

The Spark Arts for Children

SAFEGUARDING GUIDELINES FOR ARTISTS

These guidelines are for artists or Spark staff running activities/workshops with children. Please also make sure you read the **Code of Conduct** which includes what to do if you think a child is at risk.

Workshop Leaders

1. Workshop Leaders must place the well-being and safety of the young person above other considerations at all times.
2. Children should never be left unattended or be excluded from the group.
3. Regardless of in-person or online delivery, you must arrive with your session fully planned and with all resources required.
4. Please wear a Spark T-Shirt at all sessions including online, or wear a badge / identify yourself as Spark Staff on screen.
5. If working in-person, please ensure the workshop space is clear of obstruction, safe and suitable for the activity you intend to deliver
6. If working in-person, please ensure that the workshop space is left clean, tidy and sign out as required when leaving the premises
7. Challenge young people who are using inappropriate language
8. Always be publicly open when working with children. A one to one situation creates a more heightened environment – facilitators should be aware of this and act professionally and accordingly. As far as possible, any one to one situations should take place in an environment that can be observed.
9. If groups have to be supervised in changing rooms, always ensure leaders where possible work in pairs, and do not to enter changing rooms of the opposite sex.
10. If a child or young person is injured whilst involved in a Spark project, the injury is to be recorded and countersigned by the parent or carer of the child.
11. If a child or young person arrives at a Spark project session with an injury, the injury should be recorded and countersigned by the parent or carer. This might be useful if an allegation is made at a later date and also records that the injury was not sustained during a Spark activity.
12. Spark staff or Workshop Leaders will only gather necessary and personal information about the young person in relation to the creation of any project work.
13. Make sure you have read the Spark Safeguarding Policy and Procedures and understand what to do if there is a concern about a child or a member of staff (see Flowcharts below)

In School Guidelines:

1. Do not accept the help of pupils with any movement of sets or preparation.
2. Make sure to sign in at reception, make staff aware of your arrival and why you are there.
3. You should stay in the workshop, performance or activity area and avoid wandering around the school unnecessarily.
4. Find out where the staff toilets are – never use the pupils' toilets.
5. Do not initiate physical contact with pupils – it should not be necessary. If the nature of the workshop / activity requires any physical contact with pupils, this should be discussed with their teachers in advance.

6. The Spark staff are not in the school in a disciplinary capacity of any kind (any action taken in this regard is to come from the teachers).
7. Avoid getting involved in issues that arise amongst the pupils. If a child informs you of a problem, tell a member of the teaching staff. Do not interfere while the teacher deals with the situation.
8. Occasionally The Spark staff might be approached by pupils with personal problems. Without being dismissive, explain that you will have to report this to a teacher. Do not promise to keep the issue secret. You must report this to the lead staff member present and the school headteacher.
9. If something a pupil tells you leads you to suspect they are being abused, you are obliged to report it to the lead Spark staff member and the headteacher.

Online Project Delivery [Schools]

1. All contact and/or communication with children throughout projects will be carried out through their teacher or responsible adult (parent/carer/guardian). Their teacher or responsible adult will be your direct point of contact throughout the engagement with the class or individual class.
2. Sessions should only be delivered via the school's platform, with them inviting you as a guest. If this is not suitable (e.g. a multi-school webinar) then you should deliver the session from a Spark company account and not a personal account.
3. You should deliver the session from a quiet space where you will not be interrupted or overheard by others.
4. You should ensure a neutral background which does not reference your 'personal space', e.g. a bed in view, bottles of alcohol or cigarettes in view etc.
5. There must always be a school staff member present at all times through the session. Spark staff, artists and school staff/responsible adult should be the only adults present in these sessions.
6. You will always take lead from the school's policies that are in place and not breach these.
7. Participating schools are responsible for ensuring children have parental consent to take part in online sessions.
8. Sessions should only be recorded with advanced written permission (coordinated with the Spark Producer or Project Manager) from all participants and with valid artistic or contractual reasons to do so. The school and participants should be clearly informed what the recordings will be used for and how long they will be kept.
9. You should make sure you have a stable, reliable internet connection and if not, make The Spark aware of this.

Online Project Delivery [Parents and Children]

1. All contact and/or communication with parents and young people will be set up by the Spark staff using Spark emails.
2. You should deliver the session from a Spark company account (Zoom or Teams) and not a personal account.
3. There must always be a Spark staff member or second Artist present at all times through the session.
4. You should deliver the session from a quiet space where you will not be interrupted or overheard by others.
5. You should ensure a neutral background which does not reference your 'personal space', e.g. a bed in view, bottles of alcohol or cigarettes in view etc.
6. Sessions should only be recorded with advanced written permission (coordinated with the Spark Producer or Project Manager) from all participants and with valid artistic or contractual reasons to do so. The school and participants should be clearly informed what the recordings will be used for and how long they will be kept
7. You should make sure you have a stable, reliable internet connection and if not, make The Spark aware of this.
8. Any proposed delivery using Whats App or Facetime should be risk-assessed with the Spark Producer/ Project Manager on a case by case basis, with particular reference to sharing data.