

## Born to Spa | Safeguarding Policy

### Contents of this Policy:

- Introduction
- Purpose of this Policy
- Training and Awareness
- Confidentiality and Information Sharing
- Consent if there is concern about a child
- Recording and Record Keeping
- Reporting Concerns about a Child
- Disclosure and Barring Service (DBS) Checks
- Photography and Filming
- Monitoring

### Introduction

Born to Spa is a 'sole-trader' company, with no additional employees, that is run by the owner for the following purpose:

To provide instructional baby massage and baby spa classes to babies under the supervision of their parents or carers.

Born to Spa runs classes from different venues and does therefore not have a permanent location. Babies and their families travel from various counties in the United Kingdom. Some families attend weekly classes with their baby(ies) and will be seen once per week over a five week period. Other families may just attend a single class and no future contact will be made.

Upon booking courses and classes, parents must agree to Born to Spa's Terms and Conditions that state the care and well-being of themselves and their babies remains their responsibility at all times. Babies should not be left unattended under any circumstances and should always remain in the care of their parent.

Born to Spa acknowledges the duty of care to safeguard and promote the welfare of babies, infants and children involved in its classes and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

### Purpose of this Policy

The purpose of this policy is:

- to protect babies, infants and children (including children of adults who may attend our classes as guests) who receive Born to Spa services from harm.
- to provide staff and volunteers, as well as babies, infants, children and their families, with the overarching principles that guide our approach to child protection.

### **This policy applies to any adult involved with leading or supporting classes on behalf of Born to Spa.**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all babies, infants and children:

- have a positive and enjoyable experience of baby massage and baby spa classes and of any other classes or services provided by Born to Spa in a safe and child-centred environment;
- are protected from abuse whilst participating in baby massage and baby spa classes or outside of the activity.
- 

**Born to Spa will seek to keep babies safe by:**

- ensuring staff have completed a Safeguarding and Child Protection Training Course.
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for all staff who lead classes.
- making sure that families know where to go for help if they have a concern;
- 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 staff appropriately;
- ensuring that we have effective complaints and whistleblowing measures in place;
- ensuring that we provide a safe physical environment for ourselves, children and parents by applying health and safety measures in accordance with the law and regulatory guidance;
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

**Training and Awareness**

Born to Spa will ensure an appropriate level of safeguarding training is available to its trustees, employees, volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children
- Understand the difference between safeguarding children and child protection
- How to spot the signs of abuse and neglect
- How to respond to the indicators of abuse and neglect and keep children safe
- Understand dignity and respect when working with children
- Have knowledge of the Safeguarding Children Policy

**Confidentiality and Information Sharing**

Born to Spa expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection. However, information should be shared with the Local Authority if a child is deemed to be at risk of significant harm or contact the police if they are in immediate danger, or a crime has been committed.

**Consent if there is concern about a child**

Whilst Born to Spa staff should in general discuss any concerns with parents/carers and where possible seek their agreement to making referrals to the Local Authority in which the concern was initially raised, this should only be done where such discussion and agreement-seeking will not place the child or others at increased risk of suffering significant harm.

Consent / agreement is not required for child protection referrals. In this instance, the referring adult would need to, where possible, discuss with and inform parents or carers that a referral will be made, as stated above, unless by alerting them you could be putting that child or others at risk.

### Recording and Record Keeping

A written record will be kept about any safeguarding concerns. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made. All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

### Reporting Concerns about a Child

The policy and procedures will be widely promoted and are mandatory for everyone involved in Born to Spa.

The procedures that will be followed:

1. **If a child is in immediate danger, call the police on 999.**
2. **If a child is not in immediate danger:**
  - **The local child protection services in the area in which the concern was raised will be contacted.**

For classes held in Birmingham:

#### **CASS daytime contact details (Monday to Friday only)**

- Monday - Thursday 8.45am - 5.15pm
- Friday 8.45am - 4.15pm
- Phone 0121 303 1888 select **Option 2** then **Option 2**

#### **CASS Emergency Out of Hours (including weekends)**

- Phone 0121 675 4806

For classes held in Tamworth:

#### **Staffordshire Children's Advice and Support (SCAS)**

0300 111 8007

Emergency Duty Service (out of hours) Tel No. 0345 604 2886

Or email: eds.team.manager@staffordshire.gov.uk

If the child and family concerned does not live in either of the above areas (going by the contact details that are held on Born to Spa's booking platform), the **police** will be contacted on **999**.

If there is any uncertainty about a safeguarding situation, the NSPCC will be contacted for guidance.

**Contact the NSPCC Helpline on 0808 800 5000** or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

If a verbal referral to a local authority is made, it will also be followed up with a written referral as soon as possible, ideally within 48 hours.

If any adult involved with Born to Spa is concerned about how child protection issues are being handled in our own, or another, organisation, contact the Whistleblowing Advice Line to discuss your concerns: **0800 028 0285**

### Disclosure and Barring Service (DBS) Checks

The owner, and sole class leader, of Born to Spa holds a DBS Certificate with relation to:

All employees who undertake activities with children, all service volunteers, all service providers who provide services accessed by children.

### Photography and Filming

Due to the nature of Born to Spa's classes, babies can spend unclothed and mothers may breastfeed during the class. Born to Spa realises that photography of children carries risks, such as:

-the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner;  
-the general risk of sharing images and the impact this could have on someone's public image, revealing identities of vulnerable people who are at risk or just that some people wish for their identity to remain offline.

To limit these risks, Born to Spa adopts the following procedures:

#### **Photos and Videos taken by our classes' attendees**

Born to Spa, as well as stating in our Terms and Conditions, inform parents who attend our classes not to take photographs or videos of other adults and babies in the room. If babies or adults are captured in photographs or videos (for example, in the background), we ask that their identities are hidden and suggest that photo editing software is used.

#### **Photos and Videos taken by Born to Spa**

On occasions, Born to Spa may take photographs or Videos featuring the babies and adults at our classes for future marketing and social media posts and campaigns. This is done with consent that is declared during the completion of Born to Spa's online booking form.

Our Terms and Conditions state that if photographic or videography consent is not given, identities will be hidden using photo editing software.

At times, parents send us photos, videos or tag Born to Spa on social media. Our Terms and Conditions state that if parents choose to do this, Born to Spa assumes that parents have given consent for Born to Spa to use these photos in future marketing and social media posts and campaigns.

#### **Monitoring**

The policy will be reviewed in November 2024 (a year after development) and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance; or
- as a result of any other significant change or event

**Signed: Anna Madge**

**Date: 8<sup>th</sup> November 2023**