



# Children, Young People and Adults at Risk Protection Method Statement

## Purpose & Values

- To ensure that participants' welfare is of paramount importance in underpinning all safeguarding work, regardless of age, gender, ability, religion or race, when planning, organising, advising on and delivering activities
- To ensure that all staff working with children and adults at risk are carefully selected and accept responsibility for the safety of participants in their care
- To reduce the possibility of staff being placed in situations where abuse might occur or be alleged
- To respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate external agencies

## Definitions

The definition of a "child" below is taken from NSPCC guidance (last updated October 2025).

The United Nations Convention on the Rights of the Child (UNCRC) defines a child as everyone under 18 unless, "under the law applicable to the child, majority is attained earlier".

In England a child is defined as anyone who has not yet reached their 18th birthday. Child protection guidance points out that even if a child has reached 16 years of age and is:

- living independently
- in further education
- a member of the armed forces
- in hospital; or
- in custody in the secure estate

they are still legally children and should be given the same protection and entitlements as any other child (Department for Education, 2023).

'Young person' has no legal status, but it is used to acknowledge that people aged 16 or 17 may not think of themselves as 'children'. For the purpose of this policy, people aged 18 and under are referred to as 'children'.

The following definitions are drawn from the NSPCC's *Safeguarding Adults at Risk of Abuse*



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*Policy (May 2022):*

For the purposes of this policy and procedures, the following terms are used:

### **Adult at risk:**

An adult at risk is 'a person who is aged 18 years or over and

- who is or may be in need of community care services by reason of mental or other disability, age or illness';
- who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.'

**(Care and Support Statutory Guidance 2014 - updated April 2022 [England])**

This definition is broadly consistent with definitions across the devolved nations.

In Scotland, the definition of an 'adult at risk' or 'vulnerable adult' applies to those aged 16 years and over.

In Northern Ireland the definition is, helpfully, broken down to assist in understanding as follows:

Adult at risk of harm: is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- personal characteristics which may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.

and/or

- Life circumstances which may include, but are not limited to, isolation, socio-economic factors, and environmental living conditions.

### **Adult in need of protection:**

A person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- personal characteristics and/or
- life circumstances and
- who is unable to protect their own well-being, property, assets, rights, or other interests;

and



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- where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.

The term 'staff' covers our core staff, casual staff, artists, workshop leaders and volunteers.

### Recruitment & Training

Good staff recruitment procedures play a vital role in safeguarding. The advertising and interviewing process will be appropriately structured, and the importance of safeguarding children emphasised. Disclosure and Barring Service checks will be carried out for all personnel with substantial access to children and adults at risk.

Safeguarding training and/or information will be offered on an annual basis to ensure a dissemination of up-to-date safeguarding practice for both staff and practitioners. All staff will undergo safeguarding training as part of their onboarding process. An accurate log of this training will be kept by the DSL's.

### Guidelines for Staff - Creating a Safe Environment

Our staff potentially work with children and vulnerable adults in a more 'open' atmosphere than other environments that they may regularly encounter. These guidelines are to help staff create a safe environment where participants can enjoy rewarding and stimulating experiences.

Staff working with children and vulnerable adults should:

- plan activity sessions with the care and safety of participants as their primary concern with respect to the participants, the activity and the level they are practising at
- produce risk assessments for any new activity before the project commences
- be appropriately trained and qualified to ensure the safe provision of services, coaching and use of equipment
- familiarise themselves with building safety issues such as fire procedures, location of emergency exits, location of emergency telephones and first aid equipment
- ensure the room where sessions take place is of adequate size, safe and as open as possible
- ensure that their work sessions start and end on time
- have access to any consent forms for all participants taking part in the organised sessions, emergency contact details, information about who they will be collected by, relevant information about any allergies and illnesses, which should be treated as confidential

