



# Safeguarding and Child Protection Policy

## The scope and purpose of this policy statement

Joyti Kaur Art acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. The Policy is informed by Working Together to Safeguard Children

Joyti Kaur Art provides face-to-face art teaching to children and adults. These lessons can be in the form of weekly classes, less frequent workshops, summer camp, summer camp days, less frequent arty parties or regular 1-1 tuition and will be referred to collectively as 'services'. This specific safeguarding and child/young person protection policy is for parents/carers to see how Joyti Kaur Art keep children safe and is written for children up to 18 years of age and does not apply to adults. Joyti Kaur Art expects parents/carers to support to provide an intrinsically safe space within which the children can enjoy the art sessions.

The purpose of this policy statement is:

- to protect children and young people who receive Joyti Kaur Art services from harm. This includes the children of adults who use our services
- to share the overarching principles that guide Joyti Kaur Art approach to child protection. This policy applies to anyone at Joyti Kaur Art, volunteers, sessional workers, agency staff and students, relatives of children who attend classes.

## **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://nspcc.org.uk/childprotection). The policy was developed with reference to NSPCC guidelines, who see child welfare as paramount, as enshrined in The Children Act 1989.

## **Atmosphere at Art Sessions**

- Joyti Kaur Art aims to deliver stimulating art sessions for children. These sessions require a reasonable degree of calm and an atmosphere within which the majority can concentrate within a group session. Joyti Kaur Art aims to retain this atmosphere for the safety and comfort of all attendees equally and will raise any concerns initially with the child, and if problems persist, with parents or carers. Joyti Kaur Art reserves the right to refuse a place to a child based on disruptive or disrespectful behaviour, disengagement or behaviour that threatens this calm and therefore could threaten the safety and wellbeing of the other attendees. Please see supporting Document regarding Anti Bullying and Behaviour Policy.
- Children will be working in the Joyti Kaur Art studio, organised venue; a single open-plan shared space. Parents/carers can expect no child to be isolated in the normal course of events.
- Joyti Kaur Art takes a hands-off approach to teaching, unless in the case of a true emergency, where the life of a child is threatened. Very occasionally, if a child has paint or clay on their face and cannot see it in the mirror, Joyti Kaur Art will help to remove this if it is causing the child distress. This cleaning will take place in the main studio space, visible to the other children in attendance.
- Children are supported on an individual basis and this one to one discussion will be held in the club at a table shared by other children.
- Joyti Kaur Art is responsible for the safety of all the children in the session, and any concerns should be reported to them. For many of these occasions, it's hoped that they can be resolved between the parent and the Teacher.

## **Parent/Carer Agreement with Joyti Kaur Art**

- Children are required to be left in the art studio for the duration of the session.
- No child can attend the session without the parent/carers having completed the booking form, detailing any medical or care needs, emergency contact information and accepting Terms and Condition

Policy, Anti Bullying and Behaviour Policy and having accepted this Safeguarding Policy.

- Children must be collected without delay (an additional fee may apply should there be a delay) and not earlier than the stated end time unless we have been made aware via email prior to the session. Children must be collected by their parent/carer, unless prior written arrangement is given for someone else to collect the child. If these arrangements are sprung on Joyti Kaur Art without prior arrangement, and the child gives any cause for concern, we will expect the parent to answer the nominated phone number that we have on record. In the event that the parent/carer is very late collecting the child, Joyti Kaur Art may unavoidably end up being alone with the child, if everyone else has been collected promptly. In this event, Joyti Kaur Art will defer to the Lone Working Policy.

**Parents are permitted to stay for sessions and have their own space, children are the active member for sessions to create art and learn. For reasons of unknown DBS check status and for the safety of other children, parents are to not able to be alone with another child in the group**

## **Supporting documents - see below**

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them
  - All children and young people, regardless of disability, cultural group and ethnicity, age, gender identity, sexual identity, religion and language needs should have the same protection. Any discrimination from other students, parents, adults or children will be challenged

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse

- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse

Find out more about:

- safeguarding children who come from Black, Asian and minoritised ethnic communities - [Safeguarding children from Black, Asian and minoritised ethnic communities | NSPCC Learning](#)
- safeguarding d/Deaf and disabled children and young people - [Safeguarding d/Deaf and disabled children | NSPCC Learning](#)
- safeguarding LGBTQ+ children and young people - [Safeguarding LGBTQ+ children and young people | NSPCC Learning](#)
- safeguarding children with special educational needs and disabilities (SEND) - [Children with special educational needs and disabilities \(SEND\) | NSPCC Learning](#)

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children, this will be The Teacher
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/fororganisations](https://ico.org.uk/fororganisations)]
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against Joyti Kaur Art staff
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place

- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

## **Recording concerns and information sharing**

Children's First Response Hub BCP - The Children's Service First Response Hub provides the public and professionals with advice, information and support for children who are vulnerable and at risk.

Joyti Kaur Art may contact the Children's First Response Hub if we:

- are worried about a child or young person who is at risk of (or is being) hurt or abused
- know of a child or young person who may be vulnerable without additional help and support
- want to know more about services to support children, young people and their families
- are concerned, but not sure a child is at risk. We will discuss the circumstances with the First Response Hub

First Response Hub Contact Information

01202 123 334

[childrensfirstresponse@bcpcouncil.gov.uk](mailto:childrensfirstresponse@bcpcouncil.gov.uk)

Monday to Thursday, 8:30am to 5:15pm

Friday, 8.30am to 4.45pm

Joyti Kaur Art Statement:

In the event that a child or young person makes a disclosure, we have to make it clear to the young person or child/parent or carer that we cannot promise to keep it secret if we feel they are at risk and we must pass it on to the relevant agency or body for further investigation.

