**LEGACY YOUTH ACADEMY**

# ADMISSIONS AND REFERRAL POLICY

Document reference: LYA-01 | Effective: 01/09/2026 | Review due: 01/09/2027

## Purpose and scope

This policy explains how Legacy Youth Academy considers referrals and admissions for its martial-arts-based alternative provision for Key Stage 3 and Key Stage 4 learners. It applies to referrals from schools, local authorities, parents/carers and other authorised professionals. Admission is subject to suitability, available capacity, safeguarding checks and a clear written agreement with the commissioning body.

## Referral process

The referring school or commissioner should provide a written referral and relevant information before a placement begins. This should include the reason for referral; intended outcomes; attendance expectations; parent/carer and emergency contacts; relevant education, SEND and health information; known safeguarding concerns; behaviour support strategies; current risk assessments; medical needs, allergies and medication; transport arrangements; and the named school contact. Information should be shared securely and proportionately.

## Assessment and decision

The Head of Centre or delegated senior lead reviews whether the provision can safely and appropriately meet the learner's needs. Where needed, a pre-placement meeting and visit are arranged with the learner, parent/carer and referring school. The Academy may request further information, propose adjustments or decline/postpone a placement where risks cannot be safely managed or the provision is not suitable. Decisions and reasons are recorded.

## Placement agreement and induction

Before attendance, the Academy and commissioner agree in writing the start/end dates, days and hours, curriculum and intended outcomes, attendance reporting, transport, fees/funding, safeguarding contacts, information sharing, review arrangements, emergency procedures and responsibilities for education. Learners receive an age-appropriate induction covering boundaries, behaviour, safety, complaints, online/mobile phone rules, changing arrangements and safe participation in martial arts.

## Review and ending a placement

Progress, attendance, welfare and placement suitability are reviewed with the commissioner and family at agreed intervals and whenever concerns arise. Any proposed suspension, early ending or significant change is discussed with the commissioner wherever practicable, with immediate safeguarding action taken where necessary. A transition/exit summary is shared securely.

## Records

Keep the referral, decision, consent/agreements, risk assessments, induction record, attendance, review notes and exit information securely in accordance with the retention schedule and data protection requirements.

## Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# SAFEGUARDING AND CHILD PROTECTION POLICY

Document reference: LYA-02 | Effective: 01/09/2026 | Review due: 01/09/2027

## Safeguarding commitment

Legacy Youth Academy is committed to protecting children under 18 from abuse, neglect, exploitation and harm. Safeguarding is everyone's responsibility. The child's welfare is paramount; staff must maintain a child-centred approach, act promptly and never assume someone else will report a concern.

## Designated leads

Designated Safeguarding Lead (DSL): Chris Hill — contact via chrishillmma@outlook.com or chrislegacymma@outlook.com. Deputy DSL: Jake Davis. If neither is available, contact the Head of Centre using the contact details above. If a child is in immediate danger or a crime is in progress, call 999. Wakefield Children's Social Care (Social Care Direct – Children): 0345 8 503 503; email: social_care_direct_children@wakefield.gov.uk. Wakefield Local Authority Designated Officer (LADO): 01977 727032; email: Lado.Referrals@wakefield.gov.uk.

## Recognising and responding

Staff must be alert to physical, emotional and sexual abuse, neglect, domestic abuse, child-on-child abuse, bullying, sexual harassment/violence, exploitation including criminal and sexual exploitation, trafficking, online harm, radicalisation, serious violence, honour-based abuse, FGM, and other forms of harm. Listen calmly, take the child seriously, do not promise secrecy, do not investigate or ask leading questions, and do not confront an alleged perpetrator.

## Reporting and recording

Report any concern, disclosure, allegation, unexplained injury, change in presentation or low-level concern to the DSL immediately and on the same day. If the DSL is implicated or unavailable, use the alternative route and contact external agencies directly where necessary. Make a factual, dated record using the child's own words where possible, separating fact from opinion. Record actions, decisions, rationale and outcomes. Do not delay a referral while seeking parental consent where doing so may increase risk.