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- take an attendance register at the beginning of each session and return this information at the end of each session
- ensure there are no additional adults, beyond the core staff and support team, regularly in sessions without authorisation and DBS checking
- report all accidents to Front of House, who are first aid trained and who staff the front desk during all operational hours. The incident is recorded in the Accident Book as soon as possible and countersigned by the parent, carer or responsible person. Front of House will internally report any incident to the Designated Safeguarding Lead (as named below) and to the corresponding staff member's Line Manager
- when taking children and adults at risk into external venues that we hire we will operate under this Policy. When working in partnership with venues outside of Pavilion Dance we will reflect on both Policies to acknowledge where our policies align and commit to joint and independent responsibility. Throughout this we will retain a strong stance on maintaining the PDSW values and procedures.
- promote, demonstrate and incorporate the values of fair play, trust and ethics throughout the session and course of their activities
- ensure children are aware that their safety and enjoyment is important and let them know they can mention any issues if they feel this is not how they are being treated
- A code of conduct will be issued annually to relevant staff, acting as an agreement to uphold this policy and the behaviours it outlines.

Staff working with children and adults at risk should never:

- allow participants to spend time unsupervised
- spend excessive amounts of time alone with participants away from others
- take participants alone in a car or on a journey, however short
- take participants to their home
- arrange to meet participants outside the workshop context, hand out personal contact details or become friends on social networking sites
- engage in rough physical activities including horseplay - apart from structured activities with educational purpose
- allow or engage in inappropriate touching of any form
- use inappropriate language or allow participants to use inappropriate language unchallenged
- let an allegation made during a group session go unchallenged or unrecorded
- do things of a personal nature for participants that they can do themselves
- work with participants whilst under the influence of alcohol or drugs

Physical contact should be deflected, if possible. However, there may be times when physical contact is unavoidable, such as providing reassurance to a distressed younger child or physical support in contact improvisation exercises. Physical contact should only



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take place with the consent of the participant and the purpose of the contact should be made clear.

If staff have to do things of a personal nature for children and adults at risk (for example, accompany to the toilet facilities, support etc) then they should obtain the consent of the participant and their parent or carer. In an emergency situation which requires this type of help, parents or carers should be fully informed, as soon after the event as possible.

If a child or vulnerable adult are not collected at the end of a session, the workshop leader and Front Of House staff will endeavour to contact their parent or carer. If they are not collected within 30 minutes of the end of the session, staff will contact the police.

We will ensure that staff working with children:

- have an appropriate number of legally responsible adults present
- have a safe, adequate space in which to train
- have no unaccompanied children under the age of five in their group without the express agreement of staff and parents / carers, who should remain in the building for the duration of the activity
- always have a school teacher present in school settings
- are adequately insured against claims of negligence

### Use of the internet

Children and adults at risk using the internet could potentially be at risk from people who create fake profiles on social networking sites, from cyber bullying or being exposed to inappropriate images. To minimise the risk of this happening staff working with children and adults at risk should:

- ensure that participants using the internet are supervised
- give participants adequate information about how to protect themselves online, including never giving out personal details and contact information, never arranging face to face meetings with anyone and immediately exiting any chat room or site that has unsuitable content
- encourage participants to report anything that concerns them to a member of staff
- never post photographs or videos on the internet that could identify a participant if they have not given their express permission
- not publish the names of children and adults at risk alongside images unless permission has been given to do so
- Staff should adhere to the code of conduct and GDPR regulations with regard to posting, sharing and holding images and videos of participants



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### Photography & Video

Formal permission should be obtained for the use of any images, both from children and adults at risk themselves (where appropriate) and from parents / carers.

Staff should refer to their Codes of Conduct for guidelines on filming in class settings. Consent must be sought in all cases.

### Signs of Abuse

Signs which could alert staff to the fact that abuse might be taking place could include:

- ◆ Unexplained bruising and injuries
- ◆ Sexually explicit language and actions
- ◆ Sudden changes in behaviour
- ◆ Something a participant has said
- ◆ A change observed over a long period of time e.g. losing weight or being increasingly dirty or unkempt

If a participant displays these signs, it does not necessarily mean that they are being abused. Similarly, there may not be any signs; staff may just feel something is wrong. If there are concerns, it is not the responsibility of staff to decide if it is abuse but it is their responsibility to act on concerns and report it in accordance with the procedure set out in this policy.

