



Prestige Beauty Academy Safe Guarding Policy

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Date of Next Review: November 2026

Safeguarding Policy

1. Policy Statement

Prestige Beauty Academy is committed to providing a safe and supportive learning environment for all learners, including those aged 16 and over and those with Special Educational Needs (SEN). Safeguarding is everyone's responsibility. We promote the

welfare of our learners by preventing abuse, protecting individuals from harm, and ensuring all staff understand their duty of care.

2. Purpose

This policy outlines how we safeguard young people and vulnerable adults in our care, ensuring compliance with relevant legislation and guidance including:

- The Children Act 1989 & 2004
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (KCSIE)
- Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- SEND Code of Practice (2015)

3. Scope

This policy applies to all staff (full-time, part-time, freelance, or visiting tutors), volunteers, contractors, and all learners enrolled at the academy, particularly those aged 16+ or identified as vulnerable/SEN.

4. Definitions

Safeguarding: Protecting individuals from maltreatment and preventing impairment of health or development.

Vulnerable Adult: Anyone aged 18+ who may be unable to protect themselves from harm due to disability, illness, or mental health.

SEN (Special Educational Needs): A learning difficulty or disability which requires special educational provision.

5. Responsibilities

Designated Safeguarding Lead (DSL):

- Acts as the main contact for all safeguarding concerns.

- Maintains secure, confidential records.
- Reports to external agencies when required.

All Staff:

- Complete basic safeguarding and Prevent training.
- Report concerns immediately to the DSL.
- Maintain professional boundaries at all times.

6. Recognising and Reporting Concerns

Staff should be alert to signs of neglect, abuse, bullying, radicalisation, or self-harm.

Reporting Procedure:

1. Report concerns immediately to the DSL.
2. Record details factually and confidentially.
3. DSL decides next steps, including referral if needed.
4. Confidentiality is maintained; only those who need to know are informed.

7. Support for SEN Learners

Individual learning plans address emotional and safety needs.

Reasonable adjustments are made in line with the Equality Act.

Staff receive awareness training on disabilities and inclusive teaching.

External professionals may be involved as appropriate.

8. Safer Recruitment

Even with under five employees, we ensure:

- Enhanced DBS checks for all staff and tutors.
- Verified references and identity checks.
- Induction covering safeguarding responsibilities.

9. Prevent Duty

We promote British Values and protect learners from extremism or radicalisation by:

- Encouraging open discussion and respect for differences.
- Reporting concerns to the DSL, who liaises with the local Prevent team.

10. Online Safety

Learners are advised on safe online behaviour.

Personal data is stored securely.

Social media contact between staff and learners is not permitted.

11. Confidentiality and Record-Keeping

All safeguarding records are stored securely and separately.

Access is restricted to the DSL and senior staff.

Records are retained in line with data protection law.

12. Training and Review

DSL receives up-to-date safeguarding training every 2 years.

All staff receive annual refresher training.

This policy is reviewed annually or after any safeguarding incident.

13. Whistleblowing

Staff are encouraged to raise concerns about poor practice.

Concerns can be reported to the DSL, Local Authority Designated Officer (LADO), or

Ofsted Whistleblowing Hotline: 0300 123 3155.

14. Key Contacts

Designated Safeguarding Lead (DSL): Mary Hickson – 01795 532500

Local Authority Designated Officer- Kent LADO

Police (non-emergency) | 101

Emergency | 999

Policy Owner: Mary Hickson

Approved by: Principal

Review Date: 11/11/25