

Paste & Art Ateliers Children's Baking Club



Safeguarding Policy

Paste & Art Ateliers is an After-school and Holiday Baking club provider working with primary schools, community centres and holidays camps. As a youth baking school, Paste & Art Ateliers offers baking workshops for children aged 4 to 11 years old.

The purpose of this policy statement is:

- to protect children and young people who receive Paste & Art Ateliers' services from harm. This includes the children of adults who use our services.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Paste & Art Ateliers, including paid staff and volunteers.

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

A summary of the key legislation and guidance is available from www.nspcc.org.uk/childprotection.

Supporting documents

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

- role description for the designated safeguarding officer
- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
- child protection records retention and storage
- code of conduct for staff and volunteers
- behaviour codes for children and young people
- photography and sharing images guidance
- safer recruitment
- online safety
- anti-bullying
- managing complaints
- whistleblowing
- health and safety
- induction, training, supervision and support
- adult to child supervision ratios.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice 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
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- 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
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

Find out more about:

- <https://learning.nspcc.org.uk/safeguarding-child-protection/children-from-black-asian-minoritised-ethnic-communities>
- <https://learning.nspcc.org.uk/safeguarding-child-protection/deaf-and-disabled-children>
- <https://learning.nspcc.org.uk/safeguarding-child-protection/lgbtq-children-young-people>
- <https://learning.nspcc.org.uk/safeguarding-child-protection-schools/safeguarding-children-with-special-educational-needs-and-disabilities-send>

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

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, a deputy for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers

- developing and implementing an effective online safety policy and related procedures
- 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 and 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, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, 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, young people, 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, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Nominated child protection lead:

Name: Sabrina Bentouati

Phone/email:

07762 844 267

contact@pasteandartateliers.co.uk

NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:August 2025.....

Signed:Sabrina Bentouati.....

Date:August 2025.....



Children's Protection Procedures

Recognising and responding to an abuse

Paste & Art Ateliers after-school/holiday club fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children.

All staff will be given a copy of the advice and guidance provided by the local child protection team and take part in approved training as soon as possible, with regular updates at a minimum of every year. We will follow NSPCC Safeguarding Children procedures. The setting has regard for 'Working Together to Safeguard Children – July 2020' and What to do if you are worried a child is being abused – March 2015' (Department for Education). All staff (paid, unpaid and volunteers) will all be aware that they play a vital role in safeguarding and it is their responsibility to be vigilant and report any concerns.

We recognised that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children. The setting will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk, and are actively listened to.
- Ensure children know that there are adults in the setting whom they can approach if they are worried or in difficulty.

With these guidelines in mind, in the event that any member of staff notices any marks, injuries or other signs of physical abuse or neglect on a child sufficient to arouse suspicion of abuse, or if a child shows any other signs of abuse including using behaviour, words or descriptions sufficient to arouse suspicion the following procedure must be followed:

In the first instance, the staff who receives the information raising concerns will ensure the immediate safety of the child and complete 'Log a concern about a child's welfare' form immediately or as soon as is possible after the episode. Then notify the Designated Safeguarding Lead DSL.

1. The DSL will decide which action to take next, this may include seeking advice from NSPCC Helpline, and/or making a referral to Social Care if necessary and/or the Police.
2. Any staff member may complete a 'Log a concern about a child's welfare' form. However, the DSL must be informed as soon as possible. If for any

reason a DSL was unavailable and the child was at immediate risk, staff should call NSPCC for advice on 0808 800 5000.

4. Under no circumstances should any suspicion be discussed with anyone other than the senior staff in charge except on a need to know basis. This includes other staff members, parents & solicitors.
5. The DSL and staff member involved must use her/his discretion when deciding if it is appropriate to make the referral.

Social Care Number: 0345 045 5203

If you think a child is in immediate danger call the police on 999 and Joint Peterborough and Cambridgeshire Safeguarding team:

MASH 0345 045 5203 (office hours)

Emergency Duty Team – 01733 234 724 (out of hours)

Referrals emailed to: Referralcentre.children@cambridgeshire.gov.uk

Allegations against staff members and volunteers

If an allegation of any form of child abuse is made against a member of staff or volunteer the immediate safety of any children must be ensured and the matter must be reported to LADO (Local Authority Designated Officer). Advice regarding any internal enquiry should be sought from these agencies to ensure that this does not jeopardise any external investigation. They will also advise if other agencies, Social Care or the police need to be informed.

