

Child Safeguarding Manual and Training

Please check that you have read, understood and acknowledged the child safeguarding policy on Citation. Please print and keep a copy, in a binder, in your studio.

Alongside that policy, you should keep a copy of:

- The adult safeguarding policy below.
- The safeguarding flow diagram to aid decisions/processes (Appendix A)
- The list of contact numbers that you can direct adults towards in the event of a disclosure. (Appendix B)
- A safeguarding incident form, to be filled out when a concern is raised (refer to the flow diagram). (Appendix C)
- Flow chart showing what happens post-referral (Appendix D)

You should prioritise reading and understanding this information from the NSPCC:

- o [Neglect](#)
- o [Domestic abuse](#)
- o Further [types of abuse](#)
- And also
 - o [Keeping children safe in education part 1](#)
 - o [Further safeguarding information](#)
 - o [What to do if you are worried a child is being abused](#)
- And for the DSL
 - o [Working together to safeguard children](#)

To understand what happens with social services when abuse is reported see Appendix D.

Adult Policy

While there is no legal responsibility for art-K to have an adult safeguarding policy equivalent to children, it is anticipated that there may be occasions where adult students will feel they can trust telling an art leader something in confidence, which is connected to their safety.

Company policy in this respect is to follow the first step of children: to tell the adult clearly that any disclosure regarding safeguarding will be reported, in confidence, to the safe-guarding lead.

It's important to avoid being 1:1 with any single adult student at end of evening adult art session, with respect to employee safety in line with the company lone working policy.

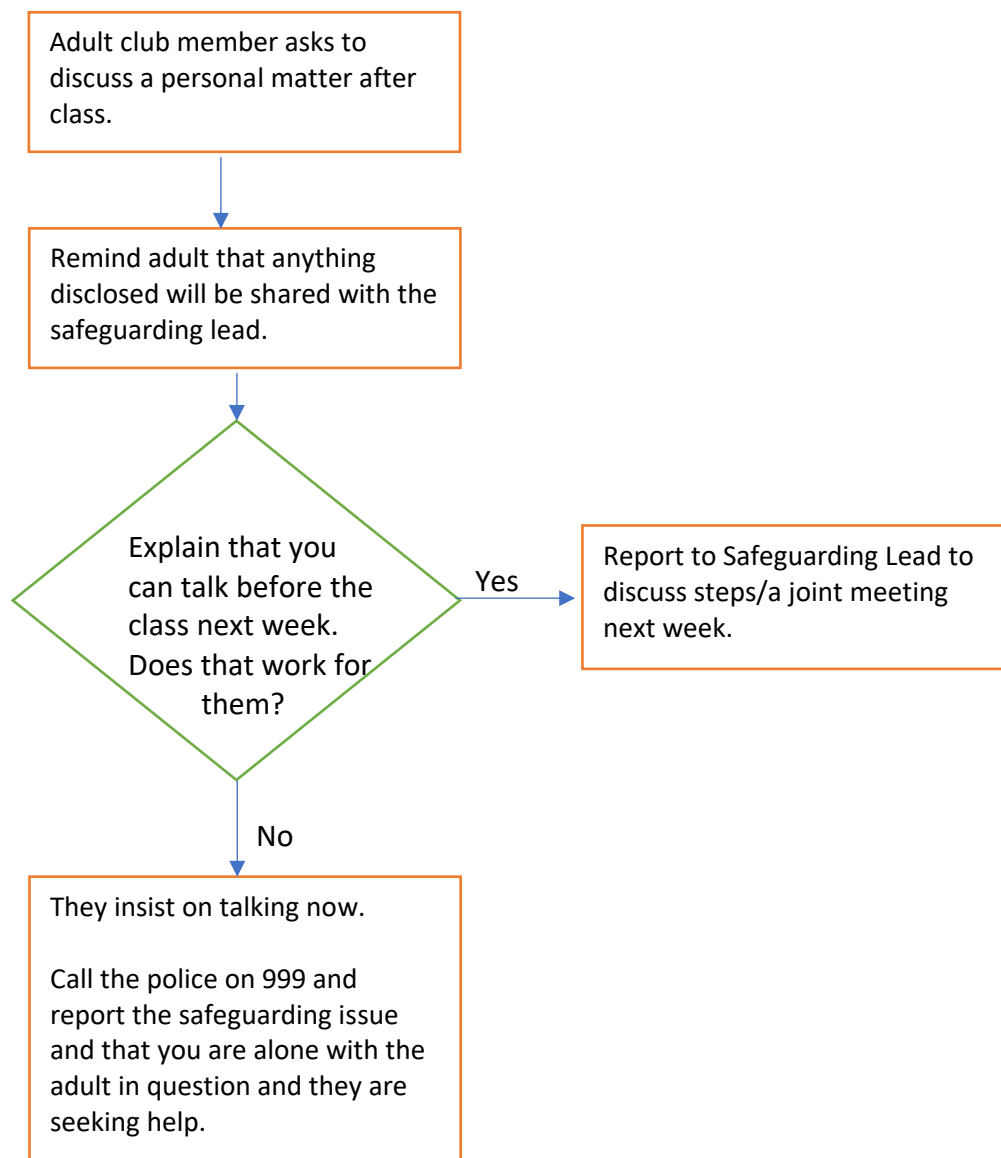
If the situation can't wait and the student insists on a disclosure that evening, then the art leader's safety is paramount. Therefore the policy is to call 999 and report (a) that a refuge is needed tonight and (b) that you are alone in the studio with the adult needing refuge.

