



Child Protection & Safeguarding Policy

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INTRODUCTION

Art Inc's approach to safeguarding is based upon an understanding 'it could happen here'. Our staff liaise closely with professionals in their area to ensure local issues and context are taken into account in their work.

Our young peoples' welfare is our paramount concern. We ensure that our staff will safeguard and promote the welfare of children and work together with other agencies to ensure that Art Inc have robust arrangements to identify, assess and support those children who are experiencing or likely to experience harm.

Safeguarding children is everyone's responsibility and everyone in Art Inc who has contact with children and families must play an active role in keeping children safe from harm.

Safeguarding is at the forefront of all our work, that it underpins all of our policies and processes and that everything we do is always with the best interests of the children at the centre.

Art Inc will provide caring, positive and stimulating environments that promote the social, physical, emotional and moral development of the young people, and where young people feel safe.

We listen to the voice of the young person so that they feel heard and understood. When a young person talks to an Art Inc colleague about a concern they may have they will always be taken seriously, they will always be supported and kept safe, they will never be given the impression that they are creating a problem or have anything to feel ashamed about.

To enable young people to raise concerns with adults we ensure that our safeguarding systems are well promoted, easily understood and easily accessible. Alongside this we expect all staff to develop positive, appropriate, relationships with children, which build trust and facilitate communication.

Staff recognise that they can support learning in these areas through modelling of behaviours or messages. Art Inc colleagues are expected to demonstrate our values which underpin the safety and wellbeing of our young people

- Empathy
- Nurture
- Clear Boundaries
- Dreams

TECHNOLOGY



The use of technology is a significant component of many safeguarding issues as part of our approach to safeguarding which covers this area of work. This policy includes details of how internet use at Art Inc is monitored and is accompanied with digital usage advice on how to stay safe online, transferable to home usage.

[Online & Communication Policy](#)

ABUSE AND PEER ON PEER ABUSE

We recognise that abuse may occur in a range of situations: within families or households, within the community, or online or face to face. We also recognise too that it is not only adults

who may abuse children but also that children can abuse other children as well.

We recognise that just because children are not raising concerns, that is not to say that there are no concerns. For example, there may be no reported cases of peer on peer abuse, but such abuse may still be taking place and is simply not being reported, this is why we take time to listen to children, teach them about risk and safety and raise awareness around how to seek support and what we will do. We will always report.

We take a zero-tolerance approach to peer on peer abuse. This should also be read alongside the Art Inc Attendance & Behaviour and Internet & Online Communication policies.

[Attendance & Behaviour Policy](#)

We will work with parents to build an understanding of the responsibilities of Art Inc to ensure the welfare of all children, including the need in some situations.

for referrals, to schools and other agencies, such as MASH; multi agency safeguarding hub/ Integrated Front Door IFD/ Single Point Access SPA

LEGAL

In line with the law, this policy defines a child as anyone under the age of 18 years.

Safeguarding and promoting the welfare of children is defined as

Protecting children from maltreatment

Preventing impairment of children's mental and physical health or development

Ensuring that children grow up in circumstances consistent with the provision of safe and effective care

Taking action to enable children to have the best outcomes

Child protection is the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

his policy applies to all adults engaged in any activity within Art Inc, including all

permanent, temporary and support staff, volunteers, contractors

and external service or activity providers. Within this document the term 'staff' will be used



to denote those adults, specified within the previous sentence. Please see our safer recruitment, code of conduct and volunteering policies.

This policy and the accompanying procedures have been developed in accordance with the following statutory guidance and local safeguarding procedures:

Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children, July 2022

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2023

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181962/Keeping_children_safe_in_education_2023_-_part_one.pdf

Sexual violence and sexual harassment between children in schools and colleges, September 2023

<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

Pan-Sussex Child Protection and Safeguarding Procedures

<https://sussexchildprotection.procedures.org.uk/>

Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers,

ROLES AND RESPONSIBILITIES

The lead person at Art Inc with overall responsibility for child protection and safeguarding is the Designated Safeguarding Lead (DSL). A DSL has the status and authority within a school or education provider to commit resources to safeguarding actions and issues. They're also required to support and direct staff on safeguarding issues. The current DSL is Sonya Hyde. The DSL will have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

The DSL's lead responsibility will not be delegated.

The DSL at Art Inc will work with partner schools and authorities to ensure the safety of children.

