

The Dust Palace Safeguarding & Child Protection Policy

Purpose

The Dust Palace believes that safeguarding is everyone's responsibility. This policy seeks to ensure that The Dust Palace undertakes its responsibilities with regards to the protection of children and ensure all adults respond to concerns appropriately. The policy establishes a framework to support staff and enable them to identify and respond to safeguarding issues. The Dust Palace expects our services to be delivered safely and in accordance with our expectations and safeguarding policy.

Responsibility

Designated Persons are members of The Dust Palace staff who have specific responsibility for ensuring effective safeguarding and protection procedures and will have received training in Child Protection.

These include:

Safeguarding Officer and Senior Designated Person :

Safeguarding Officer Geoff Gilson geoffgilson@thedustpalace.co.nz

Senior Designated Person Jaine Mieka jainemieka@thedustpalace.co.nz

The Designated Person is to:

- Receive and record information from staff, volunteers, children or parents/carers who have child protection concerns.
- Assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate and consulting with senior colleagues if necessary.
- Consult initially with a statutory child protection agency to test out any doubts or concerns as soon as possible.
- If necessary, to make a formal referral to a statutory child protection agency without delay.

Specialist advice and training is made available to designated persons. At the beginning of any new project or type of activity the member of staff managing it will produce risk assessment(s) and follow The Dust Palace's Safeguarding policy.

There may be situations where The Dust Palace works in partnership with other organisations on projects. The Dust Palace will clarify which organisation is to take the lead on the project and produce its own risk assessment(s) where necessary, following The Dust Palace's Safeguarding policy and procedures.

Note: Where The Dust Palace staff work within a school or similar institution during school hours, the institution's own safeguarding and child protection policy and procedures will be followed unless we believe our safeguarding policy is more effective for the situation, in which case we will abide by our policy. It is the institution's duty to inform The Dust Palace's Designated Person should they have concerns about any of The Dust Palace staff.

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Definitions

Definition of Child/Young Person

For the purposes of this policy “Child” means a person under the age of 14 years, “Young person” means a person of or over the age of 14 years but under 17 years; but does not include any person who is or has been married or in a civil union (Oranga Tamariki Act 1989, Section 2).

Definition of a Vulnerable Adult

“ an adult who is unable, by reason of detention, age, sickness, mental impairment or any other cause, to withdraw himself or herself from the care of another person” (NZ Crimes Act 1961)

Definition of Vulnerable Individual

A vulnerable individual is either a child or a vulnerable adult.

Throughout this document the words child/children, young person/people, vulnerable adults and vulnerable individuals are used and are interchangeable with the other words listed here.

Definition of Staff

For the purposes of this Policy “staff” means all those employed by or contracting to The Dust Palace, whether paid or voluntary, full time or part-time.

Definition of Child Abuse

The Children, Young Persons and their Families Act, 1989, defines child abuse as "...the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person".

Physical abuse is a non-accidental act on a child that results in physical harm. This includes, but is not limited to, beating, hitting, shaking, burning, drowning, suffocating, biting, poisoning or otherwise causing physical harm to a child. Physical abuse also involves the fabrication or inducing of illness.

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effect on the child's emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising a child. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes the seeing or hearing the ill treatment of others.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities (penetrative and non-penetrative, for example, rape, kissing, touching, masturbation) as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities and sexual behaviours.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing long term serious harm to the child's health or development. It may also include neglect of a child's basic or emotional needs. Neglect is a lack: of action, emotion or basic needs.

Family Violence is physical, emotional, sexual and other abuse by someone (usually but not always a man) of a person (usually but not always a woman) with whom they have or have had some form of intimate relationship with, such as marriage or cohabitation, in order to maintain power and control over a person. It is important to be vigilant to any signs, particularly if children are being affected.

See Appendix 3 for further important child abuse terms.

Principles

The Dust Palace is committed to the prevention of abuse and to the well-being of children, young people and vulnerable adults. The Dust Palace aims to safeguard the welfare of all vulnerable individuals in our care by a commitment to practice which protects them. As a community circus we believe:

- The welfare of the child, young person or vulnerable adult is paramount.
- All vulnerable individuals, whatever their age, culture, ability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from all types of harm or abuse.
- Working in partnership with vulnerable individuals, their parents, carers and other agencies is essential in promoting their welfare.

We aim to provide our participants with a positive and enjoyable experience at The Dust Palace, ensuring they are protected from abuse whilst participating with us and by providing a safe environment. The Dust Palace acknowledges the duty of care to safeguard and promote the welfare of vulnerable individuals and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The key objectives of the policy are as follows:

- To ensure everyone understands their roles and responsibilities in respect of safeguarding and robust procedures, support and guidance is available.
- To ensure all staff and volunteers are able to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns.
- Guiding safe practice for staff.
- To ensure appropriate action is taken as a result of any concerns or allegations.

This policy applies to all staff including Directors, paid staff, volunteers, freelancers, contractors and session workers, partners, students, work experience/placements, or anyone working on behalf of The Dust Palace. Failure to comply with the policy and procedures will be addressed without delay and will result in disciplinary action up to and including dismissal.

