

Safeguarding & Child Protection Policy

SAFEGUARDING & CHILD PROTECTION POLICY
Creative Makers CIC

Review Date: 01.01.2026
Next Review Date: 01.01.2027

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1. Policy Statement

Creative Makers CIC is fully committed to safeguarding and promoting the welfare of all children and young people who attend our provision. The safety, wellbeing, dignity and rights of children are our primary concern and underpin all operational practice.

This policy is written in line with:

- Keeping Children Safe in Education (KCSIE) 2024 (latest statutory guidance)
- Working Together to Safeguard Children
- The Children Act 1989 & 2004
- The Equality Act 2010
- The SEND Code of Practice
- Relevant Local Safeguarding Partnership procedures

Safeguarding is everyone's responsibility. All adults working within Creative Makers CIC have a duty to protect children from harm and to act in the child's best interests at all times.

2. Safeguarding Ethos

Creative Makers CIC operates as a creative, relational and trauma-informed provision. We recognise that many pupils may present with SEND, neurodivergence, EBSA, SEMH needs or prior educational trauma. These factors may increase vulnerability and may impact how children communicate distress.

We aim to create environments where children feel:

- Emotionally and physically safe
- Seen, valued and respected
- Listened to and believed
- Able to communicate concerns in their own way

Behaviour is understood as communication. Staff are trained to consider whether dysregulation, withdrawal or escalation may indicate underlying safeguarding concerns.

3. Roles and Responsibilities

The DSL holds overall responsibility for safeguarding and child protection, including:

- Managing safeguarding referrals
- Liaising with Children's Social Care and other agencies
- Maintaining secure safeguarding records
- Ensuring staff training compliance

- Monitoring safeguarding culture across the provision
- Reporting concerns to the Local Authority Designated Officer (LADO) where required

The Deputy DSL assumes responsibility in the absence of the DSL.

4. Safer Working Practice & Professional Boundaries

Creative Makers CIC maintains clear safer working practice standards in line with KCSIE 2024.

Staff must:

- Maintain professional boundaries at all times
- Avoid over-familiar or inappropriate relationships
- Communicate with pupils only through approved channels
- Not share personal contact details or social media access
- Ensure any physical contact is proportionate, appropriate and recorded if significant
- Follow lone working risk assessment arrangements where applicable

Low-level concerns regarding adult conduct are recorded and reviewed in accordance with KCSIE 2024 guidance.

5. Recognising Abuse and Harm

Staff are trained to recognise indicators of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child-on-child abuse
- Harmful sexual behaviour
- Criminal or sexual exploitation (CCE/CSE)
- Domestic abuse exposure
- Radicalisation (Prevent duty)
- Online abuse and digital exploitation
- Self-harm and suicidal ideation
- Contextual safeguarding risks

Children with SEND may display indicators differently. Staff take account of communication style, processing differences and regulation needs.

6. Responding to Concerns

If a concern arises or a child discloses information, staff must:

- Remain calm
- Listen without interruption
- Avoid leading questions
- Never promise confidentiality
- Reassure the child appropriately
- Record the disclosure factually using the child's own words
- Report immediately to the DSL

Staff must not investigate concerns themselves.

7. Early Help & Multi-Agency Working

Where concerns do not meet statutory thresholds, Creative Makers CIC will:

- Share concerns with the referring school
- Contribute to Early Help processes
- Participate in review meetings
- Monitor and escalate concerns if risk increases

8. Recording & Information Sharing

All safeguarding concerns are recorded securely with dates, times and actions taken.

Information is shared on a need-to-know basis. Safeguarding considerations override confidentiality where a child is at risk of harm.

9. Allegations Against Staff

Any allegation against an adult working with children will be reported immediately to the DSL and the Local Authority Designated Officer (LADO) in accordance with statutory guidance.

10. Online Safety

Digital device use is supervised and monitored. Pupils are supported to understand safe and respectful online behaviour.

11. Missing Child Procedure

If a child leaves the premises unexpectedly:

- Immediate site search
- DSL notified immediately
- Parent/carers and referring school informed
- Police contacted where risk identified
- Incident recorded and risk assessment reviewed

12. Safer Recruitment

All staff and volunteers:

- Undergo Enhanced DBS checks
- Provide references
- Receive safeguarding training
- Adhere to the Staff Code of Conduct

13. Policy Review

This policy is reviewed annually or sooner if guidance changes.

Signed:

Rebecca Knee
Director & Designated Safeguarding Lead
Creative Makers CIC

Date: 01 January 2026