



www.elmazproductions.com
elmazproductions@gmail.com

Safeguarding Policy Statement

The purpose and scope of this policy statement

Elmaz Productions is a Performing Arts company that runs workshops and classes. With the overall aim that all children's and young people's experiences with us are enjoyable.

The purpose of this policy statement is:

- To protect children and young people who receive Elmaz Production's services from harm.
- To provide team members (company directors, teaching assistants and volunteers), as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Elmaz Productions, including company directors, non-paid and paid teaching assistants, volunteers, sessional workers and work experience students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England and Scotland. A summary of the key legislation is available from nspcc.org.uk/learning.

Supporting documents

This policy statement should be read alongside our company's policies, procedures, guidance and other related documents.

- Role description for the designated safeguarding officer
- Child Protection Policy (England)
- Child Protection Policy (Scotland)
- Dealing with disclosures and concerns about a child or young person
- What to do if you're worried a child is being abused summary
- Code of conduct for adults working with children
- Behaviour codes for children and young people
- Photography and sharing images guidance

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- Anti-bullying policy
- Health & Safety Policy
- Online safety policy statement
- Safer recruitment
- Managing complaints
- Whistleblowing

We believe that:

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

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take all children, 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.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them.
- Appointing a nominated child protection lead for children and young people, a deputy for safeguarding.
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for workers and volunteers.
- Providing effective management for workers and volunteers through supervision, support, training and quality assurance measures so that all workers and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Recruiting and selecting workers and volunteers safely, ensuring all checks are made.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions.
- Making sure that children, young people and their families know where to go for help if they have a concern.

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- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against workers and volunteers 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.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, workers and volunteers, by applying health and safety measures in accordance with the law and regulatory guidelines.
- Building a safeguarding culture where workers and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Designated Safeguarding Leads

Name: Eleanor Lee & Marianne Lee

Phone/email: elmazproductions@gmail.com / 07919 128590

Designated Child Protection Lead

Name: Marianne Lee

Phone/email: elmazproductions@gmail.com / 07919 128590

NSPCC Helpline

0808 800 5000

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

This policy was last reviewed: August 2025.....(date)

Signed:.....EFLee & MPLee.....

Date:.....30.04.2021.....

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