

# YOUNG ACTORS ACADEMY

## Safeguarding & Child Protection Policy

*(LAMDA Private Examination Centre)*

**Version:** 1.0

**Approved by:** Centre Director

**Date Approved:** February 2026

**Next Review Date:** February 2027

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### 1. Statement of Commitment

Young Actors Academy recognises that the welfare of the child is paramount. The Centre is committed to safeguarding and promoting the welfare of all children and vulnerable adults participating in lessons, examinations and associated activities.

The Centre operates in accordance with UK safeguarding legislation and statutory guidance, including *Working Together to Safeguard Children*.

Safeguarding responsibilities apply to all staff, contractors and examination personnel.

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### 2. Scope

This policy applies to:

- All Learners (under 18 and vulnerable adults)
- Parents and guardians
- Centre staff and assistants
- Visiting professionals
- Host venues where examinations are delivered

This policy covers both teaching sessions and examination sessions delivered across multiple venues.

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### 3. Safeguarding Leadership

**Designated Safeguarding Lead (DSL):**

Claire Shardlow – Centre Director

**Deputy DSL:**

Jessica Hicks

The DSL is responsible for:

- Receiving safeguarding concerns
- Maintaining safeguarding records
- Liaising with external agencies where required
- Ensuring staff awareness
- Reviewing safeguarding procedures annually

The Deputy DSL supports the DSL and assumes responsibility in their absence.

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## **4. Safer Recruitment & Staff Conduct**

The Centre ensures:

- Enhanced DBS checks for all staff working with children
- Verification of identity and qualifications
- Clear staff code of conduct
- Professional boundaries maintained at all times

Staff are not permitted to conduct unsupervised private sessions behind locked or inaccessible doors.

Where sessions occur in enclosed rooms, they remain visible or accessible to venue staff or parents.

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## **5. Examination Arrangements**

During examination sessions:

- Attendance registers are maintained
- Candidate identity is verified
- Emergency contact details are accessible
- A responsible adult is present on site
- Clear arrival and collection procedures are implemented

Where examinations are delivered in partner venues (including schools), the Centre operates in conjunction with the host venue's safeguarding and health & safety policies.

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## 6. Recognising and Reporting Concerns

All staff have a duty to report safeguarding concerns.

If a concern arises:

1. It must be reported immediately to the DSL.
2. The concern is recorded in a secure digital Safeguarding Register.
3. The DSL assesses risk and determines appropriate action.
4. Where necessary, concerns are escalated to relevant statutory authorities.

Confidentiality is maintained at all times in line with data protection legislation.

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## 7. Preventative Measures

The Centre promotes a safe environment through:

- Clear behavioural expectations
  - Open communication with parents
  - Visible teaching environments
  - Structured supervision during examinations
  - Risk assessment of all venues used
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## 8. Record Keeping & Monitoring

Safeguarding records are:

- Stored securely in digital format
- Access restricted to DSL and Deputy DSL
- Reviewed annually

Any patterns of concern are monitored to identify training or procedural improvements.

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## 9. Review

This policy is reviewed annually or sooner if legislation or awarding body requirements change.

