



# Safeguarding Policy

## The purpose and scope of this safeguarding policy statement

The purpose of this policy statement is:

- to protect children, young people and vulnerable adults who attend class workshops and events with Poema Crafts from harm. This includes the children and relatives of adults who attend such events.
- to provide staff and volunteers, as well as children, young people and vulnerable adults and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Poema Crafts including any paid staff and volunteers.

## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection).

## We believe that:

- children, young people and vulnerable adults should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to practise in a way that protects them.

## We recognise that:

- the welfare of children, young people and vulnerable adults is paramount within the work we do and in the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, young people and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

## Poema Crafts will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them.
- appointing a nominated child protection lead for children, young people and vulnerable adults.
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- ensuring that we provide a safe physical environment for class workshops and events for children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- recruiting and selecting any future staff and volunteers safely, ensuring all necessary checks are made.
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance.
- where and when necessary, to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers 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.
- building a safeguarding culture where staff and volunteers, children, young people, vulnerable adults and their families, treat each other with respect and are comfortable about sharing concerns.

## Our Code of Conduct

We hope everyone attending a class workshop or event with Poema Crafts will enjoy the session and leave with a sense of achievement, a bank of new knowledge and understanding and a brand new piece of jewellery they are proud to have made. We want our class workshops to be both a fun and safe environment for everyone. With that in mind, our workshop code of conduct is as follows:

- Class workshops are open to anyone over the age of 16. Anyone below that age will require parent/guardian consent. If necessary, a parent/guardian in attendance.
- We will support each learner in attendance to the best of our ability.
- We will not discriminate against any learner.
- We want our class workshops to be accessible to all learners, limited only by the parameters of the workspace we can provide.
- We promote kindness, consideration and inclusivity to everyone throughout the class workshop.
- Bullying in any form will not be tolerated. Anyone behaving in an offensive way will be asked to leave the class workshop.
- If safeguarding concerns or disclosures are raised during a class workshop or event, we will seek advice from NSPCC or other relevant agency and act according to their advice. We will record our evidence and store this in a safe and secure way.
- Consent for any photography by Poema Crafts will be obtained before the class begins.
- Any photographs taken during a class workshop or event will be used to promote Poema Crafts and may be used on our social media and/or website. Where possible, we can restrict photographs to hands only when making jewellery.
- Class workshop attendees are welcome to take photographs. If any photos include other learners, permission should be sought beforehand.
- No photographs will be taken of children (under 18s) without express permission from a parent/guardian.
- We reserve the right to update or amend our Code of Conduct at any time.
- We will review and update our Code of Conduct at least once a year.

## Contact details

**Nominated safeguarding lead:** Pam Alford

Phone/email: [pam@poemacrafts.co.uk](mailto:pam@poemacrafts.co.uk)

**NSPCC Helpline**

0808 800 5000

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

This policy was last reviewed on: **June 2026**

A handwritten signature in black ink, appearing to read 'P. Alford', with a horizontal line underneath.

Signed: