



SAFEGUARDING CHILDREN POLICY

for

THE COLOUR CORNER LTD

Introduction

THE COLOUR CORNER LTD is a company run for the following purpose:

To provide extra-curricular art sessions and creative activities to children aged between 5 and 12 years.

The Company is based at:

1 Crossley Street, Wetherby, LS22 6RT

Company Number: 15 265 901

The Company has adopted this **Safeguarding children policy** and expects every adult working or helping at Company to support it and comply with it. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Company.

Staff list:

Role	Name and position	Contact Details
Designated Safeguarding Lead (DSL) / Child Protection Coordinator	Kimberley Blakey Owner / Responsible Person	07 951 480 853 kimberley@thecolourcorner.com

This policy is based on the Department for Education's statutory guidance, Keeping Children Safe in Education (KCSIE) 2024 and Working Together to Safeguard Children (WTTSC 2023) and the Governance Handbook.

We comply with this guidance and the procedures set out by the Leeds Safeguarding Children partnership (LSCP). 2.2



Purpose of the Policy

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under eighteen years of age.

The Company believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

Equality statement

The Colour Corner recognises that some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

Abuse of any kind will not be tolerated at the Colour Corner.

Abuse is defined by:

- Verbal: use of aggressive language, shouting, swearing
- Physical: violence, physical contact
- Sexual: Non consensual sexual contact or use of sexual language
- Emotional: bullying, teasing, taunting, exclusion

The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)
- grooming and exploitation
- trafficking and modern slavery
- exposure to or infliction of domestic abuse
- bullying or cyber bullying



- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm
- physical harm when engaging with activities without adequate supervision

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

Children at risk of specific forms of abuse

The Colour Corner follows the Leeds LSCP (www.leedsLSCP.org.uk) online locally agreed multi-agency procedures, in circumstances where children are at risk of or specific forms of abuse as outlined in Part 1 and Annex of B KCSIE.

Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for The Colour Corner. We are committed to ensuring that any child who comes into contact with our setting is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to children
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of children engaging with us as a setting.
- reporting concerns expeditiously and appropriately, in line with child protection procedures
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- acting appropriately in the presence of children
- not taking any inappropriate risks



- not smoking, drinking or taking any form of illicit substances in the presence of children

Working with parents and other agencies to protect children

Parents/carers will be made aware of the company procedures in respect to taking any reasonable action to safeguard the welfare of the children in its care. In cases where the setting has reason to be concerned that a child may be suffering significant harm, ill treatment or neglect or other forms of harm, staff (K. Blakey) will follow the procedures for responding to suspected cases of child abuse outlined in this policy document.

In keeping with KCSIE, I will endeavour wherever possible to obtain at least two emergency contacts for every child in the school in case of emergencies, and in case there are welfare concerns at the home.

In general, I will discuss concerns with parents/carers before approaching other agencies and will seek to inform parents/carers and receive their consent when making a referral to another agency. The exception to this rule will be in situations where a member of staff (K. Blakey) has reasonable cause to believe that informing parents/carers of a referral to another agency may increase the risk of significant harm to the child.

Parents/carers are informed about our Safeguarding & Child Protection policy through: The Colour Corner website and a hard copy of the safeguarding & child protection statement is prominent in the studio foyer/reception area

Our role in the prevention of abuse

The Colour Corner will identify and provide opportunities for children to develop skills, concepts, attitudes and knowledge to promote their safety and well-being

This setting follows the Leeds LSCP (www.leedsLSCP.org.uk) online multi-agency procedures and will, where necessary, have due regard to the government guidance for children in specific circumstances as outlined in Part 1 and Annex A of KCSIE

Staff

All staff working directly with children will read and understand their statutory responsibilities outlined in Part 1 and Annex B of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and review this guidance at least annually.

All staff will be aware of:

- Our systems which support safeguarding, including reading and understanding their professional responsibilities as outlined in Guidance for Safer Working Practice (2022)



- understanding the role of the designated safeguarding lead (DSL/DDSL),

Staff training

As outlined in our Safer Recruitment policy all staff working at The Colour Corner will:

- hold an enhanced DBS certificate
- be educated to at least level 3 in childcare
- have successfully completed training in safeguarding and child protection
- undergo regular refresher training in regards to the safeguarding of children.
- successfully complete paediatric first aid training and take part in a refresher course every 3 years

The Colour Corner is committed to staff training and development to ensure the safety and wellbeing of children in its care.

Disclosures by children: Responding to a Safeguarding Concern

Where a child is at immediate risk of serious harm, I, the responsible person (K. Blakey) will call 999.

Where any child makes a disclosure relating to harm or abuse, I will:

- listen calmly and carefully, showing that their views are taken seriously
- provide an appropriate and honest level of reassurance
- avoid interrogating children and asking probing, intrusive and/or leading questions
- avoid making false promises regarding secrets and confidentiality with the child
- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided
- refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day. (In this instance I, K. Blakey as the Safeguarding Officer and only member of staff will deal with all concerns.)



