

SAFEGUARDING CHILDREN POLICY

The Royal Drawing School is committed to keeping children taking part in its activities safe from harm. Hereafter, 'children' refers to all young people aged under 18.

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 Protection Policy online and circulating it to everyone to whom it applies.
- Updating and circulating guidelines for appropriate behavior.
- Ensuring designated safeguarding leads stay up to date with current best safeguarding practice and advice from relevant external agencies.

SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD PRACTICE WITH PARENTS, STAFF AND 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 ALLEGATIONS AND 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:

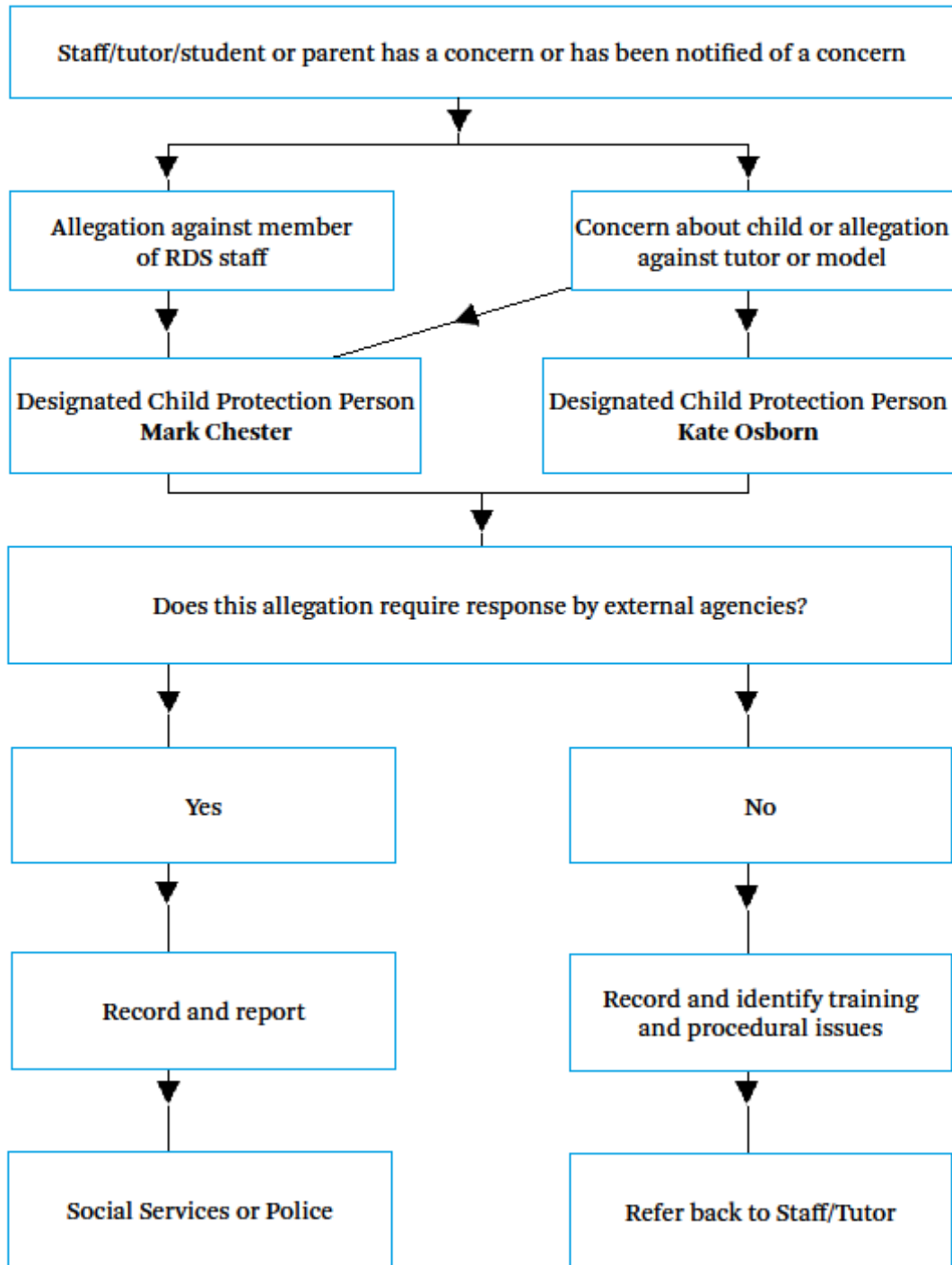
- Name of child
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- 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

Allegations against Staff

Any allegation or suspicions of abuse by a staff member, self-employed tutor or artist model must be reported immediately to the Executive Director, in accordance with the procedure set out overleaf.

There is an obligation to report abusive behaviour or suspicion of abuse to the Royal Drawing School even when this takes place outside of an employee or associates professional engagement. Any allegation will be investigated through the appropriate channels with the necessary immediate actions taken to protect children and young people.

REPORTING PROCEDURES



DESIGNATED CHILD PROTECTION PERSONS

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

Mark Chester

Email: mark.chester@royaldrawingschool.org

Tel: 020 7613 8527

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.

Stephen Davis <sdavis@credogroup.com>

DISCLOSURE BY A CHILD

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
- 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 judgement
- 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

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 Protection.

- **Induction**

Each new member of staff or self-employed tutor is made familiar with the School's policies and procedures including the Child Protection Policy

- **Training And DBS**

The School has assessed the child protection 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 Protection 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: cscreferrals@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