



HIGH POINTS YOUTH BALLET CIC  
Mob: 07813  
339109  
4, Lough Derg Park, Carryduff BT8 8PH  
[www.highpoints.org.uk](http://www.highpoints.org.uk)

## CHILD PROTECTION POLICY

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### INTRODUCTION

The following documents form part of the overall policy together with their appendices

Section 1: Child Protection Policy Statement

Section 2: Child Protection Policy

Section 3: Code of Conduct

Section 4: Recruitment and Training of Staff

**Appendix A** Signs and Indicators of Abuse will help to be alert to the signs of possible abuse

**Appendix B** Guidelines for Reporting Suspected Abuse, describes the process to follow if there is concern about a possible abuse situation

**Appendix C** Responding to suspected Abuse within a project that High Points Youth Ballet is running is a flow of charts which outline the process to follow if abuse is suspected within the organisation

**Appendix D** Responding to Suspected Abuse Outside High Points Youth Ballet CIC is a flow of charts which outline the process to follow if abuse is suspected outside High Points projects but involving a child or young person who participates in High Points activities

**Appendix E** Incident Report Form, which should be used to record details of any concerns raised

**Appendix F** Complaints Form to be filled if parents/guardians of children and/or young people approach High Points or Ofsted with complaints



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## **SECTION 1**

### **1. Policy Statement**

1.1 High Points Youth Ballet CIC is committed to creating an environment that enables children and young people to learn and develop in a safe, understanding and encouraging environment

1.2 High Points Youth Ballet CIC recognises that it is a privilege to work with children and young people and that it is also a great responsibility. Parents/Guardians trust High Points as an organisation to look after their children and to care for them, give leadership and keep them safe. High Points as an organisation needs to ensure that this trust is honoured.

1.3 “Children and Young People” refers to persons under the age of 18, however, information and advice in this policy also applies, in spirit, to those young adults over the age of 18 who are deemed to be “Vulnerable” (See Appendix A for definition of vulnerable adults)

1.4 High Points Youth Ballet CIC will take appropriate steps to ensure that children and young people are not exposed to reasonably foreseeable risk of injury, whether to their physical or mental health and wellbeing. High Points Youth Ballet CIC is committed to protection from harm and safeguarding of all children and young people who attend it’s activities.

### **2. High Points Youth Ballet CIC endeavours to safeguard children and young people by recognising it’s “Duty of Care”, by adopting child protection guidelines through:**

2.1 Ensuring that staff, assistants, helpers and volunteers are aware that **Rana O’Brien** holds “Designated Officer” responsibility for child protection.

2.2 Ensuring that staff, assistants, helpers and volunteers respond appropriately should abuse be discovered or disclosed and that any reported incidents of abuse are fully recorded

2.3 Disseminating information to children and young people, parents/guardians, carers, staff, assistants, helpers and volunteers about child protection and good practice with children and young people

2.4 A child protection code of conduct for staff, assistants, helpers and volunteers

2.5 Establishing clear procedures for complaints and concerns

2.6 Ensuring that procedures for recruitment and selection of staff, assistants, helpers and volunteers are rigorous, clear, fair and uniformly applied

2.7 Providing effective management for staff and assistants helpers and volunteers through supervision, support and training



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2.8 Developing links with relevant agencies, sharing information where necessary and involving parents/guardians, children and young people appropriately

2.9 Monitoring and reviewing the Child Protection Policy

### **3. This Policy will work in tandem with**

3.1 High Points Youth Ballet Health and Safety Policy, Equal Opportunities & Diversity Policy, Data Protection Policy and Disciplinary Procedures.

### **4. This Policy aims to comply with the requirements of**

- \* The Children Act 1989
- \* The Human Rights Act 1998
- \* The United Nations Convention on the Rights of the Child (Ratified by the UK Government in 1991)
- \* The Protection of Children Act 1999
- \* The Criminal Justice and Court Services Act 2000
- \* The Children Act 2004
- \* As well as the Promoting Children's Welfare and Safeguarding Guidelines as recommended by National Society for the Prevention of Cruelty to Children (NSPCC) "Safe From Harm" Guidelines, Home Office Recommendations.



