



The Animates

Safeguarding Policy

Policy Reviewed: [July 2025]

Next Review Due: [July 2026]

1. Policy Statement

At The Animates , we are committed to safeguarding and promoting the welfare of all children and young people we work with. We believe that every child has the right to be safe, protected, and listened to, regardless of their background, abilities, culture, or circumstances.

As a small organisation creating children's literature and running educational workshops in schools, we take our responsibilities seriously and aim to create a positive, safe environment during all interactions with children.

2. Purpose of this Policy

- To protect children and young people who engage with our books, workshops, and events.
- To ensure all staff, contractors, and volunteers understand their responsibilities in safeguarding.
- To provide clear procedures for identifying and reporting concerns.

3. Scope

This policy applies to:

- All employees, contractors, workshop facilitators, volunteers, and anyone representing The Animates.
- All activities involving direct interaction with children, including school visits and workshops.

4. Legal Framework

This policy is based on guidance from:

- Working Together to Safeguard Children (HM Government)
- Keeping Children Safe in Education
- Children Act 1989 and 2004
- UK GDPR and Data Protection Act 2018

Anything is possible...



5. Safeguarding Principles

We are committed to:

- Prioritising children's safety and wellbeing at all times.
- Ensuring staff and volunteers are appropriately vetted and trained.
- Working in partnership with schools and agencies to safeguard children.
- Responding promptly to concerns or allegations.

6. Roles and Responsibilities

Designated Safeguarding Lead (DSL): Natalie Reeves Billing

Natalie @theanimates.co.uk

The DSL is responsible for:

- Receiving and responding to concerns.
- Liaising with schools' DSLs and relevant authorities.
- Ensuring safeguarding practices are up to date.
- All team members must:
- Act appropriately around children at all times.
- Report concerns to the DSL immediately.
- Follow this policy and safeguarding procedures.

7. Safer Recruitment

We will:

- Conduct DBS checks for anyone working directly with children.
- Verify identity and professional references.
- Provide safeguarding briefings and training before any workshop delivery.

8. Code of Conduct

All staff, facilitators, and volunteers must:

- Treat all children with respect and dignity.
- Never be alone in a private space with a child.
- Use appropriate language and behaviour.
- Report any disclosures, suspicions, or breaches immediately.

Anything is possible...



9. Responding to Concerns

If a child makes a disclosure or if you suspect abuse:

- Listen carefully and remain calm.
- Do not promise confidentiality – explain you may need to tell someone to keep them safe.
- Report it to the DSL or the school's safeguarding lead immediately.
- Record facts accurately and promptly.

10. Working in Schools

We follow each school's safeguarding procedures when on site, including:

- Signing in/out.
- Wearing visitor badges.
- Following the lead of school staff in managing any safeguarding incidents.

11. Data Protection and Confidentiality

We keep personal data secure and only share information when necessary for safeguarding purposes, in line with GDPR requirements.

12. Review of Policy

This policy will be reviewed annually or after any safeguarding incident, with updates made as needed.