

Safeguarding Policy

The Artz Kidz



The Artz Kidz provides a safe, secure environment for the children attending and we are committed to providing protection from harm and abuse.

The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur.

Safety of Premises:

- All gates must be locked at all times. Only open when registered children are coming in
- Any staff leaving/entering must open with fob and close immediately behind them
- All areas must be checked every morning. Ensure space is clear, clean and free of hazards
- Fire doors must be free of any obstruction
- Check outdoor areas are clear and no dangerous equipment is out. In case of bodily fluids/animal droppings - tell caretakers
- In case outdoor equipment is wet, children must not climb on climbing frames/slides/monkey bars

Supervision

- Children should be supervised at all times
- The register is taken each morning and each teacher should know the number in their class
- After leaving the school hall/classroom for break times or any other reason, children should be headcounted on returning to their classes.
- Assistants should stand outside the toilets during 'toilet/handwashing times'.
- If children go to the toilets unsupervised during the day, assistants should stand in the corridors/where the toilets are in sight.
- For the 'early years' children should always be supervised in the toilets/just outside
- The Hub only has one toilet, so teachers/managers must ensure that the nursery building is open for children to have access to more toilet facilities.

- If another camp is onsite in the junior building (e.g football camp), the manager must have a chat with them in the morning. Ensure they use their own toilets in the junior building.
- If they have to walk through our infant building to the field, ensure they headcount their own children to avoid a crossover with our children.
- If a child is lost and accidentally joins another camp, ensure their teachers return them to us and vice versa. Re-do another headcount/register names if needed.

The use of mobile phones/cameras and electronic devices:

- Mobile phones may only be used by teachers for 'Music' purposes and to attach their phones to Bluetooth speakers
- No calls/texts/emails is permitted during working hours in front of the children - unless teachers are on their break and the mobile phone is not in sight/reach of children.
- Teachers can use their phones in the staffroom or off the school premises.
- If teachers need access to the register for parents details, they must use the staff laptop in the staffroom.
- No pictures or photos must be taken on any personal devices.
- Any photos of consented children must only be taken on The Artz Kidz mobile and IPADs and not transferred to any other device.
- Parents/Carers must only be contacted via The Artz Kidz mobile and no staff mobiles.
- To communicate with the other halls/in an emergency, please use the walkie talkies supplied.
- On the rare occasion, if children have brought in their phones, these must be taken and also put in the staffroom. Please contact their parents to explain this and remind them we have a no-phone policy at The Artz Kidz.

Social Media and Relationship Management Policy:

Staff must not engage in inappropriate use of social network sites which may bring themselves, The Artz Kidz , The Artz Kidz community or employer into disrepute. Any posts which could bring the above into ill-repute will be dealt with according to the grievance and disciplinary procedure.

No staff member may ever enter into a relationship, of any kind, with a student. No staff member may ever enter into social contact, of any kind, with a student.

Staff must not contact students/parents privately. This includes private messaging over Email/Text/Twitter/Facebook/Instagram/TikTok/Snap Chat and all other communication and social media channels.

Staff and volunteers may friend/follow other staff/volunteers via social media.

Staff must not friend/follow students/parents via social media. If a student follows/friends a staff member via social media, the staff member must decline their request or 'block' them as soon as possible.

Online communication to students/parents must always be sent via The Artz Kidz office staff member.

Data Protection/GDPR:

- The Artz Kidz, as part of its business practices under GDPR may share some personal data relating to some participants with its freelance staff if necessary. This includes, but is not limited to: Name, date of birth etc... The Artz Kidz may also choose to share some special category data with a freelancer including, but not limited to: Medical/Disability Information. The latter is only shared with consent from the participant/their parent/guardian.
- Any personal data that is shared with a member of staff, is in the strictest confidence and must not be divulged to any third party at any time.
- Personal data must also not be used for profiling and/or any other purpose than the provision of services with The Artz Kidz.

Child abuse and neglect:

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- inappropriate behaviour displayed by an adult. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed:

If a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them and do not promise to keep a secret
- give reassurance that the staff member will take action
- record the incident as soon as possible (*Logging a concern form*).
- Keep the form and update where necessary with any additional information
- Speak to the manager on site to ensure they are aware of the disclosure made

- The manager should call Children's MASH (Multi Agency Safeguarding Hub) on 020 8379 5555, Monday to Thursday from 9am to 5pm, Friday 9am to 4:45pm. Out of office hours on 020 8379 1000 (select option 2 and you will be transferred to an advisor). You can also email childrensmash@enfield.gov.uk.
- If the manager would like some further advice from a social worker/team in Enfieldm they should call: 0203 855 6241
- If the incident/disclosure is serious and deemed as an emergency, the manager should also call the police.
- The manager should notify OFSTED that a concern/disclosure has been made on 03001231231

If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

Managing allegations against staff:

All staff must set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times. All staff's behaviour must be beyond reproach to encourage our students to do the same.

Staff must present themselves at all times in a professional manner, including their dress. This includes clothes and shoes suitable for movement, with no offensive imagery or slogans.

Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

An allegation is any information which indicates that a member of staff/volunteer may have:

- behaved in a way that has harmed a child or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in such a way that indicates he or she
- would pose a risk of harm if they worked regularly or closely with a child.

