



Safeguarding Policy

Purpose

Z-arts is the UK's only arts centre dedicated to offering best practice in children and young people's creative provision. Our mission: to inspire and enable generations of young people from Greater Manchester and the North West to use creativity to maximise their potential. Creative learning and education are at the heart of what we do. We work closely with schools and education practitioners to bring learning to life with the arts.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

The purpose of this policy statement is:

- To protect children who attend Z-arts' activities from harm.
- To provide staff and volunteers, as well as children and their families, with the overarching principles that guide our approach to child protection and safeguarding.
- This policy applies to anyone working on behalf of Z-arts including senior managers and the board of trustees, paid staff, volunteers, freelancers and placements.



September 2023





Safeguarding Policy

We believe that:

- children should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to 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 & their parents/ carers and other agencies is essential in promoting people's welfare.





Safeguarding Policy

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

- valuing, listening to and respecting them
- appointing a nominated child protection/safeguarding lead for children, a deputy and assistant and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children and their families know where to go for help if they have a concern



Safeguarding Policy

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

- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us 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, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children and their families, treat each other with respect and are comfortable about sharing concerns.



Safeguarding Policy

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

- Flow Chart & role description for the designated safeguarding officer (Saskia Metcalf) and safeguarding structure
- Safeguarding Reporting Procedures Flowchart
- Managing allegations against staff and volunteers
- Recording concerns and information sharing
- Behaviour code for staff and volunteers
- Behaviour codes for children
- Photography and sharing images guidance and consent
- Digital safeguarding policy
- Safer recruitment
- Anti-bullying
- Whistleblowing
- Health and safety
- Adult to child supervision ratios



September 2023



Safeguarding Policy

Contact details

Nominated Designated Safeguarding Officer (DSO)

Name: Saskia Metcalf

Phone/email: saskia@z-arts.org

Deputy Safeguarding Lead(s) (DSL)

Name: Liz O'Neill and Zoe Pickering

Phone/email: liz@z-arts.org & zoe@z-arts.org

Assistant Safeguarding Lead(s) (ASL)

Name: Tabitha Bowman & Gilly Balfour

Phone/email: tabitha@z-arts.org & gilly@z-arts.org

Trustee/Senior lead for safeguarding and child protection

Name: Lizzie Ransome

Phone/email:

e.ransome@chorltonhigh.manchester.sch.uk

This policy was last reviewed on: 18th September 2023

Signed: Saskia Metcalf

Date: 18/09/2023