



Football Academy Documentation UK

Implementing protective measures in Sports settings

Name of Academy: George Ndah Academy

Name of Manager/Owner: George Ndah

Postcode of Registered Address: WD6 1QX

Services Offered: Group Football training sessions, Individual Football training sessions,

Intended Start Date (based on continuing guidance): Saturday September 5th, 2026

Ages Attending: 5 -6yrs, 7-8yrs, 9-10 yrs, 11-12 yrs, 13-16yrs

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STATEMENT OF GENERAL POLICY AND ARRANGEMENTS

We will actively maintain and promote good health and safety procedures and will:

Maintain safe and healthy work conditions

Provide adequate control of the health and safety risks at our academy

Be open to comments and suggestions from our employees, players and their parents on matters relating to health and safety

Provide information, instruction and supervision for employees and players and make them aware of this policy

Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training

Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future

Regularly review and update this policy.

George Ndah has overall responsibility for health and safety.

A Health & Safety Law poster is displayed in In the foyer of venues

A First Aid box is located at the side of the pitch

An Accident Book is located at the side of the pitch

In the case of an emergency or serious injury, please contact the emergency services on 999 or 112

This policy was last reviewed on Saturday, July 18, 2026

Statement of general policy and arrangements for George Ndah Academy

Name of Manager/Owner: George Ndah

Signed:



Date: 18th July 2026

POLICY AND PROCEDURES ON SAFEGUARDING CHILDREN & ADULTS AT RISK

Name of the Designated Safeguarding Lead and Prevent

Officer: George Ndah

Contact number for the Designated Safeguarding Lead

and Prevent Officer: 07932321321

Names of First Aiders: George Ndah

Purpose and scope of policy

George Ndah Academy has a 'duty of care' to provide a safe environment for and to promote the health and well-being of children under the age of 18 years and

adults at risk. The Kidz Got Talent will take all reasonable steps to ensure that safeguarding and promoting the welfare of children and adults at risk is

embedded in our contact with them through the training and activities we provide.

George Ndah Academy believes that the welfare of the child is paramount. All children and adults at risk regardless age, disability, gender, race, sexual

orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.

The purpose of this policy and associated procedures is: to facilitate protection for children under the age of 18 years and adults at risk during any activity provided by the George Ndah Academy to protect children and adults at risk where there is a concern about the behaviour of an adult, including a George Ndah Academy employee.

To assist all individuals at the George Ndah Academy to meet their duty of care to safeguard all children and adults at risk who take part in George Ndah Academy activities

To ensure that where George Ndah Academy teaching faculty, players or visitors have concerns about the welfare of children or adults at risk, they are in a position to take appropriate steps to address them.

Statutory and legislative frameworks

This policy has been drawn up on the basis of UK law and guidance.

Under the Children Act 1989, which applies to England and Wales, a child is a person up to the age of 18 years. For child protection purposes, all four nations in the UK use an age band up to 18 years old. This can also be up to the age of 25 years in the case of someone who is receiving help from Social Services or

Education. Other relevant legislation includes the Children Act 2004 and the Children, Schools and Families Act 2010.

There is also a common law duty of care applicable to organisations not to be negligent and to avoid causing harm or injury.

Responsibilities

George Ndah Academy will ensure that the Safeguarding Policy and Procedures and training are effective and comply with the law at all times and take account

of statutory guidance. The Kidz Got Talent will remedy any deficiencies or weaknesses in regard to safeguarding and child protection arrangements that are

brought to their attention without delay.

The George Ndah Academy will safeguard children and adults at risk by:

valuing, listening to and respecting them

adopting child protection procedures

sharing information about child protection and good practice with children, adults at risk, Parents, carers, Kidz Got Talent faculty and the companies

and organisations with which we work

sharing information about concerns with the appropriate agencies

implementing and adhering to a Code of behaviour and good practice

ensuring to the best of our ability, the security of Kidz Got Talent premises (owned or rented) where activities involving Children and adults at risk take

place

No single professional, including those at the George Ndah Academy, can have a full picture of a child or adult at risk's needs and circumstances. If children, carers

and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing

information and taking prompt action.

