



Our safeguarding policy

This policy applies to all staff, volunteers and freelance workers, or anyone working on behalf of Yorkshire Academy of Creative Arts & Dance also known as YACAD.

The purpose of this policy is:

- To protect children and young people who receive YACAD's services. This includes the children of adults who use our services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Yorkshire Academy of Creative Arts & Dance believes that a child or young person should

- Never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe.
- We are committed to practise in a way that protects them.

This policy should be read alongside our policies and procedures on:

- Complaints Procedure
- Code of conduct for staff, participants, and volunteers.

- Communications Policy.
- Behavioural Policy.
- Health and safety.

We recognise that:

The welfare of the child is paramount, as enshrined in the Children Act 1989

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

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

- Valuing them, listening to, and respecting them.
- Appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy, and a lead board member for safeguarding.
- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- Developing and implementing an effective

communication policy and related procedures

- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures
- All staff and volunteers will have to undergo mandatory safeguarding training as part of their induction.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- All staff and volunteers will have to undergo a full enhanced DBS check.
- Recording and storing information professionally and securely and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one-to-one discussions.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and

whistleblowing measures in place.

- Ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

Dealing with Disclosures & Concerns

What should you do?

- Have open body language and posture (An open posture can be used to communicate openness or interest in someone and a readiness to listen, whereas the closed posture might imply discomfort or disinterest).
- Ensure you observe and listen.
- Avoid automatically offering a caring touch (to a child that has experienced abuse, this may not be welcome).
- Reassure the young person they have done the right thing by speaking to you and explain what you are going to do next to prevent the child blaming themselves and being anxious.
- Take note of all information and direct quotes from the young person then discuss with the participant what he/she would like to do whilst passing the information to the safeguarding officer.
- If you need more information, then ask open

questions e.g. "Can you tell me anymore?"

- Remember it's not your role to investigate any disclosures and concerns.
- Report all information on our **Safeguarding Report Form** and pass on to the Designated Safeguarding Officer.

What should you not do?

- Do not make promises e.g. "I won't tell anyone".
- Do not interrupt silence as the young person may be thinking about what they might say next.
- Do not probe responses from the young person.
- Do not ask leading questions.

A child centred and coordinated approach to safeguarding:

- Safeguarding and promoting the welfare of children is everyone's responsibility.
- All professionals should make sure their approach is child centred. This means that they should always consider what is in the best interests of the child.
- YACAD staff and volunteers form part of the wider safeguarding system for children.
- This system is based on the principle of providing help for families to stay together where it is safe for the children to do so, and looking at alternatives where it is not, whilst always acting in the best interests of the child.

- Children who may require Early Help, 'Families First' is Bradford's programme of early help services for families.
- A directory of early help services is available at localoffer.bradford.gov.uk and will help practitioners and families find information and support to prevent escalation of needs and crisis.
- All staff should be aware of the Early Help process, and understand their role in identifying emerging problems, sharing information with other professionals to support early identification and assessment of a child's needs.
- It is important for children to receive the right help at the right time to address risks and prevent issues escalating. This also includes staff monitoring the situation and feeding back to the Designated Safeguarding Person any ongoing/escalating concerns so that consideration can be given to a referral to Early Help/ Children's Services (Safeguarding and Specialist Services) if the child's situation doesn't appear to be improving.

Staff and volunteers working for YACAD should be alert to the potential need for early help for children also who are more vulnerable. For example:

- Children with a disability and/or specific additional needs.

- Children with special educational needs. Children who are acting as a young carer.
- Children who are showing signs of engaging in antisocial or criminal behaviour.
- Children whose family circumstances present challenges, such as substance abuse, adult mental health or learning disability, domestic violence
- Children who are showing early signs of abuse and/or neglect.

YACAD staff and volunteers should be aware of the main categories of maltreatment: physical abuse, emotional abuse, sexual abuse, and neglect. They should also be aware of the indicators of maltreatment and specific safeguarding issues so that they are able to identify cases of children who may need help or protection.

