

Safeguarding Policy

Trenjory Designs(TD) runs art workshops for members of the public at the studio and at other venues and for schools and other organisations.

Trenjory Designs is committed to ensuring safe environments for all individuals who take part and believe it is always unacceptable for anyone to experience any kind of abuse.

Trenjory Designs recognises its responsibility to safeguard the welfare of all individuals and will ensure that steps required for the protection of individuals at risk are in place.

Working in Schools and other organisations

When working in a school or other community organisation TD will follow the organisation's safeguarding policy and adhere to their best practice guidelines.

Workshop Guidelines

TD will seek to safeguard all individuals taking part in workshops by:

- never being alone with a child
- behaving in a mature, respectful, fair, safe and considered manner
- never using inappropriate language which is of a racial, discriminatory, abusive or sexual nature
- never touching individuals in a manner which is or may be considered threatening, sexual, gratuitous or intimidating
- never using a phone or camera or other digital device to take pictures of children unless parents / school have given written consent. All photos are to be safely stored and then deleted from personal devices.
- only using photos, where children can be identified, for publicity purposes with the written consent of parents
- never giving or asking for personal information
- treating everyone equally

Monitoring & Record Keeping

The policy will be reviewed annually and amended in line with changes in legislation. Appropriate action will be taken in the event of incidents/concerns of abuse.

TD will ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.

Trenjory Designs

21st March 2018