The Policy is reviewed biennially or sooner if there are changes in legislation, guidance or in the event of an incident.

Terminology and Definitions

There are four main recognised categories of child abuse: physical abuse, sexual abuse, neglect and emotional abuse; in addition, the George Ndah Academy is

aware of other considerations and practices that effect children and young people such as self-harm, eating disorders, bullying (including cyber-bullying),

peer on peer abuse, serious youth violence, violence in the name of honour, radicalisation, child sexual exploitation, sexual violence and sexual harassment.

George Ndah Academy also works with adults at risk who are protected by different legislation. The main forms of abuse in relation to an adult at risk include:

physical abuse, sexual abuse, psychological abuse, financial or material abuse, neglect, acts of omission and discriminatory abuse.

Overview and responsibilities

These procedures aim to strike a balance between the need to protect children and adults at risk from abuse and the need to protect George Ndah Academy faculty,

volunteers and visitors from false allegations.

It is not the responsibility of the George Ndah Academy faculty to decide whether a child or adult at risk has been abused in the past, is being abused, or might be

abused. However, there is a responsibility to act on concerns in order that children and adults at risk can be supported and protected in the short term, and

that appropriate agencies can make enquiries and take necessary action to protect them.

It is the remit of the appropriate authority and not anyone connected with George Ndah Academy to investigate incidents that require referral.

Abuse of children and adults at risk can be perpetrated by another child or adult at risk and where this occurs the age and understanding of the alleged perpetrator must be taken into consideration. The circumstances of the alleged abuser must be assessed separately from those of the alleged victim and must include exploration of why the behaviour has occurred. Where the George Ndah Academy receives reports of concerns regarding safe sporting practice, they will carry out all possible and appropriate investigations as the expert in the sports education field. In the event of the investigation substantiating such concerns, a safeguarding referral may then be made to the appropriate authority. In this context, it should be noted that complaints cannot be assumed to be substantiated until appropriate processes have been completed, and in some circumstances may be rejected or may not be able to be investigated (e.g in the case of anonymous complaints).

Responding to a safeguarding incident or concern involving a child or adult at risk

If an incident, allegation or suspicion of abuse or any other matter which calls the wellbeing of a child or adult at risk into question, the George Ndah Academy should follow the procedure below:

stop other activity and focus on what you are being told or seeing – responding to the incident being reported should take immediate priority

react in a calm and considered way but show concern

tell the child, adult at risk or third party that it is right for them to share this information

take what the child, adult at risk or third party has said seriously and allow extra time where there is a speech or language difficulty

keep questions to an absolute minimum necessary to gain a clear and accurate understanding of what is being said and do not interrogate the child,

adult at risk or third party

offer reassurance

do not give assurances of confidentiality but explain you will need to pass on this information to those that need to know;

and consider whether immediate action is needed to protect a child or adult at risk who may have been harmed or be at risk of harm – think about the

child or adult at risk who is the immediate concern and any others who may have been harmed or be at risk of harm, in light of what you have been

told or seen

safeguarding incidents and/or behaviours can be associated with factors that occur outside of the George Ndah Academy (such as family matters, and/or issues between children or adults at risk outside of the George Ndah Academy) and so when dealing with a concern the full context should be considered.

In cases where there is an immediate risk of harm to a child or adult at risk and it is unsafe to wait until the next working day, the appropriate authorities should be contacted immediately and you should stay with those you think are at immediate risk until they can be transferred to safe care, where practical.

Reporting a safeguarding incident or concern

Make a comprehensive record of what is said or seen and actions taken at the earliest possible opportunity. The record should include the following:

a detailed record of the incident in the child or adult at risk's own words or the words of the third party reporting it. You should note that there may be

occasions when this record may be used later in a criminal trial and therefore needs to be as full and accurate as possible details of the nature of the incident, a description of any injury (please note that you must not remove the clothing of a child or adult at risk to inspect injuries) dates, times or places and any other information that may be useful such as the names and addresses of potential witnesses; and written records including emails and letters. The report should be submitted to the appropriate authority immediately but if this is not possible, certainly within 24 hours.

All George Ndah Academy faculty handling cases involving allegations against teachers, players or visitors will recognise the need for absolute confidentiality in these circumstances.

