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1. Introduction

Safeguarding is defined in statutory guidance as

- making sure children grow up safely
- prevention of maltreatment
- taking action to make sure all children have the best start in life

In order to sustain a working environment in which all children and young people and vulnerable adults, as well as participants and collaborators more generally feel supported to undertake their best work, Made By Katie Green believes in nurturing an ethos of care and respect across all its activities and approaches to making work, and putting the necessary safeguarding measures in place to enable a safe and effective outcome for all participants. That means ensuring:

- the physical environment is safe (also see our Health and Safety Policy)
- the people working within it are appropriately trained and implement that training professionally
- all activities are prepared for and reported upon appropriately (including Disclosure, policy-writing and record-keeping responsibilities).

Child Protection Policy

Child Protection is a part of safeguarding, and refers to the action taken to protect specific children who are at risk of abuse.

Definitions:

- A **child** is anyone who has not yet reached their 18th birthday.

- A **vulnerable adult** is defined by the Care Act (2014) as someone over 18 years old who is experiencing or at risk of abuse and has needs for care and support which means they are unable to protect themselves against the abuse or neglect or the risk of it.

Made By Katie Green believes that:

- the welfare of a child or vulnerable adult is paramount
- protecting children and vulnerable adults is everyone's responsibility, especially as they may be more vulnerable to abuse than adults
- every child and vulnerable adult has the right to enjoy dance and its related activities without bullying, intimidation or harassment, or physical, emotional or psychological harm
- all children and vulnerable adults at risk of abuse, whatever their age, culture, disability, gender, racial origin, religious beliefs or sexual identity have the right to be listened to, and have the right to protection
- all concerns and allegations of abuse must be taken seriously and responded to swiftly and appropriately
- all Made By Katie Green company members should know how to respond to concerns.

Made By Katie Green is firmly committed to practices which protect children and vulnerable adults from harm and promote safe environments in which dance can take place.

Made By Katie Green adheres to all relevant legislation in this area, including the Children's Act 1989 and 2004, the Education Act 2002, S175 and S157, the Sexual Offences Act 2003 and the Safeguarding Vulnerable Groups Act 2006. Key statutory guidance is contained in [Keeping children safe in education](#).

2. Key contact information

The Company's Designated Safeguarding Lead (DSL) is Company Director Katie Green (contact via katie@madebykatiegreen.co.uk / 07801 969943) –

In the event of not being able to reach the DSL, please contact Company Producer Vicky Thornton (contact via vicky@weareclearcut.com).

To contact **Children's Social Services in Surrey**, where the majority of the company's work in schools takes place, contact: 0300 470 9100, or email cspa@surreycc.gov.uk (9-5pm during the week).

During evenings, weekends and bank holidays contact the Emergency Duty Team on 01483 517898 or email edt.ssd@surreycc.gov.uk.

Professionals may use the consultation option given on 0300 470 9100 if they are unsure about the course of action.

Where the company works away from their home base, they will make themselves aware of the relevant local social service contact as needed.

To contact the police, use 999.

NSPCC Helpline: 0808 800 5000; email help@nspcc.org.uk; website www.nspcc.org.uk

Childline: 0800 1111; website www.childline.org.uk

3. A note on Made By Katie Green activities with children, young people and vulnerable adults

Please note that Made By Katie Green works collaboratively with host schools/venues rather than running workshops independently. This means any child protection concerns will be passed on to the Designated Safeguarding Lead in the host school or venue in the first instance, unless concerns being expressed call into question the authority of that DSL themselves.

Prior to any new activity being commenced, the Company DSL will undertake a risk assessment, and will ensure that adequate child protection procedures are in place. The company will not work in environments where there appears to be inadequate provision for child protection (Made By Katie Green will request to see a copy of a host organisation's Safeguarding and Child Protection Policy)

All activities shall be conducted with the provisions, aims and objective of this policy in mind.

Every activity shall be undertaken with the possibility in mind that a child may be suffering abuse outside the project, that a disclosure or symptom relating to this may become apparent within a Made By Katie Green activity, or that there will be children present who have not as yet revealed they are being abused. It is important that the environment created for Made By Katie Green activity is as conducive to support of a child in such a situation as is possible.