The Dust Palace will seek to keep vulnerable individuals safe by:

- Valuing them, listening to and respecting them
- Adopting child protection practices through procedures and a code of conduct for staff and volunteers
- Undertaking Risk Assessment(s) and monitor risk in each location/project we work in
- Identifying the person as Designated Person and/or Safeguarding Officer, responsible for protection and safeguarding
- Engaging in safe recruitment practices and provide training
- Ensuring children are supervised at all times
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Knowing how to get in touch with the local authority social services should the need arise
- Sharing concerns with agencies who need to know and involving parents/carers and children

appropriately.

Any form of abuse will not be tolerated. The Dust Palace is committed to providing a supportive, friendly, safe and positive environment, free of offensive or abusive behaviour for all staff, class members and volunteers.

All services provided by The Dust Palace adhere to the principals of partnership, protection and participation; and the rights and responsibilities accorded by Te Tiriti o Waitangi.

Monitoring

This policy will look to be reviewed every year but will not exceed more than 3 years without review or in the following circumstances:

- Changes in legislation and/or government policies
- In the light of operational experience
- As a result of any other significant change or event

Planning and Preparation

Planning and preparation is vital to secure the success and safety of an activity, journey or visit. Such planning is a prime responsibility for any project leader. They need to anticipate all potential risks, dangers and difficulties which could arise, and make plans to avoid and eliminate them as far as possible.

It is vital that planning and preparation take place as early as possible to ensure ample time for all the procedures to be completed before the visit. A sample risk assessment is included in the appendix.

See Appendix 6 – Risk Assessment

See Appendix 7 – Residential Trips

Ratios

Group teaching

For both the welfare of the children in our care and safety considerations for our teachers/project leaders, the following good practice ratios are in place:

Adult:Child Ratio

1:14

Private lessons

One-to-one training for any Youth Circus members or other vulnerable individuals must be booked through the Head Teacher and parent/carer(s) must be present at all times during the training.

Good Practice and Poor Practice

A good and caring staff member will continually reflect upon their own practice to ensure the safety and well-being of the children/young people they work with. Remember, someone else might misinterpret your actions, no matter how well intentioned.

Good Practice

The following are examples of good practice, which will create a safe and desirable environment:

- Always be publicly open when working with children/young people. Avoid unnecessary situations where a member of staff and an individual child or vulnerable adult cannot be observed.
- Always ensure that there is at least one other responsible adult present during group work sessions.
- Ensure that if mixed gender groups are away on trips, at least one male and one female member of staff accompany the group.
- Treat all participants equally with respect and dignity.
- Always place the safety and welfare of the participants as the highest priority.
- Behave in an exemplary manner and provide a role model for excellent behaviour.
- Respect the needs and wishes of the participants and do not exert them against their will.
- Motivate children/ young people involved through positive feedback and constructive criticism.
- Create a safe and enjoyable environment.
- Obtain written consent from parents to act in loco parentis, and if the need arises, to administer emergency first aid, and/or other medical treatment.
- Request written consent from parents when children and young people are required to be transported.
- Maintain a written report of any incident or injury together with any subsequent treatment or action.
- Do not take a child alone on a car journey unless in unforeseen circumstances.

Where these situations are unavoidable, they should only occur with the full knowledge and consent of the Safeguarding Officer. If transporting children/young people, obtain prior consent from parents/carers. Organise central pick-up and drop off points to ensure the driver is not alone with a child and make sure the route breaks (if necessary) are well planned.

Poor Practice

The following are practices never to be condoned:

- Take children/ young people to your home or other secluded place where they will be alone with you.
- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive remarks to a child/ young person or vulnerable adult –even in fun.
- Reduce a child/ young person to tears as a form of control.

- Allow children to use inappropriate language unchallenged.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for a vulnerable individual that they can do for themselves, unless you have been requested to do so by the parent/carer(s).
- Depart from the premises without having first supervised the safe dispersal of the children/young people.
- Resort to bullying tactics, or verbal abuse.
- Cause a participant to lose self-esteem by embarrassing, humiliating or undermining the individual.
- Spend excessive amounts of time alone with children/young people away from others.

Staff should be aware that the following practices may be carried out with the best intentions but can be seen as tactics for "grooming" and exploitations can be misused. These are to be avoided. Examples include:

- Offering to give a child a lift home alone
- Giving a child gifts
- Having unnecessary physical contact with young people e.g. excessive handling/supporting, cuddling, kissing, 'friendly' taps, etc.
- Socialising/having friendships with young people outside training, including over social media/email/phone.

The Dust Palace accepts that on occasions there may be situations where the unexpected does occur. In these situations, you should report immediately to a Designated Person/Safeguarding Officer and make a brief written note of the event. Where appropriate ensure that the parent is informed of any incident. We want to foster a culture of openness and honesty where breaches should be reported.

See also Appendix 8 – Abuse of a Position of Trust
and Appendix 9 – Duty of Care
and Appendix 10 – Spotting and Manual Support

Communication

- No member of The Dust Palace staff or Youth Circus staff may contact a child or young person directly by phone, email or social media. All communication should be through parents/carers.
- If using social media, messages must be within group forum and to the whole group, never to an individual. Another member of staff or the Safeguarding Officer must be included at the same time.
- When making communication they must always relate to Youth Circus activities.
- The Dust Palace staff/volunteers must never accept a Youth Circus participant as a friend on Facebook or any other kind of social media.

