

Safeguarding & Child Protection Policy

Just 4 Kids Performing Arts

Designated Safeguarding Lead: Victoria Nagy, Principal

Email: j4kperformingarts@yahoo.com

Last reviewed: September 2026

Next review: September 2027

1. Our Commitment

At Just 4 Kids Performing Arts (J4K), the **safety and wellbeing of children comes first**.

J4K provides performing arts classes, workshops, performances and children's activities, primarily for children aged 4-12.

We want every child who attends J4K to feel safe, listened to, respected, included and able to enjoy performing arts in a positive environment.

We recognise that:

- the welfare of the child is paramount;
- every child has the right to be protected from abuse, neglect, exploitation and harm;
- safeguarding is everyone's responsibility;
- children should be listened to and taken seriously;
- some children may be more vulnerable to harm or face additional barriers to telling somebody when something is wrong;
- concerns about a child's welfare must be acted upon appropriately.

No concern is considered too small to raise with the Designated Safeguarding Lead.

2. Purpose of This Policy

This policy explains how J4K works to:

- protect children attending our activities;
- recognise possible signs of abuse, neglect or other harm;
- respond appropriately when a child tells us something;
- report and record safeguarding concerns;
- maintain appropriate professional boundaries;
- recruit and supervise team members appropriately;
- respond to allegations concerning adults working with children;
- work with parents, carers and safeguarding professionals where appropriate.

Our safeguarding arrangements are informed by relevant legislation and current statutory safeguarding guidance, including **Working Together to Safeguard Children 2026**.

3. Who This Policy Applies To

This policy applies to everybody working on behalf of J4K, including:

- the Principal;
- teachers;
- class assistants;
- young assistants;
- temporary or cover staff;
- volunteers;
- contractors where relevant;
- anybody else given responsibility for children as part of a J4K activity.

Everyone working with J4K is expected to understand their safeguarding responsibilities and know how to raise a concern.

4. Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) for J4K is:

Victoria Nagy, Principal

Email: j4kperformingarts@yahoo.com

The DSL is responsible for overseeing safeguarding arrangements at J4K, including:

- receiving safeguarding concerns;
- deciding what action may be required;
- maintaining appropriate safeguarding records;
- seeking advice from safeguarding professionals where necessary;
- making referrals to appropriate agencies where required;
- responding to allegations or concerns relating to members of the J4K team;
- ensuring safeguarding arrangements and this policy remain under review.

All safeguarding concerns should be reported to the DSL **as soon as possible**.

If a concern relates directly to the DSL, appropriate advice should instead be sought from the Local Authority Designated Officer (LADO) or relevant safeguarding authority.

5. What Is Safeguarding?

Safeguarding is broader than responding to known abuse.

It includes taking action to promote children's welfare, creating safe environments, identifying concerns early and responding appropriately when a child may need help or protection.

Safeguarding concerns may arise from something:

- a child says;
- a parent or carer tells us;
- a team member observes;
- another child reports;
- somebody outside J4K raises;

- that becomes apparent through a child's behaviour, appearance or circumstances.

Concerns may relate to something happening **inside or outside J4K**.

6. Recognising Abuse & Harm

J4K team members should be alert to possible signs of:

Physical abuse - deliberately causing physical harm to a child.

Emotional abuse - persistent behaviour that causes serious adverse effects on a child's emotional development or wellbeing.

Sexual abuse - involving or exploiting a child in sexual activity, including contact and non-contact activity and online abuse.

Neglect - persistent failure to meet a child's basic physical or psychological needs in a way likely to cause serious impairment to their health or development.

Children may also experience other forms of harm, including:

- domestic abuse;
- bullying;
- online abuse;
- child sexual exploitation;
- child criminal exploitation;
- grooming;
- discriminatory or prejudiced abuse;
- harmful sexual behaviour;
- coercive or controlling behaviour;
- other forms of exploitation or abuse.

A team member does **not** need proof that abuse has occurred before raising a safeguarding concern.

Their responsibility is to **notice, listen, record and report - not investigate**.

7. Listening to Children

We want children at J4K to know that they can talk to us if something is worrying them.

Team members should:

- listen carefully;
- remain calm;
- take the child seriously;
- allow the child to speak in their own words;
- reassure them that they have done the right thing by speaking;
- avoid showing shock or disbelief;
- avoid asking leading or investigative questions;
- explain, in an age-appropriate way, that the information may need to be shared with somebody who can help;

- report the concern to the DSL promptly.

We must **never promise a child complete confidentiality**.

8. If a Child Makes a Disclosure

If a child tells a member of the J4K team that they have been harmed, abused or are frightened about something:

Listen - Reassure - Don't investigate - Record - Report

The team member should make a written record as soon as reasonably possible, including:

- the date and time;
- what the child said, using their own words wherever possible;
- relevant observations;
- any questions that were asked;
- what action was taken;
- the name of the person making the record.

The DSL will determine what further action is required.

9. Immediate Danger

If there is reason to believe that a child is in **immediate danger or requires urgent medical attention**, the priority is to protect the child.

Emergency services should be contacted on **999** where necessary.

A safeguarding referral or request for professional advice should not be delayed simply because a parent or carer cannot immediately be contacted.

10. Recording & Reporting Concerns

Safeguarding concerns should be reported to the DSL as soon as possible and recorded accurately.

Records should distinguish between:

- what was observed;
- what somebody said;
- what the child said;
- professional concerns or interpretation.

Safeguarding records will be stored securely and access restricted appropriately.

Records should not be altered retrospectively in a way that obscures the original information.

11. Information Sharing & Confidentiality

Safeguarding information is confidential but **not secret**.

Information should normally be shared only with people who reasonably need it to protect or support the child.

Data protection law does not prevent appropriate information sharing where this is necessary to safeguard a child.

Parents and carers will usually be involved in safeguarding discussions where appropriate.

However, information may be shared without first informing a parent or carer where doing so could:

- place the child or another person at greater risk;
- interfere with an investigation;
- lead to evidence being destroyed;
- otherwise be inappropriate from a safeguarding perspective.

12. Working With Parents & Carers

J4K aims to maintain open and positive relationships with parents and carers.

Where concerns arise about a child's wellbeing, we will normally speak with their parent or carer where it is appropriate and safe to do so.

However, **the child's welfare takes priority** where there is a conflict between maintaining confidentiality or relationships and protecting a child.

13. Professional Boundaries & Safe Working

Everyone working with children through J4K must maintain appropriate professional boundaries.

Team members should:

- treat children with kindness, dignity and respect;
- use age-appropriate language;
- work in open and observable environments wherever practicable;
- avoid unnecessary one-to-one isolation with children;
- avoid favouritism;
- avoid inappropriate physical contact;
- avoid sexualised, humiliating, threatening or discriminatory language or behaviour;
- never form inappropriate relationships with children;
- never ask children to keep inappropriate secrets;
- never use physical punishment;
- never deliberately humiliate, intimidate or frighten a child.

14. Physical Contact

Performing arts sometimes involves appropriate physical contact.

For example, a teacher may occasionally need to demonstrate a position, movement or choreography or help a child safely use a prop.

Any physical contact must be:

- necessary and appropriate;
- relevant to the activity;
- appropriate to the child's age and circumstances;
- explained where appropriate;

- carried out sensitively;
- stopped if the child indicates discomfort or asks for it to stop.

Physical contact should never be secretive, sexualised or unnecessary.

15. One-to-One Situations

J4K classes are normally group activities.

Where one-to-one interaction occurs naturally - for example, helping a child with a scene, supporting an upset child or speaking privately about behaviour - it should take place **in an open or observable environment wherever reasonably possible**.

Being alone with a child should be avoided where it is unnecessary.

However, safeguarding is about sensible professional practice rather than preventing an adult from ever supporting a child individually.

16. Toileting & Personal Care

Children should normally manage their own toileting and personal care.

Where a younger child requires help, staff should encourage independence wherever possible and provide only the level of assistance reasonably necessary.

Any unusual incident or concern involving intimate or personal care should be reported to the DSL and recorded where appropriate.

17. Arrival, Collection & Late Pick-Up

Children remain the responsibility of their parent or carer until they have been handed over to the J4K team.

At the end of a session, children should be collected in accordance with J4K's usual arrangements.

If a parent or carer is unexpectedly late, the child will remain supervised.

A child will **never knowingly be left alone because their parent or carer has not arrived**.

If concerns arise about repeated or significantly late collection, J4K may discuss this with the parent or carer and consider whether further action is required.

18. Transporting Children

J4K team members should not normally transport individual children in their own vehicles as part of their J4K role.

Where exceptional circumstances arise, appropriate arrangements should be discussed with the Principal and parent or carer wherever possible.

Emergency situations will always be managed according to the child's immediate safety and welfare.

19. Communication With Children

J4K's routine communication about classes, payments, performances and activities is with **parents and carers**, not directly with children.

Team members should not normally:

- privately message children through personal social-media accounts;
- add or follow children through personal accounts;

- engage in inappropriate or secret online conversations with children.

Any necessary communication with a child should be appropriate, transparent and connected to legitimate J4K activity.

20. Mobile Phones, Photography & Video

Photography and video are managed in accordance with J4K's **Mobile Phones, Photography & Video Policy**.

J4K will respect the permissions recorded for individual children.

Personal devices must not be used to take inappropriate or unauthorised photographs or recordings of children.

Audience photography and filming are **not permitted at J4K end-of-term performances**, helping us protect the privacy and safeguarding needs of all participating children.

21. Behaviour, Bullying & Peer-on-Peer Concerns

Bullying and harmful behaviour between children will be taken seriously.

Not every disagreement between children is a safeguarding issue, but behaviour may become a safeguarding concern where it involves significant or repeated harm, threats, coercion, sexual behaviour, exploitation, discrimination or other serious concerns.

These situations will be handled in accordance with our **Behaviour & Anti-Bullying Policy**, with safeguarding procedures taking precedence where appropriate.

22. Children With Additional Vulnerabilities

Some children may face additional barriers to recognising or reporting harm.

This may include children with:

- disabilities;
- additional communication needs;
- neurodivergence;
- limited verbal communication;
- previous experiences of trauma;
- other circumstances affecting their ability to communicate a concern.

A child's behaviour should not automatically be attributed to their disability or additional need without considering whether it could indicate distress or harm.

J4K will aim to listen and communicate in ways appropriate to the individual child.

23. Safer Recruitment & DBS Checks

J4K aims to ensure that people working with children are suitable for their role.

Recruitment and safeguarding arrangements will be proportionate to the responsibilities involved.

Appropriate Disclosure and Barring Service (DBS) checks will be undertaken according to the person's role and current eligibility requirements.

Where a role meets the definition of regulated activity with children, J4K will ensure the appropriate safeguarding and DBS arrangements are followed.

A person awaiting a relevant check, where one is required, will not be given unsupervised responsibility for children.

J4K will review safeguarding and DBS requirements if a person's role, duties or working arrangements change.

24. Young Assistants

J4K may use young assistants aged under 18.

Young assistants can be a valuable part of the team, but **they are also children for safeguarding purposes**.

They will therefore:

- receive appropriate supervision;
- be given responsibilities suitable for their age and experience;
- not be treated as a substitute for an adult member of staff where adult supervision is required;
- not be given sole responsibility for a group of children;
- be able to raise concerns with the Principal;
- be protected by this safeguarding policy themselves.

Relevant DBS requirements will be considered according to their age, duties, frequency of work and current eligibility rules.

25. Safeguarding Awareness & Training

Everyone working regularly with children through J4K should receive safeguarding information and guidance appropriate to their role.

They should understand:

- how to recognise and report concerns;
- who the DSL is;
- what to do if a child makes a disclosure;
- appropriate professional boundaries;
- what to do if the concern relates to another member of the team.

Safeguarding knowledge and arrangements will be refreshed periodically and whenever significant guidance or procedures change.

26. Concerns About a Member of the J4K Team

Any allegation or concern that an adult working with J4K has:

- harmed a child;
- behaved in a way that may have harmed a child;
- possibly committed an offence against or relating to a child;
- behaved towards children in a way that indicates they may pose a risk;

must be taken seriously and reported promptly.

The DSL will seek appropriate safeguarding advice and contact the **Local Authority Designated Officer (LADO)** where the relevant threshold may be met.

The person who is the subject of an allegation must **not investigate the matter themselves**.

If the concern relates to Victoria Nagy as DSL and Principal, advice should be sought directly from the LADO or appropriate safeguarding authority.

27. Low-Level Concerns

Behaviour by an adult does not have to meet the threshold for a formal safeguarding allegation before it can be raised.

Any concern that a member of the team has behaved in a way that is inconsistent with J4K's expectations or professional boundaries should be reported to the Principal.

Patterns of apparently minor concerns can sometimes indicate a more significant problem.

If the concern relates to the Principal, external safeguarding advice should be sought.

28. Safeguarding Concerns Outside J4K

Safeguarding concerns do not have to arise during a J4K class.

If something a child says, something a parent tells us or something a team member observes suggests a child may be at risk elsewhere, the concern should still be reported to the DSL.

The DSL will consider whether advice, support or referral to an appropriate safeguarding service is required.

29. Local Safeguarding Contacts

Where safeguarding advice or referral is required, J4K will use the **current contact details and referral arrangements published by Cornwall Council and relevant safeguarding partners**.

In an emergency where a child is in immediate danger, call:

999 - Police / Emergency Services

30. Concerns About J4K's Safeguarding Practice

Parents, carers or team members who have concerns about safeguarding practice at J4K should contact the DSL.

Where the concern relates to the DSL or someone does not feel able to raise the matter internally, they may contact the relevant local safeguarding authority directly.

Nothing in this policy prevents anybody from contacting children's social care, the police or another safeguarding authority themselves if they believe a child is at risk.

31. Monitoring & Review

This policy will be reviewed **at least annually**, and sooner where necessary because of:

- changes in legislation or safeguarding guidance;
- changes to J4K's activities or staffing;
- a significant safeguarding incident or concern;
- learning from safeguarding practice;
- changes to local safeguarding arrangements.

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Related J4K Policies:

Behaviour & Anti-Bullying • Health, Safety, First Aid & Medical Needs • Equality, Diversity & Inclusion •
Mobile Phones, Photography & Video • Privacy • Complaints • Terms & Conditions