BIG CREATIVE EDUCATION APPRENTICESHIPS TRAINING ACADEMY
Ofsted Outstanding Provider

BIG CREATIVE ACADEMY
CLIFTON AVENUE
WALTHAMSTOW
LONDON, E17 6HL
TEL: 020 8498 3300
WWW.BIGCREATIVE.EDUCATION

BIG CREATIVE ACADEMY

SAFEGUARDING & CHILD PROTECTION POLICY

2026–2027

Main Phone Number	0208 498 3300
Setting Address	BCA Clifton Avenue E17 6HL
Designated Safeguarding Lead	CharlottePerchard Amina Sheta
Deputy Designated Safeguarding Leads	Faye Tilyard Hyacinth Slowley
Named Person for Allegations Against Staff & Volunteers	Sacha Corcoran CharlottePerchard
Behaviour lead	Lee Chalkley
SENDCo	Hyacinth Slowley
LAC Lead	Faye Tilyard
e-Safety Coordinator	Charlotte Perchard Amina Sheta
Principal	Sacha Corcoran
Chair of Governors	John Stone
Safeguarding Link Governor	John Stone
Out of Hours Safeguarding Contact	Charlotte.perchard@bigcreative.education Amina.sheta@bigcreative.education (please ensure you copy both DSLs into your email)

Related policies:

- Learning and Behaviour Policy
- Suitability to Study Policy
- Attendance and punctuality policy
- Online Safety
- Search & Confiscate and Reasonable Force Policy
- Staff Code of Conduct
- Allegations of Abuse Against Staff
- Safer Recruitment Policy
- Whistleblower Policy
- Student Anti-bullying and Harassment Policy

This policy is written in line with the Department for Education Publication *Keeping Children Safe in Education*, updated in September 2025 and will be reviewed according to publication updates. The policy is also reviewed annually when the Principal will report to the Governing Body on its operation and effectiveness.

The Safeguarding Policy should identify and respond to safeguarding concerns and set out the DSL's safeguarding responsibilities.

The Student Support and Suitability to Study Policy should set out how BCA decides whether, and with what support or adjustments, a student can safely and effectively continue their education.

Safeguarding action should never be delayed while a Suitability to Study Review is undertaken. The two processes may operate alongside one another where appropriate.

Section	Title
1	Policy Statement
2	Scope
3	Statutory Framework
4	Safeguarding Principles
5	Safeguarding Culture
6	Roles and Responsibilities
7	Reporting Safeguarding Concerns
8	Student Suitability, Safety and Criminal Risk Management
9	Online Safety
10	Child-on-Child Abuse
11	Domestic Abuse and Operation Encompass
12	Vulnerable Students
13	Students Questioning Their Gender
14	Prevent Duty and Radicalisation
15	Safer Recruitment
16	Managing Allegations Against Staff
17	Children Under 16 On Site
18	Premises Hire, BCIS and External Organisations
19	Record Keeping, Information Sharing and Confidentiality
20	Monitoring, Governance and Review
21	Online and Personal Communications with Students

1. POLICY STATEMENT

Big Creative Academy is committed to safeguarding and promoting the welfare of all students and vulnerable adults and expects all staff, governors, volunteers, contractors and visitors to share this commitment.

BCA recognises that safeguarding is everyone's responsibility and that effective safeguarding practice requires a whole-college approach in which all members of BCA community understand their role in protecting children, young people and vulnerable adults from harm.

Big Creative Academy fully recognises its responsibility for the safeguarding and protection of learners and vulnerable adults, and its responsibility for promoting the welfare of young people and vulnerable adults who are learners at the Academy. At all times, the Academy aims to create and maintain a safe environment for all learners, staff, volunteers and visitors.

