

## **Sunningwell School of Art**

### **Safeguarding and Child Protection Policy**

#### **Safeguarding Policy Statement.**

Sunningwell School of Art works with children and families as part of its activities. These include art activities such as painting, drawing, sculpture and pottery both indoors and outdoors.

#### **The purpose of this policy statement is:**

- To protect children, young people and vulnerable adults who receive the services of Sunningwell School of Art and to promote the welfare of children.
- To work together with other agencies to ensure adequate arrangements exist within our setting to identify and support those children, young people and vulnerable adults who are suffering harm or are likely to suffer harm.
- To establish a culture of mutual respect and tolerance by which extension, includes all members of the organisation and visitors.
- To provide parents, staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

#### **Who is covered by this policy statement:**

This policy statement applies to anyone working on behalf of Sunningwell School of Art, including senior managers and the board of trustees, paid staff, paid consultants, interns, volunteers, sessional workers, agency staff and students.

#### **Legal framework.**

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children, young people and vulnerable adults in England. A summary of the key legislation and guidance is available from

<https://learning.nspcc.org.uk/child-protection-system>

#### **We believe that:**

- children, young people and vulnerable adults should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children, young people and vulnerable adults to keep them safe and to practise in a way that protects them.

**We recognise that:**

- the welfare of the child is paramount.
- all children, young people and vulnerable adults regardless of age, disability, gender reassignment, gender identification, race, religion or belief, sex, or sexual orientation have a right to equal 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.
- working in partnership with children, young people and vulnerable adults, their parents, carers and other agencies is essential in promoting young people's welfare.

**Safeguarding Policy.**

The purpose of this policy is to protect children, young people and vulnerable adults from any harm that may be caused due to their interactions with Sunningwell School of Art.

**The role of staff.****Scope:**

All staff contracted by Sunningwell School of Art.

Associated personnel whilst engaged with work or visits related to Sunningwell School of Art, including but not limited to the following: caretakers, consultants; volunteers; contractors; programme visitors.

**We will seek to keep children, young people and vulnerable adults safe by:**

- Valuing, listening to and respecting them.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made including a current DBS clearance.
- Adopting appropriate protections and safeguarding practises through the Sunningwell School of Art Code of Conduct for staff and volunteers.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Ensuring that we have effective complaints procedures in place.
- Ensuring that we provide a safe physical environment for our children, young people, vulnerable adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Recording and storing information professionally and securely.

- Appointing a Designated Safeguarding Lead, a Deputy Safeguarding Lead and a lead trustee / board member for Safeguarding. Our Designated Safeguarding Lead is **Allyson Austin** who will provide support to staff to carry out their safeguarding duties and who will liaise closely with other services such as children's social care, and the Multi-Agency Safeguarding Hub for Oxfordshire. The Deputy Safeguarding Lead is **Vanessa Woodward**. The lead trustee for Safeguarding is **Dr.Jenny Gordon**.
- All staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life.
- Any staff member who has a concern about a child's welfare should follow the referral processes as detailed at the end of this policy. Staff should expect to support Social Workers and other agencies following any referral.
- Staff should understand that their responsibility to safeguard children, young people and vulnerable adults requires that we all appropriately share any concerns that we may have.
- Staff should provide a systematic means of monitoring children known or thought to be at risk of harm and ensure they contribute to any assessment / threshold of needs and support plans for those children where appropriate.
- Staff should ensure that detailed and accurate written records of concerns about a child are kept even if there is no need to make an immediate referral.

### **What to look out for.**

Any child may benefit from early help, but our staff are particularly alert to the potential need for early help for a child who:

- is a young carer.
- is disabled and has specific additional needs.
- has special educational needs (whether or not they have a statutory education, health and care plan).
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse.
- has returned home to their family from care.
- is showing early signs of abuse and/or neglect.
- is at risk of being radicalised or exploited.
- is a privately fostered child.

When concerned about the welfare of a child, staff members should always act in the best interests of the child.

Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure, they should always speak to the Designated Safeguarding Lead or the Deputy Safeguarding Lead.

### **What Staff should do if they have any concerns:**

#### **How to report a safeguarding concern.**

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Designated Safeguarding Lead. If the staff member does not feel comfortable reporting to their Designated Safeguarding Lead (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be the Deputy Designated Safeguarding Lead or a Trustee of the School.

**Staff can also seek outside confidential advice.**

#### **Named Consultations**

Previously a no-names consultation, this has changed from September 2023 to a named conversation to enable more transparent discussions that involve family information. This enables professionals to talk through concerns they have for children when there is not an immediate safeguarding concern and where there is **no** consent from the family.

If you would like a consultation, contact LCSS as below.

**Locality and Community Support Service (LCSS) on 0345 2412705 (central) / 0345 2412608 (South)**

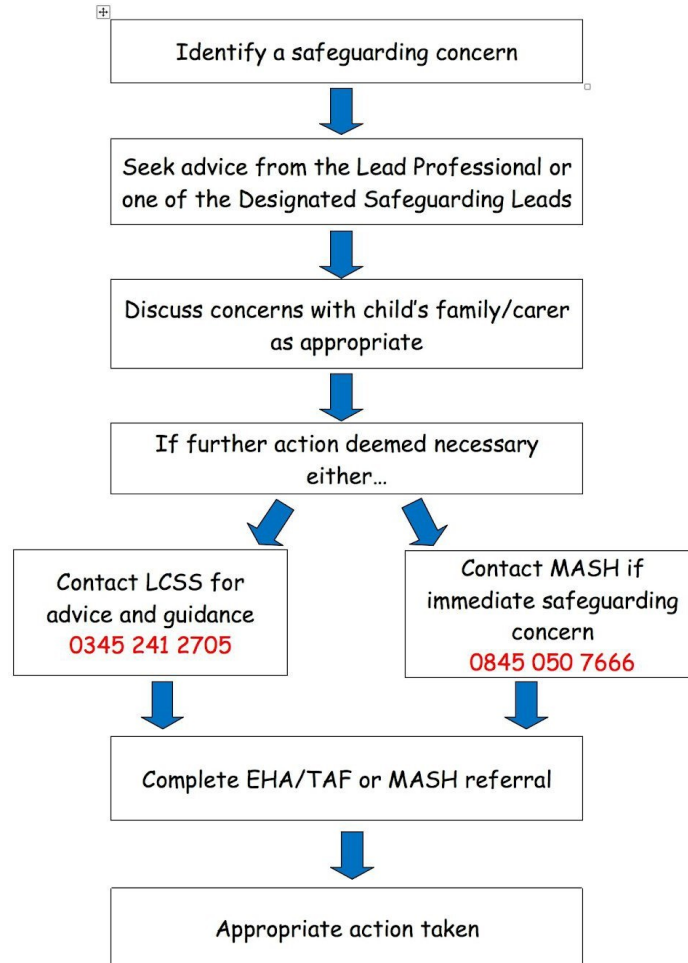
**[LCSS.South@oxfordshire.gov.uk](mailto:LCSS.South@oxfordshire.gov.uk)**

If staff have any concerns about a child's welfare they should act on them immediately (refer to flow chart in referral appendix). They should initially speak to one of the Designated Safeguarding Leads.

Options will then include:

- Managing any support for the child internally.
- A referral for statutory services, for example if the child is in need or suffering or likely to suffer harm.

## Referral Process



Staff should not assume a colleague or another professional will take action or share information that might be critical in keeping children safe. If a staff member has reported a concern about a child and the Designated Safeguarding Lead has decided not to refer at this stage, it is the responsibility of any member of staff unhappy with the decision of the Designated Safeguarding Lead or Deputy Safeguarding Lead to make their own referral.

