

Figure of Eight **Education**

Alternative Education Provider

FIGURE OF EIGHT EDUCATION

415 Westborough Road, Westcliff on Sea, Essex, SS0 9TN

T: 01702 567078 W: figureofeighteducation.co.uk

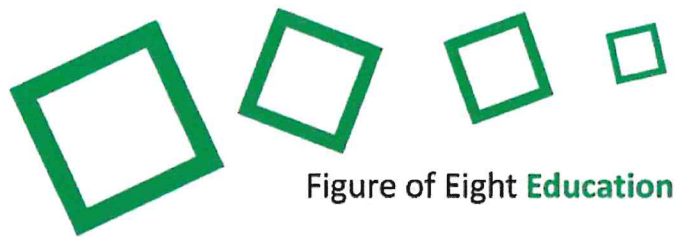


Figure of Eight Education offers a successful solution to the provision of education for pupils who are at risk of exclusion and for other pupils who, because of illness or other reasons, would not receive a suitable education.

The Figure of Eight Education programme enables students to continue studying core GCSE subjects with fresh, dynamic, and different approaches to learning.

Our experienced and qualified team of tutors are familiar with the requirements of various examination boards and are ready to create Individualised Education Programmes for each of our students.

Services we offer:

- **KS4 core curriculum GCSEs**
- **Mathematics and English Functional Skills**
- **ASDAN Short Courses & AQA Unit Awards**
- **KS3 Curriculum tuition – Transitional programmes**
- **Reintegration / Managed Move Support**
- **Short-term Intervention KS2, KS3 & KS4**
- **Qualified Tutors**
- **1:1 or small group tuition**
- **In-school support**
- **Multi-Agency support**
- **Virtual / Online Tuition**
- **Outreach Tuition (at home or in the community)**
- **Outdoor Education Programmes**
- **Bespoke Timetables & wrap-around support**
- **Examination hosting and invigilation**

Certificate of registration



Registration Number: RP548151 Registration Date: 30/10/2017

Figure Of Eight Education Limited

415 Westborough Road
Westcliff On Sea
Essex
SS0 9TN

Company Number: 8260662

Figure Of Eight Education Limited, as the registered person, is registered as a provider of childcare on non-domestic premises on the voluntary part of the Childcare Register at:

Figure Of Eight Education
415 Westborough Road
Westcliff On Sea
Essex
SS0 9TN

Setting Reference Number: EY548152 Approval Date: 30/10/2017

The registered person must comply with the requirements for the Childcare Register.

For more information about registered providers, please go to the relevant pages on our website at www.gov.uk/ofsted.

Amanda Spielman

Amanda Spielman
Her Majesty's Chief Inspector

Date of issue: 08/11/2017







Alternative Education Provider Check list (Non-Ofsted registered providers)

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Sent to: **Figure of Eight Education**






Only non-registered need checklist

	Yes (✓) or No (x)	Action/Evidence
<p>Employers Liability Insurance Employers are required by law to insure against liability for injury or disease to their employers arising out of their employment. Employer liability should cover students who work unpaid, or School students on work experience programme, People who are not employed but taking part in youth or adult training programme</p>	✓	<p>Current Employers Liability Insurance Certificate attached. Please note this is also on display at the Tuition Centre.</p>
<p>Public Liability Insurance Public liability insurance covers claims made an employer by members of her public or other businesses but not for claims by employers</p>	✓	<p>Current Public Liability Insurance Certificate attached. Please note this is also on display at the Tuition Centre.</p>
<p>Data protection The Data Protection Act Controls how personal information is used by organisations, businesses or the government. Everyone responsible for using data has to follow strict rules called 'data protection principles'</p>	✓	<p>Figure of Eight Education is registered with the Information Commissioner's Office (ICO) under registration reference: ZA074874. Certificate attached. All staff who are responsible for handling data have completed 'An Introduction to the General Data Protection Regulation – Level 2' and 'A Practical Guide to the GDPR for Education – Level 2' course.</p>
<p>Health and Safety Policy A health and safety policy sets out general approach and commitment together with arrangements for managing health and safety in your business</p>	✓	<p>Figure of Eight Education current Health and Safety Policy attached. Staff are required to complete 'Health & Safety in Education – Level 2' course.</p>

<p>Accident, Incidents and Near misses Log</p>	<p>The Accident, Incidents and Near misses Log can be found in reception in the 'Incident Report Books'. Also attached is a copy of our Incident/Hazard Checklist.</p>	
<p>Behaviour policy https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour and Discipline in Schools</p>	<p>A copy of Figure of Eight Education Behaviour Policy is attached.</p>	
<p>Bullying Log</p>	<p>The Bullying Log can be found in reception in the 'Incident Report Books'. All staff are required to complete 'Preventing Bullying – Level 2' course.</p>	
<p>Safeguarding policy https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people</p>	<p>A copy of Figure of Eight Education Safeguarding Policy is attached. All staff are required to complete the 'Safeguarding Young People – Level 2' course</p>	
<p>Central record of recruitment and venting checks Schools and colleges must keep a single central record, referred to in the regulations as the register. The single central record must cover the following people:</p> <ul style="list-style-type: none"> • All staff including supply staff who work at the school: in college, this means those providing education to children • All others who work in regular contact with children in the school or college, including volunteers • For independent schools, including academies and free schools, all members of the proprietor body. 	<p>The original SCR can be viewed by contacting Figure of Eight Education. Due to the sensitive data held access is limited to users. All staff that are responsible for recruitment have completed 'Safer Recruitment in Education - Level 2' course.</p>	
<p>Procedures for dealing with allegations https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/289327/Dealing with allegations of abuse against teachers and other staff.pdf</p>	<p>A copy of Figure of Eight Education Managing Allegations Against Staff Policy is attached.</p>	

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<p>Complaints procedure</p>		<p>A copy of the Complaints procedure is attached and the Complaints folder (yellow) is stored in the reception of the Tuition Centre.</p>
<p>Equalities and disability policy</p>		<p>A copy of Figure of Eight Education Equalities and Disability Policy is attached. Staff are required to complete 'Equality and Diversity - Level 2' course.</p>
<p>Special education needs policy https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND Code of Practice January 2015.pdf</p>		<p>A copy of Figure of Eight Education Special Education Needs Policy is attached. Staff are required to complete 'The SEND Code of Practice Level 2' course.</p>
<p>Attendance & Reporting Arrangements https://www.gov.uk/government/publications/school-attendance</p>		<p>A copy of Figure of Eight Education Attendance Policy and procedure is attached.</p>
<p>Prevent Procedure: Detecting & Preventing Radicalisation & Extremism https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prev-ent-strategy-review.pdf</p>		<p>A copy of the Figure of Eight Education Preventing Extremism & Radicalisation Policy is attached. Staff are required to complete 'An Introduction to Child Sexual Exploitation - Level 2', 'Sexual Violence and Harassment between Children and Young People - Level 2', 'Raising Awareness of Honour-Based Abuse and Forced Marriage - Level 2', 'Child Neglect Level 2', 'The Prevent Duty - Level 2' courses.</p>

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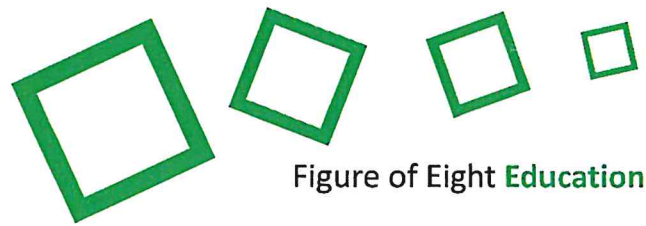


Figure of Eight Education

Employers Liability Insurance



Certificate of employers liability insurance

Figure of Eight Education Limited

Certificate of employers' liability insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 and subsequently amended by regulation 2 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the **regulations**), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy. This requirement will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form).

Policy number	PL-PSC03001948434/10
Name of policyholder	Figure of Eight Education Limited
1. Date of commencement of insurance policy	17/10/2022
2. Date of expiry of insurance policy	16/10/2023 Both days inclusive
Insurer:	Hiscox Insurance Company Limited

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey, the Island of Alderney (b); and
2. the minimum amount of cover provided by the policy is no less than £5 million (c).

Signed on behalf of Hiscox Underwriting Limited as agent for the insurers

Stephane Flaquet
CEO, Hiscox UK

Notes:

- a. Where the employer is a company to which regulation 3(2) of the regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- b. Specify applicable law as provided for in regulation 4(6) of the Regulations.
- c. See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

The certificate above shows that you are insured

- (i) with an authorised insurer, and
- (ii) in terms required by the Act for your liability for bodily injury or disease sustained by your employees.

The certificate (or any copy) must not be displayed unless the policy has been renewed.

Hiscox Insurance Company Ltd
Registered in England Number 70234
Registered Office 1 Great St Helen's, London, EC3A 6HX
Telephone No: 020 7448 6000

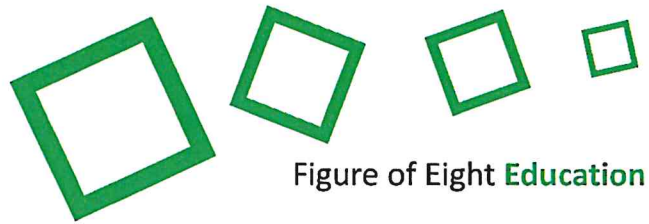


Figure of Eight Education

Public Liability Insurance



Certificate of public and products liability insurance

Figure of Eight Education Limited

Certificate of public and products liability insurance

Insured name: Figure of Eight Education Limited

Address: 415 Westborough Road
WESTCLIFF-ON-SEA
Essex

Postcode: SS0 9TN

Policy number: PL-PSC03001948434/10

Insurer: Hiscox Insurance Company Limited

Period of insurance: From 17/10/2022 to 16/10/2023 both days inclusive.
This policy is a Continuing cover policy

Limit of indemnity: £1,000,000
each and every claim or loss, excluding defence costs and criminal proceedings costs

Signed on behalf of Hiscox Underwriting Limited as agent for the insurers

Stephane Flaquet
CEO, Hiscox UK

Note: this certificate is for information purposes only and does not contain the full terms, conditions and exclusions of the insurance cover and does not constitute a contract of insurance.



Certificate of professional indemnity insurance
Figure of Eight Education Limited

Certificate of professional indemnity Insurance

Policy number: PL-PSC03001948434/10
Name of policy holder: Figure of Eight Education Limited
Period of insurance: From 17/10/2022 to 16/10/2023 both days inclusive.
This policy is a Continuing cover policy
Insurer: Hiscox Insurance Company Limited
Retroactive date: 01/10/2012
Level of cover: £1,000,000

Signed on behalf of Hiscox Underwriting Limited as agent for the insurers

Stephane Flaquet
CEO, Hiscox UK

Notes:

- (a) This insurance is subject to policy terms and conditions and any special terms notified to the Insured

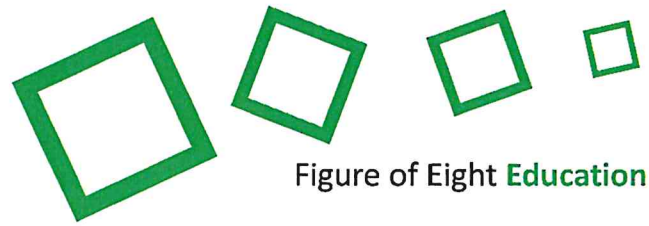


Figure of Eight Education

General Data Protection Regulation

Certificate

Organisation Name:

Figure Of Eight Education Limited

Reference number:

ZA074874

Tier:

Tier 1

Start date:

9 September 2014

End date:

8 September 2023

Data Protection Officer

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PRIVACY NOTICE FOR PARENTS/CARERS

Under data protection law, individuals have a right to be informed about how the Figure of Eight Education uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Figure of Eight Education, 415 Westborough Road, Westcliff on Sea, Essex, SS0, are the 'data controller' for the purposes of data protection law.