## Information sharing

Share information lawfully, securely and on a need-to-know basis to protect children. Data protection is not a barrier to necessary safeguarding information sharing. Keep records confidential and separate from general education notes where appropriate. Follow local multi-agency procedures and cooperate with statutory agencies.

## Safer environment and training

All staff, volunteers and contractors must know how to report concerns, maintain professional boundaries and follow the staff code of conduct. Staff must read the applicable safeguarding guidance, receive induction and regular updates, and know how to raise concerns about practice. The Academy will review safeguarding arrangements at least annually and after significant incidents.

## Approval and review

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|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# SAFER RECRUITMENT POLICY

Document reference: LYA-03 | Effective: 01/09/2026 | Review due: 01/09/2027

## Principles

Legacy Youth Academy will take reasonable and legally required steps to prevent unsuitable people from working with children. Recruitment decisions must be fair, consistent, documented and based on the role and the relevant legal eligibility for checks.

## Before appointment

Create a role description and person specification; verify identity; obtain a full employment history and explore gaps; obtain and verify references, including safeguarding suitability questions; assess qualifications and experience; conduct a structured interview including safeguarding scenarios; and verify the right to work where required. Explain that appointment is conditional on satisfactory checks.

## Checks

Determine the correct DBS level and barred-list check by assessing the actual duties and whether the role is eligible for regulated activity. Do not request a barred-list check unless legally entitled. Verify relevant professional registration, qualifications and overseas checks where applicable. Consider any information returned fairly and lawfully, following current DBS rules and safer recruitment guidance.

## Decision and induction

A person must not start unsupervised work with children until all required checks are complete, unless a lawful and properly risk-assessed exception applies. Any exceptional supervised start must be authorised, documented and subject to safeguards. Record check type, date, outcome and decision on a secure single central record or equivalent personnel record.

## Ongoing suitability

Staff must notify the Head of Centre of relevant changes affecting suitability. The Academy will provide safeguarding induction, code of conduct, supervision and ongoing training. Volunteers, contractors, visitors and agency staff must be risk assessed and supervised according to their role and legal status.

## Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# MANAGING ALLEGATIONS AND LOW-LEVEL CONCERNS AGAINST STAFF POLICY

Document reference: LYA-04 | Effective: 01/09/2026 | Review due: 01/09/2027

## Scope

This procedure covers allegations and concerns about employees, coaches, volunteers, agency workers, contractors and anyone working with children on behalf of Legacy Youth Academy. It includes concerns that a person may have harmed a child, committed a criminal offence involving a child, behaved in a way indicating a risk of harm, or behaved in a way that may make them unsuitable to work with children.

## Immediate action

Take immediate steps to protect children and preserve evidence. Do not conduct an internal investigation before consulting the Local Authority Designated Officer (LADO). Contact emergency services where there is immediate danger or a suspected crime requiring urgent police response.

## Reporting

Report an allegation promptly to the Head of Centre. If the allegation concerns the Head of Centre, report directly to the LADO and the appropriate senior/commissioning authority. The Academy will contact the LADO without delay for advice and follow their directions on referrals to children's social care and police. Wakefield LADO: 01977 727032; email: Lado.Referrals@wakefield.gov.uk.

## Fair process and confidentiality

Do not promise outcomes or confidentiality. Share information only with those who need to know. Avoid interviewing the child or subject beyond what is necessary to establish immediate safety. The subject of the allegation will be treated fairly, supported and informed when appropriate, without compromising enquiries. Suspension is not automatic and must be considered case by case with advice.

## Low-level concerns

A low-level concern is any concern, however small, that a person may have acted inconsistently with the staff code of conduct or crossed a professional boundary, even if it does not meet the harm threshold. Report it to the Head of Centre; record the facts, context, actions and outcome; review for patterns; and address through proportionate guidance, training or formal procedures. If the Head of Centre is involved, report to the LADO or nominated senior authority.

