



## **Strawberry Kiwi Arts Ltd Safeguarding Policy**

Strawberry Kiwi Arts Ltd is committed to providing a safe and supportive environment for all children and young people who attend our performing arts classes, holiday camps, and other activities. We recognize that safeguarding is everyone's responsibility and that we all have a role to play in ensuring the welfare and safety of our students.

This policy applies to all staff, volunteers, and contractors working with children and young people at Strawberry Kiwi Arts Ltd including:

- All staff members, including teachers, assistants, and administrators
- Volunteers who work with children and young people
- Contractors who provide services or activities for our students

### **Purposes of this policy:**

- Protect children and young people from harm
- Prevent abuse and neglect
- Promote a culture of safeguarding and respect for all students
- Ensure that all staff, volunteers, and contractors understand their roles and responsibilities in relation to safeguarding
- Provide a safe and supportive environment for all students

### **Key Principles:**

1. Protection: We will take all reasonable steps to protect children and young people from harm, abuse, or neglect.
2. Prevention: We will prevent harm by creating a culture of respect, inclusion, and understanding.
3. Proportionate Response: We will respond proportionately to incidents or concerns, taking into account the needs and circumstances of the child or young person.
4. Partnership: We will work in partnership with parents, carers, and other organizations to ensure the safety and well-being of our students.

### **Roles and Responsibilities:**

1. Designated Safeguarding Lead: D'nai Pebbles Thomas-Small
2. Our Designated Safeguarding Lead is responsible for:
  - Overseeing the implementation of this policy
  - Ensuring that all staff, volunteers, and contractors are aware of their roles and responsibilities
  - Reporting concerns or incidents to the authorities (e.g., social services) as necessary
3. Staff Members: All staff members are responsible for:

- Reporting any concerns or incidents to the Designated Safeguarding Lead
- Creating a safe and respectful environment for all students
- Following established procedures for reporting injuries or accidents
- 4. **Volunteers:** Volunteers are responsible for:
  - Following established procedures for reporting concerns or incidents
  - Conducting themselves in a manner that reflects the values of Strawberry Kiwi Arts Ltd.
- 5. **Contractors:** Contractors are responsible for:
  - Following established procedures for reporting concerns or incidents
  - Conducting themselves in a manner that reflects the values of Strawberry Kiwi Arts Ltd.

## **Procedures**

1. **Reporting Concerns:** Any concerns or incidents should be reported to the Designated Safeguarding Lead as soon as possible.
2. **Incident Response:** In the event of an incident or concern, we will follow our incident response procedure, which includes:
  - Initial response: The Designated Safeguarding Lead will respond promptly to the incident or concern.
  - Investigation: A thorough investigation will be conducted to determine the facts of the incident.
  - Reporting: The Designated Safeguarding Lead will report the incident to the authorities (e.g., social services) as necessary.
  - Follow-up: We will follow up with the child or young person to ensure their well-being and provide support as needed.

**Toilet Break Policy:** Only our enhanced DBS-checked teachers and staff are permitted to accompany students to the restroom, ensuring that no student is ever in a one-to-one situation; staff will wait outside the restroom during this time and will only assist with hand washing when necessary, as all students in our care are fully toilet trained.

## **Food Policy:**

At our holiday camps, we do not provide any food or drink for students, with the exception of water if necessary. All students must:

- Bring a labeled water bottle to stay hydrated.
- Bring a healthy snack and a packed lunch.
- Note that we are a nut-free camp, as outlined in our booking information, to ensure the safety of all students with allergies.

**Background Checks:** All staff members, volunteers, and contractors who work with children and young people will undergo background checks (DBS checks) prior to commencing work with us.

## **Monitoring and Review:**

1. Annual Review: This policy will be reviewed annually or as needed.
2. Monitoring: The Designated Safeguarding Lead will monitor the implementation of this policy and report any concerns or issues to the management team.

## **Training**

All staff members, volunteers, and contractors who work with children and young people will receive training on:

1. Safeguarding Principles: The importance of safeguarding principles and how they apply in our setting.
2. Recognizing Abuse: How to recognize signs of abuse or neglect.
3. Reporting Concerns: Procedures for reporting concerns or incidents.

## **Communication**

We will communicate this policy to:

1. Parents/Caregivers: Parents/caregivers will be informed about our safeguarding policy through our website and other communication channels.
2. Staff Members/Volunteers: Staff members/volunteers will be informed about this policy through orientation sessions, training programs, and regular reminders.

## **Confidentiality**

All information related to safeguarding concerns or incidents will be treated confidentially.

## **Complaints Procedure**

We have a complaints procedure in place for dealing with complaints about our safeguarding practices or policies.

By implementing this safeguarding policy, we aim to create a safe and supportive environment where children and young people can thrive while participating in our performing arts classes, holiday camps, and other activities.

**Date of Review:** 04/06/24

**Next Review Date:** 04/06/25

**Approved by:** D'nai Pebbles Thomas-Small, Company Director