

LOYALS

Accountants & Business Consultants

LOYALS ACADEMY

Safeguarding Policy

Protecting Children, Young People and Vulnerable Learners on the LOYALS Academy Programme

DOCUMENT TITLE	LOYALS Academy Safeguarding Policy
VERSION	1.1
ISSUED	May 2026
EFFECTIVE FROM	Date of first programme cohort
REVIEW CYCLE	Annually, or sooner following any safeguarding incident or regulatory change
NEXT REVIEW	May 2027
APPROVED BY	Kris Nick, Dedicated Program Leader, LOYALS Academy
DESIGNATED SAFEGUARDING LEAD	Kris Nick, kris.nick@loyals.uk, 07450 258 975

LOYALS Accountants & Business Consultants
The Busworks, 39-41 North Road, King's Cross, London N7 9DP
www.loyals.uk | kris.nick@loyals.uk | 07450 258 975

1. Purpose and scope

LOYALS Accountants & Business Consultants is committed to the safeguarding and welfare of every learner who attends a LOYALS Academy programme. This policy sets out the framework, responsibilities and procedures that LOYALS follows to protect children, young people and any vulnerable adult who participates in the Academy.

The policy applies to every member of the LOYALS team, every mentor, every contractor and every visitor who is present on LOYALS premises during a LOYALS Academy programme. It applies whether the learner is under 18 or an adult of any age.

The policy works alongside, not instead of, the safeguarding policies operated by the learner's school, college or referring organisation. Where the learner is referred by a school, both safeguarding regimes apply.

2. About LOYALS Academy

LOYALS Academy is a paid, mentor-led work experience programme for learners in Year 11, 12 or 13 at school, and for college or BTEC students from any field of study. The programme runs across two consecutive days, from 10am to 5pm each day, at the LOYALS office in King's Cross, London.

The programme is strictly 1-to-1: one qualified accountant mentor is dedicated to one learner for the full duration of the programme. There are no group placements. This structure is central to the safeguarding model because it ensures every interaction with a learner is delivered by a named, DBS-checked professional whose identity, qualifications and responsibilities are fully accountable.

3. Designated Safeguarding Lead

LOYALS has appointed a single, named Designated Safeguarding Lead (DSL) who is accountable for the operation of this policy.

DESIGNATED SAFEGUARDING LEAD

Kris Nick

Dedicated Program Leader, LOYALS Academy

Email: kris.nick@loyals.uk

Phone: 07450 258 975

In person: The Busworks, 39-41 North Road, King's Cross, London N7 9DP

The DSL is the first point of contact for any safeguarding concern raised by a learner, a parent or guardian, a member of the LOYALS team, a referring school, or a third party. The

DSL is responsible for receiving disclosures, recording concerns, escalating to statutory authorities where required, and ensuring that this policy is reviewed and updated annually.

Where the DSL is unavailable, an alternative trained contact within the LOYALS team is nominated for the duration of any programme. The alternative contact is communicated to learners and parents in the welcome pack issued before each cohort.

4. Enhanced DBS checks for mentors

Every mentor who will work one-to-one with a learner under the age of 18 holds a current enhanced Disclosure and Barring Service (DBS) certificate. LOYALS verifies the certificate before the mentor is permitted to deliver any programme to a minor.

DBS records are checked and refreshed on a rolling basis in line with DBS guidance. Where a mentor's circumstances change in a way that may affect their suitability to work with children, the mentor is required to notify the DSL immediately and is withdrawn from any scheduled programme involving minors pending review.

Adult cohorts (learners aged 18 and over) are not required to be delivered by DBS-checked mentors as a matter of law, but LOYALS applies the same standard across all cohorts as a matter of policy.

5. Insurance and liability cover

LOYALS maintains the following insurance for the operation of LOYALS Academy:

- Public liability insurance covering members of the public, including learners, while on LOYALS premises.
- Employer's liability insurance covering LOYALS employees and mentors.
- An endorsement to the above policies confirming that cover extends to minors on-site for educational purposes.

Certificates of insurance are available on request to parents, guardians, schools or referring organisations. The renewal date of each policy is logged with the DSL.

6. Data protection and ICO registration

LOYALS is registered with the Information Commissioner's Office (ICO) as a data controller. All personal data captured through the LOYALS Academy enquiry form, application process, welcome pack and on-the-day operations is processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data is retained only for the period required to deliver the programme, fulfil professional obligations, and comply with relevant retention rules. Learners and parents may exercise

their data subject rights, including access, correction and erasure, by contacting kris.nick@loyals.uk. The full LOYALS privacy policy applies.

