



# The Spark Arts for Children Safeguarding Policy

## 1. The Purpose and Scope of this Policy

**The Spark Arts for Children** presents an annual festival of performance and visual arts for children aged 0-13, and offers a range of arts and educational activities and performances throughout the year.

The purpose of this policy is

- To protect children and young people who receive The Spark's services.
- To provide parents, staff and volunteers with the over-arching principles that guide our approach to safeguarding and child protection.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and temporary workers, freelance artists, students or anyone working on behalf of The Spark Arts for Children (The Spark).

## 2. 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 and guidance is available from <https://nspcc.org.uk/childprotection>.

## 3. 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.

## 4. We recognise that:

- the welfare of the child is paramount
- all children, 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 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.

## **5. We will seek to keep children and young people safe by:**

- valuing, listening to and respecting them
- appointing a Designated Safeguarding Officer, a deputy DSO and a lead trustee/board member for safeguarding
- developing child protection and 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, parents, families and carers 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 that does arise.
- developing and implementing an effective online safety policy and related procedures
- sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for staff and volunteers through supervision, support, training and audits.
- implementing a code of conduct for staff and volunteers
- 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, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- recording and storing information professionally and securely.

## **6. Related policies and procedures**

This policy should be read alongside our policies and procedures on

- Procedures for responding to concerns about a child or young person's wellbeing
- Dealing with allegations of abuse against a child or young person
- Role of the Designated Safeguarding Officer
- Managing allegations against staff and volunteers
- Photography and image sharing guidance
- Child Protection records retention and storage policy
- Adult to child supervision ratios
- Code of Conduct for staff and volunteers
- Online safety policy and procedures for responding to concerns about online abuse
- Anti-bullying policy and procedures
- Safer Recruitment Policy and procedures
- Complaints Policy
- Whistleblowing Policy
- Health and Safety Policy

## **7. Policy Review**

This policy was reviewed September 2022. Next review date: September 2023.

## 8. Contact

## details

Designated Safeguarding Officer (DSO)	Hazel Townsend (Creative Producer)	0116 261 6893 <a href="mailto:hazel@thesparkarts.co.uk">hazel@thesparkarts.co.uk</a>
Deputy DSO	Tara Lopez (Executive Director)	0116 261 6893 <a href="mailto:tara@thesparkarts.co.uk">tara@thesparkarts.co.uk</a>
Out of hours contact	During events only	07395 058149
Trustee Lead for safeguarding and child protection	Jasbir Mann	<a href="mailto:jasbir.mann@falconsprimary.org">jasbir.mann@falconsprimary.org</a>

## 9. Other Useful Contacts

NSPCC Helpline	0808 800 5000
Child Protection	0116 454 1004 (24 hour service)
LADO (Local Authority Designated Officer) (allegations against staff)	0116 454 2440 <a href="mailto:lado-allegations-referrals@leicester.gov.uk">lado-allegations-referrals@leicester.gov.uk</a>