### Types of Abuse

#### **Neglect:**

The actual or likely persistent and significant neglect of a child or adult at risk or the failure to protect a child or adult at risk from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of care. Neglect in recreational and social situations might occur if staff fail to ensure that participants in their care are safely protected or are exposed to undue risk, cold, sunburn or injury.

#### **Sexual Abuse:**

The involvement of children or adult at risk in sexual activities they do not truly comprehend, to which they are unable to give informed consent and as such are illegal. Recreational and social situations may involve physical contact (e.g. supporting and guiding participants) and could potentially create situations where sexual abuse may go unnoticed.



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### **Physical Abuse:**

Actual or likely deliberate physical injury to a child or adult at risk, or wilful neglectful failure to prevent physical injury or suffering to a child or adult at risk

### **Emotional Abuse:**

The actual or likely persistent or significantly emotional ill treatment or rejection resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child or adult at risk. All abuse involves some emotional ill treatment but emotional abuse is where it is the main or only form of abuse. Emotional abuse in recreational or social activities might also include situations where parents, staff or volunteers subject children or adult at risk to constant criticism, bullying or unrealistic pressure to perform to high expectations. Bullying may also take place between children and adult at risk.

### **Radicalisation**

***Spotting the signs of radicalisation*** - the following information & advice is provided by the NSPCC:

Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

However, these signs don't necessarily mean a child is being radicalised - it may be normal teenage behaviour or a sign that something else is wrong.

Get support from NSPCC helplines:

The NSPCC provide help and support to adults worried about the radicalisation of a child. They will listen to your concerns, help you recognise the warning signs and, where possible, highlight local support services that are available.

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They're also letting children know that they can contact Childline if they're worried that they're being influenced by other people or if they're worried about terrorism.

NSPCC helplines offer a safe, non-judgmental space where adults and children can talk to us confidentially. However, if a child was thought to be at significant risk of harm, the NSPCC would alert the appropriate authorities, as they would in any case where a child's safety is in serious question.

### **FGM**

The following information & advice is provided by the NSPCC:

What is female genital mutilation (FGM)?

FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names.

FGM is a form of child abuse. It's dangerous and a criminal offence in the UK. We know:

- there are no medical reasons to carry out FGM
- it's often performed by someone with no medical training, using instruments such as knives, scalpels, scissors, glass or razor blades
- children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained
- it's used to control female sexuality and can cause long-lasting damage to physical and emotional health.

FGM can happen at different times in a girl or woman's life, including:

- when a baby is new-born
- during childhood or as a teenager
- just before marriage
- during pregnancy.

For more information visit: [www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm/](http://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm/)

For support, call the NSPCC on [0808 800 5000](tel:08088005000), email [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or fill in their [online form](#).

### **What should you do if a participant tells you that they are being abused?**

#### **Always:**

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- **Respond appropriately:** Stay calm - ensure the participant is safe and feels safe
- Accept what you have been told (This should not be seen as believing or disbelieving what you have been told)
- Reassure the participant and stress that they are not to blame
- Tell the participant that you can listen but that you have a duty of care to pass it onto a third party
- **Record it** - Write down what they tell you in their words as soon as possible or what you have seen, your concerns and the actions you and others have or have not taken
- **Report it** - Any situations of this nature must be immediately reported to the Designated Safeguarding Lead, Deputy Safeguarding Lead or Joint CEO who will seek independent third party advice
- Ensure any written or other evidence is kept confidential within the organisation and secure
- Ensure that you do not discuss the above with the person alleged to have caused the harm, prior to discussion with the management team
- Using the checklist below, record the incident on the **Children and Adults at Risk Incident Form** as soon as possible after the event detailing what you and the participant discussed

### Never:

- Rush into details that may be inappropriate
- Make promises you cannot keep
- Take sole responsibility - consult someone else so that you can protect the participant and gain support for yourself

### Checklist

Participant behaviour/appearance indicates reason for concern

Or

Participant has an unusual physical injury

Or

Participant confides about abuse



Make a record of your actions on the Children and Adults at Risk Incident Form, include anything the participant may say, anything you asked, your observations

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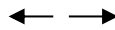
Report your actions to Designated Safeguarding Lead or Deputy Safeguarding Lead.

