

# <Creative Academy>

## <Safeguarding Statement>

< Children, Young People, Vulnerable Adults and Students >

### Overview

A safeguarding statement is a formal commitment by an organisation to protect children, young people, and vulnerable adults from harm, abuse, and neglect. It outlines the policies, procedures, and responsibilities—such as safer recruitment, training, and reporting mechanisms—to ensure a safe environment.

Key components of a robust safeguarding statement include:

- **Commitment Statement:** A clear pledge to prioritize the safety and welfare of children and vulnerable adults.
- **Designated Leads:** Identification of specific individuals responsible for safeguarding, such as a Designated Safeguarding Lead (DSL).
- **Procedures:** Clear protocols for recognizing, reporting, and recording concerns (e.g., the "5 Rs": Recognise, Respond, Report, Record, Refer).
- **Safe Recruitment:** Procedures to ensure staff and volunteers are suitable, including background checks.
- **Code of Conduct:** Expected standards of behaviour for staff and volunteers.
- **Policy Review:** A commitment to regularly review the statement, often every 24 months, to ensure it meets current legal standards.

It is essential that this statement is shared with all staff, volunteers, and made available to the public, parents, and users.

This safeguarding statement is to be considered as a localised addition to the Slough Borough Council/Slough Children's Trust Policies on safeguarding:

- Person in Position of Trust
- Protecting Vulnerable People
- Safeguarding and the Law
- <http://insite/directorates-and-departments/adults-and-communities/adult-social-care-operations/safeguarding-governance/?xpfaqs=true>
- Working Together to Protect Children
  - <https://www.sloughsafeguardingboards.org.uk/lscb/lscb>

The Creative Academy encourages positive professional relationships between students and staff, however under no circumstances does the Creative Academy permit sexual relationships between staff (including PAYE employees and contractors) and students. Such conduct is strictly prohibited and will be treated as a serious breach of professional and safeguarding standards.

The staff & student/user/beneficiary/client/young person relationship should be one of trust and confidence in order that students can benefit from the learning experience offered by the University. It is also vital that students benefit from equality of treatment and so it is important that a personal relationship between a member of staff and a student does not in any way prejudice that equality, or perception

#### **The Creative Academy believes that:**

- Children, young people, vulnerable adults and students should never experience abuse of any kind
- We have a responsibility to promote the welfare of all Children, young people, vulnerable adults and students, to keep them safe and to practise and deliver dance and physical activity lessons/workshops in a way that protects them.

#### **We recognise that:**

- the welfare of the children, young people, vulnerable adults and students is paramount
- all children, young people, vulnerable adults and students, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children, young people, vulnerable adults and students are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with at Slough Borough Council, the University and The Creative Academy Empower Team is essential in promoting students/client's welfare
- Where the University has a difference of policy on relationships between students and staff the Creative Academy & Slough Borough Council policies/statements on safeguarding take priority.
- Staff should maintain an appropriate work/life balance including not over sharing personal information with them or socialising with the exception on any appropriate course related functions.

**We will seek to keep children, young people, vulnerable adults and students safe by:**

- valuing, listening to and respecting them
- absolutely no direct messaging or responding to students, beneficiaries, their families on social media platforms (including Snapchat, Instagram, Facebook messenger, Session, Telegram, Tik Tok, Yugi), this must be done through the official Creative Academy monitored WhatsApp groups or via professional email
- discussing safeguarding, harassment and Prevent at Steering Committee and Team meetings ensuring any issues are relayed immediately.
- adopting child protection and safeguarding best practice through Slough Borough Council policies, procedures and code of conduct for staff and volunteers at the Creative Academy providing effective management for staff and volunteers through supervision, support, training and quality assurance measures and all staff are Disclosure and Baring Service Checked
- recording and storing information professionally and securely
- sharing information about safeguarding and good practice with all staff, users and students.
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know
- 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 use the Slough Borough Council complaints and whistleblowing measures effectively
- ensuring that we provide a safe physical environment for our children, young people, vulnerable adults and students, staff and volunteers, by applying Slough Borough Council health and safety procedures
- Training All full-time staff in Safeguarding, prevent and sexual harassment

**Existing personal relationships with students:**

A personal relationship is described as but not limited to:

- A family relationship
  - A sexual / romantic relationship
  - A business/commercial/financial relationship
- The Creative Academy recognises the importance of preserving the integrity of professional relationships between staff and students and between members of staff.
  - Where an existing personal relationship exists between members of staff who also have direct or indirect line management or a supervisory relationship, the existence of the close personal relationship must be disclosed to The Creative Academy management team.

- Staff who have such personal relationships must not be involved in the recruitment, selection, appraisal, promotion or other process whereby unfair advantage may be gained over another student or where conflict of interest might exist.
- Professional relationships between staff and students will include teaching, assessing or supervising. Where a member of staff has both a professional and personal relationship with a student, it is the responsibility of the member of staff to inform his or her line manager immediately
- In order to ensure that an existing personal or other relationships do not call into question the academic integrity of the Creative Academy, it is incumbent upon all staff to make an immediate written declaration of such relationships to the Creative Academy management team.

#### Reviewing this statement or policy

This policy or statement will be annually reviewed to ensure it is fit for purpose, up to date and effective. Student representation will be part of the process to ensure that it is fair and clear.

Any changes will be uploaded to the website, ensuring that it is accessible to prospective and current students. For general enquiries and/or complaints regarding this statement, please contact the Creative Academy using the information below:

- By phone - 01753 875400
- By email - [info@creativeacademy.org](mailto:info@creativeacademy.org)
- By post - Creative Academy, 73a Stoke Poges Lane, Slough, Berkshire, SL1 3NY
- By website - using the contact us page on [www.creativeacademy.ac.uk](http://www.creativeacademy.ac.uk)
- For complaints - please see the complaints process on the website