



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

BIG CREATIVE TRAINING
UPLANDS HOUSE
UPLANDS BUSINESS PARK C
LONDON E17 5QJ
TELEPHONE: 020 3873 5800
WWW.BIGCREATIVE.EDUCATION



BCT Safeguarding and Child Protection Policy (Part 2)

OPERATIONAL GUIDANCE

1. PURPOSE AND INTRODUCTION

This policy sets out Big Creative Training (BCT)'s arrangements for safeguarding and promoting the welfare of children and young people under 18 who receive education or training at BCT. It is to be read with Keeping Children Safe in Education 2026 (KCSIE 2026), which comes into force on 1 September 2026, and the current statutory guidance Working Together to Safeguard Children.

BCT recognises that safeguarding and promoting the welfare of children is everyone's responsibility. **All staff, volunteers, contractors, supply staff and trainee teachers must maintain an attitude of 'it could happen here', act in the best interests of the child, and report concerns immediately.**

BCT is an agent of referral and support, not an investigating agency. Where a concern may indicate abuse, neglect or exploitation, BCT will make timely referrals to the appropriate local authority children's social care, police or other agency in accordance with local procedures.

The policy is built around prevention, protection and support: creating a safe culture; following clear reporting and referral procedures; ensuring staff are trained and supported; and providing appropriate support to learners, apprentices and staff affected by safeguarding concerns.

This policy applies to all learners and apprentices, staff, supply staff, trainee teachers, volunteers, contractors and visitors, and to safeguarding risks arising on-site, off-site, online and in work-placement or other third-party settings.

2. POLICY

BCT recognises that trusted relationships, confidence, supportive peers and clear communication with trusted adults can help prevent abuse and promote welfare. BCT will therefore:

establish and maintain a safe, respectful and inclusive environment where learners and apprentices feel able to speak and are listened to;

- ensure learners and apprentices know who they can approach if they are worried or in difficulty, including the DSL and deputies;
- provide opportunities to teach children how to stay safe, including relationships, sexual violence and harassment, online safety, consent, respectful behaviour and risks associated with making or sharing nudes and semi-nudes;
- address bullying, cyberbullying, prejudice-based and discriminatory behaviour, misogyny, misandry, racism and other harmful behaviours through appropriate policies and interventions;
- work effectively with parents/carers and partner agencies while sharing information when necessary to safeguard children; and
- provide appropriate support for victims and for children who display harmful or abusive behaviour, recognising that child-on-child abuse is a safeguarding issue for both.



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

BIG CREATIVE TRAINING
UPLANDS HOUSE
UPLANDS BUSINESS PARK C
LONDON E17 5QJ
TELEPHONE: 020 3873 5800
WWW.BIGCREATIVE.EDUCATION



3. FRAMEWORK

Safeguarding is the responsibility of all adults working with or on behalf of children. BCT's arrangements will comply with applicable legislation, statutory guidance and locally agreed multi-agency safeguarding arrangements.

The policy should be read alongside:

- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children
- What to do if you're worried a child is being abused, advice for practitioners
- local safeguarding-partner arrangements and threshold/assessment documents
- London child protection procedures; and current government guidance on specific safeguarding issues.

BCT will use the current Waltham Forest safeguarding-partner arrangements and local procedures in force at the time. For data protection purposes, BCT will comply with the Data Protection Act 2018, UK GDPR and Data (Use and Access) Act 2025 ('data protection laws').

4. ROLES AND RESPONSIBILITIES

All adults working with or on behalf of children have a responsibility to protect them. BCT's DSL and deputies have specific safeguarding responsibilities and the current names and contact details are set out at the front of this policy.

The DSL is responsible for managing safeguarding referrals, advising staff, maintaining the safeguarding picture, liaising with children's social care and other agencies, and ensuring the effectiveness of BCT's safeguarding arrangements. The DSL's role includes online safety and understanding the operation and effectiveness of filtering and monitoring systems.

Deputy DSLs will be trained to the required standard and will act in the DSL's absence. BCT will maintain robust cover arrangements, including a clear route for confidential reporting when the DSL/deputies are unavailable. Staff must not delay action because the DSL is unavailable; they should contact a senior leader and/or local authority children's social care as appropriate and inform the DSL/deputy as soon as practicable.

The Senior Management Team will provide strategic oversight, challenge and resources for safeguarding, ensure governors/trustees or equivalent receive appropriate safeguarding training, and ensure policies and procedures are effective and lawful.

