

## Safeguarding Policy (including Child Protection)

**Policy & Procedure**

**Department:** People & Organisational Development

**Document owner:** Director of Strategy and Business Operations  
(Lead Designated Safeguarding Officer)

**Approval Committee(s):**

Safeguarding Workgroup / PMG / Human Resources Committee / Board of  
Governors

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## **1. POLICY STATEMENT**

- 1.1 There may be occasions where, through their work and social and corporate responsibility and outreach activities, individuals working for or with Trinity Laban Conservatoire of Music and Dance (Trinity Laban) will work, or otherwise come into contact, with children and vulnerable people.
  
- 1.2 We recognise that the welfare of the child-young person and adults is paramount and that all children regardless of personal characteristics, such as age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse. Working in partnership with children, young people, adults, their parents, carers and other agencies is essential in promoting young peoples' welfare.
  
- 1.3 The Trinity Laban is committed to:
  - ✓ Ensuring the safety and welfare of children and vulnerable people;
  - ✓ Raising awareness of issues relating to the safety and welfare of children and vulnerable people and the promotion of a safe environment for them;
  - ✓ Raising awareness of the different types of abuse, aiding the identification of those at risk of abuse and providing procedures for reporting concerns;
  - ✓ Ensuring suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately;
  - ✓ Ensuring staff are aware of and understand their responsibilities regarding child protection and safeguarding, including those set out in this policy;

- ✓ Ensuring staff and students are aware of and understand the role of the Trinity Laban's Lead Designated Safeguarding Officer (LDSO), and Designated Safeguarding Officers (DSO);
  - ✓ Ensuring staff and students are aware of and understand the importance of confidentiality;
  - ✓ Providing appropriate training for staff in relation to child protection and safeguarding, including regarding the responsibilities of staff set out in this policy.
- 1.4 The Trinity Laban Board of Governors takes overall responsibility for the policy and its implementation. This policy seeks to support Trinity Laban and its staff in meeting the commitments outlined.
- 1.5 Trinity Laban is mindful, and will remain mindful when implementing this policy, of its legal obligations. Trinity Laban adheres to the principles outlined in the Children Act 1989 and guidance issued by the Government regarding child protection (including *Keeping Children Safe in Education* (Department for Education and Skills, 2015) and *Working Together to Safeguard Children* (HM Government, 2015)).

## **2. SCOPE OF THE POLICY**

- 2.1 This policy applies to all individuals working for or with Trinity Laban, including all workers and employees (at all levels and grades and including trainees, homeworkers, part-time and fixed-term employees, casual workers and agency staff), officers, governors, volunteers, consultants and contractors (collectively referred to as 'staff' in this policy). This policy applies to all work and activities undertaken, including at Trinity Laban's premises and elsewhere.
- 2.2 References in this policy to 'child' and 'children' are to persons under the age of 18.
- 2.3 Trinity Laban also recognises that some adults are also vulnerable to abuse and accordingly the procedures may be applied (with appropriate

adaptations) to allegations of abuse and the protection of vulnerable people.

### 3. ROLES AND RESPONSIBILITIES

- 3.1 All staff should ensure that they read this policy and understand the standards expected of them and their responsibilities under the policy. All staff have a responsibility to ensure the safety and welfare of children and vulnerable people/students and to take appropriate steps (including those set out in this policy) to ensure that suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately.
- 3.2 Trinity Laban's **Human Resources Committee** (a committee of the Board of Governors) is responsible for approving and monitoring the Safeguarding Policy and associated practices and reports to the Trinity Laban Board.
- 3.3 The **Principal's Management Group**, in pursuance of its function as the principal policy-making authority of Trinity Laban, is responsible for the implementation of this policy and ensuring appropriate supervision for students under the age of 18 including safeguarding arrangements.
- 3.4 **The Safeguarding Working Group -**

**The purpose of the Working Group is:**

- To promote understanding and expectations of effective Safeguarding to all users of Trinity Laban.
- To create an environment in which students, staff, volunteers, parents, carers, families and visitors feel safe and protected, in which they are listened to and their views respected.
- To ensure, as well as can reasonably be expected, that we:

- Minimise the risk of potential harm to our students, staff, volunteers, parents, carers, families and visitors.
- Address concerns regarding the welfare of our students, staff.
- Identify and respond to students who may be suffering, have suffered significant harm and take appropriate actions.
- Promote good practice in relation to providing an excellent educational experience for our young and vulnerable adults, proactively seeking to prevent abuse and increase understanding.

