves to be safe from abuse. Moov with Oona is entrusted to protect your children and we work hard to achieve this.

If you are concerned about the safety or welfare of a child in the Bradford District, these are the numbers that you can call for advice and to make a referral:

During office hours call Children's Social Care Initial Contact Point - **01274 435600**  
- (8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday)

At all other times, Social Services Emergency Duty Team - **01274 431010**

If you have reason to believe that a child is at **immediate risk of harm**, contact the police on **999**

You can use these number for emergencies and to seek advice. Talking something through with an expert can save time and may ease your concerns.

We want all adults working with Moov with Oona to report malpractice without fear of victimisation. We are clear that no one should be afraid to report concerns about failures in safeguarding our students.

If you think no action is being taken and that a child is in danger, has been failed by their school, or that students are not being kept safe, nothing should stand in the way of you speaking out. All of those working with Moov with Oona will be legally protected from any future workplace discrimination arising as a result of having expressed concerns. Any concerns raised will be passed on to relevant investigatory bodies to pursue further, as appropriate.

## Recruiting Team Members

The main elements of the recruitment process are:

1. Ensuring that the job specification includes specific reference to suitability to work with children.
2. Obtaining and scrutinising applicant information, and checking and satisfactorily resolving any discrepancies or anomalies in CVs.
3. Obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children, and following up any concerns.
4. A face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post.
5. Verifying the successful applicant's identity.
6. Verifying the successful applicant's academic or vocational qualifications.
7. Checking his or her previous employment history and experience and discussing most recent employment.
8. Verifying the successful applicant has the health and physical capacity for the job.
9. Obtaining the mandatory Enhanced Disclosure via the Disclosure and Barring Service (DBS) or Protecting Vulnerable Groups (PVG in Scotland) and Update Service registration.

Guidance on the DBS system is attached to this document at Appendix 5.

**Please note:** It is important not to rely solely on the DBS or PVG checks. It is an essential safeguard, but it will only pick up those abusers who have been convicted, or have come to the attention of the police, or who have been listed as unsuitable to work with children. Many individuals who are unsuited to working with children will have a clear DBS or PVG check.

## A Safe Environment

In looking to create a safe environment we have drawn on the work of experts to create a safe zone for our students and their teachers. We aim to control who comes into our premises and, ensure doors can be locked to stop unidentified people from entering and students from leaving without our knowledge.

Teachers should give clear instructions to students as to use of toilets, and rules around their use. It is not realistic to escort children to the toilet on all occasions, and if the toilets are within the safe zone, then there is no need to do this. If the toilets are elsewhere then team members should make a judgment about escorting a student. Be aware that potential abuse can come from outside as well as from older, more capable students.

Creating and maintaining a safe environment is vital in keeping students safe. Think about potential risks, and plan how to minimise these risks. For example, contractors working on site must be DBS checked if they have access to your building/rooms whilst you are using them.

Whilst our priority is keeping our students safe, we must also recognise teachers or team members can also be subject to intimidation and bullying, and we must be aware of any concerns.

## Standards Of Professional Behaviour And Boundaries

Everyone working with Moov with Oona needs to demonstrate safe behaviour in order to protect the students in our care and also to protect ourselves from allegations of misconduct.

If an allegation or concern is raised about an individual, they will be suspended whilst an investigation take place

Follow these good practice standards to create a positive culture and climate.

### Good Practice

**Always work in an open environment.** Avoid private or unobserved meetings with students and never allow yourself to be left alone with a student. There may be rare occasions for example in Private classes when a confidential interview or a one-to-one meeting is necessary and, in such circumstances, the interview/session should be conducted in a room with an open door or one with visual access. If this is not possible, the teacher or Principal should ensure there is another adult nearby.

**Touching a student must be appropriate to their training.** It is unrealistic and inappropriate for Moov with Oona to prohibit physical contact between teachers and students. Touch is very much part of what we do and it is an essential part of the creative interpretation of roles as well as a means of directing movement, encouraging performance and providing comfort and reassurance. Where physical contact is necessary the teacher should explain the reason. However, teachers must bear in mind that even innocent actions can be misconstrued. It is important for you to be sensitive to a student's reaction to physical contact and to act appropriately. No student should ever be touched on a part of his/her body or in a way that is indecent. The areas covered by bra and pants should never be touched, except in case of emergency. If there is a reason why you have had to touch a child in these areas then you should record what you have done and why. Touch must always be related to the needs of the student.