The case manager for dealing with allegations of abuse made against staff members is the DSL. Any allegations made against the DSL will be managed by the secretary.

The DSL and secretary will ensure that the policies and procedures adopted by Art Inc are fully implemented, and resources and time are allocated to enable staff to discharge their safeguarding responsibilities.

We will ensure that all staff members, volunteers and external providers have received training so that they know how to recognise potential safeguarding



concerns, how to respond to children who disclose concerns and what to do if they are concerned about a child.

All new staff will be provided with the Art Inc safeguarding policy as part of their induction. Existing staff are expected to read the policy at least annually, to familiarise themselves with any updated practice. In either circumstance staff are expected to read the document in its entirety to ensure that they are aware of not just their own role and responsibilities but also the role of other key members of staff such as the DSL.

SUPPORTING CHILDREN

Art Inc will support children by:

Embodying our values

- Empathy
- Nurture
- Clear Boundaries
- Dreams

Art Inc will support children by ensuring use of IT is supported with advice regarding online safety, enabling

children and parents to learn about the risks of new technologies and social media and to use these responsibly at Art Inc, school and at home;

Art Inc will filter and monitor internet use, to safeguard from potentially harmful and inappropriate online material,

Art Inc will support children by ensuring that safeguarding is inclusive where a more personalised or contextualised approach for more vulnerable children, victims of abuse and some children with SEND might be needed;

providing pupils with appropriate adults to approach if they are in difficulties;

Art Inc will support children by ensuring that our safeguarding systems are well promoted, easily understood and easily accessible to children; ensuring that when children talk to an adult about a concern they may have they will always be taken seriously, they will always be supported and kept safe, they will never be given the impression that they are creating a problem or have anything to feel ashamed about.

Art Inc are aware that young people may have experienced challenges in their lives,

Art Inc will strive to understand the experience of our children so that this can inform the development of safeguarding practice.

Art Inc will support the child's development in ways that will foster security, confidence and independence;

Art Inc will support children by encouraging development of self-esteem and self-assertiveness while not condoning aggression or bullying;

Art Inc will support children by liaising and working together with other support services and those agencies involved in safeguarding children monitoring children who have been identified as having welfare or safeguarding concerns and providing appropriate support.



ensuring that all staff are aware of the early help process, and understand their role in it, including acting as the lead professional where appropriate.

Ensuring that all staff have a clear understanding of the needs of the children they are working with and understand that whilst all children need to be protected some groups of children are potentially at greater risk of harm through additional vulnerabilities or circumstances.

Additional vulnerabilities and circumstances can include:

- Looked after children
- Previously looked after children
- Children who are disabled or have certain health conditions and have specific additional needs
- Children who have special educational needs (whether or not they have a statutory Education, Health and Care Plan)
- Children who have a mental health need
- Children who are young carers
- Children showing signs of being drawn in to antisocial or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- Children frequently going missing from care or from home
- Children at risk of modern slavery, trafficking, sexual or criminal exploitation
- Children in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues or domestic abuse
- Children with a family member in prison, or who is affected by parental offending
- Children at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
- Children misusing drugs or alcohol themselves;
- Children who have returned home to their family from care;
- Children showing early signs of abuse and/or neglect;
- Children at risk of being radicalised or exploited;
- Privately fostered children
- Children who are persistently absent from education, including persistent absences for part of the school day

Children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges and additional barriers can exist when recognising abuse and neglect in this group of children. These can include:

assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration; being more prone to peer group isolation or bullying/cyberbullying (including prejudice based bullying) than other children; the potential for children with SEND or certain medical conditions being disproportionately



impacted by behaviours such as bullying, without outwardly showing any signs; and may have communication barriers and difficulties in managing or reporting these challenges. To address these additional challenges our Art Incs smaller ratios and quality staff ensure that these children receive monitoring and pastoral support.

Children who have a social worker due to safeguarding or welfare needs may be vulnerable to further harm due to experiences of adversity and trauma, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and positive mental health. Our setting recognises the additional needs of these children and provides extra monitoring and pastoral/academic supporting schools in addressing these barriers.

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Where it is known that children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can impact on their mental health, behaviour and education. Art Inc supports schools with the additional needs of these children and provides extra monitoring and pastoral support to mitigate these additional barriers. Where necessary, referrals will be made to the school to engage with mental health professionals for further support.

