



Safeguarding Policy & Procedures

1. Introduction

London Studio Centre (LSC) often works directly with children and occasionally adults at risk of harm adults at risk of harm or adult with a care and support need and therefore takes the issue of safeguarding those parties very seriously. LSC is aware that as a company working with children and adults at risk of harm adult at risk of harm it may be the target of those who wish to cause harm to those parties.

A child is defined as anyone who has not yet reached their 18th Birthday. 'Children' therefore means 'children and young people' throughout. An adult at risk of harm is defined as a person aged 18 or over who is or may have a care or support need because of age, illness, physical or learning disability, or someone who is or may be unable to take care of or protect themselves against harm or exploitation. This includes those people who have a difficulty in communication and may need additional support.

LSC is a predominantly adult learning environment. Activities throughout LSC, such as teaching, extracurricular classes, performance opportunities and social events will involve staff, fellow students and others. Group classes will feature a range of ages and mixed genders, and it is possible that some classes may take place on a one-to-one basis.

Safeguarding is the action that is taken to promote the welfare of children and adults at risk of harm at risk of harm and protect them from harm.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

All staff members have a responsibility to understand how to look for and respond to types and signs of abuse in children. This policy explains the responsibilities of LSC and its staff and provides procedures should they have concerns about safeguarding.

2. Policy Statement

LSC is committed to:

- Valuing and protecting children and adults at risk of harm at risk of harm who come into contact with LSC and promoting their welfare
 - Providing a safe environment for children and adults at risk of harm that is supportive of their needs
 - Actively seeking to identify any children or adults at risk of harm who could be at risk of abuse
 - Making all practical provision available for the inclusion of children and adults at risk of harm within its courses
 - Ensuring that all staff, academic and administrative, are aware of their duties in regard to children and adults at risk of harm in order to achieve its commitments
 - Ensuring that all staff or volunteers working with children and adults at risk of harm have completed an Enhanced DBS check
 - Responding to concerns quickly and ensuring they are rigorously investigated
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- Working in partnership with those for whom it has a duty of care as well as with appropriate parents, guardians, and agencies.

3. Scope

Children and adults at risk of harm may be involved in various activities at LSC. These could include going through the admissions process, enrolling on courses (ranging from Juniors and Associate Programmes through to higher-education programmes), and attending taster days (such as Open Days and Audition Experience Days). In addition, a student may experience a change of circumstances and become a vulnerable adult during their time with LSC. Therefore, this policy applies to all aspects of academic life and employment at LSC; it includes all applicants, students, employed staff and freelance workers.

4. Legal Requirements

LSC is committed to a teaching, learning and working environment that is safe and inviting to children and adults at risk of harm. LSC is mindful of its duty of care and its legal obligations as set out in the Sexual Offences Act (2003), Children Act (2004), Safeguarding Vulnerable Groups Act (2006), the Equality Act (2010) the Protection of Freedoms Act (2012), the Counterterrorism and Security Act (2015), and Data Protection Act (2018).

See links below for further guidance and information:

[Child protection system for England – NSPCC learning](#)

[Safeguarding adults NHS England](#)

5. Implementation

A. Limits of Guardianship

LSC cannot act *in loco parentis* (in place of a parent) and so ultimate responsibility for children and adults at risk of harm lies with parents and guardians. Any offer of admission or inclusion in an activity is made with an assumption that a child or adult at risk of harm is capable of engaging in such an environment, and able to act appropriately, responsibly, legally and within the confines of LSC's Student and Staff Code of Conduct.

LSC requires international students under the age of 18-years old obtain a UK guardian who will act as their emergency contact whilst they are studying in the UK. It is recommended that the Guardian be a family friend or relative or, where this is not possible, they can obtain a guardian through an agency; please see [The Association for the Education and Guardianship of International Students](#) for further details. LSC is unable to provide guardians to students, it is the parent's responsibility to choose, arrange and potentially pay for an appropriate person. LSC must be notified of any change in guardian at the earliest opportunity.

