SAFEGUARDING: MRS BUN THE BAKER COOKERY SCHOOL

FOR THE PURPOSES OF THIS DOCUMENT MRS BUN THE BAKER COOKERY SCHOOL WILL BE KNOWN AS MRS BUN THE BAKER.

Mrs Bun the Baker is committed to prioritising the well being of all children and adults at risk at cooking classes. This policy strives to minimise risks, deliver a positive cooking experience for all and respond to any safeguarding concerns. Mrs Bun the Baker provides a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the child free from any discrimination or bullying where children can create and cook happily. We do our best to guarantee a safe working environment and everyone is aware of all aspects of our Health and Safety and Hygiene.

This policy is applicable to all staff and volunteers working in the Mrs Bun the Baker kitchen setting and Mrs Bun the Baker’s policy will be in line with Oxfordshire Local Authority/OSCB.

All staff are trained and will update their training every 2 years with the Local Authority and OSCB, and are asked to be aware of any sign of abuse whether it is physical, emotional, neglect or sexual.

**SAFEGUARDING IS EVERYONE’S RESPONSIBILITY AND NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION**.

The policy works with Cholsey Pavilions Safeguarding Policy whose leaders are Wendy Leverett and Sarah Wilson. Mrs Bun the Bakers welfare officer is Angela Johnson, who is also responsible for updating the policy.

All individuals present at the classes are required to adhere to the policy and its conduct.

**CODE OF CONDUCT**: Mrs Bun the Baker will support young people by:

* Encouraging the development of self esteem in classes
* Promoting a caring and positive environment
* Treat all children and adults fairly.
* Helping them to understand and respond to risk effectively.
* Meeting the needs where possible of children with special educational needs/or disabilities
* Providing support for the children in classes
* Be a positive role model, acting with integrity.
* Create a safe and inclusive environment in and out of the kitchen.
* No one will be allowed to be humiliated or harm one another.
* Value and celebrate diversity.
* Keep clear boundaries between personal and professional life, including that of social media.
* Refrain from making physical contact with young children/adults unless it is necessary/emergency/congratulations/reassurance (e.g. high five, handshake)
* Not smoke or drink alcohol in classes unless a class has been booked and an alcohol licence has been obtained from Cholsey Pavilion for the consumption at said party.
* Avoid being alone with a child or an adult unless completely necessary.
* Use no physical punishment in any form. The only time physical force will be used is against a child or vulnerable adult when their actions are placing others at an immediate risk for serious harm.

**ALL CHILDREN AGREE TO BE:**

* To be friendly, supportive and welcoming of other children/adults to the cookery classes.
* Respect the kitchen, Pavilion and the equipment they are using.
* Behave, respect and listen the cooking teacher.
* Use appropriate language at all times
* No equipment to be used in a dangerous way, all instructions to be followed on how to use them (e.g.: sharp knives using the claw grip and bridge hold)
* Respect the rights of all participants, regardless of age, gender, ability, race, religion, culture or sexual identity.
* They will not bully or harass anyone in the class or on social media.
* Not smoke or drink
* Harsh or inappropriate language, degrading punishment or any type of restraining device in the name of behaviour management is not tolerated.

**ALL ADULTS AGREE TO:**

* Never ridicule a child for making a mistake or error.
* Behave responsibly at the venue, not embarrass themselves or others.
* Encourage your child to be an active participant in their cooking and try new foods and use different ingredients in their cooking.
* Ensure your child is dressed appropriately for the class, closed shoes, hair tied back and aprons to be worn.
* Drop off and collect your child punctually to and from the venue
* Not to use bad/inappropriate language in class or out on social media
* Not smoke or drink alcohol in classes unless a class has been booked and an alcohol licence has been obtained from Cholsey Pavilion for the consumption at said party.

**CONFIDENTIALITY**

Information about a child will only be shared to others on a need to know basis only, however staff are aware that they cannot promise to keep a child secret which could compromise the child’s safety or well being, they have a professional responsibility to share with other agencies to safeguard children.

**USE OF PHONES/CAMERAS:**

All parents sign a booking form, which gives permission for photos to be taken in classes and used for promotional material and in social media sites. This they can opt out of, and this is accepted. Parents can take photos of their child, but not of others around them.

**WHISTLEBLOWING:**

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness. Integrity and accountability, As a cooking school we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

In the context of Safeguarding, Whistleblowing is when someone raises a concern about the well being of a child or an adult at risk.

A whistle blower may be

* A volunteer
* A parent
* Staff
* A member of the public
* Cholsey Pavilion staff members
* A child

The whistle blower should aim to give as much information as possible regarding the incident, as name, and contact details of themselves and the individual involved, date, time, location of incident and if there were ant witnesses.

All issues raised will be taken seriously and every effort will be made to deal with it quickly and efficiently.

Where there is a safeguarding concern/issue:

If a student discloses abuse to a staff member they are asked to treat the allegation very seriously and act at all times towards the child or vulnerable adult as if they believe what they are saying. The policy at Mrs Bun the Baker is to reassure the child or vulnerable adult that they are believed, that they were right to speak to staff and to keep notes of the conversation with the child or vulnerable adult then tell the child or vulnerable adult what he/she will do next and must then tell the Managing Director immediately about the conversation.  Staff will not interrogate the child or vulnerable adult and will not make promises that he/she cannot keep. Nothing will be said to make the child or vulnerable adults feel responsible for the alleged abuse.

An accurate account of any disclosure must be made. This will include dates and times, the names of the people involved, what was said by whom and what action was taken Mrs Bun the Baker is the designated person for safeguarding children and in her absence the report should be made to Cholsey Pavilion staff.

Dependent then on the concern/disclosure a referral may be made to

* Police (999) in an emergency
* Local Authority Children’s Service (OCSA) 0345 050 7666
* Local Authority Adult Services (OAS) 0345 050 7666

When accompanying a group of children out of the building and into the car park, great care must be taken to protect children from traffic or any other danger.

ZOOM & SAFEGUARDING:

Lessons conducted on zoom

* Are not recorded or kept in any form, they are just run at the actual time, so no risk of them being seen by others.
* Participants are kept in a waiting room, so not just anybody can join the meeting only those that are taking part. So not just anyone can gain access.
* Sharing is turned off so no one can share other material on the screen. So this stops the risk of a child pressing something they shouldn’t and then sharing.
* Microphones are muted for participants to hear me, but also so there is no mis communication or information shared that shouldn’t be.
* Versions are continually updated when requested by the app when the prompt is given. So there are no security holes, less vulnerable to attack.
* Passwords are used to enter a zoom cooking class. These are unique ID’s for each zoom booking. So, again not anyone can join the meeting.
* If an email or username is not recognised – Mrs Bun the Baker will not allow them to join, participant's screen name must be visible so members can be safe
* Photos are not used on the classes booked on Eventbrite, and where photos are taken of regular classes names on screen are blocked out if used on social media.
* In a zoom meeting please

Find a quiet place

Stay in one place

Parents/carers are always presentable

Be kind to others on the Zoom

Try not to talk over other people

Remember that everyone can see and hear everything you do

Everyone must be always kind and respectful to others

If the host sees or hears anything inappropriate whilst using Zoom, they will end the meeting with immediate effect.

The child must always remain the responsibility of the parent or responsible adult during the Zoom session.

Always follow the recommended routes by the OSCB for reporting.

Safeguarding Officer: Angela Johnson 07870727007 [mrsbunthebaker@icloud.com](mailto:mrsbunthebaker@icloud.com)

Policy written OCTOBER 2019 and will be revised and updated every 2 years.

**UPDATED MARCH 2022**