If the student is happy to wait until a later session, then the art leader can discuss with the safe-guarding lead about a joint meeting, or another arrangement.

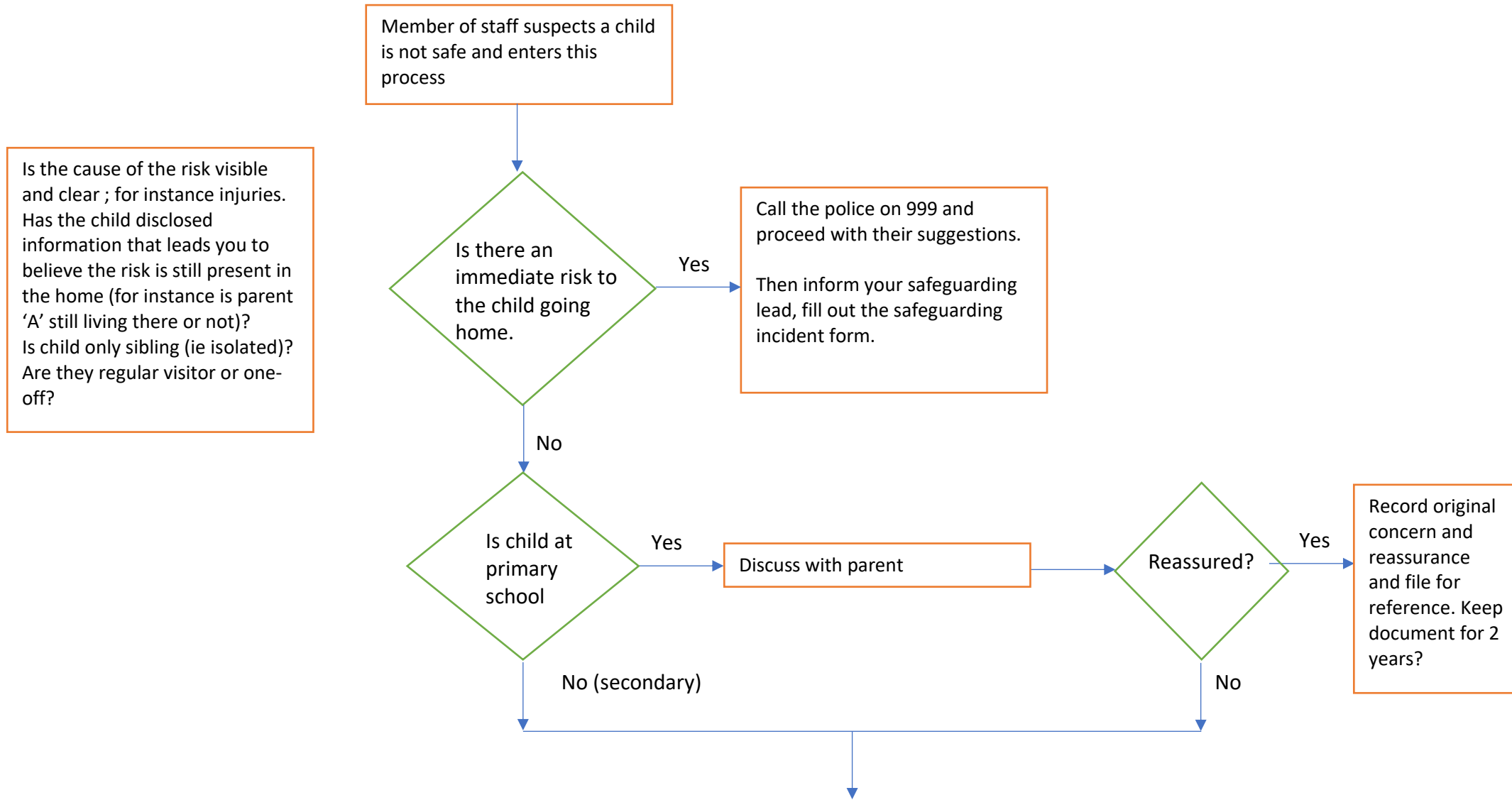
art-K would like to assist adults with needs in this area whilst keeping employees safe. Connecting with a professional organisation in the field will provide an adult with the tools, processes and resource to handle the situation sensitively and effect real change.

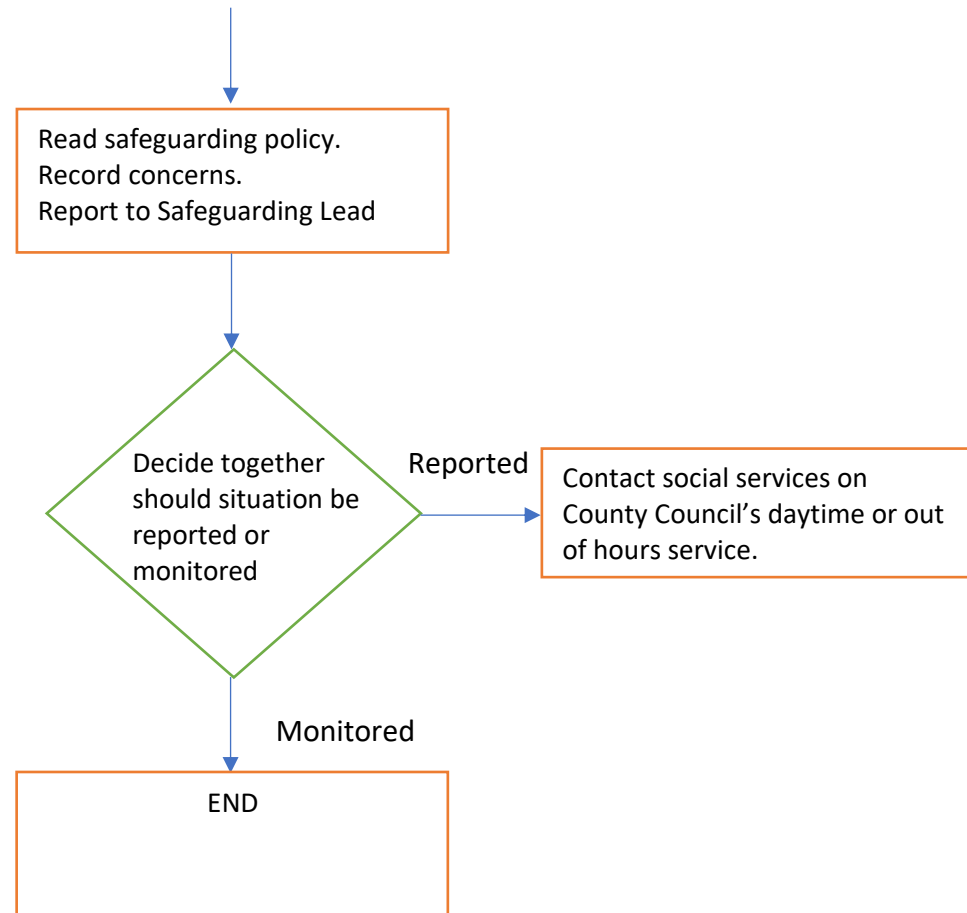
While information can be on hand to provide the adult student for self-help - such as contact numbers - this action itself may be too early for the person concerned. This could re-enforce an inappropriate relationship between the student and the art leader, which has the potential to make the student more dependent on the art leader resulting in further disclosures. The policy is to remain calm, patient, understanding whilst establishing maintaining the boundaries of a professional relationship.