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## **SECTION 2**

### **1.1 Policy Aims**

This policy aims to:-

- \* Demonstrate High Points Youth Ballet's commitment to safeguarding all children and young people who use our services
- \* Provide information and support to staff, assistants and volunteers in relation to child protection
- \* Provide a clear and effective framework for staff, assistants and volunteers for safeguarding children and young people
- \* Provides clear procedures for reporting and recording suspicions, disclosures and allegations of abuse including allegations against High Points personnel

### **1.2 Definitions**

High Points Youth Ballet recognises the following definitions of child abuse which are based on those from "Working Together to Safeguard Children" (Department of Health, Home Office, Department of Education and Employment, 1999) (For recognising signs and indicators of abuse see Appendix A)

**Physical Abuse** This may involve hitting, shaking, throwing, burning, poisoning, scalding, suffocating, drowning or otherwise causing physical harm to the child or the threat of physical abuse. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. Physical abuse as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

**Emotional Abuse** The persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless, unloved or inadequate or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone

**Sexual Abuse** This involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of or consents to what is happening. Sexual abuse may also include non-contact activities such as involving children in looking at or in the production of pornographic material, watching sexual activities or encouraging children to behave in sexually inappropriate ways. Boys and girls may be sexually abused by males and/or females, by adults and by other young people and by people from all different walks of life.

**Neglect** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent



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or carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure a child gets appropriate medical care or treatment. It may also include neglect of or unresponsiveness to a child's basic emotional needs.

**Abuse of Vulnerable Adults (i.e. Persons 18 years or over)** Vulnerable adults are defined as people aged 18 years or over who are, or may be in need of community care services because of mental disability or other disability, age or illness and who are, or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

**Abuse of Position of Trust** This guidance is primarily intended to protect young people over the age of sexual consent but under 18 years of age and vulnerable adults where a relationship of trust with an adult exists.

The Sexual Offences Act 2003 states that it is a criminal offence for any person aged 18 years and over who is in a position of trust (i.e. A High Points Staff member, assistant or volunteer) developing a sexual relationship with a person under 18 years.

The principles and guidance apply, irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable in a position of trust.

*Note: Bullying is not an official category of child abuse but is damaging, harmful and oppressive. It is vital not to underestimate the damage that can be caused by bullying. High Points Youth Ballet acknowledges that regardless of who the perpetrator might be, that signs of bullying should be reported and appropriate action taken anti-bullying strategies should be enforced.*

*Note: Children from minority ethnic groups, children with learning disability, deaf children and children with other disabilities may be targeted.*

**Any reference to High Points includes High Points Youth Ballet Community Interest Company as an organisation, its board members, staff, assistants, volunteers and people who are commissioned in the projects and activities run by it.**

## 2. General Principles

**2.1** High Points Youth Ballet CIC recognises that it is a privilege to work with children and young people and that it is also a great responsibility. Parents trust us to look after their children and to care for them, give leadership and keep them safe. We need to ensure that we honour their trust.

**2.2** High Points recognises that child abuse can occur in all cultures, religions and all social classes. All children have the right to be protected. Children who have been abused deserve care, respect and sensitivity.



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**2.3** High Points will take appropriate steps to ensure that children/young people are not at risk of injury, whether to their physical or mental health and wellbeing.

**2.4** High Points is committed to the protection from harm and safekeeping of all children/young people who attend our activities ensuring that leaders and workers respond appropriately should abuse be discovered or disclosed and any concerns about abuse is fully recorded.

**2.5** High Points is committed to a Child Protection Code of Conduct for all workers including staff, assistants, helpers and volunteers to ensure positive interaction between workers and children/young people.

**2.6** High Points is committed to having adequate and suitable supervision of children/young people at all times while children/young people are attending High Points activities.

### 3. Implementation

**3.1 Designated Officer** The Director Rana O'Brien is designated as the Designated Child Protection Officer. This role includes taking responsibility for handling disclosure or suspicions of abuse, coordinating referrals or investigations and liaising with relevant agencies.

**3.2 Access to Policy** The policy is available on High Points website and intranet.

**3.3 Guidelines:** Guidelines on the procedures on how to implement this policy will be made available to all staff, assistants, helpers and volunteers through training and a flowchart of how to respond to allegations or concerns regarding child abuse. (See Appendix C: A Guide to Reporting Suspected Abuse within a High Points setting and Appendix D: A Guide to Procedures if Abuse is Suspected outside the High Points Setting but Involving a Child who takes part in High Points Activities)

Procedures for recruitment and selection of workers and leaders will be clear and uniformly applied.