Our data protection registration number with the Information Commissioner's Office is ZA074874

Our Data Protection Officer (DPO) is Mr Nicholas Sweeney (see 'Contact us' below).

THE PERSONAL DATA WE HOLD

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Video images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

WHY WE USE THIS DATA

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

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PRIVACY NOTICE FOR PARENTS/CARERS

OUR LEGAL BASIS FOR USING THIS DATA

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

COLLECTING THIS INFORMATION

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

HOW WE STORE THIS DATA

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Record Retention Schedule sets out how long we keep information about pupils.

A copy of the schedule is available from the school office on request. The document can also be found on the school website, under 'Ofsted/Non-Statutory Policies/Retention and Disposal Schedule'.

DATA SHARING

We do not share information about pupils with any third party without consent unless the law or our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives

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PRIVACY NOTICE FOR PARENTS/CARERS

- Educators and examining bodies
- Our regulator e.g. Ofsted,
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

NATIONAL PUPIL DATABASE

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

PARENTS AND PUPILS' RIGHTS REGARDING PERSONAL DATA

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for

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PRIVACY NOTICE FOR PARENTS/CARERS

- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Nick Sweeney, Data Protection Officer.

OTHER RIGHTS

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

COMPLAINTS

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

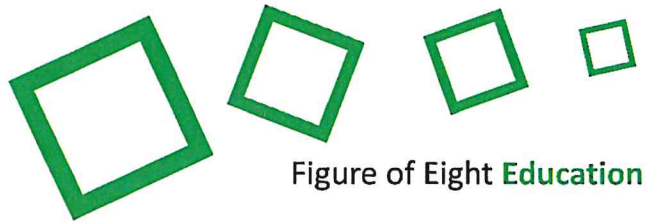
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PRIVACY NOTICE FOR PARENTS/CARERS

- Mr Sweeney – nick.sweeney@figureofeighteducation.co.uk; 01702 567078

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

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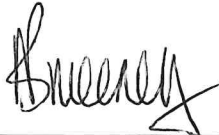


Health and Safety

HEALTH AND SAFETY POLICY

- This is the statement and general policy for: Figure of Eight Education Limited.
- Overall responsibility for Health and Safety is that of: Nicholas Sweeney – Proprietor
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to: Lisa Sherborn

Statement of General Policy	Who is responsible	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Nicholas Sweeney, Proprietor	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change).
To provide adequate training to ensure employees are competent to do their work.	Nicholas Sweeney, Proprietor	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Nicholas Sweeney, Proprietor Lisa Sherborn, All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular Health and Safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incidents.	Nicholas Sweeney, Proprietor	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances.	Nicholas Sweeney, Proprietor	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Health and Safety poster is displayed:	In kitchen		
First Aid box and accident book are located:	At reception		
Accidents and ill health at work reported under RIDDOR.			
Signed:			Date: 01/09/2022
Subject to review , monitoring and revision by:	Nicholas Sweeney	Every:	12 months or sooner if work activity changes.

HEALTH AND SAFETY POLICY

HEALTH AND SAFETY STATEMENT (HSE)

The Health and Safety Law

What you need to know

All workers have the right to work in places where the risks to their health and safety are properly controlled. Health and Safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you?

1. Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
2. In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
3. Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
4. Free of charge; give you the health and safety training you need to do your job.
5. Free of charge, provide you with equipment and protective clothing you need, and ensure it is properly looked after.
6. Provide toilets, washing facilities and drinking water.
7. Provide adequate first aid facilities.
8. Report injuries, diseases and dangerous incidents at work to our Incident Contact Centre: 0845 300 9923.
9. Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
10. Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone is protected.

What you must do?

1. Follow the training you have received in regards to the work place when using any work items your employer has given you.
2. Take reasonable care of your own and other people's Health and Safety.
3. Co-operate with your employer on Health and Safety.
4. Tell someone (your employer, supervisor, or Health and Safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at risk.
5. When lifting heavy load use the correct technique or ask another member of staff for assistance.

If there's a problem?

1. If you are worried about health and safety in your workplace, talk to your employer, supervisor or Health and Safety representative.
2. You can also look at our website for general information about health and safety at work.
3. If after talking with your employer, you are still worried, phone our Infoline. We can put in touch with the local enforcing authority for health and safety and the Employment Medical Advisory Service. You don't have to give your name.

HSE Infoline: 0845 345 0055

HSE website: www.hse.gov.uk

Your Health and Safety representatives:

Figure of Eight Education Limited Nicholas Sweeney T: 01702 568704 M: 01366533

Email: office@figureofeightededucation.co.uk

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HEALTH AND SAFETY POLICY

HEALTH AND SAFETY POLICY

Setting the scene

Regular risk assessments of the premises and the equipment are carried out at Figure of Eight Education Limited, which employs 5-15 staff, working a variety of full and part time shifts. The Centre is open from 08:00 am to 22:00 pm, seven days a week. The premises consist of the following: 6 tutoring rooms, an office, a reception room, a common area, a waiting area, a kitchenette, and 3 toilets including facilities and accessibility for the disabled.

How was the risk assessment done?

The proprietor followed the guidance in five steps to risk assessment.

1. To identify hazards the proprietor:
 - Looked at HSE essentials of Health and Safety at work publication to learn how and where hazards can occur.
 - Walked around the Centre, noting things that might pose a risk and thinking about what was in the HSE guidance. Occasional activities, such as receiving deliveries and stock, were also taken into account.
 - Talked to staff about health and safety issues and concerns in the Centre.
 - Looked at the accident book, to see any previous incidents and to understand what has previously resulted in incidents.
2. The proprietor then, where applicable, wrote down who could be harmed by the hazards and how.
3. For each hazard, the proprietor wrote down what controls, if any, were in place to manage these hazards. He then compared these controls to the guidance he had read. Where existing controls were not good enough, the proprietor wrote down what else needed to be done to control the risks.
4. Putting the risk assessment into practice, the proprietor discussed the findings with staff and placed the risk assessment up on the notice board for all staff to see.
5. The proprietor decided to review and update the risk assessment every year, or straightaway if major changes happened at the Centre. It was also implemented that a basic risk assessment would be completed weekly.

Date of health and safety policy: 31/08/2018

Health and safety policy review: 31/08/2020

Date of next review: 31/08/2022

Date of risk assessment: 01/09/2020

Risk assessment review: 31/08/2022

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HEALTH AND SAFETY POLICY

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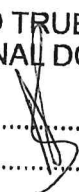
Date of risk assessment: 01/09/2020

Risk assessment review: 31/08/2022

Date of risk assessment: 01/09/2022

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HEALTH AND SAFETY MANAGEMENT / SAFE WORKING PRACTICES

Some areas of the Centre, in particular the practical classrooms such as Science and Art and Technology require a high standard of health and safety management. These areas and the activities they carry out have been risk assessed and therefore, if you are involved in a high risk activity, you are required to familiarize yourself with the relevant risk assessments and follow the control measures it lists. Ask your Duty Manager how to access the risk assessment before you commence a teaching session so you can implement safe working procedures.

If any equipment is faulty please withdraw it from use, label it as faulty and inform the necessary personnel.

First Aid Provision

The First Aid box is located in the Reception area. At least one member of the Centre staff is a trained First Aider and will be able to respond to First Aid calls during the day. If a First Aider is not available, a member of staff can contact the registered First Aider by telephone or email to request first aid support.

No Smoking Policy

The Centre operates a No Smoking Policy in all buildings and in all outside areas except the designated smoking areas. You are required to comply with this policy, details can be provided by your manager.

PPE: Availability and Supplies

All staff are required to comply with Health and Safety legislation and the health and safety control measures in the risk assessments. Health and Safety signs are displayed, or risk assessment control measures may require you to wear PPE in certain areas when carryout a hazardous task or in certain areas of the Centre. PPE can be made available to staff by speaking to their manager, if there an immediate need for PPE which has to be ordered you may be require to wear your own until the center can provide it. Do not go into hazardous areas or carry out a hazardous tasks where PPE is required unless you have PPE in place. Figure of Eight Education Limited strictly adheres to this protocol. To ignore the requirement to wear PPE or to allow students to work without PPE is working unlawfully and Figure of Eight Education Limited will act in accordance with disciplinary procedures in this instance.

Supply and Return of Equipment

In areas where hazardous equipment and tools are in use and are provided by Figure of Eight Education Limited they must be controlled. At the end of each session equipment must be accounted for and returned to the correct storage place before students are allowed to leave. This is the responsibility of all staff to ensure all equipment issued under your control are accounted for.

Health and Safety Advice and Guidance

The Proprietor and Duty Manager are on hand to provide advice and guidance, implement and monitor safe systems of working, to investigate accidents and incidents, and to ensure that Health and Safety is managed correctly in all areas. The health and safety team may visit where you are working to carry out checks so that safety is being managed effectively.

Reporting of damaged / unsafe equipment

If you need to report damaged or unsafe equipment or an area of the building that has been damaged you can contact the Duty Manager to report this.

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Driving for Work

If you are required to use your vehicle to carry out your job role this is essential that you are insured under business use.

Centre security

It is important for all staff to comply with the requirements of the Centre security in regards to closing windows, locking doors, signing in and out and reporting any suspicious activity.

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FIRE AND EVACUATION PROCEDURE

The evacuation procedure is used when it is necessary for the safety of students and staff to be away from the Centre buildings. It is not possible to give staff specific duties due to absence and illness and therefore this is a corporate responsibility.

The object of the procedure is to ensure that the buildings are clear of students, staff, contractors and visitors. A fire notice in each room details the evacuation procedure.

All staff, students and visitors to the Centre should be made of the procedures as a matter of urgency (i.e. on arrival to the Centre or in the induction process).

Day Time Evacuation Procedure

When the fire alarms are activated, and the building is occupied, it is still important to telephone (999), for the fire service to attend. It is usually the office staff who make this call. The Duty Manager or most senior staff member must ensure this has happened. They will also be responsible for taking the register to the meeting point to ensure all individuals are accounted for.

When a practice fire and emergency evacuation has been planned, it is important that the Duty Manager advises all staff, students and visitors on site that there is no need for the fire service to attend.

If a fire breaks out upon hearing the fire alarm, members of the leadership team should immediately make their way to the meeting point. They must then determine who is the most senior person on site. This person is appointed as Incident Officer and now has overall control until the arrival of the fire service.

The second most senior person on site must also be identified. This person is appointed as the Person in Charge. This person is responsible for supervising the behavior of students at the meeting points and for ensuring that the registering of all students undertaken.

The Incident Officer liaises with Person in Charge and the fire service. They will also liaise with the other emergency services.

Upon hearing the fire alarm, the office staff should take the emergency incident bag. The emergency incident bag contains the incident file (complete with the Critical Incident Policy within it), visitors book, staff register, student register, pens, plan of the Centre, two high visibility fire Marshall jackets (one for the Incident Officer and one for the Person in charge).

Before leaving the staff should ensure that valuables are locked away and the classroom door is locked, but only if there is time and it is safe to do so.

Members of staff should assist or meet other members of staff at the meeting point.

The names of the members of staff, Incident Officer and Person in Charge should be entered onto the Incident Report Sheet, along with the time and date of the incident.

If necessary, the incident officer will implement the Critical Incident Management Policy, by contacting the County Emergency Planning Officer, the press and public relations officer and by setting up an incident base, which can be at another site.

Staff should supervise the evacuation of students from the building, directing them towards the meeting point via the safest route. Staff should supervise and control the behavior of students during the evacuation procedure and at the meeting point. Staff should check their area, toilets, store rooms, petty office and

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classrooms, to ensure these areas are clear of people, before leaving themselves, closing all doors and windows behind them as they do so, as long as safe to do so.

In order to reduce congestion students; staff, visitors and contractors should leave the building via the designated fire exits. They should then proceed to the meeting point. People should not obstruct the exits.

Neither Staff nor Students are expected to fight any fire or deal with any other emergency incident, should delay in leaving the building, or consider re-entering the building, to collect coats bags or personal belongings.

