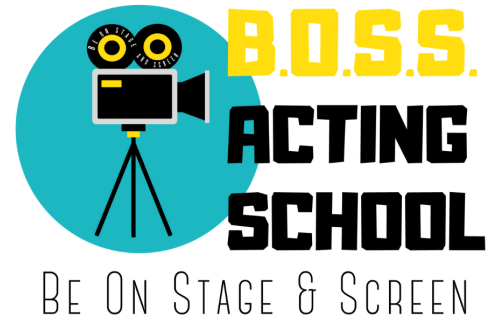


**B.O.S.S ACTING LLP.  
SAFEGUARDING & CHILD  
PROTECTION POLICY**



Last Review Date: 09/09/2026

Next Renew Date: 09/09/2027

**Designated Safeguarding Lead (DSL)**

Miss Samantha- Anne Shaw

Personal email: [dsl@bossactingschool.co.uk](mailto:dsl@bossactingschool.co.uk)

**Safeguarding Officer**

Miss Jennifer Brooke Holden

Personal email: [safeguarding@bossactingschool.co.uk](mailto:safeguarding@bossactingschool.co.uk)

**Company Contact**

BOSS Acting LLP.

Shared email: [info@bossactingschool.co.uk](mailto:info@bossactingschool.co.uk)

**Company Managers**

Charlotte Kraunsoe & Maria Rillstone-Gogarty

Shared email: [managers@bossactingschool.co.uk](mailto:managers@bossactingschool.co.uk)

**Policy Statement**

BOSS Acting LLP. acknowledges the duty of care to safeguard and promote the welfare of children. We are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice alongside NSPCC, Wandsworth and Merton Council requirements.

The welfare and interests of children are paramount. Our aims are to ensure that regardless of age, ability, disability, gender identity, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- Have a positive and enjoyable experience at BOSS Acting LLP in a safe and child-centred environment
- Are protected from abuse whilst participating in our classes and related activities.

**Policy Aims:**

As part of our safeguarding policy BOSS Acting LLP will:

- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding
- Provide staff with learning opportunities to recognise and respond to signs of abuse, neglect and other safeguarding concerns
- Ensure appropriate action is taken in the event of incidents/concerns of abuse, neglect, and safeguarding concerns
- Maintain confidential, accurate safeguarding records securely
- Prevent employment of unsuitable individuals through safer recruitment and enhanced DBS checks
- Ensure robust safeguarding arrangements and procedures are in operation.
- Ensure all staff complete safeguarding and Prevent duty training (refreshed every three years)

### **Responsibilities**

This policy will be available to and adhered by all members, parents/ guardians, staff, volunteers and participants.

The organisation's Safeguarding Officers are responsible for responding and managing concerns, allegations, or child protection incidents, passing information to the Member Body's Lead Safeguarding Officer and/or the local authorities.

Members, Parents/Guardians, staff, volunteers and participants all have a responsibility to work together with the organisation in implementing procedures.

The policy and procedures will be widely promoted and are mandatory for everyone involved in BOSS Acting LLP. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### **Monitoring**

The policy will be reviewed annually, or sooner in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, NSPCC, Wandsworth City Council and Merton City Council
- Following a significant incident or change in organisational practice.

## **LOOKING FOR SIGNS AT B.O.S.S**

### **Recognition and Types of Abuse and Neglect**

Staff should be alert to the four main categories of abuse:

- \* Physical abuse
- \* Sexual abuse
- \* Emotional abuse
- \* Neglect

### **What May these Four Types Include?**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

**Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

**Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.

**Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

**Signs of possible abuse and neglect MAY include:**

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- Reasons to suspect neglect or abuse outside the setting e.g in the child's home or that a girl may have been subjected to (or is at risk of) female genital \* mutilation, or that the child may have witnessed domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

**Extremism and radicalisation**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, e.g.:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

**Signs of radicalisation**

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive \*claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information and refer the matter to the DSL.

**B.O.S.S Safeguarding Procedure**

### **Our Steps:**

If a child discloses to a member of staff that they are being abused, the member of staff should:

- Remain calm, listen, and reassure the child.
- Do not promise confidentiality – explain you must share information with those who can help.
- Use open questions and record disclosures accurately, using the child's words where possible.
- Pass concerns immediately to the DSL or Safeguarding Officer.
- If the child is in immediate danger, contact the Police (999).
- Staff should never discuss concerns with parents/carers before consulting the DSL/social care.
- All safeguarding information is securely stored in a password-protected system, separate from pupil files.