7. Parental and learner consent

Before any under-18 learner attends a LOYALS Academy programme, the following consents must be received in writing from a parent or legal guardian:

1. Consent to attendance, confirming the dates, times and location of the programme.
2. Consent to emergency medical authorisation, identifying the named emergency contact and confirming any relevant medical conditions or allergies.
3. Consent to photography and media use, ticked or unticked at the parent's choice; no image is captured or used where consent is not given.
4. Consent to data processing, in line with the LOYALS privacy policy.

Consent is captured on the parental consent form issued in the welcome pack and reproduced in Appendix C of this policy. The signed form is retained by the DSL for the duration of the engagement and disposed of securely in line with the retention schedule.

Adult learners (18+) provide consent on their own behalf.

8. Health, safety and first aid

The LOYALS office is operated as a professional workplace and meets the relevant health and safety requirements for that environment.

During every programme day, at least one member of the LOYALS team on-site holds a current first aid certificate. A standard workplace first aid kit is maintained at reception and is checked monthly by the DSL.

In the event of a medical incident, the first aid trained team member will provide immediate assistance, the DSL will be informed, the learner's emergency contact will be notified, and emergency services will be called where appropriate. Every incident is recorded in the incident log set out in Appendix B.

The LOYALS office is covered by a fire risk assessment in line with the Regulatory Reform (Fire Safety) Order 2005. Fire procedures are briefed to every learner on the morning of day one. Evacuation routes are posted in every room.

9. Photography, video and social media use

LOYALS takes the privacy of learners seriously. No photograph, video or audio recording is captured of any under-18 learner without prior written parental consent. Where consent has been refused, no image is taken and no later request for an image is made on the day.

Where consent has been given, images may be used in the following ways and no others:

- Internal use by LOYALS to record the programme.
- Marketing material on the LOYALS Academy section of www.loyals.uk.
- LOYALS social media channels.
- Provision to the learner or parent on request.

Consent can be withdrawn at any time by emailing kris.nick@loyals.uk. Where consent is withdrawn, LOYALS will remove the image from any LOYALS channel within ten working days of receiving the request.

Adult learners (18+) provide their own consent and may withdraw it at any time on the same basis.

10. Emergency contact protocol

For every under-18 learner, the following emergency contact information is captured before the programme begins:

- Name of primary emergency contact (typically parent or guardian).
- Daytime telephone number for the emergency contact.
- Alternative emergency contact where available.
- Any relevant medical conditions, allergies or medication that LOYALS must be aware of.

In the event of any incident that requires escalation, the emergency contact is informed without delay. Where the incident requires statutory referral to police or social services, that referral is made by the DSL and the parent is informed immediately afterwards, except where doing so would compromise the safety of the learner.

11. Confidentiality and disclosure protocol

Every member of the LOYALS team, every mentor and every contractor working on a programme is expected to maintain the confidentiality of learner information. Personal data is shared internally on a need-to-know basis only and is never shared with third parties without the relevant consent.

Where a learner makes a disclosure to a mentor that indicates a safeguarding concern, the mentor will:

5. Listen carefully and without interruption.
6. Reassure the learner that they have done the right thing in speaking up.
7. Not promise confidentiality, and explain that the concern will be passed to the DSL.
8. Record the disclosure in writing as soon as possible, using the learner's own words where they can be remembered.

9. Pass the record to the DSL the same day.

The DSL will assess the concern and determine the appropriate response, which may include contacting the parent, contacting the learner's school, or making a statutory referral to children's social care or the police.

12. Acceptable conduct and professional boundaries

LOYALS expects every mentor, member of staff and contractor working on the programme to model the highest standards of professional conduct. The following standards apply at all times during the programme:

- Treat every learner with respect, regardless of background, identity or ability.
- Use professional language at all times.
- Maintain physical and emotional boundaries appropriate to a workplace setting.
- Never share personal contact information with a learner outside the structured email follow-up window.
- Never offer or accept gifts of material value to or from a learner.
- Conduct one-to-one mentoring in shared, observable office spaces where reasonably practicable.

Mentors who breach these standards are removed from the programme and may be subject to disciplinary action up to and including termination of the working relationship.

13. Whistleblowing and complaints

LOYALS is committed to a culture in which concerns about the welfare of any learner can be raised openly and without fear of negative consequences. Concerns may be raised by a learner, a parent or guardian, a mentor, a member of LOYALS staff, a referring school or any third party.

