

Safeguarding Policy and Procedures at The Fashion School Community Interest Company

Date of Last Review: 8th August 2024

Date of Next Review: 8th August 2025

At The Fashion School we support our students to ensure they are protected from maltreatment. We do this through working with children, parents and the community to ensure a safe environment for children while they are in our care.

The Board Level Lead for Safeguarding is the Director Caroline Gration and DSL for The Fashion School Chelsea is contactable on caroline@thefashionschool-uk.com and 07749090847

The DSL is responsible for training our staff and volunteers on our Safeguarding Policy and being the liaison between local authorities should issues arise where we are concerned about a child's welfare.

The purpose of this policy statement is:

- to protect children and young people who receive The Fashion School's services from harm.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of The Fashion School, including tutors, volunteers and paid staff.

Scope of Policy

This policy applies to all staff, volunteers, and directors (paid or unpaid) of The Fashion School, including all freelance, agency staff and contractors.

Definitions

A child is anyone under the age of 18, as set out in the Children Act.

Safeguarding concerns relate both to children at risk of abuse or neglect and to children who are at risk of not being able to thrive and meet positive outcomes in their lives.

Safeguarding and promotion of children's welfare is defined in *Working Together 2018* as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Child protection is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. This includes:

- Children Act 1989, Safeguarding Vulnerable Groups Act 2006
- The Children Act 2004
- Counter Terrorism and Security Act 2015 Prevent Duty
- Working together to safeguard children HMG 2018
- What to do if you're worried a child is being abused HMG 2015
- Female Genital Mutilation Act 2003
- Equality Act 2010
- Information Sharing : Advice for practitioners providing Safeguarding Services DfE 2018

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

- Privacy Policy
- Accessibility and Inclusiveness Policy
- Health and Safety Policy
- <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- <https://www.londonscb.gov.uk/>
- <https://www.rbkc.gov.uk/lscp/>
- <https://www.bhscp.org.uk/>

We believe that:

- Children and young people should never experience abuse of any form
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them
- Any kind of abuse reported to us by our students should be dealt with following a confidential manner and by contacting the relevant social services to ensure the safety of children.

We recognise that:

- The welfare of children is of the utmost importance in all the work we do and in all the decisions we make all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse

- Some children are additionally vulnerable because of the impact of previous experiences
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- Categories of abuse: Sexual, physical, emotional and neglect including fabrication of symptoms or deliberately inducing illness, peer on peer pressure
- Some children have additional vulnerabilities and increased risk with issues including special education needs and disabilities, mental or physical illness and parent's learning disability, domestic abuse, child sexual and criminal exploitation
- Female Genital Mutilation (FGM) is a form of abuse and should we become aware of a child being harmed in this way we recognise the duty to inform this directly to the police in accordance to government guidelines
- We use the Prevent Duty guidance for tackling extremism and radicalisation in accordance with the following national guidelines and legislation : CONTEST (Counter Terrorist Strategy) 2011, Prevent Duty Guidance for specified local authorities HMI June 2015, Channel Duty Guidance 2015, Channel Duty Guidance 2015, Counter Terrorism & Security Act 2015, The Prevent Duty, Dfe Departmental advice for schools and child care providers 2015 Section 26 of the Counter Terrorism and Security Act 2015 places a duty upon settings to show "due regard to the need to prevent people from being drawn into terrorism to prevent people from been drawn into terrorism". We are required under section 26 to: Know about and identify early indicators in children, staff and others associated with our school, challenge and intervene should we feel someone is at risk, assess the risk of a child or staff member being drawn into terrorism and terrorist ideology, should we feel a child or staff member is at risk we will keep records, monitor behaviour and report using the online prevent referral form

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a Designated Safeguarding Lead for children and young people
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers - in Chelsea this is Ellie Crafter, email: ellie@thefashionschool-uk.com
- Providing effective management for staff and volunteers through, support and training so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently. Our policies are written in our handbook, which is given to every tutor upon commencing work with us and it is updated and distributed at the beginning of each term.
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance. We are registered with the ICO and our Privacy Policy is on our website along with our commitment to any information we gather being in accordance with GDPR
- Making sure that children, young people and their families know where to go for help if they have a concern - this is to our DSL's for Chelsea and Brighton, or if they wish to make an allegation about our staff or volunteers, this would be to the Local

Authority Designated Officer (LADO) in the borough where the staff member works. Details for the LADO are below.

- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise. Should bullying arise while students are in our care this would involve speaking with the child displaying this behaviour, keeping a log of this behaviour, informing parents and monitoring this child to ensure this behaviour does not happen again
- Ensuring that we have effective complaints measures in place and deal with them appropriately, should a complaint arise about a member of staff we would have a disciplinary meeting with the staff member
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns

Types of Abuse and Neglect

There are four main categories of abuse and neglect: physical abuse, emotional abuse, sexual abuse and neglect. Each has its own specific warning indicators, which you should be alert to. Working Together to Safeguard Children (2015) statutory guidance sets out full descriptions.

These are;

- Physical Abuse
- Emotional Abuse
- Sexual Abuse and Exploitation
- Neglect

Roles and Responsibilities:

All personnel including staff, volunteers and directors at the Fashion School have a duty to report concerns so that the agencies powered with investigative responsibility can do so.

All personnel should:

- Be familiar with and follow our policy and procedures for safeguarding
- Know who to contact to express concerns about a child's welfare
- Know how to respond to disclosures or concerns about a child's welfare
- Report any concerns quickly and accurately to the Designated Safeguarding Lead, Millie Butler-Hiorns

- Remember that an allegation of abuse or neglect may lead to a criminal investigation and therefore practitioners should not do anything that may jeopardise a police investigation, such as asking leading questions or attempting to investigate the allegations of abuse
- Attend training that raises awareness of safeguarding issues and equips them with the skills and knowledge needed

Board level Safeguarding Lead

Caroline Gration is the board level lead for safeguarding. The role of the board level lead for safeguarding is to provide challenge and support on safeguarding matters to the Designated Safeguarding Lead.

The board level lead is responsible for regularly reviewing and approving the Safeguarding Policy and procedures. She also plays a role in safe recruitment of senior staff, dealing with allegations against staff or volunteers, grievance and disciplinary proceedings, complaints, whistleblowing, safeguarding audits and risk management, as set out in the relevant policies and procedures.

We respond to concerns and signs of abuse or neglect by:

- If a child or young person is at immediate risk of serious harm, please ring the police on 999. For non-urgent enquiries ring the police on 101.
- All personnel – staff, volunteers and directors – must ensure any concerns about a child or young person are reported to our designated lead as soon as possible and keep a written record of this
- If the Designated Safeguarding lead is not available, the Deputy Designated Safeguarding Lead should be contacted immediately.
- If no Designated Safeguarding Lead can be contacted and a Safeguarding referral is needed, the person with the concern should report the concerns themselves to the Safeguarding Duty Team for the council where the child or young person lives.
- Assessing the risk to the child and if at the threshold for referral is not met the designated person may request staff to monitor the child closely with a timescale of review.
- Listening to children, offering reassurance and giving reassurances that actions will be taken
- Ensuring written records with as much information as possible is obtained including time, date and transcript of conversation - this will then be kept securely in our safeguarding file.
- Should the concerns reach the threshold for referral we will inform parents prior to going to authorities unless this puts the child at further risk.
- If a concern reaches the threshold for referral for neglect or abuse our Safeguarding lead Millie or the member of staff concerned would contact the Safeguarding Duty Team for the council where the child or young person lives, whose contact details are below.

Safer Recruitment

- We create a safer recruitment process through thoroughly planning our recruitment. This is achieved through a job description advertised with a clear outline of the job's roles and responsibilities, stating what we expect from a successful candidate, code of conduct and qualification requirements.
- We have an interview process which assesses the candidates suitability to our company and their ability to work with children and young people safely.
- All staff are required to successfully pass checks including their qualifications, Disclosure and Barring Service checks and reference checks from past employers.

