



## Safeguarding Children Policy

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|--|---|---|-----------------|---|-------------------------|-------------|
| <b>Policy Title</b>  | Safeguarding Children Policy  |   |                 |   |                         |             |
| <b>Author(s) name and title</b>  | Emma Greenslade, Director, Success Ahead  |   |                 |   |                         |             |
| <b>Approved and Adopted by / Date approved and adopted</b>   | Lucy Sparkles LTD T/A Lucy Sparkles & Friends / August 2017   |   |                 |   |                         |             |
| <b>Reference to other documents</b>  | Lucy Sparkles & Friends Supporting Child Protection Policies, Procedures and Safeguarding Implementation Plan |   |                 |   |                         |             |
| <b>Equality Impact Assessment</b>  |   |   |                 |   |                         |             |
| <b>Who does the proposed piece of work affect? Yes✓ No X</b>   | <b>Associates</b>   | ✓ | <b>Children</b> | ✓ | <b>Parents / Carers</b> | ✓           |
|  |   |   |                 |   | <b>Yes✓</b>             | <b>No X</b> |
| Will the proposal have any impact on discrimination, equality of opportunity or relations between groups?                            |   |   |                 |   |                         | X           |
| Is the proposal controversial in any way (including media, academic, voluntary or sector specific interest) about the proposed work? |   |   |                 |   |                         | X           |
| Will there be a positive benefit to the users or workforce as a result of the proposed work?   |   |   |                 |   | ✓                       |             |
| Will the users or workforce be disadvantaged as a result of the proposed work?   |   |   |                 |   |                         | X           |
| Is there doubt about answers to any of the above questions (e.g. there is not enough information to draw a conclusion)?              |   |   |                 |   |                         | X           |

### DOCUMENT CHANGE HISTORY

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|---|---|--|
| <b>Version:</b>                           | <b>Date:</b>  | <b>Comments (i.e. viewed, or reviewed, amended, approved by person or committee)</b> |
| V1.0                                      | July 2017   | Final  |
| <b>Authors:</b>                           | Emma Greenslade, Director, Success Ahead  |  |
| <b>Reference to other documents/ date</b> | Lucy Sparkles & Friends Supporting Child Protection Policies, Procedures and Safeguarding Implementation Plan |  |
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## SAFEGUARDING CHILDREN POLICY CONTENTS

|  |   |
|--|---|
| 1. Lucy Sparkles & Friends Safeguarding Children Policy .....    | 2 |
| 1.2 The purpose of this policy:.....                             | 3 |
| Our organisation.....  | 3 |
| 1.4 We will seek to keep children and young people safe by:..... | 3 |
| 2. Definitions .....   | 4 |
| 3. Legislation.....  | 4 |
| 4. Links to other procedures .....                               | 5 |
| 5. Accountability & Responsibilities .....                       | 5 |
| 6. Information sharing & confidentiality .....                   | 6 |
| 7. Safer recruitment and employment practices .....              | 6 |
| 8. Managing allegations against associates .....                 | 6 |
| 9. Policy implementation and review.....                         | 6 |

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

|                        |   |
|------------------------|---|
| <b>Legal Framework</b> | <ul style="list-style-type: none"> <li>• Children Act 1989 &amp; 2004</li> <li>• United Convention of the Rights of the Child 1991</li> <li>• Data Protection Act 1998</li> <li>• Human Rights Act 1998</li> <li>• The Sexual Offences Act 2003</li> <li>• Safeguarding Vulnerable Groups Act 2006</li> <li>• Protection of Freedoms Act 2012</li> <li>• Children and Families Act 2014</li> <li>• Children and Social Work Act 2017</li> <li>• The Munroe Review of Child Protection: final report 2011</li> <li>• Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014</li> <li>• Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015</li> <li>• Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015</li> <li>• Bichard Inquiry Report 2004</li> <li>• Vetting and Barring Scheme 2009</li> <li>• The Protection of Children in England: A Progress Report 2009</li> <li>• EYFS 2017 statutory framework</li> </ul> |
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### **1. Lucy Sparkles & Friends Safeguarding Children Policy**

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1.1 This policy applies to all employees, franchisees and associates, including managers, administrators, teachers, entertainers, assistants, volunteers or anyone acting on behalf of Lucy Sparkles & Friends herein after referred to as ‘associates’.