Parents, carers and Youth Circus participants have access to, and can request an induction to The Dust Palace's Safeguarding Policy. Parents are asked to make sure the children know who the company's Safeguarding Officer is. We aim to create an environment where children and young people are listened to and feel that they can come to our staff and/or Designated Persons if they need to. There will be communication and consultation with the Youth participants of Child Protection and Safeguarding policies and procedures.

Photography and the Use of Imagery

- Always use a parental consent form to request the use of a child's image for publication. The parent should be encouraged to discuss the matter with their child before signing a consent form. The child's permission should also be obtained.
- On occasion, images are used on our website. Specific permission should be sought from the child and parents. Any image will be immediately removed if requested.
- The Dust Palace will avoid using children's names (first name or surname) in photograph captions.
- Images of children on The Dust Palace's website will not be accompanied by personal information, eg. this is X who likes juggling – as this information could be used by an individual to learn more about a child prior to grooming them for abuse.
- Photographers will not have unsupervised access to children.
- We will not approve photography sessions outside an event or at a child's home without suitable supervision.
- During showings, parents and audience members will be asked not to post any images onto social media. An announcement will be made at the start of Youth Circus or community performances.
- Photos of children will be stored in a secure way.
- Any images of children that are to be used by The Dust Palace will be assessed to ensure the children are suitably dressed to reduce the risk of inappropriate use; some activities in circus present a greater risk of potential misuse.
- Avoid using images that appear to focus unnecessarily on the groin area in movements where legs are in a split position.

The use of video equipment can be a valuable aid to coaching. The guidelines below should be

implemented to safeguard against inappropriate practice -

- Ensure that the performers and their parent/carer are aware of the purpose of the filming as a coaching aid and consent is obtained.
- Ensure that the person designated for participants' welfare and one other responsible and approved adult is present to ensure that performers are protected against inappropriate filming.
- Care should be taken to securely store the video materials to avoid inappropriate usage.

Footage will be deleted as soon as it is no longer needed.

Photographs and/or video recordings of vulnerable individuals must never be taken on a personal device/camera, and/or stored on a personal computer, and/or shared through personal channels on social media.

Roles and Responsibilities of Staff

It is the responsibility of staff to be vigilant, have knowledge and awareness of the indicators of neglect, potential or actual abuse and to report any concerns, suspicions or allegations of suspected abuse immediately and ensure that the concern is taken seriously and reported.

The Dust Palace will have an appointed Designated Person for Child Protection or Safeguarding Officer. This function will be held by Jess O'Connor .

Child Protection Procedures

Any concerns of suspected child abuse must be taken seriously and handled in an appropriate manner that ensures the young person's safety. Please read the following information in conjunction with the procedures in Appendix 2 which outlines the process for reporting a Child & Youth Protection concern.

All concerns of potential, suspected or alleged abuse must be brought to the attention of the Safeguarding Officer (SO) . If the SO is unavailable then consultation should occur with the Senior designated person or Head Teacher. A decision will be made as to whether to seek further advice or notify Child Youth and Family.

If a child makes a verbal disclosure to a member of staff it is important that staff take what the child says seriously. Your responsibility is to listen and refer; not investigate. Remember that the safety and well-being of the child/young person comes before the interests of any other person;

- Listen to them, allow them to speak without interrupting them;
- Do not promise not to talk to anyone else about their situation. Say that, depending on what they tell you, you may need to seek further help;
- Accept what they say;
- Look at the young person directly, but do not appear shocked;
- Do not seek help while the child/young person is talking to you (this can be off-putting to them);
- Offer reassurance, without passing any judgement;
- Assure them that they have done the right thing by telling someone, that it's not their fault, and you will do your best to help;
- Be aware that the child/young person may have been threatened;
- Let them know that you need to tell someone else;
- Let them know what you are going to do next and that you will let them know what happens.
- Ensure that while the child/young person is talking to you that you are not alone with them, or that you are at least in visual sight of others.

Once away from the young person, the following steps are important:

- Immediately contact the SO;
- Write careful notes of what was said; use actual words wherever possible, use the Welfare Form (see Appendix 12) ;

- Sign, date and send your Welfare Form to the SO;
- Please maintain contact with the SO if you learn that anything around the situation with the young person changes;

If for any reason you cannot get a hold of the SO, please contact the Senior designated officer or Head Teacher or Company Directors who may be able to advise regarding the appropriate next steps and information. Contact details can be found on Appendix 1 of this document.

If the situation calls for it, the SO is to inform NZ Police and/or Oranga Tamariki as appropriate and will maintain contact with these agencies with any updates about the young person, to re-report if situations stay the same or get worse.

Under no circumstances should a member of staff attempt to conduct an investigation or deal with concerns regarding child abuse alone.

All decisions taken, including if the concern does not require notifying Child Youth and Family, must be recorded in writing and kept securely in a Safeguarding file with the reasons clearly identified and explained.

