



Safeguarding & Child Protection Policy March 2019

All staff should have access to this policy and sign to the effect that they have read and understood its contents

Date of last review:	March 2019	Author:	Children's Yoga teacher Jo Rees
Date of next review:	March 2020	Owner:	Erika Shapiro
Type of policy:	<input type="checkbox"/> Yoga Studio	Approval:	Erika Shapiro
Studio	Yogiyoga ltd	Key Contact Name:	Erika Shapiro
Key Contact Email:	info@yogiyoga.coc.uk	Key Contact Phone:	0203-3026650

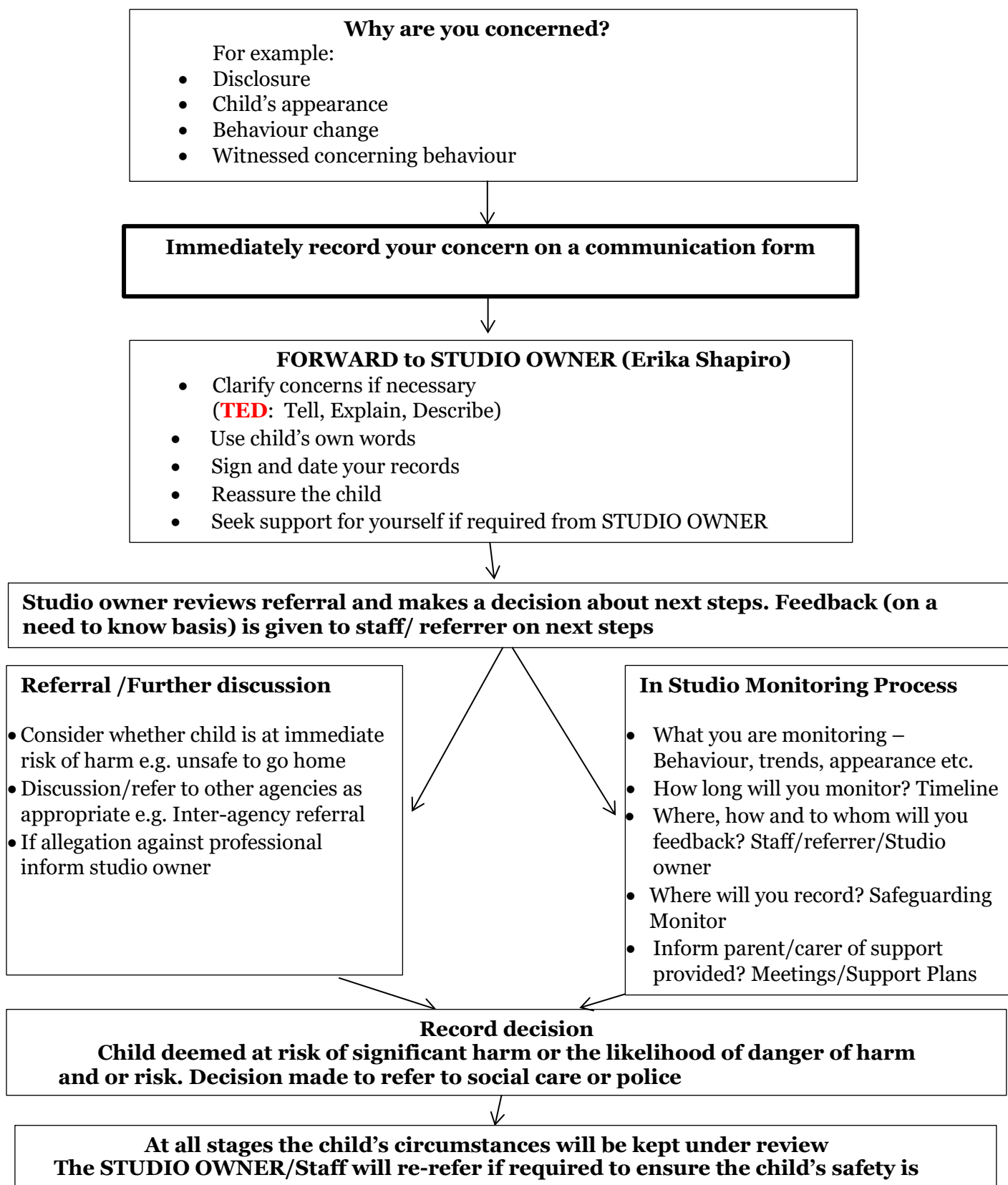
POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input checked="" type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Safeguarding

Yogiyoga ltd

SAFEGUARDING & CHILD PROTECTION POLICY

What to do if you have a safeguarding concern in yogiyoga ltd



1. INTRODUCTION AND ETHOS

Yogiyoga ltd is a community and all those directly connected (staff, parents, families and pupils) have an essential role to play in making it safe and secure. Yogiyoga ltd recognises our moral and statutory responsibility to safeguard and promote the welfare of all children with their best interests at the centre of our work.

