



BEEE CREATIVE

Dance connections in Herts & Beds

CHILD SAFEGUARDING POLICY AND PROCEDURES

Terminology:

Staff includes all Trustees, freelancers, sub-contracted staff, volunteers, students or anyone working on behalf or in partnership with BEEE Creative CIO.

Visitors include all participants and audiences.

Child is anyone aged under 18 years old.

1. POLICY STATEMENT OF INTENT

BEEE Creative CIO delivers a diverse programme of arts activities and learning environments for children and young people that proactively supports their mental and physical wellbeing. Our work is delivered by a large team of freelance arts practitioners and often spans multiple, complex projects and varied settings. We acknowledge the additional safeguarding risks these contexts may pose and are fully committed to ensuring the safety and wellbeing of every child and young person who takes part in our activities.

Our aim is to create spaces where children and young people can thrive, enjoy positive experiences, feel heard and valued and feel like they belong. We ensure that all staff and practitioners understand and follow the principles, procedures and communication pathways that underpin our safeguarding and child protection approach.

We recognise that some children may face additional vulnerability due to discrimination, previous experiences, communication needs, level of dependency or other factors and we are committed to addressing these needs with sensitivity and care.

At the heart of BEEE Creative CIO's safeguarding ethos is the belief that no child or young person should ever experience abuse of any kind. We hold a shared responsibility to promote their welfare and are committed to maintaining a culture of mutual respect, inclusivity and protective practice throughout all aspects of our work.

Legal framework

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

- The Children Act 1989
- The Children Act 2004
- Education Act 2002 (section 175)
- Hertfordshire Safeguarding Children Board Inter-agency Child Protection and Safeguarding Children Procedures
- Safeguarding Children and Safer Recruitment in Education (DfES 2006)
- Working Together to Safeguard Children (HM Government 2023)
- The Education (Pupil Information) (England) Regulations 2005
- Dealing with Allegations of Abuse Against Teachers and Other Staff (DfE 2011)
- Keeping Children Safe in Education (September 2024)
- Counter-Terrorism & Security Act 2015 (Section 26)
- Information Sharing (HM Government July 2019)
- What to do if you are worried a child is being abused (DfE, 2015)
- Prevent duty guidance: England and Wales (2023)

We recognise that:

- safeguarding is defined as: protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best life chances
- child protection is defined as: the activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm
- there is a need to safeguard children from neglect, emotional abuse, physical abuse and sexual abuse
- 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 of identity, socio-economic status 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 issue
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

2. SAFEGUARDING ORGANISATION AND RESPONSIBILITIES

BEEE Creative CIO will follow procedures primarily established by the Hertfordshire Safeguarding Partnership but also other Local Safeguarding Children's Boards in other areas that it will geographically work.

2.1 Trustees

The Trustees carry and accept ultimate responsibility for the implementation of the Safeguarding Policy that will be reviewed annually. It will be implemented through the organisation's induction programme for staff and reviewed annually with staff.

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

- appointing a lead board member for safeguarding
- monitoring compliance of the policy under legislation
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff through supervision, support and training as needed
- using our procedures to manage any allegations against staff appropriately
- ensuring effective complaints and whistleblowing measures are in place
- keep up to date with all the latest developments in safeguarding and child protection and share relevant information with the wide team, as appropriate.
- including safeguarding and child protection on the agenda for Trustee meetings standing item.

2.2 Company Director

The Company Director will seek to keep children and young people safe by:

- ensuring staff can recognise, and are alert to, signs of abuse and radicalisation
- ensuring staff are aware of the procedures for handling suspected safeguarding issues, including those to be followed if a member of staff is accused or suspected of abuse, or promoting radicalisation
- recruiting staff safely, ensuring all necessary checks are made (inc. DBS, references) and at least one member of an activity team is first aid trained and everyone understands data protection policy.
- adopting child protection and safeguarding practices through procedures and a code of conduct for staff
- carry out a full risk assessment for each activity and take measures to mitigate risk.