There may be occasions when it is appropriate for the child(ren)'s main school to be contacted, where these details are known.

Further advice and guidance

Anyone who wishes to seek guidance from an external agency may contact the Police or Social Services Department. Guidance and advice is also available

from the NSPCC Adult Child Protection Helpline or Childline for children and young people.

Definitions of abuse:

These definitions are based on those from Working Together to Safeguard Children (Department of Health, Home office, Department for Education and

Employment, 1999)

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing harm to a child.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

This situation is commonly described as factitious illness, fabricated or induced illness in children or “Munchausen Syndrome by proxy” after the person who first identified this situation.

A person might do this because they enjoy or need the attention they get through having a sick child.

Physical abuse, as well as being the result of a deliberate act, can also be caused through omission or the failure to act to protect.

Female Genital Mutilation (FGM) is also classed as physical abuse. FGM has been a criminal offence in the UK since 1985. In 2003 it also became a criminal offence for UK nationals or permanent UK residents to take their child abroad to have female genital mutilation.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve making a child feel or believe they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person.

It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to feel frequently frightened or in danger, or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex, or non-penetrative acts such as fondling.

Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and or females, by adults and by other young people. This includes people from all different walks of life.

Neglect

Neglect is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any time. These four definitions do not minimise other forms of maltreatment.

Note

Recent guidance notes other sources of stress for children and families, such as social exclusion, domestic violence, the mental illness of a parent or carer, or drug and alcohol misuse. These may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that a child's well-being is adversely affected by any of these areas, the same procedures should be followed.

Recognising and Responding to Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical signs of abuse

Any injuries not consistent with the explanation given for them

Injuries which occur to the body in places which are not normally exposed to falls or games

Unexplained bruising, marks or injuries on any part of the body

Bruises which reflect hand marks or fingertips (from slapping or pinching)

Cigarette burns

Bite marks

Broken bones

Scalds

Injuries which have not received medical attention

Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care

Repeated urinary infections or unexplained stomach pains

Changes in behaviour which can also indicate physical abuse

Fear of parents being approached for an explanation

Aggressive behaviour or severe temper outbursts

Flinching when approached or touched

Reluctance to get changed, for example, wearing long sleeves in hot weather

Depression

Withdrawn behaviour

Running away from home

Emotional signs of abuse

The physical signs of emotional abuse may include:

A failure to thrive or grow particularly if a child puts on weight in other circumstances e.g. in hospital or away from their parents' care

Sudden speech disorders

Persistent tiredness

Development delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:

Obsessions or phobias

Sudden under-achievement or lack of concentration

Inappropriate relationships with peers and/or adults

Being unable to play

Attention seeking behaviour

Fear of making mistakes

Self-harm

Fear of parent being approached regarding their behaviour

Sexual Abuse The physical

Signs of sexual abuse may include:

Bruising or bleeding near genital/anal area

Sexually transmitted disease

Stomach pains

Discomfort when walking or sitting down

Pregnancy

Changes in behaviour which can also indicate sexual abuse include: Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive.

Fear of being left with a specific person or group of people

Having nightmares

Running away from home

Sexual knowledge which is beyond their age of development level

Sexual drawings or language

Bedwetting

Eating problems such as over eating or anorexia

Self-harm or mutilation, sometimes leading to suicide attempts

Saying they have secrets they cannot tell anyone about

Substance or drug abuse

Suddenly having unexplained sources of money

Not allowed to have friends (particularly in adolescence)

Acting in a sexually explicit way with adults

Neglect

The physical signs of neglect may include:

Constant hunger, sometimes stealing food from other children

Constantly dirty or smelly

Loss of weight or being constantly under weight

Inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect include:

Complaining of being tired all the time

Not requesting medical assistance and/or failing to attend appointments

Having few friends

Mentioning being left alone or unsupervised

Code of Behaviour and Good Practice

The George Ndah Academy believes that the Code of Behaviour and Good Practice will assist everyone in protecting children and adults at risk. Anyone organising

activities on behalf of the George Ndah Academy, involving children and/or adults at risk, must adhere to this code as set out below:

