

Safeguarding & Child Protection

- Roles and Reporting

Our Safeguarding Policy outlines our overall commitment to keeping people safe, this document explains **exactly what to do and who to tell** if you have a concern during a Sensory Creative Lab CIC workshop.

1. Key Safeguarding Roles

Safeguarding is everyone's responsibility, but there are specific roles you need to know:

- **The Freelance Practitioner:** It is your job to listen, observe, and report. It is not your job to investigate.
- **The Host's DSL (Designated Safeguarding Lead):** Every school or SEND setting has a DSL. They hold the full picture of a child's life and are legally responsible for taking action on site.
- **Sensory Creative Lab CIC's Safeguarding Lead:** They are responsible for supporting our artists, keeping our records, and ensuring concerns are followed up.

2. How to Report a Concern (Step-by-Step)

- **Step 1: Is there immediate danger?** If a child or vulnerable adult is in immediate physical danger, or needs urgent medical attention, call **999** for the Police or Ambulance service.
- **Step 2: Listen and Record.** If a participant tells you something concerning (a disclosure), or if you observe an injury or worrying behaviour:
 - **Listen carefully:** Do not ask leading questions or promise to keep it a secret. Reassure them they did the right thing by telling you.
 - **Write it down:** As soon as possible, write down exactly what was said using their own words. Note the date, time, and location.
- **Step 3: Report to the Host.** You must report your concern to the host's DSL **before you leave the building** that day. Ask the reception desk or the teacher in the room to connect you with the DSL. They may ask you to log the concern on their secure digital system (like CPOMS) or fill out a paper form.
- **Step 4: Inform Sensory Creative Lab CIC** Once you have reported it to the school, you must inform our CIC Safeguarding Lead/Deputy Lead within 24 hours. We need to know that an incident occurred and that it has been safely handed over to the school.

3. What if you have a concern about a colleague?

If you have a safeguarding concern about how a fellow freelance artist, volunteer, or CIC staff member is behaving around participants, you must bypass the school and report this directly to Sensory Creative Lab CIC's Safeguarding Lead or Deputy Lead

If your concern is about the CIC Safeguarding Lead/Deputy Lead themselves, you should report it to the **Local Authority Designated Officer (LADO)** in the area where the workshop is taking place. The LADO oversees all allegations made against professionals working with children.

4. External Contacts & Escalation

If you have reported a concern to a school but feel they have not taken appropriate action to keep a child safe, or if you need independent advice, you can escalate the matter using the following contacts:

- **Your Local Safeguarding Hub (MASH):** You can search online for the "Safeguarding Children Board" in the local authority area you are working in to report a concern directly to social services.
- **NSPCC Helpline:** 0808 800 5000 (Free, independent advice if you are worried about a child).
- **LADO (Local Authority Designated Officer):** Contact details can be found on the relevant local council's website.

Contact details

Nominated Safeguarding Lead

Name: **Evonne Bixter**

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Deputy Safeguarding Lead(s)

Name(s): **David Bixter**

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

This policy was last reviewed on: **29/09/26**