The Safeguarding Workgroup meets at least three times per year and reports annually to both the Equality and Diversity Committee (and the Academic Board) and the HR Committee on the robustness of Trinity Laban's relevant policies and procedures and any work in progress during the course of the academic year.

Any member of staff can make a referral directly to children's social care if there is a risk of immediate serious harm to a child.

### 3.5 **Lead Designated Safeguarding Officer** (Strategic) - LDSO

Jonathan Peel - Director of Strategy & Business Operations 020 8305 4372 [j.peel@trinitylaban.ac.uk](mailto:j.peel@trinitylaban.ac.uk)

The Director of Operations & Business Enterprise at Trinity Laban will take the lead responsibility for coordinating safeguarding practice for the whole institution. Responsibilities include:

- Accountability for the institution's safeguarding practice;
- Ensuring that safeguarding is afforded utmost priority at the most senior level within the institution;
- Ensuring that there is a staff structure in place to fulfill safeguarding responsibilities;
- Making recommendations to The Principal and Finance and General Purposes Committee as appropriate concerning funding and Human Resources to fulfill safeguarding responsibilities';

- Ensuring procedures are in place for managing allegations against staff, Child in Need of Protection, whistle blowing and safe recruitment practices;
- Ensuring that secure records of Children in Need of Protection concerns are stored and shared appropriately;
- To develop procedures, practice and guidance for safeguarding that are compliant with Local Safeguarding Children Board procedures;
- To create, implement and monitor appropriate links with the local Social Services department and Children's Service teams;
- To create a network of Designated Safeguarding Officers (Operational);
- Ensuring that monitoring systems are in place to incorporate new guidance and legislation and to test out existing systems;
- To ensure that each member of staff has access to and understands Trinity Laban's Child Protection & Safeguarding Policy, especially new, part-time and contractors
- Ensure that appropriate links are established with the relevant Local Authority Designated Officer/s and refer any allegations made against Trinity Laban Staff to them.

### **3.8 Designated Safeguarding Officers (Operational)**

3.8.1 Designated Safeguarding Officers (Operational) at Trinity Laban will be responsible for dealing with any suspicions or allegations of abuse.

3.8.2 They will be known to staff and volunteers throughout the institution for their responsibilities.

3.8.3 The Trinity Laban currently has the following DSOs:

#### **Faculty of Dance:**

Laura Aldridge - Head of Children and Young Peoples Dance Programmes 020 8305 4321 [l.aldridge@trinitylaban.ac.uk](mailto:l.aldridge@trinitylaban.ac.uk)

Alison Gee - Head of Community and Professional Development  
020 8305 9365 [a.gee@trinitylaban.ac.uk](mailto:a.gee@trinitylaban.ac.uk)

Natalie Dickmann – Programme Manager Centre for Advanced Training  
(CAT) 020 8305 9366 [n.dickmann@trinitylaban.ac.uk](mailto:n.dickmann@trinitylaban.ac.uk)

**Faculty of Music:**

Tabby Estell – Head of Children & Young People’s Programmes  
020 8305 4327 [t.estell@trinitylaban.ac.uk](mailto:t.estell@trinitylaban.ac.uk)

Tim Pottier - Junior Trinity Programme Manager  
020 8305 4328 [t.pottier@trinitylaban.ac.uk](mailto:t.pottier@trinitylaban.ac.uk)

