

Safeguarding Policy

Film & TV Academy (FTACADEMY LTD)

Updated: 28/09/2024

Next review: 01/09/2025

1. Introduction

The purpose of this Safeguarding Policy is to ensure the safety, well-being and protection of all members attending 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

The Film & TV Academy consists of two age groups:

1. **Blue group:** ages 8 - 12
2. **Red group:** aged 13 - 18

These age groups are guidelines; maturity and ability are also considered.

A student is not allowed to be above 18 years old, and therefore must leave the academy before their 19th birthday.

3. Ratios

There are no laws (or even recommendations) governing staff-to-child ratios in an after school club setting (ages 5+), and therefore it is up to the staff members & managing directors to determine a safe and reasonable ratio, depending on venue, staff, students, etc.

For children aged 8 and above, a generally accepted practice is a staffing ratio of 1:10.

In April 2023, ofsted clarified a few points:

1. Ofsted clarified that staff-to-child ratios apply to the entire provision, not individual rooms. It is up to the DSO to determine where staff are deployed based on safety considerations.
2. To be counted in the ratios, staff must be at least 17 years old. They must be suitable and qualified.
3. Ratio requirements are flexible, but you should be able to explain your rationale for how you deploy staff or assistants. The main question is - are the children safe?
4. Ofsted understands the challenges of recruitment / staff absences, and the prospects of being 'understaffed'. Ofsted may only focus on ratio requirements if there are

concerns for the children in your care.

Each group has a maximum capacity of 20 members, and therefore 40 members at any one time.

There will always be at least two dedicated staff members per group (1:10). We aim to have 5 staff members per academy (1:8), however some locations may only need 4 staff members if it is deemed that a 5th member is excessive - for example, if the location is mag lock secured, or is an intimate venue.

Lastly, volunteers or staff members without DBS checks must never be left alone with children.

4. Mental Health

The Film & TV Academy recognises that safeguarding also includes the emotional and mental well-being of students.

- Staff should be vigilant for signs of mental distress, such as changes in behaviour, mood, or performance. Any concerns about a student's mental health should be reported to the DSO.
- The DSO will assess whether mental health concerns should be escalated to the appropriate services, such as educational psychologists, counsellors, or local mental health services.
- Students should feel comfortable talking to staff about their concerns. Staff should provide a safe and supportive environment for any student who wishes to discuss mental health issues.

5. Toilet trips

Toilet trips should be conducted in a group with one member of staff, whilst the remaining staff member(s) supervises the remaining children.

If only one student needs the toilet, a staff member should ask two additional students to accompany the child, ensuring the staff member is never left alone with a single child.

6. Risk Assessments

A formal risk assessment must be completed before any off-site activity or filming on location. This assessment should cover:

- Potential hazards at the location
- Emergency evacuation routes
- Adult supervision ratios
- First aid provisions / on-site first aider
- Consent from parents/guardians for off-site activities, documented via email
- Visibility (high vis, etc.)

Risk assessments should be reviewed by the DSO and filed in the academy's safeguarding documentation system (Google Drive > Risk Assessments).

7. Student communication

To ensure that staff-student communication remains professional and transparent, it is crucial to outline the limits of communication, particularly outside of academy hours.

If a student wishes to communicate with the academy principal or teachers, all correspondence must be sent to the academy principal's email. The principal must only reply to students when parents are copied into the communication.

Communication outside of academy hours is strictly limited to matters relating to the academy's activities. Social or personal conversations are not permitted.

The students must be aware that the academy principals email address is monitored and parents are included in communication.

Staff are prohibited from using personal emails, mobile phones, or social media platforms to communicate with students.

Social media contact (e.g., "friending" or "following" students on platforms such as Instagram, Facebook, or Snapchat) is strictly prohibited. This protects the privacy of both staff and students and ensures professionalism is maintained.

8. 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. On location

Periodically the students may travel outside of the venues to film on location. Written consent (by email) 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.

9. Safeguarding Responsibilities

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

a. Safeguarding officer

The designated safeguarding officer (DSO) will ensure:

- Their contact details are clearly communicated to all parents and students to ensure they know who to approach for safeguarding concerns.
- Parents are CC'd into all email communication with students
- They complete an online safeguarding and child protection training annually
- They report any safeguarding concerns (if appropriate) to the managing directors, bucks county council, the police and parents
- Headcounts are conducted and documented every hour (during academy hour)
- They are stationed at reception/front desk 10 minutes before parents drop off and pick up. The DSO must watch all children leave accompanied, and make sure they are safe whilst doing so.

b. Managing Directors

The managing directors will ensure:

- All staff undergo Enhanced Disclosure and Barring Service (DBS) checks (checked annually).
- Implementation, update and oversee the safeguarding policy and procedures
- At least one member of staff on site is first aid trained
- All staff and volunteers complete safeguarding training / courses annually.

c. Teachers

Teachers & teaching assistants must:

- Report any safeguarding concerns or incidents to the Designated Safeguarding Officer (DSO) as soon as possible.
- Supervise students at all times.

- Not have any communication with students outside of academy hours
 - Complete an annual online safeguarding training course.
 - Confirm that they have read, are aware, and agree to the Film TV Academy policy (by signing the Teachers Contract).
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10. 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.

You can find contact details for the DSO at the bottom of this document.

Responding To Concerns:

The DSO will assess the level of risk and take appropriate action, which may include contacting parents, local authorities (such as children's services), police, or ambulance services.

Record Keeping:

Accurate records of safeguarding concerns, the actions taken and the outcomes will be logged and emails will be 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.

DSO involvement:

If a safeguarding concern involves the DSO, staff, teachers or parents must report the matter directly to the managing directors or Buckinghamshire CC .

Managing directors:

You can contact the managing directors at contact@fta.tv. Jamie Coe & Gabriel Steele are the only people with access to this email address.

11. Parents

Parents or guardians must confirm they have read and understood this policy before enrolling their child (via the parents contract).

12. Reviews & Updates

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

13. 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.

Useful contact information:

Designated Safeguarding Officers:

Jamie Coe
Gabriel Steele

Contact details:

contact@fta.tv
01296841058

[Report a concern](#) (Bucks CC Online)

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)