An effective whole organisation safeguarding policy is one which provides clear direction to staff and others about expected behaviour when dealing with safeguarding issues. An effective policy also makes explicit Big Creative Academy's commitment to the development of good practice and sound procedures. This ensures that safeguarding concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the learner

Parents, carers or other interested parties can obtain a copy of this Safeguarding and Child Protection Policy on the website.

Big Creative Academy takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. "The welfare of the child is paramount" (Children Act 1989).

BCA will always act in the best interests of students and will maintain a culture where students feel safe, respected, listened to and supported.

The welfare of the child is paramount.

Staff are required to adhere to the policy and guidance. Failure to do so can result in disciplinary action or dismissal and / or a referral to the LADO.

This policy is informed by Keeping Children Safe in Education (KCSIE) 2026–2027, Working Together to Safeguard Children, the Children Acts 1989 and 2004, the Equality Act 2010, the Human Rights Act 1998 and all other relevant safeguarding legislation and statutory guidance.

2. SCOPE

This policy applies to:

- All students under the age of 18;
- Vulnerable adults;
- Students aged 18 and over who may require safeguarding support;
- Governors and trustees;

- Employees;
- Agency workers;
- Volunteers;
- Contractors;
- Visitors;
- Work placement providers;
- External organisations operating on Academy premises;
- BCIS activities and programmes delivered on Academy premises.

The policy also applies to children under the age of 16 who may attend BCA through:

- School visits;
- Transition programmes;
- Outreach activities;
- Workshops;
- Open events;
- Taster sessions;
- BCIS activities;
- Premises hire arrangements;
- Other educational or community activities.

3. STATUTORY FRAMEWORK

This policy should be read alongside:

- Keeping Children Safe in Education (KCSIE) – current edition;
- Working Together to Safeguard Children;
- Children Act 1989;
- Children Act 2004;
- Human Rights Act 1998;
- Equality Act 2010;
- Counter-Terrorism and Security Act 2015;
- Prevent Duty Guidance 2023;
- Domestic Abuse Act 2021;
- Data Protection Act 2018;
- UK GDPR;
- London Safeguarding Children Board;
- Relevant Local Safeguarding Partnership procedures.

As students may reside in multiple local authority areas, safeguarding referrals and partnership working will be undertaken with the relevant local authority and safeguarding partnership responsible for the student's home address.

4. SAFEGUARDING PRINCIPLES

Big Creative Academy is committed to:

- Maintaining a culture of vigilance;
- Early identification of concerns;
- Early help and intervention;
- Student-centred safeguarding practice;
- Effective information sharing;
- Multi-agency working;
- Contextual safeguarding;
- Online safety;
- Equality, diversity and inclusion;
- Continuous safeguarding improvement.

All staff will maintain an attitude that safeguarding concerns can occur anywhere and that it is everyone's responsibility to identify and respond appropriately to concerns.

BCA recognises that abuse, neglect and exploitation may occur within families, peer groups, educational settings, communities and online environments.

5. SAFEGUARDING CULTURE

BCA seeks to create a culture where:

- Students feel safe and supported;
- Concerns are taken seriously;
- Students know how to seek help;
- Staff act promptly on concerns;
- Safeguarding is integrated into daily practice.

Students will receive safeguarding education through:

- Curriculum delivery;
- Wellbeing program including:
    - Online safety education;
    - Prevent education;
    - Healthy relationship education;
- Student services provision;

Student voice will be actively promoted and students will be encouraged to contribute to safeguarding practice and policy development.

The Safeguarding Policy runs alongside the Mental Health Policy – please refer to the Mental Health Policy for guidance.

6. ROLES AND RESPONSIBILITIES

Governing Body

The Governing Body will:

- Ensure compliance with safeguarding legislation;
- Monitor safeguarding effectiveness;
- Receive safeguarding reports;
- Ensure sufficient safeguarding resources are available;
- Appoint a Safeguarding Link Governor.

Principal

The Principal has overall accountability for safeguarding arrangements and will ensure safeguarding responsibilities are discharged effectively across BCA.