Kate Allott - String Time Programme Manager (Junior Trinity)  
Email: [k.allott@trinitylaban.ac.uk](mailto:k.allott@trinitylaban.ac.uk)

**Cross Faculty:**

James Hitchins – Head of Student Services & Accessibility  
020 8305 4418 [j.hitchins@trinitylabn.ac.uk](mailto:j.hitchins@trinitylabn.ac.uk)

**3.8.4 Designated Safeguarding Officers will:**

- Receive and record information from staff, volunteers, children, young people, participants or parents who have safeguarding concerns;
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate;
- Act as a source of support, advice and expertise within the institution where appropriate;
- Consult initially with the Lead Designated Safeguarding Officer (Strategic) who may contact the relevant statutory child protection agency (local children’s services department, NSPCC) for advice.



The Lead Designated Safeguarding Officer (Strategic) may then make a formal referral to the Local Children Services Authority. In the case of an emergency the DSO may make direct contact/referral to the authorities

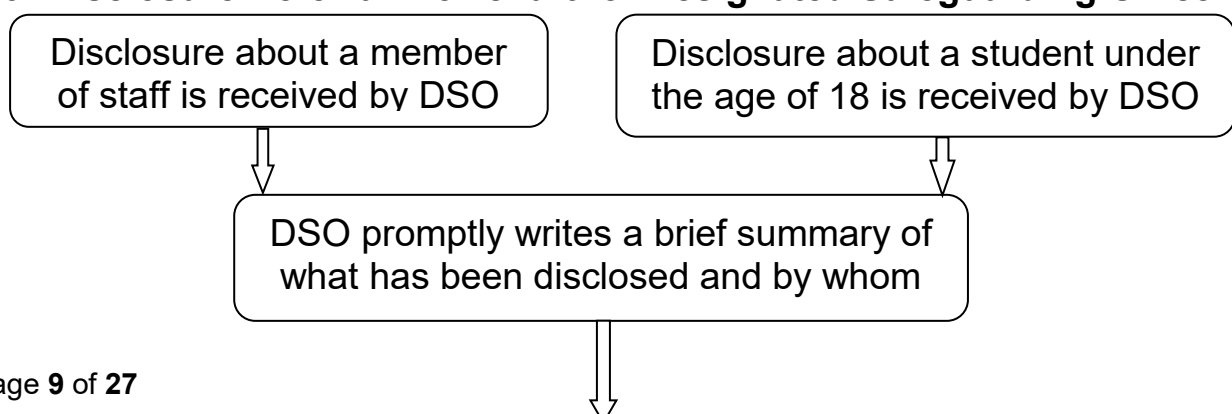
- Liaise with Lead Designated Safeguarding Officer (Strategic) and or Deputy Lead Designated Safeguarding Officer to inform him/her of any issues concerning safeguarding and to ensure that there is always cover available for the Lead Designated Safeguarding Officers (Operational).

### 3.8.5 Specific operational duties will include:

- Keeping detailed, accurate and secure written records of referrals/concerns;
- To obtain access to resources and attend any relevant or refresher training courses at least every two years;
- To work with the Lead Designated Safeguarding Officer (Strategic) and Deputy Lead Designated Safeguarding Officer to ensure that the Safeguarding Policy is reviewed and updated annually;
- To ensure that parents/carers and other relevant parties are sent a copy of the Safeguarding/Child Protection Policy.

3.8.6 Designated Safeguarding Officers are aware that it is not their role to decide whether a child or young person has been abused or not. This is the responsibility of the relevant children's services departments or NSPCC under the Children's Act 1989 check if any changes to the law. However, it is their responsibility to ensure that concerns are shared and that appropriate action is taken.

