

IDTA procedural statement regarding allegations against IDTA members or IDTA staff.

Allegations of harm:

This procedure is to be read in conjunction with the IDTA safeguarding children policy.

It is essential that any allegation of abuse made against a person who works with children and young people in any role, including those who work in a voluntary capacity, are dealt with fairly, quickly and consistently, in a way which provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

We do this to:

- Ensure that allegations are dealt with quickly and in a fair manner.
- Prevent unsuitable people from working with children and young people.
- Promote safe practice and challenge poor / unsafe practice.
- Contribute to effective partnership working.

This guidance document relates to all those who have association with the IDTA for example and not exclusively:

- IDTA staff
- IDTA member teacher and examiners
- The Board of Directors
- Volunteers, chaperones and assistants at the schools of IDTA member teachers,

This document concerns all those who work with, for or represent the IDTA and who work in positions of trust.

The managing allegations procedure is applicable where it is believed that an individual may have:

- behaved in a way that has harmed or may have harmed a child.
- possibly committed a criminal offence against or related to a child.

or

- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

for example:

- there are concerns about a person's behaviour or conduct in their personal or professional life that might indicate their unsuitability to work with children.
- concerns arise about a person's behaviour with regard to his / her own children and if they/ their child have been subject to a child protection investigation.
- concerns arise about behaviour in the private or community life of an individual, their partner, member of their family or other household member.
- or where there are concerns relating to inappropriate relationships between those who work with children or young people as outlined in the Sexual Offences Act 2003

There are several sources from which a complaint or an allegation might arise, some examples include:

- directly from a child
- from a parent or other adult
- from Police or local authority children's social care
- from a member of the public
- from concerns generated through a professional relationship for example another dance teacher raises a concern.
- disclosed anonymously or disclosed online.

How concerns are raised and shared:

All allegations should be raised to the IDTA using the email safeguarding@idta.co.uk All complaints should be raised to info@idta.co.uk.

When a complaint is raised it will be assessed for safeguarding concerns and all safeguarding concerns will be shared as soon as possible with the IDTA designated safeguarding lead.

Any safeguarding or child protection aspects will be explored initially by the IDTA safeguarding lead and shared with the IDTA CEO and / or president as appropriate. Except for if the concern relates to either of these parties in which case it should be shared by the DSL with an alternate appropriate director who will allocate an appropriate and impartial individual.

It is a necessary condition of membership that all IDTA members will comply with any and all requests for information from the DSL to ensure all matters are addressed effectively and necessary to maintain membership that all actions and recommendations from the IDTA DSL / CEO or President are followed to ensure ongoing safety. This is the case in both a situation where the IDTA enquire regarding a complaint

that includes safeguarding themes or concerns and where the IDTA enquires as part of a Local authority process into an allegation.

If it is believed that a child has or could have been harmed by a professional the IDTA will share the information with the relevant LADO (the local authority designated officer in the area from which the concern has originated).

Where there are concerns about significant harm or immediate harm and the incident has occurred outside of working hours the appropriate area emergency duty team/ front door social care team or the police should be informed immediately.

In all cases the information shared and those it has been shared with should be recorded:

Keep a clear and comprehensive record of any allegations made including:

- events leading to the allegation or concern.
- circumstances and context of the allegation
- details of any actions taken
- details of any decisions reached.
- final outcome

These records will be kept by the IDTA

Process:

The Designated safeguarding lead will discuss concerns with the LADO as required.

Where the designated safeguarding lead, LADO and or police feel it is appropriate, the membership of the individual who has been accused will be temporarily suspended pending further exploration / investigation. In exceptional circumstances it may also be necessary for other members to be suspended, due to the construct of a school or community or suspected collusion between individuals.

This is for the safety and welfare of both the children in the care of that individual and also the individual. Suspension is a neutral, no accusatory act and will be made based on the advice and information provided by the LADO/ Police. Suspension will be made where:

- there is cause to suspect a child or children are at risk of significant harm.
- the allegation warrants investigation by the Police.
- Or there are other circumstances relating to the particular case that warrant suspension.

