



# Students Safeguarding Policy for

## Pure Performance with Cara

Pure Performance with Cara has a mission and an objective to maintain a high standard of tuition whilst providing a safe learning environment for all of our students.

We at Pure Performance with Cara recognise that the welfare of a child is paramount (Children Act 1989) and we have an explicit duty to safeguard and protect children from abuse as defined in the Children Act 2004 and the Education Act 2002. The Health and Safety Act 1974 also imposes a duty on staff to take care of themselves and anyone else who may be affected by their actions or failings.

This policy applies to all paid staff, volunteers, sessional workers, agency staff, students or anyone working on behalf of Pure Performance with Cara

## Children's Safeguarding Policy for Pure Performance with Cara

Pure Performance with Cara abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- This policy recognises that the welfare and interests of students are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender, racial heritage, religious belief, sexual orientation, social - economic background, all students: ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored. prevent the use of unsuitable individuals through the robust use of Disclosure and Barring arrangements within the UK and the application of best practice in the safe recruitment of personnel working with our students. ensure robust safeguarding arrangements and procedures are in operation.

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

### Purpose:

Pure Performance with Cara will:

- Protect children and young people from harm who receive tuition from Pure Performance with Cara.
- This also includes the children of adults who use our services

- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection

This policy applies to anyone working on behalf of **Pure Performance with Cara** including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## **Definitions:**

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or are in hospital.

Child and Adult Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives.

There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse
- Child sexual exploitation

Safeguarding children: Safeguarding children is defined in Working Together to Safeguard Children 2018 as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

## **Legal Framework:**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://nspcc.org.uk/learning).

Pure Performance with Cara should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

## **The Prevent duty:**

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism.

This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.
- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Extremism is 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.

## **Training and Awareness:**

Pure Performance with Cara will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors). For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children
- Recognise a child potentially in need of safeguarding and take action
- Understand how to report a safeguarding alert
- Understand dignity and respect when working with children
- Have knowledge of the Safeguarding Children Policy

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of an adult at risk of abuse. For more information about adults safeguarding, refer to Pure Performance with Cara's Adults Safeguarding Policy.

## **Confidentiality and Information Sharing:**

Pure Performance with Cara expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or contact the police if they are in immediate danger, or a crime has been committed.

## **Recording and Record Keeping:**

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decisions made and why they were made. All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

## **Safe Recruitment & Selection:**

Pure Performance with Cara is committed to safe employment and safe recruitment practices that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Pure Performance with Cara has policies and procedures that cover the recruitment of all Trustees, employees and volunteers.

## **Social Media:**

All employees and volunteers should be aware of Pure Performance with Cara social media policy and procedures and the code of conduct for behaviour towards the children we support.

## **Use of Mobile Phones and other Digital Technology:**

All employees, trustees and volunteers should be aware of Pure Performance with Cara policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities.

## **Photographing Students and using photographs for Social media:**

Photographs of students should only be used if written consent has been obtained from a parent, guardian or has been authorised by Cara. General group photographs may be used if no individual can be identified by reason of any attached data. Permission should be obtained firstly to take the photograph and secondly for permission from the parent if the photograph is to be reproduced. This is similarly the case with use on social media platforms for publicity consent, permission will be required in written form.

## **Whistleblowing:**

It is important that people within Pure Performance with Cara have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by Pure Performance with Cara to protect whistle-blowers.

## First Aid

First Aid should not be administered without the permission of the child's parent or accompanying adult. A child cannot give consent. If the parent is not at the premises, obtain their phone number and try and make contact. However, if a child is alone and seriously injured or unconscious, the situation will need to be dealt with immediately.

If at all possible, treatment should only be given by a trained First Aider.

Provided this does not in itself put the child at risk, always try to administer First Aid with another adult present. Always tell the child exactly what you are doing and why.

Unless it is irrelevant, ask the child if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some children have allergic reactions to stings.

For minor injuries, you may not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, seek the advice of the parents/guardian or contact the NHS helpline on 111.

**Pure Performance with Cara** Child Protection & Safeguarding Policy (Apr22)  
Any treatment should be as little as necessary without threatening the child's wellbeing.

If a child comes to you for comfort because of a minor accident or fright, it is acceptable with the Code of Behaviour to hold their hand or put your arm around them. Just ensure you know about any injury and do nothing to make it worse physical contact is what the child wants, and the kind of contact between you is appropriate to their age and stage of development you do your best to stay in sight of other adults

If a child needs a doctor or hospital, call the emergency services. It is nearly always best to stay with them and wait for the ambulance.

You should only take the risk of bringing in the child yourself if the emergency services ask you to do so because of exceptional circumstances.

## Important Contacts:

**Senior Lead for Safeguarding** Name: Cara Brightiff

[Contact@pureperformancewithcara.com](mailto:Contact@pureperformancewithcara.com)

**Deputy Senior Lead for Safeguarding** Name:

Richie Brightiff [richie@burnsbrightiff.com](mailto:richie@burnsbrightiff.com)



## Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances: changes in legislation and/or government guidance. as a result of any other significant change or event.

