

ROYAL ACADEMY OF DANCE

RAD Safeguarding Requirements FAQ's

What does safeguarding mean?

The definition of safeguarding varies around the world. In the UK, it is the action taken to promote the welfare of children (under the age of 18) and adults at risk, and to protect them from harm. It means:

- protecting children and adults at risk from maltreatment
- preventing the impairment of children and at risk adults' health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children and at risk adults have the best outcomes.

Why is safeguarding important for RAD dance teachers?

Your commitment to protecting children and vulnerable adults by complying with safeguarding requirements demonstrates to the public that you uphold yourself to high standards.

You will also be able to analyse your own practices against established good practice guidelines to ensure that your practice is not likely to result in allegations being made and to ensure children and vulnerable adults are safe in your dance space.

Why is the RAD introducing mandatory safeguarding requirements for teaching members?

Promoting the safety and welfare of children, young people, and vulnerable or at-risk adults is everyone's responsibility, and here at the RAD, safeguarding is central to everything we do.

As part of our commitment to safeguarding, we are strengthening our current approach to further support our teaching members and protect the public. The role of the RAD as your professional membership body is to share good practice and knowledge with you.

The RAD is committed to promoting excellent safeguarding standards, and supporting our teachers to be international representatives of good safeguarding practice. In 2021, we introduced [RAD safeguarding good practice guidelines](#), to support and guide you through your own commitment to keeping everyone safe while dancing.

We are proud of the commitment that our world-class dance teachers have made so far to make RAD spaces, safe spaces around the world. When the public see the RAD Registered Teacher logo, it is regarded as a sign of excellence. Members of the public, employers, prospective students, and their parents and guardians will be confident to seek out an RAD Registered Teacher anywhere in the world, knowing that they are choosing and getting the same high standard of quality, safety and professionalism.

I have been teaching for many years, why is RAD asking me for this information now?

This isn't new, the RAD has been providing advice to teachers around safeguarding for many years, we are now simplifying how we produce and collate safeguarding information through our mandatory requirements. You will have seen our requirements before:

1. Teachers were advised to obtain a criminal record check (enhanced disclosure or international equivalent where possible) at least every three years (or sign up to an update service) for themselves, their staff and volunteers as part of their safer recruitment practice via RAD communications and the Safeguarding Hub.
2. The Code of Professional Practice section 6 stated '*where a teacher registered with the RAD is convicted of a criminal offence they must report this to their local RAD office*'.
3. Many teachers globally have chosen to participate in annual safeguarding training as part of their RAD CPD, either through RAD or a third party.

These things are not required in my country, why does the RAD now require them?

We are mindful that many parts of the world where our teachers work have different regulatory requirements. Customers expect the same high standard globally when they see the RAD Registered Teacher logo. The RAD Registered Teacher membership is portable and we want to ensure that parents, students and employers worldwide can recognise the same high standards.

I don't teach children or vulnerable adults, do I need to take part?

The RAD believes that safeguarding is important for all RAD Registered Teachers and that all teachers should be held to the same standard of excellence when representing the RAD.

These requirements will apply to you even if you are not currently teaching students you would consider vulnerable, this will set a standard for all teachers representing the RAD around the world. Regardless of what setting you teach in you should never become complacent and should always maintain an attitude of 'it could happen here'.

When will you ask me to provide information about safeguarding?

You will be asked to provide documents to evidence that you have met the mandatory safeguarding requirements when you apply to become an RAD Registered Teacher and/ or after you renew your membership if you are selected for the annual CPD audit.

We may also ask you to provide evidence that you have met the requirements at any other time with reasonable notice.

How do I submit my information to prove that I have met the mandatory requirements?

If you're applying to become an RAD Registered Teacher for the first time or reinstating your membership after a break, you will be asked to attach a CV to your application form. You will also be asked to declare 'yes' or 'no' to these three questions:

- Have you had a criminal record check within the last three years?
- Do you have any criminal convictions to declare?
- Have you completed safeguarding training within the last year OR do you commit to completing safeguarding training within the next year as part of your CPD requirement?

If you are an existing RAD Registered Teacher, when you renew your membership you will be asked to declare whether you have met each of the requirements and will not need to supply proof when you declare. You can declare easily in the Members' Area, or you can declare verbally if renewing over the phone.

If you declare a criminal conviction, the RAD will be in contact with you following our existing standard procedure for criminal convictions.

