

## **ARTS FOR ALL - Safeguarding Children Policy**

**Date of most recent review:** 03/10/2022

**Date of adoption:** 27/08/2020

**Signed by a Trustee of the Charity:** 

**Distribution:** All Trustees, employees and volunteers

**Policy lead:** The nominated Charity Safeguarding Officer

**Confirmation that this policy has been approved:** This policy has been approved and endorsed. It will be reviewed by the Board of Trustees annually, when legislation changes or if any type of incident occurred.

### Purpose

The Safeguarding Children Policy highlights Arts For All's commitment to providing a safe and secure environment where children can come and enjoy colourful and creative activities. To create awareness amongst staff and volunteers of children's safeguarding issues and to outline procedures when responding to an incident, allegation or concern of abuse involving children in our care. We run a variety of creative clubs and classes, as well as varied trips. While children are trusted into our care, we will keep them safe from harm.

### Designated Child Protection Officer:

Caroline Barlow  
Manager  
17 Packerham House  
Wellington Row  
London  
E2 7BA  
07957 891 709

### Nominated Deputy:

Joshua Nash  
Chair of Trustees  
josh-nash@live.co.uk

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## **Safeguarding Children Introduction**

In the UK, Local authorities have overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area. They have a number of statutory functions which include specific duties in relation to children in need and children suffering, or likely to suffer, significant harm, regardless of where they are found.

Whilst local authorities play a lead role, safeguarding children and protecting them from harm is paramount and everyone's responsibility. Everyone who comes into contact with children and families has a role to play. Effective safeguarding arrangements should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

No single person working with children can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

This policy sits in the context of the overarching national guidance, legislation and standards on safeguarding children:

- Working Together to Safeguard Children (2018) – England

Arts for All define safeguarding and promoting the welfare of children as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

## **ARTS FOR ALL IS COMMITTED TO:**

- Ensuring that all child protection records are kept securely and in a locked location.
- Ensuring that every child is safe and never leaves the building unless with their parent or designated carer.
- Ensuring that every member of staff or volunteer understands the ways in which the charity operates and keeps the children safe. That they know the basic rules of safeguarding set in place.

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- Ensuring that all staff and volunteers are aware of their responsibilities to be alert to signs of abuse and neglect and maintain an attitude of “it could happen here”.
- Keep written records of any concerns about children – even if there is no need to take the matter further.
- Ensuring that policies and procedures are reviewed and updated on an annual basis.

## **ABUSE**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Recognising child abuse is not easy and it is not the responsibility of staff and volunteers to decide whether or not child abuse has taken place or if a child is at risk of “significant harm”.

However, staff and volunteers do have a responsibility to act if they have a concern about a child’s welfare or safety. It is very important that there are procedures in place to ensure a speedy and effective response for dealing with concerns about the physical, sexual or emotional abuse or neglect of children Abuse takes many forms:

### **PHYSICAL ABUSE:**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or in any other way causing physical harm to a child. Physical harm may also be caused when a parent or carer deliberately causes ill-health to a child whom they are looking after.

### **Signs / symptoms**

Unexpected burns, cuts, bruises, or welts in the shape of an object  
Bite marks  
Anti-social behaviour  
Problems in school  
Fear of adults  
Drug or alcohol abuse  
Self-destructive or suicidal behaviour  
Depression or low self-image

### **EMOTIONAL ABUSE**

Emotional is the continual emotional abuse of a child such as to cause severe adverse effects on the child’s emotional development. Maybe telling children that they are worthless and unloved, or causing them to frequently feel frightened or in danger.

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## **Signs/symptoms**

Apathy  
Depression  
Hostility  
Lack of concentration  
Eating disorders

## **SEXUAL ABUSE**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This also includes involving children in looking at pornographic material or watching sexual activities.

## **Signs/symptoms**

Inappropriate knowledge or interest in sexual acts  
Seductiveness  
Avoidance of things related to sexuality  
Nightmares or bed wetting  
Drastic changes in appetite  
Over compliance or excessive aggression  
Fear of a particular person or family member  
Withdrawal, secretiveness or depression  
Suicidal behaviour  
Eating disorders  
Self-injury

## **NEGLECT**

Neglect is the persistent failure to meet a child's basic physical or psychological needs. Failing to provide adequate food, shelter and clothing; failing to protect a child from danger and failing to provide medical care when necessary.

## **Signs/symptoms**

Unsuitable clothing for the weather  
Being dirty or unbathed  
Extreme hunger  
Apparent lack of supervision.