Concerns should be raised, in the first instance, with the Designated Safeguarding Lead at kris.nick@loyals.uk or 07450 258 975. Where the concern is about the DSL personally, the matter should be raised in writing addressed to the LOYALS partners at the registered office.

All concerns are investigated promptly. Outcomes are communicated to the person raising the concern wherever it is appropriate to do so. Records of every concern are retained securely.

14. Online safety during email follow-up

The 10-day post-programme email follow-up is an extension of the in-person mentoring relationship and operates under the same safeguarding standards.

During the follow-up window:

- Email correspondence is between the mentor's professional LOYALS address and the learner's personal email, with the parent or guardian copied where the learner is under 18.
- No private messaging platform is used.
- Any disclosure made by email is handled under the same disclosure protocol set out in Section 11.
- After the 10-day window closes, professional reference and personal statement support continues by direct correspondence between the mentor and the learner's institution or by formal reference request through LOYALS reception.

15. Review cycle

This policy is reviewed annually by the DSL, the LOYALS partners and any external safeguarding adviser engaged for the purpose. A review is also triggered by any of the following:

- A safeguarding incident, regardless of outcome.
- A change in statutory guidance affecting work experience providers.
- A change in the LOYALS Academy operating model.
- A change in the named Designated Safeguarding Lead.

The current version, version 1.1 dated May 2026, is in force until the next scheduled review in May 2027.

Appendix A: Key contacts

LOYALS Designated Safeguarding Lead	Kris Nick, kris.nick@loyals.uk, 07450 258 975
LOYALS office	The Busworks, 39-41 North Road, King's Cross, London N7 9DP
LOYALS reception	07450 258 975
NSPCC helpline	0808 800 5000 (24 hours)
Childline (for learners)	0800 1111 (24 hours, free, confidential)
NSPCC Whistleblowing Advice Line	0800 028 0285
Police, ambulance or fire (emergency)	999
Police (non-emergency)	101
Information Commissioner's Office	0303 123 1113, ico.org.uk

Appendix B: Safeguarding incident report

This template is used to record any safeguarding concern, disclosure or incident that arises during a LOYALS Academy programme or during the 10-day follow-up window. Completed forms are held securely by the Designated Safeguarding Lead. Print, complete by hand, sign and return to the DSL the same day.

Date of incident:

Time of incident:

Location:

Name of learner concerned:

Name of person reporting:

Role of person reporting:

Description of concern, disclosure or incident (use learner's own words where possible):

Action taken by reporter at the time:

Date and time concern passed to DSL:

Action taken by DSL:

Onward referral made (yes / no, to whom, when):

Parent or guardian informed (yes / no, by whom, when):

Outcome and follow-up:

Signed (reporter):

Signed (DSL):

Date of report:

Appendix C: Parental consent form

Completed by the parent or legal guardian of every under-18 learner before the start of the programme. Adult learners (18+) complete the equivalent fields on their own behalf. Print, complete by hand, sign and return to LOYALS at least seven days before the programme start date.

Learner details

Full name of learner:

Date of birth:

School, college or BTEC institution:

Year of study:

Programme applied for (Foundations / Advanced / Bundle):

Parent or guardian details

Full name of parent or guardian:

Relationship to learner:

Daytime telephone number:

Email address:

Alternative emergency contact name:

Alternative emergency contact number:

Medical and dietary information

Relevant medical conditions or medication:

Allergies (including food allergies):

Dietary requirements for lunch:

Consents

Please tick each box where consent is given. Untick or leave blank where consent is not given.

- I consent to my child attending the LOYALS Academy programme on the agreed dates.
- I authorise LOYALS to seek emergency medical attention for my child should this become necessary, and I have provided the relevant medical information above.
- I consent to photographs and video being taken of my child during the programme and used by LOYALS for internal records, marketing and social media in line with the LOYALS Safeguarding Policy.

- I consent to LOYALS processing my child's personal data and my own contact details in line with the LOYALS privacy policy.

- I have read and understood the LOYALS Academy Safeguarding Policy.

Appendix C: Signature

By signing below, you confirm that the information provided in this form is accurate to the best of your knowledge and that you have given the consents indicated above.

Signed (parent or guardian):

Print name:

Date:

Please return this signed form to LOYALS by email to kris.nick@loyals.uk, by post to The Busworks, 39-41 North Road, London N7 9DP, or in person on the morning of day one of the programme.

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End of policy. Version 1.1, May 2026.