

ROYAL ACADEMY OF DANCE

When and what might I be concerned about?

Concerns can arise at any time that someone is being neglected or experiencing physical, emotional, or sexual harm.

You might see physical signs or notice changes in their behaviour or presentation. You may notice signs of emotional distress such as low self-image or esteem or be told about a harmful experience.

Harm can be caused by:

- a parent/carer/guardian,
- a family member/friend,
- child on child abuse,
- a stranger, or
- a member of staff or a volunteer
- social media misuse

What should I do if the alleged abuser is an employee, a member of the RAD or a volunteer?

Contact the Safeguarding Manager:
Leiana Foster

Email: lfoster@rad.org.uk
Tel: +44 (0)20 7326 8041
Tel: +44 (0)7552 613 529

If you a child or vulnerable adult is at immediate risk of harm, you should get urgent help and advice and contact the Police on 999 for emergencies and 111 for non-emergencies.

If you are unhappy about the way a safeguarding issue has been handled, or feel you can't raise your concerns with the RAD, you can receive advice from the following:

- Childline – www.childline.org.uk or via telephone on 0800 11 11
- NSPCC – online reports can be made 24 hours a day at help@nspcc.org.uk or via telephone on 0808 800 5000
- Your Local Authority Safeguarding Officer

What should I do if someone says that they are being harmed?

1. Make notes while you listen carefully to what is being said and do not interrupt
2. Reassure them that it is not their fault. Stress that they have done the right thing. Be calm and attentive and nonjudgemental, do not promise to keep what is said to be a secret. Ask non-leading questions using TED to clarify:

Tell me more...
Explain that to me...
Describe what happened...

3. Reflect on what they've said – this will help to clarify your understanding of the situation. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'You've shown such courage today' can help
4. Follow the steps in the flowchart to the right

Disclosure recorded – what must I do now?

Recognise your concern



Report any immediate risks to the appropriate authority, e.g. Police, NSPCC, children or adult Social Care



Respond – inform the Safeguarding Manager or other contacts listed in this guide without delay



Make a written record using the safeguarding incident report form, and sign and date it. Provide as much detail as possible, and attach any additional notes



Scan and email the completed form to the Safeguarding Manager. **Please see direct link below to access the incident form, available on the RAD website.**

Appropriate actions will be taken, e.g. referral to local authorities, Police, NSPCC, etc.