All children and adults at risk should be treated with respect

All children and adults at risk (including those with special educational needs) should be provided with an environment in which they can feel confident and able to discuss their concerns and have support with communication difficulties where needed

All activities involving children and adults at risk should include a ratio of one adult to every 10 children/adults at risk. For younger children under the age of nine, there should always be at least one additional adult (e.g. a coach, an assistant). Where this is not possible, the George Ndah Academy will ensure that activities take place within sight or hearing of other adults

Respect should be given to a child's or adult at risk's rights to personal privacy

Physical contact with a child or young person may be misinterpreted and should be avoided. Where any physical touching is required for purposes of instruction, it should be provided openly in front of other players. Parents, guardians and students will be warned in advance that physical touching may be required for correctional purposes only

Feedback should always be constructive rather than negative and language used should never be threatening or upsetting

Private or unobserved contact with a young person or adult at risk should be avoided wherever possible unless authorisation is given by the appropriate parent or guardian

Children with special educational needs/disabilities may be especially vulnerable to abuse and extra care should be taken to interpret apparent signs of

abuse or neglect. They may be disproportionately impacted by behaviour such as abuse or bullying without outwardly showing any signs through

communication barriers

Assumptions should not be made that indicators of abuse (e.g. behaviour, mood and Injury) relate to a child's disability or learning difficulty without

further exploration

If first aid is required, where possible, it should be administered by a trained first aider in the presence of another adult. George Ndah Academy First Aiders are as follows; George Ndah

A First Aider will complete a report if they have any safeguarding concerns as a result of administering the first aid

The George Ndah Academy has changing room guidelines which are designed to provide a safe environment in which children and adults at risk can use George Ndah Academy facilities. Teachers should encourage children, young people, parents, guardians and carers to follow this guidance

The changing room guidelines prohibit the use of telephones, cameras or other photographic or filming devices being used in changing rooms or toilet

facilities

Written parental or guardian consent should always be obtained by the George Ndah Academy for the use of any photographs, film or videos involving children and adults at risk. This should clearly indicate the uses to which the photographs, film or videos will be put.

George Ndah Academy Faculty, players, volunteers and visitors where appropriate, should challenge unacceptable behaviour in accordance with the provisions of this code of conduct and good practice

Any incidents, allegations or suspicions of abuse should be reported immediately

In all dealings with children and adults at risk, George Ndah Academy Faculty, students, volunteers and visitors to the George Ndah Academy where appropriate, should never:

leave children who are in their care unsupervised on George Ndah Academy premises

play rough, physical or sexually provocative games, involving or observed by children or adults at risk whether based on talking or touching

allow or engage in any form of inappropriate physical activity involving children or adult at risk, or any bullying of a child by an adult or another child

allow children or adults at risk to use inappropriate language without challenging it

use any physical punishment as part of disciplining a child or adult at risk

give their personal contact details to a child or adult at risk whom they have met through work including via social networking sites

allow allegations by a child or adult at risk to go unrecorded or not acted upon in accordance with these or other George Ndah Academy procedures

Any incidents which cause concern in respect of a child or an adult at risk must be reported immediately. Below are examples of incidents which are to be reported. When...

a child or adult at risk is hurt accidentally

you think a child or adult at risk has misunderstood or misinterprets something you have done

you have been required to take action to prevent a child or adult at risk from harming themselves or another, or from causing significant damage to property. Unless you have received specific training on how to restrain a child or adult at risk, this should only be done as a last resort. Try not to do it alone, call for assistance

you see any suspicious marks on a child or adult at risk

you hear any allegations made by a child or adult at risk or any other person relating to events giving rise to a safeguarding concern either inside or outside of the George Ndah Academy which have happened recently or in the past

you are concerned that a child or adult at risk is being subjected to violence in the name of honour

a child or adult at risk discloses that they have been a victim or are involved in serious violent crime

George Ndah Academy Faculty

George Ndah Academy uses the Disclosure and Barring Service (DBS) in the UK for criminal record checks and follows its advice with regard to requirements in relation to vetting and checking any George Ndah Academy Faculty.