### 3.9 Disclosure Referral Flowchart for Designated Safeguarding Officers



DSO informs LDSO or immediately - on 020 8305 4372 during office hours, or on their mobile if out of office hours (07866 934573)

If LDSO on leave, DSO confers with second DSO and follows the steps below

If the disclosure is about a member of staff, LDSO or DLDSO informs Local Authority Designated Officer(s) (LADO)

Greenwich: Veronica Mythen 020 8856 9932

Lewisham: Multi Agency Safeguarding Hub (MASH)

Tel: 020 8314 6660

and/or police 101 / 999 (if appropriate)

LDSO or DLDSO awaits advice from LADO on how to proceed with regard to the member of staff (in the event of a serious incident, a member of staff may have to be suspended pending the outcome of advice from LADO)

LDSO or DLDSO informs as appropriate:

Greenwich Children's Social Care on 020 8921 3172

[http://www.royalgreenwich.gov.uk/info/266/child\\_protection/956/protecting\\_children](http://www.royalgreenwich.gov.uk/info/266/child_protection/956/protecting_children)

Lewisham Children's Social Care on 020 8314 6000

<https://lewisham.gov.uk/my-services/social-care/children/keeping-children-safe/multi-agency-safeguarding-hub>

Multi Agency Safeguarding Hub (MASH)

Tel: 020 8314 6660

Email:

[mashagency@lewisham.gov.uk](mailto:mashagency@lewisham.gov.uk)

<https://www.lewisham.gov.uk/contact-us/Pages/contact.aspx?directoryid=4788>

**Safeguarding Adults Service**

020 8921 2099/8801 and/or the police 101 / 999 (if appropriate)

Police Central Switchboard 0300 123 1212

#### 4. RECRUITMENT

4.1 The Trinity Laban will take appropriate steps, including in relation to the recruitment of staff, to ensure that unsuitable people are prevented from working with children. The recruitment checks carried out by the Trinity Laban will include, where appropriate:

- An appropriate identity check
- An appropriate Disclosure and Barring Service check
- A check regarding eligibility to work in the UK
- Obtaining satisfactory references.

#### 5. DEFINITIONS OF ABUSE

5.1 The definition of abuse for the purpose of this policy (which is taken from *Working Together to Safeguard Children* (HM Government, 2015) includes:

5.2 **Physical abuse** - a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

5.3 **Sexual abuse** - involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- 5.4 **Emotional abuse** - the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- 5.5 **Neglect** - the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- 5.6 In addition, there are a number of specific safeguarding issues which can arise, including via peer on peer abuse, which are covered by this policy, including:
- bullying (including cyberbullying)
  - child sexual exploitation
  - drug and alcohol taking
  - fabricated or induced illness
  - faith abuse

- female genital mutilation
- forced marriage and relationship abuse
- gangs and youth violence
- gender-based violence/violence against women and girls
- hate
- radicalisation
- sexting
- trafficking.

5.7 The above is a non-exhaustive list and there may be other forms of abuse, or examples of abuse, which require action under this policy.

## 6. PROCEDURE

- 6.1 If a member of staff has suspicions or is concerned that a child has been abused or is at risk of abuse they must immediately inform a DSO (if there is a suspicion that a member of staff may be abusing a child this must be reported immediately to the LDSO). The member of staff will be asked to complete a written record of the suspicions or concerns using **Form SRF1** (Appendix 1) and pass this to the DSO as soon as possible.
- 6.2 Members of staff should report any such suspicions or concerns regardless of the potential cause(s) or source(s) of such abuse and must not carry out their own investigations.
- 6.3 The DSO who is informed of the suspicions or concerns will assess the information disclosed and take appropriate action. The DSO will, together with other appropriate senior staff (where appropriate), assess whether the suspicions or concerns should be referred to social services and/or the police and/or the Trinity Laban's Human Resources Department for consideration. Any decisions taken, including the reason(s) for the decisions, will be clearly recorded. Where a decision is made to refer the suspicions or concerns to social services and/or the

police, the DSO will complete a referral in writing and maintain a confidential copy of the decision.