Designated Safeguarding Leads

The DSL will:

- Lead safeguarding practice;
- Manage safeguarding referrals;
- Undertake safeguarding risk assessments;
- Liaise with external agencies;
- Maintain safeguarding records;
- Deliver safeguarding training;
- Support staff and students.

Deputy DSLs

Deputy DSLs will support the DSL and act in their absence.

All Staff

All staff must:

- Read and understand safeguarding policies;
- Report concerns immediately;
- Attend safeguarding training;
- Promote student welfare;
- Maintain professional curiosity;
- Contribute to a safeguarding culture.

The DSL may initiate or contribute to a Suitability to Study Review where a safeguarding concern affects a student's safe participation in education.

7. REPORTING SAFEGUARDING CONCERNS

Any member of staff who becomes aware of a safeguarding concern must report it immediately to the Designated Safeguarding Lead or Deputy DSL and send a report via CPOMS.

Where a safeguarding concern also affects a student's ability to participate safely and effectively in education, the DSL may consider the Student Support and Suitability to Study Policy, this must not delay safeguarding action, referral or multi-agency work.

Staff must never assume that another person has reported a concern.

Concerns may include:

- Abuse or neglect;
- Child-on-child abuse;
- Child sexual exploitation;
- Sexual violence or harassment;
- Criminal exploitation;
- County lines involvement;
- Serious youth violence;
- Radicalisation;
- Mental health concerns;
- Missing education;
- Online harms;
- Domestic abuse;
- Forced marriage;
- Female Genital Mutilation;
- Any other matter impacting student safety or welfare.

All concerns must be accurately recorded in accordance with Academy procedures.

Where BCA is made aware of any concerns or potential harms or risks to a young person not attending BCA, the safeguarding team will report to relevant external agencies / professionals to carry out their duty of care.

8. Student Safety and Criminal Risk Management

Purpose

Big Creative Academy is committed to maintaining a safe environment for students, staff, contractors, visitors and all users of Academy premises.

BCA recognises that safeguarding responsibilities may require the assessment and management of risks arising from criminal behaviour, police involvement, safeguarding concerns, exploitation, harmful behaviour or other matters that may affect the safety and welfare of BCA community.

Safeguarding procedures and Suitability to Study may operate alongside one another where a safeguarding risk affects participation in education.

The disclosure of an unspent conviction does not, in itself, determine whether a student can continue to study at BCA. Decisions should follow an individual safeguarding assessment and, where relevant, a Suitability to Study Review

The Suitability to Study policy may also be considered where the conviction or surrounding circumstances affect safe participation in education.

A safeguarding risk assessment may inform a Suitability Review but does not automatically determine its outcome. Interim measures are temporary, proportionate, regularly reviewed and used only for as long as reasonably necessary.

Student Duty to Disclose Unspent Criminal Convictions

Students must disclose any unspent criminal conviction:

- At enrolment;
- During re-enrolment;
- At any point during their studies if circumstances change.

BCA does not routinely request or process information regarding spent convictions except where permitted by law.

Failure to Disclose

Failure to disclose an unspent criminal conviction may be considered:

- A safeguarding concern;
- A breach of Academy expectations;
- A disciplinary matter.

Where concerns arise regarding non-disclosure, the Designated Safeguarding Lead may initiate a safeguarding investigation and undertake a formal safeguarding risk assessment.

Intelligence and Information-Sharing Requests

Where there is a legitimate safeguarding concern, Big Creative Academy may, at any point during the academic year, seek relevant information or intelligence from the Police, Children's Social Care, Adult Social Care or other appropriate safeguarding partners to support the assessment and management of risk.

Such requests will only be made where there is an identified safeguarding, welfare or public-safety purpose and where the request is considered necessary and proportionate to the concern identified.

Requests will normally be made or authorised by the Designated Safeguarding Lead and will clearly identify the safeguarding purpose for which the information is sought.

