

The purpose of this policy statement is:

- to protect children, young people and adults who receive *Invisible Threads* services from harm.
- to provide staff and volunteers, as well as children, young people, adults and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of *Invisible Threads*, including cover teachers.

Legal framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

Supporting documents:

This policy statement should be read alongside our insurance documents, GDPR policy, Code of Conduct and Behaviour Code. Other supporting documents include the teacher's enhanced DBS, First Aid Qualification and Safeguarding qualification.

We believe that:

- children, young people and adults should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children, young people and adults to keep them safe and to practise in a way that protects them.
- we have a responsibility to safeguard children from all forms of abuse and harm, including the risk of radicalisation and extremism.

We recognise that:

- the welfare of children, young people and adults is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- some children and adults 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, young people and adults safe by:

- valuing, listening to and respecting them.
- appointing a designated child protection lead.
- Ensuring all teachers follow the good practice policy found below.
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.

- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- making sure that children, young people and their families know where to go for help if they have a concern.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- using our procedures to manage any allegations against staff appropriately.
- creating and maintaining an anti-bullying environment and ensuring that with any bullying that does arise is dealt with effectively.
- ensuring that we have effective complaints and whistleblowing measures in place.
- ensuring that we provide a safe physical environment for our children, young people and staff by applying health and safety measures in accordance with the law and regulatory guidance.
- building a safeguarding culture where staff, volunteers, children, young people, adults and their families, treat each other with respect and are comfortable about sharing concerns.

Good Practice Policy

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment with no secrets).
- Treating all children, young people and adults equally, with respect and dignity.
- Always putting the welfare of each child and young person first.
- Maintaining a safe and appropriate distance between staff and children, young people and parents.
- Building balanced relationships based on mutual trust.
- Making dance fun, enjoyable and promoting fair play.
- Keeping up to date with the technical skills, qualifications and insurance in dance.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

Guidelines for Photographic and Filming Equipment and Equipment Safety:

- Photographs or videos will NOT be taken of any children or young people without the written permission of parents.
- Photographs or videos will NOT be taken of any adults without their own written permission.
- *Invisible Threads* staff members will NOT give participants access to their own equipment such as phones, tablets or laptops.

GDPR:

- *Invisible Threads*, and anyone working under *Invisible Threads*, agrees to always request permission from the clients and participants to keep contact details and information. These contact details and information will only be kept as long as necessary and will be deleted when no longer necessary.
- Clients and participants will always have the option to opt out of correspondence with *Invisible Threads*

Whistleblowing, Complaints & Low Level Concerns Procedure:

Where there is a complaint against a member of staff or volunteer there may be four types of investigation:

- A low-level investigation
- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

In a case of raising a concern, follow the following guidance:

- You should raise your concern as soon as possible and in writing. This will make it easier to act and to enable any problems to be resolved or reported quickly.
- When reporting a concern provide any relevant context and background, including relevant dates, venues, names etc. State clearly the reason why the situation causes for concern.
- In a low-level investigation *Hannah Roe* will communicate with the people and setting involved, gauge the severity of the situation and take necessary action.
- Any suspicion that a child has been abused by a member of staff or volunteer should be reported to *Hannah Roe* (designated safeguarding lead) who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- *Hannah Roe* will refer the allegation to the social services department who may involve the police, or go directly to the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- If *Hannah Roe* is the subject of the suspicion/allegation/concern, or in her absence, the report will be made to the appropriate School or Council representative in line with their local child protection policies and procedures.

Fire Evacuation Plan:

- Our fire evacuation plan aligns with the setting's procedure.
- All *Invisible Threads'* staff members will be made aware of the setting's fire evacuation procedure.

Attendance:

- *Invisible Threads'* keep a record of attendance. For school clubs, parents must inform *Invisible Threads'* of absences. If a child does not arrive at a session we will contact the school office and follow their safeguarding procedures. If a child does not attend two sessions in a row we will contact the parents.
- If a child is unaccounted for we will follow the setting's missing child policy and contact emergency services if required.

Contact details

Nominated Child Protection Lead Name: *Hannah Roe*

07597 959937

hannah@invisible-threads.co.uk

NSPCC Helpline 0808 800 5000

Childline on 0800 1111

Warwickshire Children & Families Front Door 01926 414144

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 20 / 07 / 2026

Signed:

Date: 20 / 07 / 2026