6.4 If a child discloses issues to a member of staff which indicate potential abuse, the member of staff should:

- ✓ Listen carefully and stay calm;
- ✓ Not interview the child or challenge any information disclosed, but question normally and without pressure, in order to be sure that they understand what the child is telling them;
- ✓ Not examine a child for signs of abuse or invite them to show signs of abuse;
- ✓ Not put words into the child's mouth;
- ✓ Reassure the child that by telling them, they have done the right thing;
- ✓ Inform the child that they must pass the information on, but that only those that need to know about it will be told;
- ✓ Not promise to keep the information disclosed confidential (as it may be necessary for this to be disclosed internally and/or to the relevant authorities and appropriate external agencies on a need-to-know basis);
- ✓ Inform them of to whom they will report the Matter;
- ✓ Note the main points carefully;
- ✓ Make a detailed note as soon as possible of the date, time, place, what the child said, did and their questions using **Form SRF1** (Appendix 1) and immediately inform the LDSO of the matters disclosed who will consider further what actions may be required (and provide the LDSO with the completed **Form SRF1** if requested).

## 7. PROHIBITED SUBSTANCES

7.1 **Definition:** a substance, such as a drug, etc., that is banned or forbidden by law or other authority.

7.2 The possession or use of prohibited substances at Trinity Laban is absolutely forbidden. This policy is relevant to all Trinity Laban paid staff, volunteers, contractors, sessional workers, agency staff, students, participants or anyone working on behalf of Trinity Laban in all the following situations:

- all grounds, inside and outside the buildings;
- other designated premises, if students are part educated at partner institutions;
- educational trips and journeys (residential and non-residential);
- work experience placements.

7.3 Any incidents of drug use or bringing prohibited substances in to Trinity Laban premises will be reported to parents/guardians and outside agencies where appropriate. In instances involving substance possession, misuse or supply, parents will be informed at the earliest opportunity by the Lead Designated Officer (Strategic) or his/her representative.

7.4 Trinity Laban will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. The institution will seek to balance the interests of the child, young person or participant vulnerable adult involved and other Trinity Laban staff, students and participants in its activities.

7.5 Trinity Laban's response may include the following:

- Temporary or permanent exclusion: It is probable that any individual guilty of bringing an illegal substance onto the Trinity Laban premises and making it available to others will be permanently excluded;
- Confidentiality: In managing an incident involving drugs/controlled drugs related incident regard will be given to issues of confidentiality. Trinity Laban Staff cannot and should not promise total confidentiality to anyone involved in any such incidents. The boundaries of confidentiality will be made clear to the individual/s involved.



## **7.6 Managing a drugs related incident**

7.6.1 The Department for Education DCSF guidance states that “although there is no statutory requirement to do so, the Secretary of State would expect the police to be informed when illegal drugs are found on the premises.”

7.6.2 The law permits Trinity Laban Staff (accompanied by a witness) to take temporary possession of a substance suspected of being a controlled drug for the purposes of protecting a student/s from harm and from committing the offence of possession. In such instances the substance must be taken straight to the Lead Designated Officer (Strategic) who would then hand the substance to the police for identification and advice.

7.6.3 Where the Lead Designated Officer (Strategic) is told, or is aware, of possible criminal activity outside the premises, the Secretary of State would also expect the police to be informed in the interests of safeguarding the health and safety of young people in the area.

7.6.4 A record of any drug-related situation must be documented.

## **8. USE OF PHOTOGRAPHY, VIDEO AND OTHER IMAGES**

8.1 Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, on the internet.

8.2 Parental/carers consent will be requested in writing for the use of photographs of children and young people in any TL publicity material and on the TL website. This includes formal photography as well as the use of camera phones.



- 8.3 Photographers employed by Trinity Laban will be issued with guidelines on the use of images for external publicity notwithstanding that they own the copyright for their own work in most cases.
- 8.4 Printed photographs of children and young people will be stored in secure conditions at all times. Digital photographs will be stored securely on the TL network and can only be accessed with a password by designated staff in Learning & Participation, Junior Trinity, the Head of IT and the Graphic Designer in Marketing & Communications.
- 8.5 Images should not be shared with other organisations or individuals without written prior consent.
- 8.6 Staff should only use equipment provided or authorised by TL
- 8.7 It is not appropriate for and staff should never take photographs of children, young people or vulnerable adults for their personal use.
- 8.8 Staff should not take any images “in secret”, or take images that may be construed as being secretive.

