



MELT Arts CIC-

General Safeguarding & CIC Compliance Policy

(June 2025)

1. Overview & Legal Framework

Melt Arts CIC is committed to promoting the safety, protection, and wellbeing of all children, young people, and vulnerable adults involved in its activities across all art forms. This policy complies with all current safeguarding legislation and reflects our responsibilities as a Community Interest Company.

Relevant legislation includes:

- Children Act 1989 & 2004
- Children and Young Persons Act 2008
- Children and Families Act 2014
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2024)
- Safeguarding Vulnerable Groups Act 2006
- Child Performance and Activities Regulations 2014
- Data Protection Act 2018 and UK GDPR
- Health and Safety at Work Act 1974
- Community Interest Company Regulations 2005
- Companies (Audit, Investigations and Community Enterprise) Act 2004

2. Policy Scope

This policy applies to all directors, staff, teaching artists, volunteers, chaperones, and freelance associates working on behalf of Melt Arts CIC. It outlines our overarching approach to safeguarding and is supported by age-specific safeguarding documents for:

- Melt Academy (ages 3–18)
- Melt Associates (ages 6–18)
- Melt College (ages 16+)

These documents are available upon request or from the Designated Safeguarding Lead (DSL).

3. Core Safeguarding Principles

- The welfare of children and young people is paramount.
- All individuals, regardless of background, have equal rights to protection from harm.
- Safeguarding is a shared responsibility.
- All concerns and disclosures will be taken seriously and responded to promptly.
- Melt Arts CIC fosters a culture of transparency, accountability, and respect.

4. Designated Safeguarding Lead (DSL)

Melt Arts CIC appoints a qualified and trained DSL responsible for:

- Receiving and acting upon concerns and disclosures.
- Liaising with local safeguarding partners and external agencies.
- Ensuring staff and volunteers are trained and compliant.
- Overseeing safe recruitment and record-keeping procedures.

5. Staff Responsibilities

All staff, volunteers, and associates must:

- Complete safeguarding training appropriate to their role.
- Undergo enhanced DBS checks and identity verification.
- Follow the code of conduct and safeguarding practices set out in this policy.
- Immediately report any concern to the DSL.

6. Code of Conduct

All adults working with Melt Arts CIC must:

- Work in open and observable environments.
- Maintain professional boundaries with children and young people.
- Treat all participants with respect, fairness, and dignity.
- Avoid favouritism, unnecessary physical contact, or one-to-one unsupervised interactions.
- Never engage in any behaviour that could be seen as exploitative or abusive.
- Refrain from using inappropriate language, consuming alcohol, or smoking while on duty.
- Promote inclusivity, encouragement, and creative expression.

7. Safer Recruitment

Melt Arts CIC applies safer recruitment practices, including:

- Written applications and interviews
- Reference checks (including one related to work with children)
- Enhanced DBS certificates
- Proof of identity and residential address
- Induction and safeguarding orientation

8. Physical Contact & Consent

- Physical contact is only permitted when necessary and appropriate (e.g., correcting movement in dance, applying first aid).
- Consent must be obtained and contact explained clearly.
- A signed physical contact consent form is required from parents/carers.
- Physical contact must never be secretive or for the adult's gratification.

9. Disclosures & Allegations

If a child discloses abuse or a concern arises:

- Remain calm, listen carefully, and avoid leading questions.
- Reassure the child and explain the need to share information.
- Record the disclosure verbatim with time, date, and any witnesses.
- Refer immediately to the DSL.
- Allegations against staff or volunteers may result in immediate suspension pending investigation.

10. Anti-Bullying & Behaviour

Melt Arts CIC promotes a zero-tolerance approach to bullying, including physical, emotional, and online abuse. We:

- Encourage open dialogue and peer respect.
- Take all allegations seriously.
- Log and investigate all incidents.
- Communicate with families and involve them in resolution where necessary.
- Apply sanctions or exclusions where appropriate.

11. Health, Safety & Risk Management

- Activities are risk-assessed and supervised by trained adults.
- Emergency contacts and medical details are held confidentially on site.
- All injuries or incidents are recorded and signed off by a first aider and DSL.
- Children must wear appropriate clothing and use any safety equipment as directed.

12. Digital Safety & Media Consent

- Images and videos of children will only be used with written parental consent.
- Online classes, platforms, and communications are moderated and adhere to e-safety guidelines.
- All digital content is stored securely and used only for agreed purposes.

13. Chaperones & Performances

- All chaperones must be licensed, trained, and DBS checked.
- Chaperones act in loco parentis and uphold a high standard of care.
- Children must be signed in and out of venues by an authorised adult.
- Children are not permitted to enter adult changing areas.
- Chaperones will supervise groups consistently and ensure safety during transport and breaks.

14. Confidentiality & Data Protection

- All personal data is held in compliance with the Data Protection Act 2018.
- Information is shared only on a need-to-know basis.
- Safeguarding records are stored securely and reviewed annually.

15. CIC Governance & Reporting

Melt Arts CIC operates under the regulatory guidance of the CIC Regulator. The board of directors ensures:

- Activities benefit the community, as defined in the Community Interest Statement.
- The CIC remains compliant with asset lock provisions.
- The Annual CIC Report demonstrates public benefit and responsible governance.
- Safeguarding is reflected in annual strategic reviews and board reporting.

16. Policy Review & Dissemination

- This policy will be reviewed annually or sooner if legislation changes.
- All staff and volunteers are required to read and confirm understanding of this policy.
- Updates will be shared through internal training and team briefings.

Access to Additional Policies

The following safeguarding policies are available from the DSL or by contacting info@meltdancecic.co.uk:

- Melt Academy Safeguarding Policy (ages 3–18)
- Melt Associates Safeguarding Policy (ages 6–18)
- Melt College Safeguarding Policy (16+)

Policy Owner: Melt Arts CIC

Designated Safeguarding Lead: Karl Newsam

Policy Last Reviewed: June 2025

Next Review Due: June 2026

11. Subject Access and Data Rights

- Under UK GDPR, individuals have the right to:
- Be informed about how their data is used
- Access the data we hold on them (Subject Access Request)
- Correct inaccurate or incomplete data
- Request erasure of their data (where applicable)
- Restrict or object to processing
- Withdraw consent at any time
- Lodge a complaint with the Information Commissioner's Office (ICO)
- To exercise any of these rights, individuals should contact us in writing.

12. Data Breaches

MELT Arts CIC follows ICO guidelines in the event of a data breach:

- All suspected breaches are logged and investigated immediately
- If the breach presents a risk to individuals' rights or freedoms, we will notify the ICO within 72 hours
- Affected individuals will be contacted where necessary
- We regularly review our processes and provide staff with training to reduce the risk of breaches.
- 13. Staff and Volunteer Responsibilities
- All MELT Arts staff, freelancers, and volunteers are required to:
- Read and comply with this Data Protection Policy
- Complete training on data protection when necessary
- Only access or use data necessary for their role
- Immediately report concerns or suspected breaches

14. Review of Policy

This policy will be reviewed annually or when there are changes to legislation or operational procedures.

- Next review due: June 2026