



JAMIE CALLAGHAN STUDIOS

Safeguarding & Child Protection Policy

	Name	Role	Signature
Prepared By	Jamie Callaghan	Director	
	Benjamin Twist	Assistant Manger	

	Name	Role	Signature
Approved By	Jamie Callaghan	Director	

POLICY LAST REVIEWED: April 2025

NEXT REVIEW: September 2025

INTRODUCTION:

Jamie Callaghan Studios understands its responsibilities around Safeguarding & Child Protection and is committed to safeguarding children & other vulnerable people under our care.

Jamie Callaghan Studios offers a wide variety of courses, workshops & events/trips in which we work with children, families & vulnerable people to unleash their full creative potential.

OUR DESIGNATED SAFEGUARDING LEADS ARE:

Benjamin Twist – Designated Safeguarding Lead (DSL)

EMAIL: benjamintwist@jcallaghanstudios.co.uk

Jamie Callaghan – Deputy Designated Safeguarding Lead (DDSL)

EMAIL: jamiecallaghan@jcallaghanstudios.co.uk

This information will be signposted around reception & other prominent areas within Jamie Callaghan Studios buildings – this information will also be communicated at workshops/sessions or any other events that aren't in a Jamie Callaghan Studios building as well as being posted on website.

POLICY AIMS/PURPOSE:

- To make explicit our commitments to safeguard children and vulnerable young people in our care and ensure they are safely cared for & listened to.
- To ensure there are solid internal procedures & policies which support the safeguarding of children & vulnerable people in our care.
- To break down barriers for children & young people to take part in a broad range of activities, trips & opportunities with Jamie Callaghan Studios to unleash their full potential whilst also being assured that their safety is of upmost importance.
- To ensure staff members/volunteers working for/on behalf of Jamie Callaghan Studios fully understand their roles & responsibilities in safeguarding children & vulnerable people.

ROLES & RESPONSIBILITIES:

All roles & responsibilities are clearly displayed in prominent areas of all Jamie Callaghan Studio's buildings – as well as being clearly explained to volunteers/staff working for or on behalf of Jamie Callaghan Studios.

All roles & responsibilities are also displayed on the Jamie Callaghan Studios website.

Whilst Jamie Callaghan Studios currently has a Designated Safeguarding Lead (DSL) & Deputy Designated Safeguarding Lead (DDSL), all have been trained to DSL level.

Proprietor (Jamie Callaghan):

- Responsible for ensuring there are solid policies & internal procedures in place to ensure a strong culture of safeguarding & child protection within the business – and that these policies are put in place.
- Responsible for ensuring there is a programme of CPD & other staff training in safeguarding & child protection (incl. Refreshers) - the proprietor is also responsible for ensuring regular training takes place.
- Responsible for ensuring Jamie Callaghan Studios recruits with integrity and ensures all staff/volunteers have the relevant background checks before they start their employment with Jamie Callaghan Studios
- Ensuring this policy (and all relevant policies) are reviewed annually or as a matter of course (e.g. to comply with changes to legislation)

Designated Safeguarding Lead (Benjamin Twist):

- Ensuring they are the first point of contact for any safeguarding & child protection issues.
- Ensuring records are kept of any concerns expressed about safeguarding & child protection.
- Bring any child protection concerns to the notice of Jamie Callaghan Studios Management Committee
- Use professional judgement to contact the Local Authority of any safeguarding & child protection concerns.
- Ensuring all staff, volunteers & anyone else who works for/on behalf of Jamie Callaghan Studios is aware of the identity of the Designated Safeguarding Lead (and its deputies)

Deputy Designated Safeguarding Lead (Jamie Callaghan):

- To be available, in the absence of the DSL for staff to discuss any safeguarding & child protection concerns.
- To support the Designated Safeguarding Lead in effectively reporting any child protection & safeguarding concerns
- To deputise in the absence of the Designated Safeguarding Lead

STAFF/VOLUNTEER RECRUITMENT & INDUCTION:

Jamie Callaghan Studios strives itself on recruiting with integrity & embracing different talents every staff member can bring to Jamie Callaghan Studios, to ensure this is possible, the recruitment process for staff & volunteers would be as follows:

- Completion of an application form
- Identifying reasons for gaps in individuals' employment as well as other inconsistencies in their application
- Checking & verifying the applicant's identity (e.g. passport, driving license, right to work documents etc.)
- Taking up satisfactory references prior to the applicant starting work
- Ensure all criminal record (& other background checks) have been carried out by relevant local agencies approved by Criminal Records Bureau

All staff & volunteers applying for work within Jamie Callaghan Studios must obtain an Enhanced DBS Check before they start work.

