

Chameleon Chords Performing Arts

Safeguarding and Child Protection Policy

(For children and young people aged 6–18)

Date of Issue: 27/10/2025

Next Review Date: October 2026

Approved by: Alan Moore – Director

1. Policy Statement

Chameleon Chords Performing Arts is committed to providing a safe, supportive, and inclusive environment where all children and young people can enjoy learning and performing.

We recognise our responsibility to safeguard and promote the welfare of every child in our care. We believe that no child or young person should ever experience abuse, neglect, or exploitation.

Safeguarding is everyone's responsibility — all staff, volunteers, and partners have a duty to protect children from harm.

2. Purpose

This policy aims to:

- Protect all children and young people involved in Chameleon Chords activities.
 - Provide staff and volunteers with clear guidance on safeguarding responsibilities.
 - Ensure that concerns about a child's welfare are dealt with promptly and appropriately.
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3. Scope

This policy applies to all:

- Staff (paid and unpaid)
- Volunteers
- Contractors
- Guest tutors, chaperones, and anyone representing Chameleon Chords

It covers all activities organised or endorsed by Chameleon Chords Performing Arts, including:

- Classes, rehearsals, and performances
- Workshops, tours, and trips

4. Legal Framework

This policy is based on the following key legislation and guidance:

- *Children Act 1989 & 2004*
 - *Working Together to Safeguard Children (2018)*
 - *Keeping Children Safe in Education (2023)*
 - *Safeguarding Vulnerable Groups Act 2006*
 - *Data Protection Act 2018 / UK GDPR*
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5. Safeguarding Principles

Chameleon Chords will:

- Put the **welfare of the child first** at all times.
 - Create a **safe and inclusive culture**.
 - **Listen to and respect** children's voices.
 - **Recruit safely**, ensuring all adults are suitable to work with young people.
 - Provide **training** and **clear reporting procedures** for staff.
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6. Roles and Responsibilities

Designated Safeguarding Lead (DSL):

- Takes the lead on safeguarding and child protection concerns.
- Acts as the main contact for staff, parents, and external agencies.
- Maintains secure records and ensures policy implementation.

Designated Safeguarding Lead (DSL): Chelsea Moore – Managing Director

All Staff and Volunteers Must:

- Be aware of this policy and follow it.
 - Complete safeguarding training.
 - Report any concern about a child immediately to the DSL.
 - Maintain professional boundaries and appropriate behaviour at all times.
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7. Recognising Abuse

Abuse may take many forms, including:

- **Physical abuse** – hitting, shaking, or causing physical harm.
- **Emotional abuse** – persistent emotional maltreatment, humiliation, or bullying.
- **Sexual abuse** – forcing or enticing a child to take part in sexual activities.
- **Neglect** – failing to meet a child's basic needs.
- **Online abuse** – exploitation or inappropriate contact through digital platforms.

Staff and volunteers must remain vigilant for signs of these types of abuse.

8. Responding to a Concern

If a child discloses abuse or you are concerned about their welfare:

1. **Listen carefully** — allow the child to speak without interruption.
2. **Reassure** them — that they have done the right thing by speaking up.
3. **Do not promise confidentiality** — explain that you must share concerns with the DSL.
4. **Record** what was said (date, time, exact words if possible).
5. **Report** the concern immediately to the DSL.

The DSL will decide the next steps, which may include contacting the Local Authority Children's Services or the police.

If a child is in **immediate danger**, call **999**.

9. Safer Recruitment

Chameleon Chords is committed to safe recruitment practices. All staff and volunteers who work directly with children must:

- Complete an application and provide references.
 - Undergo an **enhanced DBS check**.
 - Complete **safeguarding induction and training** before starting.
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10. Code of Conduct

All adults representing Chameleon Chords must:

- Treat every child with **respect, kindness, and fairness**.
 - Maintain **professional boundaries** at all times.
 - Never be alone with a child where they cannot be seen by others (unless absolutely necessary and approved).
 - Obtain **parental consent** for photos, filming, or media use.
 - Never communicate privately with students via personal phone or social media.
 - Challenge any inappropriate behaviour by others and report it immediately.
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11. Information Sharing & Confidentiality

Information will only be shared when necessary to protect a child.

All safeguarding records will be stored securely and confidentially in line with the **Data Protection Act 2018** and **UK GDPR**.

12. Whistleblowing

All staff and volunteers are encouraged to report concerns about poor practice or misconduct.

Reports can be made directly to the DSL or, if necessary, to external authorities such as the **Local Authority Designated Officer (LADO)** or the **NSPCC Whistleblowing Helpline (0800 028 0285)**.

13. Monitoring and Review

This policy will be reviewed **annually** or after any safeguarding incident. Updates will be shared with all staff, volunteers, parents, and carers.

14. Key Contacts

Designated Safeguarding Lead (DSL):

Name: Chelsea Moore Phone: 07427504176

Email: chameleonchordspa@gmail.com

NSPCC Helpline: 0808 800 5000

Police (Emergency): 999

Approved by: Alan Moore

Role: Director

Date: 27/10/2025