Flow diagram to support understanding for adults:



Appendix A





Appendix B

Immediate danger, call the police on 999.

Domestic Abuse helpline: 0808 2000 247

Self-harm or Suicidal thoughts, call the Samaritans: 116 123

Appendix C

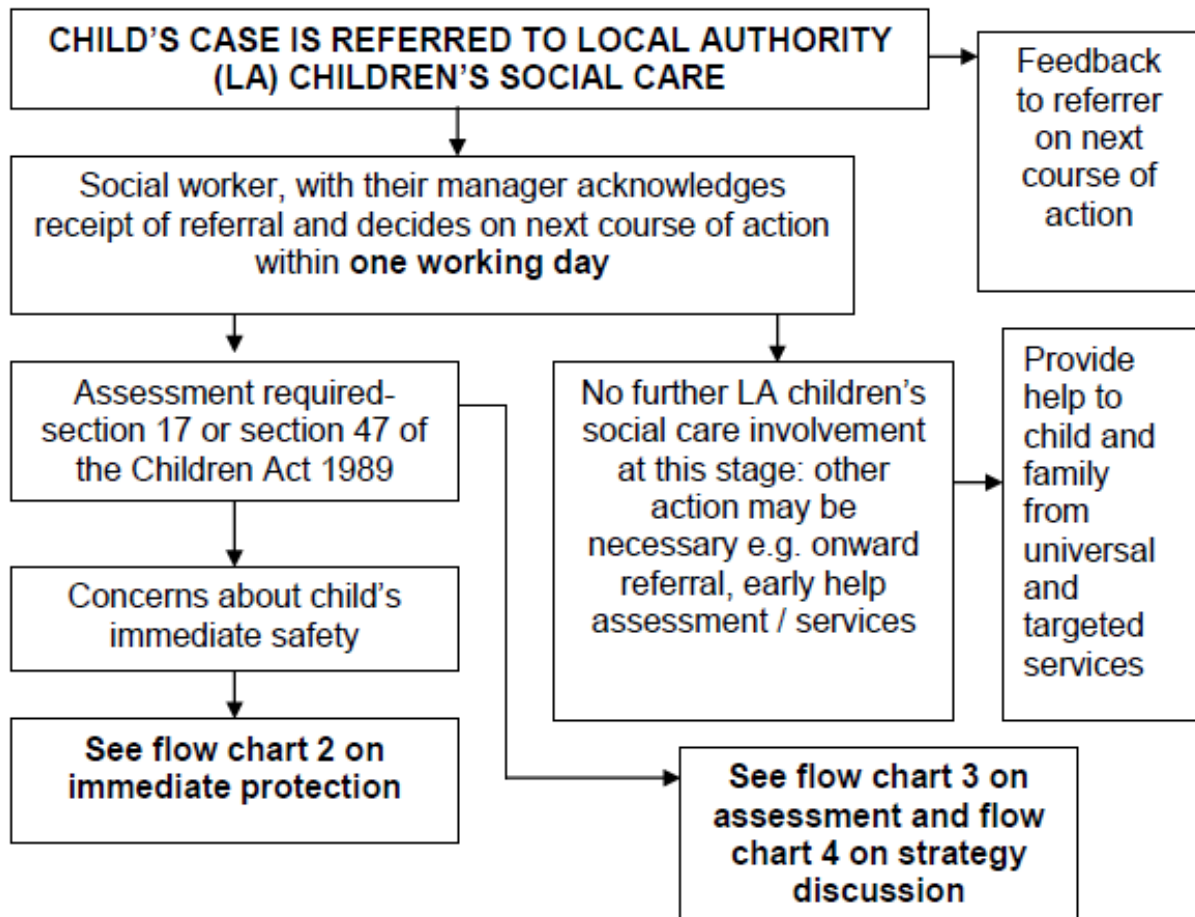
Incident Report Sheet (this incident report is on shared Google drive for use by computers without Microsoft Word software.