Giving information to protect children better is not a breach in confidentiality. Wherever possible the family/whanau should be kept informed of what information has been shared and to which agency, and for what purpose. Guidance of sharing information with family/whanau is to be sought from either the Police or Child Youth and Family. Principle 11 of the Privacy Act, 1993, states "disclosure of the information is necessary to prevent or lessen a serious threat".

Safe Recruitment of Staff

The Dust Palace recognises that anyone may have the potential to abuse vulnerable individuals in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with vulnerable individuals.

All appointments (permanent, fixed term, student, casual or volunteer) to positions that have direct and/or frequent contact with children or young people will be conditional on a safety check. Further information regarding safety checking, including vetting and screening procedures, is found in the Employment Policy.

Before making any appointment, The Dust Palace will undertake a series of checks to ascertain the candidate's suitability and safety to work in The Dust Palace. These will adhere to the statutory obligations contained within the legislation such as the Privacy Act, the Human Rights Act and Vulnerable Children Act.

All appointments will follow the requirements of the Employment Policy. This outlines:

- The provision of a clear job description and person specifications.
- An application form and CV will be required from candidates.
- Verification of identification will be undertaken.
- Verification of qualifications (and registration where appropriate) will be undertaken.
- Safety checks which include police check and personal reference checks, followed by a structured interview or personal assessment process. Attitudes towards children and safety around them will be assessed during this process.
- Staff selection will be undertaken by a person knowledgeable and experienced in the field of child protection.
- Full records will be kept, and attention to HR practices maintained.

Training of Staff

All appointments (permanent, fixed term, student, casual or volunteer) to positions that have direct and/or frequent contact with children or young people will be conditional on a safety check. Further information regarding Safety Checking, including vetting and screening procedures, is found in the Employment Policy.

All staff will receive child protection training at the level appropriate to their role. The Safeguarding Officer (SO) will undertake more intensive training in child protection.

All staff will update their child protection training every three years as a minimum.

Safe Working Practices

All staff are expected to behave in manners consistent with The Dust Palace Code of Conduct (Appendix 5).

A relationship between an adult and a child or young person cannot be a relationship between equals. There is a potential for exploitation and harm of vulnerable young people. Adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

All staff are expected to behave in manners that maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others.

Whistle Blowing

Whistleblowing is when a worker reports suspected wrongdoing at work. Officially this is called 'making a disclosure in the public interest'. A worker can report things that aren't right, are illegal or if anyone at work is neglecting their duties, including:

- someone's health and safety is in danger
- damage to the environment
- a criminal offence
- the company isn't obeying the law covering and/or up wrongdoing.

We aim to promote a culture in which staff may express any concerns they have about a colleague's behaviour in relation to child protection. If, as a company member, you have concerns we encourage you to share them with a Designated Person without delay. The concerns will be treated seriously and in confidence.

If your concern relates to your project line management structure or a Designated Person, or you are not getting the necessary support or resolution from your project line management structure or Designated Person then this should be raised with The Dust Palace's Officers and Directors.

Recognise

All staff, volunteers, members should:

- have an understanding of what abuse is. See Appendix 3 – Child Abuse Important terms and Appendix 4 - Indicators of abuse or neglect
- know what the company procedures are on any form of abuse, and follow them when alleged abuse is reported.
- be assured that they will be supported when abuse is reported.

Responding to disclosure of abuse

If a child indicates that he/she is being abused, or information is received which gives rise to concern that the child may be being abused, the person receiving the information should:

- Stay calm and maintain a neutral face
- Listen carefully to what is said. Don't interrupt when the child is recalling significant events. Don't make the child repeat their account.
- Find an appropriately early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets. Allow the child to continue at his/her own pace
- Ask questions for clarification only, and, at all times avoid asking questions that suggest a particular answer
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible.

The following information should be recorded:

- Dates and times
- Any names mentioned
- To whom the information was given
- Information that is fact, hearsay or opinion should be noted as such
- Keep any child's notes or drawings
- Keep a note of any questions that you asked that lead to a child's comments
- Ensure the record is signed and dated. See Appendix 11 – Checklist for Reporting Suspected Abuse and Appendix 12 - Welfare Form
- Contact your designated person

REMEMBER: It is important that everyone in the organisation understands that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them of concern about a child. If the child indicates that he/she does not wish others to be informed about the allegations, carefully and tactfully explain the reasons why it may be in the interests of everybody if the matter is referred to the appropriate person or department (i.e. Safeguarding Officer/Police).

The person to whom the disclosure is made is presented with a great responsibility and it is advisable, if there is any uncertainty, to seek advice on how to deal with the issue, from the Safeguarding Officer or the Police.

Reporting procedure

Scenarios

There are four main scenarios where the need to report may be necessary:

- Suspicion that a vulnerable individual attending The Dust Palace is being abused but not by somebody connected to The Dust Palace.
- Suspicion that a vulnerable individual is being abused by a member of The Dust Palace staff/volunteer.
- Disclosure from a vulnerable individual that they are being abused by somebody not connected to The Dust Palace.
- An allegation that somebody working for The Dust Palace has abused a vulnerable person.

Responding to allegations of abuse regarding a member of staff or volunteer

Allegations, suspicions or complaints of abuse against staff, volunteers or representatives of other agencies must be taken seriously and reported to the Management who will deal with them immediately, sensitively and expediently within the procedures outlined in this Section.

