



ARTCAMP UK Safeguarding Policy

Creating a Safe and Supportive Environment for Creative Exploration

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Table of Contents

1. Introduction
 2. Named Person(s) for Safeguarding
 3. Recognizing the Signs and Symptoms of Abuse
 4. Becoming Aware of a Safeguarding Issue
 5. Fundamental British Values
 6. Tackling Extremism and Radicalisation
 7. Child Sexual Exploitation
 8. Female Genital Mutilation (FGM)
 9. Self-Harm
 10. Peer-on-Peer Abuse
 11. Reporting Concerns About a Child
 12. Safe Recruitment
 13. Management and Supervision of Staff and Volunteers
 14. Allegations Against Staff
 15. Confidentiality and Information Sharing
 16. Reviewing and Distributing Policies and Procedures
 17. Management Committees
-

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)

Deputy Safeguarding Officer & Key Person:

Name: Elaine Turner

Phone: 079880999971

Children's Social Work Service (Leeds):

- **Office Hours:** 0113 376 0336
- **Out of Hours:** 0113 535 0600
- **Email:** childrensedt@leeds.gov.uk

Local Authority Designated Officers (LADO):

- **Leeds LADO:** 0113 37 89687
- **Harrogate (North Yorkshire) LADO:** 01609 533080
 - **Out of Hours:** 01609 780780
 - **Email:** lado@northyorks.gov.uk
- **York LADO:** 01904 551900
 - **Out of Hours:** 01609 780780
 - **Email:** mash@york.gov.uk

NSPCC Whistleblowing Helpline:

- **Phone:** 0800 028 0285
- **Email:** help@nspcc.org.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.

4. Becoming Aware of a Safeguarding Issue

- Determining whether an incident constitutes an “allegation” or “concern.”
- Identifying risk of harm and patterns 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.

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.

6. Tackling Extremism and Radicalisation

- Recognizing behaviors that may indicate extremist influence.
- Reporting concerns to the Designated Safeguarding Lead (DSL).

7. Child Sexual Exploitation

- Identifying grooming behaviors.
- Taking immediate action if concerns arise.

8. Female Genital Mutilation (FGM)

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

Indicators of FGM:

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

9. Self-Harm

- Identifying signs of distress and self-injury.
- Providing appropriate support and intervention.

10. Peer-on-Peer Abuse

- Addressing bullying, relationship abuse, and harmful behaviors.

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.

12. Safe Recruitment

Safer Recruitment Policy with 23 Sections

To ensure a safe and competent team at ARTCAMP UK, 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 ARTCAMPUK 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 ARTCAMPUK employees meet strict standards of integrity and competency, prioritizing child safety at every step of the recruitment process.

- Implementing thorough background checks and DBS screening.
- Ensuring recruitment aligns with safeguarding best practices.

13. Management and Supervision of Staff and Volunteers

- Ensuring proper training, supervision, and accountability.
- A daily group meeting will be held to discuss relevant daily issues.
- Periodic one-to-one meetings and appraisals will be conducted to allow staff to talk confidently about their roles, performance, and any concerns they may have.
- Ensuring proper training, supervision, and accountability.

14. Allegations Against Staff

- Reporting allegations to the LADO within one working day.

15. Confidentiality and Information Sharing

- Ensuring compliance with the Data Protection Act.

16. Reviewing and Distributing Policies and Procedures

- Policies are reviewed regularly and updated as required.
- Distributed via email and accessible on-site and online.

17. Management Committees

- Overseeing safeguarding policies and ensuring compliance.
- Ensuring all staff are adequately trained and DBS-checked.

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