The Academy recognises that the decision whether information can lawfully be disclosed rests with the organisation holding that information. The Academy does not have an automatic entitlement to police or other agency intelligence.

Any information received will:

- be considered alongside other available safeguarding information;
- be used only for the purpose for which it was obtained, unless further use is otherwise lawful;
- be shared internally only on a need-to-know basis;
- be stored securely within the Academy's safeguarding arrangements; and
- be processed in accordance with applicable data protection and information-sharing requirements.

The DSL will record the reason for the request, the information requested, any information received, how that information informed the safeguarding assessment and the rationale for subsequent decisions.

Where appropriate, repeated or routine information sharing with safeguarding partners will be supported by an appropriate information-sharing agreement or protocol.

Safeguarding Risk Assessments

The DSL may undertake a formal safeguarding risk assessment where concerns relate to:

- Criminal convictions;
- Police investigations;
- Serious allegations;
- Sexual misconduct;
- Violence;
- Weapons offences;
- Child-on-child abuse;
- Criminal exploitation;
- Radicalisation;
- Serious youth violence;
- Behaviour that may present a risk to others.

Risk assessments will be:

- Evidence-based;
- Proportionate;
- Reviewed regularly;
- Recorded appropriately.

Interim Safeguarding Measures

Pending completion of a safeguarding risk assessment, BCA may implement temporary safeguarding measures.

These may include:

- Temporary remote education;
- Supervised attendance;
- Restricted access arrangements;
- Alternative timetables;
- Additional supervision;
- Increased pastoral support;
- Multi-agency involvement.

Such measures are safeguarding controls and are not disciplinary sanctions.

A remote education agreement will be provided to the student and parent/carer where applicable. This agreement will make the remote education process clear to the student and include contact details of relevant staff members providing support/education during this period.

Significant or longer-term restrictions on education must be considered through the Suitability to Study process.

Decision Making

Following assessment, BCA may determine that:

- Attendance continues without restrictions;
- Attendance continues with safeguards;
- Enhanced safeguarding arrangements are required;
- Temporary remote education is necessary whilst further assessment is undertaken;
- Remote education is required for the remainder of study at BCA.

Formal decisions involve the DSL/DDSL and an appropriate member of SLT, with the SENDCO and/or external professionals involved where relevant

Record Keeping

All safeguarding risk assessments will be securely recorded and retained in accordance with safeguarding and data protection requirements. BCA currently uses CPOMS for this work.

9. ONLINE SAFETY

BCA recognises that technology presents both opportunities and risks for students.

BCA will maintain appropriate filtering and monitoring systems and will regularly review their effectiveness.

Students will be taught about:

- Online safety;
- Healthy online relationships;

- Cyberbullying;
- Online exploitation;
- Misinformation and disinformation;
- Privacy and security;
- Reporting concerns.

Online safeguarding concerns will be treated with the same seriousness as offline concerns and managed through BCA's safeguarding procedures.

A significant online incident affecting safe participation may also require consideration under Suitability to Study policy.

Please refer to the Online Safety Policy.

10. CHILD-ON-CHILD ABUSE

Big Creative Academy recognises that children can abuse other children and that such abuse can occur both inside and outside of education settings, including online.

BCA adopts a zero-tolerance approach to abuse and will never dismiss abusive behaviour as:

- Banter;
- Part of growing up;
- Relationship issues;
- A joke;
- A normal aspect of adolescence.

Child-on-child abuse may include:

- Bullying;
- Cyberbullying;
- Sexual violence;
- Sexual harassment;
- Upskirting;
- Initiation or hazing behaviours;
- Physical abuse;
- Emotional abuse;
- Harmful sexual behaviour;
- Sharing of nude or semi-nude images;
- Exploitation;
- AI generated imagery of a sexual nature or any other imagery to cause harm.

All allegations will be taken seriously and managed through safeguarding procedures.

