



# Safeguarding & Child Protection Policy

## 1. Introduction and Purpose

This policy applies to all staff, volunteers, freelancers, and anyone working on behalf of Yorkshire Academy of Creative Arts & Dance (YACAD).

The purpose of this policy is to:

- Protect children and young people who access YACAD's services.
- Provide staff and volunteers with the principles and procedures that guide our approach to safeguarding and child protection.
- Ensure full compliance with the Children Act 1989 & 2004, Education Act 2002, Working Together to Safeguard Children, KCSIE 2025, Counter-Terrorism and Security Act 2015, and the EYFS Statutory Framework.

YACAD believes that children and young people must never experience abuse of any kind. We have a duty to safeguard and promote their welfare.

This policy should be read alongside our organisational policies on:

- Medication
- Intimate Care
- Supervision
- Complaints
- Code of Conduct
- Health & Safety
- Behaviour
- Communication

## 2. Safeguarding Structure at YACAD

To ensure clarity for Ofsted and partner agencies, our safeguarding leadership is structured as follows:

**Named DSL – Matthew-Jay Pratt**

**Deputy DSL – Ryan Watson**

**Assistant DSL – Jessica Leeming**

## Role of Assistant DSL

- Supports the Deputy and Named DSLs.
- Responsible for initial triage of concerns.
- Can receive disclosures and concerns but must immediately escalate to the Deputy DSL or Named DSLs.
- Contributes to record-keeping, monitoring, and multi-agency communication.
- Cannot close a safeguarding case independently.

## Escalation Flow

**Assistant DSL → Deputy/Named DSL  
→ Local Authority / Police / LADO  
as required**

Deputy and Named DSL must complete enhanced safeguarding training, refreshed every two years.

### 3. Core Safeguarding Commitments

We will keep children safe by:

- Valuing, listening to, and respecting them.
- Ensuring all staff complete mandatory safeguarding training at induction.
- Ensuring enhanced DBS checks for all staff and volunteers.
- Providing supervision, support, and quality assurance.
- Using our safeguarding procedures to share information appropriately.
- Ensuring safe recruitment practices.
- Maintaining an anti-bullying culture.
- Upholding whistleblowing procedures.
- Providing safe environments aligned with health and safety law.
- Ensuring EYFS-specific requirements (ratios, supervision, intimate care) are upheld through our linked policies.

- **Supervision & Ratios:** As set out in our separate Supervision Policy.
- **Intimate Care:** Conducted in line with our Intimate Care Policy.
- **Administration of Medication:** In line with our Medication Policy.
- **Safe Arrival & Collection:** Children must be collected by authorised individuals only.
- **Outdoor Safety:** Outdoor environments fully risk assessed and supervised.
- **Use of Physical Intervention:** Only reasonable force in line with guidance and never used as punishment. Staff must fill out a Physical intervention form and it must be filled in correctly and signed by a witness.

### 5. Use of Mobile Phones, Cameras, and Digital Devices

YACAD upholds rules to ensure digital safety see Code of Conduct for detail.

#### Prohibited unless authorised by management

- Personal staff mobile phones
- Personal cameras
- Personal recording devices
- Personal tablets or smartwatches capable of recording

YACAD provides secure organisational devices for photographs, videos, or educational use wherever possible.

### 4. EYFS-Specific Safeguarding Requirements

We follow the EYFS Statutory Framework:

- **Key Person System:** Each Early Years child is assigned a key person responsible for supporting emotional wellbeing and communication with parents.

## 6. Responding to Disclosures & Concerns

### If a child discloses:

- Maintain open posture.
- Listen without interruption.
- Reassure but do not promise confidentiality.
- Use open questions only ("Can you tell me more?").
- Record exact words.
- Report to the Assistant, Deputy or named DSL immediately.

### Do NOT:

- Promise to keep secrets.
- Ask leading questions.
- Investigate independently.
- Delay reporting.

All disclosures must be recorded using YACAD's Safeguarding Report Form.

## 7. Early Help & Support

Staff must be alert to children who may benefit from Early Help.

Indicators include:

- Disabilities/SEND
- Young carers
- Family stress (mental health, substance misuse, domestic abuse)
- Early signs of emotional or behavioural difficulty
- Risk of exploitation

We work with Bradford's Families First and follow local Early Help pathways.

## 8. Specific Safeguarding Issues

### Female Genital Mutilation (FGM)

Mandatory police reporting applies.

### Child Sexual Exploitation (CSE)

Indicators include gifts, secretive behaviour, missing episodes, online grooming. Prevent, Radicalisation & Extremism

We work with Bradford Prevent, Safer Bradford, and follow referral procedures.

### Additional emerging issues included:

- County Lines
- Criminal/Youth Exploitation
- Domestic Abuse / Operation Encompass
- Forced Marriage & Honour-Based Abuse
- Modern Slavery & Trafficking
- Fabricated or Induced Illness
- Mental health as a safeguarding factor
- Children Missing Education
- Sexting & harmful sexual behaviour

## 9. Allegations Against Staff (LADO)

All concerns involving staff or volunteers must be reported immediately to the DSL and referred to the Bradford Local Authority Designated Officer (LADO).

Staff must never investigate allegations themselves.

## 10. Safer Recruitment

In line with our Safer Recruitment Policy:

- Enhanced DBS checks
- Two references
- Identity checks
- Right to work checks
- Annual/up-to-date Staff checks

Policy Owner	Yorkshire Academy of Creative Arts & Dance		
Date approved	03/11/25	Review Date	01/11/26

## 11. Information Sharing, Recording & Storage

We follow the principles of GDPR and Working Together:

- Concerns recorded on secure systems
- Kept confidential and stored safely
- Access limited to DSL team
- Records retained according to statutory guidance

## 12. Monitoring and Review

This policy is reviewed annually or sooner if legislation change

**Contact details:**

**Designated Safeguarding Officer**

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