



Safeguarding Policy

The Christian Dance Fellowship of Britain (herein referred to as CDFB), along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

The CDFB is committed to the safeguarding and protection of all children, young people and vulnerable adults and affirms that the needs of children or of people when they are vulnerable are paramount.

The CDFB recognises that none of us is invulnerable but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to be a dynamic policy. It is intended to support the CDFB in being a safe supportive and caring community for children, young people, vulnerable adults.

As an organisation, the CDFB is concerned with the wholeness of each individual within God's purpose; we seek to safeguard all members of the dance community of all ages.

The CDFB recognises the serious issue of the abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect. It acknowledges the effects these may have on people and their development including spiritual and religious development. It accepts its responsibility



for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. It takes seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.

The CDFB commits itself to respond without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed, whether at a CDFB workshop/event or in another context where CDFB is involved. It commits itself to challenge the abuse of power of anyone in a position of trust.

The CDFB commits itself to ensuring the implementation of government legislation, guidance and safe practice.

The CDFB commits itself to the provision of support, advice and training for Regional Coordinators, Workshop Leaders and National Officers as required, that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.

The CDFB affirms and gives thanks for the work of those leading and organising CDFB workshops and events and acknowledges the shared responsibility of all of us for safeguarding children and vulnerable adults who are at our venues.

The CDFB appoints **Paul Haywood**¹ as Director with responsibility for Safeguarding and supports him in this role which is to:

- I. support and advise the Regional Coordinators & Workshop Leaders in fulfilling their safeguarding responsibilities
- II. provide a point of reference to advise on safeguarding issues
- III. liaise with local church Safeguarding Officers in the event of a reported incident
- IV. promote safeguarding best practice within the National and Regional CDFB context with the support of the National Coordinator and other Directors.

Purpose

The purposes of this safeguarding policy are to ensure procedures are in place and people are clear about roles and responsibilities for children and vulnerable adults in our care and using our venues.

¹ As of October 2021, check www.CDFB.org.uk for latest update



Good Practice

We believe good practice means that:

- I. All people are treated with respect and dignity.
- II. Those who act on behalf of the CDFB should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept noting date, time, location and reason for meeting.
- III. Workshop and Event venues (indoor or outdoor) will be assessed for safety for children and vulnerable adults by the event organiser and/or workshop leader. CDFB risk assessment guidance can be found in the Regional Coordinators' *Guidelines Toolbox* and should be utilised alongside risk assessment documentation provided by the venue. NB: please use Insurance Proforma v2025², which includes a checkbox to confirm this has been completed.
- IV. CDFB does not permit the organised transport of children or vulnerable adults to any of its events.
- V. Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential. The CDFB Directors will actively consider the extent to which we are succeeding in this area.

Appointment of Leaders

The appointment of all leadership roles within the CDFB shall follow Safer Recruitment Guidelines that must include: the provision of a Role Description; completion of an application form; suitable references being obtained; a current Enhanced DBS disclosure being verified³; an interview/discussion between the applicant and an appropriate existing CDFB leader who shall then agree the appointment. In addition, leaders are expected to undergo basic safeguarding training within the first year of appointment and regularly thereafter in accordance with their local church policy.⁴

This process shall apply to all National and Regional Coordinators and their Deputies; and all National offices. Workshop leaders & teachers are expected to complete a LEAD⁵ Form, and to comply with the other Safer Recruitment procedures in as much as is possible, but it

2 Or latest version available in the RTC toolbox, if updated after Feb2025

3 The CDFB is not authorised to process DBS checks, so applicants must obtain a valid certificate, to the appropriate level; through their local church or other volunteer organisation.

4 Or a minimum of every three years, whichever is the shorter

5 LEAD: leaders & teachers form, to be completed every 3 years



is acceptable for the National or Regional Coordinator⁶ to take safeguarding responsibility in their stead if a current DBS is not held and cannot be reasonably obtained.

Key concepts and definitions

1. Those under the age of 18 offering to help with workshops may do so with the approval of the National/Regional Coordinator but should always work with an adult and cannot be classed as an adult for the adult/child ratio.
Those helpers under the age of 16 must be counted as a child.
2. Vulnerable Adults are defined as: any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.
3. Leaders should avoid situations where they are on their own with a child, young person or vulnerable adult. They should always have a minimum of two leaders within a group and work to these appropriate leadership ratios:
1-16 children = 2 adults, 17-24 children = 3 adults, 25-32 = 4 adults
4. For workshops of mixed gender participants, corresponding gender leaders are preferred.
5. For workshops/events, where children and adults are together, children under 16 should be accompanied by an adult. Parents should complete a Young Person's Consent Form on behalf of their children, which also gives opportunity for them to state into whose care they have placed their child/ren for the event attended.
(Note: 16 and 17 year-olds may complete this for themselves.)
6. And where a workshop/event is held solely for children under 16 – where no other adults, other than the workshop leaders, are present in the building – parents may nominate the workshop host (but not teacher) as the responsible adult on the Young Person's Consent Form.

Review

This policy will be reviewed annually by the CDFB Director with responsibility for safeguarding.

Signed Dated

⁶ According to who is hosting the workshop or event



Document Change History

<i>Date</i>	<i>Nature of change</i>	<i>Person responsible</i>
4.10.21	Initial version (replacing Policy statement for working with children v2012)	Paul Haywood
24.2.25	Updates made to registered address and referred-to RTC documents	Paul Haywood