If you are selected for the annual CPD audit, you will be asked to submit evidence to support your declarations.

Can I declare an exemption?

Yes, when you make your annual declaration you can declare an exemption from the requirement for a criminal record check and/or the requirement to complete safeguarding CPD

training if there is a legitimate reason you have not or cannot meet either requirement.

Legitimate reasons would include:

- It is not currently possible to obtain a criminal record check in your area.
- There is currently no safeguarding training available relevant to your region and which meets the minimum standard, or you are otherwise [eligible for an exemption from completing CPD](#).
- You are unable to complete these two requirements for another legitimate reason.

If you are selected for the annual CPD audit, you will be asked to evidence why you have declared that you are exempt. You cannot apply for an exemption from declaring criminal convictions.

What happens when I am selected for a CPD Audit?

If you are selected for the annual CPD audit, the CPD team will contact you in January to ask for documentation proving that you have met the CPD and Safeguarding requirements. You can read more about the CPD Audit [here](#).

I haven't met all the requirements; can I still renew my membership?

Yes, you can still renew your membership. Please tell us what you have and haven't done when you declare, by renewing you are demonstrating a commitment to meet the requirements. You do not need to contact us separately to your declaration to tell us which requirements you have not yet met. You can edit your selection via the Members' Area when you have met the requirements at a later date, we will send you gentle reminders to support you.

I haven't met all the requirements; can I still apply for membership?

Yes, you can still apply for RAD Registered Teacher membership if you have not yet met all the safeguarding requirements. By joining as a member you are demonstrating a commitment to meet the requirements. After you have joined we will send gentle reminders to support you, and you will have access to resources and discounts to help you meet the requirements. You will be expected to have met the requirements by the time you renew your membership.

What will I need to provide upon reinstatement of membership?

When you return after a break away from teaching membership, you will be required to submit the same safeguarding information as a new applicant. This will be an up-to date CV, a

declaration that you have had a criminal record check within the last three years, a declaration that safeguarding training has been undertaken within that last year, and a declaration of any criminal convictions.

I cannot get a criminal record check in my country, what do I do?

Please declare 'eligible for exemption' for the question '*Have you had a criminal record check within the last three years?*', and ensure that you declare if you have any criminal convictions. If selected for the annual audit you will need to explain why you cannot get a criminal record check. If you're applying for membership for the first time or rejoining after a break, if you declare 'no' on your application, a member of the team will contact you when processing your application. Applications without a criminal record check will be assessed on a case-by-case basis.

I can get a criminal record check in my country but it can't be updated every three years, what do I do?

We understand that it is not possible to get a new criminal record check this frequently in some countries. If this is the case we expect teachers to get a new criminal record check as frequently as allowed, and you may declare 'yes' to having met the requirement for a criminal record check.

In some countries (including Scotland with [PVG](#)) applicants apply once for their criminal record check to be continuously updated. If this is the case we will consider your criminal record check to meet the requirement of having been obtained or updated within the last three years, and you may declare 'yes' to having met the requirement for a criminal record check. Teachers who have subscribed to an update service like the one offered by [DBS](#) may also declare 'yes' to having met the requirement for a criminal record check.

I do not have a current criminal record check, it will take months to get a new one, what do I do?

You can still declare and renew your membership and edit your declaration once you have obtained a criminal record check. Please tell us what you have and haven't done when you declare, by renewing you are demonstrating a commitment to meet the requirements. We will send you gentle reminders after you renew to support you to meet all the requirements.

If you're applying for membership for the first time or rejoining after a break, you can declare 'yes' that you intend to obtain a criminal record check. You will be expected to have a criminal record check by the time you renew.

How can I get financial support with the associated costs of the requirements?

The RAD have put a number of mechanisms in place to support you in meeting the requirements including:

- For Members' in the UK we have agreed special rates for getting an Enhanced Disclosure through our registered umbrella body, [Due Diligence Checking Ltd](#).
- Our CPD Team offers free or discounted CPD for RAD Members to meet the requirements, and some bursaries are available to help with the cost of completing CPD. [Read more here](#).
- We have continued to keep membership fees below inflation to support our teachers, and have flexible payment options available to spread costs, as well as a [Teachers' Hardship Fund](#) to support those who are struggling.

How long do I have to meet the requirements?

We will support our members to meet these requirements and are committed to not imposing any sanctions before June 2024. We want you to continue teaching and will listen and support you to ensure that you can meet these requirements.

