

**Yorkshire CREATE**

**Safeguarding Policy**

**Policy Date:** January 2026

**Review Date:** January 2027

**Approved By:** Rowena Lloyd



**1. Policy Statement**

Yorkshire CREATE is fully committed to safeguarding the welfare of all children and young people. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

Yorkshire CREATE acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. All freelancers and volunteers will work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

**2. Scope of the Policy**

This policy applies to:

- workshops and classes
- exhibitions and performances
- outreach programmes
- community projects
- schools partnerships
- online activities and digital programmes
- off-site trips and visits

It applies to all individuals representing Yorkshire CREATE , including:

- employees
- volunteers
- trustees
- freelance artists
- workshop leaders
- visiting facilitators
- contractors

## **2.1 Safeguarding Principles**

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Everyone will be treated with respect and dignity.
- The welfare of each child will always be put first.
- Enthusiastic and constructive criticism will be given to pupils rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members will provide a positive role model.
- Action will be taken to stop any inappropriate behaviour.
- It will comply with health & safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant professional development and training.
- It will ensure all contact and medical details for every child is up to date and available at the place of teaching or performance.

## **2.2 Legal Responsibility**

Yorkshire CREATE recognises its duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and Working Together to Safeguard Children 2015.

## **3. Safeguarding Responsibilities**

### **3.1 Directors**

- Ensure safeguarding policy is implemented
- Monitor safeguarding practice
- Ensure resources for safeguarding

### **3.2 Safeguarding Lead (DSL)**

Yorkshire CREATE has a Designated Safeguarding Lead who will:

- Ensure the child protection policy is adhered to.

- Ensure that all freelancers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation.
- Ensure that all freelancers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child or young person.
- Ensure that workers/members will work in a consistent and equitable manner in line with the safer working practice guidance.

The Designated Safeguarding Lead will:

- Refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care).
- Children, young people and parents will be informed of who the Designated Safeguarding Lead are and will be able to raise any safeguarding concerns & know that these will be taken seriously and acted upon.

### **3.3 Staff and Volunteers**

All staff and volunteers must:

- follow the safeguarding policy
- report concerns immediately
- maintain professional boundaries
- attend safeguarding training
- ensure safe supervision during activities
- hold an enhanced DBS certificate
- hold a first aid certificate (where appropriate)
- follow NSPCC guidance in our ratio of adults to children
- NSPCC guidelines recommend:
  - 2 - 3 years - one adult to four children
  - 4 - 8 years - one adult to six children
  - 9 - 12 years - one adult to eight children
  - 13 - 18 years - one adult to ten children

### **3.4. Partnerships and External Organisations**

When working with partner organisations, Yorkshire CREATE will ensure:

- Safeguarding standards are equivalent
- Responsibilities are clearly agreed
- Risk assessments are completed

### **3.5 Parents/carers will ensure that:**

- A registration form is completed before a child's first class and to keep Yorkshire CREATE updated of any changes to key information, including medical details.

## **4. Code of Conduct**

Staff, volunteers, and artists must:

### **Always**

- treat participants with respect
- maintain appropriate boundaries
- work in open environments
- follow supervision ratios
- report safeguarding concerns

### **Never**

- engage in inappropriate physical contact
- develop private relationships with participants
- communicate privately with children via social media
- photograph participants without consent
- transport participants alone without permission

## **5.0 Behaviour Policy**

- Parents/carers will be informed if leaders/assistants have had to do things of a personal nature for a child such as changing clothing.
- Teachers are alerted to the need to treat children with dignity and not to ask them to do anything which might embarrass them or be contrary to their cultural or religious precepts.

- Teachers are informed of any changes regarding child protection laws or best practice.
- Teachers understand that the language and tone they adopt are important factors in a child's sense of safety and reassurance.
- Teachers are responsible for devising sessions and carrying out appropriate risk assessments on the space, activities and equipment used during each session and are aware of the need to take steps to eliminate any activity or equipment that could endanger the children attending the class.

During workshops, we encourage independent learning where possible, and adults should have minimal physical contact with children. Drama is a physical activity and it is sometimes necessary to have some physical contact when demonstrating exercises or joining in activities to encourage others, but staff should be mindful of what/how much contact is appropriate.

- Positive behaviour of other children will be rewarded to set an example of how we want children to behave with the adults in the room.
- It is expected that all staff and pupils respect each other.
- If there are incidents of unacceptable verbal or physical behaviour relating to pupils these will be challenged by staff and where appropriate brought to the attention of the parent/carer.
- All prejudice incidents will be challenged.
- Sanctions should be applied in agreement with parents where necessary.

## **6.0 Medical Policy**

- A registration form requesting emergency contact details must be completed before joining workshops or classes with Yorkshire CREATE. Children will not be allowed to take part in the club if parents/carers have not completed and returned this form.
- Parents/carers are asked to alert Yorkshire CREATE before the first class/free trial if their child has any specific needs associated (including medical needs or access needs) which will require reasonable adjustments to enable them to participate.

- If an accident or illness occurs during a class, the teacher will assess the situation and remove the child from the activity if necessary.
- Where appropriate the first aider will take action to administer first aid or contact the emergency services or arrange for the child to return home, depending on what is necessary.
- If a child needs to take medication or may need staff to administer medication the parent must discuss this with staff prior to the class.

## **7. Photography and Media**

Yorkshire CREATE will:

- Obtain written consent for photographs and video
- Ensure images are used appropriately
- Store media securely
- Avoid identifying vulnerable individuals without permission

## **8. Online Safety**

For digital workshops and online programmes:

- Platforms must be approved by the organisation
- Sessions should be supervised
- Recording must follow consent procedures
- Private messaging between facilitators and children is prohibited

## **9. Reporting Safeguarding Concerns**

If a safeguarding concern arises:

1. Ensure immediate safety of the individual.
2. Report the concern immediately to the Designated Safeguarding Lead.
3. Record the concern using the Safeguarding Incident Form.
4. Do not promise confidentiality.
5. The DSL will decide whether to contact:
  - Local Authority Safeguarding Team
  - Police
  - Social Services

In an emergency, call **999**.

## **10. Record Keeping**

Yorkshire CREATE will:

- Maintain confidential safeguarding records
- Store information securely
- Share information only when necessary to protect individuals
- Comply with UK GDPR and data protection law

## **11. Training**

Yorkshire CREATE will provide:

- Safeguarding induction for all staff and volunteers
- Regular refresher training
- Specialist training for safeguarding leads

## **12. Whistleblowing**

Staff and volunteers are encouraged to report concerns about unsafe practices or behaviour by colleagues.

Concerns can be reported confidentially to:

- The Safeguarding Lead
- A Director
- External safeguarding authorities if necessary (North Yorkshire Council)

No individual will suffer detriment for raising genuine concerns.

## **13. Safer Recruitment**

Yorkshire CREATE will implement safer recruitment practices including:

- Interviews and reference checks
- DBS checks where required
- Safeguarding training for staff
- Clear role descriptions

- Safeguarding induction for volunteers

No person will work with children or vulnerable adults without appropriate vetting where required.

#### **14. Review of This Policy**

This policy will be reviewed:

- Once a year, or
- After a safeguarding concern, or
- If safeguarding guidance changes

#### **15. Policy Approval**

This policy has been approved by the management of Yorkshire CREATE and is effective from the date below.

**Signed:** RLloyd

**Name:** Rowena Lloyd

**Position with Yorkshire CREATE:** Director

**Adopted on:** January 2026

**Review date:** January 2027