

CHILD PROTECTION POLICY

ARTY KIDS CREATIVE WORKSHOP

trading under the name of

POCO IMAGEWORK LTD

POCO ImageWork primarily is a design company that offers graphical and concept design needs for various industries. ARTY KIDS is part of an education program as an initiative, that provides extra-curriculum arts and crafts-related activities for children from age 3 - 16.

12 Gorse Crescent, St Neots. Cambridgeshire, PE19 6HN
Company House Number: 10947544

CHILD PROTECTION POLICY

POCO ImageWork Ltd. has adopted this safeguarding children policy and expects every adult working or helping at POCO ImageWork (also known as ARTY KIDS) to support it and comply with it. Consequently this policy shall apply to all staff, managers, directors, volunteers, students or any one working on behalf of the company.

The Arty Kids (POCO ImageWork Ltd.) values young people and children as being a vital part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment.

Purposes

The purpose of Arty Kids as an art club is to offer the children a safe and welcoming environment with arts and crafts activities where the children can grow and learn. Whether this be through individual work or group work, we are focused on helping the children to learn through making arts.

The Company believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

Aims

- To provide arts activities for children and young people to help them develop sensory awareness, motor skills, self regulation and self expression and to provide support for them.
- To assist the children in making and creating and experimenting different materials that can be used in arts and crafts.
- To help children/young people appreciate the diversity of their cultures.

ARTY KIDS ART CLUB:

1. Each child and young person should be formally registered within the group. The information includes an information/consent form which their parent/guardian must complete. These forms have vital information about health and emergency contacts and should be kept securely and brought to each session.
2. Attendance register: a register should be kept for each session.

RISKS AWARENESS:

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse;
 - neglect;
 - sexual abuse;
 - female genital mutilation (FGM);
 - grooming and exploitation;
 - trafficking and modern slavery;
 - exposure to or infliction of domestic abuse;
 - bullying or cyber bullying;
 - exposure to other inappropriate content or behaviour, such as violence or criminal behaviour;
 - self harm;
 - physical harm when engaging with activities without adequate supervision.
- The casual factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

SAFEGUARDING PRINCIPLES

Safeguarding children from harm and abuse is an essential responsibility for our Company. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- * remaining alert and aware of possible safeguarding risks to children;
- * guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- * taking positive steps to maintain the safety and wellbeing of children engaging with us as a Company;
- * reporting concerns expeditiously and appropriately, in line with child protection procedures;
- * understanding the duty to report specific concerns (and understanding how this interplays with confidentiality);

- * challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly;
- * acting appropriately in the presence of children;
- * not taking any inappropriate risks;
- * not smoking, drinking or taking any form of illicit substances in the presence of children.

SAFEGUARDING OFFICER

Any question, report or concern in relation to the safeguarding of children should be shared with our Safeguarding Officer:

Name: BERNADETTE VONG MOLYNEAUX

Email: contact@poco-imagework.com

Telephone: 07702 403 215

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the Management Committee and contacting the Local Authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

The policy will be reviewed on an annual basis to ensure that it is meeting its aims.

Trips/Outings

1. When organising a trip/outing make sure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms. (If a group information/consent form has not already been completed for a child or young person, then it will need to be completed).
2. Ensure that there is adequate insurance for the work and activities.

Personal/Personnel Safety

- A group of children or young people under sixteen should not be left unattended at any time.
- Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
- At no time should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there.
- As such meetings should be planned and have the approval of a member of the Committee (this must be someone other than the organiser themselves).
- Teenage assistants should always be supervised.

Child Safety

1. Make sure that the area you are using for activities is fit for the purpose, e.g. remove furniture, which could cause injury in energetic games.
2. Make sure that all workers and assistants know
 - Where the emergency phone is and how to operate it
 - Where the first aid kit is
 - Who is responsible for First Aid and how to record accidents or injuries in the incident book
 - What to do in the event of a fire or other emergency
3. Once a year there should be a fire practice.
4. Do not let children go home without an adult unless the parent has specifically said they may do so. Never let a child go with another adult unless the parent has informed you that this will happen.

Under normal circumstances, workers should only give a lift home to a young person from group activities if the parents of the young person have specifically asked for them to do so. (If workers are asked to give a young person or child a lift home, they are not obliged to do so, it is left to their discretion).

In the case of trips or outings, it should be made clear if workers' cars will be used and where the children or young people will be returned to.

New Workers

Workers and assistants are by far the most valuable resource the group has for working with young people. When recruiting and selecting paid workers and volunteers the following steps will be taken:

- Completion of an application form;
- An interview by three people from the Committee, who will take the final decision;
- Identifying reasons for gaps in employment, and other inconsistencies in the application;
- Checking of the applicants' identity (passport, driving license, etc);
- Taking up references prior to the person starting work;
- Ensuring criminal record checks have been carried out through relevant local agencies approved by the Criminal Records Bureau;
- Taking appropriate advice before employing someone with a criminal record;
- Allowing no unaccompanied access to children until all of the above have been completed;

- A probationary period of 3 months for new paid workers and volunteers;
- On-going supervision of paid workers and volunteers;
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance.