If an allegation is made against a member of staff, it will be factually recorded on an Incident Form stating the actions taken. All witnesses to the incident should sign and date the entry to confirm its accuracy.

It may be necessary for the club to refer to its staff disciplinary procedure regarding suspensions and exclusions following advice sought from Social Care. The management also has the right to seek professional advice from Employment Law specialists.

LADO (Local Authority Designated Officer) 01223 727967

Staff Support and Training

Paste & Art Ateliers is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. Therefore, **Paste & Art Ateliers** will ensure that:

- All staff and volunteers have child protection training as soon as possible after they join and every year going forward. They will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.
- All staff and volunteers are carefully recruited, have verified references and have full and up to date enhanced Disclosure and Barring Service (DBS) and Criminal Record Bureau checks;
- All staff are regularly asked (during supervisions and appraisals) to declare any Disqualification to working with children. This means that all staff must declare any convictions, cautions, court orders, reprimands and warnings that they have received, which may affect their suitability to work with children.
- All staff and volunteers are given a copy of the Child Protection policy before they start work.
- All staff and volunteers receive training, supervision and management support in child protection issues and are provided with any relevant information, updates and guidance with respect to their requirement to maintain caring and safe relationships with children.
- All staff are aware of the main indicators of child abuse;
- All staff are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Safeguarding Lead Ms Sabrina Bentouati.
- The Club will take appropriate action in relation to the findings of any investigation into allegations, consistent with its duties to protect the safety of children and uphold fair processes for staff, students and volunteers;
- Any member of staff, a student or volunteer under investigation for the alleged abuse or neglect of a child, will be subject to the provisions of the Staff Disciplinary Rules and Procedure;
- Staff are familiar with and make use of the Child Protection file which is kept in a locked cupboard on site and updated with new and relevant information regularly.

Liaison with other agencies

The setting will:

- Work to develop effective links with relevant services to promote the safety and welfare of all children.

- Co-operate as required, in line with 'Working Together to Safeguard Children – July 2018', with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups.
- Respond to requests for information from the Education Navigator at the MASH in a timely manner.

Record Keeping

The setting will keep clear, detailed written records of concerns about children's welfare using the Log of Concern Forms. Records will be kept in individual child welfare files, stored securely in a locked container only accessible to designated persons.

Parents do not have an automatic right to access child welfare record and consideration will be given as to what the consequences of information sharing might be. Unless it would place the child at risk of significant harm, parents will be informed that a Log of Concern Form has been completed, where it will be stored and what will happen to it when the child leaves the setting.

FOR DPs

Consent should always be sought from an adult with parental responsibility for the child/young person before passing information about them to Children's Social Care, UNLESS seeking consent would place the child at risk of significant harm or may lead to the loss of evidence for example destroying evidence of a crime or influencing a child about a disclosure made. If a child is at immediate risk of significant harm, a referral to Children's Social Care SHOULD NOT BE DELAYED whilst consent is sought.

The Protection of Children

The Local Children's Safeguarding Board – 'Recognising The Signs of Child Abuse' and the DCSF 'What To Do If You Think A Child is Being Abused' booklets will be accessible to staff and adhered to.

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, eg marks, bruises, soreness etc, s/he will immediately report concerns to the appropriate Designated Person for safeguarding children and the children's safeguarding policy will be followed.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed, including following 'allegation against a member of staff' which should include contacting LADO (Local Authority Designated Officer for Managing Allegations Against Those Working with Children) contact **01223 727 967**.

Email

The setting has access to a professional email account to use for all work related business, including communication with parents/carers. This allows for email content to be monitored and protects staff from the risk of allegations, malicious emails or inappropriate contact with children and their families.

Staff must not engage in any personal communications (i.e. via hotmail or yahoo accounts etc.) with children who they have a professional responsibility for. This also prohibits contact with children who previously attended the setting.

Staff should not participate in any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person or persons.

All emails should stay professional in tone and checked carefully before sending, just as an official letter would be. Care should be taken when forwarding emails from others.

Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and /or criminal investigations.