People and organisations that hire the George Ndah Academy premises to run their own activities will be required to have their own necessary disclosure and barring

checks done for any employees and volunteers. For the avoidance of doubt, this means that anyone who will be working with participants below the age of 18 or adults at risk in any capacity must hold an appropriate Enhanced Disclosure from the Disclosure and Barring service. This requirement applies whether parents, guardians and/or carers are present during the activities or not.

Photography and filming of children and/or adults at risk

No filming or photography of children or adults at risk should take place without gaining written permission from the appropriate parent, guardian or carer.

The purposes for which any photographic images or film will be used should be clearly explained.

There is evidence that some people do use activities and events as an opportunity to take photographs or footage of children and/or adults at risk, including those with disabilities, with the intention to use them inappropriately or manipulate them.

Online Sessions

Following the COVID-19 pandemic, George Ndah Academy may deliver lessons via an online video conferencing software called Zoom .

Safeguarding policies will be followed as normal, with some additional precautions.

Zoom is an unaffiliated company, and attendees must agree to their terms and conditions. Online security and GDPR have been assessed and deemed acceptable.

Attendees join through private links sent only to people who have pre-booked sessions. Session leaders add attendees through waiting room feature to ensure only George Ndah Academy players have access.

All attendees must use their webcam at all times.

APPENDIX 1

Reporting Suspected Abuse - Confidential Recording Sheet

Organisation:	Name of Person Reporting:	Has anybody been alleged to be the abuser? If so, please give details?	
Name of Child:	Age & Date of Birth:	Have you consulted anybody else? Please give details.	
Ethnicity:		Person reported to:	Date of reporting:
Religion:		Signature of person reporting:	Today's Date:
First Language:		Action taken:	
Disability:		Notes: Inc. Body Map for signs/evidence of physical abuse.	
Parent's/Carer's name(s):			
Home address/Tel no:			
Are you reporting your concerns or reporting someone else's? Please give details.			
Brief description of what has prompted the concerns: include date, time, specific incidents.			
Any physical signs? Behavioural signs? Indirect signs?			
Have you spoken to the child? If so, what was said?			
Have you spoken to the parent(s)? If so, what was said?			

GENERAL DATA PROTECTION REGULATIONS 2018 POLICY **FOR GEORGE NDAH ACADEMY**

In accordance with the GDPR Statement.

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection. It was approved by the EU Parliament in 2016 and came into

effect on 25th May 2018. GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes'

and that individual's data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to

individuals. George Ndah Academy is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, students, parents, visitors and staff personal data. The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

What we do at George Ndah Academy

- We do not disclose (other than to Official Examination bodies) or sell personal data to third parties.
- We do not disclose personal data to other members of the School and their families.
- The Academy uses contact numbers and emails for communication with and updates to parents, whole school and individual communication, invoices and general information.

- Emergency parent contact numbers are given to George Ndah Academy for the use of emergency contact & for contact in respect of football academy business only.
- Personal data is stored in a locked password-protected computer database.
- Hard copy information is destroyed via a shredding device when the player leaves the George Ndah Academy.

Information about individual children is used in certain documents, such as a weekly register, medication information and examination documentation.

These documents include data such as children's names, date of birth and emergency contact numbers.

George Ndah Academy stores personal data held visually in photographs or video clips. No names are stored with images in photo albums, displays, on the website or on George Ndah Academy social media sites without express permission.

Access to the School Email account, Website, Personal Data, Social Media Accounts and Examination Details is password protected and is not available to

members of the Public, members of the Academy and or its staff. The Manager/Owner (George Ndah) has sole access to all this data.

GDPR includes 7 rights for individuals

1) The right to be informed

George Ndah Academy is registered with dance and drama bodies and as such is required to collect and manage certain data. The School collects parents' and or guardians' names, addresses, emergency telephone numbers, medical information, and email addresses.

As an Employer of Self-Employed Practitioners, George Ndah Academy is required to hold data on its Coaches such as names, addresses, email addresses, telephone numbers and bank details. Information such as Disclosure and Barring Service (DBS) check references, personal Public Liability insurance, Membership details.

2) The right of access

At any point an individual can make a request relating to their data and George Ndah Academy will need to provide a response (within 1 month). George Ndah Academy can refuse a request if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection.