The wishes, views and lived experiences of all affected students will be considered when determining support and intervention.

Where harmful behaviour also raises concerns about safe participation in education, the Suitability to Study Policy may operate alongside safeguarding procedures. This must not replace or delay the child-on-child abuse response.

11. DOMESTIC ABUSE AND OPERATION ENCOMPASS

BCA recognises that domestic abuse can have a significant impact on a student's safety, wellbeing, relationships, attendance and ability to learn.

Domestic abuse may include physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse and psychological or emotional abuse.

Children who see, hear or experience the effects of domestic abuse are recognised as victims in their own right where the statutory criteria are met. BCA also recognises that students aged 16 and 17 may experience domestic abuse within their own intimate relationships.

Operation Encompass

BCA participates in **Operation Encompass**, the statutory police and education information-sharing arrangement through which Police notify educational settings where they have reasonable grounds to believe that a child may be a victim of domestic abuse.

Notifications may relate to students who were present during an incident or who are connected to the household, including where they were not physically present at the time.

Operation Encompass notifications will normally be received by the DSL or other appropriately trained Key Adult.

On receiving a notification, the DSL will:

- Consider the student's immediate safety and welfare;
- Review relevant safeguarding information;
- Determine what support is required;
- Consider whether further safeguarding action or referral is necessary; and
- Securely record the notification, assessment, decisions and actions.

An Operation Encompass notification does not replace BCA's normal safeguarding procedures or the need to make a referral to Children's Social Care where appropriate.

12. VULNERABLE STUDENTS

BCA recognises that some students may face additional safeguarding barriers.

Particular consideration will be given to students who:

- Have Special Educational Needs and Disabilities (SEND);
- Students with EHCPs;

- Have mental health difficulties;
- Are young carers;
- Have a social worker;
- Are at risk of exclusion;
- Are affected by domestic abuse;
- Are vulnerable to exploitation and / or susceptible to radicalisation;
- Are living independently, in care or care leavers;
- Have experienced trauma;
- Have other individual, family or contextual circumstances that increase vulnerability.

Please note that this is not an exhaustive list of vulnerabilities.

Staff will remain vigilant to indicators that abuse or neglect may be more difficult to identify in vulnerable students.

Reasonable adjustments will be made to ensure safeguarding systems remain accessible.

13. STUDENTS QUESTIONING THEIR GENDER

BCA recognises that questioning gender is not, in itself, a safeguarding concern. However, some students questioning their gender may experience associated vulnerabilities, including bullying, harassment, discrimination, social isolation, mental health or psychosocial difficulties, family difficulties or other safeguarding concerns.

BCA will respond sensitively and individually, taking account of the student's age, maturity, circumstances, wishes, wellbeing and wider safeguarding needs.

Staff should:

- Listen without judgement or assumptions;
- Take bullying, harassment, mental health or safeguarding concerns seriously;
- Avoid attempting to diagnose or provide clinical advice;
- Consider whether wider safeguarding or welfare needs are present; and
- Seek advice from the DSL where appropriate.

Requests relating to social transition, including names, pronouns, clothing or other aspects of presentation, will be considered individually in accordance with current law and statutory guidance. Significant decisions and the rationale for them will be appropriately recorded and reviewed.

For students under 18, BCA recognises the important role of parents and carers and will seek to involve them in significant decisions wherever possible. Where there is reason to believe that parental involvement may place a student at significant risk of harm, the DSL will determine the appropriate safeguarding response.

BCA will protect students from bullying, harassment and discrimination while respecting the lawful rights and beliefs of other students and staff.

Single-sex toilets, changing facilities, accommodation and sporting arrangements will be managed in accordance with current law and statutory guidance, with appropriate consideration given to privacy, dignity, safety and fairness.

14. PREVENT DUTY AND RADICALISATION

BCA recognises its responsibilities under the Counter-Terrorism and Security Act 2015.

