

Mindful Artbox

Safeguarding & Child Protection Policy

Policy reviewed: September 2026

Next review: September 2027

Policy owner: Nishma Delaney, Mindful Artbox

1. Introduction

Mindful Artbox provides creative art experiences for children, young people and adults, including:

- 1-to-1 private art tuition
- Art parties and celebrations
- Weekly art classes
- Creative workshops
- Holiday art camps
- School, community and corporate creative activities
- Other bespoke creative experiences

Mindful Artbox is based in Boxmoor, Hemel Hempstead, Hertfordshire, and also works across Hertfordshire, Buckinghamshire and Bedfordshire.

Mindful Artbox is committed to safeguarding and promoting the welfare of children and young people who take part in any of its activities.

This policy applies to **Nishma Delaney and any staff, freelancers, volunteers, assistants or other adults working on behalf of Mindful Artbox.**

For the purposes of this policy, a child or young person means anyone under the age of 18.

2. Purpose of this Policy

The purpose of this policy is to:

- protect children and young people who participate in Mindful Artbox activities;
- promote their welfare, safety and wellbeing;
- provide clear guidance on recognising and responding to safeguarding concerns;
- ensure that concerns about a child's welfare are taken seriously and acted upon appropriately;
- establish appropriate boundaries and safer working practices when working with children and young people;

- ensure that everyone working on behalf of Mindful Artbox understands their safeguarding responsibilities.

Mindful Artbox believes that **every child has the right to feel safe, respected and listened to**, regardless of their age, background, circumstances or ability.

No child or young person should experience abuse, neglect, exploitation or other harm.

3. What is Safeguarding?

Safeguarding means protecting children from harm and promoting their welfare.

Children may experience harm in a variety of environments and circumstances. Safeguarding concerns may arise from within a child's family, from other children or adults, online, within the community, or through circumstances outside of their control.

Possible forms of abuse or harm include, but are not limited to:

- physical abuse;
 - emotional or psychological abuse;
 - sexual abuse;
 - neglect;
 - grooming and exploitation;
 - trafficking and modern slavery;
 - domestic abuse;
 - female genital mutilation (FGM);
 - bullying and cyberbullying;
 - exposure to inappropriate or harmful content or behaviour;
 - criminal exploitation;
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4. Safeguarding Principles

Safeguarding children is everyone's responsibility.

Mindful Artbox will:

- remain alert to possible safeguarding concerns;
- provide safe and appropriately supervised environments;
- take reasonable steps to identify and minimise risks;
- treat children and young people with dignity, respect and fairness;
- listen to children and take concerns seriously;

- maintain appropriate professional boundaries;
- respond promptly and appropriately to safeguarding concerns;
- record concerns factually and appropriately;
- share information where necessary to protect a child;
- work with parents, carers and relevant professionals where appropriate;
- follow relevant legislation, statutory guidance and local safeguarding procedures.

Anyone working on behalf of Mindful Artbox has a responsibility to report safeguarding concerns rather than attempting to investigate them independently.

5. Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) for Mindful Artbox is:

Nishma Delaney

Email: mindfulartbox@outlook.com

Telephone: 07725 562771

Any safeguarding concern should be reported to the DSL as soon as reasonably possible.

Where Nishma Delaney is herself the subject of a safeguarding concern, the concern should be reported directly to the appropriate local authority children's social care service or the police.

6. Responding to a Safeguarding Concern or Disclosure

If a child tells an adult about something that causes concern, the adult should:

1. **Listen calmly.**
2. Allow the child to speak without unnecessary interruption.
3. Take what the child says seriously.
4. Reassure the child that they have done the right thing by speaking to someone.
5. Explain that the information may need to be shared with someone who can help keep them safe.
6. Avoid promising confidentiality or secrecy.
7. Avoid asking leading or investigative questions.
8. Record the child's words as accurately as possible, including relevant dates, times and observations.
9. Report the concern promptly to the Designated Safeguarding Lead.

Adults should not attempt to investigate allegations themselves or confront an alleged perpetrator.

The priority is always the child's immediate safety and wellbeing.

7. Immediate Danger or Emergency

If a child or young person is believed to be in **immediate danger**, the appropriate emergency service should be contacted by calling **999**.

Where there is a safeguarding concern that does not require an immediate emergency response, the concern should be referred to the appropriate local authority children's social care/safeguarding service in accordance with the relevant local procedures.