When delivering workshops in schools, Made By Katie Green requires an appropriately checked member of school staff to be present at all times when company members are working with young people. That member of staff will be required to ensure that children are always supervised during company workshops, including during any breaks.

Workshop leaders must find out about any special educational needs or other needs of children before the workshop commences.

Full evaluations are carried out after all workshops, completed by workshop leaders in discussion with teachers, to ensure that any problems are aired and are addressed in the future.

Implementation of this policy

We will enforce our Policy by:

- identifying a Designated Safeguarding Lead (DSL) – currently Company Director Katie Green (contact via katie@madebykatiegreen.co.uk / 07801 969943) – for all aspects of child protection awareness and implementation of this policy. In the event of not being able to reach the DSL, please contact Company Producer Vicky Thornton (contact via vicky@weareclearcut.com)

- the DSL will be responsible for:
 - ⇒ ensuring that this policy is implemented throughout the company's activities
 - ⇒ making themselves aware of the Designated Safeguarding Lead (DSL) in the host working environment and how to contact them; they should also make themselves aware of the Deputy Safeguarding Lead in the event of not being able to contact the DSL
 - ⇒ ensuring all necessary child protection-related enquiries, procedures and investigations are carried out
 - ⇒ ensuring secure and confidential records relating to child protection matters
 - ⇒ liaison with company members to ensure implementation of the policy by all staff and volunteers
 - ⇒ liaison with social services at a formal and informal level on child protection matters; likewise with the police, as required (please note that as Made By Katie Green most often works collaboratively with host schools/venues rather than running workshops independently, any child protection reporting will be passed on to the DSL in the host environment in the first instance, unless concerns being expressed call into question the authority of that DSL)
 - ⇒ the prompt reporting of allegations and suspicion of abuse to the appropriate authorities
 - ⇒ where appropriate, facilitate training, supervision and support for workshop leaders and collaborators in best practice relating to child protection and vulnerable adults
 - ⇒ ensuring that each activity carried out by the company is sound in terms of child protection as regards personnel, practices, premises.

The DSL shall ensure active compliance with this policy by all working with the company. All other company members will actively endeavour to implement this policy.

4. Responding to concerns and reporting observations

Disclosure or evidence for concern may occur in any number of ways, dependent on whether abuse is physical, emotional, sexual or as a result of neglect, and whether it has taken place directly or online. This may be by what a child says, about themselves or another child or children. It may be through interception of a written item, or through observation of activity or behaviour giving cause for concern. It may be through changes in behaviour or attitude. There may be physical, emotional pointers such as bruising, staining, inappropriate behaviour or knowledge. Company members' safeguarding training must be kept up to date in order to provide a reminder of the kinds of signs of potential safeguarding concern about which we must be vigilant when working with children, young people and/or vulnerable adults.

If company members become suspicious that a child, young person or vulnerable adult may be being abused in any way, in any context, they must report this suspicion:

- a) **to the Designated Person in the working environment, if a company member is already on-site at a school**, in order to ensure that any disclosure or observation is passed on in a timely manner
- b) **or to the company DSL** if they are not in a position to ensure the information is passed on directly to the Designated Person in the working environment, or would like advice. The company DSL is then responsible for reporting to the appropriate Child Protection Officer or Designated Person in the working environment.

Company members must talk about any disclosure, observation or concern with the Designated Safeguarding Lead in the host environment or the company DSL **as soon as possible and preferably on the same working day** (as long as the child concerned is safe and being cared for).