CHILD PROTECTION AND SAFEGUARDING PROCEDURE

We have developed a structured procedure in line with Pan-Sussex Child Protection and Safeguarding Procedures and Keeping Children Safe in Education, 2023 KCSiE, which will be followed by all members of Art Inc where there are welfare or safeguarding concerns.

<https://sussexchildprotection.procedures.org.uk/>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

In line with the procedures, local Children's Social Care teams will be contacted as soon as there is a significant concern

The names of the DSL will be clearly advertised on the wall explaining Art Inc's role in referring and monitoring welfare and safeguarding concerns. This will be displayed on notice boards, corridors, office areas and workshop areas.

We will ensure that all parents and carers are aware of the responsibilities of staff members to safeguard and promote the welfare of children and act in the best interests of children by publishing the policy and procedures on our website.

THE MANAGEMENT OF SAFEGUARDING

We recognise that safeguarding is not a discrete area of work: there is a safeguarding dimension to almost every area of partner schools' practices. As part of our multi discipline approach, and to ensure an holistic view of all children, we have structures and systems in place, such as scheduled meetings to ensure that our partner schools have oversight of



areas that may impact upon effective safeguarding. These areas include behaviour, attendance, medical needs/first aid,

We will ensure that our partner schools DSLs are kept informed of any behaviour incident, attendance patterns, and where there are concerns for individual children the response to this will be considered within the context of safeguarding. We will ensure that DSLs are kept informed of arrangements for first aid and children with medical conditions and are alerted where a concern arises. We do not administer medicines but will report if the administration of medicines or intervention, or repeated medical appointments being missed, or guidance or treatments are not being followed by the parents or the child.

systems are in place to ensure that hate incidents, e.g. racist, homophobic, transphobic gender or disability-based bullying/cyberbullying, are reported, recorded and considered under safeguarding arrangements by the DSLs.

REPORTING CONCERNS AND RECORD KEEPING

All safeguarding and welfare concerns, discussions and decisions made will be shared in writing to our partner schools,

The DSLs will ensure that child protection files are kept up to date and that information will be kept confidential and stored securely.

Records will include:

a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; a note of any action taken, decisions reached and the outcome. The DSLs will ensure that files are only accessed by those who need to see them and where files or content are shared, this will happen in line with information sharing advice and Guidance.

We will continue to support any children leaving any of Art Inc about whom there have been concerns by ensuring that all appropriate information, including welfare and safeguarding concerns, is forwarded under confidential cover to the child's school.

When a new young person joins Art Inc that information pertinent to their care, safeguarding or welfare concerns, we will ensure that this information is shared by the partner school.

Accurate and timely record keeping is an important part of accountability by Art Inc to children and their families and will help us in meeting our key responsibility to respond appropriately to welfare concerns about children.

All concerns, discussions and decisions made, and the reasons for those decisions, will be recorded in writing. Information will be kept confidential and stored securely.

Records will include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;



- a note of any action taken, decisions reached and the outcome.

Records will be factual, accurate, relevant, up to date and auditable. They will support monitoring, risk assessment and planning for children and enable informed and timely decisions about appropriate action to take.

All staff members, volunteers, contractors and activity providers will ensure that they record and report safeguarding concerns in line with guidance from the West Sussex Safeguarding and Child Protection Policy.

The DSL will ensure that records are maintained accurately for children with safeguarding concerns and that stand-alone files are created and maintained in line with requirements of the above guidance.

SAFER WORKFORCE AND MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

Art Inc follow safer recruitment procedures (please see our safer recruitment policy) to help prevent unsuitable people from

working with children. Interviewees will receive timely safer recruitment training.

All individuals working in any capacity at Art Inc will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education: September 2023

We will ensure that agencies and third parties supplying staff provide us with written reassurances that they have made the appropriate level of safeguarding checks on individuals working in our school. We will also ensure that any agency worker presenting for work is the same person on whom the checks have been made.

If we have professional visitors, such as Teachers, Educational Senior Leaders, Educational Psychologists, Social Workers or Local Authority Officers, they will be expected to provide a professional proof of identity. Where necessary we will seek further reassurances from their employers that these persons have suitable DBS clearance etc.

Parents or other relatives of children or other visitors attending activities such as exhibition evenings or family days will not be expected to provide any DBS or barred list checks. The DSL will decide case by case or event by event the level of supervision, if any, required for such persons.

