



## Safeguarding Policy

### 1. Introduction

At ARTCAMP UK, we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and stakeholders to share this commitment. This policy outlines our approach to safeguarding and child protection, ensuring a safe environment for all.

### 2. Aims and Objectives

- To provide a safe and supportive environment for all children.
- To ensure that all staff understand their responsibilities regarding safeguarding.
- To follow national and local safeguarding procedures and statutory requirements.
- To work in partnership with external agencies to protect children from harm.

### 3. Legal Framework

This policy is based on the following legislation and guidance:

- The Children Act 1989 & 2004
- Keeping Children Safe in Education (2023)
- Working Together to Safeguard Children (2018)
- Early Years Foundation Stage (EYFS) Statutory Framework

### 4. Roles and Responsibilities

- **Designated Safeguarding Lead (DSL):** Jon Wiltshire – 07944558232
- **Deputy DSL:** Elaine Turner – 079880999971
- **Local Authority Designated Officer (LADO) Contact Information:**
  - **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:** 0800 028 0285 / help@nspcc.org.uk
- **Ofsted Whistleblowing Line:** 0300 123 3155 / whistleblowing@ofsted.gov.uk
- All staff members have a duty to report concerns immediately.
- Regular training and updates are provided to ensure compliance with safeguarding policies.

## 5. Identifying Abuse and Neglect

Staff should be vigilant in identifying signs of abuse, including:

- Physical, emotional, sexual abuse, and neglect.
- Signs such as unexplained injuries, withdrawal, or extreme behaviour.

## 6. Reporting and Responding to Concerns

- Any concerns about a child's welfare **must be reported immediately** to the **Designated Safeguarding Lead (DSL) or Deputy DSL**, in line with statutory safeguarding guidance.
- **Staff must not investigate concerns themselves.** Instead, they must document concerns factually and objectively and report them without delay.
- Reports should be recorded in writing using the official **Disclosure Form**, which is available in the office. This form must be completed accurately and submitted to the **DSL** as soon as possible.
- The **Disclosure Form** should include:
  - The child's name and date of birth.
  - The date, time, and location of the concern.
  - A clear, factual description of the concern or disclosure, using the child's exact words where possible.
  - The name of the staff member reporting the concern.
- The **DSL will assess the concern** and take appropriate action, which may include contacting local safeguarding authorities.
- If a concern is raised about a **staff member**, this must be reported to the **DSL or Head of the Organisation**. If the concern involves the DSL, it should be reported to the **Local Authority Designated Officer (LADO)**.

## 7. Updated Disclosure Procedure

- If a child makes a disclosure, staff must:
  - Listen carefully without interrupting.
  - Reassure the child but **must not promise confidentiality**.
  - Explain that the information **must** be shared with the **DSL** to ensure the right support is given.
  - Record the disclosure **immediately** in writing using the **Disclosure Form**, including dates, times, and the child's exact wording where possible.
  - Submit the completed **Disclosure Form** to the **DSL** without delay.
- The **DSL will follow statutory procedures** to assess and respond to the concern, liaising with external agencies as necessary.
- Contact details for local **LADO offices** must be used if allegations are made against staff members.

## 8. Safer Recruitment

- All staff and volunteers undergo DBS checks before working with children.
- References are taken and verified before employment.
- Regular safeguarding training is provided.

## 9. Whistleblowing

- Staff are encouraged to report concerns about unsafe practices.
- Concerns should be raised with the DSL or a senior leader.
- If concerns involve management or the DSL, whistleblowers may contact external agencies such as Ofsted or the NSPCC for confidential advice and reporting.
- Whistleblowers will be protected from victimisation or detriment.

## **10. Monitoring and Review**

- This policy will be reviewed annually and updated as necessary.
- Feedback from staff and safeguarding authorities will be considered in revisions.

For any concerns, please contact the **Designated Safeguarding Lead** Jon Wiltshire at **07944558232** or the relevant **Local Authority Designated Officer (LADO)** using the contacts above.