## In Practice

Cara Brightiff is responsible for the Safeguarding of Students and will deal with any Child Protection or Safeguarding issues that may arise. Cara will ensure that she is knowledgeable about child protection and safeguarding and will undertake any training considered necessary to keep her updated on new developments. Cara Brightiff is the link between the members of the public and personnel and will: be an advisor to all organisation and freelance staff or volunteers working with **Pure Performance with Cara** on best practice in regard to the child protection and safeguarding policy.

Keep records of incidents and reports, together with any other relevant information.

Report incidents to the Statutory Authorities and ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing and is confidential. ensure that individual case records are maintained of any complaint, injury or action taken by the organisation.

### **Pure Performance with Cara** Child Protection & Safeguarding Policy (Apr22)

Pure Performance with Cara has an objective to help keep students safe by providing a secure environment to learn in where every student feels valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust. identifying and responding to students in need of support and / or protection. supporting student's development in ways which will foster a sense of self- esteem and independence.

We at **Pure Performance with Cara** endeavour to ensure that students are protected from harm while they visit or are attending classes. We will do this by:

1. ensuring all our personnel are appropriately trained in issues of child protection

and undergo an Enhanced Disclosure and Barring Service check (formerly known as a CRB check).

2. establishing and maintaining an ethos where students feel secure, are encouraged to talk and are listened to.
3. taking all reasonable steps to ensure the health, safety and welfare of any student in contact with us.
4. taking all reasonable steps to prevent any personnel or member of the public from putting any student in a situation in which there is an unreasonable risk to their health and safety.
5. reporting to Cara any incidents relating to child protection and safeguarding.
6. referring to statutory authorities all incidents reported to Cara.
7. everyone working or applying to work for **Pure Performance with Cara** is made aware of our safeguarding policy. Copies of the policy will be held by Cara Brightiff

## **CODE OF CONDUCT for all personnel;**

All personnel must observe the following Do's and Don'ts for Working with Children.

### **DO:**

Behave professionally

Listen to all students and users of **Pure Performance with Cara** services

Treat everyone with respect

Communicate at an appropriate level

Be aware of policy and procedures

Report any suspicions within our guidelines

Be aware, approachable and understanding

### **DO NOT:**

Harm or frighten a student

Touch inappropriately

Use inappropriate language

Threaten, shout or be aggressive

Force a student to do something they do not want to do

Mistreat, demean, ignore, or make fun of

Show favouritism to any one individual or groups of individuals Let a student expose him/herself to danger

Make racist, sexist or any other remark which upsets or humiliates

Take photos of students without permission

You have a strict duty never to subject any student to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct.

## **DBS Disclosure**

All personnel including teachers, sessional workers, administrative and ancillary staff will undertake an Enhanced DBS disclosure which will be kept up-to-date. It is Cara Brightiff's responsibility to view the contents of the Enhanced DBS disclosure and make a decision about whether that person should be excluded from working with young people within their organisation.

## **Admission Procedures**

A register of names, addresses, next of kin and contact addresses and telephone numbers for emergencies will be kept. All students are required to complete and sign an enrolment form.

Parents or carers, and where appropriate older children, will be given a copy of a written statement which specifies the action which will be taken in the event of a child becoming ill or being injured and which indicates that any information which suggests that a child has been abused will be passed on to the Social Services Department and/or the police.



Department  
for Education

## Lockdown Procedure for Pure

Pure Performance with Cara - updated 11 August 2026

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

### Signals

|                                      |                               |
|--------------------------------------|-------------------------------|
| Alarm or signal for lockdown shelter | Verbal command 'lockdown now' |
| Signal for stand down / all-clear    | Verbal command 'all clear'    |

### Incident Control Officers & Response Team

| Role                     | Name             | Emergency Contact Number |
|--------------------------|------------------|--------------------------|
| Incident Control Officer | Cara Brightiff   |                          |
| Deputies                 | Richie Brightiff |                          |
|                          |                  |                          |
|                          |                  |                          |

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

### Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Two-way radios

Classroom telephones

Mobile phones

Instant messaging / email

Other (TV's / Whiteboards / etc)

| Action Plan                                                                                                                                                                      | Completed by<br>(sign and time) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Sound Alert - Activate lock-down procedures immediately                                                                                                                          |                                 |
| Dial 999                                                                                                                                                                         |                                 |
| Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)                                       |                                 |
| Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows                                                                           |                                 |
| Close windows / blinds                                                                                                                                                           |                                 |
| Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)                                   |                                 |
| Hide, sit on the floor under desks, and away from windows                                                                                                                        |                                 |
| Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder) |                                 |
| Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access                                                              |                                 |
| If possible, check for missing / injured students, staff and visitors                                                                                                            |                                 |
| Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services                                     |                                 |

Sources of Further Information

The government inter-agency statutory guidance booklet 'Working together to safeguard children' is available from the Home Office website at <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>  
The NSPCC is a registered charity established to prevent cruelty to children.  
Help line for the NSPCC is 0808 800 5000 or further information and resources available on their website at <https://www.nspcc.org.uk>

#### Contact Details

Designated Safeguarding Officer (DSO)  
Cara Brightiff

Contact@pureperformancewithcara.com  
Deputy DSO(s)  
Richie Brightiff

[richie@burnsbrightiff.com](mailto:richie@burnsbrightiff.com)

LAST REVIEWED DATE: 11 August 2026

AGREED & SIGNED: Cara Brightiff / Richie Brightiff