Students assemble in groups at the meeting points, arranging themselves in a line. Students should be quiet and orderly, listening for further instructions.

Staff should inform other members of staff of the areas they have checked, along their exit route and give any information that they may have about the incident.

Staff should make themselves available for registering students. The register needs to be signed by the member of staff before handed back to the Incident officer. Staff should then return to supervise and control students, standing with them for the duration of the evacuation.

Staff should highlight onto the Centre site plan those areas that have been checked by staff as they exited the building. Any area where there has been an emergency incident should be marked on the site plan. This should then be given to the fire service when they arrive.

No one may re-enter the building until the fire service has informed the incident officer that it is safe to do so. Only the incident officer can give the signal that it is safe to return, and no-one else.

Staff are allowed to enter the building before students. Students must re-enter the building in a quiet and orderly manner and teaching staff should supervise their return.

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EMERGENCY EVACUATION PROCEDURE

Figure of Eight Education Limited - 415 Westborough Rd, Westcliff on Sea, Essex, SS0 9TN

Emergency evacuation procedure and what to do if you discover a fire.

If the alarm is evacuated:

1. Evacuate yourself and your student group from the building, via the nearest fire exit route.
2. Make your way and guide the student group to the assembly point.
3. Remain there with the group providing supervision.
4. Follow instructions from the incident officer.

If you discover a fire:

1. Press the fire alarm.
2. Evacuate yourself and your student group from the building, via the nearest exit route.
3. Make your way and guide the student group to the assembly point.
4. Remain there with the group providing supervision.
5. Follow instructions from the incident officer.

The exit routes and assembly point are included in the evacuation plan.

You may have students in your groups who have a Personal Emergency Evacuation Plan that requires special arrangements or assistance should an evacuation be required. It is important to be aware of the necessary arrangements.

If you require assistance to evacuate in an emergency it is important that you discuss this with your manager and arrange your own PEEP. Guidance on PEEPs can be found on the HSE.

OUT OF HOURS EVACUATION PROCEDURES

Tutors, students, contractors and visitors are expected to familiarize themselves with the fire evacuation procedure. Students are expected to evacuate from the building under the supervision of staff and then assemble at the meeting point. Contractors, visitors and external groups who have hired the facility are expected to evacuate the building and assemble at the meeting point. Staff are expected to contact the emergency services 999 and request the fire service. Staff must liaise with fire officers on arrival. If no members of staff are on duty a responsible adult should contact the emergency services.

No one is allowed to re-enter the buildings without permission from the fire service. Any occupant of the building has a responsibility for their own health and safety and a duty of care to evacuate themselves and others from the building when the fire alarm sounds.

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FIRE EVACUATION PROCEDURE

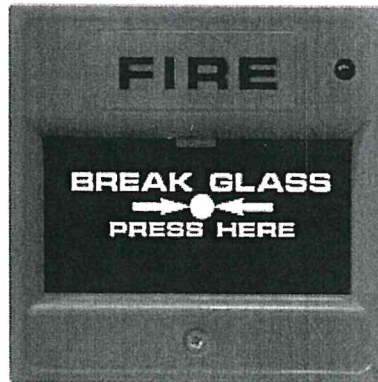
Figure of Eight Education Limited -415 Westborough Road, Westcliff on sea, Essex, SS0 9TN

The assembly point is on the pavement at the corner of Westborough Road and Westminster Drive, as shown on the assembly point diagram.

EMERGENCY ESCAPE ROUTES

There are two emergency escape route and these are the fire exit at the front of the building and the fire exit at the back of the building. Anyone on site should make sure they are aware of both exits. During an evacuation anyone present on site should make their way to the nearest fire exit. If you cannot raise the fire alarm you must raise alarm by another method e.g. shouting FIRE! FIRE! FIRE!

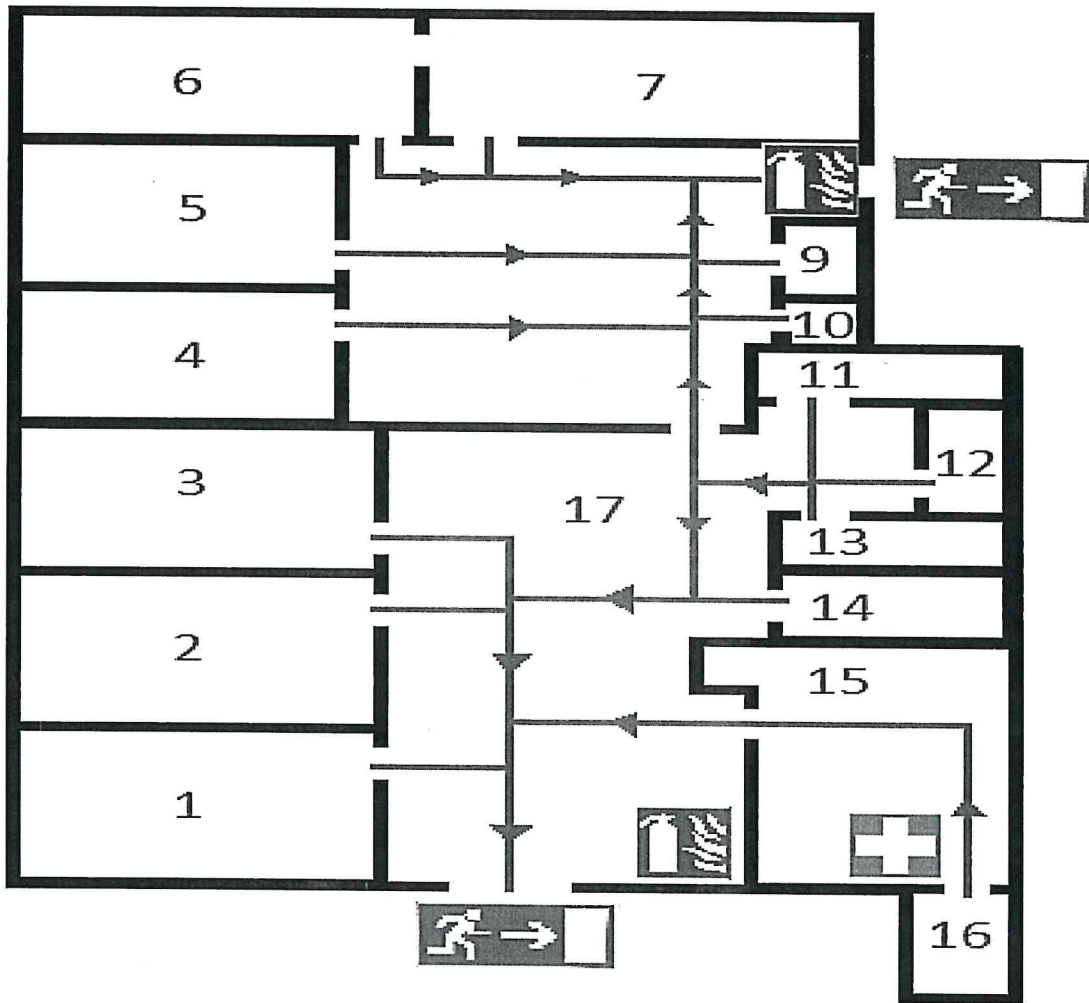
If you discover a fire you must activate the fire alarm by pressing the red fire alarm buttons which are located adjacent to the emergency exits. Do not collect your belongings but leave the building immediately by your nearest fire exit and go to the fire assembly point and await further instructions.




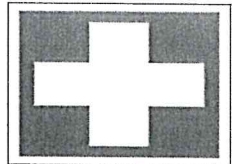


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EMERGENCY EVACUATION ROUTE

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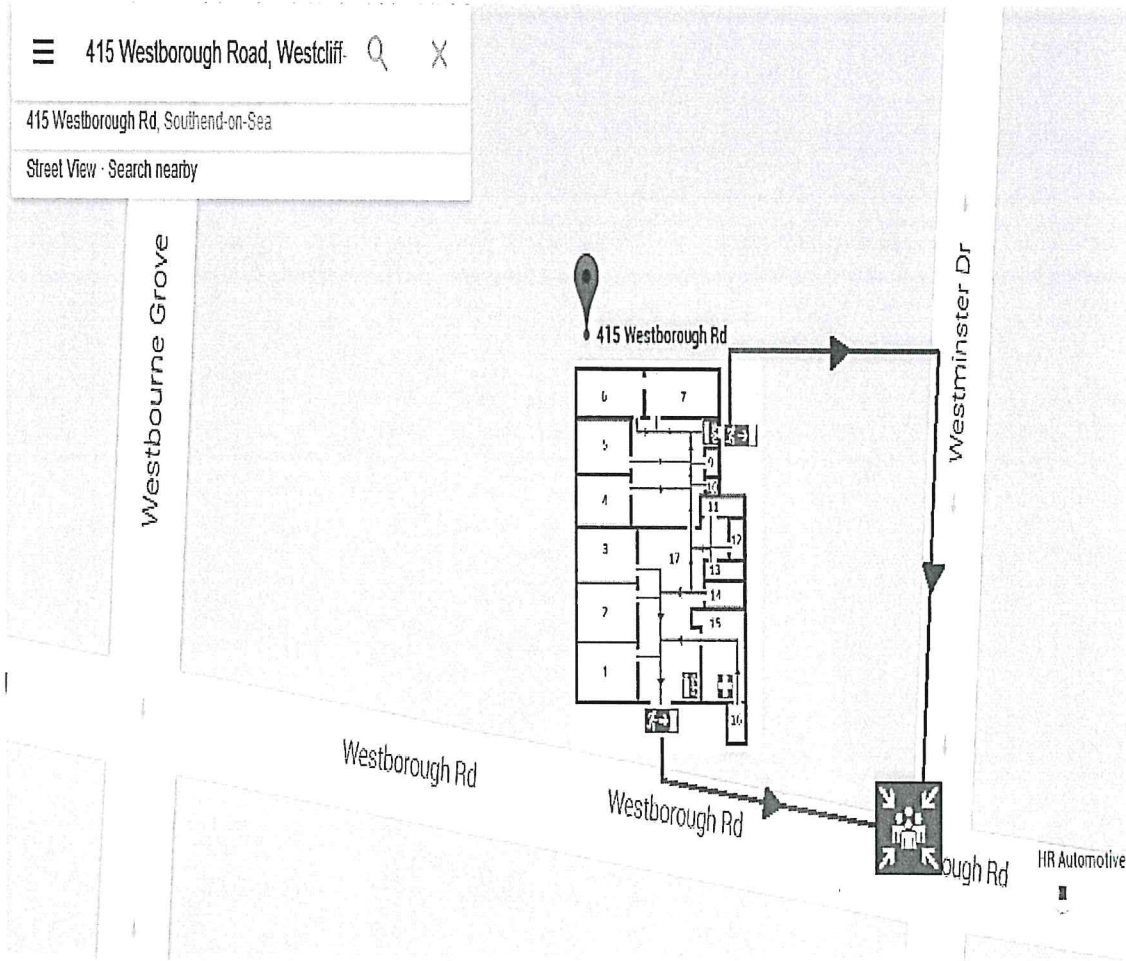
Legend

Fire Exit	First Aid	Fire Extinguisher	Evacuation Routes
			

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EMERGENCY EVACUATION ASSEMBLY POINT

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Legend

Evacuation Route



Emergency Assembly Point



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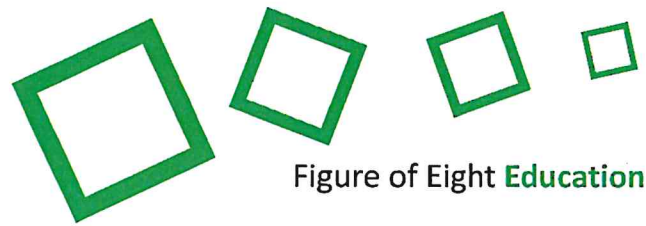
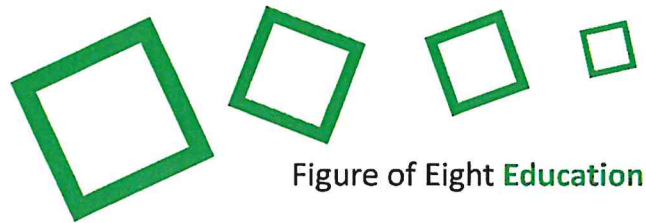


Figure of Eight Education

Accident, Incidents and Near Misses Log



The Accident, Incidents and Near misses Log
can be found in the Reception office at
Figure of Eight Education, 415 Westborough
Road, Westcliff on Sea, Essex, SS0 9TN.