Every job description and person specification will have a clear statement about the safeguarding responsibilities of the post holder.

We will ensure that at least one member of every interview panel has completed safer recruitment training.

We have a procedure in place to manage allegations against members of staff and volunteers in line with Keeping Children Safe in Education: September 2023.

STAFF INDUCTION, TRAINING AND DEVELOPMENT



All new members of staff, including volunteers, will be given an induction which includes the following:

- Be given and explained our values
- Issue and explain the safeguarding and child protection policy
- Issue and explain the attendance and behaviour policy
- Issue and explain the staff behaviour policy/code of conduct
- Explain the role of the DSL and share the identities of the DSL
- Issue Part One or Annex A* and Annex B of Keeping Children Safe in Education September 2023
- Child protection and safeguarding training (including online safety)
- All new members of staff are expected to read the above-mentioned documents and to sign an acknowledgement of this.

*Part One of Keeping Children Safe in Education is 'information for all staff' and in general all staff will be expected to read it.

The safeguarding induction and ongoing safeguarding training of staff will include:

How safeguarding aligns with Art Inc' values

Staff understand the difference between a safeguarding concern and a child in immediate danger or at risk of significant harm.

Staff advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.

When concerned about the welfare of a child, staff should always act in the best interests of the child.

Staff understand that children's poor behaviour may be a sign that they are suffering harm or that they have been traumatised by abuse.

Staff understand that children who have a social worker may be educationally disadvantaged and face barriers to attendance, learning, behaviour and positive mental health and that these barriers may persist even when the social care intervention ceases.

Staff understand that mental health issues for children may be an indicator of harm or abuse, or where it is known that a child has suffered harm or abuse this may impact on their mental health, behaviour and education.

Staff understand that safeguarding incidents and/or behaviours can be associated with factors outside of Art Inc/or can occur between children outside of these environments. All staff, but especially the DSL, should consider whether children are at risk of abuse or exploitation in situations outside their families. Extrafamilial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.

Staff understand that technology is a significant component in many safeguarding and



wellbeing issues. Please see the Art Inc Internet & Online Communication Policy. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

Staff to be aware that children can abuse other children (often referred to as peer on peer abuse) and that it can happen both inside and outside of Art Inc and online.

Staff to understand, that even if there are no reports in Art Inc of peer on peer abuse it does not mean it is not happening, it may be the case that it is just not being reported.

Staff to understand the importance of challenging inappropriate behaviours between peers, that are actually abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Staff know how to respond to a child who makes a disclosure of abuse or harm.

If staff are unsure, they should always speak to the DSL.

If staff have any concerns about a child's welfare, they should act on them immediately.

Staff should not assume a colleague or another professional will take action.

The DSL should always be available to discuss safeguarding concerns. If in exceptional circumstances, the DSL is not available, this should not delay appropriate action being taken. Staff should consider speaking to MASH/or take advice from local authority Children's Services. In these circumstances, any action taken should be shared with the DSL as soon as practically possible.

Staff understand that there will be various opportunities, planned and unplanned, to reference, reinforce or develop aspects of the safeguarding agenda within their workshops such as online safety, healthy relationships, challenging hate or prejudice and critical thinking.

The DSL will undergo updated safeguarding and child protection training every two years. In addition to this their knowledge and skills will be updated regularly, and at least annually, to keep up with developments relevant to the role.

All staff members will receive mandatory appropriate safeguarding and child protection training annually. The DSL will provide ongoing briefings to their school on any changes to safeguarding and child protection legislation and procedures and relevant learning from local and national serious case reviews as required, throughout the year

Art Inc will maintain accurate records of staff induction and training.policy.

CONFIDENTIALITY, CONSENT AND INFORMATION SHARING



We recognise that all matters relating to safeguarding and child protection are confidential. The DSL will disclose information about a child to other members of staff on a need-to-know basis, and in the best interests of the child.

All staff members are aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.

All staff members have a professional responsibility to share information with other agencies in order to safeguard children.

All our staff members who come into contact with children will be given appropriate training to understand the purpose of information sharing in order to safeguard and promote children's welfare.

We will ensure that staff members are confident about what they can and should do under the law, including how to obtain consent to share information and when information can be shared without consent. This is covered in greater detail in Appendix A of this policy.