Dance and Pilates are a physical activity and appropriate physical contact between students/clients and instructors in class is essential to training.

Instructors can make physical contact with a students/client to illustrate a concept or to adjust a student/clients alignment. Posture often requires adjusting of the ribcage and the buttock area simultaneously and it is sometimes necessary to touch, hips, back and waist or other appropriate body parts.

In choreographic teaching, instructors demonstrate positions and movements to the students by moving parts of the students' bodies and by moving student/clients in relation to each other: this often involves a considerable amount of contact with students.

MOOV with Oona recognises that such physical contact is a potentially complex area; and also fully recognises its responsibilities for safeguarding students, clients and instructors and for protecting their welfare.

The following principles and procedures are in place to fulfill our obligations:

1. Contact by the instructor is made with awareness of the needs of each individual, to assist the student/clients in correcting placement
2. All instructors will treat any physical contact with due sensitivity and care, and with due regard for the wishes of the student/client
3. Contact will not involve force or the use of any instrument

4. Instructors will be mindful of location and avoid situations where they are isolated with a student/client; all private classes should be held in studios and dance areas with windows or with the parent/carer present
5. Students, parents and clients are encouraged to discuss any worries with an instructor or an independent listener.
6. Both students, clients and instructors should feel free to report any concerns to Oona Thompson, the DSL Designated Safeguarding Lead.

**Treat all students equally and with respect and dignity.** Moov with Oona will take positive action to eliminate discrimination against any person or group of people. Ensure that students are protected from discrimination on any grounds, including ability, and challenge discriminating comments and behaviour. Activities should be designed to include all students and to promote positive attitudes towards diversity.

**Never enter into an intimate relationship with a student** or share a room with students during residential events. **Maintain a safe environment** and act in a responsible manner with regard to the care of students.

**Conduct yourself in a manner that sets a good example to students.** Be an excellent role model – this includes not drinking alcohol in the company of/whilst responsible for students.

**Give enthusiastic and constructive feedback** rather than negative criticism.

**Secure parental consent in writing if the need arises to administer emergency first aid and/or other medical treatment.** First aid given should be recorded in writing and reported to the Principal who should then inform the parent or carer.

**Keep a written record of any injury that occurs, along with the details of any treatment given.**

**Request parental consent in advance if you are required to transport students in your car, or if a student expects to leave Moov with Oona without a parent, i.e. to catch a bus.**

**Always refer any child safeguarding concerns to the Principal (Oona). Question any unknown adult who enters the premises and/or who attempts to engage with the students.**

### **Bad Practice**

The following practices should never be sanctioned: These sorts of behaviours give rise to serious concerns about an individual worker, are deemed as gross misconduct, and should be reported. It is not an option to ‘turn a blind eye.’, Concerns must be reported immediately.

Never use physical force against a student, unless it constitutes reasonable restraint to protect him/her or another person or to protect property. The incident should be recorded in writing, with a witness statement (where possible), immediately afterwards.

Do not engage in rough, physical games.

Never use physical punishment.

Do not engage in any form of inappropriate touching.

Never tolerate a student’s inappropriate use of language and/or behaviour. This should always be challenged. Do not make sexually suggestive comments to a student, even in a light-hearted manner.

Avoid using sarcasm and bad language and never reduce a pupil to tears as a form of control.

Never allow allegations made by a student to go unrecorded or to not be acted upon.

Do not do things of a personal nature for students who can do it for themselves (e.g. apply sunscreen).

Do not allow students access to your personal Facebook account or any other social networking sites. Do not access their sites.

Never exchange personal mobile phone numbers or other contact details with students.

Do not invite or allow students to stay with you at your home, or arrange meetings with them away from the school.

### **Code Of Conduct For Students**

Good behaviour and personal discipline are a central theme for students at Moov with Oona. We expect the highest standards of behaviour from one another.

Courtesy, good manners and consideration for others, together with self-discipline, are encouraged at all times, and are important if we are to make Moov with Oona a true, caring community. We place great emphasis on praising students for their achievements, politeness and kindness to others.

All students are encouraged to make a full contribution to Moov with Oona and to support the positive endeavours of all its members. Rules are essential for the benefit of all and we try to keep these as simple as possible, but we do expect them to be respected. Students are expected to:

#### **Contribute to the learning environment by:**

- Working to the best of their ability in sessions
- Making it as easy as possible for everyone to learn and for the teachers to teach
- Behaving in a responsible manner and listening and responding to instructions by teachers
- Keeping mobile phones switched off during the school day.