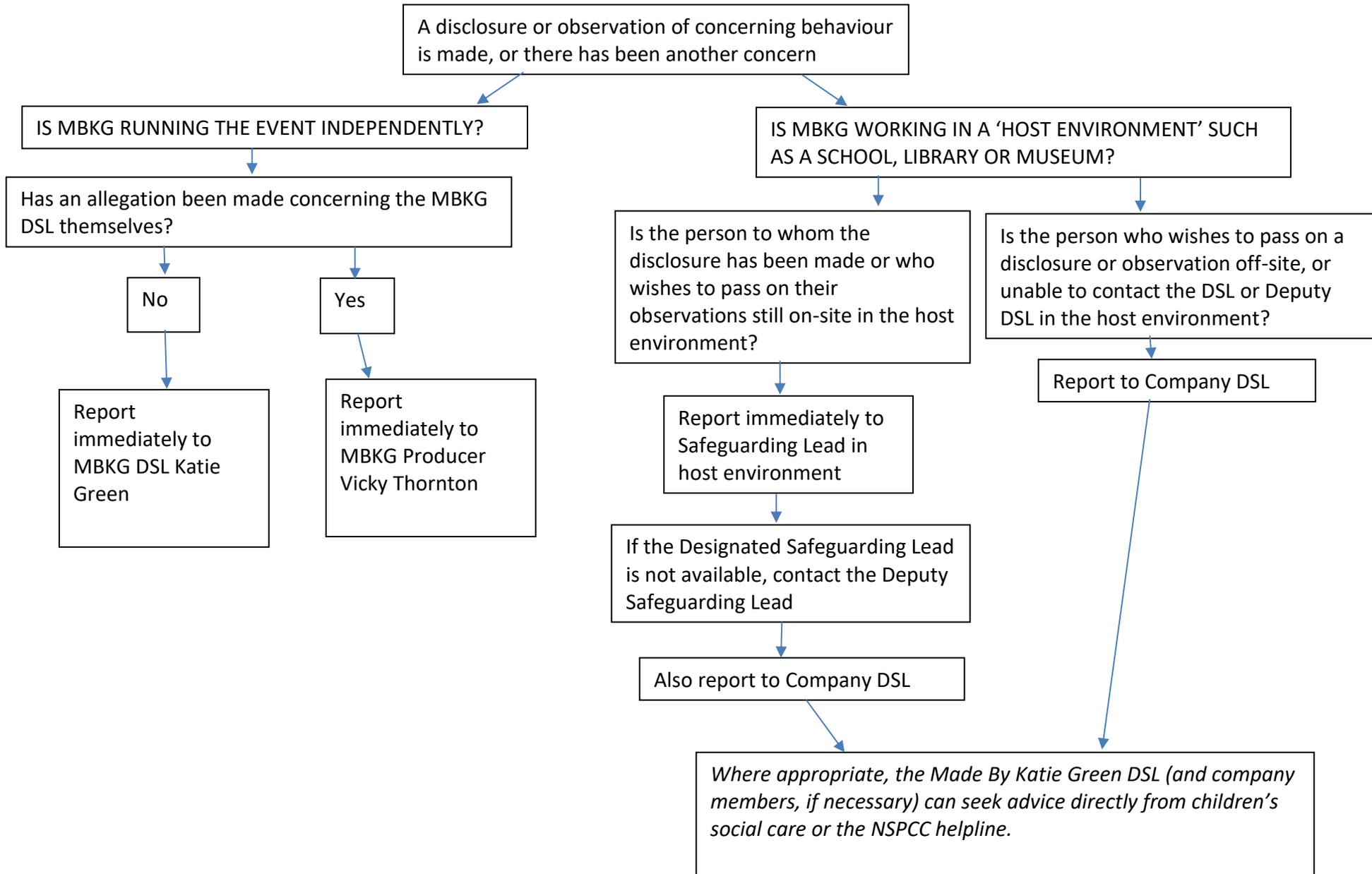
It is vital for the successful operation of this policy that **all** incidents, observations, however insignificant-seeming, are listened to, and logged by the observer(s) in the appropriate way. It is not company members' responsibility to attempt to investigate/substantiate the cause of any concern, but rather to listen, observe, and note exactly what has happened, then report and record it swiftly.

In the event of a disclosure from a child or vulnerable adult, company members will:

- Take the child seriously
- Be calm and receptive
- Listen carefully without interrupting and without adding pressure
- Repeat back to the child what they have said for clarification
- Keep their response neutral, without judging the situation or jumping to conclusions
- Be aware of any non-verbal communication
- Acknowledge the child's courage and reassure them
- Let the child know that they will do everything they can to help them and that they will need to tell the nominated protection lead about what they have been told.

