



ROYAL  
DRAWING  
SCHOOL

# CHILD SAFEGUARDING POLICY

## Including Child Safeguarding Procedures

The term 'child' and 'children' refers to all young people under the age of 18, who will be treated equally regardless of age, disability, gender, race or racial heritage, religious belief, sexual orientation or gender identity.

The Royal Drawing School is committed to keeping children taking part in its activities safe from harm in compliance with the Children Act, 1989 / 2004 and the statutory guidance in Keeping Children Safe in Education, 2015.

We do this by:

- Following safe recruitment procedures for all staff, self-employed tutors and artist models working with children.
- Ensuring everyone working with children receives regular safeguarding training and ongoing support and supervision.
- Publishing our Child Safeguarding Policy online and circulating it to everyone to whom it applies.
- Updating and circulating clear guidelines for appropriate professional behaviour.
- Ensuring Designated Safeguarding Leads stay up to date with current best safeguarding practice and advice from relevant external agencies.

Additional policies support the organisation's Safeguarding culture.

- Health and Safety Policy
- Equal Opportunities Policy
- Whistleblowing Policy
- Professional Behaviour Policy

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## Child Safeguarding Procedures

The School will respond to all allegations and suspicions of abuse, and any concerns falling within the scope of this policy, in a serious and considered manner.

It is the responsibility of the School's management and trustees to ensure that information is available to, and passed onto appropriate agencies such as the Police or Social Care teams when required to so, in line with the statutory guidance in Working Together, 2015.

## **Disclosures of Abuse**

If a child discloses information to a member of staff or tutor that they have been harmed, the following reporting procedures should be followed:

- Never guarantee absolute confidentiality, as it may be necessary to pass on information to Designated Leads or external agencies such as the Police or local Social Care teams. If a child doesn't wish to continue, offer them the opportunity to contact the confidential service Childline 0800 1111. [www.childline.org.uk](http://www.childline.org.uk)
- Listen to the child, rather than question him or her directly. Offer reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption.
- Accept what is said – it is not your role to investigate or question. Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgment.
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event (in any event within 24 hours)
- Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Report the matter to one of the School's Designated Person(s) immediately.
- If either Designated Person is not available, or it is inappropriate to approach them, the tutor / member of staff with the concern should make direct contact with the Police or Social Services themselves (details are on the last page of this policy).

**All allegations or suspicions of abuse must be reported at the earliest opportunity.**

## **Record Keeping**

In all cases where an allegation is made, or concerns have been raised, the School will record the matter. Details will include, as far as practical:

- Name of child
- Age
- Home Address (if known) including borough
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of

somebody else? If so, record details

- What has prompted the concerns? Include dates and times of any specific incidents
- Has the child been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc.
- Has anyone else been consulted? If so, record details

### **Designated Child Safeguarding Leads**

The School's Designated Child Safeguarding Leads, hold responsibility for deciding the appropriate course of action from any allegation or report of harm.

**Julia Balchin:** [julia.balchin@royaldrawingschool.org](mailto:julia.balchin@royaldrawingschool.org)

**Rebecca Casey:** [rebecca.casey@royaldrawingschool.org](mailto:rebecca.casey@royaldrawingschool.org), 07828 678 258

**Any allegation concerning an employee of The Royal Drawing School should be made directly to the organisation's Director of Operations, Clemence Viel ([clemence.viel@royaldrawingschool.org](mailto:clemence.viel@royaldrawingschool.org)).**

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## **Creating a Safeguarding Organisation & Culture**

### **Staff Recruitment**

To ensure that suitable people are recruited to work for the school there is a rigorous recruitment and selection process. All staff coming into contact with children are required to undergo a Disclosure and Barring Service (DBS) check. Equally, all self-employed artist tutors and models working on programmes with children will be DBS checked.

### **Staff Training**

As an organisation which teaches children, it is imperative that each member of staff and faculty is aware of their responsibilities under Safeguarding legislation and has a working knowledge of the School's procedures. Each member of staff and faculty will receive training in Child Safeguarding appropriate to the nature of their role at the School.

All new employees are required to complete an induction, usually led by their Line Manager that will show them the requirements of their role and reinforce the School's policies. As part of this induction, employees will be required to meet with a member of the Safeguarding Team, read the Safeguarding policy and confirm they have done so with a signature.

All self-employed artist tutors working on the programme will attend an annual Safeguarding training session and will confirm that they have read the Safeguarding policy. Ongoing support, supervision and training in Child Safeguarding is outlined in the following table. It is the responsibility of the School's senior management to ensure the implementation of these procedures.

	<b>Enhanced DBS required (3 years)</b>	<b>Advanced training</b>	<b>Basic training</b>	<b>Issue Policy and Guidelines</b>
<b>Self-employed tutors and trainee tutors working with children</b>	Every 3 years		Annually	Annually
<b>RDS staff who work on children's programmes*</b>	Every 3 years		Annually	Annually
<b>Charlotte Road building staff who work when children on site</b>	Every 3 years		Every 3 years	Annually
<b>All other self-employed tutors</b>				Annually
<b>Artist models engaged for classes involving children</b>	Every 3 years		Annually	Annually
<b>Designated Child Protection Persons</b>	Every 3 years	Every 2 years	Annually	Annually
<b>Trustees attending Staff &amp; Finance Committee</b>				Annually

\*Children's programmes are identified as the Young Artists programme and the Young People's Public Programmes.

The School reviews and updates its Child Safeguarding Policy annually and reviews the training needs of its staff, self-employed tutors and artist models termly.

### **Parents**

Parents and those with parental responsibility are ultimately responsible for their children's welfare at all times. They should be assured that their children are involved with a credible organisation.

The School achieves this by:

- Publicising information on all our work with children
- Publishing the named Designated Safeguarding Lead(s) and how to make a complaint on the website [www.royaldrawingschool.org](http://www.royaldrawingschool.org)
- Publishing a full copy of the Safeguarding Policy on the website [www.royaldrawingschool.org](http://www.royaldrawingschool.org)

## **Key External Contacts**

In any instance where there is immediate concern about a child's safety contact the Social Care team of the Borough in which the child is resident will be responsible for assessing the concern.

The School's Charlotte Road premises is located in the London Borough of Hackney and their social services will be able to provide further advice.

## Hackney Social Services

### Children's Access and Assessment Social Work Service

Hackney Service Centre  
1 Hillman Street  
E8 1DY

**Email:** [csc referrals@hackney.gov.uk](mailto:csc referrals@hackney.gov.uk)  
**Tel:** 020 8356 5500 (Duty Line Mon to Fri 9am - 5pm)  
020 8356 2710 (Emergency Out of Hours Team)  
**Fax:** 020 8356 5516

## Police

The police should be contacted in any instance when a crime has been committed or is suspected.

In an emergency, **call 999**

To make a report that is not an emergency, **dial 111**

## NSPCC Help line

The NSPCC confidential helpline can provide helpful advice about any concern relating to children.

**Tel:** 0808 800 5000  
**Email:** [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
**Online:** [www.nspcc.org.uk/reportconcern](http://www.nspcc.org.uk/reportconcern)