Firstly, it's important to note that anyone in The Dust Palace community has the right to report any concerns or suspicions about another member in confidence and free from harassment. Any allegation that an adult has behaved in an inappropriate or unsafe way must be taken seriously and handled in an appropriate manner that ensures the young person's safety first, as well as respecting the confidentiality (where appropriate) of the adult member.

The Dust Palace will not act alone and will respond to suspicions and allegations of child abuse by an adult member in a manner which best ensures the young person's immediate and long-term safety. We will treat all suspicions or allegations against adult members and staff members with the same seriousness. No person in The Dust Palace community will collude to protect an individual or the company. The safety and wellbeing of young people will remain paramount in all situations.

The SO must immediately ensure that any reported individual does not have any contact with the young person making the allegation and will be prevented from having further unsupervised access to young people during any investigation.

It is NOT the responsibility of staff to investigate allegations of child abuse.

If the Police decide to undertake a criminal investigation then the member of staff may be suspended, without prejudice, as a precautionary measure. It is important that no internal investigation is undertaken, and no evidence gathered that might prejudice the criminal

investigation.

Recording and Information Sharing

In all situations, including those in which the cause of concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation or reported incident, regardless of whether or not the concerns are shared with a statutory child protection agency.

An accurate note should be made of:

- Date and time of the incident or disclosure
- Parties who were involved
- What was said or done and by whom
- Any action taken by the organisation to investigate the matter
- Any further action, eg. suspension of a worker
- Where relevant, reasons why there is no referral to a statutory agency
- Names of persons reporting and to whom reported

The record should be clear and factual as it may be needed by child protection agencies investigating the incident and may, in the future, be used as evidence in court. Keeping such a record may also help protect The Dust Palace.

See Appendix 11 – Checklist for reporting suspected abuse

Page for signing

After you have read the Safeguarding Policy, please complete and sign the statement below.
Return this page to your line manager.

I,, have read and understood The Dust Palace's Safeguarding Policy.

I understand the policy's principals and procedures and my responsibility to uphold them. If I have any concerns I will inform The Dust Palace's Designated Person (identified pg2, Responsibility).

Signed

Witnessed by

Date

Appendices

Appendix 1 Contact List

Role/Position	Contact Details
Safeguarding Officer Geoff Gilson	Email: geoffgilson@thedustpalace.co.nz Tel: 021 238 7150
Senior Designated Person Jaine Mieka	Email: jainemieka@thedustpalace.co.nz Tel: 022 207 7627
Company Director Eve Gordon	Email: eve@thedustpalace.co.nz Tel: 021 822 236
Chairperson - Dust Palace Charitable Trust Mike Edward	Email: mikey@thedustpalace.co.nz Tel: 021 026 26291

Externally

Police
Tel: 111

Oranga Tamariki
Tel: 050 832 6459

Appendix 2 Reporting Concerns for Suspected or Reported Abuse or Neglect

You are concerned about a young person because you have:

- Been made aware of possible harm/abuse of a child/young person via your involvement in The Dust Palace and/or;
- Observed indicators of abuse and/or;
- Received a disclosure from them about some form of abuse.

Respond to the child/youth member in an appropriate manner and advise that you will need to report this. Take notes. See steps outlined in policy.

Do your concerns relate to a young person in immediate danger and need of protection?

YES

Respond to the youth member in an appropriate manner and advise that you will need to report this. Take notes. See steps outlined in policy.

CONTACT Police (111) or Oranga Tamariki (0508 FAMILY)

Contact the Safeguarding Officer (SO)

Advise them of your concern and action taken i.e. if you have contacted Police or Oranga Tamariki already.

Complete the Child Protection Reporting Form and send to the SO within 24 hours.

NO

Do you have concerns that a young person may be dealing with a form of abuse? If yes:

Contact the Safeguarding Officer (SO)

Advise them of your concern and action taken i.e. if you have contacted Police or Oranga Tamariki already.

Complete the Child Protection Reporting Form and send to the SO within 24 hours

The SO will:

- Consider all information and take action as required and advise.
- Arrange for advice and support for all affected parties.
- Arrange a debrief.

Appendix 3 Child Abuse Important Terms

This section explains the common terminology used in child protection.

The Children, Young Persons and their Families Act, 1989, defines child abuse as:

"...the harming (whether physically, emotionally, or sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person".

The following definitions give context to the four types of abuse or neglect. Appendices 4 & 5 provide examples of indicators of abuse or neglect and vulnerability factors that may increase exposure to risk for a young person.

Physical abuse is a non-accidental act on a young person that results in physical harm or the fabrication or inducement of illness.

Emotional abuse is the persistent emotional ill-treatment of a young person such as to cause severe and persistent adverse effect on the young person's emotional development.

Sexual Abuse involves forcing or enticing a young person to take part in sexual activities of any kind. Sexual abuse occurs solely because of behaviours or decisions made by the person abusing and not because of any particular quality of a young person. A sexual relationship between an adult and a young person will always be wrong, unequal and unacceptable.

Neglect is the persistent failure or lack of action to meet a young person's basic physical and/or psychological needs, causing long-term serious harm to the young person's health or development.