## **9. CONFIDENTIALITY**

- 9.1 Members of staff must be mindful, and remain mindful, of the importance of ensuring that confidentiality is, where possible, maintained for all concerned. Information should be handled and disseminated by staff on a need to know basis only.

## **10. WHISTLEBLOWING**

- 10.1 Trinity Laban is committed to the safety and well-being of children and young people. There may be occasions when staff and volunteers need to share information in confidence with a Designated Safeguarding Officer/s.

- 10.2 Concerns may be expressed regarding a colleague's behaviour which pushes boundaries beyond acceptable limits and where children and/or young people could be exploited physically, emotionally or sexually.
- 10.3 Trinity Laban acknowledges that whistle blowing may be necessary for the sake of the child and/or young person and those whistle blowers will be protected and supported accordingly. Staff and volunteers are encouraged to talk to any of our Designated Safeguarding Officers if they become aware of anything that makes them feel uncomfortable.
- 10.4 In addition, staff that are subject to allegations or suspension will be supported accordingly and clear advice will be given on the process of investigation.

## **11. COMPLAINTS**

- 11.1 Any complaints or concerns arising from this policy or the treatment of children, and/or young people at Trinity Laban should be addressed, in the first instance, to any of the Designated Safeguarding Officers. If appropriate, these will be referred to the Lead Designated Officer (Strategic).
- 11.2 All complaints and concerns will be treated in confidence and fully investigated.
- 11.3 Appropriate action will be taken to resolve complaints and concerns, including reviewing the Child Protection/Safeguarding Policy where necessary.

## **12. DISSEMINATION OF THIS POLICY**

- 12.1 This Policy will be distributed to anyone working in a regulated activity on behalf of Trinity Laban and will also be available on the

Human Resources intranet pages; Moodle and the Trinity Laban website (institutional policies).

12.2 Any queries about this policy should in the first instance be directed to the Lead Designated Safeguarding Officer (Strategic), Jonathan Peel, Director of Strategy & Business Operations  
[j.peel@trinitylaban.ac.uk](mailto:j.peel@trinitylaban.ac.uk).

### 13. RELATED POLICIES AND MONITORING AND REVIEW OF POLICY

13.1 The Trinity Laban policies listed below are also relevant in seeking to ensure the safety and welfare of children and vulnerable adults:

- Recruitment and Selection Policy
- Disclosure and Barring Policy
- Induction Policy
- Policy on Close Personal Relationships between staff and students
- Policy on physical contact between staff and students
- Vulnerable Students Guide
- Trinity Laban Code of Conduct
- Social Media Policy for Staff

13.2 The Trinity Laban's **Safeguarding Working Group** shall be responsible for reviewing this policy on behalf of the **Principal's Management Group**, to ensure that it meets legal requirements and reflects best practice.

## Appendix 1

### Trinity Laban Safeguarding Report Form (SRF 1)

Name of Individual: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Way in which they are involved with Trinity Laban: \_\_\_\_\_

\_\_\_\_\_

Date and time of occurrence/disclosure: \_\_\_\_\_

**Report:** Within this report please note what was witnessed/said in as much of the own words of the witness/child/young person/vulnerable adult including any names mentioned/observed

Report made by: \_\_\_\_\_

Position in organisation: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Action taken**

Report received by: \_\_\_\_\_  
(Designated Officer)

Date and time \_\_\_\_\_

**Proposed action by Designated Officer**

## Appendix 2

### Trinity Laban Teaching Online (as of April 2020)

#### Background

In March 2020 Trinity Laban moved all teaching online in accordance with UK Government social distance measures and the move to lockdown. This appendix addresses the changes necessary to ensure a safe online learning environment until it's safe to resume face-to-face teaching on Trinity Laban premises.