#### **Show respect for others by:**

- Being courteous co-operative and friendly to each other
- Being polite, courteous and honest with staff and visitors
- Trying to understand other people's point of view

#### **Act in a responsible manner by:**

- Taking pride in your appearance and having respect for other people and their possessions.
- Doing nothing to endanger a healthy, safe and secure environment
- Ensuring forbidden items are not brought to Moov with Oona
- Refraining from fighting and name-calling and any form of bullying (including cyberbullying and use of email, text and video/sound recordings to facilitate bullying)
- Reporting any instances of bullying immediately to staff  
The Principal will bring any serious breach of discipline or any disruptive behaviour to the attention of the parents concerned, and an appropriate course of action will be decided upon.

### **What Is Abuse?**

Abuse is a form of maltreatment of a child somebody may abuse or neglect a child by inflicting harm or by failing to prevent harm. It can take many forms but is usually divided into up to five categories.

### **Sexual Abuse**

Sexual abuse is the involvement or enticing of a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts.

Sexual activities may also include non-contact activities, e.g. involving children in looking at, or in production of abusive images, watching sexual activities or encouraging them to behave in sexually inappropriate ways. This may include use of photographs, films, pictures, cartoons, literature or sound recordings e.g. the internet, books, magazines, audio cassettes, tapes, CDs.

Ultimately it is a corruption of relationship that leaves children damaged and potentially unable to function.

If you are engaged in a professional role with children and young people under 18 years of age you need to be clear that they cannot provide lawful consent to any sexual activity.

### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, giving children alcohol and/or inappropriate drugs, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer encourages symptoms that are not genuine, or deliberately causes ill health to a child whom they are looking after.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of health and development. Neglect is by far the most common form of abuse and may involve a parent or carer failing to:

- Provide adequate food, shelter and clothing (including exclusion from home or abandonment).
- Protect a child from physical harm or danger.
- Meet or respond to a child's basic emotional needs.
- Ensure adequate supervision including use of adequate caretakers.
- Ensure adequate access to appropriate medical care or treatment.
- Ensure that educational needs are met.

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child which would adversely affect his or her emotional development. It may involve:

- Conveying to children that they are worthless or unloved, inadequate or valued only because they meet the needs of another person. This may be verbally or via electronic or written communication.

- Imposing age or developmentally inappropriate expectations, for example over protection or limitation of exploration and learning.
- Causing children to feel frightened or in danger (e.g. witnessing domestic abuse, seeing or hearing the ill treatment of another.)
- Exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

## **Bullying**

Bullying can take several forms including:

- Physical, e.g. hitting, kicking, theft
- Emotional, e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti, gestures, ridiculing, humiliating, ignoring
- Sexual, e.g. unwanted physical contact, abusive comments

The damage inflicted by bullying is often underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self harm and suicide).

Teachers need to be aware that cyber bullying, involving the use of mobile phones and the Internet, is increasingly being used.

## **Signs Of Abuse**

It is important to remember that a child may suffer or be at risk of suffering from one or more types of abuse and that abuse may take place on a single occasion or may occur repeatedly over time. There is no absolute criterion on which to rely when judging what constitutes significant harm. The following indicators are signs and symptoms that teachers might notice, that may be consistent with abuse; but children may exhibit them for other reasons too. For this reason, any concerns about a child must be raised with the Principal .

## **Sexual Abuse**

- Frequent unexplained abdominal pains discomfort when walking/sitting
- Inappropriate sexual behaviour or knowledge for the child's age
- Promiscuity
- Sudden changes in behaviour, including emotional withdrawal or aggression
- Inappropriate sexually explicit stories or performances
- Overeating or anorexia
- Substance/drug misuse
- Reports of assault

## **Physical Abuse**

- Frequent or unexplained bruising, marks or injury
- Bruises that reflect hand marks or shapes of articles e.g. belts
- Cigarette burns
- Bite marks
- Flinching when approached or touched
- Unexplained broken or fractured bones
- Scalds
- Fear of parent being contacted