Other useful Child & Youth Protection terms to be aware of include:

Cumulative harm refers to the effects of patterns of circumstances and events in a young person's life which reduces their sense of stability, safety, and wellbeing. Cumulative harm is compounded experiences of multiple events of abuse or layers of neglect. Constant daily impact on the young person can be profound and exponential, covering multiple dimensions of their life.

Grooming is when someone builds an emotional connection with a young person to gain their trust for the purposes of sexual abuse or exploitation.

- Young people can be groomed online or in the real world, by a stranger or by someone they know - for example, a family member, friend or professional.
- Groomers may be male or female and can be any age (including close to the young person's age)
- Many young people do not understand that they have been groomed, or that what has happened is abuse.

Intimate partner violence refers to any behaviour within an intimate relationship that causes physical, psychological or sexual harm to those in the relationship. Such behaviour includes:

- Acts of physical aggression – such as slapping, hitting, kicking, and beating
- Psychological abuse – such as intimidation, constant belittling, and humiliating
- Forced intercourse and other forms of sexual coercion
- Various controlling behaviours – such as isolating a person from their family and friends, monitoring their movements, and restricting their access to information or assistance.

Vulnerability refers to young people who are naturally vulnerable to people more powerful than they are. Some young people in certain situations can be more at risk than others. Appendix 5 outlines some vulnerability factors to be aware of.

Appendix 4 Indicators of Abuse or Neglect

Indicators that can point to possible abuse can be physical or behavioural. Indicators do not necessarily prove that a young person has been harmed. They are clues that alert us that abuse may have occurred and that a young person may require help or protection. Sometimes indicators can result from life events which do not involve abuse (For example – divorce, accidental injury, the arrival of a new sibling, etc).

Please note that there may be more than one indicating factor.

Physical Abuse

Physical indicators

- questionable or unexplained bruises, burns, welts, bite marks, cuts/lacerations, fractures, abrasions, redness, swelling
- torn, stained, bloody clothing
- poor hygiene (e.g. dirty and smells)
- unusual sickness (e.g. from poisoning)

Behavioural indicators

- wary of adults or of a particular individual
- is violent to animals or other children
- is dressed inappropriately to hide bruises or other injuries
- may be extremely aggressive or extremely withdrawn
- cannot recall how the injuries occurred or gives inconsistent explanations

Indicators in Adult Behaviour

- may be vague about the details of the cause of injury and the account of the injury may change from time to time
- may blame the incident on a sibling, friend, relative or the injured young person themselves
- threats or attempts to injure a young person
- Is aggressive towards a young person in front of others
- may delay in seeking medical attention for the child/young person

Emotional Abuse

Physical indicators

- bed-wetting or bed soiling that has no medical cause
- frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)
- prolonged vomiting or diarrhoea
- has not attained significant developmental milestones
- dressed differently from other children in the family
- has deprived physical living conditions compared with other children in the family

Behavioural indicators

- unusual fears and sudden mood changes or behaviour
- eating disorders
- nervousness, watchfulness
- suffers from severe developmental gaps
- severe symptoms of depression, anxiety, withdrawal or aggression
- severe symptoms of self destructive behaviour – self harming, suicide attempts, engaging in drug or alcohol abuse
- overly compliant; too well-mannered; too neat and clean
- displays attention seeking behaviours or displays extreme inhibition in play
- when at play, behaviour may model or copy negative behaviour and language used at home
- runs away

Indicators in Adult Behaviour

- constantly calls the young person names, labels the young person or publicly humiliates the young person
- continually threatens the young person with physical harm or forces the young person to witness physical harm inflicted on someone else
- has unrealistic expectations of the young person, or imposition of age or developmentally inappropriate expectations
- involves the young person in “adult issues”, such as separation or access issues
- keeps the young person at home in a role of subservient or surrogate parent
- behaviours that are isolating, corrupting, exploiting, terrorising.

Sexual Abuse

Physical indicators

- torn, stained, bloody underclothing
- complaints about genital/anal areas (e.g unusual or excessive itching or pain)
- blood in urine or faeces
- sexually transmitted infections
- nightmares and bedwetting.

Behavioural indicators

- bizzare, sophisticated or unusual sexual knowledge or fixation on sex
- age-inappropriate sexual play with toys, self, others
- inappropriate sexual language
- comments such as ‘I’ve got a secret’ or ‘I don’t like xx person’
- fire lighting by boys
- fear of certain places such as bedroom or bathroom
- eating disorders
- promiscuity or prostitution
- uses younger children in what appear like sexual acts

- tries to make self as unattractive as possible.

Indicators in Adult Behaviour

- demonstrates physical contact or affection to a young person which appears sexual in nature or has sexual overtones
- may be unusually over-protective of a young person
- is jealous of a young person's relationships with peers or other adults or is controlling of the young person
- may favour the victim over other young people.

Neglect

Physical indicators

- poor hygiene e.g dirty and smells
- extreme hunger or malnourishment
- inappropriate dress for the weather
- lack of supervision or left alone for extended periods of time
- not engaged in education, scavenging, compulsive stealing, running away
- persistent fatigue
- may have persistent skin disorders or rashes resulting from improper care or hygiene

Behavioural indicators

- demonstrates severe lack of attachment to adults
- poor school attendance or performance
- poor social skills
- may steal food
- is very demanding of affection or attention
- has no understanding of basic hygiene

Indicators in Adult Behaviour

- fails to provide for young person's basic needs, such as housing, nutrition, medical and psychological care
- fails to enrol a young person in school or permits truancy
- leaves the young person at home alone frequently
- is overwhelmed with own problems and puts own needs ahead of the young person's needs.

