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5. Safeguarding and Behaviour management policy

East Summer is committed to ensuring the safety and well-being of all local students attending our programme. This policy outlines the procedures for safeguarding children under the age of 17, ensuring that their welfare is a primary concern.

Code of conduct for participants

Respect one another: All participants are expected to treat each other with kindness and respect.

Parental notification: Parents will be informed of any inappropriate behaviour from the Designated Safeguarding Officer

Consequences: Participants who do not adhere to the code of conduct will receive a warning from a youth worker (s). If the behaviour persists, they will be removed from the workshop and parents/guardians will be contacted.

Key principles

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from harm.
- Inter-agency collaboration with **BADU Community CIC** will coordinate support and intervention efforts. As part of efforts to ensure the programme is inclusive, diverse and equitable BADU, will recognise and support children with physical, mental, emotional or learning needs.

- **LLDC/BADU Community CIC**, will share information with 3rd parties on a need-to-know basis, ensuring confidently and data protection principles are followed.
- All staff and volunteers must understand and adhere to this policy and report any concerns immediately to the DSO(s).

The LLDC safeguarding measures cover

- Inappropriate behaviour
- Disclosures of self-harm or other areas of concern
- Sexual exploitation
- Bullying and Antisocial behaviour

Roles & Responsibilities

Designated Safeguarding Officer (DSO) below:

- Layla Conway (LLDC) laylaconway@londonlegacy.co.uk

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Please contact the Designated Safeguarding officer only if you are concerned about a child's safety or need assistance in reporting a safeguarding incident.

Procedures to follow:

Reporting concerns

If a tutor or youth worker has concerns about a child displaying unusual behaviour or unsure of their welfare, report to the DSO immediately to be advised on next steps.

If the DSO is not available, the concern should be reported to the next DBS checked facilitator in proximity.

Dealing with disclosures

Listen to the participant without interruption and accept what they say.

Reassure the child and explain what will happen next.

Record the disclosure accurately and pass it to the DSO to follow u.

Response to concerns

The DSO will assess the concern and take appropriate actions, which may include contacting the child next of kin and sharing information to those who need to know.

Steps for addressing behavioural concerns

Youth workers are responsible for addressing behavioural concerns. If an event occurs where a student's well-being is in danger, the lead safeguarding officers, Renea and Layla should be contacted to take the next necessary steps.

11. Inclusion & Accessibility

How to support students with SEN or additional needs

To ensure students with SEN are fully included and supported. We recommend the following reasonable adjustments:

Bring printed hard copies of session plans, worksheet or visual aids for students who may benefit from physical resources.

Use clear, simple instructions and break task into manageable steps.

Check in regularly with participants to ensure they understand and are engaged

Work closely with youth workers, they will have more information about specific needs or support strategies for individuals.

12. Health, Safety & First Aid

LLDC has contracted two first responders from First Aid Limited to provide medical support during core programme hours. Both medics will be roaming between Here East and UCL East.

If you require assistance, contact Renea Henry Kemp directly and they will coordinate and instruct the first aid staff to come to your location immediately.

Please ensure any incidents are also logged according to our reporting procedures.

Emergency Procedures (e.g. fire evacuation)

In the event of an emergency, evacuation or need for First Aid, QEOP will operate 'as business as usual' and deal with any situations that arise.

The Queen Elizabeth Olympic Park security number is **0300 2012 222**. This number is for immediate assistance, incident reporting, and reporting suspicious activity. If you are in immediate danger, always dial **999** first.

13. Photography & Filming

To ensure safeguarding and participant privacy, the following photography guidelines must be followed throughout the programme:

- Do not take photos or recordings of any participant wearing a yellow lanyard, as this indicates they have given photo consent
- Always inform participants in advance if photography or filming is taking place.
- Ensure any photographs or media professionals are aware of consent protocols before capturing images.

LLDC, will be taking photos on the specific days below. These images will be reviewed and shared after East Summer School finishes, in line with consent agreements and organisational communication policies.

- Tuesday 29th July
- Wednesday 30th July
- Tuesday 5th August
- Wednesday 6th August
- Friday 8th August (only for Final Event)

14. Evaluation & Feedback

It is important that every participant completes an evaluation form at the end of the course for us to gain an insight into their experience on Summer School. You will be provided with a set of evaluation forms when you arrive and will be responsible for ensuring that they are completed and promptly returned to a member of the Summer School team or youth worker before the group is dismissed.

Please note that LLDC will release their impact report before any other delivery partner shared theirs publicly.

We are happy to share **anonymised data** with partners once LLDC's report has been published.

15. End of programme / Final celebration event

The final celebration event will take place on **Friday 8th August between 4:30pm – 7:30pm at Sadler's Wells East.**

This event will serve as a platform to exhibit the creativity and achievements of participants. If you would like more information about the event structure and logistics, please contact [REDACTED] [@londonlegacy.co.uk](mailto:[REDACTED]@londonlegacy.co.uk)

**We hope that you will have a wonderful
summer school experience, leaving feeling
inspired and motivated by the next
generation of innovators.**

**Sincerely,
EAST Summer School 2025**