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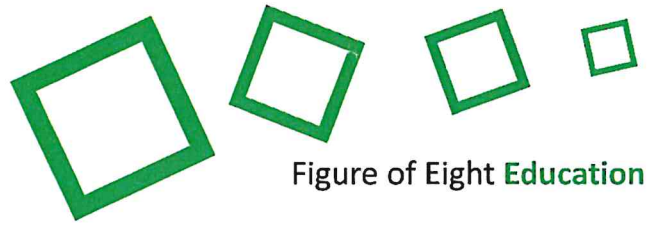


Figure of Eight Education

Behaviour Policy

BEHAVIOUR MANAGEMENT POLICY

INTRODUCTION

Figure of Eight Education aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards. We aim to promote trust, mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become lifelong learners.

Figure of Eight Education is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person, equipping them to take his or her place in the modern world.

Figure Of Eight Education community of staff, parents and pupils adhere to a code of conduct, rather than to lists of rules. Figure of Eight Education sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect the highest values and standards of behaviour, both inside and outside of Figure Of Eight Education and in any written or electronic communication concerning the Figure Of Eight Education . We expect pupils to treat staff and each other and any visitor or neighbour in our community environment with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the Centre's Rules and Regulations.

Figure of Eight Education is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation or physicality. We expect pupils to be ready to learn and to participate fully in their tuition sessions. They should attend the centre and lessons punctually and follow the centre's attendance policy. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and guardians who choose to send their children to Figure of Eight Education undertake to uphold the Figure Of Eight Education policies and regulations, including this policy. They will support the Figure Of Eight Education values in matters such as attendance and punctuality, behaviour and standards of academic work.

INVOLVEMENT OF PUPILS

Our experience shows that the ethos of and respect for the Figure Of Eight Education is enhanced by listening to our pupils and by encouraging constructive suggestions from them.

From the outset, students are encouraged to develop self awareness and take responsibility for their behaviour. This is achieved by students collaborating with a Tutor to create a bespoke programme of education tailored to each student's individual needs. Many schools have IEP's for their individual students, and so we endeavour to work with these plans, supporting and amending in conjunction with the partner school.

The IEP/ student will be subject to regular review enabling us to encourage and support students to continuously strive to self assess, develop and self manage, as well as making informed behaviour choices.

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BEHAVIOUR MANAGEMENT POLICY

TEACHING AND LEARNING

Figure of Eight Education aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning.

We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff offer every child a high level of individual attention and are available to students for any extra support, encouragement or mentoring they may require. In return, we expect every pupil to co-operate and to work hard and treat each other and all staff with the respect we show them.

COMPLAINTS

We hope that you and your child do not have any complaints about the operation of our behaviour policy, Figure Of Eight Education complaints procedure can be viewed on our website or can be sent to you on request.

BEHAVIOUR POLICY

- We recognise that learning potential is increased through providing a structured and orderly environment, with equal opportunity and self-discipline as priorities.
- Centre rules are kept to a minimum and are designed for the safety and well-being of the children.
- A positive behaviour policy is adopted throughout the centre, i.e. we reward and reinforce the behaviour we wish to encourage. There are a range of reward schemes appropriate to the age and interests of the pupils.
- Behavioural expectations are laid out in the Figure of Eight Education Code of Conduct. The bare bones of the Code are that pupils at Figure of Eight Education should:

- ✓ Be respectful of self and others.
- ✓ Be honest.
- ✓ Be respectful of the Centre and others property.
- ✓ Do what is right.
- ✓ Help people if they are unhappy or worried.
- ✓ Treat others as we would want to be treated.
- ✓ Try our best in everything I do.
- ✓ Do not bring illegal substances onto premises.

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- Bullying or fighting is not tolerated. Staff are vigilant and make every attempt to eradicate antisocial or undesirable behaviour. The general ethos and organisation of the centre support this approach. Parents are asked to bring any concerns they have about their child at any time to the attention of the Head Teacher or Proprietor (Nicholas Sweeney). Please refer to the Anti-Bullying Policy.
- Occasionally some constructive punishment may be necessary, in these circumstances parents will be consulted as to an appropriate sanction. This can include the student(s) missing part of their break not being able to attend the scheduled reward activity.

BEHAVIOUR MANAGEMENT POLICY

- In more serious circumstances a child may be suspended from the centre for a period of time. This is generally for continued poor behaviour, or a serious breach of Centre Rules, and is given at the Proprietor's discretion in full consultation with the child's parents/guardians.
- The ultimate sanction, in cases where persistent poor behaviour is clearly having an adverse effect on other pupils, or on the character of Figure of Eight Education, is to request the removal of the child from the centre.

USE OF REASONABLE FORCE

The Proprietor authorises members of staff to use reasonable force to restrain pupils if, on occasions, this becomes necessary. Restraint is necessary in the following circumstances:

- Where pupils may injure themselves or others.
- Where the behaviour is disruptive to maintaining good order and discipline among the pupils.

Only minimum force is used and never as a punishment.

Physical intervention by staff may take a number of forms:

- separating pupils
- standing in the way of a pupil leading a pupil away from an incident by the hand or by gentle pressure on the centre of the back.
- Only in extreme cases might more restrictive holds be used.

All incidents when restraint is used must be recorded, as soon as possible, and parents informed. The following information (as a minimum) should be detailed as an incident note, together with written statements of witnesses, as appropriate:

- names of pupils involved
- the time of the incident
- the place where the incident occurred
- the names of staff or other authorised adults involved

Where the incident has been prolonged, or where considerable force has been used, the following details should also be recorded:

- names of all witnesses, pupils and adults
- signed witness statements
- the reason for force being used
- a description of the way in which the incident developed
- the pupils response
- details of the outcomes of the incident including injuries and damage

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Policy Written/amended
January 2013
December 2019

To Be Reviewed
January 2015, 2017, 2019
August 2020 July 2022
September 2023,

Policy Reviewed
January 2015, 2016, 2017, 2019
September 2020, 2022

Signed:



Nicholas Sweeney, Proprietor
(Figure of Eight Education)

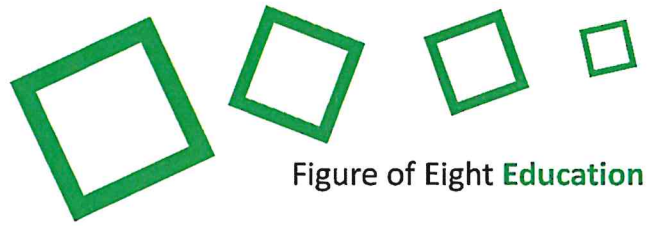
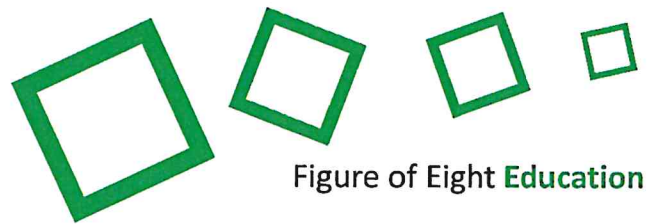


Figure of Eight Education

Bullying Log



The Bullying Log can be found in the Reception
office at Figure of Eight Education,
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and for viewing only.**

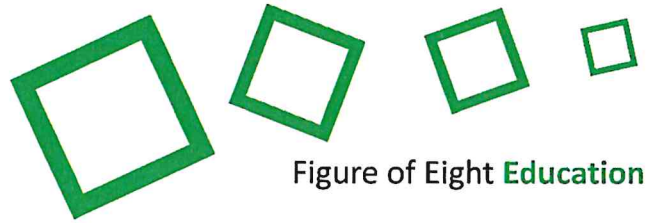


Figure of Eight Education

Safeguarding Policy



Vital Skills TM

.co.uk

Certificate of completion

This is to certify that

Lisa Sherborn

has completed the course

Designated Safeguarding Lead (Children) V4.0

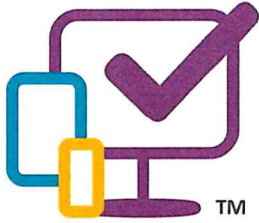


Certificate number: **kMBCgq1dpA**

Date completed: **20/09/22**

Course provider: **Vital Skills is a trading name of HSQE Ltd**

T: 0333 733 1111 | E: info@hsqe.co.uk | W: www.hsqe.co.uk



Vital Skills TM

.co.uk

Certificate of completion

This is to certify that

Nicholas Sweeney

has completed the course

Designated Safeguarding Lead (Children) V4.0



Certificate number: **HovQqba4PB**

Date completed: **10/10/22**

Course provider: Vital Skills is a trading name of HSQE Ltd

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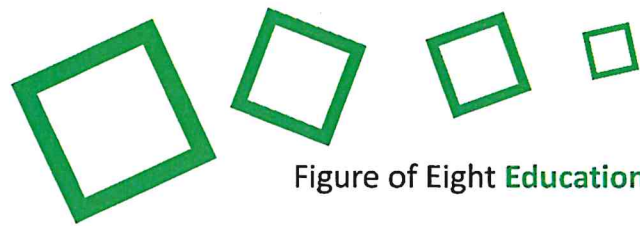


Figure of Eight Education

Central Record of Recruitment and Vetting Checks

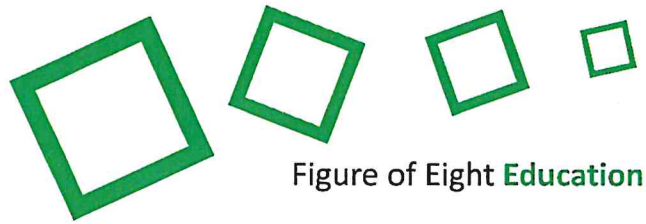


Figure of Eight Education

The Central Record of Recruitment and Vetting Checks can be found in the Reception office at
Figure of Eight Education,
415 Westborough Road, Westcliff on Sea, Essex,
SS0 9TN.

**Please note due to the GDPR regulations
viewing only is by appointment only.**

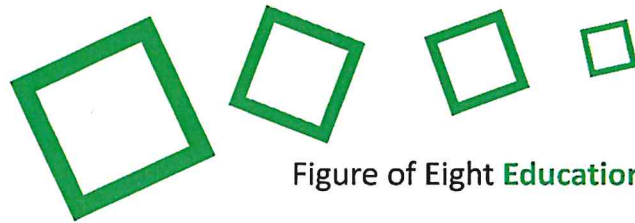


Figure of Eight Education

Procedures for Dealing with Allegations

MANAGING ALLEGATIONS AGAINST STAFF POLICY

Figure of Eight education is committed to providing the highest level of care for both its pupils and its staff. It is extremely important that any allegations of abuse against a teacher, any other member of staff, or volunteer in our setting is dealt with thoroughly and efficiently, maintaining the highest level of protection for the child whilst also giving support to the person who is the subject of the allegation. Our policy is in line with statutory guidance from the Department of Education. This policy is designed to ensure that all staff, children and parents or carers are aware of the procedure for the investigation of allegations of abuse in order that all complaints are dealt with consistently, and as efficiently as possible.

