



ARTCAMP UK Safeguarding Policy

Creating a Safe and Supportive Environment for Creative Exploration
Date of Issue: [Insert Date]

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1. Introduction

ARTCAMPUK is a children’s holiday camp that specializes in a creative, educational, immersive experience. We encourage children ages 4.5 to 12 to explore creativity in various forms—from painting and drama to DJ workshops and circus skills. Safeguarding is our utmost priority, ensuring a safe environment for all children engaged in our activities.

2. Named Person(s) for Safeguarding

Lead Safeguarding Officer

Name: Jon Wiltshire

Phone: 07944558232 (Emergency Contact)

Children’s Social Work Service (Leeds)

Office Hours: 0113 376 0336

Out of Hours: 0113 535 0600

Email: childrensedt@leeds.gov.uk

3. Recognizing the Signs and Symptoms of Abuse

Types of Abuse

- **Physical Abuse:** Hitting, shaking, poisoning, etc.
- **Emotional Abuse:** Persistent emotional maltreatment, serious bullying.
- **Sexual Abuse:** Forcing or enticing a child to take part in sexual activities.
- **Neglect:** Failure to meet basic physical and psychological needs.

Possible Signs of Abuse

- Unexplained injuries, sudden behavior changes, withdrawal, or explicit behavior.
 - Emotional indicators like eating disorders, depression, or distrust in adults.
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4. Becoming Aware of a Safeguarding Issue

When determining whether an incident constitutes an “allegation” or “concern,” consider:

- Whether the behavior indicates risk of harm.

- Similar allegations or a pattern of behavior.

Responding to a Disclosure

- Seek immediate advice from the Safeguarding Lead.
 - Ensure the safety of the child or vulnerable person.
 - Listen calmly, avoid leading questions, and record only necessary information.
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5. Fundamental British Values

ARTCAMPUK promotes British values through:

- **Democracy:** Valuing questions and encouraging children's voices.
 - **Rule of Law:** Collaboratively creating and following rules.
 - **Individual Liberty:** Respecting individual differences.
 - **Mutual Respect and Tolerance:** Emphasizing empathy, politeness, and teamwork.
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6. Tackling Extremism and Radicalisation

ARTCAMPUK is committed to safeguarding children from radicalisation. Staff are trained to recognize behaviors that may indicate extremist influence and know to refer concerns to the Designated Safeguarding Lead (DSL) when necessary.

Indicators of Radicalisation

- Day-to-day behavior shifts, such as increased focus on a particular ideology.
 - Changes in dress or social isolation.
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7. Child Sexual Exploitation

Defined as child abuse involving manipulation or coercion into sexual activity. Staff are trained to recognize grooming behaviors and encouraged to discuss concerns with the DSL.

8. Female Genital Mutilation (FGM)

ARTCAMPUK has proactive measures to protect against FGM:

- Staff training and awareness programs.
- Monitoring attendance to identify unexplained absences.

Indicators

- Changes in behavior after a prolonged absence.
 - Anxiety regarding travel abroad.
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9. Self-Harm

Staff should remain vigilant to signs of self-harm or distress, which may include:

- Isolation, changes in mood or behavior, self-harming marks.
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10. Peer-on-Peer Abuse

Peer-on-peer abuse includes bullying, relationship abuse, and harmful sexual behavior. Staff are trained to identify and address any signs of such abuse.

11. Reporting Concerns About a Child

Steps for Staff

1. Speak calmly to the child, encouraging them to share their experience.
 2. Listen without interruption, take the concerns seriously.
 3. Report to the Named Safeguarding Officer immediately.
 4. Document the concern clearly and objectively.
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12. Safe Recruitment

Safer Recruitment Policy with 23 Sections

To ensure a safe and competent team at ARTCAMPUK, we follow a rigorous Safer Recruitment policy, detailed across 23 sections:

1. **Job Descriptions and Person Specifications:** Every role includes a detailed job description and person specification to clarify responsibilities and the skills required.
2. **Recruitment Advertising:** Job adverts specify our commitment to safeguarding and reference the need for background checks.
3. **Application Forms:** All applicants are required to complete an application form, covering all relevant work history and references.