Female Genital Mutilation (FGM)

YACAD recognises FGM as a form of child abuse and a violation of human rights. It is illegal in the UK under the Female Genital Mutilation Act 2003 and is considered both a safeguarding and criminal matter.

Staff and volunteers should be alert to the signs that a girl may be at risk of FGM or may have been subjected to it. Indicators can include discussions about a "special ceremony" or "becoming a woman", requests for extended

leave abroad, or signs of physical distress.

Any suspicion or disclosure of FGM must be reported immediately to the Designated Safeguarding Officer.

In line with the *mandatory reporting duty*, any member of staff who discovers that an act of FGM appears to have been carried out on a girl under 18 must personally report it to the police. The DSO will support the staff member in doing so and liaise with the Bradford Safeguarding Children Partnership for appropriate next steps.

Child Sexual Exploitation (CSE)

YACAD recognises that Child Sexual Exploitation is a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate, or deceive a child or young person under the age of 18 into sexual activity in exchange for something (e.g. gifts, money, affection, or status).

Staff and volunteers should be alert to signs such as:

- Unexplained gifts or money
- Secretive behaviour or new, older friendships
- Changes in appearance or self-esteem
- Repeated missing episodes or disengagement from usual activities

All concerns about potential sexual exploitation must be reported immediately to the Designated

Safeguarding Officer, who will refer to Children's Social Care or the Bradford Safeguarding Children Partnership in line with local procedures.

YACAD staff should also be aware of online grooming and exploitation, including through social media or gaming platforms.

Prevent, Radicalisation, and Extremism:

YACAD recognises its duty under the Counter-Terrorism and Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism".

We are committed to:

- Ensuring staff and volunteers are trained to recognise signs of radicalisation and extremism.
- Creating an open, safe environment where young people can discuss sensitive issues.
- Referring any concerns regarding radicalisation or extremist behaviour to the Designated Safeguarding Officer, who will liaise with the appropriate Prevent lead within the Bradford District.
- Working with Bradford's Prevent Team, Safer Bradford, and the Bradford District Partnership to share information and ensure coordinated early intervention.

Signs of concern may include (but are not limited to):

- Increasing isolation from friends or family
- Expressing extremist views or intolerant language
- Seeking to recruit others to an extremist ideology

- Sudden changes in behaviour or appearance

Any concerns should be reported immediately using YACAD's Safeguarding procedures.

STAFF MUST IMMEDIATELY REPORT THE FOLLOWING:

- Significant changes in a child's presentation.
- Information that a child is being privately fostered.
- Presentation of signs and Indicators of abuse or neglect.
- Any suspicion that a child is injured, marked, or bruised in a way not consistent with normal childhood knocks and bruises.
- Concerns around inadequate care or ill treatment.

Connections with Bradford District Partnership and Safer Bradford

YACAD is an active partner within the Bradford District's safeguarding network and works in alignment with the principles and procedures of the Bradford District Safeguarding Children Partnership (BDSCP) and Safer Bradford.

We follow local protocols and work collaboratively with schools, community services, police, health professionals, and voluntary organisations to safeguard children and promote their welfare.

Local Authority Designated Officer (LADO)

All allegations or concerns that a member of staff or volunteer has behaved in a way that may pose a risk to a child will be referred to the Bradford Local Authority Designated Officer (LADO) in accordance with local safeguarding procedures.

The Designated Safeguarding Officer will liaise with the LADO to ensure that all concerns are managed fairly, promptly, and transparently.

Safer Recruitment:

Recruitment and selection will be carried out in line with our Safer Recruitment Policy, which forms part of YACAD's wider safeguarding framework and supports our commitment to protecting all children from harm. All staff and volunteers will be subject to an enhanced DBS check. Offers of any employment either voluntary or paid will be subject to a satisfactory Reference and DBS check which will be requested after the interview stage.

Monitoring and Review

This policy and all related safeguarding procedures will be monitored continuously and formally reviewed at least annually to ensure they remain effective, relevant, and compliant with current legislation, statutory

guidance, and Ofsted requirements.

Contact details:

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Policy Owner	Yorkshire Academy of Creative Arts & Dance		
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