3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, George Ndah Academy has a legal duty to keep student and parents' details for a reasonable time*. George Ndah Academy retain any records relating to the student's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Safeguarding/Child Protection records. Self Employed Teaching records will be erased when the member of staff leaves their position. All hard copy information is destroyed via a shredding device.

* George Ndah Academy holds personal data while the player is registered at the George Ndah Academy. Once the player leaves data will be erased.

4) The right to restrict processing

Parents, visitors and staff can object to George Ndah Academy processing their data. This means that records can be stored but must not be used in any way, for example Academy Communications, General Emails about Academy news and updates. In this situation, The Academy has no obligation to refund any classes missed or cancelled due to 'lack of communication'. It will be the parent's responsibility to ensure they are informed about any events happening at the Academy.

5) The right to data portability

George Ndah Academy requires data, for example registration forms to be transferred from player to coach, to Academy Director.

6) The right to object

Parents, visitors, and staff can object to their data being used for certain activities like marketing or research.

7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing-based organisations. George Ndah Academy does not use personal data for such purposes.

ACCIDENT AND ILLNESS POLICY FOR GEORGE NDAH ACADEMY

At George Ndah Academy we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to

keep staff and children safe from communicable diseases (including COVID-19).

All parents or carers must complete the Medical Form when their child joins the School, requesting permission for emergency medical treatment for their child in the event of a serious accident or illness.

We will record any accidents or illnesses, together with any treatment given, on an Incident Record or Accident Record sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.

George Ndah Academy cannot accept children who are ill. If any children are ill when they first arrive at the academy we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the academy until they have fully recovered, or until after the minimum exclusion period has expired (see table at the end of this policy).

First Aid

The Academy's designated First Aider is George Ndah

The designated First Aider(s) have a current first aid certificate and has attended a minimum of one-day Emergency First Aid course. First aid training will be renewed every three years. To ensure that there is a qualified first aider present and available at all times when the academy is running, other

members of staff will also receive first aid training. We will take into account the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

The location of the first aid box and a list of qualified first aiders is clearly displayed at the side of the pitch/training ground. The designated First Aider regularly checks the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

The manager will ensure that a first aid kit is taken on all outings (Matches) and that at least one member of staff on the outing holds a current first aid certificate.

Procedure for a minor injury or illness

The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

- If a child becomes ill during a session, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness that does not impair their overall well-being, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible.

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to the

hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to the hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's Medical Form with them and will consent to any necessary treatment (as approved by the parents on the Medical Form).
- We will contact the child's parents or carers with all urgency. If they are unavailable, we will call the other emergency contacts that we have on file for the child.
- After a major incident, the manager and staff will review the events and consider whether any changes need to be made to the Academy's policies or procedures.
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

Communicable diseases and conditions

If an infectious or communicable disease is detected on the School's premises, we will inform parents and carers as soon as possible in order they may take appropriate action.

If there is an outbreak of a notifiable disease at the School, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted.

Useful contacts

Health Protection Unit: SOUTH LONDON HPT, 5th floor, 10 South Colonnade London E14 4PU phone: 0300 030 0450

RIDDOR Incident Contact Unit: 0845 300 99 23

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	Until all vesicles (spots) have crusted over
Cold Sores	None. Avoid contact with sores
Conjunctivitis	None
Diphtheria*	Exclusion always necessary, consult local Health Protection Team
Diarrhoea and Vomiting	48 hours after last episode of diarrhoea or vomiting
Glandular Fever	None
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	48 hours after last episode of diarrhoea – further exclusion may be required for some children
Hand, Foot and Mouth disease	None
Hepatitis A*	Until 7 days after onset of jaundice
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment
Influenza (inc COVID-19)	Until recovered
Measles*	4 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	None
Pertussis* (Whooping cough)	5 days from commencing antibiotic treatment or 21 days from the onset if antibiotics not given
Ringworm	Exclusion not usually required
Rubella* (German Measles)	4 days from onset of rash
Scabies	Until first treatment has been given
Scarlet fever*	24 hours after starting antibiotic treatment
Slapped Cheek, Fifth Disease	None (once rash has developed)
Threadworms	None
Tonsillitis	None
Tuberculosis*	Consult local Health Protection Team
Typhoid*, Paratyphoid*	48 hours after last episode of diarrhoea – further exclusion may be required for some children
Warts (including Verruca)	None. Verruca sufferers should keep feet covered

* Denotes a notifiable disease.

