

ZNANIYE LIMITED
Company: 05254812

SAFEGUARDING FOR CHILDREN POLICY

2020 - 2021

1. Znaniye is an educational service for children aged 3-18 run by

ZNANIYE LIMITED

OF

52 Mayfield Gardens
London
W7 3RH

- Znaniye is managed by a management team (SLT – Senior Leadership Team). Who have the particular responsibility for safeguarding children.
 - The SLT is comprised of Aina Mamaeva, Gyulnara Kansadieva, Patima Shareefy and Evie Hill.
 - The SLT has adopted this safeguarding children policy and expects every adult working or helping at Znaniye to support and comply with it. Consequently, this policy shall apply to staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Znaniye.
2. Purpose of the Policy
 - This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us.
 -
 - As an organisation we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.
 - The aim of this policy is to outline how the school will:
 - Promote a positive school ethos where children can learn, feel secure and be safe
 - Prevent unsuitable people working with children and young people
 - Promote safe practice and challenge poor and unsafe practice.
 - Identify instances in which there are grounds for concern about a child's welfare and initiate or take appropriate action to keep them safe
 - Contribute to effective partnership working between parents and all those involved with providing services for children and young people

3. Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate dangers. Nevertheless, there are situations where children need protection including

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

4. Safeguarding children at events/activities

- There are three kinds of events/activities

- Those open to adults and children of all ages
- Those for children accompanied by a 'parent'
- Those for unaccompanied children

- At all events/activities children under 16 must be accompanied throughout by an adult over the ages of 18 who not only brings the child but also takes the child home again afterwards. Young people ages 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents or guardians.

- Znaniye will ensure that there is an appropriate number of teachers and supervisors per students, both within the classroom and out. Znaniye ensures that there are no more than 6 children per teacher in each class. This e

5. Confidentiality and Information Sharing

- Znaniye follows a strict GDPR policy, whereby we ensure that documents are only kept for a relevant amount of time before being destroyed, and whereby we ensure any and all personal information regarding a child, teacher, or parent is kept solely on a password protected secured network. Access to this network is only shared with the SLT.

- Care must be taken to ensure that both adults and children's confidentiality is maintained, and that information is handled and disseminated on a need to know basis only. Individuals must be confident that information held about them by Znaniye will only be disclosed to others either with their consent or when there is a legal duty to do so.

- Good practice principles must be adhered to when handling personal information, that is;

- Personal information is obtained and processed fairly and lawfully
- Only disclosed in appropriate circumstances
- Accurate, relevant and not held for longer than necessary
- Kept securely
- Guidance allows for the disclosure of personal information without consent of the subject in certain conditions, including for the purposes of the prevention and detection of a crime, for example where there is a child protection concern.
- It is best to gain verbal or written consent from a child or parent/carer before any personal information relating to them is shared with another organisation (such as Children's Social Services Department). However, you may not need to seek consent to share information if it might be unsafe to seek or causes an unjustified delay or if it would prejudice the prevention, detection or prosecution of a serious crime. When in doubt, advice should always be sought from someone experienced in dealing with these issues, such as a Children's Social Services Department or the NSPCC Helpline. A decision can then be made about whether to seek consent and/or inform the parents/carers of your concerns.

6. Disclosure and barring

- Znaniye offers the following activities for children
 - Educational Services
- Our activities and services therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people children
- The SLT will take very seriously any allegation of impropriety on the part of any member of Znaniye. A member of Znaniye who discovers anything amiss should get in touch with the following

Aina Mamaeva (Director)
- The team will review the allegation and the likely risk to children and, if appropriate, will consider banning the member from future work, but only in accordance to the rules and procedure of Znaniye, explained in the following: Znaniye's Whistleblowing, and allegations against staff procedures.
- As per the teachers Code of Conduct (available online and via the SLT) teachers are required as part of their contract with Znaniye to attend the safeguarding training provided yearly. All teachers are provided with the most up to date Znaniye Safeguarding, Health and Safety, E-Safety, Prevent Duty and EYFS policies. Any changes to policies or updates are sent to all members of staff and volunteers as soon as they are approved.

7. Health and Safety aspects of Safeguarding children

- Before starting any event for unaccompanied children, the SLT will carry out a risk assessment and then take steps to minimize all risks to health and safety. Parents and children will be made aware of any risks and of the steps to be taken to minimise said risks. The SLT will keep a record of any and all risk assessments
- Sufficient adults must be present at any events for unaccompanied children to enable one adult to deal with an emergency while another adult supervises the children not directly affected by the emergency.
- In regard to guests, speakers, visitors and additional staff visiting schools, anytime you are visiting a premise of Znaniye, you must adhere to the following:
 - Inform a member of staff at the school prior to your visit
 - Sign in at reception upon arrival, and make your presence known to a member of staff
 - Sign out before leaving the school, even if you will be returning shortly
 - Show your documentation, including DBS certificate, photographic ID and proof of address
 - Familiarise yourself with the school's safeguarding policy

- Znaniye follows a prevent duty policy and procedure, adapted from the GOV.co.uk's Revised Prevent Duty Guidance (July 2015). Znaniye staff members are expected to follow the online

8. Policy on prevention of bullying

- We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at Znaniye class or event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The SLT will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the SLT will consider banning a child from future lessons and events, but only in full accordance with the rules and procedure of Znaniye. Allegations of adults will be dealt with on a case by case basis by the director of Znaniye Limited, Aina Mamaeva.

9. Photographing children

- No photos will be taken or published of any child attending a class or event unless prior written permission is sought from a person with parental responsibilities. This information is gathered at the time of the student's admission to Znaniye in their application form. Each teacher will hold an individual record of this information for each child in their class as well as the branch administrator and SLT, for immediate referral.
- At our concerts, parents often enjoy recording media of their children performing. This is recorded is strictly for personal use, and sharing with friends and family, and should under

no circumstances be shared in any public forum, such as social media, without consent from all parents with children involved.

10. Manager behaviour, discipline and acceptable restraint

- Adults supervising children at Znaniye events must never use any form of corporal punishment. If physical restraint is necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used but for that purpose only. This must then be notified to the SLT
- Unacceptable behaviour at Znaniye will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably advised as soon as possible to the care of the parents. The parent understands that upon joining Znaniye they must read and advise their child of Znaniye's Student Code of Conduct.
- Znaniye may apply a further disciplinary sanction, namely the banning of the child from future events or in extreme cases from school. Any such sanction will be deliberated and applied by Aina Mamaeva.
- Any parent who is aggrieved by this ban may appeal to Znaniye who will hear the reviews of all relevant people. The decision of Znaniye is final.

11. Other policies

- The safeguarding policy should be read together with the following policies:
 - Code of Conduct
 - Health and Safety
 - Access Arrangements
 - Prevent Duty
 - GDPR
 - EYFS
 - Offsite Procedures
 - SENCO
 - Whistleblowing

12. Legal Framework

- This policy has been drawn un in accordance with the following:
 - Children Act 1989
 - United Convention of the Rights of the Child 1991
 - GDPR
 - Human Rights Act 1998
 - Sexual Offences Act 2003
 - Children Act 2004
 - Safeguarding Vulnerable Groups Act 2006

- Protection of Freedoms Act 2012
- Children and Families Act 2014
- SEN Code of Practice 2014
- Information sharing – advice for practitioners providing safeguarding services
- Working together to safeguard children 2017

This policy was approved by the following officer(s) on the 26/08/2020 and is due for review every year.

Aina Mamaeva, Founder & Director

Znaniye Limited

52 Mayfield Gardens

W7 3RH

school@znaniye.com

07769313090