

Safeguarding and Child Protection Policy for Young Designers Academy

Policy Statement

At Young Designers Academy, we are fully committed to safeguarding and promoting the welfare of all children who attend our club. We recognise our duty of care and responsibility to ensure a safe and nurturing environment where children can express themselves creatively. This policy sets out the principles and procedures we follow to safeguard children in accordance with UK legislation and best practices.

1. Policy Aims

This policy aims to:

- Protect children and young people attending the after-school art club from harm.
- Provide clear guidance on how to respond to concerns of abuse or neglect.
- Ensure staff, volunteers, and parents are fully aware of their responsibilities.
- Promote an environment where children feel safe, respected, and supported.

2. Legal Framework

This policy is based on UK legislation and statutory guidance, including:

- The Children Act 1989 and 2004
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2023)
- The Education Act 2002
- The Childcare Act 2006
- The United Nations Convention on the Rights of the Child (UNCRC)
- The Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018 (GDPR)

3. Definitions

- Safeguarding: Protecting children from abuse, neglect, and other forms of harm while promoting their health, development, and well-being.
- Child Protection: A subset of safeguarding that focuses on preventing and responding to abuse, neglect, and harm of children.
- Child: Any person under the age of 18.

4. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The club will have a named Designated Safeguarding Lead (DSL) responsible for overseeing safeguarding policies and practices. The DSL will:

- Be the first point of contact for safeguarding concerns.
- Ensure all staff and volunteers receive appropriate training and are aware of safeguarding policies.
- Liaise with local safeguarding agencies, including Children's Social Care and the Local Authority Designated Officer (LADO).
- Keep accurate, confidential records of concerns and actions taken.

DSL for Young Designers Academy:

Margie Kemp

t: 01483 379064 m : 07853313176 e:hello@creative-Academies.co.uk

Staff and Volunteers

All staff and volunteers are responsible for:

- Ensuring the safety and welfare of children in their care.
- Being alert to signs of abuse or neglect.
- Reporting any safeguarding concerns immediately to the DSL.

- Following the Code of Conduct outlined in this policy.

5. Types of Abuse and Neglect

Staff and volunteers should be aware of the different types of abuse and neglect:

- **Physical Abuse:** Causing physical harm to a child through actions such as hitting, shaking, or burning.
- **Emotional Abuse:** Persistent emotional maltreatment, including verbal abuse, criticism, or isolation, affecting the child's emotional development.
- **Sexual Abuse:** Involving a child in sexual activities, whether or not they are aware of what is happening.
- **Neglect:** Failure to provide for a child's basic needs, such as food, clothing, or medical care, leading to harm.

Other safeguarding concerns include:

- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- Domestic Abuse
- Online Abuse
- Radicalisation (Prevent Duty)

6. Code of Conduct for Staff and Volunteers

To ensure the safety and well-being of children, all staff and volunteers must follow these guidelines:

- Maintain appropriate boundaries and avoid one-on-one situations where you are alone with a child.
- Never use physical punishment or aggressive language.
- Encourage positive behaviour and provide constructive feedback during art activities.

- Respect children's privacy and dignity at all times, particularly during personal care.
- Avoid inappropriate physical contact and be mindful of personal space.
- Be professional and vigilant about your language, behaviour, and use of social media.

7. Safer Recruitment

To protect children from harm, we are committed to following safer recruitment practices, which include:

- Enhanced Disclosure and Barring Service (DBS) checks for all staff and volunteers.
- Taking up at least two professional or character references.
- Conducting thorough interviews to assess candidates' suitability for working with children.
- Providing an induction programme covering safeguarding policies and procedures.

8. Recognising and Responding to Safeguarding Concerns

Recognising Signs of Abuse

Staff and volunteers should be alert to signs that a child may be experiencing abuse, neglect, or exploitation. These could include:

- Unexplained bruises, burns, or injuries.
- Fearfulness or sudden changes in behaviour.
- Poor hygiene, clothing, or appearance that suggests neglect.
- Inappropriate knowledge or behaviour relating to sexual activity.

Responding to Disclosures of Abuse

If a child discloses that they are being abused, staff should:

- Listen carefully and calmly without interrupting or asking leading questions.
- Reassure the child that they are being taken seriously and that they did the right thing by telling.
- Record what the child says in their own words as soon as possible.
- Inform the DSL immediately—do not investigate the matter yourself.
- Never promise confidentiality—explain that the information must be shared with appropriate professionals to help keep the child safe.

9. Reporting Procedures

If any member of staff or volunteer has a safeguarding concern, they must:

1. Report the concern to the DSL as soon as possible.
2. The DSL will decide on the next course of action, which may involve contacting:
 - Children’s Social Care (Local Authority).
 - The Local Authority Designated Officer (LADO) if the concern involves a member of staff.
 - The Police, if the child is in immediate danger.

If the DSL is unavailable, concerns should be reported directly to Children’s Social Care or the Police in an emergency.

10. Confidentiality and Information Sharing

All safeguarding concerns and records will be treated confidentially and stored securely. Information will only be shared on a need-to-know basis, in line with government guidance on information sharing in safeguarding contexts.

Staff and volunteers must:

- Ensure that all records of concerns are accurate and detailed.
- Share information with relevant agencies if it is necessary to protect a child.

11. Training and Support

- Safeguarding training is mandatory for all staff and volunteers and will be updated regularly in line with local authority guidelines.
- The DSL will ensure staff are aware of how to identify safeguarding concerns and how to respond appropriately.
- Support will be provided to staff handling safeguarding issues, including access to external agencies if needed.

12. Use of Photographs and Social Media

- Parental consent must be obtained before any photographs or videos of children are taken during art club activities.
- Photographs of children will not be shared on social media without explicit written permission from the child's parent or guardian.
- The club will comply with the Data Protection Act 2018 (UK GDPR) to ensure that children's personal information is kept secure.

13. Allegations Against Staff or Volunteers

If an allegation is made against a member of staff or volunteer:

1. The DSL must be informed immediately.
2. The allegation will be referred to the Local Authority Designated Officer (LADO), who will oversee the investigation.
3. If the allegation involves the DSL, the Deputy DSL will handle the case.
4. The individual may be suspended while the investigation is ongoing to ensure the safety of children.

14. Whistleblowing

All staff and volunteers are encouraged to raise concerns about the behaviour of others if they suspect wrongdoing or inappropriate behaviour. The club is committed to a whistleblowing policy that ensures concerns are taken seriously and investigated thoroughly without fear of reprisal.

15. Monitoring and Review

This policy will be reviewed annually or earlier if required by changes in legislation or best practice. Any changes will be communicated to staff, volunteers, parents, and guardians.

Policy Last Reviewed: August 2024

Next Review Due: August 2025

16. Contact Information

- Designated Safeguarding Lead (DSL): Margie Kemp e:hello@creative-academies.co.uk t: 01483 379064 m:07853313176
- Local Authority Children's Services: t: 0300 470 9100 e:cspa@surreycc.gov.uk
- NSPCC Helpline: 0808 800 5000
- Police (Non-Emergency): 101
- Police (Emergency): 999
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Signed:



Margie Kemp
Head Teachers
1 August 2024

This safeguarding and child protection policy reflects Young Designers Academy's commitment to safeguarding children and ensuring their well-being.