

## **Learner Attendance & Safeguarding Policy**

- All learners attendance is recorded on a register  
All learners are marked into a register mornings and afternoon, there is also a daily record that hands have been checked (dermatitis )
- Contact is made daily to Schools and Salons for learners attendance learners are aware that they will be monitored for attendance and punctuality
- Communication with Sponsors and Parents  
If we have any behavioural problems the sponsors and parents are contacted immediately. If there are any concerns with bullying this issue is dealt with promptly as we have a zero tolerance policy.
- All bags, phones and property is the learners own responsibly  
There are lockers provided – The Company is not responsible for any personal property
- At Initial interview rules and regulations are explained, read signed and agreed by the learner  
All learners are then aware of what they are and are not permitted to do
- Any Referral form is discussed between relevant staff and learner one-to-one  
This allows relevant members of staff to be aware of any individual learners needs
- Reviews are carried out and progression is recorded and discussed The learner and tutor are able to discuss issues regarding their training, attendance, punctuality and teamwork
- Health & Safety Induction between learner and tutor  
The learner is aware of the importance of keeping to the rules and regulations and the consequences if these are broken
- Learning Support Tutor on site  
If learners require one to one support this is available
- Where possible - interaction with older learners  
This allows the school learners to prepare for a working environment
- Incentives for good behaviour
- During holidays or days off learners can book in and have their hair done.
- 

### **Prevent Duty**

- All learners are enlightened against the risk of radicalisation and extremism.
- All staff receives training on delivering Prevent Duty to learners.

- All learners receive Prevent Training.
- Training includes, how to look out for signs of individuals that may be targeted for grooming.  
Monitoring what you view on social media websites.  
What and who to contact if you have any concerns.

**Review date for this policy 31-07-17**