

# Children's Safeguarding Policy for Nene Art School C.I.C.

(This policy must be reviewed and updated at least annually)

Nene Art School C.I.C. abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has 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
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## **Purpose:**

Nene Art School C.I.C. will:

- Protect children and young people who receive Nene Art School C.I.C.'s services from harm. This includes the children of adults who use our services.
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Nene Art School C.I.C., including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## **Definitions:**

**The Children Act 1989 definition of a child is:** anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

## **Adult at Risk:**

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- Is experiencing, or is at risk of, abuse or neglect, and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

**Child and Adult Abuse:** Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are four main categories of abuse, which are: sexual,

physical, emotional, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

**Safeguarding children:** Safeguarding children is defined in Working Together to Safeguard Children 2018 as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

### **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 is available from [nspcc.org.uk/learning](http://nspcc.org.uk/learning).

Nene Art School C.I.C. should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

### **The Prevent duty**

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.
- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

**Radicalisation** is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

**Extremism** is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

### **Training and Awareness:**

Nene Art School C.I.C. will ensure an appropriate level of safeguarding training is available to its Trustees, employees, volunteers and any relevant persons linked to the organisation who requires it (e.g., contractors). This will be refreshed annually.

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognize a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

Local Safeguarding Children's Board provides free safeguarding training for community groups: details are available on the [Safeguarding Board website](#).

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of an adult at risk of abuse. For more information about adults safeguarding, refer to this group's Adults Safeguarding Policy.

### **Confidentiality and Information Sharing:**

Nene Art School C.I.C. expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the Police if they are in immediate danger, or a crime has been committed**. For further guidance on information sharing and safeguarding please see Nene Art School C.I.C. Confidentiality and Information Sharing policies.

### **Recording and Record Keeping:**

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

### **Supervision of children**

Students must always be supervised by at least one staff member who has a valid enhanced DBS check. Ideally, there should be two staff members present at all times to ensure safe environment both for students and for staff.

Since we use a public building that accommodates other organisations and visitors, it is crucial to ensure that unauthorized individuals do not enter our sessions.

A DBS-checked staff member must accompany students to the toilet because the facilities are public and could be accessed by people from other groups. This creates a potential risk for students. To minimize this risk, the DBS-checked staff member from Nene Art School C.I.C. (NAS) must check the toilets for any risks and hazards\* and ensure no one is inside before letting students use them. The assigned NAS staff member must lead students to and from the toilets at all times.

\*Common hazards like slippery surfaces, inaccessibility barriers, scalding water, non-relevant to toilet substances and electrical dangers.

### **Safe Recruitment & Selection:**

Nene Art School C.I.C. is committed to safe employment and safe recruitment practices, which reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

All staff and volunteers will have an DBS check. If there are any historical criminal record that has no bearing on the role you are applying for, and that would pose no risk to you or the service users we support, this will not prevent you from working or volunteering with our organisation. However, we adopt a process to measure and assess any potential risks:

- whether a conviction is spent or unspent and the length of time since the offence(s) occurred
- the nature and seriousness of any offence revealed
- whether the conviction is relevant to the position applied for
- the age at the time of the offence(s) and any pattern of offending behaviour
- the circumstances surrounding the offence(s), and the explanation(s) provided and whether your circumstances have changed since the offending behaviour
- how the offence(s) impacts on your ability to carry out the role.

### **Social Media:**

All employees and volunteers should be aware of Nene Art School C.I.C. social media policy and procedures and the code of conduct for behaviour towards the children we support.

### **Use of Mobile Phones and other Digital Technology:**

All employees, trustees and volunteers should be aware of Nene Art School C.I.C.'s policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities.

### **Whistleblowing:**

It is important that people within Nene Art School C.I.C. have the confidence to come forward to speak or act if they are unhappy with anything. Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their organisation. This includes concerns about another employee or

volunteer. There is also a requirement by Nene Art School C.I.C. to protect whistleblowers. (See Nene Art School C.I.C.'s Whistle Blowing Policy)

### **Important Contacts:**

#### **Lead for Safeguarding**

**Name:** Jurgita Kapsiene (chair of Nene Art School C.I.C.)

**Email:** admin@neneartschool.co.uk

**Mobile:** 07377703749

#### **If you are concerned about a child**

Remember:

- recognise
- record
- report
- refer
- receipt

If you think that a child or young person is being abused or neglected in Cambridgeshire:

- Phone: 0345 045 5203 (8am to 6pm Mon – Fri)
- Outside office hours, at weekends and on public holidays contact the Emergency Duty Team on 01733 234724.
- Email: referralcentre.children@cambridgeshire.gov.uk

Local Authority Designated Officers can be contacted for allegations against all staff and volunteers via:

- **Email:** LADO@cambridgeshire.gov.uk

#### **Safeguarding at risk children board (Cambridgeshire)**

Responsible for H&S and Safeguarding Designed Safeguarding Lead (DSL)	Chair and DSL Jurgita Kapsiene T: <b>07377703749</b> <b>admin@neneartschool.co.uk</b>
Concerns - call police	111
Crime in progress <b>If you think you or the child is in immediate danger and needs urgent help, please call the police on 999</b>	999