PURPOSE

The procedure for dealing with allegations against staff depends on the situation and circumstances surrounding the allegation. This policy must be followed when dealing with allegations but may be adapted to each case. This policy will be used alongside the Figure Of Eight Education complaints policy and safeguarding policy. This policy will be used in any case where it is suspected or alleged that a member of staff, a teacher or a volunteer at the Figure Of Eight Education has:

- behaved in such a way that may have harmed a child or may have intended to harm a child
- acted outside of the law in relation to dealings with a child
- behaved in any way that suggests they may be unsuitable to work with children

TIMESCALE

It is imperative that allegations against staff are dealt with as efficiently as possible to:

- minimise the risk to the child
- minimise the impact on the child's academic progress
- ensure a fair and thorough investigation for all parties

To enable this to happen, all staff, parents, and children should be aware of the procedures set out in this policy

PROCEDURE

Figure of Eight Education works in accordance with statutory guidance and in respect of allegations against [SET procedures 2022](#) an adult working with children (in a paid or voluntary capacity). Section 7 of the current SET procedures provides detailed information regarding this.

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REPORTING AN ALLEGATION

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All concerns of poor practice or possible child abuse by staff should be reported immediately to the Head Teacher. Complaints about the head Teacher should be reported to the Proprietor who will then contact the local authority designated officer (LADO). Staff who are concerned about the conduct of a colleague towards a pupil are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is

MANAGING ALLEGATIONS AGAINST STAFF POLICY

paramount and must report their concerns immediately. The LADO will be contacted by the Head Teacher or Proprietor and a discussion will take place to decide whether:

- no further actions are needed
- an internal investigation should take place
- a strategy meeting should take place
- there should be immediate involvement of the police or social care

Figure of Eight Education will share available information with the feeder school and LADO about the allegation, the child, and the person against whom the allegation has been made and consider whether a police investigation or a strategy meeting is needed. Representatives from other agencies may be invited into the discussion and could include representatives from health, social care, the GP and police.

INVESTIGATION

An investigation into the allegations is normally carried out by children's social services or by Figure of Eight Education. This will be agreed at the initial evaluation stage. Where Figure of Eight Education is not conducting the investigation it will cooperate with investigative agencies. Internal investigations must be second to any safeguarding investigation and may need to be delayed until the external investigation is complete.

SUPPORTING THOSE INVOLVED

The person(s) who makes the allegation and their parents/carers:

Parents and carers will be notified if their child makes or is involved in an allegation against staff if they do not already know. However, if the police or social services are to be involved, they will be contacted first and will advise as to what information may or may not be disclosed to the parents. There will be a staff member designated to the role of liaising with the parents and child about the case and ensuring that they are fully informed as far as is possible. Parents and carers will be made aware of any progress in the investigation, and where there is no criminal prosecution, the outcome will be explained to them. This may be a disciplinary outcome. During a disciplinary hearing the deliberations and information used for making a decision are usually confidential, but parents will be told the outcome. Social services and the police may be involved, depending on the severity of the case, and will provide Figure of Eight Education with advice on what type of additional support the child may need. The company's whistleblowing policy enables staff to raise concerns or allegations against their colleagues in confidence and for a sensitive enquiry to take place.

The employee:

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DATE

Figure of Eight Education has a duty of care to its employees and will do everything to minimise the stress of any allegations and the disciplinary process. The person who is the subject of the investigation will be informed as soon as the allegation has been made, but only after the Headteacher has spoken to the Proprietor. The employee will then be advised on what the next course of action will be. However, if the police or social services are to be involved, they will be contacted before the employee and will advise as to what information may be disclosed to the person under investigation. The proprietor or a named representative will keep the subject of the

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MANAGING ALLEGATIONS AGAINST STAFF POLICY

allegation informed of the progress of the case and any other work-related issues. If that person has been suspended, they will keep them informed of any developments from Figure Of Eight Education . If the employee is a member of a union or any other professional association, they should be advised to contact that body at the outset of the investigation. The employee may need additional support and Figure Of Eight Education should consider what might be appropriate to best accommodate this. If it is a criminal investigation and the police are involved, they may provide this additional support.

Confidentiality

Figure of Eight Education will make every effort to guard the privacy of all parties during and after an investigation into an allegation. It is in everyone's best interest to maintain this confidentiality to ensure a fair investigation with minimum impact for all parties. A breach of confidentiality will be taken seriously and may warrant its own investigation. It is a criminal offence to publish information that could lead to the identification of someone who is the subject of an allegation before they are charged or summonsed.

Suspensions

The Head Teacher or Proprietor will contact their Human Resources Consultant to discuss the issue. Figure Of Eight Education will not suspend a member of staff without serious consideration, and will not do it automatically once an allegation has been made. Depending on the nature of the case, it may be possible that alternative arrangements are made so that the individual can continue working, but is removed from the pupil making the allegation. A suspension may be decided upon if it is deemed that the child or other children may be at risk of harm, or if the nature of the case warrants a criminal investigation. The Head Teacher or Proprietor holds the power to suspend an employee but will take advice from the police, LADO or social care whether or not a suspension is necessary. Where there is a chance of suspension, the employee will receive confirmation within one working day and will be informed of the reason for the suspension.

Resignations

If an employee hands in their resignation when the allegation is made against them or during an investigation, the investigation will still continue until an outcome has been reached, with or without the person's cooperation. They will be given full opportunity to answer the allegation. Compromise agreements will not be used in situations which are relevant to these procedures.

Record keeping

Detailed records of all allegations made, investigations and outcomes should be kept in the personal file of the person who has been under investigation. This person should be given a copy of the same information. This will enable the Figure Of Eight Education to:

- provide all the necessary information for future schools if they require a reference
- Where DBS checks highlight incidents of allegations that did not result in any criminal charges, records will need to show exactly what happened, what points of action were taken during and after the investigation, and how the result of the investigation was reached

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MANAGING ALLEGATIONS AGAINST STAFF POLICY

- prevent unnecessary re-investigation in the future if an allegation re-surfaces

The record will be kept, including for people who leave the organisation, at least until the person reaches normal retirement age or for 10 years if that will be longer, from the date of the allegation. Allegations that are proven to be malicious will not be kept on employment records or used in employee references.

- The records will be kept by the Proprietor.
- Details of any allegation made by a pupil will be kept in the confidential section of their record.

Action on conclusion of the case

If the investigation results in the dismissal or resignation of a person, and that person has been charged with a criminal offence, a referral must be made immediately by Figure Of Eight Education to the Independent Safeguarding Authority. Figure Of Eight Education will be advised on this by the police and/or social services. If it is decided that the employee may return to the setting (after a suspension) then provisions will be put in place by Figure Of Eight Education to ensure that the transition is as smooth as possible. This may involve a phased return for a trial period or the use of another member of staff as a support system in the short term. If the child who made the allegation is still at the setting, will Figure Of Eight Education consider what needs to be done to manage the contact between employee and child.

Action in the case of false allegations

Where an allegation is proven to be false, the Head Teacher, DSL and Proprietor may refer to social services to determine whether the child is in need of special care, or to help to understand if they are being abused elsewhere. If an allegation is found to be intentionally fictitious and malicious, the Head Teacher, DSL will decide what the proper sanction will be for the pupil who made the false allegation. The Head Teacher may wish to include the Proprietor when considering what action to take. Figure Of Eight Education has the power to suspend or expel pupils who make false claims, or refer the case to the police if Figure Of Eight Education thinks a criminal offence has been committed. If the claim has been made by a person who is not a pupil, Figure of Eight Education will hand the information over to the police who may take further action against that person.

After the case

No matter what the outcome is of an allegation of abuse against staff, the company will review the case to see if there are any improvements that can be made in its practice or policy that may help to prevent similar cases in the future.

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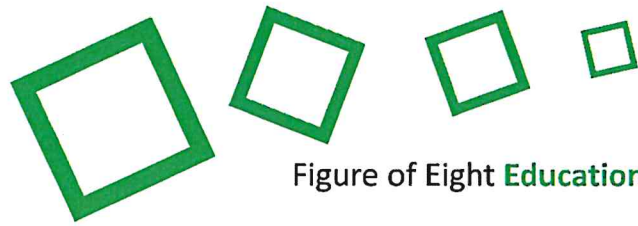


Figure of Eight Education

Complaints Procedure

COMPLAINTS PROCEDURE

Introduction and the Aims of the Policy

Figure of Eight Education (also known as the 'Company') has long prided itself on the quality of the teaching and pastoral care provided to its pupils, so the company hopes that complaints will be rare. However, there are occasions where parents do have cause to complain to the Company. The procedures outlined in this policy aim to ensure that all complaints made are handled promptly, appropriately and fairly.

This policy applies to parents of current pupils. We make every effort to ensure that any complaint is treated seriously and sensitively; parents can be assured that their child will not be penalised in any way for a complaint that is made in good faith.

What constitutes a complaint?

We shall treat as a complaint any instance where a parent tells us that we have done something wrong, failed to do something that we should have done, or where we have acted unfairly. A complaint may be made about the Company as a whole, a specific department or activity, or an individual member of staff. This list is not exhaustive and we shall treat any expression of dissatisfaction, whether real or perceived, as a complaint. In doing so we hope to see where we may be getting things wrong, with a view to preventing the same problems re-occurring.

Who to contact

- If parents have a concern or complaint they should contact a tutor from Figure of Eight Education.
- Where the complaint is about a tutor a parent should take their concerns directly to the Proprietor, as appropriate. Parents may also wish to follow this route where the issue is particularly serious or sensitive.
- If a complaint relates to a senior member of staff concerns should be taken directly to Proprietor.
- Where a complaint is against the Proprietor, parents should make their complaint to their child's school (feeder school)

Procedure

The procedure that Figure of Eight Education will follow has three distinct stages, each of which will be conducted by a different person to ensure fairness. The three stages are:

Stage 1: INFORMAL RESOLUTION

Stage 2: FORMAL RESOLUTION

Stage 3: PANEL HEARING

Our experience is that, in most cases, problems are satisfactorily dealt with at stage 1. A record of the number of complaints which proceeded beyond stage 1 last academic year is available on request from the main office.

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COMPLAINTS PROCEDURE

Stage 1: INFORMAL RESOLUTION

On receiving a complaint in person, in writing, by email or by telephone, a tutor will make a written record of the concerns raised and the date on which they were received. If the complaint is made in writing or by email, it will normally be acknowledged within 3 working days.

In the vast majority of cases we hope that matters will be resolved quickly to the parents' satisfaction. We shall in all cases investigate the matter fairly and appropriately with any relevant staff. We shall do so as quickly as is practicable without compromising the outcome.

If the matter is not resolved within 10 working days, or in the event that Figure of Eight Education and the parents fail to reach a satisfactory resolution, then parents will be advised to proceed to Stage 2, (formal resolution).

Stage 2: FORMAL RESOLUTION

If a complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Centre Manager. The Centre Manager, or someone on their behalf, will acknowledge receipt of the written complaint within 3 working days and will decide, after considering the complaint, the appropriate course of action to take.

In most cases the Centre Manager, or another senior member of staff not so far involved with the complaint, will meet the parents concerned to discuss the matter. This will be within 10 working days of the receipt of the written complaint. If possible, a resolution will be reached at this stage.

It may be necessary for the Centre Manager or another senior member of staff to carry out further investigation. In this case, once he or she is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed in writing of the decision and reasons underpinning it.

If the complaint is against the Centre Manager, the Proprietor will call for a full report from a senior member of staff and for any relevant documents. The Proprietor may also call for a briefing from members of staff, and will, in most cases, speak to or meet with the parents to discuss the matter further. This will be within 10 working days from the receipt of the written complaint (unless there is an unforeseen absence). Once the Proprietor is satisfied that, so far as is practicable, all of the relevant facts have been established, the parents will be informed of the decision in writing. The Proprietor will give reasons for his decision.

Timescales for stages 1 and 2

We would always hope to complete stages 1 and 2 within 28 working days; complex issues or complaints received within 28 working days of the start of academic holidays may take longer. In all cases we shall aim to complete the process as soon as is practicable, whilst allowing sufficient time for a thorough investigation to take place.

