

# 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,
- peer-on-peer abuse,
- a stranger, or
- a member of staff or a volunteer

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

**Safeguarding Manager:** Leiana Foster  
lfoster@rad.org.uk

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+44 (0)7552 613 529

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 should get urgent help and advice:

- **Police** – 999 for emergencies and 111 for non-emergencies
- **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
- **Local Authority Designated Officer (LADO)** – Anita Gibbons at anita.gibbons@richmondandwandsworth.gov.uk, lado@wandsworth.gov.uk, or call on +44 (0)7974 586 461

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

1. 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 non-judgemental, and do not promise to keep what is said 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.



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



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



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



Scan and email the completed form to the Safeguarding Manager.

**The hard copy will also need to be given to them.** Appropriate actions will be taken, e.g. referral to local authorities, Police, NSPCC, etc.