If there is uncertainty about what action to take, advice should be sought from the appropriate safeguarding authority rather than ignoring or delaying a concern.

8. Confidentiality and Information Sharing

Mindful Artbox respects the privacy of children, young people and their families.

However, safeguarding information cannot always be kept confidential.

If information suggests that a child may be at risk of harm, information may need to be shared with parents/carers, children's social care, the police or another appropriate professional or organisation.

Information will be shared **only where necessary, proportionate and appropriate**, with the child's safety and welfare being the primary consideration.

Children should never be promised that a safeguarding disclosure will remain secret.

9. Safer Working Practices

Mindful Artbox aims to maintain clear and appropriate professional boundaries when working with children and young people.

This includes:

- treating children respectfully and appropriately at all times;
- maintaining professional rather than personal relationships;
- avoiding unnecessary physical contact;
- never using physical punishment or humiliating, threatening or degrading behaviour;
- never engaging in sexualised or inappropriate communication or behaviour;
- avoiding being alone with a child in circumstances where this can reasonably be avoided;
- ensuring activities take place in appropriate, safe environments;
- maintaining appropriate supervision;

- following agreed arrival and collection arrangements;
- communicating appropriately with parents/carers about sessions and practical arrangements.

Where 1-to-1 tuition takes place at Mindful Artbox's premises, parents/carers will be informed of the arrangements and are responsible for ensuring that the agreed arrival and collection arrangements are followed.

10. 1-to-1 Art Tuition

Mindful Artbox provides bespoke 1-to-1 art tuition for children and young people.

Parents/carers are responsible for providing accurate emergency contact and relevant medical information before sessions begin.

Where possible:

- communication about bookings, attendance and practical arrangements will take place with the parent/carer;
- parents/carers will be informed about the location and arrangements for tuition;
- appropriate professional boundaries will be maintained;
- sessions will take place in an appropriate working environment;
- concerns about a child's welfare will be recorded and dealt with in accordance with this policy.

Mindful Artbox may contact a parent/carer if a safeguarding or welfare concern arises, unless doing so could place the child at greater risk or would interfere with appropriate safeguarding action.

11. Online Sessions

Where online art tuition is offered, Mindful Artbox will take reasonable steps to maintain appropriate safeguarding standards.

Online sessions should:

- be arranged with the knowledge and consent of the parent/carer;
- take place using an agreed platform;
- maintain appropriate professional communication;
- avoid unnecessary private communication between the child and tutor outside the agreed session;
- involve the parent/carer where appropriate.

Parents/carers remain responsible for the child's physical environment and supervision outside the tutor's direct online session.

12. Photography and Filming

Mindful Artbox may sometimes wish to photograph or film artwork or activities for promotional, portfolio or social media purposes.

Children will not be photographed or filmed for promotional purposes without appropriate parental/carers consent.

Where photographs are taken:

- only appropriate images will be used;
- children will not be portrayed in a way that could compromise their dignity or safety;
- identifying information will not be unnecessarily shared alongside images;
- parents/carers may withdraw consent for future use where appropriate.

Parents/carers should also respect the privacy of other children attending Mindful Artbox activities and should not photograph or film other children without appropriate permission.

13. Art Camps, Workshops and Group Activities

Mindful Artbox will take reasonable steps to ensure that activities are planned and delivered in a safe and appropriate environment.

This includes considering:

- the age and needs of participants;
- appropriate supervision;
- venue suitability;
- safe use of art materials and equipment;
- allergies and relevant medical information;
- emergency procedures;
- appropriate arrival and collection arrangements;
- risks associated with individual activities.

Children will be given age-appropriate instructions for the safe use of art materials, tools and equipment.

Any activity involving materials or equipment that could reasonably present a risk will be appropriately supervised.

14. Behaviour and Boundaries

Mindful Artbox aims to provide a welcoming, respectful and inclusive environment.

Children and young people are expected to:

- treat other participants and adults respectfully;
- follow reasonable safety instructions;
- behave appropriately towards others;
- respect the venue and materials.

Bullying, harassment, threatening behaviour, discrimination, inappropriate sexualised behaviour or deliberate unsafe behaviour will not be accepted.

Any behaviour concern will be dealt with calmly, fairly and in an age-appropriate manner.

Physical punishment will never be used.

Where behaviour presents a significant safeguarding or safety concern, parents/carers may be contacted and appropriate further action may be taken.

