

CHILD SAFEGUARDING POLICY

Including Child Safeguarding Procedures

The Royal Drawing School is committed to keeping children taking part in its activities safe from harm as enshrined in the Children's Act 1989 - 2004. Hereafter, 'children' refers to all young people aged under 18 regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

We do this by:

- Following safe recruitment procedures for all staff, self-employed tutors and artist models working with children.
- Ensuring everyone working with children receives safeguarding training and ongoing support and supervision.
- Publishing our Child Safeguarding Policy online and circulating it to everyone to whom it applies.
- Updating and circulating guidelines for appropriate behaviour.
- Ensuring Designated Safeguarding Leads stay up to date with current best safeguarding practice and advice from relevant external agencies.

Sharing Information about Child Safeguarding & Good Practice with Parents, Staff & Tutors

The School will listen to all allegations and suspicions of abuse, and any concerns falling within the scope of this policy, in a serious and considered manner.

It is the responsibility of the School's management and trustees to ensure that information is available to, and exchanged between, all those to whom it applies. Some information is confidential and will only be shared on a strictly need-to-know basis.

Parents

Parents and those with parental responsibility are ultimately responsible for their children's welfare at all times. They should be assured that their children are involved with a credible organisation.

The School achieves this by:

- Publicising information on all our work with children

- Publishing the named Designated Child Protection Person(s) and how to make a complaint on the website www.royaldrawingschool.org
- Publishing a full copy of the Child Protection Policy on the website www.royaldrawingschool.org

Staff, Self-employed Tutors and Models

As an organisation which teaches children, it is imperative that each member of staff and faculty is aware of their responsibilities under Child Protection legislation and has a working knowledge of the School's procedures. Each member of staff and faculty will receive training in Child Protection appropriate to the nature of their role at the School.

Reporting Allegation & Concerns

All allegations or suspicions of abuse must be reported immediately in accordance with the procedure set out overleaf.

In all cases where an allegation is made, or concerns have been raised, the School will record the matter. Details will include, as far as practical:

- Name of child
- Age
- Home Address (if known) including borough
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns? Include dates and times of any specific incidents
- Has the child been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc.
- Has anyone else been consulted? If so, record details

What to do if a Child Tells You About Abuse or if You Are Concerned About Their Welfare?

If a child discloses information to a member of staff or tutor that they have been physically or sexually abused, the reporting procedures must be followed, with reference to the following particular guidelines:

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues. If a child refuses to continue, offer privacy and the opportunity to contact Child line 0800 1111. www.childline.org.uk. This is a confidential service
- Listen to the child, rather than question him or her directly. Offer him / her reassurance without making promises, and take what the child says seriously
- Allow the child to speak without interruption
- Accept what is said – it is not your role to investigate or question. Do not overreact
- Alleviate feelings of guilt and isolation, while passing no judgment
- Advise that you will try to offer support, but that you must pass the information on
- Explain what you have to do and whom you have to tell
- Record the discussion accurately, as soon as possible after the event (in any event within 24 hours)
- Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say
- Report the matter to one of the School's Designated Person(s) immediately
- If either Designated Person is not available, or it is inappropriate to approach them, the tutor / member of staff with the concern should make direct contact with the police or social services themselves

The Legal Framework

The Royal Drawing School Safeguarding policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004

- Safeguarding Vulnerable Groups Act 2006

This policy should be read alongside our policies and procedures on:

- Disclosure and Barring Service (DBS)
 - Health and safety Policy
 - Equal Opportunities Policy
 - Whistleblowing Policy
 - Professional Behaviour Policy
 - Complaints Procedure
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Creating a Safeguarding Organisation & Culture

- **Recruiting, Selecting and Managing Staff Safely**

The Royal Drawing School acknowledges that it is possible that unsuitable people will attempt to get work in our organisation. The best way to ensure that only the most suitable people are recruited to work with us is to have rigorous recruitment and selection policies. The Royal Drawing School's recruitment and selection policies are designed to deter unsuitable individuals from seeking work with us.

- **Disclosure and Barring Service (DBS)**

We work with the Disclosure and Barring Service to obtain information, when relevant, about potential employees and self-employed tutors and models who work directly with us. No employee is permitted to come into unsupervised direct contact with children.

- **Induction for new employees**

All new employees are required to complete an induction, usually led by their line manager that will show them the requirements of their role and reinforce the principles of the Royal Drawing School. As part of this induction, employees will be required to meet with a member of the Safeguarding Team, read the Safeguarding policy and confirm they have done so with a signature.

DESIGNATED CHILD SAFEGUARDING LEAD

All allegations, suspicions and concerns of abuse must be reported immediately to one of the School's Designated Child Safeguarding Leads, who will take over responsibility for deciding the appropriate course of action from this point forward.

Daniel McAuliffe

Email: daniel.mcauliffe@royaldrawingschool.org

Tel: Shoreditch: 020 7613 8524 TBW: 0207 536 9688 Mobile: 07402 022002

Kate Osborn

Email: kate.osborn@royaldrawingschool.org

Tel: 020 7613 8574

In the event of a serious concern, the Designated Person(s) will inform the relevant outside organisation in accordance with the reporting procedures.

Any allegation concerning the Designated Child Protection Persons should be made directly to:

Stephen Davis, trustee, treasurer and Chair of Staff & Finance Committee.

Email: sdavis@credogroup.com

Providing Effective Management for Staff & Tutors through Supervision, Support & Training

The School supports its staff, self-employed tutors and artist models through ongoing support, supervision and training in Child Safeguarding.

- **Induction**
Each new member of staff or self-employed tutor is made familiar with the School's policies and procedures including the Child Safeguarding Policy
- **Training and DBS**
The School has assessed the child safeguarding training and checks appropriate to its staff, self-employed tutors and models as set out in the following table. It is the responsibility of management to ensure the implementation of these procedures.

	Enhanced DBS required (3 years)	Advanced training	Basic training	Issue CP Policy and Guidelines
Self-employed tutors and trainee tutors working with children	Every 3 years		Annually	Annually
RDS staff who work on children's programmes*	Every 3 years		Annually	Annually
Charlotte Road building staff who work when children on site	Every 3 years		Every 3 years	Annually
All other self-employed tutors				Annually
Artist models engaged for classes involving children	Every 3 years		Advised	Annually
Designated Child Protection Persons	Every 3 years	Every 2 years	Annually	Annually
Trustees attending Staff & Finance Committee				Annually

*Children's programmes identified as Young Artists, Foundation Masterclasses and Young People's Public Programmes.

The School reviews and updates its Child Safeguarding Policy annually and reviews the training needs of its staff, self-employed tutors and artist models termly.

KEY CONTACTS

Social Services

Direct contact can be made with social services, by anyone who has immediate concern about a child's safety. The social services department of the borough in which the child is resident will be responsible for assessing the concern. The School's Charlotte Road premises is located in the London Borough of Hackney.

Children's Access and Assessment Social Work Service

Hackney Service Centre
1 Hillman Street
E8 1DY

Email: csreferrals@hackney.gov.uk
Tel: 020 8356 5500 (Duty Line Mon to Fri 9am - 5pm)
020 8356 2710 (Emergency Out of Hours Team)
Fax: 020 8356 5516

Police

In an emergency, call 999

To make a report that is not an emergency, dial 111

NSPCC Help line

Tel: 0808 800 5000
Text: 88858
Email: help@nspcc.org.uk
Online: www.nspcc.org.uk/reportconcern

REPORTING PROCEDURES