4. **Shortlisting:** Candidates are assessed against essential criteria for the position; any unexplained gaps in employment are scrutinized.
5. **References:** A minimum of two references are obtained for each candidate, one of which should be from the most recent employer.
6. **Disclosure and Barring Service (DBS) Check:** All staff must undergo an enhanced DBS check as part of the recruitment process.
7. **Identity Verification:** Proof of identity is verified in person, and copies are held securely.
8. **Qualifications Check:** Relevant qualifications are verified to ensure they meet role requirements.
9. **Right to Work in the UK:** All candidates must prove their right to work in the UK, with documentation kept on file.
10. **Employment History and Gaps:** All employment history is reviewed, with any gaps explained in writing.
11. **Face-to-Face Interviews:** In-depth interviews allow us to assess the candidate's suitability for a role working with children.
12. **Interview Panels:** At least two interviewers are present for all interviews to ensure objectivity and thoroughness.
13. **Safeguarding Questions:** Candidates are questioned on safeguarding to assess their understanding and attitude toward child protection.
14. **Conditional Offers:** Job offers are made conditional on the successful completion of safeguarding checks.
15. **Pre-Employment Checks:** Checks include DBS, references, and a health assessment.
16. **Probation Periods:** All new staff are subject to a probationary period during which performance is closely monitored.
17. **Induction:** New hires receive an induction covering safeguarding procedures, the Code of Conduct, and the role-specific responsibilities.
18. **Code of Conduct Agreement:** Staff sign the ARTCAMP UK Code of Conduct, reinforcing commitment to safeguarding principles.
19. **Ongoing Training:** Staff participate in regular safeguarding training and are briefed on any updates to procedures.
20. **Supervision and Appraisal:** Regular supervision and annual appraisals are conducted to monitor staff performance and address any concerns.
21. **Records and Storage:** Recruitment and personnel records are stored securely, accessible only to authorized personnel.
22. **Policy Review:** The recruitment policy is reviewed regularly to ensure compliance with best practices and legal requirements.
23. **Reporting and Whistleblowing:** Staff are encouraged to report any concerns about unsafe practices or safeguarding issues.

This policy ensures that all ARTCAMP UK employees meet strict standards of integrity and competency, prioritizing child safety at every step of the recruitment process.

13. Management and Supervision of Staff and Volunteers

Supervision

Formal Supervision: Conducted by the designated senior officer for child protection, ensuring professional development and accountability.

14. Allegations Against Staff

These procedures apply to all staff and volunteers. Allegations should be reported to the Local Authority Designated Officer (LADO) within one working day.

Contact for Allegations

- Leeds LADO: 0113 37 89687
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15. Confidentiality and Information Sharing

All staff must respect the confidentiality of sensitive information. In safeguarding cases, information is only shared on a “need-to-know” basis and always in compliance with the Data Protection Act.

Seven Golden Rules for Information Sharing

1. Be transparent about why information is shared.
 2. Share with consent where appropriate.
 3. Keep records of decisions and reasons for sharing.
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16. Reviewing and Distributing Policies and Procedures

Policies are distributed to:

- **Staff:** Emailed copies and hard copies available on-site.
 - **Parents/Carers:** Available on our website and displayed on the notice board.
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17. Management Committees

Management committees are responsible for:

- Reviewing safeguarding policies regularly.
 - Ensuring staff are adequately trained and DBS-checked.
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Appendices

- **Incident Report Form**
- **Contact Information Sheet**
- **Glossary of Terms**

For full details or to raise any safeguarding concerns, contact the ARTCAMPUK Safeguarding Lead, Jon Wiltshire, at 07944558232.