Designated Officers will be given support and training.

**3.4 Assessment and Monitoring of Policy** High Points will monitor this policy, its practices and procedures and it will be reviewed every two years. High Points will make and retain a full and detailed record of any reported incident or suspicion of abuse.



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### SECTION 3

#### 1. Code of Conduct

This code of conduct applies to all High Points staff, board members, independent contractors, helpers, volunteers and any other individuals who come into contact with children and young people (under the age 18) whether as part of administrative, teaching, examining or additional subsidiary duties.

#### 2. Child Protection Policy Statement

High Points Youth Ballet CIC

- \* Is committed to creating an environment that enables children and young people to learn and develop in a safe, understanding and encouraging surroundings and conditions
- \* Recognises that it is a privilege to work with children and young people and that it is also a great responsibility. Parents/Guardians trust the High Points to look after their children, and to care for them, to give them leadership and keep them safe. High Points needs to ensure that we honour their trust.
- \* Will take reasonable steps to ensure that children and young people are not exposed to reasonably foreseeable risk of injury whether to their physical or mental health. High Points is committed to the protection from harm and safekeeping of all children and young people who attend its activities ensuring that staff, assistants and volunteers respond appropriately should abuse be discovered or disclosed and any reported incidents of abuse are fully recorded.
- \* Is an equal opportunities organisation and has a policy of open access to courses and activities for children and young people regardless of sex, sexual orientation, marital status, religion, socio-economic background, colour, race, nationality, ethnic origin, age or disability.

#### 3. Guidelines

3.1 Children and young people should be treated equally and with respect and dignity

3.2 Workers should at all times provide an example of good conduct and be an excellent role model. This includes smoking, drinking alcohol, swearing in the company of children young people

3.3 Workers should build balanced relationships with all children and young people and should not have inappropriate physical or verbal contact with children and young people

3.4 Workers should give enthusiastic and constructive feedback and not negative criticism. Workers should not show favouritism to any individual, resort to bullying tactics or reduce a child to tears as a form of control



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3.5 Workers should ensure that whenever possible there is more than one adult present during activities with children and young people, or at least they are within sight or hearing of others

3.6 Workers should put the welfare of each child and young person before achieving goals

3.7 Workers should challenge unacceptable behaviour and report all allegations and suspicions of abuse to High Points Child Protection Officer or appropriate manager.

3.8 Workers should record any injury in the official Accident Book along with details of any treatment given

3.9 Workers should give guidance and support to inexperienced assistants, helpers and volunteers

3.10 Workers should not jump to conclusions about others without checking facts

3.11 Workers should not exaggerate or trivialise child abuse allegations

3.12 Workers should not rely on the good name of High Points to protect them

3.13 Workers should not take a chance when common sense, policy or practice suggests another more prudent approach

### **4. Physical Contact**

4.1 Workers should respect a child or Young person's right to personal privacy and encourage them all to have concern for others especially where unsound and unacceptable behaviour is concerned

4.2 Workers may from time to time be required to undertake tasks of a personal nature for children/young people (e.g. Assist with dressing and visits to the toilet) In performing these tasks workers should be responsive to the child's/young person's reactions. If they are fully dependent on you, talk about what you are doing and give choices where possible. Workers should not do things of a personal nature that a child can do for themselves.

4.3 Workers should ensure that any form of physical interaction, if required, is always appropriate to the situation and never against a child's/ young person's will.

4.4 During a class a physical contact should occur for correctional purposes only and you should seek permission from the individual before physical contact is made

4.5 Workers should be aware that it is possible to have actions misinterpreted no matter how well intended.

### **5. Inappropriate Comments/Behaviour**



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The use of inappropriate language and comments to or about children and young people or other workers or parents or guardians is not acceptable.

Workers should not make suggestive or derogatory remarks or gestures to or in front of children and young people or be drawn into inappropriate attention seeking behaviour

### **6. Contactual Relationship**

This code of conduct forms part of the contactual arrangements used by the High Points between employees, independent contractors, assistants, helpers or volunteers and any other individuals who are engaged by the High Points and come into contact with children and young people (under the age of 18) as part of that engagement.

Workers are expected to understand the nature of this Code of Conduct, and in signing an Employment Contract, Contract for Services, Volunteer Contract or contract of any other type are deemed to have understood and agreed to abide by this Code of Conduct.