Where appropriate, Made By Katie Green members may contribute to ensuring that the child, young person or vulnerable adult is safe and away from the person against whom any allegation is made, but it is expected that in the majority of cases this will be the responsibility of the relevant DSL in the host environment.

5. DIAGRAM SHOWING REPORTING PROCEDURE



6. Recording what has happened

Company members must make a full written record of any disclosures, observations or concerns as soon as possible after the incident.

a) Complete a 'Cause For Concern' form (see form at the end of this document)

- Complete the form in ink not pencil
- Include details about the child (name, age, gender, ethnicity), what they've told you and/or what you've observed
- Use the child's/children's words if you can (verbatim quotes from a child are important, as is the retention of anything which gives cause for concern such as a drawing, painting, writing etc.) If possible, and if appropriate, the content of the report can be checked with the child/children involved for accuracy.
- If you're writing anything that's your opinion, make that clear
- Provide as much detail as possible e.g. about how the child was behaving at the time; any actions and decisions; give the date/s and time/s of observations or disclosures; parties involved; details of who raised the concern/name of person reporting; who was the disclosure reported to and when
- Date and sign the record
- Try to be clear, concise and accurate, without using too much jargon.
- Always complete a cause for concern form even if you don't know for sure that it's appropriate – you can discuss it with the Safeguarding Lead in the host environment or the company DSL and they can then decide what actions to take next.

b) Submit the form to the DSL on-site and/or to the Company DSL, who will then also sign and date the report.

Where it isn't possible to get in contact with the company or school DSL and there is an immediate danger, then it may be appropriate to contact medical/health services, local agencies (child social service) or the police (and then contact the DSL in the host environment and company DSL at the earliest opportunity as well).

In the event of allegations being made against a Made By Katie Green company member

The person to whom these allegations have been disclosed, or who has made their own observations, will:

- a) ensure that the child, young person or vulnerable adult is safe and away from the person against whom the allegation is made, and inform the Designated Safeguarding Lead (or their deputy) in the host environment immediately, or the Company DSL depending on the circumstances. In the case of an allegation against the company DSL themselves, company producer Vicky Thornton will assume this and the following responsibilities in their place.
- b) Make a written record of the incident, as above, and comply with all requests made by the Designated Safeguarding Lead in the host environment.

- c) Depending on the nature of the allegations being made and the advice received, the company will consider the implementation of disciplinary procedures if appropriate. This may involve an immediate suspension and/or ultimate dismissal depending on the nature of the incident.
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7. Preventing Abuse

Personnel – checks

Made By Katie Green's aim is to ensure as far as possible that all its workshop leaders (paid or voluntary) are safe to work with children, young people and vulnerable adults.

Therefore the DSL will ensure that the following checks are carried out on all prospective workshop leaders:

- Disclosure and Barring Service checks at enhanced level (where an individual's DBS certificate is more than 3 years old and not registered with the Update Service we will undertake a new check ourselves through People Dancing or through one of our partner organisations (e.g. schools)
- personal reference, nominated by the prospective workshop leader – a person who is not related to the applicant and who preferably knows of the applicant's character, trustworthiness, and any previous experience of working with/looking after children and young people

No prospective workshop leader may start sessions unsupervised without the above enquiries being completed.

Made By Katie Green's policy is to recheck all workshop leaders after three years with the company, but in practice this happens more frequently, usually annually in September when DBS 'bridging letters' are prepared for the schools with which we will be working in the forthcoming academic year.

At all times the onus is on the workshop leader to reveal any conviction, caution, bind-over, probation order, or pending prosecution, whether imposed prior to or within the period the applicant works on Made By Katie Green activities.

On starting to work with a new workshop leader, we also request evidence of any safeguarding training undertaken in the last 2 years through the freelance artist's other contracts. Where this training is not up to date we will require the new workshop leader to take an NSPCC safeguarding course (or alternative) and may also support them to attend other training as appropriate to the various contexts within which the company works.