15. Mobile Phones and Digital Communication

During regular art tuition and classes, children should not use mobile phones unless this has been agreed for a specific reason.

At art camps and workshops, phones should generally remain switched to silent and stored safely unless they are required for an agreed activity or to contact a parent/carer with permission.

Mindful Artbox will maintain appropriate boundaries around digital communication with children.

Where communication about bookings, attendance or welfare is required, this will normally take place through the parent/carer.

16. Health, Medical Needs and Allergies

Parents/carers are responsible for providing accurate information about any medical conditions, allergies, additional needs or other circumstances that may affect their child's participation.

Mindful Artbox will take reasonable steps to accommodate relevant information and reduce foreseeable risks.

Parents/carers should inform Mindful Artbox of any significant change to their child's health or circumstances that may affect their participation.

In an emergency, appropriate emergency services may be contacted.

17. Arrival, Collection and Late Collection

Parents/carers are responsible for ensuring that children arrive at the agreed time and are collected promptly at the end of a session where collection is required.

Mindful Artbox will not release a child to an unauthorised person where prior arrangements have not been made.

Parents/carers should inform Mindful Artbox as soon as possible if an unexpected delay affects collection.

Any child remaining after the agreed collection time will continue to be supervised until collected, where reasonably possible. Persistent or significant late collection may result in additional charges or a review of the booking arrangements.

18. Use of Alcohol, Smoking and Substances

No person working on behalf of Mindful Artbox will:

- smoke or vape in the presence of children;
- consume alcohol while responsible for children;
- use or possess illegal drugs while working with or supervising children;
- attend a children's activity while impaired by alcohol, drugs or any other substance.

19. Recruitment and Suitability

Where Mindful Artbox engages other adults to work with children, reasonable steps will be taken to ensure that they are suitable for the role.

Depending on the nature of the role, this may include:

- appropriate references;
- relevant experience or qualifications;
- safeguarding expectations and procedures;
- identity checks;
- appropriate Disclosure and Barring Service (DBS) checks where required or appropriate.

Any adult working with children on behalf of Mindful Artbox is expected to comply with this safeguarding policy.

20. Safeguarding Records

Safeguarding concerns will be recorded factually and securely.

Records should include, where appropriate:

- the date and time;

- what was observed or disclosed;
- the child's own words where relevant;
- action taken;
- who the concern was reported to;
- any further action required.

Records will be kept securely and only accessed or shared where there is a legitimate safeguarding or legal reason to do so.

21. Allegations Concerning an Adult Working for Mindful Artbox

Any allegation or concern that an adult working on behalf of Mindful Artbox has behaved inappropriately towards a child will be taken seriously.

The concern will be recorded and appropriate advice will be sought from the relevant safeguarding authority, children's social care, police or other appropriate organisation.

Where appropriate, the person concerned may be removed from contact with children while the concern is considered.

No investigation will be carried out independently where this could compromise an official safeguarding process.

22. Parents and Carers

Mindful Artbox recognises parents and carers as important partners in keeping children safe.

Parents and carers are encouraged to:

- provide accurate emergency contact information;
- provide relevant medical, allergy or additional-needs information;
- communicate any concerns about their child's wellbeing;
- follow arrival and collection arrangements;
- ensure their child understands appropriate behaviour and safety expectations;
- contact Mindful Artbox if they have any safeguarding concerns.

Any parent or carer who has a safeguarding concern about a Mindful Artbox activity should raise it with the Designated Safeguarding Lead as soon as possible.

23. Review of the Policy

This policy will be reviewed at least annually and sooner if:

- legislation or statutory guidance changes;

- Mindful Artbox introduces new activities or services;
- a safeguarding incident identifies a need for change;
- working practices or venues change;
- new risks are identified.

Policy owner: Nishma Delaney

Date reviewed: September 2026

Next scheduled review: September 2027

24. Safeguarding Contact Details

Designated Safeguarding Lead:

Nishma Delaney
Mindful Artbox

Email: mindfulartbox@outlook.com

Telephone: 07725 562771

For emergencies where a child is in immediate danger, call **999**.

Statement of Commitment

Mindful Artbox is committed to creating creative spaces where children and young people can **explore, create, learn and express themselves in a safe, respectful and supportive environment**.

Safeguarding is taken seriously, and any concern about the welfare of a child will be listened to, recorded appropriately and acted upon in accordance with relevant safeguarding procedures and statutory guidance.