- Reports of injury caused by parents

### **Neglect**

- Poor hygiene
- Weight loss/underweight
- Inappropriate dress
- Unattended physical problems or medical needs
- Constantly tired/listless
- Poor relationship with parent or carer
- Behavioural extremes – aggressive/angry outbursts/ withdrawn or violent behaviour
- Fear of going home

### **Emotional Abuse**

- Delays in physical development or progress
- Sudden speech disorders
- Failure to thrive
- Impairment of intellectual, emotional, social or behavioural development
- Bullying
- Stomach aches and/or headaches
- Reduced concentration becoming withdrawn clingy, depressed
- Tearful, erratic mood swings
- A drop-in performance at school or standard of play

### **Action: What To Do If you observe bad practice...**

If you have concerns about a team member working for Moov with Oona who shows signs of bad practice in line with the examples above, talk this through with the Principal or Children's Social Care Initial Contact Point - **01274 435600**

It is not always easy to recognise a situation where abuse may occur or has already taken place. Whilst it is accepted that teachers are not experts at such recognition, you do have a responsibility to act if you have any concerns about the behaviour of someone (an adult or a child) towards a student.

All team members have a duty to discuss any concerns about the welfare of a student immediately with the Principal or Children's Social Care Initial Contact Point - **01274 435600**

Report your concerns and allow others to help.

### **If a student tells you something ...**

When a student tells you something or you observe any of the behaviour detailed above, it is important that your actions do not abuse the student further or prejudice further enquiries. For example:

Listen to the student if they are telling you something. If you are shocked by what is being said, try not to show it. It is OK to observe bruises but not to ask a student to remove or adjust their clothing to observe them

Let the student dictate the pace when they tell you something. They should not feel pressed or pressurised to give you details. Avoid asking such questions as “what did they do next?” or “where did they touch you?”

It is our role to listen, not to investigate. Use open questions such as “is there anything else you want to tell me?” or “yes?” or “and?” Try not to press the student or introduce your own hypotheses about what you are being told.

Accept what the student says. Be careful not to burden them with guilt by asking questions such as “why didn’t you tell me before?”

Do acknowledge how hard it was for them to tell you this.

Don’t criticise the alleged perpetrator as this may be someone they love.

Don’t promise confidentiality. Reassure the student that they have done the right thing, explain that you will have to tell the Principal or Children's Social Care Initial Contact Point - **01274 435600**

Do not make promises that you cannot keep such as “I’ll stay with you all the time” or “it will be alright now”.

### **If you see something of concern ....**

Looking through the list of signs of abuse as set out above can lead people to be hypersensitive to the possibility of abuse, but it is important you take action if you notice something, particularly any changes in line with the signs of abuse.

### **Report To The Principal And Children's Social Care Initial Contact Point - 01274 435600**

After talking with the student and noting any concerns, you must discuss the matter with the Principal as soon as possible and **no later than the end of the teaching session**. Contact must also be made with Children's Social Care Initial Contact Point - **01274 435600**. If they are not available and a child is known to be in imminent danger then you must phone the police.

### **Recording The Information**

Make some brief notes at the time or immediately afterwards; record the date, time, place and context of the disclosure or concern, recording facts and not assumption and interpretation. Use the Incident/concern reporting form at Appendix 1, which should be signed and dated. A copy should also be emailed to [TBPsafeguardingchildren@bradford.gov.uk](mailto:TBPsafeguardingchildren@bradford.gov.uk)

Note the non-verbal behaviour and the key words in the language used by the student (do not translate into “proper terms”). It is important to keep these original notes and pass them to the Principal.

This information must then be passed to the Principal and a copy sent to [TBPsafeguardingchildren@bradford.gov.uk](mailto:TBPsafeguardingchildren@bradford.gov.uk)

### **The Aftermath**

Moov with Oona recognises that students who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. Being at Moov with Oona may be the only stable, secure and predictable element in the lives of children at risk. For this

reason we would encourage teachers to allow students who have made disclosures to ‘feel normal’ whilst they are at Moov with Oona.

For team members receiving a disclosure or observing signs of abuse, this can also be a distressing time and you should feel free to talk this through with the Principal who is there to give you support and guidance.

## Parents

Parents play an important role in protecting their children from abuse. We are required to consider the safety of the student and, should a concern arise, seek advice from Children's Social Care Initial Contact Point - **01274 435600**

The reason for this, at this stage, is that it may be that we need to be clear that they are not involved in any potential abuse. We will work with parents to support the needs of their child.