What is child protection?

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

What you should do

1. Listen to the child/young person
2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone.
3. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.

4. It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
5. Speak immediately to the Local Authority or NSPCC for further advice and guidance.

What you should not do

1. Project workers/volunteers should not begin investigating the matter themselves.
2. Do not discuss the matter with anyone except the correct people in authority.
3. Do not form your own opinions and decide to do nothing.

Things to say or do:

- 'What you are telling me is very important'
- This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- What you are telling me should not be happening to you and I will find out the best way to help you'

- Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

Things not to say or do:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

CONFIDENTIALITY AND DATA PROTECTION

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be located at: www.poco-imagework.com

RESPONDING TO A SAFEGUARDING CONCERN

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, the Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- listen calmly and carefully, showing that their views are taken seriously
- provide an appropriate and honest level of reassurance
- avoid interrogating children and asking probing, intrusive and/or leading questions
- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral)
- make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided
- refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day

Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.

REPORTING CONCERNS ABOUT OTHER ADULTS

Where any person has a concern regarding the conduct of an adult, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally
- exposing a child to behaviour which may cause physical or emotional harm

- engaging in criminal activity concerning a child

this must be raised in the first instance with the Safeguarding Officer and the School's personnel if it has been where the Art Club is being held so that the next appropriate steps may be agreed and actioned.

Usually, any appropriate steps following a safeguarding referral in respect of an individual will include either:

- further initial enquiries
- escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned
- a referral to the Disclosure and Barring Service, or any other relevant regulatory bodies

Any person from within the Company who has allegations made against them shall be treated fairly. All enquiries, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Company who makes an allegation against another person shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS AND REPORTING

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to are:

All employees who undertake activities with children, all service providers who provide services accessed by children, all volunteers, all

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in an activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the Disclosure and Barring Service.

SAFEGUARDING CHILDREN AT EVENTS AND ACTIVITIES

Responsibilities and Planning

Typically, we may arrange the following types of events and/or activities which could involve children:

weekly or holiday art club at specific times and dates on school grounds, community hub, or rented commercial property

The Safeguarding Officer should hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities the purpose of a specific event.

Any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

Venues

The location for any events or activities which are held by us shall be risk assessed properly in reference to the suitability and safety for children. Fire and safety procedures and precautions shall be made clear to all those involved.

First Aid

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Safeguarding Officer.

Our designated Paediatric First Aider is: Bernadette Vong Molyneaux

CONSENT FORMS

We shall always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present. Consent will be obtained via:

online booking form prior to the event/art club

Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

Supervision

For most activities and events, our procedure for supervision of children is as follows:

For groups of children between the age of 5-10, or 10-16, there will be one adult for

maximum of 15 children.

Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

MANAGING BEHAVIOUR OF CHILDREN GENERALLY

Whenever any adult engaging with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally
- approach the situation in a calm and neutral manner
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example, to prevent an injury or harm either to the child or others
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer.

MANAGING RISKS POSED BY OTHER CHILDREN

It is important for all personnel to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example, gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

All children and any relevant staff shall be spoken to individually to ascertain the facts. Where appropriate, the child in question who instigate bullying will receive a

first warning and give relevant support to the victim of bullying. The parents of the children who are involved in the incident must be notified.

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

The child or children who have found to be responsible for persistent behaviour which amounts to bullying of another child shall be banned from all and any future Arty Kids Art Clubs or program.

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.

PHOTOGRAPHY

On some occasions (and only when we were permitted by parents), we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on child's public image as they grow older

Arty Kids will not proceed to do any photos or video or audio recording for any After School Art Clubs that run on school's premises.

In view of these risks, we will:

- always ask for written permission from a child and their parent/guardian before taking and sharing any image of them;
- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared;
- always ensure that a child's identity is protected as far as is possible within any published material;
- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian
- always store photos in accordance with our data protection policy.

Members of the Public

We do also recognise that members of the public may take photographs when they are attending our premises, events or activities.

We ask that any parents, guardians and other members of the public take the following into consideration when taking photos at our premises, events or activities:

- images of other children should not be shared on social media without the permission of any children who feature in the images (where ascertainable), together with the permission of the children's parent/guardian
- images which are shared on social media should be shared cautiously, with the appropriate privacy and security settings in place.

OTHER POLICIES

We have referred within this document to the following other important policies which should be read in conjunction with his policy:

- Our data protection policy
- Our first aid policy

This policy should also be read in conjunction with:

Health and Safety Policy on the website: www.poco-imagework.com

This Policy is approved and robustly endorsed by POCO ImageWork Ltd. and is due for review every two years.

Signature



Bernadette, VONG MOLYNEAUX (Safeguarding Officer)

The policy has been reviewed on:

Date

1st September 2023