

# THE LONDON BALLET CIRCLE

## SAFEGUARDING POLICY

**The London Ballet Circle (LBC) recognises the importance of promoting an environment that reflects the safeguarding needs of children and young people. This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England and Wales.**

The purpose of this policy statement is:

- to protect children and young people from harm
- to provide LBC members, guests and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy should be read alongside other LBC Policies which include:

- Guidance for Members
- Website and Social Media Policy
- Data Protection & Privacy Policy
- Volunteer Policy
- Complaints Procedure

### **1. VISITS TO SCHOOLS & ORGANISATIONS WITH YOUNG PERSONS**

Every organisation with students or employees aged under 18 must have stringent policies and practices in place in order to comply with the statutory guidance resulting from child protection legislation and related requirements. Therefore, our visits, observation and any informal contact with young people aged under 18 are subject to members and guests of the London Ballet Circle adhering to the boundaries set by the organisations concerned. Consequently, anyone participating in such a visit will be expected to abide by the LBC's policy guidelines.

The schools' latest Safeguarding Policies are reflected in the following guidelines, which should be interpreted as applying also to young dancers in companies:

1. Visitors must be on the guest list for a visit or event and must not wander around the premises on their own.
2. Conversations with students should take place only in the public meeting areas. [Between classes, students will be rushing from one studio or classroom to another, and members should refrain from stopping them in corridors or on stairways.] Care should be taken to treat all students with courtesy and consideration and to avoid remarks of a personal nature.
3. There should be no physical contact of any kind between LBC members/guests and the students.

4. In order to protect members/guests from any accusations of inappropriate behaviour as well as to safeguard students, there should be no direct personal communication with students by any means (including social media, text, phone, e-mail or letter). [Any such communication should be made through the school's office.]
5. Members/guests should not give their personal contact details to students.
6. Members/guests should not send gifts to students. [However, if a member/guest wishes to send cards following a performance, these should be forwarded to the school's office, not to the students directly.]
7. There should be no photography, filming, or recording during the visit without prior consent from the organisation being visited.
8. Members/guests should not arrange to entertain students outside the school.
9. If, at any time, a member/guest has any reason to be concerned about the welfare of a student, he/she should advise the school immediately.
10. If, at any time, a member/guest has any reason to be concerned about the behaviour towards a student of a fellow member or guest during a visit, he/she should immediately advise both the school/organisation and the LBC Chair or the lead trustee/committee member present at the time. [The member/guest should not, under any circumstances, approach the person about whom he/she has the concern.]

In the unlikely event that there is an incident or an expression of concern, the issue will need to be dealt with under the safeguarding policies and procedures of the school/organisation being visited. The LBC will cooperate fully in this and will expect its members and guests to do likewise.

## **2. VISITS BY YOUNG PERSONS TO LBC EVENTS**

From time to time the LBC may invite groups of students to events. In addition to the above the following guidelines will also apply:

1. Students may attend LBC events when invited through their school but must be accompanied by a responsible adult.
2. Students at a vocational school who are aged 16 or older, may attend without an adult accompanying them, provided they have been invited through a vocational school. The LBC should not approach students directly by social media, text, phone, e-mail or letter.
3. When students are invited through their school, the LBC does not accept responsibility for the students' transportation to and from the venue. Should parental permission be required, the school must obtain it. By accepting and forwarding the invitation, the school agrees with these conditions. All of these requirements must be explicitly mentioned in LBC's invitation to the school.
4. An invitation to students through their school must specify that a list of those attending be sent to the LBC at least 24 hours before the event. If a member of the staff accompanies the students, his or her name is needed as well. This is a requirement of the venues we hire.

5. The LBC does sign-in all those attending, so will be aware if a student on the attendees list does not arrive at the venue. If the school need to know this information, they should provide the LBC with the relevant contact details.

Members may, at the discretion of the Chair and/or Events Manager, enrol young persons as guests to some events. They must be on the guest list and are required to be accompanied by a responsible adult at all times.

### **3. ENGAGEMENT OF YOUNG PERSONS AS VOLUNTEERS**

From time to time the LBC, at the discretion of the Trustees, may engage a young volunteer (defined as aged 16-17 years old) to assist with activities. Written parental consent must first be obtained.

It is expected that the Volunteer Policy will be signed by both the young volunteer, a parent or guardian and a trustee on behalf of the LBC. In addition, the following guidelines will also apply:

1. A young volunteer will work under the supervision of two named Trustees.
2. In order to protect LBC Trustees from any accusations of inappropriate behaviour as well as to safeguard young volunteers, a minimum of two Trustees (who have undergone the appropriate level of Disclosure and Barring Service clearance) are required for all communications with a young volunteer.
3. There should be no physical contact of any kind between LBC Trustees or other members/guests and young volunteers.
4. If at any time an LBC Trustee or other member/guest has any reason to be concerned about the welfare of a young volunteer, he/she should advise the LBC Chair and the Designated Safeguarding Lead Trustee immediately.
5. If, at any time, an LBC Trustee or other member/guest has any reason to be concerned about the behaviour towards a young volunteer of a fellow LBC Trustee or other member/guest during their engagement with the LBC he/she should advise the LBC Chair and the Designated Safeguarding Lead Trustee immediately.
6. The Designated Safeguarding Lead will have undergone the appropriate training. Any concerns reported to them will be recorded in writing and appropriate action taken which may include referring to the relevant outside agencies in line with local referral thresholds.

The London Ballet Circle has appointed Krissie Poyser as the Designated Safeguarding Lead

**If this Safeguarding Policy is modified at any time, the LBC will publish the most current version on its website and notify the changes in its newsletter.**

**Approved: 24.11.2023      To be reviewed annually and no later than November 2024**