Appendix 5 The Dust Palace Code of Conduct

Code of conduct for staff and volunteers

The Dust Palace staff and volunteers involved in circus for children, young people and vulnerable adults have a great opportunity to be a positive role model and help build an individual's confidence. Staff and volunteers are expected to:

- Ensure the safety of all participants by providing effective supervision, proper pre-planning of sessions, using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all participants fairly and ensure they feel valued. Have no favourites.
- Encourage all participants not to discriminate on the grounds of religious beliefs, race, gender, social class or lack of ability.
- Appreciate the efforts of all participants.
- Be positive, approachable and offer praise to promote the objectives of the community circus at all times.
- Incidents and accidents to be recorded in line with the company's procedures. Parents must be informed.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to The Dust Palace First Aider.
- Ensure the rights and responsibilities of youth members are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain coaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standards of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Hold appropriate valid qualifications, insurance cover and police vetting.
- Make the activity fun.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded.
- Never use sanctions that humiliate or harm young people.
- Not administer First Aid involving the removal of children's clothing unless absolutely necessary and in the presence of others.
- Never exert undue influence over participants to obtain personal benefit or reward.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person/vulnerable individual for whom, they are responsible.

- Not engage in romantic or sexual relationships with youth circus class participants even if there is no age difference. (As a volunteer you are in a position of trust and this will be seen as an inappropriate relationship).
- Not communicate through social media except in a public environment, avoiding private messages and maintaining a safe and appropriate distance to Youth Circus class participants.
- Refrain from smoking and consumption of alcohol during or around circus sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- Not spend excessive amounts of time alone with children unless there are exceptional circumstances
- Never take children to their home

Staff and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in reporting suspected abuse or poor practice.
- Access professional support services.
- Fair and equitable treatment by The Dust Palace.
- Be protected from abuse by children/youths, other adult members and parents.
- Not be left vulnerable when working with children.

Any minor misdemeanors and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from the company. Dismissal can be appealed by the trainer/volunteer with final decisions taken by the Executive Director(s), following the disciplinary procedures.

Emergency action and first aid

All trainers should be prepared with an action plan in the event of an emergency and be aware of our First Aid procedures.

This will include:

- Access to First Aid equipment and Incident report.
- Telephone contact to the parent/carer/next of kin
- Telephone contact to the Emergency Services (111)

Signature of staff member/volunteer	
Print name of staff member/volunteer	
Date	
Signature of line manager	
Print name of line manager	
Date	

Appendix 6 – Risk Assessment

Risk Assessment
[Activity Name] for
[Event Name]

Event: -
Event date -
Venue: -
Risk assessment undertaken by:-
Date: -
Review date: -

Assigned Value	1	2	3	4	5	6
Likelihood	Very Unlikely	Unlikely	May occur	Likely	Very likely	Will occur
Severity	Very minor injury	Minor injury	Injury	Major injury	Single fatality	Multiple fatalities

To obtain risk factor, multiply likelihood by severity

Risk factor 0-6 = low No action necessary.	Risk factor 7-17 = medium If above 12, further action is required.	Risk factor 18-36 = High Immediate action required/cease activity.
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Description of hazard			Control methods		
	Likelihood Severity Risk Factor Risk level			Likelihood Severity Risk Factor Risk level	
	Likelihood Severity Risk Factor Risk level			Likelihood Severity Risk Factor Risk level	

Appendix 7 – Residential trips

These guidelines are for residential trips and overnight stays within New Zealand. For trips aboard there will be additional guidelines.

A consent form must be completed by parents/guardians for overnight stays, which clearly specifies details of the activity/ies, and returned to the project leader. No child should be allowed to participate without having returned a completed consent form. Parents must be given full details of the event, including:

- Aims and objectives of the activity
- Date and duration, details of the venue including arrangements for accommodation and supervision
- Travel arrangements
- Name of group leaders and contact numbers
- Information about financial, medical and insurance arrangements
- A full risk assessment.

On a Dust Palace trip:

- There will always be a trained Welfare Officer on any trip whose main concern is the children's welfare.
- There will always be separate sleeping arrangements for Youth Circus leaders and young people.
- There will be separate accommodation for youth participants over 18 years old and those under 18 years.
- All Youth Circus accommodation will be separate for males and females.
- There will be a minimum of two youth participants per room/tent.
- Room shares will be arranged before the trip with parents and children informed.
- Any parents may only share accommodation with their own children.
- We will ensure that there are two waking night staff to regularly patrol the accommodation and prevent unauthorised entry.
- We will ensure accommodation is safe and secure (fire exits, emergency procedures etc.).
- The ratio to children over the age of 11 years will be 1 Youth Circus trainer to every 8 children.
- The leader must be fully trained, police vetted, where possible be a registered Chaperone, be fully aware and follow the company's Child Protection and Safeguarding procedures.
- Rules regarding the trip will be agreed beforehand between trainers and children.
- The trainers and Youth Circus participants will have a daily meeting to discuss any issues or problems.
- There should always be a qualified first aider and a full and up to date first aid box
- If any of the group have asthma or diabetes, ensure that appropriate members are aware of how to deal with any situation.
- The Dust Palace will ensure the group has adequate and appropriate insurance cover:
 - Public and civil liability
 - Vehicle
 - Breakdown cover

- All members of the group including parents and trainers will receive a detailed pack of all details of the trip.