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### SECTION 4

#### 1. Child Protection and Recruitment

##### \*Recruitment Process

The following procedure will be used when a post is to be filled:

##### 1.1 The post will be defined

A High Points post can be a paid position, or it may be voluntary. It will be announced whether it is an existing post, whether an exact replacement is required or if this is an opportunity to revise the requirements. A job description will be drawn and the Director / Human Resources Department will be consulted in relation to the appropriate grade and / or salary for the post if this is not a voluntary position.

**1.2 A written application form will be devised** in which references of two unrelated people will be requested from the applicant. These references will be contacted and informed that the reference they will give should also point out if this person is suitable to work and be in contact with children. The applicant will also be requested to define why he/she is suitable for the job.

**1.3 The applicant will be interviewed** and this will be recorded by the committee/people in charge of the interview. During the interview the applicant will be informed of High Points Child Protection Policy.

**1.4** Regardless of whether the job/position is permanent, temporary, full-time, part time or voluntary, **job applicants will be asked to consent to a police check being carried out** to check the existence and content of any criminal record they may have and for ACCESS NI to check the individual's suitability to work with children. If the applicant refuses consent, the application for the position will be dropped.

**1.5** The applicants will be requested to provide **Proof of ID.**

**1.6** High Points will prepare a written list of "regulated" roles to provide to Access NI whenever requested.

**1.7** When a position or job is given to a member of staff, assistant or volunteer, the Director or a nominated committee member will contact Access NI to make the relevant checks. In order to conduct the checks, Access NI will be furnished with a photographic ID and two other forms of appropriate identification (two of those: marriage certificate, non-original birth certificate, P45/P60 Statement, Utility Bill, Valid TV Licence, Credit or Store Card Statement, Mortgage Statement, Valid Insurance Certificate, Certificate of British Nationality, British Work Permit/visa issued within 12 months, Asylum Registration Card, Access NI Disclosure Certificate, Personal Communication from a Government Department issued within 3 months, Bank or Building



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Society Document, Valid Vehicle Registration Document, Court Claim Form, Addressed Payslip issued within 3 months, National Insurance Number Card, Examination Certificate.)

### **2. Child Protection and Induction and Training of Staff**

**2.1** Each member of staff, assistant, helper or volunteer must be given information regarding High Points Child Protection Policy and they must be made aware that this is available on High Points website.

**2.2** Child Protection Officer/Director will organise a training with a Child Protection professional. This training will be for all the people who hold a duty in High Points. Those who cannot attend the day will be required to seek this training via Access NI. The context of this course will be to inform High Points staff, assistants and volunteers of the Child Protection issues and required procedures in relation to these issues.

This Child Protection Policy is adopted as of 5 September 2012. Safeguarding training will be provided to the committee members and volunteers as soon as possible. High Points Child Protection Policy will be reviewed every two years.

Approved

Chair person of the executive committee  
On behalf of the executive committee of High Points Youth Ballet CIC

Secretary of High Points Youth Ballet CIC

Policy Approved August 2014  
Policy review date August 2016



## **APPENDIX A**

### **The Signs and Indicators of Abuse**

Recognising child abuse is not easy and it is not your responsibility to decide whether or not child abuse has taken place, or if a child is at risk. You do, however, have a responsibility to act if you have a concern, in order that appropriate agencies can investigate and take any necessary action to protect a child. It must be recognised that you are not an expert or professional in the areas of child protection or social work. It is important that you do not assume this role.

The following information will help you be more alert to the signs of possible abuse:

**Physical Abuse** - Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees and shins. However some children will have bruising which can almost only have been caused non- accidentally. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

**Emotional Abuse** - This can be difficult to measure and often children who appeared well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

**Sexual Abuse** - Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. Usually in cases of sexual abuse it is the child's behaviour which may cause you to become concerned although physical signs can also be present. In all cases children who tell about sexual abuse do so because they want it to stop. It is important therefore that they are listened to and taken seriously.

**Neglect** - This can be a difficult for of abuse to recognise, yet has some of the most lasting and damaging effects on children. Physical signs of neglect can inappropriate dress for the conditions, changes in behaviour or even mentioning being left alone or unsupervised.