- sharing our safeguarding and child protection policy and procedures with parents, carers and children in an appropriate way and available on our website.
- Protecting children from maltreatment including online. Making sure everyone understands procedures to follow if children, staff and volunteers find inappropriate or harmful content during online activity.

2.3 Staff

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

- valuing them, listening to and respecting them
- recording and storing information professionally and securely
- using our safeguarding procedures (Recognise, Respond, Refer) to share concerns and relevant information with agencies who need to know and involving children, young people, parents, families and carers 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 provide a safe physical environment for our children, young people and staff by applying health and safety measures.
- letting parents, carers and children know what steps we are taking to keep children safe and who they can talk to if they have any concerns.
- fully explaining to parents, carers and children the potential use of images (how they will be used, shared and stored appropriately) and gain their informed consent through signed consent forms.
- ensure all participants know the policy of taking photos during the project, including BEEE Creative taking photos, participants taking photos of other participants – to be outlined in confirmation letters.
- taking steps to prevent and respond to all forms of harmful behaviour between children.
- following up if a child is absent from a project without prior notification.
- ensuring emergency contact details are obtained for every participant taking part in an activity.
- understanding specific needs of each child and family, that is strengths-based and gathers effective information to support the best engagement for each participant.

3. SAFEGUARDING ARRANGEMENTS

3.1 Recognise, Respond

When concerns arise regarding the safety or welfare of a participant on a project, staff are responsible for filling in 'Expression of Concern' sheet. Staff should report this immediately to the Director. The Director will also be the first point of contact for supporting that member of staff. The Safeguarding lead trustee will be notified of any referrals or can be consulted by the Director or staff as required to provide additional support.

All staff to know the name, role and contact details for the nominated lead for Safeguarding.

3.2 Refer

The Trustees have appointed a lead person for safeguarding who will receive refresher training every three years to keep their knowledge and skills up to date. Our designated lead has received Level 1 Child Protection training that will be updated every three years and designated lead for safeguarding training that will be updated every two years.

The designated lead for safeguarding is: **Mrs C Washington, (expiry date: October 2025)**

Calling: 07971 171061

BEEE Creative CIO will not attempt to investigate and will pass concerns about a child or request support to Hertfordshire Safeguarding Partnership (0300 123 4043).

3.3 Allegations against a member of staff

Where there is a concern that a member of staff may have behaved inappropriately the Trustees will discuss the matter with the Hertfordshire Local Authority Designated Officer (LADO) 01992 555420. BEEE Creative CIO will not attempt to investigate unless authorised to do so by the local authority.

Anna Quiney (Trustee) is the point of contact for staff who want to discuss a matter of concern.

The NSPCC Whistleblowing Advice Line is available as an alternative route for staff to get free advice and support with concerns about how child protection issues are being handled in the organisation and can be contacted by calling 0800 028 0285.

3.4 Confidentiality and Information Sharing

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information shared with external agencies is done under the guidance of the Local Safeguarding Partnership.

3.5 Recruitment

BEEE Creative CIO will operate safe practices including ensuring appropriate DBS and reference checks are undertaken prior to any staff starting work on a project. An appointed Trustee will undertake Safer Recruitment Training.

4. SUPPORTING DOCUMENTS

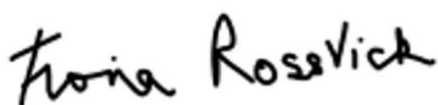
Trustees and staff should also refer to:

- Recognise, respond, refer – attached
- What to do if you're worried a child is being abuse: Advice of practitioners (March 2015)

5. POLICY REVIEW DATE

Policy agreed and signed off in July 2025

Policy review July 2026

Signed: 

Role: Chair of Trustees

Date: 16 July 2025

Children have a right to be cared for and protected and protecting them is everyone's responsibility

If you know of a child who is being neglected or abused – it's simple...

Recognise, Respond and Refer

Report it now to Children's Services, on **0300 123 4043**



Safeguarding Children



Safeguarding Children