Will sanctions be imposed if I don't declare?

RAD is here to support you and we do not intend to impose sanctions, though we may do in rare cases as a last resort.

What sanctions will be imposed if I don't declare?

We understand that there will be a transition period for some teachers who do not have all these things in place. We will support you to meet the requirements and look at each situation on a case-by-case basis. Sanctions will be imposed as a last resort following the RAD Disciplinary Rules and Procedures and these range from a written warning to suspension of membership for severe cases.

Where can I get a criminal record check?

Members' in the UK can get an Enhanced Disclosure from the Disclosures and Barring Service (DBS) through our registered umbrella body Due Diligence Checking Ltd (DDC). RAD Registered Teachers will receive a 15% discount on fees from DDC when applying through our dedicated portal in the [Members' Area](#).

If you reside outside of the UK, you can find out more about getting a criminal record check in your country [here](#), or by contacting your local [RAD office](#).

Where can I do safeguarding training?

As part of their annual CPD requirement, all teaching members must complete time valued CPD which relates to Safeguarding. There is no minimum number of hours for this and your CPD does not need to be completed with the RAD; however, the training should cover the following objectives:

- Developing up to date knowledge and skills, understanding your statutory safeguarding responsibilities and recognising key pieces of legislation.
- Identifying and recognising the four main categories of abuse, potential risk factors and understanding the impact they can have on children.
- Recognising other types of harm children may be exposed to, how children's behaviour may be affected and what signs to look out for.
- Understanding how to respond to safeguarding concerns and manage disclosures safely and efficiently.
- Realising the importance of effective record-keeping and how to share information without potentially putting children at risk of further harm or abuse.

You can complete online Time Valued CPD which meets the required standard [here](#), with discounted prices for RAD Members. Our CPD team will continue to develop and offer more CPD opportunities to support you with meeting the mandatory requirements. You may also complete training from other providers if it meets this standard.

I have done safeguarding training, how do I know if it meets the requirements?

Regardless of the provider, your safeguarding training must meet the standard for Time Valued CPD and should cover the following objectives:

- Developing up to date knowledge and skills, understanding your statutory safeguarding responsibilities and recognising key pieces of legislation.
- Identifying and recognising the four main categories of abuse, potential risk factors and understanding the impact they can have on children.
- Recognising other types of harm children may be exposed to, how children's behaviour may be affected and what signs to look out for.

- Understanding how to respond to safeguarding concerns and manage disclosures safely and efficiently.
- Realising the importance of effective record-keeping and how to share information without potentially putting children at risk of further harm or abuse.

If you believe your training meets this standard you can declare 'yes' and if selected for audit our CPD team will ask for evidence to support your declaration. Please do not send us evidence to verify your training before you declare.

I have done safeguarding training which is state/government recognised and is valid for a period of more than one year, do I still need to complete new training annually?

We recognise that in some regions you can complete state/government recognised safeguarding training which is valid for multiple years (e.g. 2 or 3 years). If the training meets our standard we will consider this to be valid and you may declare 'yes' to having completed annual safeguarding training for each year that the training is valid. We strongly encourage you to complete independent CPD relating to safeguarding each year to ensure that you are kept up to date.

Why do you need to see a CV for new Teachers?

Our Membership team are trained in Safer Recruitment standards to spot potential safeguarding issues from an applicant's CV. Any potential safeguarding issues will be raised with the RAD's Safeguarding Manager who will follow up with you if necessary so that we can proceed with your application.

How do I self-declare my criminal convictions?

If you receive a new criminal conviction you must declare this to the RAD immediately. You will be able to declare at the point of application and renewal if you have an existing criminal conviction. If you have declared yes, the RAD will be in contact with you following our existing standard procedure for criminal convictions. At the point of application this will happen before your application is processed, and at renewal this will happen after you have renewed.

What happens after I self-declare my criminal convictions?

If you declare that you have a criminal conviction at the point of application, renewal, or at any other time, we will follow our standard procedure for declarations of criminal convictions and will contact you to conduct a risk assessment. The RAD treat all members fairly and do not discriminate against members or potential members because of a conviction or other

information revealed. If a conviction is declared The RAD will discuss any matter revealed with the person concerned before withdrawing membership or withdrawing an application for membership if applicable.

How will the RAD manage my data?

All data will be securely collected, stored and disposed of in line with GDPR regulations. Please read our [privacy policy](#) for more information on how we use your data.