#### Parameters

This appendix is to be used together with the Trinity Laban's Safeguarding Policy (Including Child Protection, published September 2018 (Revised July 2019)). All terms within Trinity Laban's Safeguarding Policy continue to apply unless specifically amended herein. The terms specified in this appendix remain in effect for the duration of the suspension of face-to-face learning at Trinity Laban.

#### 1. Duty of Care

- (a) As per the provisions specified in section 1.3 of Trinity Laban's Safeguarding Policy, Trinity Laban has a duty of care to ensure the safety and welfare of children and vulnerable people.
- (b) In accordance with the above, all departments are required to produce a risk assessment before commencing online learning to be approved by Director of Operations and Business Enterprise.

#### 2. Platforms for online teaching

Staff (administrative and Hourly Paid Teachers platforms) will use platforms for online teaching that have been approved by the Director of Operations and Head of Information Technology. Trinity Laban has produced guidance for teachers and students to ensure safeguarding of participants as well as maximise effective educational use.

Digital Platforms will be used for:

- pre-recorded sessions/ tasks/ activities
- live online video calls for group sessions and tutorials.

- (a) Only Trinity Laban email addresses may be used to register and operate accounts associated with online teaching platforms
- (b) All parents must consent to online learning and agree to protocol before online teaching commences
- (c) All parents will be informed of the platforms being used and the dates and times of sessions and the adults who will be in these platforms.
- (d) A parent or guardian must be present at the start of one-to-one online lessons.
- (e) When using online video call platforms, a meeting ID and password must be used to establish a secure meeting
- (f) For pre-recorded materials students will be given a time-limited, password protected link to view pre-recorded sessions and activities.
- (g) All pre-recorded videos created by HPT staff will be reviewed in full by a member of the administrative team before being shared with students.
- (h) It is prohibited for all staff, student and parents to share details of online teaching sessions via social media or any other means without consent. Doing so will be in contravention of Trinity Laban's safeguarding policy.
- (i) All video content will be filmed by staff from their home environments in spaces with minimal personal effects. These videos will not include other household members.
- (j) Young people that create and record their work will be able to share this with Trinity Laban administrative staff by using a private link to an online platform such as YouTube and Vimeo. These videos may be shared with HPTs for teaching purposes/assessment/audition panel as appropriate. These films cannot be downloaded to personal computer devices. Staff will not share the link to these films with anyone.
- (k) Hourly Paid Teachers delivering dance content will undertake a personal risk assessment to ensure they can lead online content safely including fulfilling the safeguarding measures outlined here.
- (l) Staff will set clear rules of engagement for working on digital platforms, and share these with the participants. (e.g. use of chat functions, mute/unmute, non-verbal confirmation that they have understood or need clarity etc.).
- (m) Staff will also remind young people that this is not a private space and whatever they share online will be seen by the group.

- (n) Any young person who breaks the above rules will be removed from the platform by staff and parents/carers will be informed.

### **3. Communication by Trinity Laban staff**

- (a) Trinity Laban teaching staff are only permitted to contact students from Trinity Laban email addresses. In accordance with GDPR, no sensitive data can be stored outside the Trinity Laban server.
- (b) Staff must not communicate with students using personal accounts on social media. When communicating with students by email, they must copy in a parent/guardian, regardless of whether this person was copied onto the original email sent to the TL staff member.
- (c) Trinity Laban staff ensure that at no time will contact details of students/parents be shared with other
- (d) If contacting a Student TL staff will block the display of their own telephone number before calling. Staff will only call parents and carers and request to speak to young participants via their parent/carer only.

### **4. Personal Details**

- (a) No young people's details or images will be downloaded or saved on staff computers, instead these will be saved using TL's one drive cloud storage.
- (b) Hourly Paid Teachers who need access to creative content including videos are given links which enable them to watch videos online but not download.
- (c) Staff will always lock computer or close documents with sensitive information when they are away from their laptops / computers.