**Abuse of Vulnerable Adults (i.e persons 18 years or over)** - Vulnerable adults are people who are aged 18 years or over who are, or may be in need of community care services because of mental disability or other disability, age or illness and who are, or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation. High Points is also aware of the vulnerability to abuse of vulnerable adults with whom they may work



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and will seek direction from the Designated Officer to address concerns about abuse of these people.<sup>1</sup>

**Abuse of Position of Trust** - This guidance is intended primarily to protect young people over the age of sexual consent but under the age of 18, and vulnerable adults where a relationship of trust with an adult exists.

The Sexual Offences act 2003 states that it is a criminal offence for a person 18 years or over, who is in a position of trust (i.e. High Points staff member, an assistant or volunteer) developing a sexual relationship with a person under 18 years.

The principles and guidance apply, irrespective of sexual orientation: Neither homosexual or heterosexual relationships are acceptable in a position of trust.

## APPENDIX B

### Guidelines for Procedures for Reporting Suspected Abuse

The following documents describe the procedures to follow if you are concerned about a possible abuse situation:

Please remember it is not your responsibility to decide whether abuse is taking place, but it is your responsibility to share any concern you have.

Appendix C, is a guide to responding to suspected abuse within High Points setting,

Appendix D is a guide to suspected abuse outside High Points setting but involving a child or young person who participates in High Points activities

The Incident Report Form Appendix E should be used to document concerns raised relating to suspected abuse whether in a High Points setting or outside High Points setting. The form should be used for all levels of concern, even if no immediate action may be taken. There is no time limit on the submission of allegations or incidents of a child protection nature

The guidelines are relevant whether you are informed directly by a child or young person, via a third party or through your own observation in a High Points setting

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<sup>1</sup> For further information on the protection of vulnerable adults from abuse see “No Secrets: Guidance on developing and implementing multi agency policies and procedures to protect vulnerable adults from abuse” Department of Health and Home Office Published 20/03/2000

