



Child Safety Policy

TERM ART CLASSES, 1:1 CLASSES, CONNECT WITH
ME CLASSES AND HOLIDAY WORKSHOPS

How children's participation is encouraged and supported and their concerns are managed

- ▶ My aim for the kids in these lessons is to give them the tools and confidence to create wherever they are. I want them to look around the house or in whatever environment they are in and use what they have, not be dependent on expensive supplies. By coming to a group lesson, I want them to realise that everyone is different, we all have different ideas and skills and they can learn from each other. The kids love to have a sticky beak and talk about what each other are doing and why. It is amazing how different ideas come out of the same class.
- ▶ My motto is "There are no mistakes in art, only happy surprises". If something doesn't happen as expected, the kids can learn from it and work out how to turn it into something else. I have found this to be a great confidence boosting tool for kids and it helps them to problem solve. I often show them examples of my own mishaps and tell them how I got around them to create something even better than I first imagined. I have drummed it into the kids and they love to parrot me if someone is new, learning the ropes, or upset with how something has turned out.
- ▶ I want the kids to use their imagination and not copy from me or anyone else. I get frustrated by the way art is taught to big classes in main stream schools. I understand why it has to be taught that way, but I feel like it stifles their creativity. When the kids come to [my classes](#), it takes a few lessons for them to be reminded that it is their artwork. They can put a line or a colour wherever they like, they don't need my permission. I offer the techniques and I want them to use their own ideas to create their masterpiece. I don't do anything for them unless they are really struggling, and I can see that it is getting them down.
- ▶ I have a dedicated art space in the middle of my house. It is a fun place that can get messy. I am not precious about my tools or paints or tables.
- ▶ My own kids often join the class including my toddler who can often be found with a pencil in his hand drawing away (hopefully on paper!).
- ▶ If a child is having an issue, it is discussed one on one or with the group, depending on the situation. A child is always heard in my classes. A solution is always worked out.

Standards of expected behaviour for management, staff, visitors and children

- ▶ I set out the rules for the kids at the beginning of each term and remind them as needed.
- ▶ Children are expected to be respectful of each other and themselves. When they come into my home they have one spot to put the school bags and shoes. They eat afternoon tea either outside or at the kitchen table. They are allowed to play inside or outside on the first and second levels only. No one is to play out the front or down on the back level unless I am with them. Play time is the short time before the lesson starts or after class has finished. During class time children are expected to stay in the art room unless they need to use the bathroom. Only one person is allowed in the bathroom at a time. Children are not to use the computer or ipad. These are for me to show the kids the inspiration board on Pinterest which I create each term. All parents have access to this.
- ▶ Parents can drop off their kids or stay for a cuppa. They can be involved with creating their child's artwork, but need to follow my instructions like everyone else. They must leave the behaviour management to me.

Parents should be respectful of all children and adults. If a problem arises, a solution should be sought during class or afterwards, depending on the situation.

On the Facebook group page for term classes, parents are expected to comment in an encouraging manner towards me, other parents and the children in the class. No bullying or nastiness will be tolerated and they will be removed from the group.

- ▶ Me, as the teacher, must speak respectfully to the kids, inspire and encourage them to be the best versions of themselves. I will remind them of the rules and teach them to the best of my ability. I will help them to problem solve. I will manage all children's behaviour to create a safe environment for everyone. The children will be supervised at all times.

How staff are recruited and supervised, including what background and reference checks are done on them

- ▶ There is only one staff member which is me, Jade Louise Forder. My Working With Children number is WWC1027484V which needs to be upgraded as this was only for a volunteer position.
- ▶ I have been teaching art to children since 2014. I have been an artist since 2000 doing many courses such as picture framing, pottery, Drawing on the Right Side Of The Brain, Watercolours, Acrylics, Life Drawing and sketching.
- ▶ I ran a home school group in 2014 and 2015 for 30 kids every Friday teaching art and other lessons.
- ▶ I have been teaching private classes since 2015. These classes ranged in numbers from 1:1 to 6 kids. The classes are term long classes which run to the school term, one off classes, holiday workshops and Connect with Me classes which are for a parent and a child.

How risks are identified and managed

Possible risks:

- ▶ Bush fire – I have enough room in the car for 3 extra kids if a parent can't come to pick up their child. We have a working pump at the side of the house. We have a fire blanket under the sink. I have neighbours I can call on for help as well as friends nearby. **I need to go over the plan with the kids.**
- ▶ Child hurt them selves – I have a comprehensive first aid kit we can use to fix superficial injuries. 000 would be my next step for anything more serious. A parent will always notified of an injury.
- ▶ Snake/spider bite – Have a snake and spider bite kit
- ▶ **I need to keep a record of injuries.**

How complaints and concerns are handled and reported

- ▶ Complaints are dealt with the same day. A parent can speak to me in person or I am available on my mobile, via email or Facebook messenger.
- ▶ Likewise I can contact a parent the same way.
- ▶ A child can speak to me in person either in private or in the group setting.
- ▶ I would prefer if a solution was sought the same day.

How communication occurs internally and externally and how information is managed and used

There are a few ways of communication:

- ▶ We have a secret Facebook group page for each class. In this group, I post photos of the session and a description. I post that term's program as well as anything else that might interest the kids. Sometimes I post the lesson program for kids that were away so they can do it at home. Kids can also post their latest creation made outside of class.
- ▶ The class also has a group Facebook messenger which is used for reminders or to let anyone know I am sick. Other reminders for the week might be on there too.
- ▶ Email is used for new parents to give them all the info they need regarding classes. Invoices are emailed.
- ▶ Texts may be sent if I am sick
- ▶ Phone calls are always welcome too but I don't generally call parents.
- ▶ Parents are welcome to contact me in any of these above ways.

Photographs and Media

- ▶ Throughout the class I like to take progress photos of the kids. When I was home schooling and when I create art now, I love to take progress shots to see how things are evolving. I know parents struggle with not knowing what their kids are learning at school and I like the process here to be transparent. I want parents to feel like they are involved. The photograph offers them a starting point to have a conversation with their kids about what they did in class.
 - ▶ Parents are asked at the beginning of each term if they mind having their child's photo taken. This includes:
 1. No photos taken at all
 2. Photos of artworks and hands only
 3. Ok for photos
 - ▶ Then they are asked about how they can be used.
 1. In the Facebook group only
 2. Ok for social media (Facebook, Instagram and on my website)
- Parents are told that they are not to share any photos that have a child other than theirs in it, for safety reasons.

How the policy is implemented and how it is governed and reviewed.

- ▶ The policy is looked over by the parents and suggestions and feedback are expected and welcome.
- ▶ The policy is available for parents to look at any time they visit.
- ▶ It is reviewed before the beginning of each school year and any adjustments are made throughout the year as they arise.
- ▶ The policy is uploaded on each Facebook group and emailed to new parents.