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**Child Safeguarding Policy**

**POLICY STATEMENT:**

The purpose of this policy is:

* To protect children and young people who receive services from Sparkles Academy of Performing Arts (SAPA). This includes the children of adults who use our services.
* To provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Sparkles Academy of Performing Arts (SAPA), including senior managers, paid staff, volunteers, 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 in England. A summary of the key legislation is available from nspcc.org.uk/learning

**RELATED POLICIES AND PROCEDURES:**

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

* Role of designated safeguarding officer
* Dealing with disclosures and concerns about a child or young person
* Managing allegations against staff and volunteers
* Recording information and sharing
* Code of conduct for staff and volunteers
* The use of social media
* Anti-bullying
* Health and safety

**WE BELIEVE THAT:**

* Children and young people should never experience abuse of any kind.
* We have a responsibility to promote the welfare of all children and young people, 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, regardless of age, ability, gender, race, religion of 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, their parents, carers and other agencies is essential in promoting young people’s welfare

**WE WILL SEEK TO KEEP CHLDREN AND YOUNG PEOPLE SAFE BY:**

* Valuing, listening to and respecting them
* Appointing a Designated Safeguarding Office (DS0) for children and young people, a deputy and a lead trustee for Safeguarding
* Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
* Developing and implementing an effective social media policy and related procedures
* Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
* Recruiting staff and volunteers safely, ensuring all necessary checks are made
* Recording and string information professionally and securely
* Sharing information about safeguarding and good practice with children, their families, staff and volunteers through our policy folder
* Using our safeguarding procedure to share concerns and relevant information with agencies who need to know and involving children, young people, parents, families and carers appropriately
* Using our procedures to manage any allegations against staff and volunteers appropriately
* Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying should it arise
* Ensuring we have effective complaints measures in place
* Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

**CONTACT DETAILS:**

**Designated Safeguarding Officer (DSO)**

Steffi D’Aubney Principal Sparkles Academy of Performing Arts (SAPA)

07958 179355

**Deputy DSO**

Angel D’Aubney

**Lead Trustee**

David Lyon

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on 02/01/24



Steffi D’Aubney

Principal

**Responsibilities of a Designated Safeguarding Officer**

Designated Safeguarding Officers have a number of responsibilities, including:

* Drawing up and enforcing the company’s safeguarding policy.
* Being alert to and recognising welfare issues, being sure to challenge poor practice.
* Sharing appropriate information with relevant people.
* Checking the List of Children to see who is subject to a Child Protection Plan.
* Gathering any other relevant information and evidence.
* Consulting local safeguarding children board procedures for additional information and guidance if needed.
* Making referrals to social services when appropriate.
* Continue working with the family, sharing information and contributing to plans if the concern is investigated.
* Ensuring that all staff having contact with children, vulnerable adults and/or their families have received appropriate training on safeguarding issues.
* Being the first point-of-call for all staff who have safeguarding concerns.

**Child Protection - Disclosure Policy**

1. Remember that the child’s welfare and interests must be the paramount consideration at all times.

2. Listen carefully and actively to the child. At this stage there is no necessity to ask questions. Let the child guide the pace.

3. Do not show shock at what you are hearing. This may discourage the child from continuing their disclosure as they will feel that the adult receiving the information is unable to cope with what they are hearing and may be thinking badly of the child.

4. Do not investigate. If you need to clarify what is being said and whether the child is at risk, ask open questions (TED, what, when, who, how, where, do you want to tell me anything else? etc.) but only to the point of clarification being achieved. Avoid the question ‘why?’ as this can imply guilt / responsibility on the child.

5. Stay calm and reassure the child that they have done the right thing in talking to you.

6. Never promise to keep a secret or confidentiality. You have a duty to ensure the information is passed on to DCPC and possibly other agencies in order to keep the child safe. If a child requests confidentiality, use a ‘prepared’ response, such as ‘I’m really concerned about what you have told me and I have a responsibility to help ensure that you are safe. To help make sure you are safe, I have to tell someone (name person) who will know how to help us to do this’. Make sure the child understands what will happen next with their information.

7. Record factually what the child has told you or what you have observed as soon as possible. Ensure records include the date, time, place of disclosure, behaviour and words used by the child. Failure to accurately record information or writing down your ‘interpretation’ of the child’s account may lead to inadmissible evidence.

8. If you have seen bruising or an injury, use a body map to record details. Again ensure that the map is dated and attached to information relating to the child’s comments about the injury.

9. Tell your DCPC as soon as possible but do not ask the child to repeat what they have told you to another staff member. This is stressful for the child. The more times a child is asked to tell their story the greater the chance of the facts becoming lost and any subsequent investigation being compromised.

10. Do not gossip to other staff about what you have heard. The information should remain confidential to those who ‘need to know’.

11. Maintain contact with the child. They have trusted you enough to ‘tell’, will need to know that they are not rejected as a result and may need continued support.

12. Ensure that you have support for yourself in managing the information you have received.

 NOTE: Disclosures relating to allegations against colleagues and members of staff should be treated in the same way. This information must be passed immediately to the Head Teacher or DSL who will contact the LADO and ensure the appropriate procedures are followed.

Basic guidelines for dealing with disclosures When a child discloses abuse:

1. Stay calm and listen

2. Go slowly

3. Reassure them that they have not done anything wrong

4. Be supportive

5. Gather essential facts

6. Tell what will happen next

7. Report

8. Make notes

**SAFEGUARDING PROCEDURE FOR STAFF AND VOLUNTEERS**

1. **NO MEMBER OF STAFF MAY BE LEFT ALONE WITH A CHILD OR CHILDREN**
2. **NON DBS CHECKED STAFF AND VOLUNTEERS WILL BE SUPERVISED AT ALL TIMES**
3. **STAFF ARE NOT PERMITTED TO ENTER THE TOILETS WHEN THEY ARE OCCUPIED BY CHILDREN**
4. **CHILDREN ARE NOT PERMITTED TO ENTER THE TOILETS WHEN THEY ARE OCCUPIED BY STAFF**
5. **ANY CONCERNS MUST BE REPORTED TO THE DSO**
6. **MOBILE PHONES ARE NOT PERMITTED IN CLASS. SPARKLES PHONE ONLY TO BE USED FOR PHOTOGRAPHS AND VIDEOS**
7. **STAFF ARE NOT TO DISCUSS PUPILS OUTSIDE OF CLASS**
8. **FAILURE TO ADHERE TO THE ABOVE WILL RESULT IN A WRITTEN WARNING IN THE FIRST INSTANCE AND IN THE SECOND IMMEDIATE DISMISSAL.**