At this point further information should be shared:

If the parents/carers of the child are not already aware of the allegation the IDTA in consultation with colleagues in the Police and Social Care, will decide when and how to do this. Parents / Guardians and children should be supported to understand the process. Wherever possible the IDTA safeguarding policy should be followed and parents should be made aware of all information sharing as soon as possible.

The IDTA will seek advice from the LADO / Police about how much information should be disclosed to the referred person. Subject to the restrictions on the information that can be shared, the IDTA should as soon as possible inform the referred person about:

- the nature of the allegation,
- how enquiries will be conducted
- the possible outcome.

The referred individual should:

- be treated fairly and honestly and helped to understand the concerns expressed and processes involved.
- be provided with support throughout the investigative process and be advised to seek appropriate support.
- be kept informed of the progress and outcome of any investigation and the implications for any IDTA process and be given a named point of contact in the organisation, usually the designated safeguarding lead.

If an allegation or concern arises about an IDTA member outside of their work with children and this may present a risk of harm to children for whom the member of staff is responsible, the general principles outlined in these procedures will still apply. If the member lives in a different authority area to that which covers their workplace, liaison should take place between the relevant agencies in both areas.

Actions and outcomes:

If position of trust / strategy meetings are required an IDTA representative, usually the IDTA designated safeguarding lead will attend to ensure the IDTA is fully aware of any issues that may affect the association or its membership. The purpose of such meeting is not to prove innocence of guilt but to establish an individual's suitability to work with children and to consider appropriate safeguards.

Following completed social care/ police process or internal enquiry a decision must be made by CEO and / or president of the IDTA supported by information for the DSL as to whether the individual should retain their IDTA membership status, in accordance with

the terms of the IDTA code of conduct. In certain circumstances it may be necessary for the Board of Directors to be advised by the CEO/ President on recommendations from the LADO / police and internal recommendations and the decision made.

Where the decision is made by the LADO that no further action should be taken, or the allegation is considered by the relevant authorities to be false, malicious or unfounded the suspension ban can be lifted. The individual should receive confirmation of this from the IDTA and the LADO in writing with the LADO providing the rationale for this decision.

Where the allegation is investigated, and the individual is prosecuted and convicted, or the allegation is substantiated and there are ongoing safety concerns the members IDTA membership should be terminated in line with the code of conduct.

In certain circumstances an individual may not be prosecuted or convicted however the IDTA still reserves the right to terminate membership, for example if an allegation is unsubstantiated but there is a significant possibility of risk of significant harm or allegations are repeated and recommendations not addressed. The IDTA will, where appropriate be advised by the police and the local authority on this matter and will act in the best interest of children, young people and families, the IDTA, its wider membership and its reputation.

In circumstances where the IDTA consider an individual has breached the code of conduct in regard to safeguarding and is not fit to be an IDTA member the IDTA will inform the DBS company / appropriate national records checking agency of their decision.

Where there are concerns that do not meet the threshold for LADO involvement the IDTA DSL will explore all concerns to ensure all practice aligns with the IDTA code of conduct and IDTA safeguarding policies and best practice that all members should abide by. It is the responsibility of all IDTA members to safeguard the children in their care and uphold the high standards expected as a member of the IDTA. **Failure to adhere to the IDTA safeguarding policies and their ethos will be considered a breach of the code of conduct.**

Where disciplinary action is taken regarding a breach in conduct the rules of the code of conduct shall be followed. Conflict of interest is not permitted. Where there is a significant friendship, familial connection or the member has been trained by a director of the IDTA that director shall not be part of the conduct hearing or subsequent decision-making process regarding that individual or their school. The IDTA CEO and / or President will ensure this process. Where a conduct hearing is regarding a director the IDTA CEO and IDTA president will decide on a suitable committee for a conduct hearing. Where the concern relates to either the IDTA CEO or President the remaining party will take responsibility for managing the allegation and ensuring fair and transparent process and conduct hearings.

IDTA member shall abide by all relevant IDTA policies and procedure and failure to do so may be considered misconduct.

Termination of membership:

If an allegation is made against a member and that member voluntarily terminates their membership this does not mean the allegation should not be raised, Information must still be shared with the Local authority designated officer.