## Records and outcomes

Maintain secure, accurate records of allegations, LADO advice, decisions, actions and outcomes in line with current guidance and retention requirements. Follow statutory and regulatory referral duties, including DBS referral where the legal criteria are met.

## Approval and review

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|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# ATTENDANCE POLICY

Document reference: LYA-05 | Effective: 01/09/2026 | Review due: 01/09/2027

## Expectations

Regular attendance is essential to learner safety, progress and placement success. The Academy records attendance accurately for every session and reports attendance and absence to the commissioning school/authority in line with the placement agreement. The learner's school remains responsible for statutory attendance duties where applicable; the Academy supports and promptly shares information.

## Daily procedure

A register is taken at the start of each session and updated if a learner arrives late or leaves early. Staff record the actual arrival/departure time and reason where known. If a learner is absent without prior notice, contact the parent/carer and referring school promptly using agreed contacts. Follow the missing child/unauthorised absence procedure if whereabouts or safety cannot be confirmed.

## Absence and lateness

Parents/carers should notify the Academy and referring school as early as possible. The Academy records the reason given but does not independently authorise absence on behalf of the commissioning school. Persistent absence, repeated lateness or patterns causing concern are shared with the commissioner and reviewed with the learner and family.

## Safeguarding and collection

Do not allow a learner to leave with an unauthorised person or leave site contrary to the agreed plan. Verify collection arrangements and any changes with the parent/carer and commissioner. Escalate concerns about unexplained absence, repeated non-collection or unsafe transport arrangements to the DSL.

## Monitoring

Attendance data is reviewed regularly and discussed at placement reviews. Records include registers, contact attempts, reasons given, actions, referrals and agreed support.

## Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*




**LEGACY YOUTH ACADEMY**

# BEHAVIOUR AND WELFARE POLICY

Document reference: LYA-06 | Effective: 01/09/2026 | Review due: 01/09/2027

## Approach

Legacy Youth Academy uses clear, consistent and relational approaches to support safety, dignity, self-regulation and learning. Expectations are explained positively and applied fairly, taking account of age, SEND, trauma, communication needs and individual plans. Discrimination, intimidation, bullying, harassment and violence are not accepted.

## Core expectations

Learners are expected to respect others, follow staff instructions, use appropriate language, care for the premises and equipment, attend on time, follow safety instructions, and participate only in activities for which they have been briefed and assessed as suitable. Martial arts training is controlled instruction, not an opportunity to fight, spar without permission or use techniques outside supervised sessions.

## Support and responses

Staff use de-escalation, calm communication, clear choices, restorative conversations and reasonable adjustments. Responses may include reminders, a supported break, parent/carer contact, a behaviour support meeting, an agreed individual plan or review with the commissioner. Any consequence must be proportionate, non-humiliating and recorded where significant.

## Welfare

Staff monitor physical and emotional wellbeing, signs of distress, injury, hunger, fatigue, changes in behaviour and peer relationships. Concerns are referred to the DSL or appropriate lead. Learners can ask for help, a break or a private conversation in a safe and observable setting.

## Serious incidents

For violence, threats, dangerous conduct, suspected substance use, weapons, serious bullying or safeguarding concerns, prioritise safety, separate individuals where safe, summon assistance, contact emergency services if needed, notify the DSL and commissioner, inform parents/carers as appropriate, and complete an incident record.

## Approval and review

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|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# ONLINE SAFETY AND MOBILE PHONE POLICY

Document reference: LYA-07 | Effective: 01/09/2026 | Review due: 01/09/2027

## Purpose

The Academy aims to protect learners from online abuse, harmful content, exploitation, cyberbullying, scams, misinformation and unsafe contact. This policy applies to Academy devices, personal devices used on site and online activity connected with the placement.

