MDS

MAIDSTONE DANCE STUDIOS LTD

Safeguarding Procedure Flowcharts

General enquiries to:

2 Brunswick Street East, Maidstone, Kent, ME15 7UX

mdstudios10@gmail.com www.maidstonedancestudios.co.uk 07553852610

1. About the behaviour of a staff member or volunteer

(e.g. allegation about a teacher or volunteers behaviour towards a child)

Concerns arise about the behaviour of a member of staff, teacher or volunteer towards a child/children.

(e.g. suspicions or allegations of poor practice or possible abuse)

Individual alerted to concerns reports to school. Member of staff completes the safeguarding incident report form and forwards a copy to the Designated Safeguarding Officer.

Designated Safeguarding Officer and School Principal (if appropriate in consultation with Case Management Group and / or Children's Social Care, Police or LADO) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records actions taken and agree).

Poor Practice/Breach of Code of Conduct

Concern dealt with as misconduct issue by complaints/disciplinary procedures as appropriate (in consultation with LADO).

Disciplinary investigation undertaken and hearing held.

Outcome of disciplinary process (e.g. no case to answer, advice or warning given, training/support required, other sanctions, or exclusion). Consideration of referral to DBS, if appropriate

Disciplinary appeals process

Possible Child Abuse/Criminal Offence

In consultation with statutory
agencies and LADO:
DSO consults with School
Principal re initiating disciplinary
procedures, immediate temporary
suspension (without prejudice),
and notification of other
organisations

Disciplinary process initiated – investigation may be delayed pending outcome of statutory agencies' processes. Support from LADO.

Full disciplinary investigation undertaken and hearing held outcomes and possible appeal.

Directors - L Harrisis & M Ling
Registered Office - 2 Brunswick Street East, Maidstone
Incorporated in England and Wales No. 4393758

DSO consults
with/refers to
Children's Social
Care/Police and
LADO and follows
this up in writing
within 24 hours.

Children's Social
Care and/or
Police hold Strategy
Meeting (may
include MDS rep)
and agree
investigation

process

Outcome of Children's Social Care or Police Investigation

2. About the behaviour of another organisation's staff member of volunteer

(e.g. allegation reported about an individual working for a partner organisation)

Concerns arise about the behaviour of a member of staff, teacher or volunteer from another organisation towards a child/children.

(e.g. suspicions or allegations of poor practice or possible abuse)

Individual alerted to concerns reports to school. Member of staff completes the safeguarding incident report form and forwards a copy to the Designated Safeguarding Officer.

Designated Safeguarding Officer and School Principal (if appropriate in consultation with Case Management Group and / or Children's Social Care, Police or LADO) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records actions taken and agree).

Poor Practice/Breach of Code of Conduct

Inform subject of concerns of intention to pass information to employing / deploying organisation safeguarding lead in line with safeguarding policy and / or any interorganisation information sharing arrangements.

Contact safeguarding lead in employing / deploying organisation and pass on concerns. Record actions and plans agreed. Follow up in writing within 24 hours, cc'ing the individual.

Possible Child Abuse/Criminal Offence

If matter appears urgent and indicates a high level of risk to child/ren, either contact Children's Social Care or Police direct to refer,

or

Contact the safeguarding lead in the individual's employing/deploying organisation to pass on the information. Secure and record their commitment to refer to statutory agencies, and seek confirmation when this has been undertaken. If not agreed - contact statutory agencies directly.

DSO records actions and plans agreed and follows up referrals in writing within 24 hours.

3. About children and young people arising outside of Maidstone Dance Studios

(e.g. at home, school or in the community)

