



Safeguarding and Child Protection Policy

NewCreativityCIC

Review date: May 2026

1. Policy Statement

NewCreativityCIC is fully committed to safeguarding the welfare, safety, and wellbeing of all children, young people, and vulnerable adults who engage with our services. We recognise our responsibility to protect and promote their welfare in accordance with **Working Together to Safeguard Children (2023)** and **Keeping Children Safe in Education (2024)**.

2. Safeguarding Expectations

All staff, volunteers, and visitors are expected to:

- Be familiar with the organisation's **Safeguarding and Child Protection Policy**



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- Understand their individual and collective responsibilities to safeguard children and young people
- Be alert to the signs and indicators of abuse, neglect, or exploitation
- Follow appropriate procedures for responding to disclosures or concerns

Important: If a child discloses abuse or you have any safeguarding concern, **you must inform the Designated Safeguarding Lead (DSL) immediately** and submit a written report at the earliest opportunity.

3. Designated Safeguarding Lead (DSL)

Lead Safeguarding Officer

Miss Sharmayne Whitter (Creative Arts Director)

 info@newcreativitycic.org

 07407385173

All members of the NewCreativityCIC team are **certified in Safeguarding and Child Protection** and renew training in accordance with statutory guidance.

4. Staff Support and Training

To ensure a culture of safeguarding is embedded across the organisation:

- **Regular safeguarding supervision** is provided, both in-person and online



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- **Annual Safeguarding and Child Protection training** is mandatory for all staff
 - Additional training in **mental health, behaviour support, and online safety** will be made available
 - All new staff will receive safeguarding induction as part of onboarding
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5. Responding to Safeguarding Concerns

If a staff member has concerns about a child, they must:

Step 1: Immediately report to the DSL

- Verbally inform the DSL (Miss Whitter)
- Submit a written concern form as soon as possible


Step 2: DSL reviews and assesses next steps

- Consider if it is appropriate to inform the parent/carer and seek consent
- Decide if a referral to children's services is required

Step 3: Seek external advice if needed

At any point, staff or the DSL may contact:

Children's Advice and Support Service (CASS)

 **0121 303 1888**



6. Key Reminders

- Keep all safeguarding information **confidential and secure**
- Do **not** promise confidentiality to a child making a disclosure
 - Maintain clear, factual records of any concern or incident
- Always act in the best interest of the child or vulnerable person

7. Policy Review

This policy will be reviewed **annually** or following a significant safeguarding incident, change in legislation, or organisational update.