Staff Induction and Training

- All personnel are given a copy of our Safeguarding Policy and Procedures as part of our induction process. The Fashion School goes through the Safeguarding Policy and Procedures with new staff during induction to make sure that all staff are familiar with it. Policies and Procedures are also outlined in the 'employees' handbook which all staff have easy access to.
- We ensure staff have an induction which provides an opportunity for the staff to ask any questions they may have, learn what we expect from them and integrate them into our company.
- We have regular checks of our staff's progress and suitability through regular monitoring of their abilities and performance.
- We provide our staff with regular training both through E-Learning platforms and in person training in order to improve their awareness and expertise in all aspects of their job and for safeguarding protocol including their role to report any signs of possible abuse or neglect including a change in a child's appearance, behaviour or comments and how to log this.
- Senior members of staff have weekly meetings with the Director to discuss any queries, concerns. Meeting notes are recorded and saved in The Fashion Schools shared drive.
- The DSL's and Board Level Safeguarding Lead will undertake annual safeguarding training and ensure that any relevant training is taken in a timely fashion and in accordance with this policy.

Safer Activities

- Part of our safeguarding is to ensure that staff members take a register at each class of all students on our booking software (Bookwhen) and that children are collected by parents or guardians unless stated specifically otherwise by a parent or guardian.
- We ensure that our class sizes mean there is a staff to children ratio which ensures children are under supervision at all times while in our care.
- We provide the parents and guardians with a feedback form in order for them to give any feedback on staff and take this feedback on board and action appropriately should any concerns be fed back.
- We ensure that staff keep to a student-tutor ratio of 1:6 for safer practice. Studio assistant to student ratio is kept at 1:3. All classes have a maximum number of 14 children and any workshops exceeding that amount will have at least two tutors and one studio assistant.

- The Fashion Schools' first aid kit is kept in the main studio along with the accident reporting book. The main first aid-ers for Chelsea are Persephone Mizon and Caroline Gration and at least one of those individuals are on-site at any time during the weekdays. All other tutors are trained in basic first aid and are able to act on minor accidents. Information for the nearest children's hospitals and A&E's are located on the kitchen door and in the upstairs studios. Tutors understand that if a child is at immediate risk that they should be taken to the nearest hospital or call 999. Annual first aid refresher training is undertaken by all staff.
- Children are supervised at all times during weekly classes, holiday workshops and external school programmes. Children are never left unattended when using our sewing machines or handling sharp equipment such as sewing needles and scissors.

Photography and Videography

- The Fashion School and their staff are only permitted to take photographs when permission is granted by the childrens' parents. This information is recorded at the time of the parent booking their child into a weekly class or workshop and is then safely stored on our booking system, BookWhen. All staff must check parental consent prior to taking photographs or videos.
- External school programmes only consent to the childrens' work being photographed and will allow the backs of children's heads to be in the photo. The Fashion School must receive permission from the school if they wish to take any other photographs and this is to be documented in written form, signed by the main school contact.

Responding to allegations about personnel

- Staff who fail to follow the policies and procedures for safeguarding and promoting the welfare of children may be subject to disciplinary action.
- Should an allegation of abuse be made against a member of staff, we would contact the Local Authority Designated Officer (LADO) for the area where the staff member works. See contact details in the appendix below.

Contact details for reporting possible neglect or abuse (London)

- Front Door for Families Tel: 01273 290400 (9am to 5pm Monday to Thursday, 9am to 4.30pm Friday); Emergency out of hours T: 01273 335905 or 335906
- Police - Tel: 01273 665502 or 0845 6070999 or 101 or in an emergency, please call 999
- Local Authority Designated Officer: Elaine Campbell: Tel 0207 361 3000 / 07712236508 (Chelsea)
- Targeted Prevention Team, Zeena Gordon, Tel: 07714563240, Email: TargetPrevention@rbkc.gov.uk
- NSPCC Whistleblowing: Tel: 0800 028 0285
- Public concern at work: Tel: 020 3117 2520
- RBKC Children's Services: 0207 361 3013

If you have any concerns or questions about your child while in the care of The Fashion School please contact Caroline on caroline@thefashionschool-uk.com