



# **Safeguarding Policy for children, young people and adults at risk**

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# 1. Safeguarding Policy Statement

## The purpose and scope of this policy statement

Kidology Arts works with children, young people and adults at risk as part of its activities. These include running music and art workshops in settings such as museums, art galleries, schools and multi-agency hubs.

## The purpose of this policy statement is:

- To protect children, young people and adults at risk, who receive Kidology Arts' services, from harm. This includes the children of adults who use our services
- To provide parents, carers, staff and volunteers with the overarching principles that guide our approach to the safeguarding of children, young people and adults at risk
- This policy statement applies to anyone working on behalf of Kidology Arts, including but not limited to, senior managers and the board of trustees, staff, volunteers, freelance or sessional workers, agency staff and students.

## Legal framework

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

<https://learning.nspcc.org.uk/child-protection-system/england>  
<https://www.anncrafttrust.org/resources/safeguarding-adults-legislation/>

## **We believe that**

- Children, young people, and adults at risk should never experience abuse of any kind
- Everyone has a responsibility to promote the welfare of all children, young people, and adults at risk to keep them safe and to practice in a way that protects them

## **We recognise that**

- We have a duty to ensure that everyone involved in our activities remains safe. This includes, but is not limited to children, young people, adults at risk, our own staff, and volunteers
- All children, young people, and adults at risk regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have a right to equal protection from all types of harm or abuse
- Some children, young people and adults at risk 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, adults at risk, their parents, carers, and other agencies is essential in promoting their welfare
- Kidology Arts works with children, young people, and adults at risk in settings such as museums, art galleries, schools, and multi-agency hubs. When working in these settings we would submit to the third party's safeguarding policy and procedures, reporting any safeguarding concerns to their designated safeguarding lead in the first instance, and also reporting the concern to Kidology Arts' designated safeguarding lead at the earliest convenience. The exception to this would be where there is a safeguarding concern about the third party organisation, or the third party designated safeguarding lead

## 2. Safeguarding Procedures

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

- Valuing, listening to and respecting them
- Appointing a designated safeguarding lead and a deputy safeguarding lead who will take lead responsibility for safeguarding at the highest level in our organisation
- Developing safeguarding policies and procedures which reflect best practice
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, adults at risk, parents, families, and carers appropriately
- Creating and maintaining an anti-bullying environment
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures
- Making sure all our staff and volunteers understand and follow the safeguarding procedures
- Making sure children, young people and adults at risk who use our services and their families and carers know about our safeguarding policies and know what to do if they have a concern
- Building a safeguarding culture where staff, volunteers, children, young people, and adults at risk know how they are expected to behave and can feel comfortable to share concerns
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, adults at risk, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Recording and storing information professionally and securely

### **3. Safe Recruitment and Selection**

#### **When recruiting new staff, freelancers, or volunteers, we will**

- Make our commitment to Safeguarding clear in job adverts, including the need to complete a disclosure form and complete a DBS check within

#### **All new staff, freelancers and volunteers will be required to**

- Complete an application form, with details of current address, evidence of relevant qualifications, why they want to work with children, young people and adults at risk and evidence of relevant work experience
- Provide two pieces of ID to confirm their identity and address
- Undergo an interview, which will include at least one question regarding safeguarding, explanation of any gaps in work history and reasons for leaving last job
- Provide two references in support of them working with children, young people, or adults at risk
- Consent, via a self-disclosure form, to a Disclosure and Barring Service (DBS) check at the highest level appropriate to the position for which they are being considered

### **4. DBS Checks**

All staff, freelancers and volunteers will have a renewed Disclosure and Barring Service (DBS) check at least every 3 years or sign up to the update service

## **5. Dissemination, Training, Support and Induction**

### **Our Safeguarding Policy and Procedures document is**

- Emailed to all new staff, freelancers and volunteers on appointment
- Reviewed and updated annually, with updates highlighted during annual Safeguarding training for staff, freelancers and volunteers
- Available on our website

### **All staff, freelancers and volunteers are**

- Provided with a copy of our Safeguarding Policy and Procedures
- Required to comply with our Safeguarding Policy and Procedures
- Supported through an induction process, to be completed within three months, during which our Safeguarding Policy and Procedures are explained
- Mentoring by an experienced member of staff during the induction period
- Required to attend a Safeguarding Training session at least once a year, which may be in-house or online. Areas of training will include recognising signs of abuse and neglect, following reporting procedures, supporting children, young people and adults at risk, emerging issues and updates to our Safeguarding Policy and procedures. Training will also reflect any statutory developments
- Subject to a review on completion of the three-month induction period

## 6. Safer Online Working, including social media and use of images of participants

**We will keep participants taking part in our online activities safe by**

- Updating the security on our website and social media channels once a year and checking daily for any security breaches
- Using appropriate language and images across all our platforms
- Seeking written consent from the participant, a parent or carer, prior to taking photographs for use on our website or social media channels or using existing photographs for this purpose
- Not using names or personal information of people when we publish their photographs
- Monitoring comments by members of the public on our website and social media channels daily, removing inappropriate comments and reporting to Sheffield Safeguarding Partnership or the police as necessary

