

SAFEGUARDING CHILDREN AND YOUNG ADULTS POLICY
for
The Iver Make-up Academy

Version 1.2 - 10th March 2022

1 Introduction

- 1.1 . The Iver Make-up Academy is a for-profit organisation run by:
The Iver Make-up Academy
Company Registration No 9539743
- 1.2 .The Iver Make-up Academy is based at:
613-622 Props Building, Pinewood Studios, Pinewood Road. Iver Heath.
Buckinghamshire.SL0 0NH
- 1.3. The Iver Make-up Academy is managed by a management team (Elizabeth Tagg-Wooster, Tamsin Barbosa, Alison Law,). One of the management team has particular responsibility for safeguarding children.
- 1.4. The Team has adopted this safeguarding children policy and expects every adult working or helping at The Iver Make-up Academy to support it and comply with it. Consequently this policy shall apply to all staff, managers, directors, visiting tutors, students or anyone working on behalf of The Iver Make-up Academy.

2. Purpose of the Policy

- 2.1. This policy is intended to protect children and young adults who receive any service from us, including those who are the children of adults who may receive services from us.
- 2.2 .As an organisation we believe that no child or young adult should experience abuse or harm and are committed to the protection of children and young adults and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

3 The risks to children

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers

- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation
- Radicalisation

4 Universality of Protection

We recognise that:

- the welfare of the child is paramount
- all children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.
- some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

5. Safeguarding children at activities /classes

All staff will be inducted with our safeguarding policy ,prevent policy and tutor code of conduct. There are three kinds of activities/classes:

5.1 *Those open to adults and children of all ages.*

At classes and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

5.2 *Those for children accompanied by a 'parent or carer'.*

At classes and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

5.3 *Those for unaccompanied children on a training course or activity.*

At classes and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the class leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

Both classes and activities are to be defined broadly to include any occasions where The Iver Make-up Academy will be providing a service.

6. Disclosure and barring

6.1 The Iver Make-up Academy offers the following classes/activities for children:

Training in make-up and hair artistry- 2/3 days summer school and school holiday courses.

6.2. Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking will broadly reflect the degree and frequency of unsupervised access given to other people's children.

6.3. The Team will follow safer recruitment best practice and ensure that all adults in contact with children will be DBS checked and trained to the minimum of level 1 in safeguarding.

6.4. The Team will follow statutory safeguarding procedure at all times and take very seriously any allegation of impropriety on the part of any member of The Iver Make-up Academy. A member of The Iver Make-up Academy who discovers anything amiss should get in touch immediately with the following:

Elizabeth Tagg- Wooster, Principal and Designated Safeguarding Officer .

6.5. The Team will follow statutory safeguarding procedure at all times and if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of The Iver Make-up Academy's safeguarding policy.

7. Policy on the prevention of bullying

We will not tolerate the bullying of children or any other persons either by adults or by other children. If any incident of child-on-child bullying should arise at a The Iver Make-up Academy event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The Team will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Team will consider banning a child from future events, but only in full accordance with the rules and procedures of The Iver Make-up Academy. Allegations of adults bullying children will be dealt with under paragraph 6.3 above.

8. Managing behaviour, discipline and acceptable restraint

8.1 .Adults supervising children at The Iver Make-up Academy events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.

8.2. Unacceptable behaviour at The Iver Make-up Academy events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.

8.3 .The Iver Make-up Academy may apply a further disciplinary sanction; namely the banning of the child from one or more future events over the following 18 months. Any such sanction would be determined and applied by the following officer:

Elizabeth Tagg- Wooster, Principal

8.4 .A parent who is aggrieved by this ban may appeal to The Iver Make-up Academy who will hear the views of all relevant persons. The decision of The Iver Make-up Academy is then final. Any such appeals should be made to, and will be determined by the following officer:

Tamsin Barbosa – Vice Principal

9. Health and safety aspects of safeguarding children

7.1. Before starting any event for unaccompanied children, the Team will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The Team will keep a record of all risk assessments and immediately log all incidents and concerns.

7.2. Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

10. Photographing children

No photos will be taken or published of any child attending an event or activity unless prior written permission is sought from a person with parental responsibility. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact the designated safeguarding officer at The Iver Make-up Academy immediately.

11. Mobile Telephones and Devices

1. IMA is a mobile free zone for staff and visitors.
2. Unless there has been an explicit agreement with the Principal they should not give their personal mobile numbers or personal email addresses to pupils, nor should they communicate with them by text or personal email. Where permission has been obtained to communicate in this way, it will be logged by the DSO
3. Whilst there may be occasions (e.g. on shopping trips) when it might be necessary for a member of staff to have a list of pupils' mobile telephone numbers, numbers of current pupils should not be stored on personal mobile telephones.
4. In general, members of staff should not contact pupils via the pupil's mobile telephone. The only exception to this may be for agency work or in an emergency.
5. Any messages or contact from pupils to a member of staff that could be interpreted as of a personal nature should be reported to the DSL.
6. Mobile telephones must be switched off in class or set to silent when teaching. They may be used for professional purposes ie photography. Personal calls may be taken in breaks and must be taken in private.

12. Social Media

Staff should adhere to the school's safeguarding policies at all times. Staff should take steps to keep their personal and professional lives separate.

1. Staff must not use Social Networking or gaming sites (e.g. instant messaging, Twitter, WhatsApp, Facebook etc) to connect or communicate directly with pupils under 18.
2. Communication with students over 18 who are no longer on the school roll is at staff discretion; however, particular care should also be taken when accepting friendship requests from recent leavers. Staff should be aware that ex-students may be in contact with current students.
3. Staff must consider their privacy settings on social media very carefully. They should be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.
4. Where relationships or friendships exist between staff and those who are also parents at the school social networking is acceptable between them; however, caution must be exercised so that professional standards are always maintained.

13. Other Policies

This safeguarding policy should be read together with the following policies and resources:

- Prevent policy,
- Health and Safety policy,
- Tutor Code of Conduct
- Student Grievance procedure
- Preventing radicalisation policy

14. Legal Framework

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services
- Working together to safeguard children (2017)

NOTE: This Policy was approved by the following officer on 10/03/2021 and is due for review 10/03/2023:

Elizabeth Tagg- Wooster