

sketchbook

CREATIVE WORKSHOPS

Safeguarding and Child Protection Policy

After-School art clubs and holiday clubs (Children aged 5–11)

Updated January 2026

1. Purpose and Commitment

This safeguarding and child protection policy outlines our commitment to ensuring the safety, wellbeing, and protection of all children attending our after-school art clubs.

Our combined experience of many years of teaching in schools and other settings has enabled us to develop a strong awareness of the importance of safeguarding and child protection. As providers working with children aged 5–11 we recognise our responsibility to safeguard and promote the welfare of every child in our care.

We believe that all children have the right to feel safe, secure, and respected. We are committed to creating a positive, supportive environment where children can express themselves creatively without fear of harm or abuse.

2. Scope

This policy applies to:

- All children attending our art clubs
- All staff, volunteers, and anyone working on our behalf

- All activities conducted during club sessions, including setup and dismissal

3. Legal Framework

This policy is informed by UK safeguarding legislation and guidance, including:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (latest version)
- Keeping Children Safe in Education (KCSIE)
- The Prevent Duty (Counter-Terrorism and Security Act 2015)

We operate in line with each school's safeguarding procedures and cooperate fully with their designated safeguarding leads (DSLs).

4. Key Principles

We are committed to the following principles:

- The welfare of the child is paramount
- All children, regardless of age, gender, ethnicity, disability, or background, have equal rights to protection
- Safeguarding is everyone's responsibility
- Concerns will be taken seriously and acted upon promptly
- We will work in partnership with schools, parents, and relevant agencies

5. Roles and Responsibilities

Club Leaders

As club leaders, we are responsible for:

- Ensuring this policy is followed at all times
- Maintaining a safe environment for children
- Being vigilant and recognising signs of abuse or neglect
- Recording and reporting concerns appropriately
- Liaising with the school's Designated Safeguarding Lead (DSL)

We understand that we do not investigate concerns ourselves but must report them immediately.

6. Safer Working Practices

To ensure children's safety, we follow these guidelines:

- Always work in visible, open environments where possible
- Avoid being alone with a child; if unavoidable, ensure doors are open or others are nearby
- Maintain appropriate physical boundaries at all times
- Do not engage in rough play, inappropriate language, or favouritism
- Do not exchange personal contact details with children
- Do not communicate with children via personal social media or messaging platforms

7. Code of Conduct

We expect all adults working in the club to:

- Treat children with respect and dignity
- Listen to children and take their concerns seriously
- Use positive behaviour management techniques
- Be a positive role model
- Challenge inappropriate behaviour or language

We will not tolerate:

- Any form of physical, emotional, or sexual abuse
- Bullying or discriminatory behaviour
- Inappropriate relationships with children

8. Recognising Abuse

We are aware that abuse can take many forms, including:

- **Physical abuse:** hitting, shaking, or causing physical harm
- **Emotional abuse:** bullying, humiliation, or intimidation

- **Sexual abuse:** inappropriate sexual behaviour or exploitation
- **Neglect:** failing to meet a child's basic needs

Possible indicators may include:

- Sudden changes in behaviour
- Unexplained injuries
- Withdrawal or anxiety
- Reluctance to go home

We understand that these signs do not always indicate abuse but will always be taken seriously.

9. Responding to Concerns

If a child discloses information or a concern arises:

We will:

- Stay calm and listen carefully
- Reassure the child they have done the right thing
- Not promise confidentiality
- Avoid asking leading questions
- Record the information as soon as possible, using the child's own words
- Report the concern immediately to the school's DSL

We will not:

- Investigate the concern ourselves
- Confront alleged perpetrators
- Delay reporting

If a child is in immediate danger, we will contact emergency services.

10. Recording and Reporting

All safeguarding concerns will be:

- Recorded in writing as soon as possible
- Dated and signed

- Shared with the school's DSL on the same day

We will follow each school's specific safeguarding procedures and documentation requirements.

11. Health and Safety

We take reasonable steps to ensure a safe physical environment, including:

- Risk assessments for activities and materials
- Safe use of art equipment (e.g. scissors, paints)
- Maintaining appropriate adult-to-child ratios
- Ensuring safe collection procedures at the end of sessions

Children will only be released to authorised adults as per school policy.

12. Online Safety

Although our clubs are primarily in-person, we recognise online safety risks:

- We do not share images of children without parental and school consent
- Any photographs taken are used only for agreed purposes
- Personal devices are not used to communicate with children

13. Allegations Against Staff

If an allegation is made against a club leader:

- It will be reported immediately to the school's DSL or headteacher
- We will follow the school's safeguarding and allegations procedures
- We will cooperate fully with any investigation

14. Partnership with Schools and Parents

We work closely with schools to ensure consistency in safeguarding practices. We respect and follow each school's policies and procedures.

We communicate appropriately with parents while maintaining confidentiality where required.

15. Training and Awareness

We are committed to:

- Keeping our safeguarding knowledge up to date
- Completing appropriate safeguarding training (e.g. basic child protection training)
- Reviewing this policy regularly
- We can confirm that staff had been made aware of their duties to disclose anything that comes under the Disqualification Regulations <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006#staff-covered-and-relevant-settings>

16. Policy Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- New guidance is issued
- An incident highlights the need for revision

17. Contact Information

In all cases, safeguarding concerns will be reported to the relevant school's Designated Safeguarding Lead (DSL).

In emergencies:

- Contact emergency services (999)

18. Conclusion

Safeguarding is central to everything we do. We are committed to ensuring that all children who attend our art clubs feel safe, valued, and supported. By maintaining clear procedures, staying vigilant, and working in partnership with schools, we aim to provide a secure and nurturing environment where children can thrive creatively.