## 7. Disclosure

Disclosure is when children, young people or adults at risk share their experience of abuse

**Disclosure can happen in different ways, including**

- **Directly** – where a child, young person or adult at risk tells you verbally about what’s happening to them
- **Indirectly** – where the child, young person or adult at risk makes ambiguous verbal statements that make you think something might be wrong
- **Behaviorally** – Displaying behavior, deliberately or otherwise, that makes you think something might be wrong
- **Non-verbally** – writing letters, drawing pictures, or communicating in other ways

## Responding to a disclosure

- It is important that anyone who works with children, young people and adults at risk knows how to support them through this journey
- All disclosures must be taken seriously
- Reassure the child, young person, or adult at risk that they have done the right thing in telling you and that they have done nothing wrong
- Explain what you will do next
- You cannot promise to keep the disclosure a secret. Explain that you will need to get help to keep them safe

## 7. Confidentiality and Information Sharing

- Any records kept regarding safeguarding concerns, allegations or referrals will be confidential and will be stored securely
- Information will be shared on a 'need to know' basis
- We understand that the sharing of information is essential in protecting children, young people and adults at risk, so confidentiality is secondary to the need to keep children, young people and adults at risk safe

## 8. Reporting Procedure

### Reporting a concern

It is vital to act quickly to ensure the safety of children, young people, and adults at risk.

If you are at all concerned about a child, young person, or adult at risk, during one of our activities, contact

**Kidology Arts' Designated Safeguarding Lead**

**Amanda Johnson**

07884100902

[info@kidologyworkshops.co.uk](mailto:info@kidologyworkshops.co.uk)

**kidologyarts**

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If Amanda is unavailable, contact

**Kidology Arts' Deputy Safeguarding Lead  
Richard Johnson**

07812387428

[bookings@kidologyworkshops.co.uk](mailto:bookings@kidologyworkshops.co.uk)

**DO NOT investigate or delay speaking to the Designated Safeguarding Lead if this information is not readily available, but it will be helpful to have a note of the following when you speak to the Designated Safeguarding Lead IF YOU CAN**

- The full name, age and address of the child, young person, or adult at risk
- What was said or done or what you noticed about the child, young person or adult at risk that gave rise to the concern. If a verbal disclosure, write down the exact words as spoken to you
- Any information you know or are given about the alleged abuser

**The priority is to speak to the Designated Safeguarding Lead as soon as you can even if this information is not readily available**

### **Reporting a concern relating to a member of staff**

The procedure for reporting a concern relating to a member of staff or a volunteer is the same as above

### **Immediate risk of harm**

If you are concerned that a child, young person, or adult at risk is in immediate danger of being harmed, call the police **(dial 999)**

If the child, young person, or adult at risk needs medical attention, call an ambulance **(dial 999)**

## What will happen next

Our Designated Safeguarding Lead will establish the basic facts and decide whether a referral is necessary. Decisions will be made in consultation with **Sheffield Safeguarding Children Partnership**, in the case of a child or young person or **Sheffield Adult Safeguarding Partnership**, in the case of an adult.

Our DSL will keep a written record of any safeguarding concerns, whether a referral has been made or not.

## The written record will

- Include details of the person involved
- State the nature of the concern
- Record any action taken and reasons behind decisions made
- Will be signed and dated
- Will be filed in a secure manner

If you are concerned for a child, young person, or adult at risk and you are unable to get hold of the **Kidology Arts' Designated Safeguarding Lead** or **Deputy Safeguarding Lead**, or the concern is about either of these people, contact **Sheffield Safeguarding Partnership** directly on the numbers below (**Section 10**)

## 8. Designated Safeguarding Lead

**Kidology Arts' Designated Safeguarding Lead is**

**Amanda Johnson**

07884100902

[info@kidologyworkshops.co.uk](mailto:info@kidologyworkshops.co.uk)

**Kidology Arts' Deputy Safeguarding Lead is**

**Richard Johnson**

07812387428

[bookings@kidologyworkshops.co.uk](mailto:bookings@kidologyworkshops.co.uk)

## 9. Important Contact information

### Safeguarding Children

#### [Sheffield Safeguarding Children Partnership](#)

0114 273 4855 (24 hours)

#### **NSPCC Helpline**

0808 800 5000

#### **Childline**

0888 1111

#### **NSPCC Whistleblowing Advice Line**

0800 028 0285

or

[help@NSPCC.org.uk](mailto:help@NSPCC.org.uk)

### Safeguarding Adults

#### [Sheffield Adult Safeguarding Partnership](#)

0114 273 4908 (24 hours)

#### **Ann Craft Trust**

<https://www.anncrafttrust.org>

#### **Supportline**

01708 765200

[www.supportline.org.uk](http://www.supportline.org.uk)

## 10. Review of Policy

We are committed to reviewing our policy and good practice **annually**. This policy was last reviewed and updated on 03/03/2025. Our next safeguarding policy review will be on or before 03/03/2026

Signed: ..... 

**Amanda Johnson (Designated Safeguarding Lead)**

Date: .....03/03/25.....

Signed: ..... 

**Richard Johnson (Deputy Safeguarding Lead)**

Date: .....03/03/25.....