

Sketch Appeal CIC

Child Safeguarding Policy



Introduction & Purpose

Sketch Appeal CIC is committed to providing a safe and supportive environment for all participants involved in our programmes. The purpose of this policy is to:

- Help us protect children and young people (C&YP) from abuse, neglect and harm
- Ensure that safeguarding is understood to be everyone's responsibility
- Create a safeguarding culture where staff, contractors, volunteers and participants are comfortable sharing concerns and taking appropriate action

Scope

This policy applies and must be read by all staff, freelancers and volunteers contracted by Sketch Appeal CIC, whether they are hired on a one-off or regular basis.

Principles

Our Child Safeguarding Policy is based on the following principles:

- The welfare of the child is paramount.
- All children, regardless of age, gender, ethnicity or ability, have the right to be protected from harm.
- All suspicions and allegations of abuse or neglect will be taken seriously and responded to appropriately.
- Confidentiality will be maintained as far as possible, while also ensuring that the welfare of the child is safeguarded.
- All data collected related to child safeguarding will be stored and processed in line with our Data Protection Policy.
- All employees and volunteers working with children will be carefully selected, trained, and supervised to ensure they understand their safeguarding responsibilities.

Roles and Responsibilities

Everyone involved in Sketch Appeal CIC has a responsibility to safeguard C&YP. This includes employees, volunteers, contractors, and partners.

Specifically:

- The Safeguarding Officer [currently Sketch Appeal CIC Director Dulcie Ball] is responsible for overseeing the implementation of this policy and ensuring that all employees, contractors and volunteers understand and fulfil their safeguarding responsibilities.
- All employees, contractors and volunteers with specific contact with C&YP, must read and confirm that they have read, understood and promise to adhere to our Child Safeguarding Policy.
- Partner organisations and charities will be required to provide evidence of their own safeguarding policies and procedures to our Safeguarding Lead.
- Parents and carers have a responsibility to inform Sketch Appeal CIC of any concerns they have about the welfare of their child or other children involved in our programmes.

DBS Screening

- All staff, freelancers and volunteers enlisted by Sketch Appeal to work on a project/event/workshop involving C&YP must hold an enhanced DBS certificate issued within the last 3 years.
- Guest Artists who we engage with on a one-off or ad-hoc basis for general public events are not required to hold a DBS certificate but will be accompanied by Sketch Appeal staff members at all times.

Code of Conduct

All staff, freelancers and volunteers must sign and adhere to our Code of Conduct, which sets out expectations around appropriate behaviour and conduct, including:

- Staff, freelancers and volunteers must treat all C&YP with respect and avoid any behaviour that could be construed as bullying, harassment, or discrimination.
- Staff, freelancers and volunteers must not have any physical contact with C&YP that could be misconstrued or is inappropriate.
- Staff, freelancers and volunteers must report any concerns they have about the welfare of a child or young person to our Safeguarding Officer.
- Employees and volunteers must not communicate with C&YP outside of their professional duties.

Procedure and Protocol

- Children under the age of 18 can only participate in a workshop or project with the written consent of their parent/carer/social worker. The exception is at drop-in events, when verbal consent is considered acceptable.
- As part of the registration process, the adult applicant must provide Sketch Appeal CIC with an emergency contact name and telephone number, and obtain consent to contact this person in the event of an emergency or safeguarding concern.
- We ask registrants to provide details of access needs and allergies

- We provide space for people to tell us about any mental health issues they are facing – this is always confidential and entirely optional unless it is a prerequisite of the project funders/partners.
- There are always at least 2 Sketch Appeal staff present at workshops, events and projects involving C&YP. The exception to this is when we are enlisted by third parties or partners to deliver workshops as part of production team responsible for wider events – e.g. Teenage Cancer Trust's Find Your Sense of Tumour.
- C&YP will not be photographed or filmed by Sketch Appeal staff without verbal or written consent of their parent/carer and the individual child/young person.

Responding to Concerns

If a member of staff, freelancer or volunteer has any concerns about the welfare of a child or young person, they must report it to the Safeguarding Officer. Specifically:

- All concerns will be taken seriously and investigated appropriately.
- If the Safeguarding Officer believes that a child or young person is at risk of harm, they will report it to the relevant authorities.
- The welfare of the child or young person will be the paramount consideration throughout any investigation.

Training and Awareness

All staff, freelancers and volunteers when appropriate, who work with C&YP will receive appropriate training to ensure they understand and are able to fulfil competently their safeguarding responsibilities.

Specifically:

- Staff and freelancers must complete (or provide evidence of) Level One safeguarding training before they start work on a project involving Sketch Appeal CIC.
- The Safeguarding Officer will receive additional training to ensure they understand their role and responsibilities.
- Staff will regularly review their training and continually undertake refresher training, keeping up-to-date with best practice by working in collaboration with partners and relevant bodies, and will seek opportunities for further training through providers, seminars, conferences, and e-learning.

Review and Monitoring

- This policy will be reviewed annually by the Safeguarding Officer, who will ensure that it meets legal requirements and best practice standards. It will be reviewed by both Directors of Sketch Appeal CIC before updates are published.
- Any changes to the policy will be communicated to all regular staff, freelancers and volunteers.
- The policy will be monitored throughout the year to ensure that it is being implemented effectively and that all employees and volunteers understand their safeguarding responsibilities.

- Any incidents or concerns relating to child safeguarding will be recorded and reviewed to identify any areas for improvement or further action.

Enabling reports

Sketch Appeal CIC will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with. Sketch Appeal CIC will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern

Any safeguarding concern should be reported to our Safeguarding Officer, Sketch Appeal CIC Director Dulcie Ball – dulcie@sketchappeal.co.uk

Participants, volunteers and/or facilitators who have a complaint or concern relating to safeguarding should report it immediately to the Director. Sketch Appeal CIC will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations. Sketch Appeal CIC will apply appropriate disciplinary measures to staff found in breach of policy.

Sketch Appeal CIC will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.