



The Spark Arts for Children Safeguarding Policy

1. The Purpose and Scope of this Policy

The Spark Arts for Children presents a biennial 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 England¹. A summary of the key legislation and guidance is available from <https://nspcc.org.uk/childprotection>.

Safeguarding and promoting the welfare of children is defined² as:

- Providing help and support to meet the needs of children as soon as problems emerge;
- Protecting children from maltreatment, whether that is within or outside the home, including online;
- Preventing the impairment of children's mental and physical health or development;

¹ Including Keeping Children Safe in Education 2025 and Working Together to Safeguard Children 2023.

² Working Together to Safeguard Children 2023.

- Making sure that children grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

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
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

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

- valuing, listening to and respecting them
- appointing a Designated Safeguarding Lead (DSL), a deputy DSL and a lead trustee/board member for safeguarding
- developing child protection and safeguarding policies and procedures which reflect best practice
- providing help and support to meet the needs of children as soon as problems emerge
- considering the daily 'lived' experiences of children and placing them at the centre, listening to their voice, working out what they are trying to communicate and never losing sight of their needs
- 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.
- sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers
- 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 and online environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance, this includes reviewing monitoring and filtering systems
- recording and storing information professionally and securely.
- promoting child protection and safeguarding throughout the organisation and across partnerships.

6. Online Safety

We believe that children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times. We recognise that the online world provides everyone with many opportunities; however it can also present risks and challenges.

We will seek to keep children and young people safe by:

- Ensuring any online live events and interactions have a Spark staff member as moderator and that internet use by children is monitored
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- using online safety agreement for use with young people and their parents/carers
- The Spark contact details will always be included on social media sites so that any issues or concerns can be reported directly to The Spark.
- reviewing and updating the security of our information systems regularly
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

7. Related policies and procedures

This policy should be read alongside our safeguarding procedures which include

- Procedures for responding to concerns about a child or young person's wellbeing
- Dealing with allegations of abuse, neglect or exploitation against a child or young person
- Role of the Designated Safeguarding Lead
- Managing allegations against staff and volunteers
- Photography and image sharing guidance

- Child Protection records retention and storage policy
- Notices to attendees at online live events
- Online Safety Agreement with Children
- Online safety procedures for responding to concerns about online abuse or exploitation

It should also read alongside our policies and procedures on

- Code of Conduct for staff and volunteers
- Anti-bullying policy and procedures
- Safer Recruitment Policy and procedures
- Complaints Policy
- Whistleblowing Policy
- Health and Safety Policy
- Volunteer Policy

8. Policy Review

This policy was reviewed December 2025. Next review date: December 2026.

9. Contact details

Designated Safeguarding Lead (DSL)	Hazel Townsend (Creative Learning Lead)	0116 261 6893 hazel@thesparkarts.co.uk
Office contact	Richard Surgay (General Managers)	0116 261 6893 richard@thesparkarts.co.uk
Out of hours and event contact	During events and for Child Action Group communication only	07395 058149 (work mobile)
Trustee Lead for safeguarding and child protection	Jasbir Mann	jasbir.mann@falconsprimary.org

10. Other Useful Contacts

NSPCC Helpline	0808 800 5000 (24 hour service)
Leicester City Council Social Care Service	0116 454 1004 (24 hour service)
LADO (Local Authority Designated Officer) (allegations against adults/staff)	0116 454 2440 lado-allegations-referrals@leicester.gov.uk