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## HOW TO RESPOND TO DISCLOSURES OF ABUSE

### DO:

- Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying.
- Do tell the child they are right to tell you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the child what you are doing and when and keep them up to date with what is happening.
- Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately.
- Do write down everything said and what was done.

### DON'T:

- Don't make promises you can't keep.
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this.
- Don't cast doubt on what the child has told you, don't interrupt or change the subject.
- Don't say anything that makes the child feel responsible for the abuse.
- Don't do nothing – make sure you tell your nominated child protection person immediately – they will know how to follow this up and where to go for further advice.

## REPORTING PROCEEDURES

These records must be made....

- Name of the child.
- Parent's/carer's details
- The child's address
- Relevant phone numbers
- What is said to have happened or what was seen.
- When it occurred
- Who else, if anyone, was there
- What was said
- What, if any, evidence of abuse can be recorded, eg: bruises, bleeding, changed behaviour.
- Who has been told about it.

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- Was the child able to say what happened, if so what did they say.
- Whether the parents have been advised.

Reporting forms are accessible at all times to members of staff – being kept in the open shelving unit in the office, although once completed they are locked away for reasons of confidentiality.

We take complaints very seriously and act upon them immediately. If we believe that a child is suffering or at risk in any way, we will make the local authority aware.

### **Peer-on-peer abuse:**

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity of any kind, including sexting.
- One of the children is significantly more dominant than the other (e.g. much older)
- One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strengths)
- There has been some use of threats or bribes to ensure compliance or secrecy.

If peer-on-peer abuse is suspected or disclosed: we will follow the same procedures as set out above for responding to child abuse.

### **Extremism and radicalisation:**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

- Feeling alienated or alone
- Seeking a sense of identity or individuality
- Suffering from mental health issues such as depression
- Desire for adventure or wanting to be part of a larger cause
- Associating with others who hold extremist beliefs.

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Signs that a child might be at risk of radicalisation include:

- Changes in behaviour, for example becoming withdrawn or aggressive
- Claiming that terrorist attacks and violence are justified
- Viewing violent extremist material online
- Possessing or sharing violent extremist material.

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form and refer the matter to the designated lead.

## **Allegations made against Staff or Volunteers**

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

If any member of staff or volunteer is made aware of an allegation that staff or volunteers have: behaved in a way that has harmed a child or may have harmed a child, possibly committed a criminal offence against or related to a child; or has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children - they must inform the designated child protection officer or deputy immediately.

If anyone makes an allegation of child abuse against a member of staff/volunteers:

- The allegation will be recorded on a logging concern form and handed to the designated child protection officer.
- In the event that an allegation is made against the designated child protection officer the matter will be reported to the chair of the trustees.
- The member of staff or volunteer will not be approached at this stage unless it is necessary to address the immediate safety of children.
- The allegation must be reported to the Local Authority Designated Officer (LADO). The LADO will advise if other agencies (e.g. Police) should be informed, and Arts for All will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff/volunteer pending full investigation of the allegation.
- The designated child protection officer will inform and consult the chair of trustees (or, if unavailable a trustee) of any allegation.

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Staff members and volunteers against whom an allegation is made are owed a duty of care and should be treated fairly, honestly and without discrimination. They should be provided with support throughout the process.

### **Confidentiality**

Confidentiality cannot be assured, as depending on the disclosure and individual concerned, information may need to be shared internally, with the Designated Safeguarding Lead and with other agencies. This could include the Police and Local Authority. However, information will only be shared on a need to know basis, and the person making the disclosure should be reassured that the information they have given will be treated within best practice codes of conduct for confidentiality.

### **Data Protection**

Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children, which must always be the paramount concern.

We aim to gain consent to share information, but need be mindful of situations where to do so would place a child at increased risk of harm. Information may be shared without consent if someone has reason to believe that there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner. When decisions are made to share or withhold information, a record should be made regarding who has been given the information and why.

The Data Protection Act 2018 and the GDPR allows the storage and sharing of information for safeguarding purposes, including information, which is sensitive and personal, which is to be treated as 'special category personal data'.

### **Statement of commitment to protect staff**

The Trustees of Arts for All are committed to protecting staff, volunteers and all those connected with the activities of the charity, from any type of harm.

### Recruitment of Staff & Volunteers:

Whenever we employ a new staff member or take on a new volunteer to work in a group with children, we interview them and ask for references. We follow up their job history and every person who works at Arts for All has an enhanced DBS check prior to employment. A volunteer may volunteer for a session to see if it is right for them, but they are under supervision at all times. If they then decide they want to continue volunteering a DBS check is done immediately. No member of staff or volunteer is ever alone with a child.

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Each new worker is inducted, reads the policies that we have in place, and is able to ask any questions related to issues in the policies.