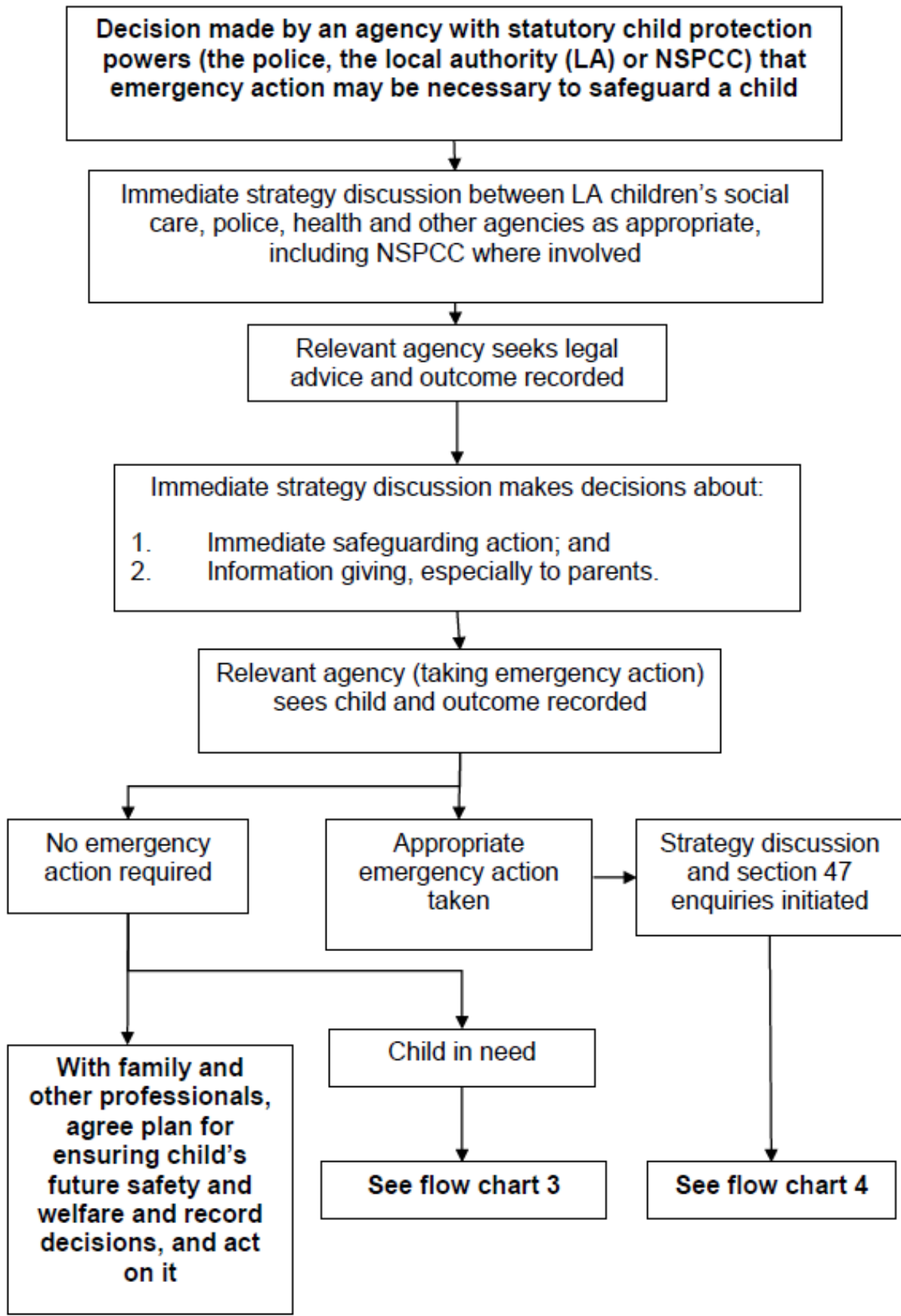
<https://drive.google.com/drive/u/0/folders/1gKOf43atVM-z1aowi9aVHGSahpMkATXb>