Information sharing and consent:

Every effort should be made to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered. Information should be restricted to those who have a need to know in order to protect children, facilitate enquiries and manage disciplinary processes.

Consent should be sought for all information shared, in accordance with the IDTA safeguarding policy, where it is safe and appropriate to do so.

This procedure will be reviewed annually:

This policy was written by Victoria Race on the 23/05/2025

Appendix I:

Where membership is suspended pending the outcome of an investigation or enquiry:

- Suspension will apply from the date and time the notification of suspension was sent to the member.
- This would mean for example that previously booked exam sessions could still operate in circumstances where the police and or local authority deem it appropriate and safe to do so but additional examination sessions could not be applied for.
- The decision to honour existing exam sessions or competition entry's will be made by the IDTA in circumstances where it is believed to be safe to honour these applications to ensure that pupils are not disadvantaged by any ongoing investigation.
- Where it is considered unsafe or inappropriate for a school or teacher to host an exam session the IDTA will attempt where possible to accompted vocational students at intermediate and above through open sessions, so their prospects are not negatively impacted.

- Where a suspension is made this applies to all areas of IDTA involvement such as attendance at regional events or guest lecturing on behalf of the IDTA. It is the responsibility of the individual to ensure they do not attend as this will ensure their confidentiality is maintained and area representatives do not have to be informed.
- The IDTA does not encourage risk taking regarding the safety of children and as such retains the right to withhold any membership activity which we believe could cause increased risk to children and young people.
- In the event of membership suspension membership fees will not be waived.

Appendix 2: IDTA code of conduct:

Articles affecting members conduct

If the Board shall at any time for any reason be of opinion that the interests of the Association make it desirable that any member should resign his membership of the Association, they may by written notice addressed to the member request the member to resign and inform him of the reason for the request. Unless he shall within fourteen days from the date of the notice give notice of resignation or shall have given notice of his desire to be heard as hereinafter mentioned he shall be deemed to have ceased to be a member at the expiration of such period of fourteen days.

If any member shall be requested to resign under the provisions of the preceding clause he may within fourteen days from the date of the notice given to him (or such extended period as the Board in its discretion may grant) request a hearing before a Committee composed of not less than three nor more than seven persons appointed by the Board for the purpose. Upon receipt of such request the Board shall take steps to appoint and call a Committee and give notice to the member of the date, time and place when he will be heard. A Committee may make regulations for its own conduct and the conduct of the hearing. Upon conclusion of the hearing the Committee shall make known as soon as practicable, its findings of fact to the member affected and to the Board and may, but shall not be bound to make recommendations to the Board as to any penalty which in their opinion should be imposed upon the member. Neither the Association nor the member shall be entitled to any review of the findings of fact.

After the receipt by the Board of the recommendations of the Committee, the Board shall give notice to the member of the penalty (if any) it imposes, and such penalty may include a demand for his immediate resignation or his expulsion.

—oo0oo—

Any member who does any of the following unprofessional acts, renders himself liable to disciplinary action at the instance of the professional association or associations of which he is a member viz.:-

- a) Knowingly commits or connives at any breach of the British Dance Council Rules for the time being in force.
- b) Joins or supports any Association which conducts examinations or medal tests unless the same is, a corporate member of or otherwise represented on the Board of the British Council, or approved by the IDTA Board of Directors.
- c) Lectures on, demonstrates or publishes a description of any publication issued by or with the authority of that British Dance Council prior to the date on which, such publication is officially released by the Board.
- d) Makes any use for advertising or publicity purposes of his membership of or qualification in relation to any professional Association except to the extent and in the manner expressly authorised by the rules of that professional Association for the time being in force.
- e) Seeks by any means to influence or intimidate an examiner at any examination or a judge at any competition.
- f) Advertises himself or any activity connected with his business in a manner, which is expressly or by implication critical of another member of the profession.
- g) When acting as adjudicator at any competition, engages in any discussion as to the merits or otherwise of competitors shall be guilty of unprofessional conduct and renders himself liable to disciplinary action.