The role and responsibility of a guardian should be that they:

- Reside in the UK (has a UK postal address)
- Are normally aged over 25
- Are able to speak English
- Be the student's emergency contact (must provide a mobile number)
- Act as a representative for the student's family
- Keep in contact with the student regularly and provide ongoing support
- Liaise with LSC about the student's welfare or any other concerns
- Make arrangements for the student in the case of illness

LSC does not take responsibility for the student when they are not in attendance, this includes the student's free time, travel and when they arrive the UK. LSC does not own or operate any official halls of residence. Organising suitable rented accommodation and dealing with any issues that arise within that accommodation are the responsibility of parents/guardians and students, not LSC. However, LSC can give advice on suitable

accommodation, and, whenever possible, support children and adults at risk of harm living in the local area. Day-to-day transport for the duration of their studies is also the responsibility of the student.

Children and adults at risk of harm who take up an offer of admission with LSC must understand that their participation in some activities, such as certain social functions or performance opportunities, will not always be permitted or may require explicit consent from their parents/guardian. This is due to factors like independent travel, inappropriate content or overnight arrangements. Participation is at the discretion of LSC and where the decision is made for participation to be denied we will endeavour to explain and justify such decisions.

B. Enrolment / Induction

LSC requires all new students under the age of 18 to have completed the Consent to Study Form (Appendix A).

LSC will hold a dedicated induction session for children and adults at risk of harm, which will include the students' parents/guardians. In this meeting, students and parents/guardians will meet key members of staff from the student welfare department and the LSC's Safeguarding Officer. The remit and boundaries of LSC's services in regard to the children and vulnerable adult students within its care will also be reiterated.

C. Safeguarding Officer

LSC has nominated a Safeguarding Officer, the Head of Pastoral Care. This Officer will act as the first point of contact for anyone with safeguarding concerns. They will also be responsible for disseminating information about LSC's provision for children and adults at risk of harm and advise on all safeguarding matters. In addition, the Safeguarding Officer will complete risk assessments for any new or changed activity (course, programme, or event) that involves children or adults at risk of harm.

D. Recruiting Staff

All staff are recruited using LSC's Faculty Appointment Procedure. This ensures all staff are vetted, are qualified for the role, provide references and relevant documentation to work for LSC. All staff that intend to, or may be put in the position of, working with children or adults at risk of harm must have an Enhanced DBS check. As part of induction, staff are also required to complete online Safeguarding training (currently Educare's "Safeguarding young people in Colleges and Universities").

E. Procedures taken by Staff

Staff are encouraged to follow best practice in regard to children and adults at risk of harm and should also refer to LSC's Code of Practice:

- Treat children and adults at risk of harm fairly and without prejudice, ensuring that their contributions are taken seriously
 - Not engage in any inappropriate physical contact. In the context of dance technique training, physical contact is likely and so should follow sector guidelines. The contact should be only when necessary and only after permission has been given
 - Where possible, always work in an open environment, avoiding activities with lone children or adults at risk of harm behind closed doors or in private, unobserved situations
 - Kindly discourage all types of physical conduct that a child or vulnerable adult may wish to initiate, remembering that, when comforting, it is more appropriate to offer a glass of water or a tissue than a hug.
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F. Child Protection

Child protection focuses on protecting individual children identified as suffering or likely to suffer significant harm. Children and adults at risk of harm are a group susceptible to exploitation and abuse. Below are some examples that relate to children and adults at risk of harm.

- **Physical abuse** is the inappropriate or unlawful use of restraint, such as assault, hitting, slapping, punching, kicking, hair-pulling, biting, rough handling, scalding, and burning.
- **Emotional Abuse** is the persistent emotional ill treatment of a child or vulnerable adult which can cause adverse effects on their emotional development. Changes in behaviour such as a sudden speech disorder, fear of making mistakes, self-harm, or fear of a parent/guardian being approached may indicate this.
- **Sexual Abuse** involves the forcing or enticing of a child or vulnerable adult to take part in sexual activities whether or not they are aware of what is happening. In addition, although a child can consent to sexual activity once they reach 16, it is a criminal offence for an adult to engage in sexual activity with anyone under 18 when the adult is in a position of trust in relation to the child. All of LSC's staff are considered to be in a position of trust.
- **Neglect** is the persistent failure to meet a child's basic and/or psychological needs. It can constitute a parent/guardian failing to provide adequate food, shelter, clothing, protection from harm, or appropriate medical care. Refusal to respond to a child's basic emotional needs can also be classed as neglect. Being always hungry, thin and malnourished, looking badly presented, parent/guardian seeming uninterested and/or not having access to basic study needs may indicate neglect.
- Other types of safeguarding issues include:
 - Child trafficking and modern slavery
 - County lines
 - Cuckooing
 - Extremism
 - Fabricated or induced illnesses
 - Female Genital Mutilation (FGM)
 - Forced Marriage
 - Honour-based violence/abuse
 - Online abuse
 - Peer-on-peer abuse
 - Radicalisation
 - Sexual violence and harassment

