# Brockham Arts Club – Safeguarding & Child Protection Policy

Effective from: July 2025  
Next review: July 2026

Designated Safeguarding Lead (DSL): Amanda Fairbank Hynes  
Deputy DSL: Caroline Mills  
Email: brockhamartsclub@outlook.com

## 1. Statement of Intent

Brockham Arts Club is fully committed to safeguarding and promoting the welfare of all children and young people in our care. We believe all children have the right to feel safe, supported, and valued. We will take all necessary steps to protect children from harm, abuse, and exploitation.

This policy outlines how we fulfil our safeguarding duties in line with:  
- The Children Act 1989 & 2004  
- Working Together to Safeguard Children (2018, updated 2023)  
- Keeping Children Safe in Out-of-School Settings  
- The Prevent Duty (2015)  
- Surrey Safeguarding Children Partnership (SSCP) procedures

## 2. Our Safeguarding Responsibilities

We will:  
- Provide a safe and creative environment where children feel confident and listened to.  
- Identify children who may be at risk of harm.  
- Respond quickly and appropriately to concerns.  
- Work in partnership with parents, schools, and Surrey’s children’s services.

All staff, volunteers and contractors at Brockham Arts Club are:  
- DBS checked  
- Safeguarding trained  
- Required to follow this policy and report any concerns to the DSL.

## 3. Designated Safeguarding Lead (DSL)

Our DSL is responsible for:  
- Acting as the main point of contact for child protection concerns.  
- Liaising with the Surrey Children's Single Point of Access (C-SPA) where necessary.  
- Ensuring staff are trained and understand safeguarding responsibilities.  
- Keeping accurate records of concerns and referrals.

Surrey C-SPA Contact:  
- 📞 0300 470 9100  
- 📧 cspa@surreycc.gov.uk  
- Out of Hours (Emergency Duty Team): 01483 517898

## 4. Types of Abuse and Neglect

We are alert to the four main categories of abuse:  
- Physical abuse – hitting, shaking, causing harm  
- Emotional abuse – bullying, threats, withholding affection  
- Sexual abuse – inappropriate touching, exploitation  
- Neglect – failure to meet basic needs

We also recognise additional safeguarding risks including:  
- Domestic abuse  
- Mental health issues  
- Online grooming  
- Radicalisation and extremism (Prevent Duty)  
- Peer-on-peer abuse or bullying

## 5. Reporting Concerns

Any safeguarding concern must be reported to the DSL immediately.

We will:  
- Listen calmly and take all disclosures seriously.  
- Not promise confidentiality – we explain we must share information to keep children safe.  
- Record the concern accurately and without delay.  
- Contact Surrey C-SPA if a child is at risk of harm.  
- Inform parents unless doing so would put the child at further risk.

## 6. Safer Recruitment and Staff Conduct

- All staff and volunteers are subject to enhanced DBS checks.  
- Staff must complete basic safeguarding and Prevent Duty training before working with children.  
- We follow safer recruitment guidelines, including references and ID checks.  
- Staff must follow the code of conduct, including not being alone with a child unless necessary and appropriate.

## 7. Online Safety and Use of Devices

- Children are not permitted to use mobile phones or take photos during sessions.  
- Staff phones are used minimally and only for permitted promotional photography, in line with signed parental consent.  
- No images are shared externally without written permission, and photos are stored securely for approved use only.

## 8. Information Sharing and Confidentiality

We only share safeguarding information with those who need to know. We will always act in the child’s best interests and follow the Surrey Safeguarding Children Partnership’s guidance on information sharing.

## 9. Allegations Against Staff or Volunteers

If an allegation is made about a staff member:  
- It must be reported to the DSL or deputy immediately.  
- The DSL will contact the Local Authority Designated Officer (LADO) within 24 hours:  
 - 📧 LADO@surreycc.gov.uk  
 - 📞 0300 123 1650  
- The individual may be suspended while investigations take place, and we will cooperate fully with external authorities.

## 10. Prevent Duty

We have a duty to prevent children from being drawn into terrorism or extremism. We do this by:  
- Promoting British values: tolerance, democracy, respect, individual liberty, and rule of law.  
- Identifying and referring concerns related to radicalisation to the appropriate authority.

## 11. Whistleblowing

Staff or volunteers concerned about the conduct of a colleague should report their concerns to the DSL or, if necessary, directly to the LADO or NSPCC Whistleblowing Helpline (📞 0800 028 0285).

## 12. Policy Review

This policy is reviewed annually or sooner if safeguarding legislation changes. All staff are made aware of updates and provided with ongoing training and support.

## Contact Details

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