Professional Etiquette

The following acts, whilst not in themselves amounting to unprofessional conduct, should be avoided and regarded as contrary to the standard of professional conduct which should be expected of every professional teacher of dance:-

To solicit any person known to him to be a pupil of a member of the Association by:

- (1) approaching a pupil personally as that pupil enters or leaves any dance class given by that member;
- (2) giving leaflets or other written material to that pupil as that pupil enters or leaves any dance class given by that member;
- (3) fly-posting at or near any building or other permanent or temporary structure from which that member is giving any dance class;
- (4) approaching a pupil by telephone for the purpose of offering tuition or other coaching services to that pupil.

To engage in public in unseemly argument or dispute on matters of a professional nature.

To criticise or denigrate to pupils or members of the public the examination standards or methods of any professional Association being a Corporate member of the British Dance Council, an organisation approved by the IDTA Board of Directors.

To behave in public, or at functions or occasions when members of the public are present in any capacity, in a questionable or unseemly manner.

To attempt by unfair means to remove, exclude or supplant any member of any Association, which is a corporate member of the BDC or approved by the IDTA Board of Directors, from premises known to him to be used by that member for the professional teaching of dancing.

Code of Professional Conduct and Practice for Teachers of Dance 2008 – 2009

The IDTA adopts the recommended Code of Professional Conduct and Practice prepared by the Council for Dance, Drama and Musical Theatre to guide dance teachers on issues of good practice and expects all member teachers to apply this code of conduct. It is endorsed by the dance teaching organisations in its membership and will be reviewed every two years. For more detailed information on standards of good practice see *Dance Teaching Essentials*, published by and available from Dance UK, priced £7.50

Fundamental principles

A teacher should:

- behave with integrity in all professional and business relationships. Integrity implies not merely honesty but fair dealing, courtesy and consideration.
- strive for objectivity in all professional and business judgements.
- not accept a teaching post or undertake work for which he or she is not competent or qualified.
- carry out his or her professional work with due skill, care and proper regard for the technical and professional standards expected of him or her.

Integrity

A teacher should:

- uphold and enhance the good standard and reputation of the profession.
- work in a collaborative and co-operative manner with other dance professionals and organisations.
- not attempt to influence or intimidate any examiner at any examination or a judge at a competition.

Objectivity

A teacher should:

- work in an open and co-operative manner with students and families.

- ensure that students are not discriminated against on the grounds of sex, race, colour, religion, age, disability, national or social origin or other status.

Competency

A teacher should:

- acknowledge any limitations in his/her knowledge and competency and take steps to practice in a fully skilled manner.
- assist professional colleagues, in the context of his or her own knowledge, experience and sphere of responsibility, to develop their professional competence.
- undertake continuing professional development to ensure knowledge and practice remains current as required by his or her individual awarding body(ies) and/or employers.

Due skill and diligence

A teacher should ensure that no action or omission on his or her part, or within his or her sphere of responsibility, is detrimental to the interests or safety of students.

Courtesy and consideration

A teacher should:

- always act in such a manner as to promote and safeguard the interests and well-being of students.
- justify student trust and confidence.

Confidentiality

A teacher should ensure that confidential information obtained in the course of his or her professional work should not be used for personal advantage or be disclosed without the consent of the pupil or parent, except where there is a legal right or duty to disclose. A teacher should be aware of and abide by current data protection legislation.

Publicity

- A teacher may seek publicity for his or her own services, and advertise his or her services, achievements and school in any way consistent with the dignity of the profession.
- A teacher should, under no circumstances, promote his or her services, or the services of another teacher, in such a way, or to such an extent, that amounts to harassment of the prospective pupil or parent.
- A teacher should not publish, or cause to be published, any notice, newspaper, advertisement or any other matter likely to damage the standing of the profession or to damage or depreciate the reputation of any colleague.
- Promotional material may contain any factual statement, the truth of which a teacher is able to justify, but should not make any disparaging references to, or disparaging comparisons with, the services of others.

Teaching names

- A teacher may teach under whatever name or title he or she sees fit.
- A teaching name should not be misleading.
- A teacher should not use any title, description or designatory letters to which he or she is not entitled.