When an allegation is received:

- Take the matter seriously and keep an open mind.
- **Do not investigate** or promise confidentiality to the informant.
- Remove the alleged member of staff from the children they may be working with and explain calmly that an allegation has been made.
- Make a written record of the allegation using the informant's words on the 'allegation form'
(including time, date and place where the alleged incident took place, what was said and anyone else present; sign and date)
- If the concerns are about the Manager in charge, then the deputy manager must take responsibility for this allegation.
- The Manager on site must immediately contact the Local Authority Designated Officer(s) (DO) on **0208 379 2850 Bruno Capela - safeguardingservice@enfield.gov.uk**
- Inform OFSTED immediately that an allegation against a member of staff has been made

What to do if there is an allegation made about a member of The Artz Kidz Team:

Step 1: Find the manager on site immediately and explain what has happened.

Together write down the details of the allegation made.

Time/Date/Details/Against whom/What was said/Any witnesses (on an allegation form)

DO NOT INVESTIGATE FURTHER.

(If the allegation is NOT about a member of your staff team, you may call the police to have this logged. If the allegation was made about the manager themselves, you must find the deputy in charge to deal with this allegation).

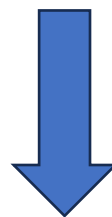


Step 2: If the person alleged has behaved in a way that has harmed a child or committed an offence, they must be removed from working with the children. They may go home or sit in another room. Explain that you must now log this as an allegation against them and need to get further advice.



Step 3: Make contact with the Local Authority's Designated Officer (LADO)

0208 379 2850 Bruno Capela - safeguardingservice@enfield.gov.uk to log the allegation and gain the next steps



Step 4: Inform OFSTED of this allegation 0300 123 1231

(opt 2, opt 3, opt 2)

Evacuation Policy/ Incase of a fire alarm:

- Every morning, during circle time, you must discuss the evacuation procedure with children
- Manager to ensure that all groups have been informed/heard the fire drill and are in process of evacuation
- Headcount the number of children with immediate effect
- Stay calm, and tell children to line up to evacuate the building from a safe exit
- Teachers to lead children out immediately to the back of the field
- Assistants to check toilets and all enclosed areas of building
- Leave ALL belongings behind. Just bring phones to be able to do the registers.
- Teachers to lead children out to the back of the fields
- Ensure children are sat down in a line and headcounted again
- Do a full register of names (using online registers)
- Any missing children, inform caretaker, manager on site and other members of staff. Detailing full names, when/where they were last seen and any medical needs they may have
- Manager to call Ambulance/Fire brigade if needed
- If fire is present, parents must be emailed and called with immediate effect to collect children and come via front/back entrance of school depending on where the fire is.
- Once children have been collected, staff may leave too. Children must be noted down as they leave.
- Only once the 'all clear' has been given by caretaker and manager, must anyone re-enter the building

Invacuation Policy:

- The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of armed intrusion, chemical spillages and air pollution.
- Invacuaton procedures may be activated in response to any number of situations. E.g:
 - A reported incident, disturbanve in the local community.
 - A warning being received regarding a local risk of air pollution (smoke plume, gas, cloud etc..)
 - An intruder on site
 - The close proximity of a dangerous, unaccompanied animal
- Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.
- Signal for Invacuation: 3 short whistle blows by manager. If this cannot happen due to manager not reaching all three halls, then alerts will be given via walkie talkies
- Incase of All gates, doors and windows should be shut//locked. Blinds should go down. Doors should obstruct doors. Children should move away from doors. Lights off and ask children to remain quiet.
- Comfort children where necessary and explain what is happening.
- Remain this way until manager/emergency services have given all clear

Missing Child Policy:

If you notice a child is missing from your class, you should:

- Immediately inform the manager on site
- Check with other pupils and friends to see if they know their whereabouts
- Ask the assistant to check the nearest toilets
- Ask all assistants to start a check of the entire school and playgrounds
- Inform the caretaker on number: 07516500498 and ask them to double check all the school gates are locked

If the child is still missing:

- The manager on site must call the parents immediately to explain what has happened and what the next steps will be. Ask them to come to the school immediately
- The manager should call and notify the police
- The manager must fill out the 'missing child' form with all relevant details to keep a log
- The assistants should continue to search the whole school grounds
- If the pupils home is within walking distance, one member of staff must set on foot to walk the journey and see if they can be found
- The manager must make contact with the Local Authority's Designated Officer (LADO)
- **0208 379 2850 Bruno Capela** – safeguardingservice@enfield.gov.uk to log the Missing child and gain the next steps
- The Artz Kidz must co-operate fully with the police investigation
- OFSTED must be notified that the child has gone missing on 0300 123 1231

Actions by staff once the child is found:

- Talk to, comfort and take care of the child
- Reassure the parents and express an apology and reassure that the correct actions were taken
- Speak to all other pupils to ensure they understand what happened and why they should not leave the premises/hide or leave the halls without a teachers permission.

If a child is not collected on time:

- If a child is not collected within 15 minutes of the allocated time, we will call the parents/carers
- If there is no answer, the teacher/manager should call the emergency number for this child
- Continue to call, however if there is no answer after 45 mins if the school is closing, the manager must call Children's MASH (Multi Agency Safeguarding Hub) on 020 8379 5555, Monday to Thursday from 9am to 5pm, Friday 9am to 4:45pm. Out of office hours on 020 8379 1000. Alternatively, the LADO team can also support you **0208 379 2850**
- You must continue to look after the child until they are collected or you are advised from police/social care what to do
- Log the incident with time and date
- Inform OFSTED if you have had to get the MASH team/police involved and the child was not collected

This policy was adopted by: Helen Syrtadiotis at The Artz Kidz	Date reviewed: 15.05.25
---	-------------------------