### **For immediate concerns:**

- Allegations / concerns that the child has been sexually / physically abused.
- Concerns that the child is suffering from severe neglect or other severe health risks.
- Concerns that a child is living in or will be returned to a situation that may place them at immediate risk.
- The child is frightened to return home.
- The child has been abandoned or the parent is absent.
- Call the **MASH** team immediately on **0345 050 7666**
- Emergency Duty Team (outside office hours): **0800 833 408**

A Named Consultation (with the LCSS as above) should not be used for the above scenarios.

Sunningwell School of Art has a right to share any information regarding child protection with other childcare professionals. All information will be kept confidential.

### **Whilst on the premises Sunningwell School of Art staff and associated visitors will ensure that:**

- No child to be collected from the premises by an unknown person without prior arrangement.
- Children using hazardous materials will be properly supervised.
- Any bullying will be reported to the parents of the bully and the victim.
- Children will not be left in class unsupervised.
- Children are to wait indoors to be collected.

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

1. Role of the Designated Safeguarding Officer.
2. Code of conduct for staff and volunteers.
3. Complaints procedure.
4. Child protection records retention and storage policy. (GDPR)

The board of Trustees have overall and final responsibility for safeguarding.

Day to day responsibility for ensuring that this policy is put into practice is delegated to the Directors.

**Contact details**

**Designated Safeguarding lead**

Name: Allyson Austin. Phone/email: [allyson@artschool.org.uk](mailto:allyson@artschool.org.uk) 0771 240 8473 / 01865 730442

**Deputy Safeguarding lead**

Name: Vanessa Woodward. Phone/email [vanessa@artschool.org.uk](mailto:vanessa@artschool.org.uk) 01865 730442

**Senior Safeguarding lead**

Name: Dr Jenny Gordon. email: [jenny@jenuineconsulting.com](mailto:jenny@jenuineconsulting.com)

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on August 25<sup>th</sup> 2023 .....(Date)

Signed:

A handwritten signature in black ink that reads "Jenny Gordon". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

[this should be signed by the Senior Safeguarding Lead on the board of trustees].

Date: 25<sup>th</sup> August 2023

## **Nominated Safeguarding Lead** **Role and Responsibilities**

### **Purpose of the role:**

To take the lead in ensuring that appropriate arrangements for keeping children, young people and vulnerable adults safe are in place at Sunningwell School of Art.

To promote the safety and welfare of children and young people involved in Sunningwell School of Art's activities at all times.

### **Duties and responsibilities**

1. Make sure that all safeguarding and child protection issues concerning children and young people who take part in Sunningwell School of Art's activities are responded to appropriately through policies, procedures and administrative systems.
2. Make sure that everyone working or volunteering with or for children and young / vulnerable people at Sunningwell School of Art, understands the child protection procedures and knows what to do if they have concerns about a child's welfare.
3. Make sure children and young people who are involved in activities at Sunningwell School of Art and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
4. Receive and record information from anyone who has concerns about a child who takes part in Sunningwell School of Art's activities.
5. Take the lead on responding to information that may constitute a child protection concern.

This includes:

- assessing and clarifying the information
  - making referrals to statutory organisations as appropriate
  - consulting with and informing the relevant members of the organisation's management.
  - following the organisation's safeguarding policy and procedures.
6. Store and retain child protection records according to legal requirements and the organisation's safeguarding policy and procedures.
  7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
    - the local authority child protection services
    - the police.

This includes making formal referrals to agencies when necessary.

8. Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).



9. Report regularly to the management committee on issues relating to safeguarding and child protection, to ensure that child protection is seen as a priority issue.
10. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
11. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
12. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at Sunningwell School of Art.
13. Attend team meetings, supervision sessions and management meetings as arranged.
14. Work flexibly as may be required and carry out any other reasonable duties.

Appointment to this role is subject to satisfactory vetting and barring checks.