Statutory Requirements

A teacher should:

- comply with all statutory requirements affecting health and safety at work.
- ensure the provision of adequate public/products liability insurance and employer liability insurance.
- comply with all the statutory requirements affecting the running of the business, including registration of names, income tax, value added tax and any other matter required by law.
- ensure that he or she is in accordance with the law with regard to copyright, recording, public performance and other matters concerning printed matter and recorded music related to their work.

Health and safety

A teacher should:

- ensure that classes are of a size appropriate to the levels and techniques being taught and the space being used. Students in each class should be of compatible age and/or standard.
- be aware of developments in Child Protection legislation and undertake Criminal Records Bureau enhanced disclosure as required.
- ensure that teaching facilities are adequately maintained and provide:
 1. suitable flooring appropriate to the technique taught, with a clean, safe surface; to minimise the risk of injury;
 2. adequate heating levels and ventilation;
 3. suitable, secure and safe area for changing.
- abide by Health and Safety statutory legislation requirements, understand his or her responsibility in case of a medical emergency and keep records in an accident book.
- ensure that all fire regulations are displayed and adhered to.

Data Protection

A teacher should behave in accordance with sound data protection principles; currently these are the eight data protection principles of The Data Protection Act 1998. These principles are summarised in Appendix A.

Standards of good practice for the relationship between teacher and student for principals of dance schools, studio principals and individual teachers should:

- conform to sound business practice.

- employ teaching staff with experience and qualifications appropriate to the levels and techniques to be taught. Student teachers should be trained and supervised to ensure maintenance of the school's teaching standards.
- have written, clearly defined aims and objectives setting out the broad goals to be achieved by the school. A similar set of objectives will be stated which outline the benefits a pupil can expect to receive through the teaching staff's conscientious implementation of them. A teacher should have a written health and injury prevention and child protection policy.
- apply appropriate teaching aims and assessment procedures to students.
- ensure that students and families have ample opportunity to communicate with their teachers.
- use adequate and flexible teaching skills to create a productive learning environment.

Individual teachers will:

1. encourage communication between student and him/herself and other students.
 2. communicate a love of dance and encourage the art of dance.
 3. demonstrate professional attitudes, including punctuality, reliability and responsible care of students.
 4. develop self-discipline and self motivation in the students.
 5. transmit general concepts of movement in addition to those of a particular dance style.
 6. develop in the students an appreciation of the characteristic style of each specific discipline taught.
- recognise and develop each student's potential and offer appropriate guidance for further progress.
 - recognise physical differences and limitations and different learning styles, modifying the teaching and seeking advice where necessary. The teaching and choreography must be anatomically safe, and physical corrections must be attempted in a careful and sensitive manner.
 - uphold the rules of their dance teaching society/organisation.

Appendix A – the eight principles of the Data Protection Act 1998

The eight principles of the Data Protection Act 1998 may be summarised thus. All data recorded by dance teachers concerning individuals with whom they come into contact (be they child or adult) must be:

1. fairly and lawfully processed
2. processed for limited purposes
3. adequate, relevant and not excessive
4. accurate
5. not kept longer than necessary
6. processed in accordance with the data subjects' rights

7. secure
8. not transferred to countries outside the European Economic Area (EEA) without adequate protection

Notification – In certain circumstances (but not all) teachers need to register with the Information Commission. However all teachers, must comply with the eight principles of the Data Protection Act 1998.

A teacher who holds personal data on computer or other electronic means **may** be required to register with the Information Commission depending on the data held and the purpose/s for which it is held. If, for example, personal data is only stored for the dance teacher's accounting purposes and record keeping then it might be that registration is not required. **This should always be confirmed with the Notification helpline on 0303 123 1113 or www.ico.gov.uk.**

A teacher who holds any health-related information electronically (e.g. on a computer, word processor etc) must, without exception register with the Information Commission.

Information Commissioner's Website: www.ico.gov.uk

Notification helpline: 0303 123 1113

In summary:

- Where records held are 100% manually (i.e. not on a computer) there is no need to register with the Information Commission.
- If any information is held electronically then notification (registration) **may** be required except where data held is health-related when notification is **compulsory**.

Notification: Registration is £35 annually (correct at time of printing may be subject to change)

Information Commissioner's Website: www.ico.gov.uk

Notification helpline: 01625 545740