



**Address:**

Unit 1,  
Cougar House,  
Church Lane,  
Bulwell,  
Nottingham  
NG6 9AD

# Referral Pack

Compliant with the Nottingham City Council since April 2024

## About us

New You Hair Academy is an alternative provision that operates on:

**Mondays / Tuesdays / Wednesdays**

We cater for Key Stage 3 & 4 learners, offering a unique and tailored educational experience

### Staff Team



Lisa Robertson



Claire Robertson



Grace Perry

# Quality Assurance

## Contacts and Roles

Head of Provision / Designated Safeguarding Lead	Lisa Robertson	Lisa@nyha.co.uk
Deputy Designated Safeguarding Lead	Claire Robertson	Claire@nyha.co.uk
Teaching Assistant	Grace Perry	Grace@nyha.co.uk

## Provision Details

Provider Name	New You Hair Academy Ltd
Is the Provider registered with OFSTED	No
Link to provisions website	<a href="http://www.NYHA.co.uk">www.NYHA.co.uk</a>
Our Capacity	7
How many staff are first aid trained	All staff (Refresher March 2025)
Valid Insurance Certificate? £5 Million public/employers liability insurances	Yes

## Details of Specific Safeguarding and Child Protection Issues (as per KCSIE 2023)

Mental Health	Yes
Child Abduction/Community Safety Incidents	Yes
Children in the court system	Yes
Children missing in Education	Yes
Children with family members in prison	Yes
CCE	Yes
CSE	Yes
County Lines	Yes
Domestic Abuse	Yes
Homelessness	Yes
So-called Honour based violence	Yes
Preventing Radicalisation	Yes
Children with Sexually Harmful Behaviour	Yes
Peer on Peer/Child on Child abuse	Yes
Private fostering	Yes
LAC	Yes

# Site Security

## How is the site secured?

CCTV is placed throughout the indoor and outdoor areas. We have a latch on the front door meaning nobody can gain entry without authorisation.

## How is access gained by students/parents/visitors?

Students arrive and knock at the front door where they are greeted by staff.

Parents and other visitors must make pre-arranged appointments.

## Identification and Management of Visitors?

Photo ID cards must be presented by all Local Authority staff, and a sign-in sheet is mandatory for all visitors, with a separate sheet for large groups if needed. A prominently displayed visitor badge is a requirement. Visitors are to wait outside on the porch area until an appropriate staff member escorts them to their destination, ensuring they are accompanied throughout their visit.

It is essential that visitors avoid being alone with pupils/children unless it aligns with their legitimate role, such as a social worker conducting a child visit after the school has verified the appropriate DBS check. Upon departure, visitors should exit through reception, sign out, return their badge, and visibly leave the premises.

**What are the signing in arrangements for visitors**

To ensure security and proper documentation, all visitors are required to sign in on our designated sheet, providing their name, reason for the visit, and time of arrival. It is imperative that visits are planned, pre-arranged, and communicated with Lisa Robertson or Claire Robertson. Additionally, visitors must prominently wear a badge.

**How are visitors informed of safeguarding arrangements?**

We provide a poster on our wall.

## Safer Recruitment

The provision has an SCR	Yes
The SCR covers all staff working in the provision	Yes
All adults engaged in teaching work have been checked against the teacher prohibition list	Yes
All staff have been subject to an enhanced DBS check (Including barred list information)	Yes
The provision seeks (at least two) references for all adults working in the provision	Yes
The provision completes relevant checks on those working overseas	Yes
Managers have been subject to S128 prohibition checks	Yes
Supply staff working in the provision are included on the record	Yes
The provision records third party agency staff (those contracted to work with children)	Yes
The DSL/Head of Provision and HR lead reviews the SCR at least every half term	Yes
Safer recruitment certificates are seen from those that conduct interviews	Yes

### Safeguarding training (DSL's and DDSL's)

The designated safeguarding lead (and Deputy) has undertaken full DSL training to provide them with the knowledge and skills to undertake the role ?	Yes
The DSL and the Deputy DSL training is in date (reviewed every two years)	Yes
Does the DSL receive LA updates / attend workshops at least annually?	Yes
Does the DSL know who to contact at the Academy when a safeguarding concern is raised?	Yes