## Mobile phones

At induction, learners and families are told the site rule: Mobile phones are not permitted during sessions. Where a learner's school has expressly permitted phone use during breaks, Legacy Youth Academy will honour that permission during the agreed break only, subject to safeguarding and staff instructions.. Staff must not search a learner's device or access accounts unless a lawful basis and approved procedure exist. If a device is used to bully, film, threaten or share harmful content, preserve relevant information without circulating it, report to the DSL and follow safeguarding/police advice.

## Staff conduct

Staff must use approved communication channels and never use personal social media or private messaging to communicate with learners. Do not exchange personal contact details, follow learners on personal accounts, share images or record learners on personal devices. Any authorised photography or digital communication requires documented consent, a clear purpose and secure storage.

## Online incidents

Take disclosures seriously. Do not view, download, forward or copy illegal or indecent images of children. Secure the device or content where safe without investigating, and seek DSL/police advice. Record the concern and actions. Report urgent threats or immediate danger to police.

## Education and review

Learners receive age-appropriate guidance on privacy, passwords, respectful behaviour, image sharing, online grooming, reporting and digital footprints. Staff receive training and the policy is reviewed when technology or risks change.

## Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# ANTI-BULLYING POLICY

Document reference: LYA-08 | Effective: 01/09/2026 | Review due: 01/09/2027

## Definition

Bullying is repeated behaviour intended to hurt, intimidate or undermine another person, involving a real or perceived imbalance of power. It may be physical, verbal, emotional, relational, discriminatory or online. A single serious incident may still require action under behaviour and safeguarding procedures.

## Prevention

The Academy promotes respect, inclusion and safe peer relationships. Staff model respectful language, supervise shared spaces and training, explain reporting routes and challenge prejudice, slurs, hazing, humiliation and abusive behaviour.

## Response

Any learner or adult can report bullying to a staff member or DSL. Staff listen, assess immediate safety, record the report, speak separately to those involved where appropriate, consider safeguarding thresholds and agree proportionate action. Do not force mediation where there is intimidation, abuse or a power imbalance.

## Support and follow-up

Support the targeted learner and address the behaviour of the learner responsible, taking account of age, SEND and context. Inform parents/carers and commissioners where appropriate. Monitor for recurrence and record actions and outcomes. Serious child-on-child abuse is managed under safeguarding procedures, not treated merely as ordinary bullying.

## Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# STAFF CODE OF CONDUCT

Document reference: LYA-09 | Effective: 01/09/2026 | Review due: 01/09/2027

## Professional standards

All staff, coaches, volunteers and contractors must put children's welfare first, act professionally, respect privacy and maintain clear boundaries. This code applies on site, during transport or off-site activities, online and whenever representing the Academy.

## Boundaries

Avoid being alone with a learner in a closed or hidden space. Where one-to-one work is necessary, use an observable space, keep doors open where appropriate and follow the learner's plan. Do not give personal gifts, lend/borrow money, offer lifts without authorisation, invite learners to private homes or establish personal relationships. Do not use personal messaging or social media to contact learners.

## Physical contact and martial arts

Physical contact must be necessary, appropriate, explained and proportionate to the activity. Demonstrations and coaching contact must be professional, limited to the technique, sensitive to consent and the learner's age, culture, disability and preferences. Obtain permission before hands-on correction wherever practicable. No unsupervised sparring, punishment exercises, humiliation or use of martial arts techniques as discipline.

## Confidentiality and safeguarding

Do not promise secrecy. Share concerns promptly with the DSL. Do not discuss learners in public or on personal social media. Maintain accurate records and follow data protection rules. Staff must declare conflicts of interest and report gifts, boundary concerns or allegations.

## Breaches

Breaches are reported to the Head of Centre and may result in supervision, retraining, restriction of duties or disciplinary action. Safeguarding allegations are managed through the allegations procedure and LADO advice.

## Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# COMPLAINTS POLICY

Document reference: LYA-10 | Effective: 01/09/2026 | Review due: 01/09/2027

### Who can complain

Learners, parents/carers, commissioners and other stakeholders may raise concerns or complaints about the Academy's provision, conduct or service. Safeguarding concerns must be reported immediately under the safeguarding policy and will not be delayed by the complaints process.

### Informal resolution

Where appropriate, raise the issue with the relevant staff member or Head of Centre. The Academy will listen, clarify the concern and seek an early resolution. A complainant may move directly to the formal stage for serious matters.

### Formal complaint

Submit the complaint in writing to chrishillmma@outlook.com or chrislegacymma@outlook.com, setting out what happened, dates, people involved and the outcome sought. The Head of Centre (or an uninvolved senior person) acknowledges it, investigates proportionately, may meet the complainant and provides a written response normally within 20 school days. If more time is needed, explain why and give a revised date.

### Review and escalation

If dissatisfied, request a review within 10 working days, explaining the grounds. The review should be conducted by someone not previously involved where practicable. Provide a written outcome and explain any further external route available through the commissioning school, local authority or relevant regulator. The Academy cannot determine complaints about decisions outside its control.

### Records and fairness

Keep a confidential log of complaints, investigations, outcomes and learning. No learner or family will be treated less favourably for making a complaint in good faith.

### Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# WHISTLEBLOWING POLICY

Document reference: LYA-11 | Effective: 01/09/2026 | Review due: 01/09/2027

## Purpose

This policy enables staff, volunteers and contractors to raise serious concerns about wrongdoing, unsafe practice, safeguarding failures, abuse, fraud, criminal activity or breaches of law without fear of retaliation.

## How to raise a concern

Raise the concern with the Head of Centre or DSL. If the concern involves that person, report to the other director/owner or directly to the relevant external body, such as the local authority safeguarding team, LADO, police, Ofsted where relevant, or NSPCC Whistleblowing Advice Line. Immediate danger or crime: call 999.

## Handling concerns

The recipient records the concern, assesses immediate risk, protects children and the whistleblower from detriment, and determines the appropriate referral or investigation route. Do not investigate allegations personally or disclose information more widely than necessary.

## Protection and records

No one will be penalised for raising a genuine concern in the public interest, even if it is not substantiated. Deliberately malicious or knowingly false allegations may be addressed under relevant procedures. Keep a secure record of the concern, decisions, referrals and outcome.

## Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# HEALTH AND SAFETY POLICY

Document reference: LYA-12 | Effective: 01/09/2026 | Review due: 01/09/2027

## Commitment and responsibilities

Legacy Youth Academy will take reasonably practicable steps to protect the health, safety and welfare of learners, staff, visitors and contractors. The Director/Head of Centre has overall responsibility for implementing this policy. All staff must take reasonable care, follow instructions, report hazards and not misuse safety equipment.

## Risk management

Suitable and sufficient risk assessments will be completed for premises, activities, equipment, martial arts sessions, fitness areas, trips and individual learners where required. Controls are reviewed after incidents, changes, new equipment, new learners or identified concerns. Only trained and authorised staff may supervise specialist activities.

## Premises and equipment

Keep walkways and exits clear; maintain safe lighting, ventilation, temperature, sanitation and housekeeping; inspect mats, padded walls, bags, gloves, fitness equipment and other apparatus before use; remove defective equipment from service; and maintain records of checks and repairs. Cleaning products and hazardous substances must be stored securely.

## Martial arts and physical activity

Activities must be age-appropriate, supervised and matched to ability, health information and individual risk assessments. No contact sparring or high-risk activity without explicit staff authorisation, suitable protective equipment, rules, matched partners and supervision. Stop activity immediately if a learner is injured, distressed, unwell or unsafe.

## Reporting and review

Report accidents, near misses, hazards and injuries promptly to the responsible lead. Complete an incident record and any legally required reporting. Review this policy annually and after significant incidents.

## Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# FIRST AID POLICY AND ARRANGEMENTS

Document reference: LYA-13 | Effective: 01/09/2026 | Review due: 01/09/2027

## Provision

The Academy will provide adequate and appropriate first-aid arrangements based on a recorded needs assessment, the number and age of learners, activities, premises layout, staffing and access to emergency services. Named first aiders and their qualifications must be displayed and kept current: Leanne Dodson, Andrew Smart and Jake Davis — Level 3 First Aid. Add individual certificate expiry dates to the training record..

## Response

Stop the activity, make the area safe, assess the casualty within the limits of training and summon the designated first aider. Call 999 for life-threatening injury, suspected serious head/neck/spinal injury, severe breathing difficulty, seizure requiring emergency assistance, major bleeding or other urgent conditions. Do not move a casualty with a suspected spinal injury unless there is immediate danger.

## Parents and emergency contacts

Contact the parent/carer and referring school as soon as practicable after a significant injury, illness, emergency service call or head injury. Follow individual healthcare plans and agreed medication arrangements. Staff must not administer medication unless authorised, trained where necessary and following the recorded plan.

## Records and equipment

Record all first-aid treatment, injuries, medication administered, emergency calls and parent/carer notifications. Keep first-aid kits stocked, accessible and checked at recorded intervals. Maintain accident records securely and report incidents under applicable legal requirements.

## Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# FIRE SAFETY, FIRE RISK ASSESSMENT AND EVACUATION PROCEDURES

Document reference: LYA-14 | Effective: 01/09/2026 | Review due: 01/09/2027

### Important site-specific requirement

This policy sets out management arrangements and an evacuation procedure; it is not a completed fire risk assessment. The responsible person must ensure a competent, site-specific fire risk assessment is completed, recorded in full, actioned and reviewed for the actual premises, including shared areas and any division of responsibility with the building owner/landlord.

### Responsibilities and prevention

The responsible person for fire safety is Chris Hill, Alan Radford, Chris Storer and Jake Davis (fire safety leads; the legally designated responsible person is to be confirmed with the building owner/occupier.).. Staff must keep exits and routes clear, never wedge fire doors open, report damaged alarms or equipment, store combustible materials safely and follow controls for electrical equipment, heating and waste. Fire alarms, emergency lighting, extinguishers and other systems must be maintained by competent persons.

### On discovering fire or hearing alarm

Raise the alarm immediately. Call 999 when safe. Staff direct learners and visitors by the nearest safe exit to the assembly point: Legacy car park, 5 Bank Street, Hemsworth, Pontefract, WF9 4JX. Do not stop to collect belongings or use lifts. Staff take the register/visitor list if immediately available and conduct a roll call. Report anyone missing to the fire service; do not re-enter.

### Learners needing assistance

Record individual evacuation needs and personal emergency evacuation plans where required. Assign named staff to assist, with a back-up arrangement. Never use an evacuation method that has not been planned and practised.

### Drills and records

Train staff at induction and refresh periodically. Conduct and record evacuation drills at an appropriate frequency, including timings, issues and corrective actions. Display site plans and emergency contacts. Review the fire risk assessment after building or occupancy changes, incidents, drill findings or changes in learner needs.

### Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# INDIVIDUAL STUDENT RISK ASSESSMENT POLICY

Document reference: LYA-15 | Effective: 01/09/2026 | Review due: 01/09/2027

## Purpose

The Academy will assess and manage individual risks so that learners can participate safely and receive appropriate support. A written individual assessment is completed before placement or before relevant activity where information indicates a need, and whenever risks change.

## Information and participation

Assessments draw on referral information, learner and family views, the commissioning school, SEND/health information, previous incidents and staff observations. Share information lawfully and involve the learner in an age-appropriate way.

## Areas to consider

Consider safeguarding and exploitation, violence or aggression, self-harm or suicidal thoughts, absconding/missing risk, medical needs, allergies, medication, disability and reasonable adjustments, communication, sensory needs, trauma triggers, peer relationships, online risks, transport, changing rooms, physical contact, martial arts participation, sparring, fitness equipment and off-site activity.

