

Sherlock Bone Safeguarding Policy

1. Purpose

This policy ensures that all educational workshops are delivered in a safe, supportive, and appropriately supervised environment that protects children, young people, and vulnerable adults from harm.

It outlines expectations for educators, host institutions, and safeguarding procedures during all workshop activities.

2. Scope

This policy applies to:

- Visiting workshop facilitators and external educators (Sherlock Bone)
- School or host institution staff supervising workshops
- Students, participants, and vulnerable adults attending sessions
- Any third-party contractors supporting delivery

3. Safeguarding Commitment

Sherlock Bone is committed to:

- Promoting the welfare and safety of all participants
- Preventing harm, abuse, exploitation, or neglect
- Ensuring all activities are age-appropriate and risk assessed
- Responding promptly to any safeguarding concerns

4. Legal and Regulatory Compliance

All workshops must comply with:

- Relevant national safeguarding legislation
- Local authority safeguarding procedures
- School or institutional safeguarding policies
- Disclosure and Barring Service (DBS) requirements (or equivalent checks)

5. Safer Recruitment and Vetting

Sherlock Bone staff:

- Hold appropriate background checks (e.g. enhanced DBS where required)
- Provide verified identification
- Be approved by the host institution before delivery
- Have relevant training or qualifications appropriate to the workshop content

6. Supervision and Staffing Ratios

- A responsible member of host staff must be present at all times as deemed necessary by the institute's policies.
- Appropriate adult-to-participant ratios must be maintained according to age group and risk assessment as deemed by the institute's policies.
- No member of staff from Sherlock Bone should be left unsupervised with children unless formally approved under the institutes safeguarding procedures.

7. Code of Conduct for Visiting Educators

Sherlock Bone must:

- Maintain professional boundaries at all times
- Communicate in a respectful, age-appropriate manner
- Avoid one-to-one isolated situations with participants wherever possible
- Refrain from physical contact unless it is necessary, appropriate, and consented (e.g. first aid or safety intervention)
- Not exchange personal contact details with participants
- Not engage in inappropriate online communication with participants

8. Safe Learning Environment

- All workshop content must be pre-approved by the host institution.
- Materials must be age-appropriate and non-harmful.
- Risk assessments must be completed prior to delivery.

- Any use of equipment or materials must follow safety guidelines.

9. Photography, Recording, and Media

- No photographs or recordings of participants may be taken without prior written consent from the institution and/or guardians.
- Any images used must comply with data protection laws and safeguarding policies.
- Participants must not be individually identifiable unless explicitly authorised.

10. Reporting Concerns

All safeguarding concerns must be taken seriously.

If a concern arises:

- Report immediately to the designated safeguarding lead (DSL) at the host institution
- Do not investigate independently
- Record factual information promptly and accurately
- Follow local safeguarding referral procedures

11. Managing Disclosures

If a participant discloses harm or abuse:

- Listen calmly and without judgement
- Do not promise confidentiality
- Reassure the individual that they are being taken seriously
- Report immediately to the designated safeguarding lead

12. Health and Safety Integration

Safeguarding is integrated with health and safety procedures:

- All workshops must have risk assessments in place
- Emergency procedures must be clearly communicated

- First aid provision must be available where required

13. Complaints and Allegations

- Any complaint regarding safeguarding or conduct will be investigated promptly.
- Allegations against visiting educators will be referred to appropriate safeguarding authorities if necessary.
- Cooperation with investigations is mandatory for all parties.

14. Policy Review

This policy will be reviewed regularly to ensure it remains compliant with current safeguarding legislation and best practice guidance.

Signed: D. K. Green

Dated: 07.05.2026

To be Reviewed: 07.05.2027