Yogiyoga ltd recognises the importance of providing an ethos and environment within the studio that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Our studio core safeguarding principles are:

- That studio is an important part of the wider safeguarding system for children.
- It is a whole studio responsibility to safeguard and promote the welfare of children as its paramount concern.
- All children (defined as those up to the age of 16) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All children have a right to be heard and to have their wishes and feelings taken into account.
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies.
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance.

There are four main elements to our safeguarding policy:

- **Prevention** (e.g. positive, supportive, safe studio culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
- **Protection** (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);
- **Support** (for all students, parents and staff, and where appropriate specific intervention for those who may be at risk of harm);
- **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).

This safeguarding policy requires:

- Children's yoga teachers at yogiyoga ltd **must** read this safeguarding and child protection policy and as a minimum at least Part 1 of Keeping Children Safe in Education (September 2018).
- Children's yoga teachers to be informed of how to access their studio's safeguarding and child protection policy and procedures (Appendix A)

2. SCOPE

This policy applies to all Children's yoga teachers in this studio. Rather than duplicating content from Keeping Children Safe in Education (September 2018) in this policy, it should be understood that the studio will always refer to KCSIE as the benchmark for all safeguarding practice and decision-making.

3. CONTEXT

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:

- Keeping Children Safe in Education (KCSIE) (Sept 2018)
- Working Together to Safeguard Children (July 2018)
- What to do if you are worried a child is being abused (March 2015)
- Information Sharing (2018)
- Use of reasonable force: Advice for head teachers, staff and governing bodies (July 2013)
- 'Prevent Duty Guidance for England and Wales' 2015
- 'Statutory framework for the early year's foundation stage' 2017
- Inspecting safeguarding in early years, education and skills settings 2016

Section 175/157 of the Education Act 2002 requires local education authorities and further education institutions to arrange to safeguard and promote the welfare of all children who are pupils at a studio, or who are students under 18 years of age, such arrangements will have regard to any guidance issued by the Secretary of State.

4. DEFINITION OF SAFEGUARDING

"Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to pupil's welfare, health and safety." (Inspecting safeguarding in early years, education and skills, Ofsted, September 2016)

The studio acknowledges that safeguarding is what we do for all children and child protection is what we do for children at risk of significant harm or deemed to be at risk or in danger.

(Also see Annex A within 'Keeping children safe in education' 2018 and Appendix C of this policy).

Every member of staff at yogiyoga ltd recognises that children experiencing specific safeguarding issues are no different to safeguarding against any other vulnerability or concern and will be approached and responded to in the same way as protecting children from any other risks.

5. KEY RESPONSIBILITIES

Everyone who comes into contact with children and their families has a role to play in safeguarding children.

Members of Staff

All members of staff have a responsibility to:

- provide a safe environment in which children can learn yoga at this studio
- ensure all children are able to develop appropriate strategies to recognise and respond to risk and build resilience
- identify and recognise children who may be in need of extra help, who are suffering, or are likely to suffer significant harm
- provide help for children, where appropriate and reasonable
- take appropriate action to prevent safeguarding concerns escalating and work with other services as needed to safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties
- be aware of and take appropriate action to raise concerns regarding poor or unsafe practice or potential failures in the studio safeguarding regime

- maintain an attitude of ‘it could happen here’ where safeguarding is concerned and to always act in the best interests of the child
- respond to and refer any concerns about children or other members of the community in accordance with this policy

All members of staff at yogiyoga ltd responsible for teaching children, know what to do if a child tells them he/she is being abused or neglected. Members of staff know to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals and the studio owner. Members of staff know they must never promise a child that they will not tell anyone about a concern or allegation as this may ultimately not be in the best interests of the child.

The welfare and safety of children are the responsibility of all staff in studio and ANY concern for a pupil’s welfare MUST always be reported to the studio owner or class yoga teacher. Who may then choose to contact the police.

