

# Safeguarding Policy Statement

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



We adhere to strict safeguarding protocols to maintain a secure and supportive space. All staff members are trained in safeguarding practices and remain vigilant in ensuring a safe learning atmosphere for everyone.

Any concerns or incidents will be handled promptly and confidentially, ensuring that students feel protected, respected, and valued at all times. We encourage open communication and provide clear reporting resources for students who may have concerns.

Our safeguarding approach aligns with UK legislation and best practices, ensuring consistent monitoring, proactive risk management, and a commitment to student well-being.

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## 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.

Special accommodations can be provided upon request. Please notify the studio in advance.

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## 2. Legal Framework

This policy is informed by UK safeguarding legislation and statutory guidance, including:

- 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)
- The United Nations Convention on the Rights of the Child (UNCRC)

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## 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 studio has a named Designated Safeguarding Lead (DSL) responsible for overseeing safeguarding practices. 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 records of concerns and actions taken.

DSL Contact: Kitty Hatcher | Email: [studio@springwoodbarn.co.uk](mailto: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 immediately.
  - Follow the Code of Conduct outlined in this policy.
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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.
- Never use physical punishment or aggressive language.

- 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.
  - Remain professional and vigilant about language, behaviour, and social media use.
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## **7. Safer Recruitment Practices**

To safeguard students, all facilitators and volunteers must undergo:

- Enhanced Disclosure and Barring Service (DBS) checks
  - Professional or character references
  - A structured interview process to assess suitability for working with children
  - Safeguarding induction covering policies and procedures
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## **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 and calmly without interrupting.
  2. Reassure the individual that they did the right thing by sharing.
  3. Record concerns in their own words as soon as possible.
  4. Inform the DSL immediately—never investigate independently.
  5. Do not promise confidentiality—explain that information will be shared appropriately to protect them.
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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, urgent concerns should be reported directly to local 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 personnel.
  - Information will only be shared in line with UK safeguarding protocols—never disclosed unnecessarily.
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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. Springwood Barn maintains a zero-tolerance policy for safeguarding breaches.

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## 13. Safeguarding & Insurance

As part of our commitment to student welfare, Springwood Barn maintains business insurance that includes public liability and safeguarding protections with Hiscox Business Insurance. This coverage ensures full compliance with UK safeguarding standards while supporting the safe and responsible facilitation of educational activities.

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## 14. Policy Monitoring & Review

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

Last Reviewed: May 2025

Next Review Due: May 2026

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## 15. Contact Information

DSL Contact: Kitty Hatcher | Email: [studio@springwoodbarn.co.uk](mailto:studio@springwoodbarn.co.uk)

Local Authority Children's Services: 0300 470 9100 | Email: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

NSPCC Helpline: 0808 800 5000

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

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