BCA will:

- Promote fundamental British values;
- Challenge extremist narratives;
- Build resilience to radicalisation;
- Provide Prevent training to staff;
- Refer concerns through appropriate safeguarding channels.

Students may be vulnerable to radicalisation through:

- Online activity;
- Peer influence;
- Community influences;
- Personal vulnerabilities.

Concerns regarding radicalisation will be managed as safeguarding concerns and referrals will be made as appropriate.

15. SAFER RECRUITMENT

BCA is committed to safer recruitment practices.

All recruitment processes will include:

- Identity verification;
- Right to work checks;
- Reference checks;
- Qualification checks;
- Enhanced DBS checks where required;
- Prohibition checks where applicable.

BCA will maintain a Single Central Record in accordance with statutory requirements.

All staff will receive safeguarding induction before commencing duties.

Please refer to the Safer Recruitment Policy.

16. MANAGING ALLEGATIONS AGAINST STAFF

BCA recognises its responsibility to protect students whilst ensuring that staff are treated fairly and consistently.

Any allegation that a member of staff has:

- Behaved in a way that harmed a child;
- May have harmed a child;
- Behaved in a way that indicates they may pose a risk to children;
- Behaved in a way that may make them unsuitable to work with children;

will be managed in accordance with statutory guidance and reported to the Local Authority Designated Officer (LADO) where appropriate.

BCA also operates procedures for managing low-level concerns.

All concerns will be:

- Recorded;
- Reviewed;
- Investigated proportionately;
- Managed confidentially.

17. CHILDREN UNDER 16 ON SITE

Although Big Creative Academy primarily provides education for students aged 16–18, BCA recognises that children under the age of 16 may be present onsite through:

- School visits;
- Transition events;
- Workshops;
- Open events;
- Performances;
- Outreach activities;
- BCIS activities;
- Premises hire arrangements.

Where children under 16 are present:

- Appropriate supervision arrangements must be in place;
- Risk assessments must be completed;
- Visitor management procedures must be followed;
- Safeguarding concerns must be reported immediately;
- Suitable first aid arrangements must be available.

All staff will treat children under 16 as children for safeguarding purposes.

18. PREMISES HIRE, BCIS AND EXTERNAL ORGANISATIONS (managed by Edulettings)

BCA recognises that safeguarding responsibilities extend to activities delivered on Academy premises by external organisations.

This includes:

- BCIS activities;
- Community groups;
- External education providers;
- Performance organisations;
- Sports providers;
- Workshop facilitators.

BCA will seek assurance that external organisations:

- Have appropriate safeguarding policies;
- Have safer recruitment procedures;
- Have suitable supervision arrangements;
- Understand reporting procedures.

Where concerns arise during external activities, BCA's DSL must be informed immediately.

Failure to meet safeguarding expectations may result in termination of premises use arrangements.

19. RECORD KEEPING, INFORMATION SHARING AND CONFIDENTIALITY

Accurate record keeping is essential to effective safeguarding.

BCA will:

- Maintain secure safeguarding records;
- Record concerns promptly;
- Share information appropriately;
- Retain records securely;
- Transfer records safely when students move settings.

Safeguarding information will be shared on a need-to-know basis.

BCA recognises that data protection legislation does not prevent information sharing where safeguarding concerns exist.

Staff must never promise confidentiality where safeguarding concerns are disclosed.

Where a case is managed across safeguarding and Suitability to Study policy, relevant records and decisions should be appropriately cross-referenced, with sensitive information shared only where necessary and proportionate.

20. MONITORING, GOVERNANCE AND REVIEW

The Governing Body will monitor safeguarding effectiveness through:

- Annual policy review;
- Safeguarding reports;
- Governor monitoring activities;
- Audit activity;
- Student feedback;
- Staff feedback;
- External reviews where appropriate.

The Designated Safeguarding Lead will provide regular safeguarding updates to senior leaders and governors.