Parents and Carers

Parents/carers have a responsibility to:

- Read the relevant studio/policies and procedures, encouraging their children to adhere to them, and adhering to them themselves where appropriate
- Discuss safeguarding issues with their children, support the studio in their safeguarding approaches, and reinforce appropriate safe behaviours at home
- Identify changes in behaviour which could indicate that their child is at risk of harm online
- Seek help and support from the studio, or other appropriate agencies, if they or their child encounters any safeguarding concern

Parents can obtain a copy of the studio Safeguarding and Child Protection Policy and other related policies on request to the studio owner and can view them via the studio website.

Yogiyoga ltd will share relevant concerns with parents as appropriate. This means we need to have a least two up to date contacts numbers for parents/carers plus one other in case of emergencies. Parents should remember to update the studio as soon as possible if the numbers change.

6. RECOGNITION AND TYPES OF ABUSE AND NEGLECT

All staff in studio should be aware of the definitions, signs, and symptoms of abuse. There are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

The most up to date definitions and possible indicators and signs of abuse are found in Appendix A of this policy. Staff should also refer to sections 42-47 in Part 1 and Annex A within ‘Keeping children safe in education’ 2018 and ‘What to do if you are worried a child is being abused’ 2015.

All members of staff are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label; in most cases multiple issues will overlap with one another.

Members of staff are aware that child welfare concerns may arise in many different contexts, and can vary greatly in terms of their nature and seriousness. For example, children may be abused in a family, in an institutional or community setting, by those known to them or by a stranger. They may be abused by an adult or adults, or another child or children. Children may be abused via the internet by their peers, family members, by unknown, or in some cases unidentifiable individuals. In the case of honour-based abuse, including forced marriage and female genital mutilation, children may be taken out of the country to be

abused. An abused child may often experience more than one type of abuse, as well as other difficulties in their lives.

Abuse and neglect can happen over a period of time, but it can also be a one-off event. This can have major long-term impacts on all aspects of a child's health, development and well-being.

The warning signs and symptoms of child abuse and neglect can vary from child to child. Children also develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child. Parental behaviours may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.

By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign does not automatically mean a child is being abused.

7. SAFEGUARDING AND CHILD PROTECTION PROCEDURES

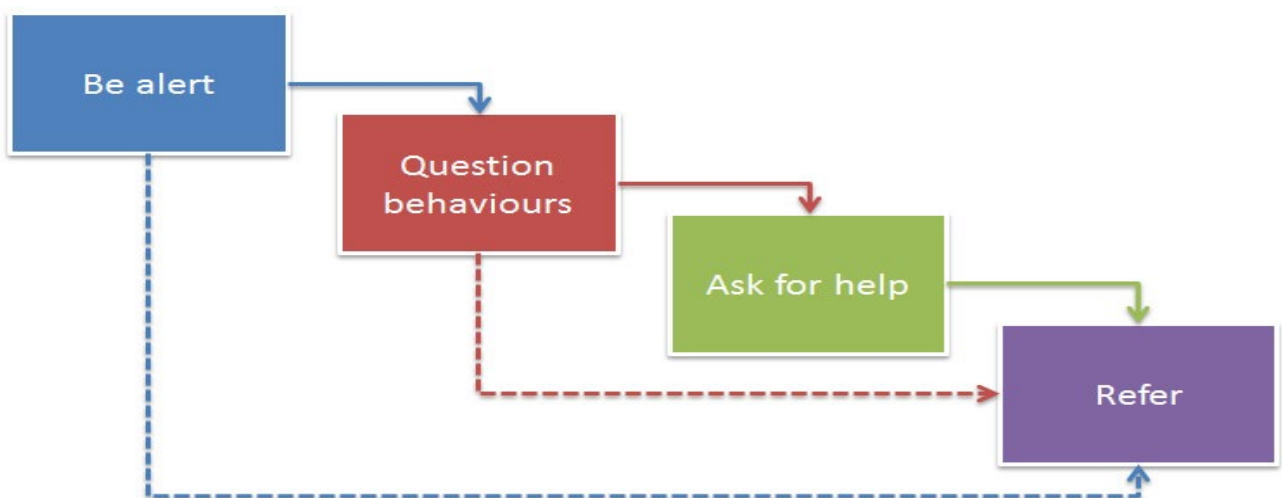
Yogiyoga ltd adheres to their Local Safeguarding Children Procedures.

Additional guidance for staff includes

- 'What to do if you are Worried About a Child Being Abused' (DfE 2015)
- Information Sharing (2018)

'What to do if you are worried about a child being abused' (DfE 2015) p.12 (s.24) identifies that there are four key steps for professionals to follow to help identify and respond appropriately to possible abuse and/or neglect.