If in any doubt contact local health services for further information.



COMPLAINTS POLICY FOR GEORGE NDAH ACADEMY

At George Ndah Academy we aim to work in partnership with parents to deliver a high-quality dance tuition for everyone. If for any reason we fall short of this goal,

we would like to be informed in order to amend our practices for the future. Our complaints policy is displayed on the premises at all times. Records of all

complaints are kept for at least three years. A summary of complaints is available for parents on request.

The manager is usually responsible for dealing with complaints. If the complaint is about the manager, the registered person or other senior member of staff will investigate the matter. Any complaints received about staff members will be recorded on an Incident log and a Complaints log will be completed. Any complaints made will be dealt with in the following manner:

Stage one

Complaints about aspects of George Ndah Academy activity:

- The manager will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.

Complaints about an individual staff member:

- If appropriate, the parent will be encouraged to discuss the matter with staff concerned.
- If the parent feels that this is not appropriate, the matter will be discussed with the manager, who will then discuss the complaint with the staff member and try to reach a satisfactory resolution.

Stage two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to George Ndah . The manager will:

- Acknowledge receipt of the letter within 7 days.
- Investigate the matter and notify the complainant of the outcome within 28 days.
- Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to the school's practices or policies as a result of the complaint.

- Meet relevant parties to discuss the school's response to the complaint, either together or on an individual basis.

If child protection issues are raised, the manager will refer the situation to the School's Child Protection Officer, who will then contact the Local Authority

Designated Officer (LADO) and follow the procedures of the Safeguarding Policy. If a criminal act may have been committed, the manager will contact the police.

Making a complaint to Ofsted (where relevant)

Any parent or carer can submit a complaint to Ofsted about George Ndah Academy at any time. Ofsted will consider and investigate all complaints. Ofsted's address

is: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

Telephone: 0300 123 1231 (general enquiries), 0300 123 4666 (complaints)



EQUALITIES POLICY FOR GEORGE NDAH ACADEMY

At George Ndah Academy we will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

To achieve George Ndah Academy objective of creating an environment free from discrimination and welcoming to all, the School will:

- Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- Not discriminate against children on the grounds of disability, sexual orientation, class, family status or HIV/Aids status.

- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals.
- Ensure that its services are available to all parents/carers and children in the local community.
- Ensure that George Ndah Academy recruitment policies and procedures are open, fair and non-discriminatory.
- Work to fulfil all the legal requirements of the Equality Act 2010.
- We will monitor and review the effectiveness of our inclusive practice by conducting an Inclusion Audit on an annual basis.

Challenging inappropriate attitudes and practices

We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of race and disability, and through our staff modelling anti-discriminatory behaviour at all times.

Racial harassment

George Ndah Academy will not tolerate any form of racial harassment. The academy will challenge racist and discriminatory remarks, attitudes and behaviour from the children at the academy, from staff and from any other adults on school premises and when representing the academy at matches, training and events (eg parents/carers collecting children or watching/supporting events).

Promoting equal opportunities

George Ndah Academy Equal Opportunities Named Coordinator (ENCO) is George Ndah . The ENCO / Manager is responsible for ensuring that:

- Staff receive relevant and appropriate training
- This Equalities policy is consistent with current legislation and guidance
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes occur.

Children with additional needs

Our School recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the

individual needs of each child in consultation with their parents prior to their attending the school and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome.

Where one-to-one support is required, we will endeavour to assist parents in accessing the funding required to provide the additional care.

Special Educational Needs Coordinator

George Ndah Academy Special Educational Needs Coordinator (SENCO) is George Ndah . The SENCO will:

- Manage the provision for children with special educational needs or physical disabilities.
- Be fully experienced in the care and assessment of such children.

All members of staff will assist the SENCO in caring for children with additional needs or physical disabilities.