On being in receipt of a disclosure, the responsible person (K. Blakey) will explain to the child that because I have a duty of care, I have to tell someone else about what they have said. After the session, I will:

- Telephone the Leeds County Council child protection service (either the normal daily service or out of hours service) to give details of the child, their parents, and other details the child protection service may require. Important details may include but not limited to:
 - What exactly was disclosed
 - Is the child an only child
 - Was there any marks or injuries
 - What was the emotional behaviour
 - Who collected the child
 - How was the child when they left
 - Is the child due to return to the Colour Corner
 - Any other information disclosed
 - Is the named person living at the child's home
- In reporting disclosures, I recognise that child protection is a higher priority than data protection.
- Where the behaviour and disclosure give cause for immediate concern over the child returning home after the session, I will call 999 and request immediate assistance.
- I recognise that I have responsibility for all other members of the group, and in the normal course of running the session it will not be possible to close the session to make telephone calls. I will write a short summary of the situation to be used as evidence.

Safeguarding Allegation Policy

This policy outlines the steps required if an allegation of child or adult abuse is made against a member of staff or a volunteer at the Colour Corner. This policy applies to all employees and contractors and anyone working on behalf or undertaking work or volunteering for The Colour Corner.

The purpose of this Policy is to provide a framework for managing cases where allegations are made about staff that indicate that children, young people or adults at risk are believed to have suffered, or are likely to suffer, significant harm. And for managing any concern raised about behaviour which demonstrates unsuitability for working with children, young people or adults at risk. If it is alleged that a person who works or volunteers at our setting has:

- Behaved in a way that has harmed a child, or likely to have harmed a child /adult



- Possibly committed a criminal offence against/related to a child/adult.
- Failed to work collaboratively with social care agencies when issues about care of children, young people or adults at risk of harm are being investigated.
- Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children.

Reporting and Managing Allegations

On becoming aware of an issue of an allegation, the responsibility lies with the safeguarding officer (K. Blakey) In this instance I will:

- Inform the Leeds local authority designated officer (LADO) within 24 hours so that I can consult police and social care colleagues as appropriate. Some allegations could be so serious as to require immediate referral to children's social care and the police for investigation.
- Inform parents or carers of a child involved about the allegation as soon as possible.
- Discuss immediate issues of investigation and management of the person concerned and including what information should be passed to the person who is accused of an allegation.
- Following notification to the LADO, children/adult Social Care and/or the Police if deemed necessary the following will be considered:
 - Whether the child/young person/adult at risk of harm or abuse is safe from any further risk of harm or abuse
 - The safety of the young child/person/adult at risk.
 - Review action undertaken so far to ensure the safety of the victim.
 - Decide the internal investigation strategy to be undertaken. The Police and / or Social Care should be consulted when they are involved in any on-going investigation and/or criminal proceedings are pending.
 - Where police investigations are ongoing, any internal action could be delayed pending police findings. Engagement with the police will be required throughout this period.
 - Decide how the person/child/ adult at risk of harm or abuse, or their nominated parent/guardian/nominated carer making the allegation is to be kept informed of what is happening to their allegation, whilst adhering to the requirements of maintaining confidentiality and observing the requirements of the Human Rights Act and the Data Protection Act. The sharing of information must not 'contaminate' any Police or children/adult Social Care investigations that are on-going

Record Keeping



I will keep a record of any allegations made and details of how the allegation was followed up and resolved and any action taken and decisions reached in a confidential file for 10 years. In addition, OFSTED will be informed of any allegations of serious harm or abuse by any member of staff or volunteer, whether the allegations relate to harm or abuse committed at this setting or elsewhere.

I will also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as possible, but no longer than 14 days after the allegation was made. A report will also be made to the DBS in accordance with the Safeguarding Vulnerable Groups Act 2006

Safeguarding Officer

Any question, report or concern in relation to the safeguarding of children should be shared with our Safeguarding Officer:

Name: KIMBERLEY BLAKEY

Email: kimberley@thecolourcorner.com

Telephone: 07 951 480 853

Confidentiality and Data Protection

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be located at:

www.thecolourcorner.com

Reporting Concerns About Other Adults

Where any person has a concern regarding the conduct of an adult connected to the Company, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally
- exposing a child to behaviour which may cause physical or emotional harm
- engaging in criminal activity concerning a child

this must be raised in the first instance with the Safeguarding Officer (K. Blakey) so that the next appropriate steps may be agreed and actioned. I recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Company.



Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Company will include either:

- further initial enquiries
- escalation to Leeds Authority Children's Services department for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Company
- a referral to the Disclosure and Barring Service, or any other relevant regulatory bodies

Any person within the Company who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the Company who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Company who makes an allegation against another person from within the Company shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

Disclosure and Barring Service (DBS) Checks and Reporting

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to are:

- All employees who undertake activities with children,
- all service volunteers who provide services accessed by children.