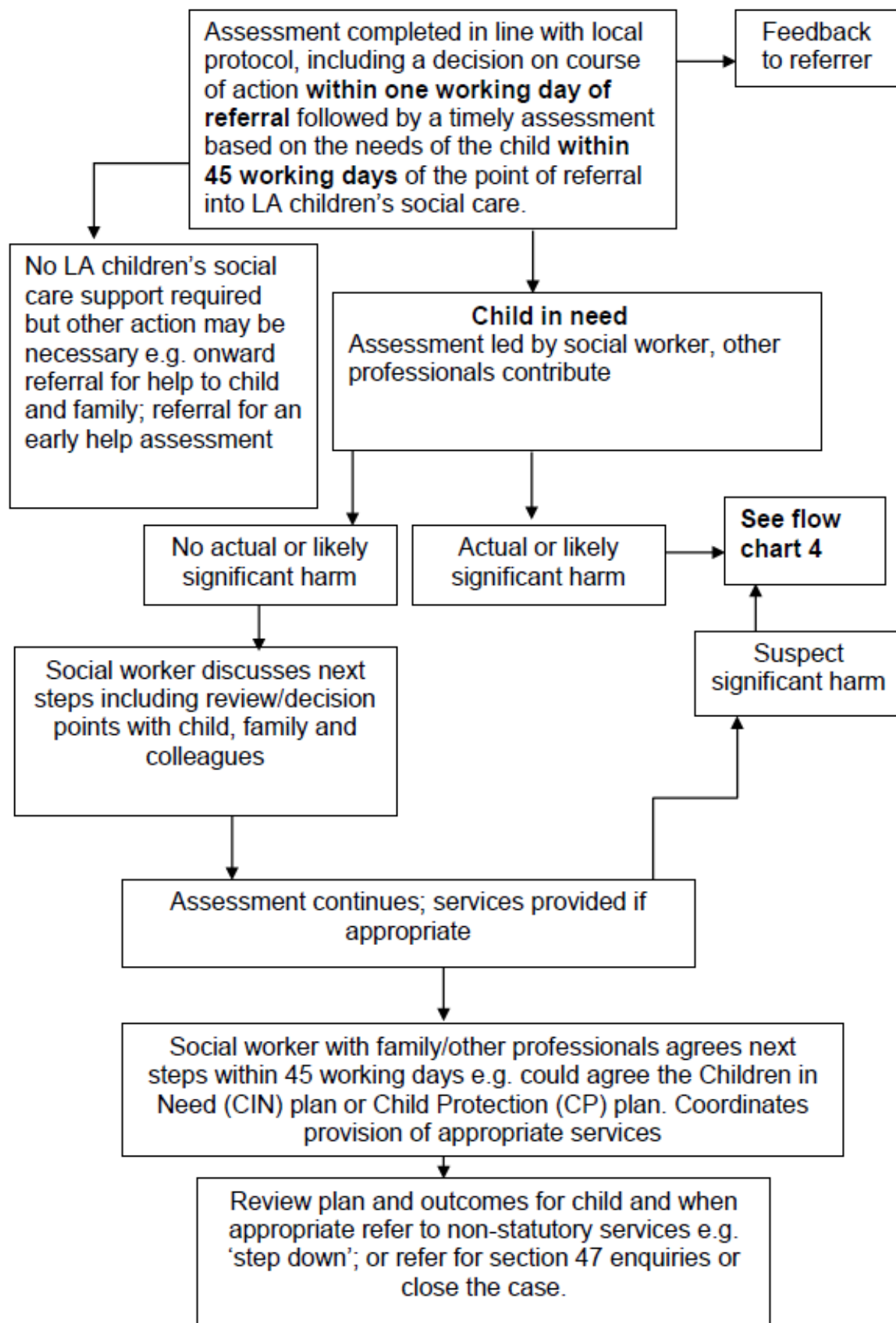
Name	
Date	
What exactly was disclosed?	
Is the child an only child?	
Was there any marks or injuries?	
What was the emotional behaviour?	
Who collected the child?	
How was the child when they left?	
Is the child due to return to art-K?	
Did they say anything else that could be relevant?	
Is the person who the child named, living at the child's home (if known)?	
Was anything mentioned to the parent? (If in primary school)	
What actions will be taken next?	
Name of teacher	
Signature	

Appendix D

Flow charts following a referral







Appendix E Flow chart for allegations against a member of staff