## Controls and review

Record the hazard, who may be harmed, likelihood/severity, existing controls, further actions, responsible person and review date. Controls may include supervision levels, restricted activities, partner matching, protective equipment, modified participation, safe spaces, communication plans and emergency arrangements. Do not use blanket exclusions where reasonable adjustments can safely manage risk.

## Dynamic review

Staff must stop or modify an activity if the risk changes or controls are not effective. Review after incidents, new information, changes in presentation, activity or placement, and at agreed intervals. Share the current assessment with staff who need it and record that they have read it.

## Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# EQUALITY, DIVERSITY AND INCLUSION POLICY

Document reference: LYA-16 | Effective: 01/09/2026 | Review due: 01/09/2027

### Commitment

Legacy Youth Academy aims to provide a respectful, inclusive environment and will not tolerate unlawful discrimination, harassment or victimisation. Decisions are made fairly and with regard to the Equality Act 2010 and relevant duties.

### Inclusive practice

Staff consider disability, SEND, communication, race, religion or belief, sex, sexual orientation, pregnancy/maternity where relevant, gender reassignment, age and other individual circumstances. Reasonable adjustments are considered and recorded. Learners are treated with dignity and their views are heard.

### Responding to discrimination

Challenge discriminatory language and behaviour promptly, record incidents and consider whether they also amount to bullying, child-on-child abuse or a safeguarding concern. Refer concerns to the DSL and inform commissioners/parents where appropriate.

### Monitoring

Review access, participation, outcomes, complaints and incidents to identify barriers or patterns. Use learning to improve practice, staff training and reasonable adjustments.

### Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) POLICY

Document reference: LYA-17 | Effective: 01/09/2026 | Review due: 01/09/2027

## Purpose

The Academy seeks to identify and respond to learners' special educational needs and disabilities so they can access the provision safely and make progress. The Academy is not a substitute for the statutory responsibilities of the commissioning school or local authority.

## Before placement

Request relevant information about the learner's needs, Education, Health and Care Plan where applicable, communication, sensory profile, medical needs, adjustments, support strategies and outcomes. Meet with the learner, family and school where helpful.

## Support and adjustments

Plan reasonable adjustments and individual support, which may include adapted instructions, visual prompts, predictable routines, sensory breaks, modified physical activity, alternative ways to demonstrate learning and adjusted supervision. Staff must not diagnose or promise specialist provision beyond their competence.

## Review and escalation

Monitor participation, progress, wellbeing and the effectiveness of adjustments. Share concerns with the commissioning school and family, and seek specialist advice through agreed routes. If needs cannot be safely or appropriately met, review the placement with the commissioner.

## Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# MISSING LEARNER AND UNAUTHORISED ABSENCE PROCEDURE

Document reference: LYA-18 | Effective: 01/09/2026 | Review due: 01/09/2027

### Prevention

Maintain accurate registers, agreed arrival/departure times, authorised collection lists, emergency contacts and individual risk assessments. Learners must not leave the premises or activity area without permission under the agreed placement plan.

### If a learner is unaccounted for

Immediately check the register, toilets, changing areas, activity spaces and other safe locations. Alert the senior lead and DSL. Establish the last known location, time, clothing, known risks and likely destinations. Do not leave other learners unsupervised while searching.

### Escalation

Contact the parent/carer and referring school promptly. If the learner is missing, at risk of harm, has a known vulnerability or cannot be located quickly, contact police on 999 where there is immediate danger or 101 where appropriate. Do not impose an arbitrary waiting period before reporting a missing child. Follow police advice and share relevant risk information.

### When located

Confirm the learner's safety, arrange safe return/collection, inform relevant parties and consider medical or safeguarding support. Record the timeline, calls, decisions and outcome. Review the individual risk assessment and placement plan.

### Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*

LEGACY YOUTH ACADEMY

# PHYSICAL INTERVENTION AND REASONABLE FORCE POLICY

Document reference: LYA-19 | Effective: 01/09/2026 | Review due: 01/09/2027

## Principles

The Academy prioritises prevention, de-escalation and positive support. Physical intervention is a last resort, used only where lawful, necessary and proportionate to prevent injury, serious damage or an immediate risk of harm. It must never be used as punishment, to enforce compliance for convenience, or as part of martial arts instruction.

## Authority and competence

Only staff who are appropriately trained and authorised under the Academy's arrangements may use planned physical intervention. Staff must understand the limits of their training and the law. If an immediate emergency arises, staff should act only within what is lawful and necessary to protect people, and seek assistance.

## Prohibited practice

Never use pain compliance, dangerous holds, pressure on the neck or chest, or any technique that compromises breathing or circulation. Never use prone restraint or any method that creates an unacceptable risk. Do not use physical intervention for refusal, verbal challenge or low-level disruption alone.

## After an incident

Stop as soon as the immediate risk ends. Check for injury or distress and obtain medical assistance where needed. Inform the DSL and Head of Centre immediately; notify parents/carers and the commissioning school as soon as practicable, subject to safeguarding advice. Record the circumstances, alternatives tried, duration, people involved, any injury, witnesses, notifications and follow-up. Review the learner's plan and staff practice.

## Governance

The Academy will review every incident, identify learning and ensure that any restrictive intervention arrangements comply with the legal framework and current guidance applicable to the setting. Staff must receive relevant training and refreshers.

## Approval and review

| | |
|---|---|
| Approved by (Director / Head of Centre) | Chris Hill |
| Signature | C.Hill |
| Date signed | 1 September 2026 |

*Next review: 01/09/2027, or sooner following a significant incident, change in law/guidance, service change or identified learning.*




**LEGACY YOUTH ACADEMY**

# IMPLEMENTATION NOTES AND REFERENCE GUIDANCE

Document reference: LYA-APP | Effective: 01/09/2026 | Review due: 01/09/2027

## Before issuing this pack

- These documents are a tailored working draft for Legacy Youth Academy. They are not legal advice, an inspection outcome, a completed premises risk assessment or proof that statutory requirements have been met. The provider's legal status, commissioning arrangements and the precise duties that apply to it must be confirmed.
- Complete every square-bracketed field before approval. In particular, insert the named DSL and deputy, current local authority safeguarding/MASH and LADO contacts, emergency contacts, site address, exact assembly point, named first aiders and qualifications, the agreed mobile-phone rule, complaints contact details, and the identity of the fire-safety responsible person.
- Confirm the building's fire risk assessment, alarm and emergency-lighting maintenance, evacuation arrangements, staff training and fire drill records with the building owner/landlord and any other responsible person. The blank fire risk assessment form in this pack must be completed following an actual premises inspection by a competent person.
- Complete an individual learner risk assessment where indicated by referral information, needs or activity risk. The blank template is not a substitute for a learner-specific assessment.
- Check the current requirements of the commissioning school/local authority and obtain appropriate professional advice where necessary. The pack should be reviewed against the actual placement contracts, insurance, safeguarding partnership procedures, premises arrangements and staffing model before use.

## Key England guidance to check at approval and each review

- Department for Education, Keeping Children Safe in Education 2026 (in force from 1 September 2026): https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
- Department for Education, Working Together to Safeguard Children 2026: https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
- Department for Education, Alternative Provision statutory guidance: https://www.gov.uk/government/publications/alternative-provision
- Department for Education, Working Together to Improve School Attendance (updated 9 July 2026): https://www.gov.uk/government/publications/working-together-to-improve-school-attendance
- Department for Education, Restrictive interventions including use of reasonable force in schools: check current guidance and applicability to the provider's legal status.
- Home Office, Fire safety risk assessment: educational premises: https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises