

Safeguarding & Child Protection Policy for Naomi Ash Voice Studios

1. Purpose

This policy outlines how Naomi Ash Voice Studios safeguards and promotes the welfare of children, young people and vulnerable adults. We are committed to providing a safe, supportive, and positive environment for all students.

2. Scope

This policy applies to:

All freelance teachers, staff, and volunteers

Anyone working on behalf of the school

All children and young people attending sessions

3. Safeguarding Principles

We believe that:

- The welfare of the student is paramount
- All children, regardless of age, disability, gender, race, religion, or sexual orientation, have the right to protection
- Safeguarding is everyone's responsibility
- We follow the principles of early intervention, listening to children, and taking concerns seriously.

4. Legal Framework

This policy is based on UK legislation and guidance, including:

Children Act 1989

Children Act 2004

Working Together to Safeguard Children

5. Roles and Responsibilities

Designated Safeguarding Lead (DSL): Principal Teacher

Name: Naomi Ash

Contact: office@naomiashsinging.co.uk

The DSL is responsible for:

Managing safeguarding concerns

Liaising with external agencies

Keeping records secure and up to date

All staff and freelancers must:

Hold an appropriate DBS check (Enhanced where required)

Understand this policy and follow it

Report any concerns immediately

Maintain professional boundaries

6. Safer Recruitment

We will:

Check identity and references

Verify qualifications where relevant

Carry out DBS checks via the Disclosure and Barring Service

Check DBS Update Service status where applicable

7. Recognising Abuse

Staff should be aware of signs of:

Physical abuse

Emotional abuse

Sexual abuse

Neglect

Concerns may arise from:

What a child says

Changes in behaviour

Physical signs

8. Responding to Concerns

If a child discloses abuse:

Stay calm and listen

Do not promise confidentiality

Reassure the child they did the right thing

Record what was said as soon as possible

Then:

Report immediately to the DSL

If a child is in immediate danger, contact emergency services

9. Recording and Reporting

We will:

Keep clear, accurate, and secure records

Record dates, times, facts, and actions taken

Store safeguarding information confidentially in line with GDPR

10. Code of Conduct

Staff must:

Avoid being alone with a child where possible

Maintain appropriate physical and verbal boundaries

Not contact children directly via personal social media

Use professional communication channels only

11. Online Safety

Where lessons or communication occur online:

Parents/carers should be aware

Sessions should take place in appropriate settings

No recording without consent

12. Allegations Against Staff

Any concerns about a staff member must be reported to the DSL immediately.

The DSL will follow appropriate procedures, including contacting the Local Authority Designated Officer (LADO) if necessary.

13. Review

This policy will be reviewed annually or when legislation changes.

14. Contact Information

DSL: Naomi Ash

Local Authority Safeguarding Team: Kent County Council

Emergency: 999