

Safeguarding Policy Statement

At Kitty's Art Studio | Springwood Barn, we are fully committed to safeguarding and promoting the welfare of all students participating in our workshops. We recognise our duty of care in providing a safe, nurturing, and inclusive environment where individuals can explore their creativity free from discrimination and harm.



We follow clear safeguarding and data-protection practices to ensure that children's personal information is handled safely, respectfully, and in line with UK GDPR and the 2026 Data Use and Access Act (DUAA). Only the minimum information needed for safety and wellbeing is collected, and it is stored securely.

Any concerns or incidents will be handled promptly and confidentially. We encourage open communication and provide clear reporting routes for students, parents, and facilitators.

Our safeguarding approach aligns with UK legislation and best practice, ensuring consistent monitoring, proactive risk management, and a commitment to student wellbeing.

1. Policy Aims

This policy aims to:

- Protect children, young people, and vulnerable adults attending workshops from harm.
- Provide clear guidance on recognizing and responding to concerns of abuse or neglect.
- Ensure facilitators, volunteers, and parents understand their safeguarding responsibilities.
- Foster an environment where participants feel safe, respected, and supported.
- Promote diversity, equity, and inclusion, ensuring that all students, regardless of background, ability, or disability, have equal access to learning opportunities.
- Ensure children's personal data is handled with privacy-by-design principles

Special accommodations can be provided upon request.

2. Legal Framework

This policy is informed by:

- The Children Act 1989 & 2004
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2024)
- The Education Act 2002
- The Childcare Act 2006
- The Safeguarding Vulnerable Groups Act 2006
- The Data Protection Act 2018 (UK GDPR)
- Data Use and Access Act 2025 (in force 2026)
- The United Nations Convention on the Rights of the Child (UNCRC)

3. Definitions

- Safeguarding: Protecting children, young people, and vulnerable adults from abuse, neglect, and harm while promoting their well-being.
 - Child Protection: A subset of safeguarding focused on preventing and responding to abuse, neglect, and exploitation.
 - Child: Any person under the age of 18.
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4. Roles & Responsibilities

Designated Safeguarding Lead (DSL)

The DSL will:

- Act as the first point of contact for safeguarding concerns.
- Ensure all facilitators and volunteers receive safeguarding training.
- Liaise with local safeguarding agencies, including Children's Social Care and the Local Authority Designated Officer (LADO).
- Maintain accurate and confidential safeguarding and data-protection records

DSL Contact: **Kitty Hatcher** | studio@springwoodbarn.co.uk

Facilitators & Volunteers

All facilitators and volunteers must:

- Prioritize the safety and welfare of workshop participants.
 - Be alert to signs of abuse or neglect.
 - Report safeguarding concerns to the DSL.
 - Follow the Code of Conduct.
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5. Types of Abuse & Safeguarding Concerns

Facilitators should be aware of the different forms of harm, including:

- Physical Abuse: Actions causing physical harm, such as hitting or burning.
 - Emotional Abuse: Persistent emotional maltreatment, including criticism or isolation.
 - Sexual Abuse: Involving a child or vulnerable person in sexual activities.
 - Neglect: Failure to provide basic needs such as food, medical care, or supervision.
 - Other Safeguarding Concerns:
 - Child Sexual Exploitation (CSE)
 - Child Criminal Exploitation (CCE)
 - Domestic Abuse
 - Online Abuse
 - Radicalisation (Prevent Duty)
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6. Code of Conduct for Facilitators & Volunteers

All facilitators and volunteers must:

- Maintain appropriate boundaries.

- Avoid situations where they are alone with a child.
 - Encourage positive behaviour and provide constructive feedback.
 - Respect privacy and dignity, particularly during personal care situations.
 - Avoid inappropriate physical contact and be mindful of personal space.
 - Model safe, professional behaviour online and offline.
 - Remain professional and vigilant about language, behaviour, and social media use.
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7. Safer Recruitment Practices

To safeguard all students, Springwood Barn Studio follows safer recruitment procedures. All leading facilitators must complete:

- Enhanced Disclosure and Barring Service (DBS) checks for the children's workforce
- Professional or character references confirming suitability
- A structured interview assessing experience, conduct, and readiness to work with children
- A safeguarding induction covering studio policies, procedures, and expectations

All lead adults are Enhanced DBS-checked experienced teachers, supported by a supervised assistant who works alongside facilitators throughout each session.

8. Recognizing & Responding to Safeguarding Concerns

Recognizing Signs of Abuse

Facilitators should be alert to warning signs such as:

- Unexplained bruises, burns, or injuries.
- Sudden behavioural changes, fearfulness, or withdrawal.
- Poor hygiene or signs of neglect.
- Inappropriate knowledge or behaviour relating to sexual activity.

Responding to Disclosures of Abuse

If a student discloses abuse:

1. Listen carefully.
 2. Reassure them.
 3. Record their own words as soon as possible.
 4. Inform the DSL immediately.
 5. Do not promise confidentiality.
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9. Reporting Procedures

If a facilitator or volunteer has a safeguarding concern, they must:

1. Report the concern to the DSL immediately.
2. The DSL will assess the concern and may contact:
 - Children's Social Care (Local Authority)

- The Local Authority Designated Officer (LADO) if the concern involves a facilitator
 - The Police if a student is in immediate danger
3. If the DSL is unavailable, contact safeguarding authorities or emergency services.
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10. Confidentiality & Information Sharing

- All safeguarding concerns and records are securely stored and accessible only to authorized staff.
 - Information is shared only when necessary to protect a child.
 - Children's personal data is handled using **privacy-by-design** principles, in line with UK GDPR and DUAA 2026.
 - Only essential information is collected for safety, wellbeing, and emergency contact
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11. Training & Support

- Safeguarding training is mandatory for all facilitators and volunteers.
 - Regular policy reviews ensure alignment with best practices.
 - Support is available for facilitators managing safeguarding concerns.
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12. Whistleblowing Policy

Facilitators and volunteers must report concerns about inappropriate behaviour or misconduct. Reports will be investigated thoroughly, and appropriate action taken without fear of reprisal. Kitty's Art Studio | Springwood Barn maintains a zero-tolerance policy for safeguarding breaches.

13. Safeguarding & Insurance

Kitty's Art Studio | Springwood Barn maintains business insurance with Hiscox, including public liability and safeguarding protections.

14. Policy Monitoring & Review

This policy will be reviewed annually or sooner if required by changes in legislation or best practice.

Last Reviewed: June 2026

Next Review Due: June 2027

15. Contact Information

DSL Contact: Kitty Hatcher | Email: studio@springwoodbarn.co.uk

Local Authority Children's Services: 0300 470 9100 | Email: cspa@surreycc.gov.uk

NSPCC Helpline: 0808 800 5000

Police (Non-Emergency): 101 | Emergency: 999