If parents are still not satisfied with the decision, they should proceed to stage 3, the panel hearing.

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COMPLAINTS PROCEDURE

Stage 3: PANEL HEARING

A panel hearing cannot normally be requested unless stages 1 and 2 of this procedure have been completed. If parents wish to request a panel hearing they should write to the Proprietor, Mr Nicholas Sweeney, within five working days of the stage 2 decision. The parents should state the outcome they desire and all of the grounds of the complaint. The panel will not normally accept any new areas of complaint which have not been previously raised during stages 1 and 2.

The matter will then be referred to a complaints panel ("the Panel") for consideration. The Panel will consist of three persons not directly involved in the matters detailed in the complaint, one of whom shall be a senior member of staff. The assigned Clerk to the complaint, on behalf of the Panel, will acknowledge the complaint and schedule a hearing to take place as soon as practicable, and normally within 14 working days of the parent's request for a panel hearing. If the Panel deems it necessary, it may require that further details of the complaint or any related matter be supplied in advance of the hearing. Copies of such details shall be supplied to all parties not later than 3 working days prior to the hearing.

The parents may attend the hearing and be accompanied to the hearing by the pupil(s) concerned and one other person, if they wish. This may be a relative, teacher or friend. Legal representation will not be permitted.

If possible, the Panel will resolve the parents' complaint without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out. The hearing may be adjourned for this purpose. On completion of the hearing the Panel will consider all of the facts they consider relevant. They will then make findings and may make recommendations.

Findings: the Panel may dismiss or uphold the complaint.

Recommendations: the panel may make recommendations to the Proprietor. It is not within the powers of the Panel to make any financial award, nor to impose sanctions on staff, pupils or parents, although they may recommend these actions to the Proprietor.

The Panel will write to the parents informing them of its decision and the reasons for it; barring any unforeseen absence, this will be within 7 working days of the hearing. The decision of the Panel will be final. A copy of the Panel's findings and any recommendations will be sent by electronic mail or otherwise given to the parents, and, where relevant, any person who may be the subject of the complaint, as well as the Proprietor.

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COMPLAINTS PROCEDURE

Record of Complaints

Following the resolution of a complaint, Figure of Eight Education will keep a written record which will include (a) the nature of the complaint and (b) whether it was resolved at one of the first two stages of this procedure or if it proceeded to a panel hearing, and (c) any action taken by Figure of Eight Education as a result of the complaint. Normally the record will contain the following information:

- Date when the issue was raised
- Name of parent
- Name of pupil
- Description of the issue
- Records of the investigation (if appropriate)
- Witness statements (if appropriate)
- Name of member(s) of staff handling the issue at each stage
- Copies of all correspondence on the issue (including emails and records of phone conversations)
- Action(s) taken by Figure Of Eight Education as a result of the complaint.
- Figure Of Eight Education will provide, if Ofsted requests it, a summary of all complaints made in the last twelve months and any actions taken, or list of complaints made in the last three years, within a reasonable time frame that Ofsted specifies.

This record is kept securely in the main office, and will only be made available, as and when required, to the feeder school or an inspection body, in line with Figure Of Eight Education obligations under the Education and Skills Act 2008.

Data Protection

Correspondence, statements and records relating to individual complaints are normally kept for three years after the resolution of the complaint and will be kept confidential except when Figure of Eight Education is required to disclose information by:

- the feeder school of the pupil
- the Secretary of State for Education
- where disclosure is required in the course of an inspection or under other legal authority under section 109 of the Education and Skills Act 2008.
- other legal authority

Monitoring and Evaluation

The monitoring and evaluation of the effectiveness of this policy and its implementation will be carried out by the Proprietor. Stage 1 complaints are kept under on-going review by the Centre Manager. The Senior Management Team will meet to review the complaints log at least once each year.

Lead: Proprietor – Nicholas Sweeney

Date reviewed: 01 September 2018 Last reviewed: 31 August 2020 September 2022

To be reviewed: 1 September 2023

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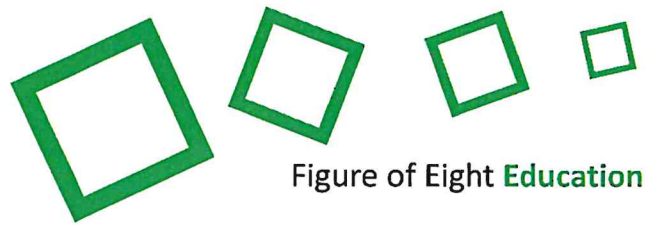


Figure of Eight Education

Equality and Disability Policy

EQUALITY AND DIVERSITY POLICY

Figure of Eight Education strictly adheres to The Equality Act 2010 ensuring **every** learner has the same opportunity to achieve.

Disabled Exam Candidates

Access/Facilities

The premises have full disabled access including handrails/ramp and remote door opening as well as separate disabled toilet facilities including emergency cord and alarm light.

All rooms are spacious enough and have doors wide enough to accommodate mobility aids as are the communal areas.

Figure of Eight Education will make reasonable adjustments for disabled students, for example a Braille paper would be arranged through the feeder school for a Braille reading student but this would not be arranged for a non Braille reading student.

Each exam candidate will be assessed on an individual basis in regards to their Particular needs and any reasonable adjustment that can be made will be carried out on receipt of supporting evidence (if required).

Records

Figure of Eight Education will also ensure the correct documentation is completed and recorded and the appropriate people communicated with while working within the data protection act and confidentiality act regulations.

Health and Safety

Figure of Eight Education have a full Health and Safety policy and carry out regular risk assessments/fire drills etc. (please see separate Health and Safety policy for full details).

In the case of disabled candidates where reasonable adjustments need to be put into place the Health and Safety officer/Fire Marshall and Exams Officer will liaise. Risk assessments will be carried out specifically tailored to the individual's requirements which will also include a bespoke emergency evacuation plan that all staff will be made aware of.

Diversity

All candidates will be treated respectfully and granted the same opportunities regardless of gender/age/religious belief/sexual orientation or physical or physiological impairment.

Figure of Eight Education welcomes all candidates and will accommodate reasonable adjustments. For example it could be arranged for a candidate who suffers anxiety attacks in group situations to sit their exam in a separate room with only themselves and the exam invigilator present, however this would not be accommodated specifically for a candidate who is comfortable in groups.

Figure of Eight Education could also arrange a gender specific invigilator in the case of religious observances or mental health issues.

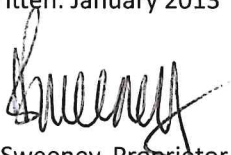
In every case The Equality Act 2010 will be adhered to and the Exams officer will keep up to date on any new legislation and ensure all staff members are made aware of the most recent laws and requirements with extra training put in place where appropriate.

Policy Written: January 2013

To be Reviewed

Reviewed

Signed:




January 2015, 2017, 2019
August 2021, 2022

January 2016, 2017, 2019
September 2020, 2021

Nicholas Sweeney, Proprietor

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Policy Written: January 2013

To be Reviewed

Signed:

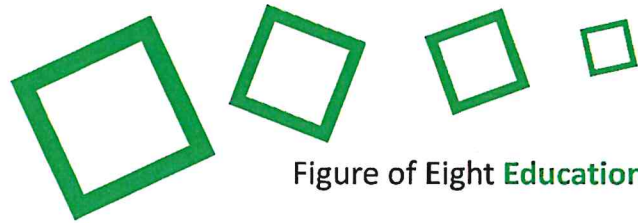
January 2015, 2017,2019
August 2021, 2022, 2023

Reviewed

January 2016, 2017, 2019
September 2020, 2021, 2022

Nicholas Sweeney, Proprietor

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Special Educational Needs Policy

POLICY WITH REGARD TO SPECIAL EDUCATIONAL NEEDS

1. Enabling all students to acquire knowledge and to develop skills and concepts to the best of their ability.
2. Developing lively, inquiring minds, ensuring that all students are capable of independent thought.
3. Helping all students prepare for adult life.
4. Fostering a spirit of co-operation which appreciates individual differences.

THE OBJECTIVES OF THIS POLICY WILL BE TO:

1. Promote special educational provision for all students who have special educational needs.
2. Support a partnership with parent/ guardians/carers, valuing their views and contributions and keeping them fully involved in their child's education.
3. Promote equal opportunities for all students to engage in a broad and balanced curriculum.
4. Involve the child in the decision making about his/her special educational provision.
5. Ensure that the success of all Figure of Eight Education students is celebrated.

TO FULFIL THIS POLICY THE LEADERSHIP GROUP AND DIRECTORS OF FIGURE OF EIGHT EDUCATION WILL:

1. Ensure that the Admissions Policy of Figure of Eight Education does not discriminate against students with SEN.
2. Make every effort to meet student's individual needs.
3. Seek to ensure that students with SEN are identified early through primary liaison, external agencies, parent/guardians/carers, specific tests and Figure of Eight Education staff.
4. Ensure that procedures are followed to review and adapt provision appropriately.

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PROCEDURES FOR SPECIAL EDUCATIONAL NEEDS

1. Alert is the first stage of identification and information is collated and targets set with subject staff.
2. Figure of Eight Education Action – parent/guardians/carers are consulted, an Individual Education Plan (IEP) drawn up and staff, parent/guardians/carers and student are informed.
3. Liaison with other professionals occurs as appropriate.

The views of all those involved will be sought, including the parent/guardians/carers and student where appropriate. An IEP will be formulated on the information collected about the student. This IEP will be reviewed every term and records will be updated subsequently.

ACCESS TO A BROAD AND BALANCED CURRICULUM.

1. Students with SEN are taught within the mainstream classroom whenever possible. Some small group withdrawal work may occur where this is appropriate.
2. Students have full access to the environment, resources, staff and activities in their subject areas.

ARRANGEMENTS FOR PARENT/GUARDIAN/CARER CONCERNS AND COMPLAINTS CONCERNING THE PROVISION:

1. Due to the sensitive and emotive nature of SEN, complaints about SEN provision should be addressed to the 'Educational Manager' or the 'Director in charge of Figure of Eight Education' who will meet with the parent/guardians/carers to discuss the situation.
2. If this does not resolve the issue then the complaint should pass to the student's provider.

THE ROLE OF THE PARENT/GUARDIANS/CARERS.

1. Figure of Eight Education will work closely with the parent/guardians/carers of the students.
2. Parent/guardians/carers will be informed of the progress of their child on a regular basis.
3. The Parent/guardians/carers will receive a copy of their child's IEP and the targets will be reviewed each term. The IEP contains a section for action by the parent/guardians/carers as well as the student themselves.

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ACCESS STATEMENT

Introduction

Figure of Eight Education is located in Westborough Road, Westcliff-on-Sea. For full details and a map of how to reach us please see the 'Contact Details' page of our website. Alternatively, you can plan your journey by car or public transport using www.traveline.info simply enter your postcode and ours, which is SS0 9TN to get directions.

Strategy

The Centre recognises that many of its students, visitors and staff, whether disabled or otherwise, have individual needs when using the centre and facilities. However, we also recognise that for some students, the nature of their disabilities may mean that they experience specific difficulties related to accessing education, and the physical environment. As part of the ongoing commitment to the delivery of an inclusive educational service, we will endeavor to ensure that disabled students receive the same standards of education as non disabled students. In the light of this Figure of Eight Education will:

- Inform all staff that our policy for the provision of educational services ensures the inclusion of disabled students. Such communications will address the legal obligation of staff, and the company.
- Provide appropriate disability awareness training for staff, which will explain the centre policy towards disabled students and the effective implementation and monitoring of it.
- Address acts of disability discrimination via existing conduct codes, where appropriate.
- Encourage suppliers and contractors to adopt similar policies towards disabled students. In order to ensure that the educational services it provides effectively meet the needs of disabled students the company will:
 - Consult with disabled pupils, parents, staff and disability organisations.
 - Plan to make access improvements where applicable to enable disabled people to use its services. Furthermore, the centre will effectively communicate their availability to both pupils and staff.
 - Regularly review whether its education (and other) services are both accessible and effective, and take appropriate action.
 - Monitor the implementation and effectiveness of this policy on a regular basis.
 - Operate an accessible complaints procedure whereby disabled people can make improvement suggestions and request assistance.
- Parking. There is no parking available on site for parents. If any children have specific requirements and require a space to be dropped off please contact the main office, although space on site is very limited.