Wherever I deem it is necessary and appropriate to remove any individual from a position of work in an activity which is regulated under the relevant legislation, I shall also be obliged to make a referral to the Disclosure and Barring Service.

Safeguarding Children at Events and Activities: Responsibilities and Planning

Typically, I may arrange the following types of events and/or activities which could involve children:

- After school and weekend art sessions
- Half day and full day Holiday club sessions



- Childrens parties

The Safeguarding Officer (K. Blakey) shall hold ultimate responsibility for the safety and appropriateness of the event. I may however appoint a delegate for some responsibilities the purpose of a specific event.

Although the Safeguarding Officer and any appointed delegates will hold ultimate responsibility for overseeing the safety of events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

Venues

Any events or activities held by us will typically take place at:

1 Crossley Street, Wetherby, LS22 6RT

Risk assessment

I have carried out a health and safety risk assessment of this location in reference to its safety and suitability for children. Where any events or activities are held at any other location we shall also carry out a risk assessment.

Any activity which is deemed an additional risk assessment will require an additional risk assessment to be carried out.

Fire safety

The studio is equipped with in date fire extinguishers and a working fire alarm.

Children will be briefed on the course of action should an evacuation be required in the event of a fire as outlined by the Fire safety policy.

The fire safety procedure at this location can be found in the following location:

In the entrance to the art studio.



First Aid

We have the following first aid procedure within the Company:

- On our website www.thecolourcorner.com
- In the entrance to the art studio

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Safeguarding Officer.

Consent Forms

We shall always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present.

Consent will be obtained via:

Online consent form on the website

Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

Supervision

For most activities and events, our procedure for supervision of children is as follows:

- For groups of children aged between 5 and 8 years there shall be 1 adult present for every 6 children.
- For groups of children aged between 9 and 12 years there shall be 1 adult present for every 8 children.

Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

Visitors to the setting

All visitors must sign in on arrival and collect a visitor sticker. Visitor stickers must be worn at all times when in setting. Staff must ensure that visitors to the setting are supervised as appropriate and the requisite pre-employment checks have been completed as referenced in Part 3 of KCSIE. All contractors must follow the setting's signing in arrangements.



Managing the Behaviour of Children Generally

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally
- approach the situation in a calm and neutral manner
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example, to prevent an injury or harm either to the child or others
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer

Further details regarding our procedures for managing behaviour can be located in our behaviour policy:

- On our website www.thecolourcorner.com
- In the entrance to the art studio

Managing Risks Posed by Other Children

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated
- has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example, gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:



- All children will be spoken to individually to ascertain the facts. Where appropriate children will receive a first warning and parents will be informed.

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

- The child / children found to be responsible for persistent behaviour which amounts to bullying of another child / children shall be withdrawn from the sessions.

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.

Photography

On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on child's public image as they grow older

In view of these risks, we will:

- always ask for written permission from a child and their parent/guardian before taking and sharing any image of them
- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared
- always ensure that a child's identity is protected as far as is possible within any published material
- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which feature other children refrain from doing so unless they have the permission of the other children and their parent/guardian
- always store photos in accordance with our data protection policy

Members of the Public

We ask that any members of the public attending our premises, events or activities do not take photographs.



Further information is contained in our photography policy which can be found on our website:

www.thecolourcorner.com

Other Policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our data protection policy
- Our first aid policy
- Our photography policy
- Our behaviour policy
- Our Fire Safety policy
- Our Safer Recruitment policy

This policy should also be read in conjunction with:

Health and Safety policy, available on our website:

www.thecolourcorner.com

Contact numbers

Leeds Social Care: [0113 376 0336](tel:01133760336)

Leeds Social Care out of hours contact: [0113 535 0600](tel:01135350600)

LADO (Local Authority Designated Officers) LEEDS: [0113 378 9687](tel:01133789687)

Leeds Local Authority Prevent Co-ordinator: [Nadeem Siddique – 0113 297 7920](tel:01132977920)

Police: [101 \(non-emergency\)](tel:101) or [999 \(emergency\)](tel:999)

Anti-terrorist hotline: [0800 789 321](tel:0800789321)



NSPCC: 0808 800 500

Ofsted: 0300 123 1231

Legal Framework

This policy is based on the Department for Education's statutory guidance, Keeping Children Safe in Education (KCSIE) 2019 and Working Together to Safeguard Children (WTTSC 2018), and the Governance Handbook. We comply with this guidance and the procedures set out by our Local Safeguarding Children partnership (LSCP).

Also written in accordance with the Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13].

This policy was adopted by: The Colour Corner Ltd	Date: 1/9/26
To be reviewed: 1/9/27	Signed: K. Blakey