- A probationary period of 3 months for all new staff & volunteers
- On-going supervision of all staff & volunteers

All new staff/volunteers will be given an induction programme, covering all aspects of the business & their job role such as:

- Reading & signing all Jamie Callaghan Studios policies & procedures
- Given a Staff Handbook containing essential information about the business and management job roles
- Receiving information about safeguarding related matters (such as who the DSL & his deputies are)
- Provided a package of CPD & other training opportunities related to working with children & vulnerable people

Throughout their career at Jamie Callaghan Studios, all staff & volunteers will be provided with a vast range of training & CPD opportunities, **it's essential for all staff & volunteers to attend every training session.**

DEALING WITH DISCLOSURES FROM PARTICIPANTS:

If a participant discloses information which may constitute a safeguarding & child protection issue, you **must** do the following:

- Listen to the participant and let them know their concerns will be listened to and taken seriously.
- **Do not** promise confidentiality, any Safeguarding & Child Protection concerns **must be passed onto the Designated Safeguarding Lead** (or the deputy in the DSL's absence) - **always** let the participant know **who you are passing their concern to and why.**
DSL: Benjamin Twist DDSL: Jamie Callaghan
- Take notes of the concern the participant is disclosing, always ensure whatever's being noted down are (as much as possible) are in the participants own words – **never form your own opinion or make assumptions.**
Ensure all notes are passed onto the Designated Safeguarding Lead (or the deputy in the DSL's absence)
- Staff/volunteers have **no investigative role**, by investigating matters yourself **this could contaminate evidence if a safeguarding/child protection issue went to court** – all safeguarding concerns must be reported to the Designated Safeguarding Lead (or the deputy in the DSL's absence)
- **Never assume a matter has already been dealt with** - every safeguarding & child protection concern **must** be reported to the Designated Safeguarding Lead (or the deputy in the DSL's absence)
- **Never** show shock or any of your own emotions
- **Never** make false promises

REGISTRATION:

JCS Creative Workshops:

Jamie Callaghan Studios uses event management & marketplace app, Eventbrite – this ensures participants who book workshops do so formally – whenever participants book a workshop, their full names & contact details are stored securely on Eventbrite which is password protected & only authorised staff from Jamie Callaghan Studios have access (e.g. to create a register) - this ensures all participants are formally registered before joining workshops sessions.

Photo/Video consent must be obtained from workshop participants, this can be done on the day of the workshops taking place & a list must be produced of those who have/have not consented to photos/videos being taken – anyone joining workshops who are under 18 must have parental consent, **if this is not possible (e.g. they attended workshops on their own) then photos/videos must not be taken of that participant.**

If a participant joins another workshop, photo/video consent must be obtained again.

JCS Courses: (e.g. 5 Week Courses)

Individuals attending courses ran by Jamie Callaghan Studios must be formally registered within the group, information about courses participants must include:

- Participant Information (Name, Age, Emergency Contacts)
- Photo/Video Consent Form

**consent forms relating to trips out during courses will be handed out separately (as & when a trip is happening)*

If a course participant is over 18, **they can fill this registration & consent form themselves.**

If a course participant is under 18, **a parent/guardian must fill the form out on behalf of the individual.**

All:

- All information & Consent Forms are kept securely with only authorised staff have access to (e.g. staff running course sessions) this information will be stored either in a locked location (such as a safe) or on secure drive.
- A register must be taken at the start of each session to record participant attendance and for health & safety purposes (e.g. fire safety)

PARENT SUPERVISION & STAFFING:

WORKSHOPS:

Anyone under 16 years of age attending **workshops** must attend with a parent/guardian and always stay with them (e.g. parents/guardians can't just drop off & pick up afterwards)

COURSES:

Anyone under 16 years of age can attend courses **unaccompanied by an adult** if they wish to do so, all staff running the sessions **have all the relevant background checks (such as enhanced DBS clearance)** which are strictly monitored by Jamie Callaghan Studios – as stated above however, **photo/video consent can only be obtained by a parent/guardian if the participant is under 18.**

Anyone **over** the age of 12 are free to leave workshops/courses after they have taken place (or whenever they need to) unsupervised – if this can't be possible (e.g. the child is vulnerable) **then it is the responsibility of their parents/guardians to make workshop staff aware of this.**

Anyone **under** the age of 12 must be dropped off/collected by a parent/guardian and can't leave the session on their own – if there is any reason why they may need to enter/leave the session venue on their own then prior permission must be signed off by the parent/guardian **each time this happens.**

If a parent/guardian has not collected the participant (**under 12**) after the session ends and no written permission has been granted to allow the participant to leave on their own, a staff member must stay with the participant until arrangements have been made to take the participant home.

If someone different from parent/guardian (such as a family member) arrives to collect a participant (under 12) - the parent/guardian should notify workshop staff in advance, if there is no notification of this & someone different from parent/guardian arrives, then a phone call will be made to the parent/guardian (or an emergency contact) to confirm pick-up arrangements – **no child should be released until this arrangement has been confirmed.**

STAFFING:

All workshops & courses sessions taking place must have enough staff to ensure the safe running of these sessions, as a rule there should be **at least 1** staff member per 12 participants – this can be either established staff members or volunteers (providing strict background checks are met)

All staff/volunteers should be made aware of participant information & consent levels and have access to these available as needed.