INTER-AGENCY WORKING

We will develop and promote effective working relationships with other agencies, including agencies providing early help services to children, the police and Children's Social Care. forums, including child protection conferences and core groups, to consider individual children.

We will participate in safeguarding practice reviews (previously known as serious case reviews), other reviews and file audits as and when required to do so by the local Safeguarding Children Partnerships. We will ensure that we have a clear process for gathering the evidence required for reviews and audits, embedding recommendations into practice and completing required actions within agreed timescales.

SITE SECURITY

All staff members have a responsibility to ensure our buildings and grounds are secure and for reporting concerns that may come to light.

Young people have their own buzzer lock entrance and Art Inc has its own secured premises, including kitchenette and bathroom facilities.

We check the identity of all visitors and volunteers coming into Art Inc. Visitors are expected to sign in and out at The Orchard reception desk separate from our young people's entrance. They must display a visitors badge while at Art Inc. Any individual who is not known or identifiable will be challenged for clarification/ asked to sign in or asked to leave. Art Inc will not accept the behaviour of any individual, parent or anyone else, that threatens the security of Art Inc or leads others, child or adult, to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse the person access to our Art Inc's site.

WHISTLEBLOWING AND COMPLAINTS



We recognise that children cannot be expected to raise concerns in an environment where staff members fail to do so.

We will ensure that all staff members are aware of their duty to raise concerns, where they exist, about the management of safeguarding and child protection, which may include the attitude or actions of colleagues (including low level concerns). If necessary, they will speak with their DSL or with the Local Authority Designated Officer (LADO). Should staff not feel able to raise concerns with any of the aforementioned they can contact the NSPCC helpline on 0800 028 0285 or via help@nspcc.org.uk or Whistleblowing Advice Line NSPCC

We have a clear reporting procedure for children, families and other people to report concerns or complaints, including abusive or poor practice. This is outlined in our Complaints Procedure.

QUALITY ASSURANCE

We will ensure that systems are in place to monitor the implementation of We will complete a self-assessment audit of the safeguarding arrangements at Art Inc using NSPCC guidance <https://learning.nspcc.org.uk/safeguarding-self-assessment-tool>

Art Inc will ensure that action is taken to remedy without delay any areas for development identified in safeguarding and child protection Arrangements.

We are members of The West Sussex DPS who carry out their own independent checks.

POLICY REVIEW

This policy and the procedures will be reviewed annually. All other linked policies will be reviewed annually.

the DSL will ensure that staff members are made aware of annual amendments to policies..

CATEGORIES OF ABUSE

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others.

Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

You can read about the categories of abuse on the West Sussex County Council Website <https://www.westsussexsab.org.uk/what-is-safeguarding/types-of-abuse/>

RECOGNITION – WHAT TO LOOK FOR

Staff members should refer to the detailed information about the categories of abuse and risk indicators in the <https://sussexchildprotection.procedures.org.uk/page/contents> for further guidance.

SAFEGUARDING CHILDREN CONTINUUM OF NEED



The Safeguarding Children Continuum of Need has been developed so that everyone working with children in West Sussex has a common language for understanding the needs and risks surrounding children and their families. It is important that all the staff at Art Inc are familiar with it. Details can be viewed here.

<http://www.westsussexscb.org.uk/wp-content/uploads/2021/07/CON-WS-levels-of-need-for-publication-May-2021.docx> has been developed so that everyone working with children in West Sussex has a common language for understanding the needs and risks surrounding children and their families. It is important that all the staff at Art Inc are familiar with it.

WHAT ACTION TO TAKE IF YOU HAVE CONCERNS ABOUT A CHILD

When concerned about the welfare of a child, staff should always act in the best interests of the child.

Staff should always speak to the DSL about any concern with a child.

If staff have any concerns about a child's welfare, they should act on them immediately.

Staff should not assume a colleague or another professional will take action.

The DSL should always be available to discuss safeguarding concerns. If in exceptional circumstances, the DSL is not available, this should not delay appropriate action being taken.

Staff should consider speaking to MASH/Integrated Front Door IFD and/or the police. In these circumstances, any action taken should be shared with the DSL as soon as is practically possible.

<https://www.westsussexscp.org.uk/professionals/working-together/making-a-referral>

DEALING WITH A DISCLOSURE MADE BY A CHILD

If a child discloses that he or she has been abused or experienced harm in some way, the member of staff or volunteer should follow this guidance.