## 1.2 **The purpose of this policy:**

To protect children and young people who receive services from Lucy Sparkles & Friends. This includes the children of adults who use and/or contract our services and those children within the care of care providers who we associate and work with.

To provide associates and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Lucky Sparkles & Friends believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

## **Our organisation**

- Lucy Sparkles & Friends teaches music, drama and dance to young children aged 0-7. We mostly teach in nurseries, pre-schools and children's centres alongside staff in those settings. We also hire venues from which we arrange lessons for children with parents and carers directly. We entertain at children's parties at people's homes or privately hired venues such as a church hall. Lucy Sparkles & Friends therefore work directly with children.
- Lucy Sparkles & Friends believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice that protects them.

Lucy Sparkles & Friends is committed to safeguarding and promoting the welfare of children and we expect all associates and volunteers to share in this commitment.

## 1.3 **We recognise that:**

The welfare of the child is paramount, as enshrined in the Children Act 1989;

All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;

Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;

Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## 1.4 **We will seek to keep children and young people safe by:**

- Valuing them, listening to and respecting them;
- Appointing a Designated Safeguarding Officer (DSO) for children and young people, to include an identified Deputy in the DSO absence, for safeguarding;
- Adopting child protection and safeguarding practices through this policy and related procedures and a code of conduct for associates;
- Developing and implementing an effective e-safety policy and related procedures;
- Providing effective management for associates through supervision, support, training and quality assurance measures;
- Recruiting associates safely, ensuring all necessary checks are made;
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families and associates both verbally, and via the website;
- Using our procedures to manage any allegations against associates appropriately;
- Creating and maintaining an anti-bullying environment and ensuring that we deal effectively with any bullying that does arise;
- Ensuring that we have effective complaints and whistleblowing measures in place;

- Ensuring that we provide a safe physical environment for our children, young people and associates, by applying health and safety measures in accordance with the law and regulatory guidance.

All associates must adhere to the policies and guidelines.

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## **2. Definitions**

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- 2.1 **A child** is defined as anyone who has not yet reached his/her 18th birthday. Safeguarding children and child protection [guidance and legislation](#) applies to all children up to the age of 18.
- 2.2 **Safeguarding and promoting the welfare of children** is defined for the purposes of this guidance as:
- protecting children from maltreatment;
  - preventing impairment of children's health or development;
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
  - taking action to enable all children to have the best outcomes<sup>1</sup>.
- 2.3 Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm.

This includes child protection procedures which detail how to respond to concerns about a child.

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## **3. Legislation**

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- 3.1 This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:
- Children Act 1989 & 2004
  - United Convention of the Rights of the Child 1991
  - Data Protection Act 1998
  - Human Rights Act 1998
  - The Sexual Offences Act 2003
  - Safeguarding Vulnerable Groups Act 2006
  - Protection of Freedoms Act 2012
  - Children and Families Act 2014
  - The Children and Social Care Act 2017
  - The Munroe Review of Child Protection: final report 2011
  - Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
  - Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
  - Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015
  - Relevant government guidance on safeguarding children

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<sup>1</sup> Working Together to Safeguard Children March 2015

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## **4. Links to other procedures**

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- 4.1 This policy should be read alongside our policies and procedures on child protection and safeguarding, namely:
- Child Protection Policy and Procedure including the role of the Designated Safeguarding Officer (DSO)
  - Recognising and responding to signs of abuse
  - Dealing with disclosures and concerns about a child or young person procedure
  - Managing allegations procedures
  - Recording and information sharing
  - Code of conduct for associates and volunteers
  - Safer recruitment policy
- Whistleblowing
  - Complaints procedure
  - Acceptable use of social networking, email and internet (e-safety) policy
- Photography Policy
  - Health and Safety including Lone working policy and procedure
  - Training, Supervision and Support
  - Quality assurance

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## **5. Accountability & Responsibilities**

