



## **Safeguarding and Behaviour Policy for After School Pottery Club**

### **1. Introduction**

This policy sets out our approach to safeguarding children and promoting positive behaviour during our ceramics classes. We are committed to creating a safe, welcoming, and inclusive environment for all children, staff, and volunteers.

This policy applies to all staff, and children/young people attending the ceramics classes.

### **2. Safeguarding Policy**

#### **2.1 Aims**

To protect children and young people who attend our ceramics classes.

To ensure staff and volunteers understand their responsibilities in safeguarding.

To create a safe environment where children feel respected and heard.

#### **2.2 Designated Safeguarding Lead (DSL)**

Name: Molly Piper-Greaves

Contact: Mobile: 07581717059 Email: mollypipergreaves@gmail.com

The DSL is responsible for safeguarding and child protection concerns. In their absence, a deputy should be designated.

Deputy Name: Hannah Redpath

Contact: Mobile: 07725745556 Email: info@hannahredpath.co.uk

#### **2.3 Staff and Volunteer Checks**

All adults working directly with children must have an up-to-date Enhanced DBS check (UK) or equivalent background check.

All staff will receive basic safeguarding training.

#### **2.4 Reporting Concerns**

Any concern about a child's welfare must be reported immediately to the DSL.

If there is immediate danger, call emergency services.

All concerns will be documented and handled confidentially and with discretion.

#### **2.5 Ratios and Supervision**

Adequate adult-to-child ratios will be maintained by and experienced teacher. The class ratio will never exceed 15 young people to adult.

Children will never be left unsupervised. Children will never work one-to-one with an adult.

#### **2.6 Drop-off and Pick-up Procedures**

Only authorized adults may collect children, in accordance to the school's policy with that child.

Late pickups will be logged and addressed with parents/carers. Late pick-up from the enrichment club may incur a late fee. Repeated late collection may result in cancellation of the child's booking on to the class.

### **3. Behaviour Policy**

#### **3.1 Expectations**

Children are expected to: Treat others with kindness and respect; Handle tools and materials safely; Respect the workspace and others' creations; Handle tools and materials safely;

### **3.2 Promoting Positive Behaviour**

We use positive reinforcement such as: Verbal praise; Verbally encourage ideas in work to their interests; Stickers or rewards; Displaying artwork; Certificates of achievement

### **3.3 Unacceptable Behaviour**

The following are not tolerated: Physical or verbal aggression; Bullying (including online/cyber if applicable); Discrimination of any kind; Wilful damage to property

### **3.4 Managing Behaviour**

Steps for managing inappropriate behaviour:

Verbal reminder and redirection. Temporary time-out or removal from activity. Inform parents/carers. If behaviour persists, a behaviour plan may be created or the child may be asked to pause attendance.

### **4. Health & Safety**

All tools and materials will be age-appropriate and safely stored/administered. Use non-toxic or harmless materials and mediums at all times. Clear/clean dust if forming during class and educate the children in keeping a tidy space of dry clay or dust for safe practice.

Protective gear (e.g., aprons, gloves) provided where necessary. First aid kits are readily available; staff are trained in basic first aid. Allergies or medical needs must be disclosed upon booking child onto the club.

### **5. Photography and Social Media**

Written consent is required for any photos or videos taken during class. Images will only be used for promotional purposes with prior approval.

### **6. Data Protection**

All personal information is stored securely and only used in accordance with GDPR (UK/EU) or local data protection laws.

### **7. Review of Policy**

This policy is reviewed annually or after any safeguarding incident.

Date of Policy: 1/09/25

Next Review Date: 1/09/26

Approved by: Hannah Redpath