## **Liabilities**

We will not be held liable for damage to uniform whether that be through use of art materials we have provided. Parents and carers can request permanent school staff to direct the child to change outfits should the parent wish to provide this.

Parents and carers must inform us of any allergies the child may have.

Although we aim to provide inclusive programs, we do not provide personal care and reserve the right to refuse applications where we feel we would not have the provisions to provide 1-2-1 care etc.

## Contact details

Nominated child protection lead: The Teacher

Name: Joyti Kaur

Phone/email: 07918325024 Joytikaurkalsi@outlook.com

NSPCC Helpline:

0808 800 5000

## Reviewing this Policy

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on: .....March 2024.....(date)

Signed: .....Joyti Kaur.....

Date: .....March 2024.....

# Supporting Documents

2024

## Recording concerns and information sharing

Children's First Response Hub BCP - The Children's Service First Response Hub provides the public and professionals with advice, information and support for children who are vulnerable and at risk. Children's First Response Hub can help if you:

- are worried about a child or young person who is at risk of (or is being) hurt or abused

- know of a child or young person who may be vulnerable without additional help and support
- want to know more about services to support children, young people and their families
- need support to agree an Early Help offer.

If you're concerned, but not sure a child is at risk:

Discuss the circumstances with us or with someone else who works with children, such as a teacher or health visitor. All professionals who work with children have a responsibility to safeguard them and will know how to help.

### **Contact Children's First Response Hub**

If you're a member of the public please telephone or e-mail the team.

- [01202 123 334](tel:01202123334)
- [childrensfirstresponse@bcpcouncil.gov.uk](mailto:childrensfirstresponse@bcpcouncil.gov.uk)

If you're a professional please complete the Inter-Agency Referral Form.

- [referral form for professionals](#)

### **First Response Hub opening hours:**

- Monday to Thursday, 8:30am to 5:15pm
- Friday, 8.30am to 4.45pm

## **Dealing with disclosures and concerns about a child or young person**

In the event that a child or young person makes a disclosure, we have to make it clear to the young person or child that we cannot promise to keep it secret if I feel they are at risk and I must pass it on to the relevant agency or body for further investigation.

## **Child protection records retention and storage**

Records will not be kept, aside from email evidence of initial referral to local agency.

## **Code of conduct for staff**

Available on Request.

## **Behaviour codes for children and young people**

Please see Anti Bullying and Behaviour Policy

## **Photography and sharing images guidance**

Joyti Kaur Art frequently celebrates children's art by taking photographs or videos and posting them to the Facebook/Instagram/ tik tok/ X page and/or Joyti Kaur Art website and newsletter.

Permission will be obtained before sharing any photographic or video content of children and their artwork for paid for marketing purposes.

By sending your child to a Joyti Kaur Art session, you are agreeing that photographs/videos can be taken.

Photographs will not be taken if the parent/carer contacts Joyti Kaur Art in writing to ask for this to be the case.

## **Anti-bullying**

Bullying will not be tolerated. See Anti Bullying and Behaviour Policy

## **Whistleblowing**

As per the safeguarding and child/young people protection document, if Joyti Kaur Art feels that a child is at risk from any adult or another child whilst in the studio premises or during an activity provided by Joyti Kaur Art, we will raise this with the local relevant agency.

## **Health and safety and emergency procedures**

In the event of an emergency, Joyti Kaur Art will dial 999. We will make all reasonable effort to inform relevant parents whenever we feel it is safe and possible to do so.

The Teacher will be first aid trained. In case of fire safety, all attendees are to safely evacuate the premises using fire exits and wait at the discussed meeting point. Parents/ attendees are to make the group lead aware of any allergies. Any prescribed medication an attendee is required to take must be stored safely and securely in their on-person bag. Parents are to let Joyti Kaur Art lead know of any medication required via writing. Attendees are not to smoke on the premises and there shall be no alcohol present. A first aid kit is available if required. Attendees are expected to maintain appropriate standards of hygiene and cleanliness and are requested to refrain from attendance should they have any contagious disease or illness this is to ensure the safety of all attendees.

## **Venue Risk Assessment**

Available on Request.



## **Adult to child supervision ratios and Lone working**

Joyti Kaur Art's children's classes are for children aged 5-11. These classes will be capped at 30 children. Joyti Kaur Art's teen classes will be for children aged 12-15. These classes will be capped at 30 children.

### **Lone Working/1-1 tutoring**

- As a lone provider and 1-1 tutor, The Teacher will arrange a meeting with the child and their parent or carer to agree what will happen during 1-1 sessions, when and where they will take place.
- The Teacher will provide a copy of Joyti Kaur Art's Safeguarding and Child Protection Policy.
- In discussion with the parent/carers, we will consider if it's appropriate for a parent, carer or another trusted adult to be present during the session.
- If the child and their parents or carers are happy for The Teacher to work alone with the child, we will obtain written consent.
- If we are working alone unexpectedly with a child or young person, for example if a parent/carers is late to collect their child and we are alone together, we will make sure that other people can see us – i.e. stand by the door or window in the studio.