### **5. Social Media, use of images and recorded material**

- (a) Trinity Laban may use social media to communicate with young people, particularly for the recruitment of new participants to programmes, as well as maintaining engagement and connection with existing participants. Contact with young people through such forums will only take place through organisational accounts. Trinity Laban, including Hourly Paid Teachers, will not follow young people's accounts.
- (b) If a staff member receives content from a young person which they believe is inappropriate to their personal social media accounts they



will not forward the content or delete it but immediately contact the DSO to report the content, who will follow the safeguarding incident procedure.

- (c) Staff must not save images or video recordings of any Trinity Laban students enrolled on Trinity Laban Children and Young People's programmes on any personal device. Trinity Laban staff may choose to record online sessions via video calling platforms under the directive of the Programme Manager. TL staff must ensure these sessions are saved to the TI one drive cloud storage, not to personal devices. Sessions that do not feature any students (only feature Teaching Staff) may then be shared by TL staff to enable other students to participate at a later date via approved online learning platforms.
- (d) Any publications on social media of images or videos must be made only by Trinity Laban staff, with the consent of staff, students and parents, and with the approval of the relevant (music or dance), Head of Children and Young Peoples Programmes and MarComms.
- (e) Young people may be engaged in the creation of new artistic work through online teaching. The work created by created may be shared online by students from their own social media accounts tagged to @trinitylaban, or may be shared by Trinity Laban directly via the organisations social media platforms. All images and videos shared by Trinity Laban will:
  - Not use the young person's surname or tag their social media account
  - Only share videos and images of young people that have given media consent
  - Only share images of children in suitable clothing to reduce the risk of inappropriate use
  - Only share content through official accounts.

## **6. Reporting Disclosure**

- (a) Contact details for designated safeguarding officers are made clearly available on all documents relating to online learning provided to teachers and students, including times of day at which they are contactable. Reporting forms are available on the Safeguarding page of the Trinity Laban intranet at: -

<https://edutrinitylabanac.sharepoint.com/sites/intranet/SG/Pages/default.aspx>

- (b) If a disclosure is made within a one-to-one class setting, the teacher will use discretion and any the video recording will be stopped, and a written record made of the disclosure. The teacher is obliged to contact the relevant safeguarding officer as soon as possible.
- (c) If a young person says or does something inappropriate in an online setting generally, this will be reported by the teacher to the relevant safeguarding officer immediately after the class. If the content is so serious in nature as to pose a risk to the safeguarding environment of a group class, the class must be stopped immediately.

## **7. Protocol**

- (a) A Guideline for Online Teaching is shared with all Teaching Staff before Online delivery commences.
- (b) A Code of Conduct and Protocol for Students is shared with all students and parents before online learning begins.
- (c) All staff, students and parents, have a duty to ensure that an appropriate learning environment is created for the duration of any online sessions. This includes appropriate dress, noise and décor.
- (d) General comments regarding appearance, or the nature of a participant or teachers dwelling, are to be discouraged and addressed immediately.
- (e) Where possible, staff and students are encouraged to blur their background and use the mute function. In addition, they should switch off their camera if at any point they feel something seen or heard will jeopardise delivery of the lesson.
- (f) Where a group is meeting or the first time, teaching or workshop delivery staff must provide a brief summary of the safeguarding rules to all participants at the start of the session.

## **8. Intellectual Property: Staff videos**

- (a) It is understood that staff will be making bespoke videos for teaching groups/workshop participants.
- (b) Videos will be uploaded onto e-stream only, and shared by a newsletter or email sent only by a Trinity Laban member of staff
- (c) Videos remain the property of Trinity Laban for the duration of the time they are

- (d) It is agreed that video will remain on e-stream for no more than either (i) a period of one month, or (ii) immediately
- (e) Once videos are removed, all intellectual property rights revert to the producer (teacher), as long as there are no references to Trinity Laban or Trinity Laban programmes within.