If a member of staff has concerns about any issue related to child protection, they will report it to the nominated child protection officer. Staff are supervised by the manager and have an annual appraisal at which all parties concerned can review their job and work with the children.

### Supervision

All clubs will be adequately supervised with a suitable ratio of children to adults in each group. Anyone visiting the group is checked to see if they were invited into the club. There are always enough staff appropriate to the number of children.

### Insurance:

We have all our insurance in place to cover all liabilities.

### Training:

We offer all our staff and volunteers the opportunity to attend training sessions on Child Protection, which is now generally completed online. Training is updated every two years.

### Whistle blowing:

We understand that it takes courage to challenge inappropriate behaviour by colleagues. However, our hope is that employees and volunteers alike will feel able to speak to the Child Protection Officer if they have any concerns regarding the safety of a child or member of staff. They can also contact The Chair of the Trustees. Please view our full whistleblowing policy for further details.

### Complaints procedure

A concern or complaint can be made in person, in writing or by telephone. This complaint could be in relation to any concern someone may have about a staff member, volunteer or member at the charity. They may also be made by a third party acting on behalf on a complainant, as long as they have appropriate consent to do so. Concerns should be raised with either the manager or the trustees. If the issue remains unresolved, the next step is to make a formal complaint. Complaints about staff will be dealt with under the charity's disciplinary procedures, if appropriate. Complainants will not be informed of any disciplinary action taken against a staff member as a result of a complaint. However, the complainant will be notified that the matter is being addressed. Please view our complaints policy for further details.

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### SAFETY IN DIFFERENT ASPECTS OF OUR WORK:

- A safe environment has been provided for everyone who attends or works at Arts for All. The premises and play areas are safe and suitable for all concerned.
- Artwork: We only use non-toxic materials/paints etc in our classes. There are a suitable number of adults working with the children in each group to ensure a safe time is had by all the children.
- The building has fire escapes; fire extinguishers that are regularly checked etc and is a structurally sound place for children to be.
- The children should only use computers under strict supervision and for limited periods of time. A likely use for this use is to print off information for projects for example and should always be done with the manager or a volunteer.
- There are always at least 2 adults with the children in our care. If a child needs the toilet, they will be taken in a group and the accompanying adult will wait out in the hallway until all the children are ready to return to the class.

### CODE OF BEHAVIOUR

When running any workshops and clubs under the name of Arts for All, our main priority is that the children are safe and secure and having a wonderful time. Their parents trust them into our care, and we take that responsibility extremely seriously.

#### **Bullying:**

Bullying is not acceptable. Kindness and consideration will be encouraged at all times. However, if a child continues to bully other children their parents will be asked not to bring them to the club.

#### **Shouting/Running:**

Unruly behaviour is not advised in a creative centre as people's work can be ruined and safety is always an issue.

#### **Sexism/Racism:**

Each child who attends our courses needs to feel valued and special. Any insulting remarks and prejudice will not be acceptable. Arts for All is a community creative centre. We aim to inspire creativity in the young and old, and everyone in between! We hope that the children who attend our clubs will gain in confidence, make friends and learn wonderful new skills that will enrich their lives. Therefore, we intend to provide a protective culture that puts children's interests first. The children must feel confident that if they have concerns, someone will listen and take them seriously.

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**COVID-19:**

Due to COVID-19 Arts for All closed face to face sessions. The manager continues to support the children and adults via online Zoom sessions and contact through visits (adhering to social distancing and current government guidelines). The content of this policy continues to be followed and any concerns will be recorded and acted upon in the same way. The manager is in regular contact with all members of Arts for All and the local authority safeguarding team would be contacted if any concerns arise.

To participate in the online zoom sessions children must have a parent/career in the room with them at all times. No online session takes place with individuals by themselves. Parents/careers agree for the children to take part in the session. Participants are reminded of the online safety rules at the beginning of each zoom session.

**Signature:****Date:** 03/10/2022**Position held:** Chair of Trustees

This policy is to be reviewed annually – or amended where necessary.  
To be reviewed next in September 2023

Contact Details

Name of group:	Arts for All
Designated person:	Caroline Barlow
Deputy:	Joshua Nash
Social services: Emergency:	020 7364 7000(after 5) 020 7364 2953
Address:	Cheviot Hse. 227 – 233 Commercial Road E1 2 BU
MASH team	0207 364 5606
CAMHS Duty team	0207 515 6633
Local Police:	020 8983 1212
NSPCC child protection helpline:	0808 800 5000
Childline:	0800 884 444
Parent line:	0808 800 2222
Victim support:	020 8981 8421

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