Any staff member that has concerns for the safety and well-being of a child or adult at risk of harm should take those concerns immediately to the Safeguarding Officer. If the threat is immediate, they should contact the appropriate authorities. Please see LSC's Sexual Misconduct Policy and Anti-Bullying & Anti-Harassment Policy for further information on this subject as well as guidance on how to handle a disclosure of abuse and exploitation by a student.

G. Disclosure

Guidance for handling a Disclosure or Concern:

- Take all complaints, allegations, or suspicions seriously
 - Ensure the immediate safety of the person affected
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- Stay calm, and offer support and reassurance to the person making the disclosure
- Do not make any promises regarding confidentiality
- Listen, keep questions to a minimum, make brief but careful notes and check the person affected agrees with them (where applicable)
- Explain what you will do.

If a disclosure is made the staff member should complete the Safeguarding Incident Report form (Appendix B). Staff should familiarise themselves with the form

H. Medical Emergencies

Students who are over the age of 16 are able to give consent for most medical treatment without a parent's knowledge. Treatment will remain confidential. Where this is not possible LSC will contact the parents/guardians, in extreme cases where it has not been possible to contact the emergency contact LSC can authorise emergency medical treatment. LSC and artsdepot has qualified first aider's onsite, all accidents onsite are recorded in the accident record book. For further information, please see LSC's Health and Safety Handbook.

I. Photography and Videoing

Permission will be sought before images of students and participants are taken, if this is a child or vulnerable adult this will need to be provided by the parent or guardian normally at the enrolment. Images/recordings will be stored securely and in line with LSC's Data Protection and Retention policies. Images/recordings cannot be used publicly without express permission.

J. Associates/Juniors programmes

See LSC Associates Safeguarding Policy.

K. Data Protection

Data will be stored securely and retained for the designated period for the purposes it was obtained. For further information please see LSC's Data Protection and Retention Policies.

6. Responsibilities

The Designated Safeguarding Officer is responsible for ensuring that this policy is communicated effectively and is being implemented at all required times. All staff are expected to understand and abide by this policy alongside artsdepot's safeguarding policy. Final responsibility for the maintenance of the Safeguarding Policy and Procedures rests with the Directors of LSC.

7. Review

This policy is reviewed annually at the Academic Board to ensure it is line with any changes made to legislation, or as and when required.

8. Related Policies and Procedures

IT Acceptable Usage Policy
 Anti-Bullying and Anti-Harassment Policy
 Code of Conduct
 Complaints and Academic Appeals Procedure
 Data Protection, CCTV and Privacy Notice
 Disciplinary Procedure
 Health and Safety Handbook
 LSC Associates Safeguarding Policy

Personal Relationships Policy
Prevent Duty Procedures
Quality Assurance and Enhancement Manual
Sexual Misconduct Policy
Social Media Policy
Student Welfare Policy

Effective Date: 01/09/2022	Approved by: Senior Management Group (SMG)
Last Reviewed: 12/12/2022	Review By: 12/12/2023

Appendix A: Parental Consent to Study Form

Parental Consent to Study Form

London Studio Centre requires the parent/guardian of all students under the age of 18-years-old to complete this consent to study form. This is to ensure we meet our duty to protect those who are legally defined as a child under law.

Before completing this form, you should read [London Studio Centre's Safeguarding Policy](#).