- Listen to what is being said without displaying shock or disbelief.
- Only ask questions when necessary to clarify.
- Accept what is being said.
- Allow the child to talk freely – do not put words in the child's mouth.
- Reassure the child that what has happened is not his or her fault.
- Do not promise confidentiality – it may be necessary to refer the child to Children's Social Care, MASH/Integrated Front Door IFD.
- Stress that it was the right thing to tell.
- Do not criticise the alleged perpetrator.
- Explain what has to be done next and who has to be told.
- Inform the DSL without delay.
- Take factual information. Note time and dates.
- Do not paraphrase. Use the child's own language. Do not interrupt their flow of conversation.

Dealing with a disclosure from a child and safeguarding issues can be stressful. Consider seeking support for yourself and discuss this with the DSL.



DISCUSSING CONCERNS WITH THE FAMILY AND THE CHILD

In general we will always discuss any concerns Art Inc may have with the child's family. They need to know that we are worried about their child. However, we will not discuss our concerns if we believe that this would place the child at greater risk or lead to loss of evidence for a police investigation.

If we make a decision not to discuss our concerns with the child's family this will be recorded in referral to the Multi Agency Safeguarding Hub; MASH/Integrated Front Door IFD with a full explanation for our decision.

It is important to consider the child's wishes and feelings, if age appropriate, as part of planning what action to take in relation to concerns about their welfare.

When talking to children, we will take account of their age, understanding and preferred language, which may not be English. It is also important to consider how a disabled child may need support in communicating.

How we talk to a child will also depend on the substance and seriousness of the concerns. We may need to seek advice from Children's Social Care or the police to ensure that neither the safety of the child nor any subsequent investigation is jeopardised.

If concerns have arisen as a result of information given by a child, we will reassure the child but not promise confidentiality.

We will discuss our concerns with the referring establishment/partner school and family.

We will seek family consent to make a referral to Children's Social Care, unless we consider that this would place the child at increased risk of significant harm.

We do not need the family's consent to make a referral if we consider the child is in need of protection, although families will ultimately be made aware of which organisation made the referral.

If the family refuses to give consent to a referral but we decide to continue, we will make this clear to Children's Social Care.

If we decide to refer a child without the family consent, we will record this with a full explanation of our decision.

When we make our referral, we will agree with Children's Social Care what the child and family will be told, by whom and when.

CHILDREN'S SOCIAL CARE-LED RESPONSES TO CONCERNS ABOUT A CHILD

Once Children's Social Care has accepted our referral as needing a social-care-led response (Level 4 of the Continuum of Need), we will cooperate with Children's Social Care and the police in any emergency action they take using their legal powers for immediate protection of the child.

We will participate in any multi-agency discussions (strategy discussions), if invited to do so, and share information about the child and their family to plan the response to concerns.



INFORMATION SHARING AND CONSENT

It is essential that people working with children can confidently share information as part of their day-to-day work. This is necessary not only to safeguard and protect children from harm but also to work together to support families to improve outcomes for all. Please see the Art Inc GDPR Policy.

Art Inc may have to share information about parents or carers, such as their medical history, disability or substance misuse issues, for investigations of child abuse carried out by Children's Social Care.

We will proactively seek out information as well as sharing it. This means checking with other professionals whether they have information that helps us to be as well informed as possible when working to support children.

The Data Protection Act 2018 and the General Data Protection Regulations 2018 are not barriers to sharing information and do not change duties under safeguarding. They are there to ensure that personal information is managed in a sensible way and that a balance is struck between a person's privacy and public protection.

We should be sharing any concerns we have with families at an early stage, unless this would put a child at greater risk or compromise an investigation. Families need to know what our responsibilities are for safeguarding and protecting children and that this involves sharing information about them with other professionals.

We will be clear about the purpose of sharing confidential information and only share as much as we need to achieve the purpose.

We will try to get consent from families (or the child, if they have sufficient understanding) to share information, if possible. However, we do not need consent if we have serious concerns about a child's safety and well-being. If we decide to share information without consent, we will record this with a full explanation of the decision.

Consent will not be sought from families (or the child, if they have sufficient understanding), if:

- it would place a child at increased risk of harm; or
- it would place an adult at risk of serious harm; or
- it would prejudice a criminal investigation; or
- it would lead to unjustified delay in making enquiries about allegations of significant harm to a child; or
- required by law or a court order to share information.