We aim to help parents understand that Moov with Oona, like other schools, has a responsibility for the welfare of all students and has a duty to refer appropriate cases to the Police and/or Social Services in the interest of the child.

## Confidentiality

Teachers have a professional responsibility to share relevant information about the safeguarding of children with other professionals, particularly investigating agencies. If a student confides in a member of the team and requests that the information is kept secret, it is important that the team member tells the student sensitively that he/she has a responsibility to speak to the Principal and Children's Social Care for the student's own sake. Within that context, the student should be reassured that the matter will be disclosed only to the people who need to know about it. Team members who receive information about children and families in the course of their work should have the information only within professional context. Child safeguarding records should be kept securely locked.

## AGREEMENT

I have read the MOOV with Oona Safeguarding Policy and all other policies in full, and I agree to uphold the expectations that it places upon me as a professional working with children and young people. I have signed the confidential declaration below and accept that if my behaviour with students falls short of the expectations set out above, or if I have given false information, then I will be subject to a review of my engagement with MOOV with Oona. In addition, I will inform you immediately if there is any change in my circumstances that may affect my ability to work with children and young people and accept that failure to do so may result in a review of your engagement with MOOV with Oona. I understand if I am no longer engaged with MOOV with Oona due to child safeguarding concerns or issues, MOOV with Oona will report me to the relevant Safeguarding Board.

All team members to sign.

Name:		Update service:
Signed:	Date:	
Criminal Record Check certificate number:	Issue date:	

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Criminal Record Check certificate number:	Issue date:	

Name:		Update service:
Signed:	Date:	





Name/s and contact details of any witnesses.....

Signature..... Date.....

## **Appendix 2. The Internet and Social Media/Networking Sites Personal Accounts**

Personal Facebook and other social networking sites as they appear and develop must never be used by teachers, teaching assistants or helpers to communicate with students. Social networking sites are precisely that, 'social'. It is essential that you maintain appropriate boundaries to keep those in your care safe.

Moov with Oona students and their parents may at times ask if they can be a friend of yours on Facebook or other social networking systems and these requests must be politely declined. It might be helpful to remind both parents and students of this at the beginning of each term.

Some might think that this is an overreaction, but the reasons for this rule are clear and are as follows:

1. Social networking sites are used by children and young people to maintain contact with friends in the same way they might phone one another, meet and discuss their lives etc. These are, quite rightly, areas that we, as adults, do not play a part in. You should not consider your students as friends as this would fundamentally change the relationship, and leave the student and you unsafe.
2. Even if your motives are pure, you leave students with the view that it is 'okay' to make contact with teachers and other professionals outside the usual school environment. There are some adults who will use the fact that you have breached a boundary with students as a way of making their own behaviour seem acceptable, opening up the potential for them to groom and abuse young people. As soon as you start to communicate with students outside the school environment you begin a process that makes them unsafe.

Similarly, you should not use your own personal email account or social networking sites to communicate with students in your care. You should also consider what material you have on your social networking sites that is accessible to all. Do not include material that might cause offence or undermine your position in your professional role.

Principals and teachers should periodically remind our students that we do not allow contact between students and teachers out of the dance school environment. Students need to be re-assured that it is in no way a snub if they ask and are declined, and that we do so in order to be clear about the safeguarding of those in our care.

### **Social Networking Accounts**

Moov with Oona has a Facebook and an Instagram account and these are used to communicate with the general public about the services Moov with Oona has to offer

## **Appendix 3. The Use of Cameras, Mobile Phones, and Digital Recording Equipment**

Increasingly sophisticated technology makes it easy for video pictures and images to be shared on the internet and on mobile phones.

The Principal should adopt a common sense approach to the use of cameras and other recording equipment used to film students during performances and showcases. There will be occasions where the Principal, parents and carers will wish to take photographs or make video recordings of their child/children taking part in a performance.

In order for schools to ensure that use of photography and video is safe, Principals and teachers should:

Tell parents that they do not have permission to take photographs and videos of the children including their own child during performances. This information should be given prior to a performance verbally. Instead the principal should advise that all photos and videos taken will be via Moov with Oona staff and the photos and videos released will ensure they are compliant with the Media consent form.

Make it clear that the Principal and staff have the safeguarding of children as a priority and that you reserve the right to challenge anyone who you think is misusing the opportunity.