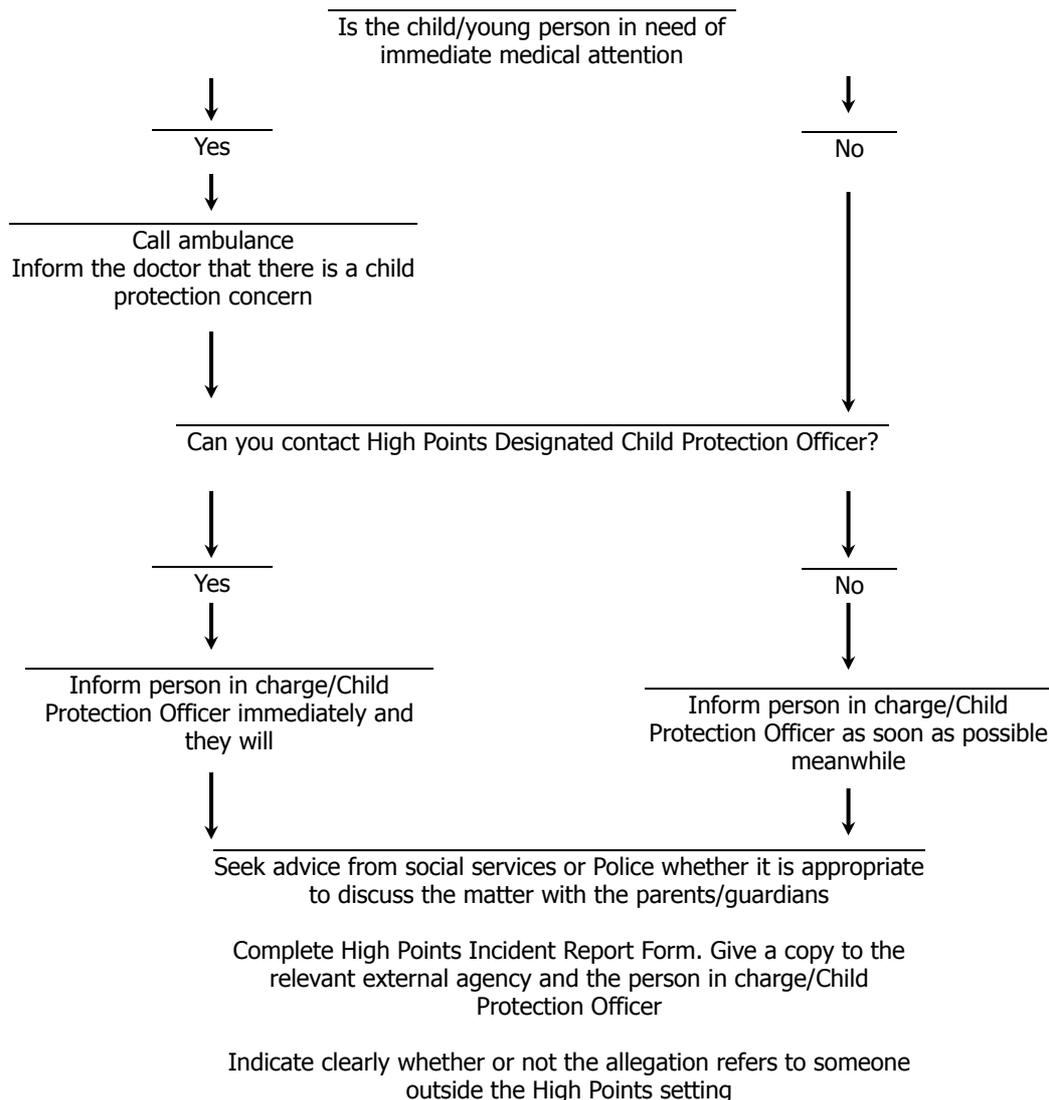


**CHILD PROTECTION POLICY**

Outlined below is a summary of the key procedures illustrated in Appendix C and Appendix D

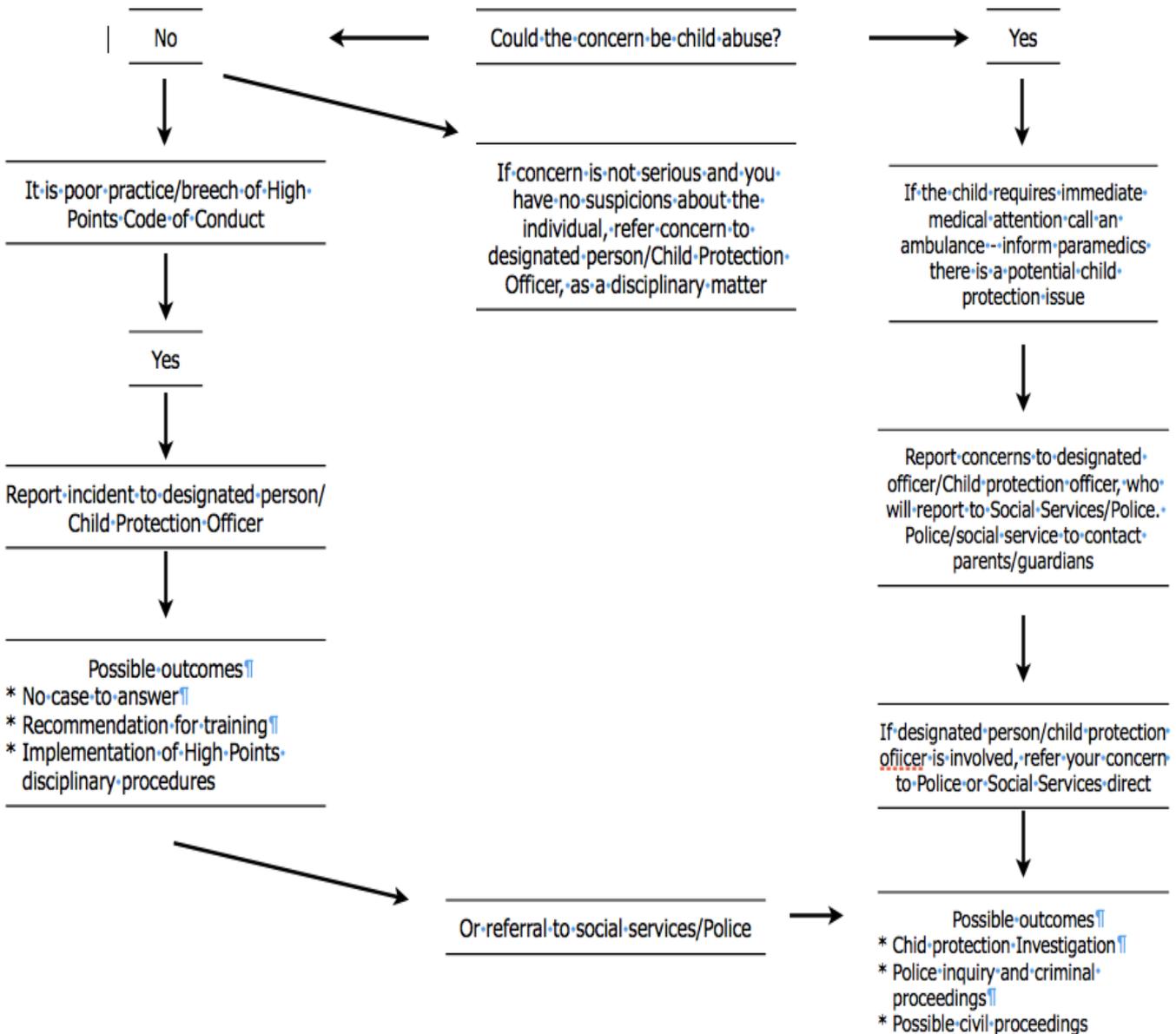
- \* Stay calm and ensure the immediate safety of the child or young person
- \* If the child or young person needs immediate medical attention call ambulance and inform paramedics there is a suspected child protection issue
- \* Report concerns to the designated person or Child Protection Officer immediately, unless the concern is about that individual
- \* If concerns are related to the person in charge of Child Protection Officer, report your concerns to Local Social Services, the Police, or NSPCC Child Protection Line 0800 800 5000. These agencies will be able to advise whether formal referral to Social Services is necessary.