Consent is not necessary in cases where Children's Social Care are making child protection enquiries under section 47 of the Children Act 1989. Information needs to be shared with Children's Social Care; staff members must make sure to record what information has been shared.

Consent is necessary, for:

Children's Social Care investigations or assessments of concerns under section 17 of the Children Act 1989. Children's Social Care will assume that we have obtained consent from



the parents to share information unless we make them aware that there is a specific issue about consent. This must be discussed with a social worker in the IFD or C-SPA.

Early help (level 3) referrals and assessments. Assessments are undertaken with the agreement of the child and their parents or carers.

Where there is any doubt about the need for seeking consent, advice will be sought from the DSL.

PROCEDURE FOR MANAGING ALLEGATIONS OF ABUSE AGAINST STAFF

Within this document the term staff should be broadly read as any adult working within Art Inc, whether directly employed, providing a contracted service, or a volunteer.

Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event but, when they occur, they are distressing and difficult for all concerned. We also recognise that some allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in Part 4 of Keeping Children Safe in Education September 2023 and Pan Sussex Procedures are adhered to.

If an allegation is made or information is received about an adult who works at Art Inc which indicates that they have:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or;
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

the member of staff receiving the information will inform the DSL immediately. Should an allegation be made against the DSL, this will be reported to the LADO,

Any member of staff or volunteer who does not feel confident to raise their concerns should report to the LADO make the appropriate contact directly.

<https://www.westsussexscp.org.uk/professionals/professional-disagreements-and-concerns/ladoinformation#:~:text=The%20LADOs%20for%20West%20Sussex.LADO%20is%20Sally%20oArbuckle.>

Supporting people:



Art Inc with Children's Social Care and the police, if they are involved, will consider the impact on the child concerned and provide support as appropriate.

Art Inc will support other state providers so that the child and family are kept informed of the progress of the investigation.

The staff member who is the subject of the allegation will be advised they may contact a union if they are a member or, professional association or a colleague for support.

Art Inc will ensure that the staff member is provided with appropriate support, if necessary.

The DSL will keep the staff member updated on the progress of the investigation; this will continue during any police or section 47 investigation or disciplinary investigation.

The legislation imposing restrictions makes clear that "publication" of material that may lead to the identification of a staff member who is the subject of the allegation is prohibited.

"Publication" includes "any speech, writing, relevant programme or other communication in whatever form, which is addressed to the public at large or any section of the public". This means that a parent who, for example, published details of the allegation on a social networking site would be in breach of the reporting restrictions (if what was published could lead to the identification of the staff by members of the public).

Art Inc has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at Art Inc, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or the DSL for the organisation.

CONCERNS WHICH DO NOT MEET THE THRESHOLD OF HARM

Art Inc promotes an open and transparent culture in which all concerns about all adults working in or on behalf of Art Inc (including, volunteers and contractors) are dealt with promptly and appropriately.

Creating a culture in which all concerns about adults (including allegations that do not meet the harm threshold are shared responsibly and with the right person, recorded and dealt with appropriately, is critical. If implemented correctly, this should encourage an open and transparent culture; enable Art Inc to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of Art Inc are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of Art Inc.

[Code of Conduct](#)

If anyone has a 'low-level' concern this does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold set out in section 13 of this



annex. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of Art Inc may have acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, but does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- Being over friendly with children;
- Having favourites;
- Taking photographs of children on their mobile phone;
- Using inappropriate sexualised, intimidating or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

It is crucial that any such concerns, including those which do not meet the allegation/harm threshold, are shared responsibly with the DSL (this should include self-referral) so that they can be recorded and dealt with appropriately. Ensuring they are dealt with effectively should also protect those working in or on behalf of Art Inc from potential false allegations or misunderstandings.

If the concern has been raised via a third party, the DSL will collect as much evidence as possible by speaking directly to the person who raised the concern, unless it has been raised anonymously and to the individual involved, along with any witnesses.

To ensure that there is clarity about how staff should behave, and to avoid inadvertent or thoughtless behaviour, staff should ensure that they have fully read and understood the Staff Code of Conduct.

ART INC WILL

Art Inc will continue to review KCSiE and those suggested areas of focus that are Sussex specific as by Pan Sussex. We will continue to make safeguarding our greatest and first priority so we can continue to be as one parent stated on their survey, "so safe"

