

SAFEGUARDING POLICY

Version	5.0
Effective date	August 2025
Date for review	August 2026
Policy owner	Chief Executive
Reference points	<i>Keeping Children Safe in Education</i> (DfE, 2024) <i>Working Together to Safeguard Children</i> (HM Government, 2023) <i>Children Act 1989 & 2004</i> (as amended 2021) <i>Safeguarding Vulnerable Groups Act 2006 & 2017 amendments</i> <i>The Sexual Offences Act 2003</i> <i>Care Act 2014</i> <i>Protection of Freedoms Act 2012</i> <i>Children and Families Act 2014</i> <i>Online Safety Act 2023</i> <i>Equality Act 2010</i> OfS Safeguarding Guidance for Higher Education Providers BIMM University Safeguarding Framework & Student Charter
Audience/handling notes	Institutional, Staff, Students, External, Public
Dissemination and implementation plan	Public version published on the NHAM website. Internal version stored on Google Drive. All staff trained on safeguarding annually. Student introduction at induction, with reminders via Student Handbook.
Linked Policies, Procedures and Forms	Fitness to Study Policy; Admissions Policy; Bullying & Harassment Policy; Health & Safety Policy; Equity Diversity & Inclusion Policy; Data Protection Policy; Student Disciplinary Policy; Staff Disciplinary Policy; Sexual Misconduct Policy; Applicant Criminal Convictions Policy; Disclosure Policy; Student Code of Conduct; Staff Code of Conduct; Staff Handbook; Student Handbook; Prevent Policy.
Date approved	August 2025

1 Introduction

The Notting Hill Academy of Music (NHAM) is committed to safeguarding and promoting the welfare of all students, staff, visitors, and guests. As an alternative provider delivering validated programmes awarded by BIMM University, we adopt and adapt BIMM's safeguarding principles and align our processes with OfS guidance for the HE sector.

Safeguarding at NHAM includes:

- Protecting children, young people, and adults at risk from harm.
- Promoting a safe learning and working environment both on-site and online.
- Embedding a culture of respect, equality, and inclusion.
- Ensuring staff and students understand their safeguarding responsibilities.

We work closely with local safeguarding partners, BIMM University, and statutory services to ensure effective protection and early intervention.

2 Purpose

This policy sets out NHAM's approach to:

- Protecting children and young people (under 18) from abuse.
- Protecting adults at risk from abuse or neglect.
- Preventing radicalisation and extremism (see separate Prevent Policy).



- Promoting student and staff wellbeing.
- Ensuring all safeguarding concerns are handled promptly, confidentially, and lawfully.

3 Definitions of Abuse

NHAM recognises the following categories of abuse (definitions updated in line with KCSIE 2024):

- **Physical Abuse** – Inflicting physical harm.
- **Emotional Abuse** – Persistent emotional maltreatment causing harm.
- **Sexual Abuse** – Involving a person in sexual activities without consent or understanding.
- **Neglect** – Persistent failure to meet basic needs.
- **Bullying & Harassment** – Including cyberbullying and discriminatory harassment.
- **Grooming** – Including online grooming through social media, gaming platforms, or AI.
- **Forced Marriage and Honour-Based Violence** – Including Female Genital Mutilation (FGM).
- **Radicalisation** – Process of adopting extremist views.
- **Peer-on-Peer Abuse** – Sexual violence, harassment, sexting, and other harmful behaviour.
- **Image-Based Abuse** – Including upskirting, deepfake pornography, and non-consensual sharing of intimate images.

4 Procedures

This policy and accompanying procedures promote high standards of personal and professional practice

4.1 Reporting a Concern

- **Students:** Report concerns to a tutor, Programme Leader, Student Services, or the Designated Safeguarding Lead (DSL).
- **Staff:** Report directly to the DSL using the Safeguarding Form (Appendix 1) stored on Google Drive.
- If urgent and someone is at immediate risk, contact emergency services and inform the DSL immediately.

4.2 Responding to a Disclosure

- Listen, reassure, and explain the need to share information with safeguarding professionals.
- Do not promise confidentiality.
- Record facts only — use the individual's own words.
- Complete the Safeguarding Form and send it securely to the DSL.
- Do not investigate yourself.

5 Roles and Responsibilities

Designated Safeguarding Lead (DSL)

- Lead safeguarding for NHAM.
- Liaise with local safeguarding partners and BIMM University.
- Maintain safeguarding records securely.
- Ensure staff training and policy compliance.
- Refer cases to police, social care, or Prevent as appropriate.