Appendix 8 – Abuse of Position of Trust

A relationship of trust exists where an adult, by virtue of their role, is in a position of power or influence over a young person. An adult engaging in any sexual activity with a young person under the age of sixteen would be committing a criminal offence. It is acknowledged that in some situations a shared attraction may develop between two people within a relationship of trust. In such circumstances, it is essential that the individual who holds the position of trust behaves in an open manner, makes the Safeguarding Officer aware of the situation, and resigns from this position of trust if the parties involved wish the relationship to develop beyond the existing professional one. This will ensure that the previous power differential is not a factor in any future relationship. It is strongly advised that the young person is given an opportunity for reflection before any sexual relationship develops.

Appendix 9 – Duty of Care

All employees have a duty of care that whilst at work, every employee must take care for the health and safety of himself/ herself and of other persons who may be affected by his/her acts or omissions. Youth Circus Trainers are said to have a particular duty of care in "loco parentis", meaning that, a trainer is expected to exercise the same standard of care as a reasonably careful and responsible parent. A circus trainer must therefore take all reasonable steps to ensure that every child under his or her control is not exposed to unacceptable risk. Indeed the duties of trainers in this regard will often go beyond what is normally expected of a parent. This is particularly true in the area of sporting and hazardous activities, where youth circus leaders can be expected to be more fully aware of the potential dangers to youth circus participants. This is also the case for participants who are 18 or 19 years of age, even though they are no longer regarded as minors.

Appendix 10 – Spotting and Manual Support

Supporting and shaping the participant is an essential part of circus coaching in that it helps the participant to understand shapes, movement patterns and complex skills, but also reduces the risk of injury due to a fall or error in performance.

Detailed guidance on appropriate supporting techniques is provided as part of ongoing Dust Palace trainers' training. The key points on safe spotting and manual support are:

- the trainer must ensure that support is only used when necessary and "over-handling" is avoided, however;
- The trainer must always be alert to the possibility of performance errors or anxiety, which may increase the risk of injury;
- supporting techniques must not inhibit performance;
- physical contact should not be invasive of sensitive areas of the body i.e. genital areas, buttocks or breasts. Infrequent non-intentional physical contact can arise out of error on the

performer or coach's part. Such situations should not be ignored and need to be acknowledged through an apology to the participant and reported to the Safeguarding Officer or Head Teacher and parents. A written report should be made of any incident.

If a participant or parent has any concerns, they should be raised with the Safeguarding Officer or Designated Person. In any circumstance where abuse is suspected, reporting procedures should be followed.

Flexibility/Stretching Exercises

There is a range of techniques and types of exercise for extending flexibility that involve the application of force. These techniques can also lead to the person applying the force coming into close proximity with the participant and having prolonged contact with areas of their body. Trainers must follow the following guidelines:

- Use slow, progressive and prolonged stretching exercises, within the “discomfort zone”, rather than what might be considered to be excessive force.
 - Avoid exercises that place the trainers and participants body in “close proximity” and might be seen as unnecessary by the less-informed parent or observer.
 - Be sensitive to how the exercise might be perceived by others. Request consent to spot / touch / stretch a participant if necessary.
 - Consider holding a parents' forum to explain the flexibility training techniques, so that the parent is more aware and therefore less likely to misinterpret the techniques being used.
 - Use partner exercises with more experienced participants where possible.
- requesting consent to spot / touch / stretch a participant

Appendix 11 – Checklist for Reporting Suspected Abuse

The following information should be recorded:

- Dates and times
- Any names mentioned
- To whom the information was given
- Information that is fact, hearsay or opinion should be noted as such
- Keep any child's notes or drawings
- Keep a note of any questions that you asked that lead to a child's comments
- Ensure the record is signed and dated.

Name of child

Age/Date of Birth

Home address

Contact phone number

Any special factors?

Parent/Carers name(s)

Has abuse been directly reported by the child? Are you reporting your own concerns or passing on those of somebody else?

Brief Description of what has prompted concern(s). Include dates, times, details of any specific incidents.

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child? If so, what was said?

Have you spoken to the parent/carer(s)? if so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Have you consulted anybody else? If so, give details.

Your name and position:

To whom reported and date of reporting:

Signed:

Today's date:

Today's time:

Where further actions are taken, these should be clearly noted, dated, timed and signed and kept together with the first concern report/completed checklist.

Appendix 12 - The Dust Palace Welfare Form

<https://form.jotform.com/thedustpalace/forms>



The Dust Palace Welfare Form

Maintaining a safe environment at The Dust Palace

Name

First Name Last Name

Email

example@example.com

Date



Month Day Year

Please describe the reason for this report:

Signature