Should you have any concerns about the DSL or DDSL, please contact one of the Joint CEOs.  
Should you have any concerns about the Joint CEOs, please contact the PDSW Board.

*This may be used as evidence later*

Is abuse suspected?

Yes



No

You or the Designated Safeguarding Lead or DDSL should report concerns directly to social services, including any notes taken of the incident. It is then their responsibility to investigate.

Record details and observe the participant in case of future suspicions. Report to Designated Safeguarding Lead or DDSL.

**DO NOT PERSONALLY INVESTIGATE - REPORT**



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### Signposting

In the event that a referral is required, consult the following list in order to locate the most appropriate third party:

### For Support or to Report a Concern:

- Pan-Dorset Safeguarding Children Partnership: <https://pdscp.co.uk/>
- Children's First Response (BCP): <https://www.fid.bcpCouncil.gov.uk/send-local-offer/categories/social-care/information-advice-and-support/childrens-first-response-mash-bcp-council> / [childrensfirstresponse@bcpCouncil.gov.uk](mailto:childrensfirstresponse@bcpCouncil.gov.uk) / 01202 123334

### For Online Sexual Abuse:

- If your concern is about online sexual abuse, you can make a report to the [Child Exploitation and Online Protection \(CEOP\)](#) command.

### For Young People

- **The Mix** - Support for under 25s. Phone: 0808 808 4994 / Crisis support text: THEMIX to 85258 / Chat online [www.themix.org.uk](http://www.themix.org.uk)
- **Papyrus** - Prevention of young suicide. Phone: 0800 068 41 41 / text: 07786 209 697 / email: [pat@papyrus.org.uk](mailto:pat@papyrus.org.uk)
- **Childline** - Information and support line: 0800 1111 / [www.childline.org.uk](http://www.childline.org.uk)

### For Families

- **ParentZone** - <https://parentzone.org.uk/>
- **Net Aware** (O2 & NSPCC collaboration) - <https://www.net-aware.org.uk/>
- **UK Safer Internet Centre** - <https://www.saferinternet.org.uk/>

### For Adults

- **Samaritans** - Helpline 116 123 / 24hr everyday.
- **LGBT Switchboard** - Helpline 0300 330 0630 / 10am-10pm daily.
- **SANE** - Mental Health support 0300 304 7000 / 4:30-10:30pm daily
- **Family Lives** - Support for parents. Helpline 0808 800 222



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### Implementation, monitoring and review of this policy

The day-to-day implementation of this policy is delegated to the Designated Safeguarding Lead, Deputy Safeguarding Lead & Joint CEOs.

The PDSW Board has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation and may be changed from time to time.

Any queries or comments about this policy should be addressed to the Designated Safeguarding Lead & the PDSW Board.

### PDSW Contacts

#### **PDSW Designated Safeguarding Lead:**

Katie Neal, Young People's Producer (Community) [katie.neal@pdsw.org.uk](mailto:katie.neal@pdsw.org.uk) 01202 203644  
Amy Reynolds, Young People's Producer (Schools) [amy.reynolds@pdsw.org.uk](mailto:amy.reynolds@pdsw.org.uk) 01202 203639

#### **Deputy Designated Safeguarding Lead:**

Matthew Vass-White, Venue Manager, [matthew.vass-white@pdsw.org.uk](mailto:matthew.vass-white@pdsw.org.uk) 01202 203630

#### **Artistic Director Joint CEO**

Victor Fung, [victor.fung@pdsw.org.uk](mailto:victor.fung@pdsw.org.uk)

#### **Executive Director Joint CEO**

Helen Keall, [helen.keall@pdsw.org.uk](mailto:helen.keall@pdsw.org.uk)

#### **Staff with up to date Safeguarding Training:**

Refer to internal training log-

<https://paviliondance.sharepoint.com/Organisation/Policies>

&Procedures/Safeguarding/Internal Training Sessions- learning info & material