All members of staff teaching children are expected to be aware of and follow this approach:



It may not always be appropriate to go through all four stages sequentially and if a child is in immediate danger or is at risk of harm, a referral should be made immediately to children's social care and/or the police.

The role of the studio in situations where there are child protection concerns is NOT to investigate but to recognise and refer.

It is the responsibility of the STUDIO OWNER to receive and collate information regarding individual children, to make immediate and on-going assessments of potential risk and to decide actions necessary (with parents / carers in most cases). This includes the need to make referrals to partner agencies and services.

- To help with this decision s/he may choose to consult with the social care duty team/ police.
- Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these.

In all but the most exceptional circumstances, parents /carers will be made aware of the concerns felt for a child or young person at the earliest possible stage. In the event of a referral to the LA social care team being necessary, parents/carers will be informed and consent to this will be sought unless there is a valid reason not to do so or it will place the pupil at further harm or risk.

8. RECORD KEEPING

Staff will record any welfare concern that they have about a child. Studios will have a safeguarding incident/concern form. All referrals must be passed without delay to the STUDIO OWNER. Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated.

All safeguarding concerns, discussions and decisions made and the reasons for those decisions will be recorded and maintained by the STUDIO OWNER. If members of staff are in any doubt about recording requirements staff will discuss their concerns with the STUDIO OWNER.

Safeguarding records are kept in accordance with data protection legislation and retained centrally and securely by the DS and are shared with staff on a 'need to know' basis only.

The STUDIO OWNER will ensure that studio has one available emergency contact for pupils. Studio should have at least one emergency contact for every child in the studio in case of emergencies, and in case, there are welfare concerns at the home.

9. INTER-AGENCY WORKING

Yogiyoga ltd recognises and is committed to its responsibility to work with other professionals and agencies in line with statutory guidance (WTSC 2018). Yogiyoga ltd must ensure children's needs are met and to protect them from harm. All staff will endeavour to identify those children and families who may benefit from the intervention and support of external professionals and will seek to enable referrals, in discussion with parents/carers as appropriate.

Studios are not the investigating agency when there are child protection concerns and the studio will therefore pass all relevant cases to the statutory agencies. We will however contribute to the investigation and assessment processes as required, and recognise that a crucial part of this may be in supporting the child while these take place.

10. CONFIDENTIALITY AND INFORMATION SHARING

Yogiyoga ltd recognises that all matters relating to child protection are confidential. The STUDIO OWNER will only disclose information about a pupil to other members of staff on a 'need to know basis'.

All members of staff must be aware that whilst they have duties to keep any information about children, families and colleagues, which have, access to because of their role confidential, they also have a professional responsibility to share information if it is necessary and proportionate with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets, which might compromise the child's safety or wellbeing. Further advice on responding to disclosures can be found in Appendix A of this policy.

DfE Guidance on Information Sharing (July 2018) provides further detail.

11. SAFE WORKING PRACTICE

All members of staff are required to work within clear guidelines on Safe Working Practice / the studio's Code of Conduct.

Children may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all staff should take care not to place themselves in a vulnerable position regarding child protection or potential allegations. For example, it is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of the studio's Behaviour Management Policy, and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided.

- Full advice and guidance can be found in Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings (2015), and Use of reasonable force: Advice for studio staff (July 2013) link to both guidance is in Appendix B of this guidance.

Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.). Staff should familiarise themselves with advice and professional expectations outlined in Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings.

12. STAFF SUPERVISION AND SUPPORT

Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the STUDIO OWNER.

The safe guarding policies will include familiarisation with child protection responsibilities and procedures to be followed if staff have any concerns about a child's safety or welfare.

The studio will provide appropriate supervision and support for all members of staff to ensure that:

- All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
- Staff are able to create an environment where members of staff feel able to raise concerns and feel supported in their safeguarding role

13. SAFER RECRUITMENT

Yogiyoga ltd is committed to ensure that all steps are taken to recruit staff and volunteers who are safe to work with our pupils and have their welfare and protection as the highest priority.

Yogiyoga ltd is responsible for ensuring that safe recruitment processes outlined within guidance, including an application, vetting and recruitment process which places safeguarding at its centre, regardless of employee or voluntary role and appropriate pre-appointment checks.

We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings. Additionally, we make all staff aware that they may also be disqualified because they live in the same household as another person who is disqualified.

14. ALLEGATIONS AGAINST MEMBERS OF STAFF AND VOLUNTEERS

Yogiyoga ltd recognises that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received.

We understand that on occasions pupils may make allegations against a member of staff however staff should also take care not to place themselves in a vulnerable position with a pupil where an allegation can be made. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Studio Owner or Yoga teacher.