Seek permission from parents if you plan to use a video or photographs of their child or children for marketing purposes. Use the Moov Media Consent form. Parents need to complete a Media Consent form for their child. If you do not get parental permission, you cannot use that child in any of your marketing.

Ensure that photography or video recording only takes place in designated areas. For example, in the main school hall where the performance is taking place and not in 'backstage' areas.

If you intend to photograph or video performances on behalf of the school, use a designated camera or video recorder. Before the performance begins, let parents and carers know that you will be videoing or taking photographs of the event and explain how those images will be used, for example a DVD of the event which will be available to buy.

If you intend to use a photographer to capture your footage, ensure that they have signed a GDPR compliant contract for photographers of your choice. You will need to ensure that the

**Photographer** has an Enhanced DBS certificate which is registered with the Update Service and that you have given parents notice that there will be a photographer in attendance

Have in mind that there may be those who would want to misuse the opportunity to take photographs and film students in your care. You will minimise this risk by having all filming and photography confined to the performance.

Be clear with students that they should not take photographs or video (including on mobile phones) whilst engaging in Moov with Oona activities.

### **A Note about Mobile Phones**

Students and teachers should not use their mobile phones while they are at Stagecoach. Parents who need to contact their child should ring the Principal.

#### **Appendix 4. Confidential Declaration**

This form is to be completed by all Moov with Oona team members and must be held on their personnel file, along with a copy of either their birth certificate, driving licence or passport.

Moov with Oona maintains a high level of safeguarding for children in our care over and above any legal requirements.

You are completing this form because you have either applied for or taken up a post with Moov with Oona where you will have, at times, unsupervised contact with students under the age of 18 years. Moov with Oona will also ask you to complete an Enhanced DBS check.

If you do not complete this form or you fail to inform us of any conviction or other relevant information that later comes to light, it is likely that you will no longer be engaged by Moov with Oona. If such a situation arises, information directly relevant to the safeguarding of children will also be shared with the Independent Safeguarding Authority, the body responsible for the approval of people working with children and young people.

1. Have you ever been cautioned or convicted for an offence in relation to children and young people, within the last 5 (five) years? Yes or No

If 'Yes', please give details below

2. Have you ever been known by any other name than the one given to Moov with Oona? Yes or No If 'Yes', please give details below

3. Have you been barred from working with children by the Disclosure and Barring Service (DBS)? Yes or No If 'Yes', please give details below

4. Do you knowingly live in the same household as another person who has been barred from working with children by the Disclosure and Barring Service (DBS)? Yes or No

If 'Yes', please give details below

I confirm that the information above is true and complete and that I accept that any false or incomplete disclosure may result in a review of my engagement with Moov with Oona. I further agree to notify Moov with Oona immediately of any change in my circumstances that may affect my suitability to work with children and young people and that failure to do so may result in a review of my engagement with Moov with Oona

Full name:.....  
Signed:.....  
Date.....

## **Appendix 5. The Disclosure and Barring Service (Enhanced Disclosures)**

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office and has been set up by the Government to help organisations make safer recruitment decisions for the safeguarding of children and vulnerable adults.

The DBS provides a service called ‘Disclosure’ in order to safeguard children and young people. A Disclosure is a document containing information held by the police and government departments. A DBS Disclosure is required for all team members.

Every team member and Principal must add themselves to the DBS Update Service.

### **Applying For A Disclosure**

Applications for Disclosures from the DBS of those working with Moov with Oona or those who are planning to work with Moov with Oona, should be made through Oona.

Failure to comply with this process may result in a police prosecution, and is a fundamental breach of your agreement with Moov with Oona, which may result in termination of contract.

### **Frequently Asked Questions**

#### **Can I rely on a Disclosure that a team member has already obtained?**

Only if they are on the Update Service and you have seen their original certificate. You can then view the status online to see if there are any changes. You can see when the Disclosure was obtained and ensure it is at an Enhanced level and is less than two years old. Remember that a Disclosure is only one aspect of the recruitment process.

#### **How long does it take for the Disclosure to come through?**

Much depends on how much work the DBS has to do in order to complete all the checks required. Generally, it should take between 1 and 3 weeks but may be longer if, for example, there are a lot of previous addresses to check.

#### **Can I use the teacher if he/she hasn't got a Disclosure?**

We strongly recommend that ALL checks are completed on any team member prior to them working with students. If you do decide to engage a teacher before seeing a Disclosure you must be confident that they are suitable for the position and you must apply for DBS clearance in the meantime.