<b>Children's Social Care</b>	<b>Telephone:</b> <u>0345 045 5203</u> (office hours), <u>01733 234 724</u> (out of hours)
(LADO )Local Safeguarding Children Board to be completed regionally	If you think a child may be suffering or are concerned that a child has suffered harm, neglect or abuse in the past, please contact us on <b>Local Authority Designated Officer (LADO)</b> <b><a href="mailto:lado@cambridgeshire.gov.uk">lado@cambridgeshire.gov.uk</a></b> Tel: <b>01223 727967</b> <b>Senior Leadership Adviser – Phil Nash</b> Tel: <b>01223 699448</b> Reporting concerns online: <b><a href="https://safeguardingcambspeterborough.org.uk/concerned/">https://safeguardingcambspeterborough.org.uk/concerned/</a></b>
<b>(MASH) Early Help Hub (EHH)</b>	Tel: 01480 376666 <a href="https://www.cambridgeshire.gov.uk/residents/children-and-families/parenting-and-family-support/providing-children-and-family-services-how-we-work">https://www.cambridgeshire.gov.uk/residents/children-and-families/parenting-and-family-support/providing-children-and-family-services-how-we-work</a>
Emergency Duty Team (out of hours)	Tel: 01733 234724
The Child Exploitation and Online Protection (CEOP)	<a href="http://www.ceop.police.uk/">http://www.ceop.police.uk/</a>
Forced Marriage Unit	Telephone: 0207 008 0151 Email: <a href="mailto:fm@fco.gov.uk">fm@fco.gov.uk</a>
NSPCC Helpline The NSPCC helpline is a place adults can contact by phone or online to get advice or share their concerns about a child, anonymously if they wish.	0808 800 5000
NSPCC Helpline for Welsh Speakers	0808 100 2524
Child Sexual Exploitation Assessment Service SERAF (Sexual Exploitation Risk Assessment Framework)	02920 491743

### Referral / Advice Agencies Assault and Abuse NSPCC

NSPCC	0808 800 5000 <a href="http://www.worriedneed2talk.org.uk/directory">www.worriedneed2talk.org.uk/directory</a>
Childline	0800 1111
Churches Child Protection Advisory Service	0845 120 4552
Rape Crisis	0808802 9999 <a href="http://www.rapecrisis.org.uk">www.rapecrisis.org.uk</a>
Refuge-Domestic Abuse	0808 200 247
Cooperating to safeguard children. Safeguarding guide	<a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a>

for working with young people in England	<a href="https://learning.nspcc.org.uk/research-resources/schools/safeguarding-legislation/">https://learning.nspcc.org.uk/research-resources/schools/safeguarding-legislation/</a>
NSPCC Asian helpline (Mon-Fri 11-7)	0800 096 7719

### Mental Health

MIND	0845 766 0165 <a href="http://www.mind.org.uk">www.mind.org.uk</a>
Relate	<a href="http://www.relate.org.uk">www.relate.org.uk</a>
Parentline Plus (Helpline) Confidential and anonymous helpline for parents on any parenting issue	020 7284 5500 0808 800 2222
Samaritans	08457 90 90 90
Bereavement Advice and Support	<a href="http://www.survivingsuicide.com">www.survivingsuicide.com</a> <a href="http://www.crusebereavementcare.org">www.crusebereavementcare.org</a>

### Child sexual exploitation

Concerns - call police	111
Crime in progress	999
<b>Children's Social Care</b>	<b>Telephone: 0345 045 5203 (office hours), 01733 234 724 (out of hours)</b>

<http://www.stop-cse.org/what-is-cse/>

### Sexually Transmitted Infections

National Aids/HIV helpline	0800 567 123
Jewish Aids Trust	0181 200 0369
Terence Higgins Trust	0845 1221 200 <a href="http://www.tht.org.uk">www.tht.org.uk</a>

### Sexuality

London Lesbian and Gay Switchboard	0171 837 7324 <a href="http://www.ligs.org.uk">www.ligs.org.uk</a>
Bisexual helpline	0181 569 7500
Stonewall	<a href="http://www.stonewall.org.uk">www.stonewall.org.uk</a> (information bank)

### Contraception, Pregnancy and Sexual Health

Brook Advisory Centres	0800 0185 023 <a href="http://www.brook.org.uk">www.brook.org.uk</a>
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### Drugs and Alcohol

Al-Anon and Alateen	0171 0 0888
Alcohol and drugs support	<a href="http://www.adfam.org.uk">www.adfam.org.uk</a>

### Eating Disorders

Eating Disorders Association National	01603 619090
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### Bullying

Think you know - cyber bullying	<a href="http://www.thinkuknow.co.uk/">http://www.thinkuknow.co.uk/</a>
Kidsmart - cyber bullying	<a href="http://www.kidsmart.org.uk/">http://www.kidsmart.org.uk/</a>
Kidscape	08451205 204 - <a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
Childline	<a href="https://www.childline.org.uk/info-advice/bullying-abuse-safety/">https://www.childline.org.uk/info-advice/bullying-abuse-safety/</a>

**Signed by Nene Art School C.I.C. committee members:**

Name and position in group: Chair - Jurgita Kapsiene – Signed:

Name and position in group: Secretary – Rita Skukauske – Signed:

Name and position in group: Treasurer - Jonas Kapsas – Signed :

Review Date: January 2026