Arrivals Access into the premises for parents and students in the mornings and afternoons is via the main entrance to the centre. There is level access along the route. Main Entrance Access into the centre via the main entrance is via double width automatic doors. For security, reception will be manned between 830am and 4pm and all visitors must complete the online visitor questionnaire and sign in before being granted access to the premises.

ACCESS STATEMENT

Access around the centre

The whole site is located on one level and. There is a step-free route throughout the buildings and to each classroom.

Accessible Toilets

There are separate toilet facilities for male and female students as well as a multi gender disability toilet with ample wheelchair access, handrails, emergency alarm system and hand washing facility.

Policy Written: January 2017

To be Reviewed

Reviewed

Signed:



January 2019
August 2020
August 2021
August 2023

September 2018
September 2020
September 2021
September 2022

Nicholas Sweeney, Proprietor

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Policy Written: January 2017

To be Reviewed

Reviewed

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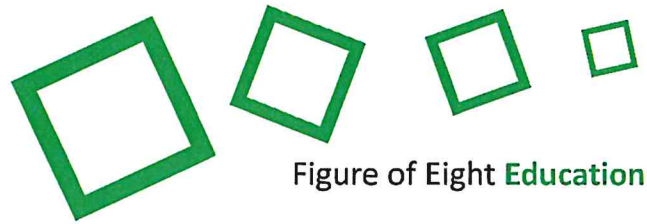


January 2019
August 2020
August 2021
August 2022

September 2018
September 2020
September 2021

Nicholas Sweeney, Proprietor

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Attendance and Reporting Requirements

ATTENDANCE POLICY

THIS POLICY WILL HELP FIGURE OF EIGHT EDUCATION FULFIL ITS AIM BY:

Figure of Eight Education is committed to providing an excellent education for all students. We believe that all students benefit from education and from regular school attendance. We strive to ensure all students achieve the maximum possible attendance and that any problems that impede full attendance are identified and acted upon as soon as possible.

ROLES AND RESPONSIBILITIES

PARENT/GUARDIANS

Figure of Eight Education wishes to work in partnership with Parents to achieve good school attendance. The target is 95%. We will discuss with pupils and contact parents if there are concerns about attendance. We expect to be contacted by the parent/guardian if they have concerns in regards to attendance or any other matter. We will arrange to meet with parents who have concerns as a matter of priority and work with them in the interest of their child.

In alternative education, this can be problematical to attain and we are always proactive in looking at new ideas to embed punctuality and attendance throughout our programme.

Parents/Guardians have responsibilities which are clearly outlined in the partnership agreement which is explained and signed by Figure of Eight and the Parent/Guardian on admission of the student into our programme.

Parents/Guardians of children of compulsory school age are required to ensure they receive appropriate full time education suitable to their age ability and aptitude as well as to any special educational needs they may have, either by regular attendance at school or otherwise (Education Act 1996)

Regular attendance also includes students being punctual. Persistent lateness can also be regarded as absence.

Parents/Guardians should contact the centre before 9am on each day of their child's absence unless a Doctors certificate has been provided signing them off school for a specified amount of time.

The reason for the student's absence should be stated and when they are expected to return to education.

On the students return the Parent/Guardian may be requested to supply a note written by them detailing the reason for the absence in addition to the original phone call/text/email.

When an appointment has been made for medical reasons these should be made outside of school time wherever possible. Figure of Eight should be notified as soon as possible ideally in advance.

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ATTENDANCE POLICY

PUPILS

Pupils are expected to attend the centre and their timetabled lessons regularly and punctually. This includes returning promptly from breaks, engaging in lessons and not disrupting other students from learning. If a student is on the premises but not in the appropriate classroom engaging in their lesson they will be deemed as absent from that lesson. Similarly, if they are asked to leave a lesson for being disruptive this will also be marked as absent from that particular lesson.

Pupils are also able to earn “points” for their punctuality and attendance resulting in prizes that are distributed at the end of each half term. Their target attendance is 95%

The Centre Management has responsibility for the day today responsibility for attendance and will ensure the centre meets the legal requirement and sets clear required targets for attendance and unauthorised absence as well as providing weekly updates to the partnership schools for their records. They will also ensure parents/guardians and pupils are aware of their responsibilities regarding attendance, absence and punctuality at the point of admission as well as at regular intervals throughout the programme. Meetings will be arranged for parents/guardians if required or requested. This is supported by the signing of the home/school partnership agreement.

Although the feeder school has the duty under The Education (pupil registration) regulations 1995 to make a return to the Local authority(LA) where there is a poor pattern of attendance or a pupil who has been absent for more than two weeks. Figure of Eight Education have a duty to report all attendance and punctuality to the appropriate school enabling them to act appropriately.

Our partnership schools are required to report each half terms pupil attendance to their designated council i.e. castle point, Southend on sea Borough council. The information the council is provided with may be used by the LA to contact the parent/guardian.

They are fully aware of the registration process and monitor each student’s attendance and punctuality very carefully.

The Centre Management will provide and take part in training on attendance issues, making sure the policy is reviewed on a regular basis and any new legislation is acted on and incorporated in to the current policy.

Positive reinforcement will be embedded from the Proprietor down with certificates, awards and rewards given out in presentation assemblies.

ALL STAFF

A member of the Figure of Eight team will take responsibility for registration procedures, monitoring overall attendance and ensuring the The Centre Management are fully aware of all absences and lateness.

All teaching staff are required to report on each student for each lesson they are timetabled to teach. This includes punctuality, absence, if asked to leave the class and whether the student was in class but refused to work (also classed as absence).

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ATTENDANCE POLICY

The reports are completed on a secure database that The Centre Management have full access to and can monitor all students closely.

ATTENDANCE CONCERNS

When a student is absent for no apparent reason it is the duty of all staff to consider the possible causes.

When considering reasons, they should bear in mind factors that could relate to Child Protection, Behaviour, Anti Bullying and Tackling Racial Harassment policies.

Where attendance issues have been identified, the following stages will be used to resolve the situation.

LEVEL ONE

Where attendance is identified as a concern by the centre, the pupil/guardians will be invited to attend a meeting to discuss the issue and centre based strategies to resolve the situation.

LEVEL TWO

The Partnership school may invite the pupil, parent/guardian and Figure of Eight representative to discuss the issue. This could also include other professionals such as an attendance officer.

Where parents/guardians are giving ill health as a reason for continued absence without medical verification it is possible a referral will be made to the school health service or permission to contact the students GP may be requested in order for the school and centre to continue to authorise absence.

LEVEL THREE

This level is dealt with by the appropriate partnership school with our

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Each school may deal with this in a different way and the Parent/Guardian will need to ask their school for a copy of their attendance policy. Alternatively Figure of Eight can request and facilitate the information for the Parent/Guardian if they require.

ADDITIONAL

Under regulation 8 of the Education Regulations Act 1995 (Pupil registration), there is a discretionary power for leave of absence to be granted in term time. The governing body of this centre will consider carefully any applications made at least four weeks in advance. Application forms are available from the main office. Only in exceptional circumstances will leave of absence be granted for a period of two weeks in any given academic year.

Should a student fail to return on the expected date without any other contact with the centre; The partnership school will be informed. Figure of Eight will implement their procedures as laid out in Level one, Level two and Level Three. As the student, has failed to return from authorised leave the levels will be fast tracked. Also, the student is unlikely to be allowed such discretionary leave in future.

ATTENDANCE POLICY

Parents/Guardians will be made aware of the ruling: Education Pupil Registration, Regulation 1995 S.9 (e) – Students may be taken off roll after ten school days.

The Centre Management will not authorise any holidays at times when pupils are scheduled to take public examinations. Parents will be notified of these dates as they become known.

From September 2014, if any request for leave is not authorised and leave is taken; the partnership school can refer the case to the Child and Family Early Intervention Team for consideration in issuing a penalty notice for £120. (or £60. If paid within twenty-one days) to each parent/guardian for each child taken out of education.

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PROCEDURE ON ATTENDANCE

BE ON TIME:

Registration starts at 9.00am and you are expected to be in registration by this time. Always make sure you arrive punctually for the start of each day.

SIGNING IN AND OUT:

If you arrive after registration, you will be marked as late and this will be reported to your respective School or Agency. If you need to leave the Centre for an appointment, you must inform your tutor. You will need a note signed by a parent/guardian/carer which has also been signed by your tutor.

ABSENCE & ILLNESS:

Telephone Number: 01702 567078

Absence Text: 07733 366 533

If you are unwell and unable to attend Figure of Eight Education, a telephone call or email **before 8.00am** on the first day is required. If the absence extends to several days, please let us know when you are going to return to Figure of Eight Education. We do require an explanation for the absence on your return, from your parent/guardian/carer. Pupil's absence forms are available from tutors and you will be asked to take one home for completion, if we have not received a reason for your absence.

If you feel unwell or have an accident, tell your tutor. Your parent/guardian/carer will be contacted should you need to leave the Centre. **Do not leave the Centre or go home without permission.**

POOR ATTENDANCE/ POOR TIME KEEPING:

Each case of those students who have poor attendance and/or time keeping will be dealt with in an individual basis, as there may be external factors that affect this beyond the control of the student.

HOLIDAYS:

We ask you, if at all possible, to arrange routine dental and medical appointments outside Centre hours. We recognise that this is not always possible and that emergency visits are sometimes necessary. We also ask you to arrange family holiday dates to coincide with schools holidays. Holiday leave cannot be authorised during term time, except under exceptional circumstances.

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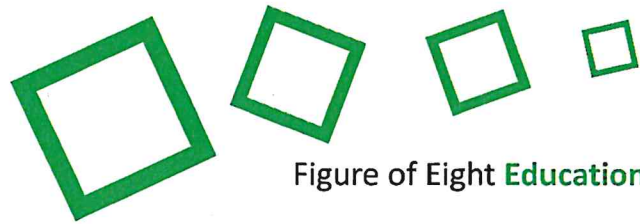


Figure of Eight Education

Prevent Procedure: Detecting and Preventing Radicalism and Extremism

PREVENTING EXTREMISM & RADICALISATION

POLICY CONSULTATION & REVIEW

As of July 2015, the [Counter-Terrorism and Security Act \(HMG, 2015\)](#) placed a new duty on schools and other education providers. Under section 26 of the Act, schools are required, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

It requires schools to:

- teach a broad and balanced curriculum which promotes spiritual, moral, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of life and must promote community cohesion
- be safe spaces in which children / young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas
- be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues

CHANNEL is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism.

Figure of Eight Education works in accordance with local procedures for PREVENT and with other agencies, sharing information and concerns, as appropriate.

[The Prevent duty](#) (DfE, Aug 2015) and the [Revised Prevent Duty Guidance: for England and Wales' \(HMG, April 19\)](#).

This policy is available on our company's website and in hardcopy from the main office on request.

The policy is provided to all staff and should be read in conjunction with the following policies:

- Safeguarding & Child Protection Policy
- Equality Policy
- Anti-Bullying Policy
- E-Safety Policy
- Staff Code of Conduct
- Whistle-blowing Policy

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PREVENTING EXTREMISM & RADICALISATION

This policy will be reviewed in full by the company on an annual basis as part of the review of the Safeguarding & Child Protection Policy.