**APPENDIX C**





**APPENDIX D - Responding to suspected abuse outside High Points setting involving a child or young person who participates in High Points activities**





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**INCIDENT REPORT FORM  
APPENDIX E**

This form should be used to record details of any concerns raised. A copy should be held by Child Protection Officer. If there is more than one alleged victim separate forms should be completed. All efforts will be made to keep the form confidential. The information should only be shared with those parties who need to know if, it is in the best interest of the alleged victim. This form should be used for all levels of concern, even if no immediate action may be necessary.

**DETAILS OF THE PERSON COMPLETING THE FORM**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Relationship to child/Young Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Contact Nos: \_\_\_\_\_

**DETAILS OF THE PERSON WHO RAISED CONCERN**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Relationship to child/Young Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Contact Nos: \_\_\_\_\_



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**DETAILS OF THE ALLEGED VICTIM**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Relationship to child/Young Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Contact Nos: \_\_\_\_\_

**DETAILS OF INCIDENT**

Please include as much detail as you can and where possible include the following: -

- \* The nature/description of the allegation, who was involved and what happened
- \* The child/young person's account (in their own words) of what happened
- \* Any observations by you or have been made to you (please make a clear distinction between what is fact, opinion and hearsay)
- \* A description of any visible bruising or other visible injuries
- \* Please include any other information including location, number of incidence and any witness details - please continue on a separate sheet if necessary.

Date(s) of period of incident

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Any Action Taken ? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(form continues in next page)



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Please indicate if you are in contact with any bodies concerning the incident. Eg Social Services or the Police, please include full contact details of the organisation and the individual contacted

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Signature

Date



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**COMPLAINTS FORM  
APPENDIX F**

<b>COMPLAINTS RECORD</b>	
Date of Complaint -	
<b>Source of Complaint</b> - Tick as appropriate	
Parent (in writing, including email)	Ofsted (include complaint number)
Parent (in Person)	
Parent (phone call)	Other (please state)
Anonymus	
<b>Nature of Complaint</b> - tick as appropriate	
Learning and Development	Equal opportunities
Safeguarding & welfare requirements	Information & records
Managing Behaviour	Financial/ contract dispute
Safety and Suitability of Premises, environment and equipment	Other (please state)
<b>Deails of the complaint</b> -	
If the allegation is of abuse or serious harm inform Child Protection Officer	



<b>DEALING WITH THE COMPLAINT</b>	
How Was the Complaint Dealt?	Details -
Internal Investigation	
Investigation by Ofsted	
Investigation by Other agencies (state details)	
<b>Actions</b>	Details -
Internal Actions	
Actions agreed with Ofsted	
No action	
Actions imposed or agreed with other agencies	
<b>Date</b> the person who raised the complaint notified of outcome -	Comments -
<b>Date complaints procedure completed -</b> Attach all relevant documentation	
The Name of the person against whom the complaint was raised	
Signature	
Date	
This document must be retained for 3 years This document must be made available to Access NI and OFSTED on request	