### **Where can I find out more about the DBS and the Disclosure Service?**

Please visit [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service) Or you can telephone the Information line on 03000 200 190.

### **How long is the Disclosure valid for?**

Disclosures do not carry a predetermined period of validity because a conviction or other matter could be recorded against the subject of the Disclosure at any time after it is issued. It is Moov with Oona policy that all Principals and teachers of Moov with Oona are registered on the DBS Update Service having had a suitable DBS check at Enhanced level carried out beforehand.

MOOV with Oona believes that it is always unacceptable for a child or young person to experience abuse of any kind, and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents and carers is essential in promoting young people's welfare

### **The purpose of the policy:**

- To provide protection for the children and young people who receive MOOV with Oona services, including the children of adult members or users.
- To provide instructors and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm
- This policy applies to all instructors including volunteers, students or anyone working on behalf of MOOV with Oona.

### **We will seek to safeguard children and young people by:**

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for instructors and volunteers
- Recruiting instructors and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, parents, instructors and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for instructors and volunteers through supervision, support and training
- We are also committed to reviewing our policy and good practice annually.

## **ANTI BULLYING POLICY**

Everyone Matters:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution

Helping Everyone to Achieve More

MOOV with Oona's Anti-Bullying Policy covers all students, both children and adults in attendance.

Any form of bullying, whether verbal, physical or psychological or cyber, and whether one-off, occasional or repeated, is completely unacceptable at MOOV with Oona.

### **Definition**

Bullying is behaviour by an individual or a group, repeated over time (or possibly one serious incident) that intentionally hurts another. Bullying can take many forms and is often motivated by prejudice, for example on grounds of ability, special need, race, religion, culture, gender, sexual orientation, or because a child is adopted or has caring responsibilities.

Stopping violence and ensuring immediate physical safety is obviously our first priority. Although bullying is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour may in some circumstances be regarded as such.

Bullying can be

- Emotional – being unfriendly, excluding, and tormenting (e.g. hiding uniform, threatening gestures).
- Physical – pushing, kicking, hitting, punching or any use of violence.
- Racist – racial taunts, graffiti, gestures.
- Sexual – unwanted physical contact or sexually explicit and/or abusive comments.
- Homophobic – because of, or focusing on, the issue of sexuality.
- Verbal – name calling, sarcasm, spreading rumours, teasing.
- Disability – because of, or focusing on, a disability.
- Cyber – using electronic means such as social websites, mobile phones, text messages, photographs or e-mail to cause pain and distress to a victim.
- Religious/Cultural – religious or cultural intolerance of any sort.

Bullying can seriously damage a person's confidence and sense of self-worth. It can lead to serious and prolonged emotional damage for an individual, and, at its most extreme, suicide. Those who conduct the bullying or witness the bullying can also experience emotional harm, and the impact on parents and instructors can be significant. MOOV with Oona understands that some students, those with disabilities or special educational needs, can be more of a target for bullying, and we will watch for this.

MOOV with Oona accepts that as well as pupils bullying pupils, instructors can be bullies, or the victims of bullying, as can parents. MOOV with Oona sees all incidents of bullying as unacceptable, and all known incidents are addressed with equal importance.

All members of the MOOV with Oona community (parents, students, clients and instructors) have a responsibility to ensure that, in so far as it reasonably practicable, bullying is prevented, and when it does occur, it is dealt with effectively and in accordance with this policy.

Who to Contact:

- Oona Thompson

This policy is available via the MOOV with Oona web-site.

### **Aims**

- To promote a consistent approach to managing behaviour with the emphasis on preventing bullying all together.
- For instructors to take the lead in ensuring policies are implemented effectively.
- To create an atmosphere of trust and openness.
- To promote strongly positive behaviour of all types.
- To ensure that concerns of all types are raised at an early stage and dealt with swiftly, fairly and with consistency.
- To ensure both bullies and those being bullied are supported appropriately and systems put into place to monitor progress.
- To ensure all concerns and reports of bullying of all kinds are recorded fully.

### **Objectives**

To communicate the contents clearly to all so that;

- All instructors, pupils, clients and parents have an understanding of what bullying is.
- All instructors know what the policy is on bullying and follow it when bullying is reported.
- All pupils, clients and parents know what the school policy is on bullying and what they should do if bullying arises.
- Everyone takes bullying seriously at all times, so that pupils, clients and parents are assured that they will be supported when bullying is reported.