Policy Written: January 2015	To be Reviewed	Reviewed
Signed:	January 2017,2019 August 2020, 2022, 2023	January 2017, 2019 September 2018,2020,2022
Nicholas Sweeney, Proprietor		

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PREVENTING EXTREMISM & RADICALISATION

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PREVENTING EXTREMISM & RADICALISATION

1. PURPOSE & AIMS

- 1.1. Figure of Eight Education is fully committed to safeguarding and promoting the welfare of all its pupils. We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.
- 1.2. Our company fully recognises the contribution it can make to promoting the welfare of children and protecting them from harm. This policy sets out our strategies and procedures to protect vulnerable pupils from being radicalised or exposed to extremist views. The elements of our policy are prevention, protection and support.
- 1.3. At Figure of Eight Education, we will ensure that:
- All staff and volunteers have an understanding of what radicalisation and extremism is and why we need to be vigilant in company.
 - Through training, staff and volunteers will know what the company's policy is on tackling extremism and radicalisation and how to respond when concerns arise.
 - Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.
 - Parents/carers and pupils will know that the company has policies in place to keep pupils safe from harm and that the company regularly reviews these systems to ensure they are appropriate and effective.
- 1.4. This policy applies to all pupils, staff, parents, volunteers and visitors.
- 1.5. A glossary of related terms and indicators of vulnerability to extremism can be found in Appendices 1 & 2 of this policy.

2. ROLES AND RESPONSIBILITIES

- 2.1. It is the responsibility of every member of staff, volunteer and regular visitor to our centre to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at the centre.
- 2.2. The Proprietor is accountable for ensuring the effectiveness of this policy and our compliance with it.

The Proprietor will ensure that:

- This policy is reviewed annually alongside our Safeguarding & Child Protection Policy.
- All staff undertake appropriate training that equips them with the skills to identify and respond appropriately to concerns regarding extremism and radicalisation.
- The Headteacher and Designated Safeguarding Lead will assess the risk of pupils being drawn into extremist views. The risk assessment may include consideration of

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PREVENTING EXTREMISM & RADICALISATION

the company's curriculum, the use of company premises by external agencies and any other local issues relating to the company community.

- A broad curriculum is in place to deliver the spiritual, moral, social and cultural development of pupils.
- Appropriate safeguarding arrangements are in place by working in partnership with other agencies and communities as required.
- There are systems in place for keeping pupils safe from extremist material when accessing the internet in our company by using effective filtering and usage policies.

2.3. The Designated Safeguarding Lead (DSL) will carry out their role in accordance with the responsibilities outlined in Annex B of 'Keeping Children Safe in Education'. As part of this responsibility, the DSL will act as the point of contact within our company for any concerns relating to radicalisation and extremism.

2.4. The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedures they need to follow. They will ensure that all staff have received appropriate training.

3. TRAINING

3.1. Through training, we will ensure that all of our staff are made fully aware of the threats, risks and vulnerabilities that are linked to radicalisation. Staff will be able to identify children at risk of being drawn into extremism and develop the confidence to challenge extremist ideas. All staff will understand how we can provide support to ensure that our pupils are resilient and supported to resist involvement in radical or extreme activities.

3.2. The Proprietor will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our company.

4. THE ROLE OF THE CURRICULUM

4.1. At Figure of Eight Education we will provide pupils with a broad and balanced curriculum and promote the spiritual, moral, social and cultural (SMSC) development of our pupils. Pupils will be encouraged to regard people of all faiths, races and cultures with respect and tolerance.

4.2. Through our curriculum we will aim to:

- enable students to develop their self-knowledge, self-esteem and self-confidence;
- enable students to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage students to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the company and to society more widely;

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- enable students to acquire a broad general knowledge of and respect for public institutions and services in England;
- further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people; and
- encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

5. VISITORS AND THE USE OF CENTRE PREMISES

5.1. At Figure of Eight Education we recognise the role that external agencies and speakers can play in enhancing the learning experiences of our pupils. Where we use external agencies and individuals in this way, we will positively vet them to ensure that their messages are consistent with, and not in opposition to, the company's values and ethos.

5.2. Figure of Eight Education will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils are consistent with the ethos of the company and do not marginalise any communities, groups or individuals;
- Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies;
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication;
- Activities are matched to the needs of pupils;
- Activities are carefully evaluated by us to ensure that they are effective.

5.3. Any guest speakers or external agencies will be provided with a copy of our safeguarding procedures on arrival at the centre and will be appropriately supervised at all times.

5.4. When an agreement is made to allow non-company groups or organisations to use the centre premises, appropriate checks will be made before agreeing the contract. Usage will be monitored and in the event of any behaviour not in keeping with the Tackling Extremism and Radicalisation Policy, the company will contact the police and terminate the arrangement.

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PREVENTING EXTREMISM & RADICALISATION

6. PROCEDURES FOR MANAGING CONCERNS

- 6.1. Figure of Eight Education adheres to the procedures that have been agreed locally through the Southend Children’s Safeguarding Board for safeguarding individuals vulnerable to extremism and radicalisation. Please also refer to our Safeguarding & Child Protection Policy for further information about our wider safeguarding responsibilities.
- 6.2. We recognise that staff at our company play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All staff are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned and this includes vulnerability to radicalisation.
- 6.3. At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2015).
- 6.4. The Designated Safeguarding Lead (DSL) should be used as a first point of contact any safeguarding concerns in our company. Any member of staff or visitor to the company who receives a disclosure of or suspects that a child is at risk of radicalisation must report it immediately to the DSL or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.
- 6.5. Following receipt of any information raising concern about vulnerability to radicalisation, the DSL will consider what action to take. All information and actions taken, including the reasons for any decisions made, will be fully documented.
- 6.6. All referrals will be made using the referral form that can be found at Appendix 3.
- 6.7. If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children because of concerns relating to extremism and radicalisation, the member of staff receiving the information should inform the Headteacher or Proprietor immediately in line with the procedures outlined in our Safeguarding Policy and the Whistleblowing Policy.

7. RELEVANT POLICIES

7.1. To underpin the values and ethos of our company and our intent to ensure that pupils at our company are appropriately safeguarded, the following policies should be read in conjunction with this policy:

- Safeguarding incorporating Child Protection Policy
- Anti-Bullying
- Equalities

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PREVENTING EXTREMISM & RADICALISATION

- E-safety
- Health and Safety including site security
- Use of Company Premises/Lettings
- Whistle-blowing

8. STATUTORY FRAMEWORK

8.1. This policy has been devised in accordance with the following legislation and local and national guidance:

- The Counter-Terrorism & Security Act 2015
- 'Prevent Duty Guidance: for England & Wales', HM Government (2015)
- 'Promoting fundamental British values as part of SMSC in companies: Departmental advice for maintained companies', DfE (2014)
- 'Keeping Children Safe in Education', DfE (2020)
- 'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children', DfE (2015)
- 'Information Sharing: Advice for practitioners', DfE (March 2015)

Appendix 1: Glossary of Terms¹

'Extremism' is defined in the 2011 Prevent Strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

'Non-violent extremism' is extremism, as defined above, which is not accompanied by violence.

'Prevention' in the context of the Prevent duty means reducing or eliminating the risk of individuals becoming involved in terrorism. Prevent includes but is not confined to the identification and referral of those at risk of being drawn into terrorism into appropriate interventions. These interventions aim to divert vulnerable people from radicalisation.

'Radicalisation' refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

The current UK definition of **'terrorism'** is given in the Terrorism Act 2000 (TACT 2000). In summary this defines terrorism as an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

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PREVENTING EXTREMISM & RADICALISATION

'Terrorist-related offences' are those (such as murder) which are not offences in terrorist legislation, but which are judged to be committed in relation to terrorism.

'Vulnerability' describes the condition of being capable of being injured; difficult to defend; open to moral or ideological attack. Within Prevent, the word describes factors and characteristics associated with being susceptible to radicalisation.

¹ Taken from Prevent Duty Guidance: England & Wales, HM Government 2015

Appendix 2: Warning Signs/Indicators of Concern

There is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors. It is vital that company staff are able to recognise those vulnerabilities. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

Factors which may make pupils more vulnerable may include:

- **Identity Crisis:** the pupil is distanced from their cultural/religious heritage and experiences discomfort about their place in society.
- **Personal Crisis:** the pupil may be experiencing family tensions; a sense of isolation; low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging.
- **Personal Circumstances:** migration; local community tensions and events affecting the pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
- **Unmet Aspirations:** the pupil may have perceptions of injustice; a feeling of failure; rejection of civic life.
- **Experiences of Criminality:** involvement with criminal groups, imprisonment, poor resettlement or reintegration.
- **Special Educational Need:** pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

Pupils who are vulnerable to radicalisation may also be experiencing:

- Substance and alcohol misuse
- Peer pressure
- Influence from older people or via the Internet
- Bullying
- Domestic violence
- Race/hate crime

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PREVENTING EXTREMISM & RADICALISATION

Behaviours which may indicate a child is at risk of being radicalised or exposed to extremist views could include:

- Being in contact with extremist recruiters and/or spending increasing time in the company of other suspected extremists;
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause;
- Pupils accessing extremist material online, including through social networking sites;
- Possessing or accessing materials or symbols associated with an extremist cause;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Pupils voicing opinions drawn from extremist ideologies and narratives, this may include justifying the use of violence to solve societal issues;
- Graffiti symbols, writing or art work promoting extremist messages or images;
- Significant changes to appearance and/or behaviour increasingly centred on an extremist ideology, group or cause;
- Changing their style of dress or personal appearance to accord with the group;
- Attempts to recruit others to the group/cause;
- Using insulting to derogatory names for another group;
- Increase in prejudice-related incidents committed by that person – these may include:
 - physical or verbal assault
 - provocative behaviour
 - damage to property
 - derogatory name calling
 - possession of prejudice-related materials
 - prejudice related ridicule or name calling
 - inappropriate forms of address
 - refusal to cooperate
 - attempts to recruit to prejudice-related organisations
 - condoning or supporting violence towards others.
- Parental reports of changes in behaviour, friendship or actions and requests for assistance;
- Partner companies, local authority services, and police reports of issues affecting pupils in other schools.

Appendix 3: Person Vulnerable to Radicalisation (VTR) Referral Form

Person Vulnerable to Radicalisation (VTR) Referral Form ^{Feb 2016}

This form is to help you refer concerns about an individual who may be vulnerable to being drawn into terrorism. Below are questions which may help you to quantify and structure your concerns. The list is not exhaustive and other factors may be present but they are intended as a guide to help communicate your professional judgement about what has led you to make this referral.

PREVENTING EXTREMISM & RADICALISATION

Faith / ideology

- Are they new to a particular faith / faith strand?
- Do they seem to have naïve or narrow religious or political views?
- Have there been sudden changes in their observance, behaviour, interaction or attendance at their place of worship / organised meeting?
- Have there been specific examples or is there an undertone of “Them and Us” language or violent rhetoric being used or behaviour occurring?
- Is there evidence of increasing association with a closed tight knit group of individuals / known recruiters / extremists / restricted events?
- Are there particular grievances either personal or global that appear to be unresolved / festering?
- Has there been an increase in unusual travel abroad without satisfactory explanation?

Personal / emotional / social issues

- Is there conflict with their families regarding religious beliefs / lifestyle choices?
- Is there evidence of cultural anxiety and / or isolation linked to insularity / lack of integration?
- Is there evidence of increasing isolation from family, friends or groups towards a smaller group of individuals or a known location?
- Is there history in petty criminality and / or unusual hedonistic behaviour (alcohol/drug use, casual sexual relationships, and addictive behaviours)?
- Have they got / had extremist propaganda materials (DVD’s, CD’s, leaflets etc.) in their possession?
- Do they associate with negative / criminal peers or known groups of concern? Are there concerns regarding their emotional stability and or mental health?
- Is there evidence of participation in survivalist / combat simulation activities, e.g. paintballing?

Risk / Protective Factors

- What are the specific factors which are contributing towards making the individual more vulnerable to radicalisation? e.g. mental health, language barriers, cultural anxiety, impressionability, criminality, specific grievance, transitional period in life etc.
- Is there any evidence of others targeting or exploiting these vulnerabilities or risks?
- What factors are already in place or could be developed to firm up support for the individual or help them increase their resilience to negative influences? e.g. positive family ties, employment, mentor / agency input etc.

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