### All Staff

All staff have undertaken Safeguarding update INSET training within the last 12 months?	Yes
All staff have received and read a copy of Keeping Children Safe in Education (part 1 and Annex A) and feel that they understand it in relation to their role?	Yes
Where new staff join the setting throughout the year they receive a thorough induction which includes appropriate safeguarding training?	Yes
Staff understand their duties in relation to female genital mutilation (FGM) and preventing radicalisation?	Yes



## **Safeguarding Risks and how they are identified/reviewed/addressed?**

We have pinpointed several key risk factors that may affect learners, including home/parenting issues (such as drugs/alcohol within the home, strained relationships, children going missing, and child-to-parent violence), drug use, gang association, online safety concerns (including sharing indecent images and social media usage), and mental health issues.

Transparent conversations occur with the commissioning school to assess the level of support that can be provided, and any unmanageable risks are carefully examined and addressed. The AP also seeks early information from the commissioning school regarding safeguarding, home life, and relationships.

## **Our Response to Pupil Absence**

New You HAir Academy diligently reports daily student attendance and absences to commissioning schools/authorities. We actively collaborate to acknowledge positive student attendance and provide support for any necessary improvements. Support is extended through various means, including meetings with the child, family meetings, and home-school discussions.

In the event of a student leaving the provision unauthorised during a scheduled day, immediate actions are taken. This involves contacting parents/carers and referrers. If deemed appropriate, the student is also contacted to understand the reasons for leaving.

Additionally, we maintain a record of statutory roll call attendance twice daily. The morning roll call attendance is recorded upon the student's arrival or within 30 minutes after their designated start time. The afternoon session's roll call attendance is documented at 12:30pm. Attendance information is securely recorded through our in-house Student Management System (SMS).

### **Safeguarding Incidents**

New You Hair Academy has specific procedures for managing safeguarding concerns, reporting concerns to the referring school, and attending multi-agency meetings related to the child. We promote referring schools to have half- termly visits to check on the well-being of the pupil.

# Teaching and Learning

## Outcomes for Learners

Does the Provision have an initial assessment process?	Yes	Yes, we use the BKSB system to conduct initial assessments and diagnostics.
How does the provision regularly assess learners' progress?	Yes	We conduct regular progress checks via the BKSB system and aspire to make at least 1 level of progress with each learner (dependant on amount of time the learner is with us)
Are Individual learning plans in place, and do they include targets/reviews	Yes	
Are progress reports sent to parents/carers?	Yes	Each half term we send our reports on pupil progress (Attendance, Engagement, Attainment)

### Teaching and Learning Criteria

Does the provision keep records of CPD	Yes
Which awarding bodies does the provision work with?	VTCT
Who is responsible for internal verification	Shaila Hussain
How does the provision record data on achievement and progression ?	Via BKSB and our in house School Management System

### Our Curriculum

Functional Skills English	Entry 1 / Level 2
Functional Skills Maths	Entry 1 / Level 2

# School Days

**Monday to Wednesday (9:30am - 2:30pm)**



## Commissioning a Place

### Who to contact

Lisa Robertson -Lisa@nyha.co.uk - 07598112497

### Process

1. Referring schools can initiate contact by either emailing or phoning Lisa Robertson. We aim to assess whether our school can effectively address the unique needs of the learner based on the evidence presented.
2. A student visit is then arranged for the young person and any family members that wish to see our provision.
3. If successful, a start date can be arranged and the SLA signed.

## Paper Work

**Referral Form** - [Referral Form](#)

**Example Service Level Agreement (SLA)** - [Service Level Agreement](#)

Website	<a href="http://www.NYHA.co.uk">www.NYHA.co.uk</a>
Telephone	07598112497
Address	Unit 1, Cougar House, Church Lane, Bulwell, Nottingham NG6 9AD
Email	<a href="mailto:Lisa@nyha.co.uk">Lisa@nyha.co.uk</a> 07598112497
Alternative Contact	<a href="mailto:Claire@nyha.co.uk">Claire@nyha.co.uk</a> 07394845189

**We consider it a privilege to serve and improve the lives of young people in Nottingham, Thank you.**