The Equality Act 2010 – the school complies with the aims of this act as follows:

- We aim to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act.
- We work to advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- We promote and foster good relations between people who share a protected characteristic and people who do not share it.

### **Safeguarding Children and Young People**

Under the Children Act 1989 a bullying incident should be addressed as a child protection concern when there is ‘reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm’. Where this is the case, instructors should follow the safeguarding policy and report their concerns immediately to the DSL, Designated Safeguarding Lead, Oona Thompson, who will then inform the local authority children’s social care officer if appropriate.

### **ROLES AND RESPONSIBILITIES**



The principal (Oona) and instructors will deal quickly and effectively with incidents. All instructors and pupils and clients have a vital role in preventing bullying within the school.

#### Recording of incidents

A record of all incidents of bullying (register) is kept by Oona Thompson. All relevant incidents occurring at any time are recorded.

#### Cyber Bullying

MOOV with Oona considers online safety a part of both safeguarding, anti-bullying, and mobile devices. This includes the use of cyber technology to bully, including social media, websites, mobile telephones, text messages, photographs, and emails. The Department for Education offers advice documents for both parents and school instructors on Cyber Bullying and these documents are available on the Department for Education Website.

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>. MOOV with Oona would also treat seriously cyber bullying of its instructors by any parent or student.

**Procedures** – What can Instructors do if bullying is suspected? Signs to look for include withdrawal, low self-esteem, poor attendance, children flying into tempers (usually at home) weight loss, bursting into tears at the slightest criticism. Instructors should develop positive relationships with pupils and clients so that they feel confident enough to report bullying. When bullying is reported, it is important to act quickly and to get the facts right noting times, names, places, witnesses, theft, damage, injuries. It may be advisable to ask the victim to keep a diary of events. All reports of bullying must be taken seriously. Any meetings with parents, copies of letters and the action agreed upon will also be recorded. It is important to fully investigate and hear ‘both sides of the story’.

If complaints of bullying are the result of normal, albeit distressing, changes in friendships, they may be best resolved in a low-key manner, with a minimum of disruption to pupil’s progress. In such situations, parents may not be automatically informed.

When a bullying incident is witnessed the instructor should remove both parties from the situation and hear both sides of the story. As soon as possible a written record of the incident should be made. Very minor incidents may be dealt with swiftly and verbally, and may require no further action – nonetheless positive action by instructors is necessary and a record made of the conversation. When a pupil or client complains of being bullied, they will be taken seriously and listened to. Any specific incidents will be noted down in writing, as well as a record of the pupil’s general feelings. When a parent raises an initial concern, the same process applies.

At all times a calm, unbiased and reflective investigation is carried out of any allegations made, in consultation with all parties involved. MOOV with Oona will remain impartial, and make any decision regarding further action based on the evidence. If possible both parties should be reintegrated into the group/classroom as soon as possible. If not the parties should be taken to a safe place where a suitable adult can stay with them until an instructor attends.

In cases of cyber-bullying, any evidence in the form of text messages or other postings should be retained. Oona should be involved in all such cases.

All parties will meet at the earliest possible opportunity to try to find a solution, and agree a plan of action to prevent such incidents happening again. It is often helpful to have an impartial witness at such meetings, such as another instructor. All incidents of bullying should be reported to the instructors concerned, via a written report. In addition a copy will be sent to Oona for the bullying central file.

More severe cases of bullying will be reported to Oona who will inform the parents (if applicable) and hold an investigation. If deemed necessary, Oona will decide whether to inform the Police or other agencies as needed.

### **Parents**

Parents will be involved early in the process, and their support will be requested and desired. All incidents of bullying will be reported to parents/guardians. Parents' support will be asked for, to help to prevent further incidents of bullying or anti-social behaviour. Regular communication will play a key part in resolving an incident. In low key issues as highlighted above parents may not be informed unless it becomes clear that the situation remains an issue.

### **Walking Home**

Your child's safety is most important to us. We recognise that as some children reach year 6 they may feel more confident and ready to travel home on their own, with your permission. We are not willing to allow children to travel home alone from classes with MOOV with Oona without your written consent.

We will ensure your child's safety, and as parents you understand that certain dangers are present when travelling home alone or catching a bus.

POLICY DATE 8/3/24

UPDATE REVIEW DUE 8/3/25