All Staff

- Complete safeguarding training annually.
- Read and follow this policy.
- Report concerns immediately.

Contractors & Visitors

- Receive safeguarding briefing on arrival.
- Display visitor ID at all times.



5 Safer Recruitment and Student Admissions

- Enhanced DBS checks for all staff in regulated activity.
- Admissions processes consider safeguarding risks.

6 Educational Visits

A range of educational visits can be undertaken by students at the Academy, enriching and enhancing their student experience. Comprehensive procedures are in place to ensure proper staff training, risk-assessment, planning, and supervision for all visits regardless of the student age group.

Authorisation is required from senior managers for all visits, and from the Chief Executive for overseas visits. Permission is granted only upon receipt and review of all required documentation. Written permission from parents/guardians/carers is required for all students under the age of 18 to participate.

Many visits make use of public transport. If private transport, such as coaches, is used, it must be hired from an approved supplier. Students under the age of 18 must always be supervised by Academy employees when travelling to, attending, and returning from, educational visits. The Academy may require individual employees of external transport providers to undergo DBS checks; this will be subject to discussion with the approved supplier.

6 Monitoring, Evaluation and Review

- Annual safeguarding update each August–September to reflect legislative changes.
- Formal review every two years by the Governance Committee.
- Alignment maintained with BIMM University frameworks and OfS expectations.



Appendix 1

Notting Hill Academy Safeguarding Form

(last updated September 2024)

To be completed by the person to whom a disclosure is made. Please file the form in the confidential Safeguarding folder on Google, if you are permitted access. Otherwise, email with a password to the Designated Safeguarding Lead. Do not keep any hard or electronic copies.

Location		Date and Time	
Student name		Student Age and DOB	
Reporting Officer		Category and Code	

Factual account of disclosure

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Immediate action taken

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Reported by			Date	
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Code	Description
A	Neglect
B	Physical abuse
C	Sexual abuse
D	Emotional abuse
E	Bullying, including online and prejudice based bullying
F	Racist, disability, homophobic, or transphobic abuse
G	Gender-based violence, violence against women and girls
H	Peer-on-peer abuse such as sexual violence and harassment
I	Radicalisation and/or extremist behaviour
J	Child sexual exploitation and trafficking
K	Child criminal exploitation, including county lines
L	Serious violent crime
M	Risks linked to using technology and social media, including online bullying; the risks of being groomed online for exploitation or radicalisation; and risks of accessing and generating inappropriate content, for example 'sexting'
N	Teenage relationship abuse
O	Upskirting (a criminal offence; see dictionary definition for explanation)
P	Substance misuse
Q	Issues that may be specific to a local area or population, for example, gang activity and youth violence
R	Domestic abuse
S	Female genital mutilation
T	Forced marriage
U	Fabricated or induced illness
V	Poor parenting
W	Homelessness
X	So-called honour based violence
Y	Other issues not listed here but that pose a risk to children, learners, and vulnerable adults

Category

Monitoring low	Monitoring medium	Monitoring high	Referred to social services	Referred to Police
1	2	3	4	5



Appendix 2

Staff Code of Practice regarding Children, Young People, and Adults at Risk

All staff have a duty to keep children, young people, and adults at risk safe and to protect them from physical and emotional harm. This duty is fulfilled through the development of respectful, caring, and professional relationships between staff and students, as well as through staff behaviour that demonstrates integrity, maturity and good judgement.

This Code of Practice applies to all Academy staff working with children, young people, or adults at risk, regardless of whether they are acting in a paid or unpaid capacity. It cannot provide a comprehensive checklist of what is or is not appropriate behaviour for staff. However, It does highlight behaviour that is illegal, inappropriate, or inadvisable. Individuals are expected to comply with the Personal Relationships Policy 2022 and exercise judgement to ensure the best interests and welfare of the individuals they are working with. By doing so, they will be perceived as acting reasonably.

- Maintain professional boundaries at all times.
- No unnecessary physical contact.
- Never transport a student under 18 or adult at risk alone.
- Avoid one-to-one situations in private spaces; keep visibility.
- Do not share personal contact details unless authorised.
- No social media contact unless approved for professional use.
- Comply with laws prohibiting sexual activity with under-18s in a position of trust.
- Be alert to emerging safeguarding risks such as online grooming, deepfake abuse, and extremist content.