The DSL will liaise with the Deputy Director of Study Programme, the Head of SEND, the Curriculum team, and other relevant colleagues where this supports safeguarding.



5. SAFEGUARDING CONTACTS AT BIG CREATIVE TRAINING

The Designated Safeguarding Lead (DSL) is the first point of contact for all safeguarding concerns and child protection incidents:

Alexandra Marquez Head of Student Services, Safeguarding & Careers Designated Safeguarding Lead Senior Mental Health Lead	07429 776 721 020 3873 5800 ext 5812 <u>alexandra.marquez@bigcreative.education</u>
Nia Sinclair Deputy Safeguarding Manager Designated Safeguarding Lead Looked After Children (LAC) Lead	07378 146 982 020 3873 5800 ext 5808 <u>Nia.sinclair@bigcreative.education</u>
Aiyesha Simmonds Student Services & Safeguarding Officer Young Carers Lead	020 3873 5800 ext 5808 <u>aiyesha.simmonds@bigcreative.education</u>
Frankie Jessener Student Services & Safeguarding Officer Young Carers Lead	020 3873 5800 ext 5808 <u>frankie.jessener@bigcreative.education</u>
Ben Jolly Director of Operations LADO Officer // GDPR Officer	07834 182 380 <u>ben.jolly@bigcreative.education</u>

6. RECOGNISING ABUSE

To ensure that our pupils are protected from harm, we need to understand what types of behaviour constitute abuse and neglect:

- Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

BIG CREATIVE TRAINING
UPLANDS HOUSE
UPLANDS BUSINESS PARK C
LONDON E17 5QJ
TELEPHONE: 020 3873 5800
WWW.BIGCREATIVE.EDUCATION



institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.
- **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



7. REPORTING & RECORDING SAFEGUARDING AND CHILD PROTECTION ISSUE

Big Creative Training uses CPOMS (<https://bigcreative.cpoms.net/>) to keep secure safeguarding information and information. Well-kept records are essential to good safeguarding practice.

BCT is clear about the following:

- The need to accurately record any concern held about a learner within the company
- The status of such records
- Should these records be passed over to other agencies.



All concerns, discussions and decisions made, and the reasons for those decisions, will be recorded in writing. Information will be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child.

Records should include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- note of any action taken, decisions reached and the outcome.
- category of concern ticked appropriately – only select the main cause of concern



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

BIG CREATIVE TRAINING
UPLANDS HOUSE
UPLANDS BUSINESS PARK C
LONDON E17 5QJ
TELEPHONE: 020 3873 5800
WWW.BIGCREATIVE.EDUCATION



If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or deputy) Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse must record on CPOMS immediately.

If a learner transfers from BCT, these files may be copied and forwarded to the learner's new establishment marked confidential and for the attention of the DSL if this is deemed to be in the learner's best interest.

8. POLICY REVIEW

The DSL is responsible for ensuring that this policy is reviewed at least annually and sooner where legislation, KCSIE, local safeguarding arrangements or organisational practice changes. The policy will be approved through BCT's governance arrangements and made available as required.

The policy owner will ensure that named safeguarding contacts, local referral routes and linked policies are checked and updated. Previous versions will be retained in accordance with BCT's records-retention arrangements.

9. OUT OF HOURS SAFEGUARDING CONTACT

For safeguarding issues out of hours or during BCT holiday activities, immediately contact the Deputy DSL/out-of-hours safeguarding contact shown on the current policy contact sheet. If a child or young person is at immediate risk of danger, call 999. Local authority emergency/out-of-hours safeguarding contacts must be checked and kept current.

10. KEY CONTACTS WITHIN THE LOCAL AUTHORITY (Waltham Forest)

If you feel that a child is at immediate risk of harm, please call the Police on 999 who will be able to provide an immediate response. Alternatively, you can contact your local police on 101 at any time.

If you don't believe the risk requires immediate action, contact the Waltham Forest Multi Agency Safeguarding Hub team (previously the Referral and Advice Team) to discuss your concerns on:

- Tel: 020 8496 2310 (Monday to Thursday, 9am-5.15pm and Friday, 9am-5pm)
- Tel: 020 8496 3000 (Out of Hours).

You will get to speak to a social worker who is part of the Waltham Forest Multi Agency Safeguarding Hub (MASH) team. The social worker will need to gain as much information as possible about the child and the family. If the young person does not reside in Waltham Forest contact their home borough social services.

Date Updated	To Review	Responsibility
July 2026	Jul 2027	AMQ