### **Child:Teacher Ratios & One-to-One Protocols**

Ratios: Weekly classes 1:12, Camps 1:15. At least two adults present where possible.

For one-to-one teaching:

- Parents and DSL informed and have given consent.
- Sessions take place in rooms with open doors or glass panels.
- Sessions logged with Company Managers, who remain on call throughout the time.
- Teachers must have first aid training and access to a phone.

### **Whistleblowing**

Staff are encouraged to raise safeguarding concerns with the DSL or Safeguarding Officer. If concerns are not acted upon, staff may escalate directly to the LADO, Ofsted, or the NSPCC Whistleblowing helpline (0800 028 0285).

### **If a concern is raised**

If the Teacher or Company Manager raises a concern, then they must speak to the Safeguarding Officer immediately. The Safeguarding Officer will then contact the DSL, unless the disclosure implicates them in any way.

### **Urgent concern**

If the situation is urgent and the child is at risk by going home with the parent/ carer then the Police should be contacted immediately on 999. This would be in a situation where the teacher felt that the child was in immediate danger.

### **B.O.S.S Acting School Anti-Bullying Policy**

**At B.O.S.S we do NOT tolerate Bullying of any kind.**

We understand that at a young age children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. We are also aware of the potential uses of information technology for bullying and abusive behaviour between young people. At B.O.S.S we will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- \* Sexual activity (in primary school-aged children) of any kind, including sexting
  - \* One of the children is significantly more dominant than the other (e.g. Much older)
  - \* One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength)
  - \* There has been some use of threats, bribes or coercion to ensure compliance or secrecy
- If peer-on-peer abuse is suspected or disclosed staff will follow the same procedures as set out ABOVE for responding to child abuse.

- \* all forms of bullying will be addressed
- \* everybody at BOSS Acting School has a responsibility to work together to stop bullying
- \* bullying can include online as well as offline behaviour

### **Bullying can include:**

- \* physical pushing, kicking, hitting, pinching etc.
- \* name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individual
- \* posting of derogatory or abusive comments, videos or images on social network sites
- \* racial taunts, graffiti, gestures, sectarianism
- \* sexual comments, suggestions or behaviour
- \* Unwanted physical contact

We understand that children with a disability, from ethnic minorities, young people who LGBTQI+, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

### **Our Support to the child**

- \* Our children should know who will listen to and support them and systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- \* potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- \* children should have access to Helpline numbers
- \* anyone who reports an incident of bullying will be listened to carefully and be supported
- \* any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- \* children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- \* those who bully will be supported and encouraged to stop bullying \*sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.
- \* If considered unsafe children may result in dismissal/expulsion from classes and school.

### **Support to the parents/guardians**

- parents/guardians should be advised on the BOSS Acting School's bullying policy and

practice

- any incident of bullying will be discussed with the child's parent(s)/ guardians  
parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available 'support should be offered to the parent(s) including information on other agencies or support lines.

## **B.O.S.S Staff Members**

### **Allegations against staff**

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be reported to the Safeguarding Officer (Jennifer Brooke Holden) and DSL (Samantha-Anne Shaw).
- The allegation will be recorded on an INCIDENT REPORT FORM. Any witnesses to the incident should sign and date the entry to confirm it
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted (if relevant) by the Company Managers/DSL.

### **Wandsworth Council LADO**

*Advice – LADO@wandsworth.gov.uk*

*LADO, Anita Gibbons - 07974 586 461*

*Interim LADO Alice Peatling, alice.peatling@richmondandwandsworth.gov.uk*

### **Merton Council LADO**

*0208 545 3187*

*07814 642 728*

*If you are sending a LADO referral or your query is LADO related, please forward to:*

*lado@merton.gov.uk or securely:*

*lado@merton.gov.uk.cjsm.net*

The LADO will advise if other agencies (e.g. police) should be informed, and B.O.S.S. will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 24 hours.

Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.

If appropriate, BOSS Acting School will make a referral to the Disclosure and Barring Service.

### **Promoting awareness among staff**

BOSS promotes awareness of child abuse and the risk of radicalisation through its staff training. We ensure that:

- \* All our Teachers complete a Level 1 Safeguarding Training.
- \* The DSL has relevant experience and receives appropriate training in Safeguarding and the Prevent Duty.
- \* Safeguarding training for the relevant members of staff is refreshed every three years.
- \* Safe recruitment practices are followed for all new staff.
- \* All staff have a copy of this Safeguarding Policy and Procedure, understand its contents and are vigilant to signs of abuse, neglect or radicalisation.
- \* All staff are aware of their statutory duties with regard to the disclosure or discovery of child

abuse, and concerns about radicalisation.

\*Safeguarding is a permanent agenda item at all staff meetings and training.

### **Retaining information for our Staff**

When becoming a member of the BOSS team all staff members received a printed & E-copy of our 6 R's:

#### **THE 6 R'S**

1. **RECEIVE** - Keep calm - Listen to what is being said without displaying shock or disbelief -Take what is being said to you seriously -Note down what has been said.
2. **RESPOND** - Reassure the pupil that they have done the right thing in talking to you - Be honest and do not make promises you cannot keep e.g. "It will be alright now" - Do not promise confidentiality; you have a duty to refer - Reassure and alleviate guilt, if the pupil refers to it e.g. "you're not to blame" -Reassure the child that information will only be shared with those who need to know
3. **REACT** - React to the pupil only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details - Do not ask leading questions; "Did he/she....?" Such questions can invalidate evidence. - Do ask open "TED" questions; Tell, explain describe - Do not criticise the perpetrator; the pupil may have affection for him/her - Do not ask the pupil to repeat it all for another member of staff - Explain what you have to do next and who you have to talk to.
4. **RECORD** - Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible - Do not destroy your original notes - Record the date, time, place, any non-verbal behaviour and the words used by the child. Always ensure that as far as possible you have recorded the actual words used by the child. - Record statements and observable things rather than your interpretations or assumptions.
5. **REMEMBER** - Contact the Designated Safeguarding Lead (DSL) - The DSL may be required to make appropriate records and pass onto other authorities
6. **RELAX** - Get some support for yourself, dealing with disclosures can be traumatic for professionals.

### **Use of mobile phones and cameras**

When registering with BOSS Acting LLP, parents/guardians agree to our terms of membership, which allow the use of individual or group photographs and videos for educational, press, or promotional purposes. Film and Screen is a core module, and we regularly share footage to showcase student work to friends and family.

We state in our Membership terms and conditions: *'At BOSS we reserve the right to use any individual or group photographs or videos of your child for press or promotional purposes. Film/Television and Screen is one of the core modules at BOSS. We share footage for educational and promotional purposes. We will also showcase these throughout the year to friends and family. By registering with BOSS, you are agreeing to these terms of membership.'*

- **Opting Out:** Parents or guardians who wish to opt their child out of promotional media must

explicitly request this in writing via email. Teaching staff will be provided with an updated register noting any students who must not be filmed or photographed.

- **Staff Use of Personal Devices:** We recognise that staff currently use personal devices to capture class footage. To protect both students and staff, the following strict protocols apply:

**Group Settings Only:** Media must only be captured in open, supervised group settings. Phones must never be used to capture media in private areas.

**Capture, Transfer, and Delete:** Footage and photos must be transferred to the BOSS Acting LLP official storage (or sent directly to Management) by the end of the working week.

**Permanent Deletion:** Once transferred, staff are required to immediately and permanently delete all student media from their personal devices. This includes emptying the "Recently Deleted" folder and ensuring the media is not retained on personal cloud backups (e.g., iCloud, Google Photos).

- **Secure Access to Media:** To protect our students' privacy, access to the Google Drive folders containing class footage is strictly restricted. Only parents or legal guardians who are actively registered to the specific class via 'ClassForKids' will be granted access. Any additional requests for access (e.g., from extended family members) must be submitted directly to management, who will thoroughly check the request for authenticity before any access is granted.
- **Emergency Phone Use:** Staff may use their mobile phones to contact parents or emergency services during an urgent situation.
- **Parent/Guardian Devices:** Under no circumstances are parents or guardians permitted to use mobile phones or cameras inside the classroom.

### **Our Recommended Support Links:**

#### ***Support Links for Our Students:***

ChildLine: [www.childline.org.uk](http://www.childline.org.uk)

NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)

#### ***Support Links for our Parents/Adults:***

The Samaritans: [www.samaritans.org](http://www.samaritans.org)

Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)

#### ***Support Link for Abuse:***

Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)

#### ***Support Link for CSE and Sexual Abuse:***

Stop it Now!: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)

Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)

#### ***Support Links for Online Safety:***

Childnet International: [www.childnet.com](http://www.childnet.com)

UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

*Thank you for reading our policy. Together, we will work to keep ALL children safe.*