Made By Katie Green also expects that a rigorous system of checking the suitability of those who come into contact with children will be in place in all prospective working environments.

Induction and training

The company shall ensure that there is adequate and appropriate induction and ongoing training and information to all company members concerning safeguarding and child protection matters.

All new members shall have this policy drawn to their attention on joining Made By Katie Green and it shall be the duty of the DSL to ensure that such persons are fully aware of how and where to access the full policy statement, and that the DSL is the person through whom they should route queries concerning the policy.

The DSL will request that new company members provide evidence of safeguarding training undertaken, and where this has not happened within the last 2 years, the company will require new members to undertake such training, either through the NSPCC or training provided through our partners e.g. with Delight Charity.

All company members will be made aware of the following **Code of Good Conduct** for their work with children, young people and vulnerable adults, and the company will review and update this Code in collaboration with members.

Code of Good Conduct

All people working for the company will:

- work to create a positive, friendly environment in which the children feel safe, cared for and respected. All children should feel free to do their best, without fear, and should feel that the people who take responsibility for their learning and their development are people they could trust, and to whom they could speak about anything that was worrying them.
- offer lots of opportunities for the children to talk about what they are doing, how they are feeling and to ask questions. Company members will encourage sensitive, positive feedback and challenge negative feedback, as well as linking in with the company ethos or school values of respect and kindness for example, to reinforce positive behaviours.
- provide lots of different creative, playful ways for the children to express themselves and feel free and relaxed.
- have a clear structure in place within the sessions to ensure the children understand what's expected of them and can aspire to excellent outcomes by working together, with their peers, and with the adults supporting them.
- never work on their own with children or a child in a school, but always have another adult present.
- only provide personal or intimate care for a child in an emergency, and otherwise always ask a member of staff from the host environment to offer this kind of support to the children.
- minimise physical contact with the children except where it is necessary to demonstrate a particular element of dance technique or performance specific to the context of the class and especially to ensure the children are being safe and are not at risk of injury (and only when there is another adult present).

- never give children personal details, or contact details such as email addresses or phone numbers.
- not interact with any children or parents from a school on social media.
- act as a role model to all children at all times.
- behave fairly to all children and not show any favouritism.
- act in a professional way at all times during their work, including not using their phones while in a teaching situation. If possible, music should be played from a separate device, and where this isn't possible, company members must seek the permission of the school to use their phone for this purpose and it must be used on airplane mode to prevent any incoming calls or messages.
- always report any concerns about children's or adult's behaviour on-site using the procedures outlined in this policy.
- ensure they have an up-to-date Enhanced DBS Check in place and update this every 3 years or use the Update Service if possible (preferred).

Review of this policy

The company shall review this policy, its effectiveness and implementation every year and the DSL shall ensure that the views of all company members are sought and reflected in such a review process, and that any statutory authority input is sought as appropriate.

Last updated, January 2026

Cause for Concern Form

1. Pupil's name _____
2. Pupil's DOB (if known) _____
3. Pupil's class / year group _____
4. Pupil's ethnicity _____
5. Pupil's gender _____
6. Does the pupil have a disability or any Special Educational Needs? _____

7. What are your concerns about the pupil?

Please provide a description of any incidents or observations including dates and times.

8. What have you observed and when?

Include anything you have personally witnessed. Be clear about what is fact and what is your opinion.

9. What have you been told and when?

Include anything the child or another person has told you. Use exact words if possible. Be clear about who has said what.

10. What have you heard and when?

Include any information you have heard from a third party relating to the concern.

11. What action have you taken in response to this concern?

Have you contacted anyone else in relation to the concern?

12. If the child has a physical injury, have you sought medical advice? Has the child received any medical attention in relation to the injury?

Date and time of this record: _____

Your name (please print): _____

Your position or job title: _____

Your signature: _____

Now give this record to the Company DSL or nominated child protection lead in the school (or their deputy if they are unavailable) if you are still on-site at the time of the disclosure.

Date and time received by the Company DSL or nominated child protection lead: