



MAIDSTONE DANCE STUDIOS LTD

Safeguarding Procedure Flowcharts

General enquiries to:

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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.

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

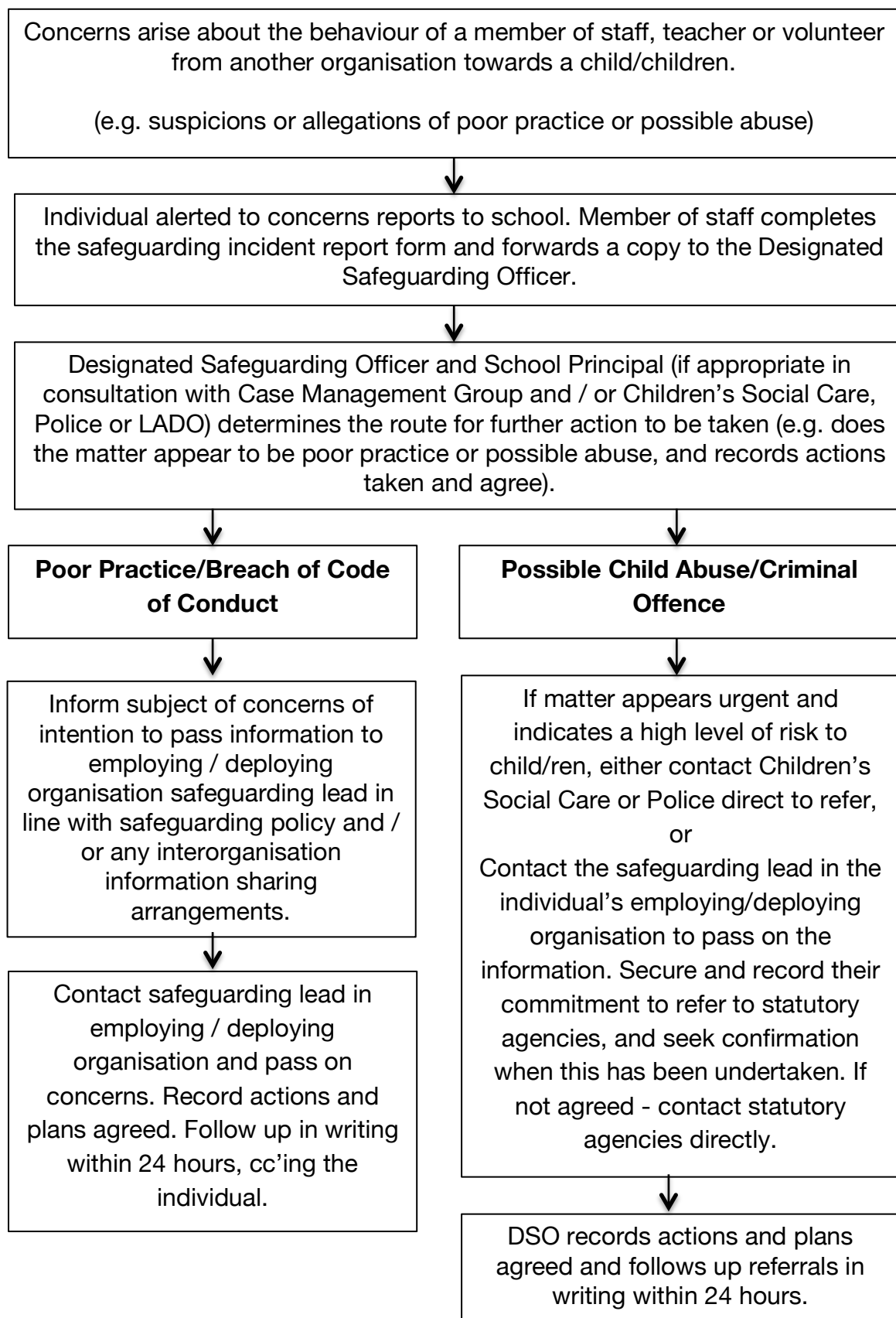
Outcome of Children's Social Care or Police Investigation