Please note that this form should be completed as soon as possible, and failure to do so may delay your child's place at LSC being confirmed.

If you have any questions about this form, please contact our Designated Safeguarding Officer, Lizzy Du Verney at lduverney@londonstudiocentre.ac.uk

Students' Details:

First name: _____

Surname: _____

Date of birth (DD/MM/YYYY): _____

Your Details:

First name: _____

Surname: _____

Your relationship to the student: Parent: Legal guardian:

Contact number: _____

Contact email: _____

Emergency Contact 1 (where possible this should be a contact based in the UK):

First name: _____

Surname: _____

Contact number: _____

Contact email: _____

Emergency Contact 2 (where possible this should be a contact based in the UK):

First name: _____

Surname: _____

Contact number: _____

Contact email: _____

Consent (please tick the following to consent)

By signing the below, you are confirming that you have read and agree to the following:

- I understand and accept that I remain legally responsible for the student named above until they reach the age of 18-years-old
 - I accept that London Studio Centre will not act in place of a parent while the student is enrolled
 - I accept that London Studio Centre's duty of care covers the above-named student while they are studying on their enrolled course of study, and the student is responsible when not in attendance at timetabled classes and for extra-curricular events
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- I have read and understood London Studio Centre's Safeguarding policy

Welfare

Should it be required, I consent to LSC authorising emergency medical treatment by qualified first aiders or medical professionals

Please note any medical treatment that would not be authorised, even in an emergency situation (e.g. blood transfusion, resuscitation etc.):

Extra-Curricular:

I consent to the student participating in extra-curricular event and activities (such as open classes, performances, exhibitions etc)

Image Release:

I consent to the student's image being used for the following purposes:

- London Studio Centre's publications and performance materials
- Publication on LSC's intranet (only accessible to intranet users)
- In the public domain being shared or promoted online by London Studio Centre staff

Name: _____

Signature: _____

Date: _____

Appendix B: Safeguarding Reporting Form

Safeguarding Incident Reporting Form

Please use the following form to record and report an incident or disclosure. Please report the incident to your Designated Safeguarding Officer lduverney@londonstudiocentre.ac.uk within one working day, or the next working day if it is a weekend. All information must be treated as confidential, discussing the disclosure with any other party could put the person making the disclosure at further risk of harm

Your Details	
Name	
Job Role	
Date	
Contact Details (Phone and e-mail)	
Details of Incident / disclosure	
Date of initial raising of concern / incident	
Who raised the concern? <ul style="list-style-type: none"><input type="radio"/> Name<input type="radio"/> Contact details	
Who is the vulnerable person / child? <ul style="list-style-type: none"><input type="radio"/> Name<input type="radio"/> Age (if applicable in the case of Under 18)<input type="radio"/> Contact details<input type="radio"/> Parents contact details	
Where did the incident occur?	
When did the incident occur? <ul style="list-style-type: none"><input type="radio"/> Date and time	
What happened?	
Were there witnesses? <ul style="list-style-type: none"><input type="radio"/> Name<input type="radio"/> Age (if applicable in the case of Under 18s)<input type="radio"/> Contact details	

After the incident/ disclosure	
Were there any witnesses to the referral? <ul style="list-style-type: none"> ○ Name ○ Contact details 	
Who have you discussed this incident with? <ul style="list-style-type: none"> ○ Name ○ Contact details 	

Guidance for handling a Disclosure or Concern

- Take all complaints, allegations, or suspicions seriously.
- Ensure the immediate safety of the person affected.
- Stay calm and offer support and reassurance to the person making the disclosure.
- Do not make any promises regarding confidentiality.
- Listen, keep questions to a minimum, make brief but careful notes and check the person affected agrees with them (where applicable).
- Explain what you will do.

I have completed this form and provided information that is factual and does not contain my own views or options on the matter.

Name:
Signature:
Date:

Please save this report securely and either email in a password protected document if you do not have an LSC email or hand it in person to your Designated Safeguarding Officer, Lizzy du Verney lduverney@londonstudiocentre.ac.uk

Helpful links

[Safeguarding Matters](#)

[London Safeguarding Children Partnership](#)