The studio will follow DfE guidance for managing allegations against staff as outlined in Part 4 "Keeping Children Safe in Education (Sept 2018)".

15. WHISTLEBLOWING

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and the studio owner will always take such concerns seriously.

All members of staff are made aware of the studio's Whistleblowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

Members of Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: help@nspcc.org.uk.

**Decisions never have to be taken in isolation
considerations should be given to consult**

16. SAFEGUARDING CHILDREN WITH SPECIAL EDUCATION NEEDS AND DISABILITIES (SEND)

Yogiyoga ltd acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs, which may make it difficult to tell others what is happening.

Yogiyoga ltd will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.

Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

Further information in relation to the studio's approach to SEND can be found in Appendix A and C of this policy.

17. STUDIO LOCAL PROCEDURES AND PRACTICE GUIDELINES

Studios are required to insert in **APPENDIX A** of this policy their localised studio procedure, practice and guidance documents or links to documents specific to their studio and Local Safeguarding Children's Board addressing the following topics:

Appendix B contains statutory legislation and guidance and other documents and links to those documents related to safeguarding.

Appendix C contains documents or links to those documents highlighted in Keeping Children Safe in Education (Sept 2018), as being specific safeguarding issues.

APPENDIX A

Localised studio procedure, practice and guidance documents/links to documents

- Protection and wider safeguarding
 - What is Child Abuse/definitions/signs and symptoms
 - Dealing with Disclosures
 - Signs and symptoms of child sexual exploitation
 - Signs and symptoms of female genital mutilation/mandatory reporting
 - Duties under the Counter Terrorism and Security Act 2015 (The 'Prevent Duty')
 - Medicine & First Aid
 - Health & Safety
 - SEND
 - Whistleblowing
 - Children/young people with Medical Needs
 - Responding to self-harm, suicide, mental health
- Behaviour & Attitudes
 - Behaviour
 - Anti – Bullying and Harassment
 - Anti-Discrimination
 - Managing harmful behaviour of children who are vulnerable and/or have committed offences that may present a risk to others in a studio setting
 - 'Use of Reasonable force/Physical Intervention /Positive Handling
 - Images/photography of pupils
 - Managing allegations against other pupils
- Allegations against staff, volunteers and other professionals
- Disqualification under the Childcare Act 2006 (DfE Feb 2015)
- Local, Network and National support services for staff, parents, pupils

APPENDIX B

Statutory legislation and guidance documents links

[Keeping Children Safe in Education \(DfE, 2018\)](#)

[Working together to Safeguard Children \(DfE, 2018\)](#)

[What to do if you are worried a child is being abused \(March 2015\)](#)

[Use of reasonable force: advice for head teachers, staff and governing bodies \(July 2013\)](#)

[Information Sharing: Advice for Practitioners \(DfE, 2018\)](#)

[Prevent Duty Guidance for England and Wales' \(2015\)](#)

[Early years \(under 5s\) foundation stage framework \(EYFS\) \(2017\)](#)

[The Children Act 1989 and 2004](#)

[DfE's Data Protection: A Toolkit for Studios \(2018\)](#)

[Education Act 2002](#)

[The Children and Families Act 2014](#)

[Inspecting Safeguarding in early years, education and skills setting \(Ofsted, 2016\)](#)

[SEND code of practice: 0 to 25 years \(DfE 2017\)](#)

[Mental Health & Behaviour in Studios 2016](#)

[Disqualification under the Childcare Act \(DfE, 2006\)](#)

[The Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#)

[Criminal Exploitation of children and vulnerable adults: County Lines guidance \(July 2017\)](#)

APPENDIX C

KCSIE 2018 Links to Specific Safeguarding Issues

[Abuse](#)

[Bullying including cyberbullying](#)

[Child Sexual Exploitation \(CSE\)](#)

[Criminal exploitation of children and vulnerable adult's county lines](#)

[Domestic Violence & Abuse](#)

[Fabricated or Induced Illness](#)

[Faith or Belief Based Abuse](#)

[Female Genital Mutilation \(FGM\)](#)

[Forced Marriage](#)

[Gangs and Youth Violence](#)

[Gender based violence/violence against women and girls \(VAWG\)](#)

[Hate](#)

[Mental health](#)

[Private fostering](#)

[Preventing radicalisation](#)

[Protecting children from radicalisation](#)

[Relationship Abuse](#)

[Sexting](#)

[Sexual violence and sexual harassment between children in studios and colleges](#)

[Trafficking and modern slavery](#)