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- 5.1 **Lucy Sparkles LTD T/A Lucy Sparkles & Friends has in place the following:**
- 5.1.1 Clear policies setting out our commitment, and approach to safeguarding including safe recruitment practices and arrangements for dealing with allegations against people who work with children and adults as appropriate.
  - 5.1.2 Training our associates in recognising and reporting safeguarding issues, appropriate supervision and ensuring that our associates are competent to carry out their responsibilities for safeguarding via induction and completion of accredited training.
  - 5.1.3 Ensuring effective arrangements for information sharing.
  - 5.1.4 Ensure that all associates are aware of their responsibility to safeguard children and promote their welfare and know how to act upon their concerns that a child may be at risk.
- 5.2 **Responsibilities of the Director(s) of Lucy Sparkles LTD T/A Lucy Sparkles & Friends**
- 5.2.1 Identify a Designated Safeguarding Officer (DSO). The DSO will also be the Senior Lead for Safeguarding. The Designated Safeguarding Officer (DSO) for Lucy Sparkles & Friends is Dani Bizley, Business Manager, who will be responsible for dealing with any concerns about the protection of children and she can be contacted on [admin@lucysparkles.com](mailto:admin@lucysparkles.com)  
The Lucy Sparkles & Friends Talent Manager will deputise for the DSO (Sarah Moss) who can be contacted at [talentmanager@lucysparkles.com](mailto:talentmanager@lucysparkles.com)  
The DSO for associates who work for a Lucy Sparkles & Friends franchise will be their franchisee/business owner.
  - 5.2.2 Advice can also be obtained from the following:
    - CEOP [www.ceop.police.uk](http://www.ceop.police.uk)
    - NSPCC Helpline Tel: 0808 800 5000

### **5.3 Responsibilities of Lucy Sparkles & Friends associates**

- 5.3.1 The responsibility of all associates to safeguard and promote the welfare of children and young people must be explicit in all job descriptions/person specifications.
- 5.3.2 Associates must be alert to the potential indicators of abuse or neglect for children and adults and know how to act on those concerns in line with national and local guidance including supporting Lucy Sparkles & Friends Child Protection Policies and Procedures and actions outlined in the Safeguarding Implementation Plan. See also: [What to do if you're worried a child may be being abused](#). Whilst this guidance may refer to dedicated professionals, the guidance outlines the signs of abuse and is a useful reference guide. You can also seek advice at any time from the NSPCC helpline – [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or 0808 800 5000 or ChildLine: 0800 1111 (textphone 0800 400 222).
- 5.3.3 Associates are responsible for ensuring they have attended training commensurate with their role and in line with procedures.
- 5.3.4 Associates must understand the limits of confidentiality and principles of information sharing in accordance with procedures.

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## **6. Information sharing & confidentiality**

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- 6.1 Information sharing is crucial in order to safeguard the welfare of children and young people. Information must only be shared with those practitioners who “need to know” and then only the details required to enable professionals to make an informed decision. Information sharing is outlined in the Recording and Sharing Information procedure.
- 6.2 Associates must document when, with whom and for what purpose information was shared. Disclosure should be justified in each case and guidance should be sought from the Designated Safeguarding Officer in cases of uncertainty.

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## **7. Safer recruitment and employment practices**

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- 7.1 All recruitment processes must be compliant with national employment legislation with the additional protective measures required by Safeguarding Vulnerable Groups Act 2006 [find here](#). This includes Disclosure and Baring Service (DBS) checks for all new associates. There is currently no requirement to repeat these checks during the course of an individual’s employment although this may change depending on the Government’s response to the Lampard review.
- 7.2 All job descriptions should be explicit regarding individual associates’ responsibility with respect to safeguarding.

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## **8. Managing allegations against associates**

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- 8.1 Managing allegations against associates will be managed in accordance with Lucy Sparkles & Friends procedures.

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## **9. Policy implementation and review**

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- 8.1 A copy of this Safeguarding Policy and associated Child Protection Policies and Procedures will be made available upon request via [admin@lucysparkles.com](mailto:admin@lucysparkles.com)
- 8.2 This Safeguarding Policy will be published on the Lucy Sparkles & Friends website.
- 8.3 Lucy Sparkles & Friends are committed to reviewing our Safeguarding Policy in line with any changes to the legal framework, associate roles and responsibilities and good

- practice.
- 8.4 The DSO is responsible for reviewing this Policy in line with changes to legislation and will receive training and regular updates to inform these changes as included in the Safeguarding Implementation Plan for Lucy Sparkles & Friends.