Volunteers can have unsupervised access to participants (e.g. any children) providing all strict background checks (such as an enhanced DBS certificate) are met.

All workshop participants should be always kept together – except in any situations where they may be split off into groups (e.g. group tasks where participants are asked to go out into local park as part of session work) **to which there should be at least 1 staff member per 12 participants in a group.**

All workshop staff/volunteers need to be aware of where participants (under 16) are at all times, this includes if they are in a different area of the building (e.g. toilets).

If at any time children being left unsupervised is unavoidable (e.g. a first aid emergency) or if staffing levels are unavoidably below ratio (e.g. there is only 1 staff member with more than 12 participants) then every effort must be made to minimise risk (e.g. leaving door open, moving participants to different class/doubling up)

GIFTS TO CHILDREN/OTHER PARTICIPANTS:

Any gifts to children (anyone under 18) or other participants must be approved by workshops staff & given via workshops staff with consent from the parent/guardian of any participant under 18.

All workshops staff/volunteers should be mindful of any allergies/intolerances of participants if the gifts are food items (e.g. nuts, sweets, lactose products etc.) before accepting these gifts.

Gifts should be made to all participants rather than any specific participants; **favouritism of any kind is inappropriate & is not tolerated at Jamie Callaghan Studios.**

PARTICIPANT & STAFF INTERACTIONS/CONTACT & USE OF FORCE:

All staff/volunteers must always keep a safe & appropriate distance from children & participants – exceptions may apply in exceptional circumstances (e.g. use of reasonable force to stop a child from running into a road)

Staff/volunteers are only allowed to use psychological contact if **necessary & with consent**, such as but not limited to:

- 1-1 Demonstration of an activity (e.g. how to operate machinery)
- 1-1 Demonstration of a body movement/activity (e.g. a yoga pose)

The psychological contact will be communicated to the child/other participants and consent must be given before the contact takes place.

There may be rare occasions where staff/volunteers may be left with no choice but to use psychological contact (or use of reasonable force) on participants, these situations may include but not limited to:

- Stopping a child/vulnerable participant from running into a busy road
- Preventing injury to themselves & other participants/staff
- Breaking up fights/altercations

Any use of reasonable force should only be used as a last resort after all other methods have been exhausted, even then the use of force should be kept at a minimum (e.g. blocking someone's path as opposed to grabbing someone by the hand to prevent them running away)

Any uses of reasonable force must be justified and must be recorded with a detailed account of the use of reasonable force & events leading up to it – then reported to Designated Safeguarding Lead (or Deputy Designated Safeguarding Lead in DSL's absence)

TRIPS/OUTINGS:

As part of Jamie Callaghan Studios workshops/courses offer, there may be ample opportunities for participants to engage with trips & outings relevant to the workshop/course content (e.g. trips to museums, tour of studios etc.) and if planned safely, these trips/outings can be beneficial to participants.

Any trips/outings planned by workshop tutors/leaders must ensure that an outing slip is completed with details about the trip as well as a separate parental consent form (for participants under 18) - a copy of the outing slip as well as parental consent forms/emergency contact information must be brought with workshop/course staff/volunteers.

Any participant (under 18) who hasn't brought back the consent slip by the day the trip takes place & workshops staff/volunteers cannot get any other form of consent (e.g. via phone call to parents) will not be able to take part in the trip/outing.

LONE WORKING:

Staff/volunteers should not be left alone with a child/other workshop participants for long periods of time, if this happens (e.g. first aid or to comfort someone) then the staff member should let colleagues know where they are and why.

Any external visitors (such as guest speakers) must not be alone with participants, there should always be a staff member present with the external visitor.

Ideally, any staff/volunteers who are alone with participants must always ensure they aren't in any enclosed spaces (e.g. leaving the door open if they are in a room) and have a system in place to alert colleagues in an emergency.

Any staff member working with participants/children outside of venue where workshops/courses are held (e.g. in the participants home) must speak with a member of management and have an agreed system in place to regularly update their manager on the whereabouts and intention of activity.

The safety/welfare of the staff member/volunteer working alone must always be paramount, staff/volunteers are expected to inform a member of management if at any point they don't feel they have the capacity or feel safe working alone (either by themselves or with participants).

STAFF & VOLUNTEER WELFARE:

Jamie Callaghan Studios recognises that dealing with safeguarding & child protection concerns can take an emotional & mental toll on staff & volunteers, it's important that all staff are:

- Supported by management & designated safeguarding leads
- Allocated welfare time after an incident as needed (e.g. a quick 5-minute break)
- Allowed time to speak to management & designated safeguarding leads about their concerns in an open & welcoming environment where they know their concerns will be listened to.

Staff & volunteers can access a wide range of welfare & mental health resources as needed.

