



Safeguarding Policy Olive Art House

The following Safeguarding Policy was updated July 2026.

1. Our Commitment

Olive Art House is committed to providing creative spaces where everyone feels safe, welcomed, respected and able to take part. We believe art should be accessible and enjoyable for people of all ages and backgrounds, and we are committed to protecting children, young people and adults at risk from harm.

2. How We Are Run

Olive Art House is owned and managed by Jessie Coburn. Workshops may also be delivered by freelance workshop leaders and volunteers. Everyone involved with Olive Art House shares responsibility for safeguarding.

3. Following Guidance and Law

Olive Art House works in accordance with UK safeguarding legislation and recognised guidance, including:

Suffolk Safeguarding Partnership

NSPCC

UK Legislation

Where needed, we will follow their procedures and refer concerns to the appropriate services.

4. Who This Applies To

This policy applies to:

- Drink, Dine & Design workshops
- Olive Art Club
- Family workshops
- Festival activities
- Outreach projects
- Private bookings
- Volunteers
- Workshop leaders
- Contractors
- Online communication and social media

5. What We Mean by Safeguarding

Safeguarding means protecting children, young people and adults at risk from abuse, neglect, exploitation and discrimination while taking part in Olive Art House activities.



6. Everyone's Responsibility

Everyone involved with Olive Art House must:

- Treat others with dignity and respect
- Help create a safe and inclusive environment
- Report any concerns as soon as possible
- Jessie Coburn, workshop leaders and volunteers are responsible for making sure concerns are taken seriously and acted on

7. Safeguarding Lead

Designated Safeguarding Lead

Jessie Coburn

Owner, Olive Art House

hello@olivearthouse.co.uk (Only Jessie has access to this email)

07304058007

8. What To Do If You're Worried

If someone is in immediate danger, call 999.

Otherwise:

- Report your concern to the Safeguarding Lead
- Write down what you saw or were told
- Do not investigate it yourself
- Keep the information private
- Concerns will be handled in line with guidance from the Suffolk Safeguarding Partnership

9. Children, Young People and Vulnerable Adults

- Those aged 13 and under must be accompanied unless the session is specifically advertised as a supervised drop off activity
- Where appropriate, permission forms, registers and parental information will be kept securely in line with UK GDPR and only accessed by those who need the information
- Appropriate adult to child ratios will be maintained where supervision is provided
- Workshop leaders will avoid being alone with a child wherever possible
- Any concerns will be recorded and reported

10. Online Spaces

- The same standards apply online as in person
- Harmful or abusive behaviour will not be tolerated
- Concerns should be reported and dealt with through this policy



11. Photographs and videos will only be taken and shared where appropriate consent has been obtained. Images will be stored securely and used in accordance with GDPR and Olive Art House's Photography Policy.

12. Review

This policy will be reviewed each year.

Signed by: Jessie Coburn

A handwritten signature in dark ink, consisting of a large, stylized 'J' followed by a series of loops and a trailing line.