

Safeguarding Policy

Film & TV Academy (FTACADEMY LTD)

Updated: 01/09/2023

Next review: 01/09/2024

1. Introduction

The purpose of this Safeguarding Policy is to ensure the safety, well-being and protection of all children attending the The Film & TV Academy. This policy outlines our approach to safeguarding, the responsibilities of staff and procedures for responding to safeguarding concerns.

2. Academy Structure

- a. The Film & TV Academy consists of two age groups:
 - Blue group: ages 8 - 12
 - Red group: aged 13 - 18

In some circumstances the age ranges may differ. For example, a student who is 18 years old may turn 19 years old before the end of the term in August. Another example is a student in the blue group may turn 13 years old before the end of the term.

- b. There will be at least x2 adults in each group at all times.
- c. Each group will have a maximum capacity of 20 students - this complies with NSPCC's (The National Society for the Prevention of Cruelty to Children) recommended adult to child ratio, which is 1 adult for every 8 children (for ages 9 - 12) and 1 adult for every 10 children (for ages 13 - 18).

3. Venue & Locations

- a. Venues

Once sessions begin, the main doors to the buildings will be locked (if possible) - unless they are the closest fire exits.
- b. Toilet trips

All students must be escorted to the toilet by a member of staff.

c. On location

Periodically the students may travel outside of the venues to film on location. Written consent from parents is required before the student can leave the venue. A risk assessment will be written for each location and stored on the Film & TV Academy's google drive.

4. Safeguarding Responsibilities

Safeguarding, and promoting the welfare of children is everyone's responsibility.

a. Safeguarding officer

The designated safeguarding officer (DSO) will ensure that:

- All staff undergo Enhanced Disclosure and Barring Service (DBS) checks (checked annually).
- All staff and volunteers complete safeguarding training / courses annually.
- Make parents and students aware of the designated safeguarding officers contact details to raise any concerns.
- Implement, update and oversee the safeguarding policy and procedures
- CC parents into all email communication with students
- Complete an online safeguarding and child protection training annually

b. Staff

All staff must:

- Report any safeguarding concerns or incidents to the Designated Safeguarding Officer (DSO).
- Supervise students at all times.
- Not have any communication with students outside of academy hours
- Complete an annual online safeguarding training course.
- Sign an online agreement confirming that they have read and are aware of the safeguarding policy.

5. Safeguarding Procedures

Reporting Concerns:

Any concerns related to the safety, well-being, or protection of children attending the Film & TV Academy should be reported to the DSO immediately. Concerns can be raised by staff, volunteers, parents and children.

Responding To Concerns:

The DSO will respond to student concerns immediately by following the established procedures, which may include:

- Gathering information and assessing the level of risk
- Making appropriate contact with parents, local authorities (such as children's services), the police, ambulance services, etc.
- Providing support to the child and their family

Record Keeping:

Accurate records of safeguarding concerns, the actions taken and the outcomes will be logged via email and sent to the relevant adults.

Parents/guardians:

Parents/guardians will be informed of this safeguarding policy and encouraged to report any concerns they may have. Information regarding the policy and any updates will be made available to parents/guardians.

6. Parents

The safeguarding policy will be included in the 'parents contract.' Parents or guardians must acknowledge that they have read and understood the policy before signing up for a membership.

7. Reviews & Updates:

This safeguarding policy will be reviewed annually or as needed to make sure it is effective.

8. Conclusion:

The Film & TV Academy is committed to the safety and well-being of all children left in our care. We strive to create a safe and secure environment for everyone.

Designated Safeguarding Officer:

Jamie Coe

Contact details:

jamie@ftacademy.co.uk

01296841058

07874214409 (personal)

Useful contact information:

[Report a concern](#)

Buckinghamshire CC (safeguarding concerns): 01296 383962

Buckinghamshire CC (emergency duty team): 0800 999 7677

Police: 999 (if child is or will be in immediate danger)