Directors - L Harris & M Ling

Registered Office - 2 Brunswick Street East, Maidstone

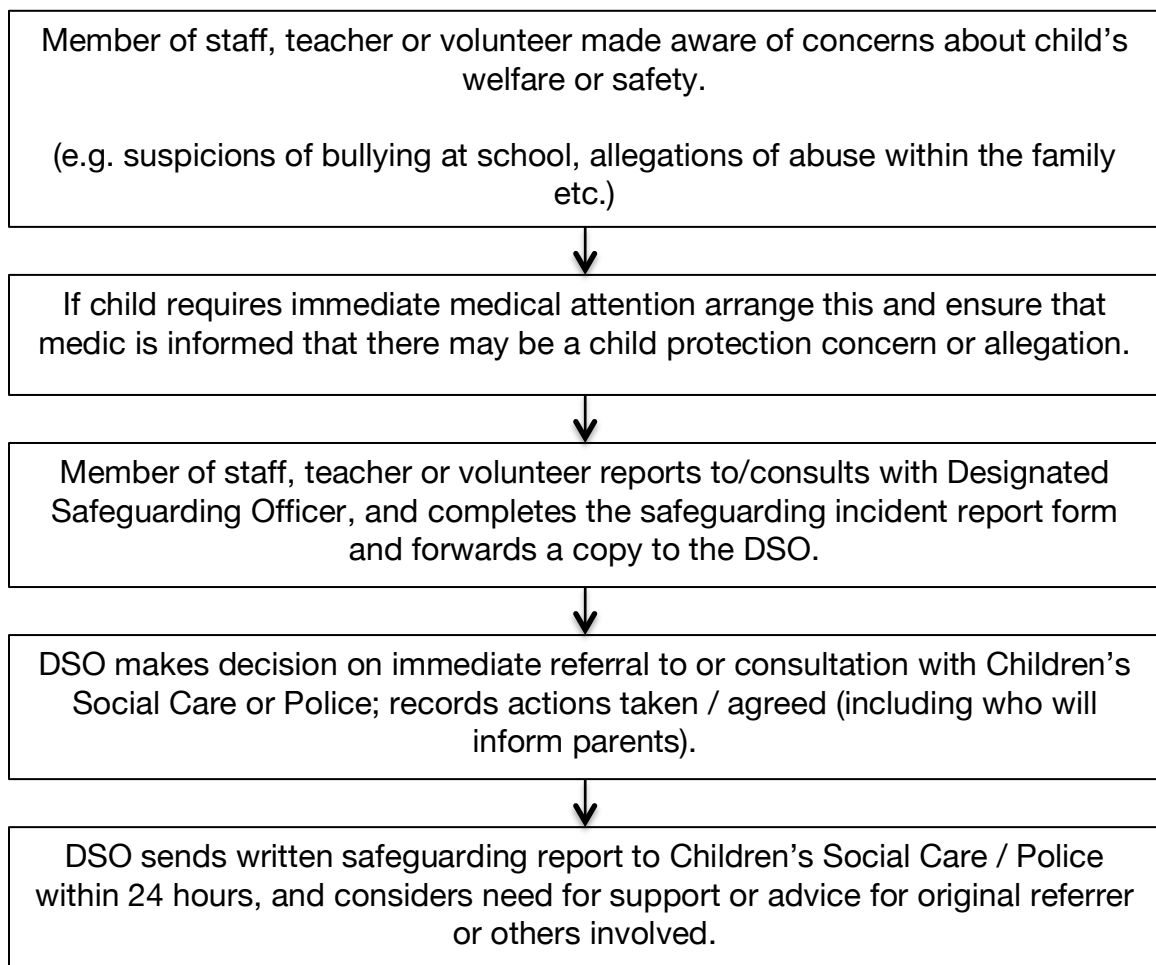
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2. About the behaviour of another organisation's staff member of volunteer
(e.g. allegation reported about an individual working for a partner organisation)



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

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



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