This policy will be reviewed annually or earlier where legislation or guidance changes.

Leaders should consider themes arising from safeguarding risk assessments and linked Suitability cases as part of safeguarding assurance.

21. ONLINE AND PERSONAL COMMUNICATIONS WITH STUDENTS

Please refer to the staff Code of Conduct for details.

22. External agencies, contractors, visitors and volunteers

22.1 Extended Services and Activities

Visitors and Contractors

Big Creative Academy recognises that visitors, contractors, consultants, peripatetic staff, agency personnel, external speakers and other third parties may, as part of their role, have access to Academy premises and come into contact with students. The Academy is committed to ensuring that all visitors and contractors understand and adhere to safeguarding expectations in line with *Keeping Children Safe in Education 2026* and local safeguarding procedures.

22.2 Safer Management of Visitors

All visitors must:

- Report to Reception on arrival and sign in using the Academy's visitor management procedures.
- Provide identification where requested.
- Must wear a red visitor lanyard with a visitor badge containing their image at all times whilst on site.
- Read and acknowledge the Academy's safeguarding and child protection information.
- Be informed of the Designated Safeguarding Lead (DSL) and Deputy DSLs.

- Report any safeguarding concern immediately to the DSL or a member of the safeguarding team.
- Sign out when leaving the premises.

Visitors must not have unsupervised access to students unless the Academy has completed the appropriate safeguarding checks and confirmed that such access is permitted.

22.3 Contractors

The Academy will undertake appropriate risk assessments when engaging contractors. The level of safeguarding arrangements required will be determined by:

- The nature of the work being undertaken.
- Whether the work takes place during normal operational hours.
- Whether contractors may have opportunity for contact with students.
- Whether contractors will be working regularly on site.

Where appropriate, evidence of DBS clearance and other safeguarding checks will be obtained and recorded in accordance with KCSIE requirements. However, the Academy recognises that a DBS check does not replace the need for effective supervision, safeguarding awareness and professional conduct.

22.4 Supervision and Access

Contractors and visitors must:

- Avoid being alone with students wherever possible.
- Not engage in unnecessary or inappropriate conversations with students.
- Not take photographs, videos or recordings of students without prior authorisation.
- Only access areas necessary for their work.
- Follow all Academy safeguarding, health and safety, security and information governance procedures.

Where contractors are working in areas accessed by students, suitable supervision, segregation or alternative arrangements will be implemented to minimise risk.

22.5 Safeguarding, Online Safety and Information Security

In line with KCSIE 2026's strengthened whole-setting approach, the Academy recognises that safeguarding includes the protection of student information and safeguarding records. Visitors and contractors must:

- Protect confidential information obtained during their work.
- Comply with GDPR and data protection requirements.
- Follow Academy cyber security and information security procedures.
- Immediately report any data breach, cyber incident or safeguarding concern.

The Academy will ensure visitor management processes and records are maintained securely and only accessible to authorised personnel.

22.6 External Speakers and Organisations

All external speakers and visiting organisations will be subject to appropriate due diligence and risk assessment. Staff arranging visits must ensure that:

- Content is appropriate for the age and vulnerability of learners.
- Messages support Academy values, equality, diversity and inclusion.
- Speakers understand safeguarding expectations.
- Students are appropriately supervised throughout the session.

Any concerns arising from a visit will be reported through safeguarding procedures.

22.7 Reporting Concerns

All visitors and contractors have a responsibility to report any concern about the welfare or safety of a student immediately to the Designated Safeguarding Lead or a Deputy DSL. The Academy's safeguarding procedures apply to all individuals on site, regardless of their employment status or contractual relationship with the Academy.

Safeguarding extends beyond direct interaction with learners and includes the effective management of visitors, contractors, information security, cyber security and site access arrangements. The Academy adopts a whole-setting approach to safeguarding and expects all individuals working on or visiting the site to actively contribute to a culture of vigilance and protection for children and young people.