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| POLICY NAME | Safeguarding Policy | | | POLICY NO. | CSP-SGX1 |
| EFFECTIVE DATE | 28/04/2026 | DATE OF LAST REVISION | 28/04/2026 | VERSION NO. | 1 |
| OWNER OR RESPONSIBLE PERSON | Safeguarding Lead safeguarding@creatorshakers.org.uk | REVIEW INFORMATION | This policy will be reviewed annually. Students and Parents/Guardians will be notified of changes. Review On: 28/04/2027 | | |
| APPLIES TO | | | | | |
| GROUP 1 | All Students | GROUP 2 | | GROUP 3 | |
| GROUP 4 | | GROUP 5 | | GROUP 6 | |

| VERSION HISTORY | | | | |
|-----------------|-------------|---------------|-----------------------|--------|
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
| 1 | C. Mallia | 28/04/2026 | Creation of Policy | |
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INTRODUCTION

- Creator Shakers is committed to providing a safe, supportive, and inclusive environment for all children and young people who take part in our programmes.
- We recognise our responsibility to safeguard and promote the welfare of all participants, particularly those aged under 18. This policy outlines how we protect young people from harm, ensure safe delivery of our sessions, and respond to any safeguarding concerns.

SCOPE

This policy applies to:

- All Creator Shakers staff, volunteers, and facilitators
- Guest speakers, mentors, and partners
- All children and young people participating in Creator Shakers programmes (ages 7–19)
- All activities delivered by Creator Shakers, including:
 - Online sessions (e.g. Google Meet, Discord)
 - Independent coursework and submissions
 - Community or communication platforms

SAFEGUARDING PRINCIPLES

Creator Shakers is built on the following principles:

- The welfare of the child is paramount
- All children, regardless of background, have the right to protection
- Safeguarding is everyone's responsibility
- Concerns must be taken seriously and acted upon promptly
- We operate with transparency, accountability, and respect

TYPES OF ABUSE

We recognise the following categories of abuse:

- **Physical abuse:** causing physical harm
- **Emotional abuse:** persistent emotional maltreatment
- **Sexual abuse:** forcing or enticing a child into sexual activity
- **Neglect:** failing to meet a child's basic needs

We also recognise **online-specific risks**, including:

- Cyberbullying
- Grooming
- Exposure to inappropriate content
- Exploitation through digital platforms

ROLES & RESPONSIBILITIES

Safeguarding Lead

Creator Shakers will appoint a Designated Safeguarding Lead (DSL) responsible for:

- Managing safeguarding concerns
- Acting as the main point of contact
- Liaising with external agencies if required
- Maintaining safeguarding records

Designated Safeguarding Lead: *Charlie Mallia (Interim)* – safeguarding@creatorshakers.org.uk

STAFF & FACILITATORS

All staff and facilitators must:

- Follow this safeguarding policy at all times
- Maintain appropriate professional boundaries
- Report any concerns immediately
- Avoid private or one-to-one unsupervised communication with participants

SAFER WORKING PRACTICES

Identity & Participant Information

- Where possible, participants may use limited-identifying names across platforms (e.g. course-based IDs such as Shaker000)
- This helps reduce the sharing of personal information and supports online safety
- In some cases, real names may still be used where appropriate

ONLINE SESSIONS

- Sessions are delivered via approved platforms (e.g., Google Meet, Microsoft Teams)
- At least one Enhanced DBS-checked member of Creator Shakers will always be present during live sessions
- Where a facilitator does not yet hold a DBS check, they will never lead or host sessions alone
- Sessions are not routinely recorded; however, recording may take place where appropriate for safeguarding, learning or quality purposes

COMMUNICATION WITH PARTICIPANTS

- Communication will primarily take place through:
 - Email
 - Creator Shakers Hub
 - Other approved platforms
- In some cases, staff may share professional contact details with participants for course-related support
- Where direct communication occurs:
 - It must remain **appropriate, professional, and related to course activities**
 - Staff must avoid excessive, personal, or private conversations
 - Communication should remain **transparent and, where possible, traceable**
 - Where possible, communication between staff and participants should be retained or logged via approved platforms to ensure accountability and safeguarding oversight.
 - Staff should use official or designated Creator Shakers accounts where possible and avoid using personal social media accounts for communication with participants.

BOUNDARIES & CONDUCT

All staff and facilitators must:

- Maintain clear professional boundaries at all times
- Avoid behaviour that could be misinterpreted
- Ensure all interactions are appropriate to the participant's age

Participants must:

- Treat others with respect
- Not share inappropriate or harmful content
- Not record or distribute sessions without permission

PARENTAL/GUARDIAN VISIBILITY

Parents/guardians are welcome to observe sessions, provided they are:

- Physically present with their child

- Not attending independently

This supports transparency while maintaining a structured learning environment

CONSENT & PARTICIPATION

- Participants aged 16–17 may enrol independently without parental or guardian consent. Creator Shakers recognises their increasing independence and will ensure appropriate safeguarding measures remain in place.
- Where appropriate, Creator Shakers may carry out a suitability or safeguarding risk assessment depending on the nature of the course, level of interaction, and delivery method before allowing independent participation.

REPORT SAFEGUARDING CONCERNS

All concerns must be reported immediately to the Designated Safeguarding Lead.

How to report:

- Email: safeguarding@creatorshakers.com
- Internal reporting systems if you are a volunteer or member of Creator Shakers.

What happens next:

- The concern will be recorded securely
- Risk will be assessed
- Appropriate action will be taken, including:
- Speaking with the individual(s) involved
- Contacting parents/guardians
- Referring to external agencies if necessary

In an emergency:

Contact emergency services via **999**.

- Safeguarding information will be handled sensitively and shared only on a need-to-know basis
- Absolute confidentiality cannot be guaranteed if a child is at risk of harm
- All records will be stored securely in line with data protection laws

ONLINE SAFETY & DIGITAL PROTECTION

Creator Shakers recognises the importance of online safety:

We will:

- Use secure, moderated platforms
- Monitor sessions where possible
- Provide guidance on safe online behaviour
- Act on any reports of inappropriate conduct

Participants are encouraged to:

- Not share personal information
- Report anything that makes them uncomfortable
- Use platforms responsibly

POLICY INFORMATION

Handling Allegations Against Staff

If an allegation is made against a member of staff:

- It will be taken seriously and investigated
- The individual may be suspended from duties while investigated
- External safeguarding authorities may be contacted

Data Protection

All personal data will be:

- Stored securely
- Used only for safeguarding and operational purposes
- Handled in line with UK GDPR and data protection legislation

Policy Review

This policy will be reviewed:

- Annually, or
- Immediately following any safeguarding incident or legislative change

Contact

For any safeguarding concerns or questions:

safeguarding@creatorshakers.org.uk

<https://creatorshakers.org.uk/contact-us>

Statement of Commitment

Creator Shakers is committed to ensuring that every young person feels safe, supported, and empowered to learn and create.

We will continuously improve our safeguarding practices to maintain a secure environment for all participants.