

# Child Protection and Safeguarding Policy

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## 1. Policy Statement

EMZ AESTHETICS AP LTD is committed to safeguarding and promoting the welfare of all children and young people. We believe that all learners have the right to learn in a safe, supportive, and nurturing environment, free from harm, neglect, or abuse.

This policy applies to all staff, learners, volunteers, contractors, and visitors, and aligns with statutory guidance, including Keeping Children Safe in Education (KCSIE) and local safeguarding procedures.

## 2. Aims and Objectives

- To ensure safeguarding and child protection are embedded in all aspects of our provision.
- To provide clear procedures for staff to follow if concerns arise about a child's welfare.
- To ensure staff understand their responsibility to act if they believe a child is at risk.
- To ensure safe recruitment, training, and ongoing vigilance in relation to safeguarding.

## 3. Designated Safeguarding Lead (DSL)

- The DSL has overall responsibility for child protection within the provider.

- Deputy DSL(s) will be appointed to support and act in the DSL's absence. -

Responsibilities include:

- Acting as the first point of contact for safeguarding concerns.
- Referring cases of suspected abuse to children's social care or police as appropriate.
- Liaising with the Local Safeguarding Partnership and other agencies.
- Keeping detailed, confidential, and secure records of concerns and referrals.
- Ensuring staff receive regular safeguarding training and updates.

The names and contact details of the DSL and deputy DSL(s) will be clearly displayed in the centre and included in induction materials.

#### 4. Roles and Responsibilities

- All staff: Must report safeguarding concerns immediately to the DSL/Deputy. Staff should not investigate but record and share concerns.
- Management: Ensure the policy is implemented, reviewed annually, and staff have the resources/training to safeguard children effectively.
- Learners and Parents/Carers: Encouraged to share concerns with staff in confidence, knowing these will be taken seriously.

#### 5. Recognising Signs of Abuse

Staff should be alert to potential indicators of abuse, including:

- Physical abuse (injuries, frequent unexplained accidents).
- Emotional abuse (low self-esteem, withdrawal, development delay).
- Sexual abuse (disclosure, inappropriate sexual behaviour, unexplained gifts).
- Neglect (poor hygiene, hunger, lack of supervision, absenteeism).

Any concerns, no matter how small, must be reported.

#### 6. Procedures for Reporting Concerns

##### 6.1 General Safeguarding Concerns

- Staff must immediately report any safeguarding concern to the DSL or Deputy DSL.
- Concerns must also be recorded in writing on the organisation's safeguarding concern form.
- The DSL will assess the concern and decide on the appropriate action, which may include:
  - - Monitoring the situation.
  - - Speaking with the child and/or parent/carer (if safe to do so).
  - - Referring to children's social care, Early Help services, or the police.
- The DSL will record all actions, decisions, and outcomes securely.

##### 6.2 Allegations Against Staff

- The concern must be reported immediately to the DSL. If the DSL is the subject of the allegation, it must be reported directly to the Head/Manager or the Chair of Governors/Trustees.

- The DSL/Head will contact the Local Authority Designated Officer (LADO) for guidance before taking any action.
- No attempt should be made to investigate the allegation internally before consulting the LADO.
- The staff member concerned may be suspended pending investigation, in line with employment procedures.
- Confidentiality will be maintained, and information will only be shared with those who need to know.

## 7. Training and Awareness

- All staff will receive safeguarding and child protection training as part of induction.
- Annual refresher training will be provided.
- Staff will receive regular updates on safeguarding issues, including online safety, Prevent, and contextual safeguarding.

## 8. Confidentiality and Record Keeping

- Safeguarding records will be stored securely, separately from learner files.
- Access to safeguarding records will be restricted to the DSL, Deputy DSL(s), and senior management.
- Information will be shared on a need-to-know basis, in line with GDPR and safeguarding legislation.

## 9. Monitoring and Review

- This policy will be reviewed annually, or sooner if legislation or guidance changes.
- Lessons learned from safeguarding incidents will be used to improve practice.

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