



# Annual Safeguarding Report

**Reporting Period:** September - December

**Prepared by:** Scott Ballam (Director) & Steve Lee (Designated Safeguarding Lead)

**Date of Report:** 17th December 2025 - Updated Jan 30th 2025

## 1. Introduction

At Fast Forward Music, safeguarding remains our top priority. We are committed to providing a safe, supportive, and inclusive learning environment, ensuring all students are protected from harm, abuse, neglect, and exploitation. This report provides an overview of our safeguarding practices, key data, and action points for improvement over the next academic year.

## 2. Safeguarding Leadership & Governance

Our safeguarding leadership team consists of:

- Designated Safeguarding Lead (DSL): Steve Lee
- Deputy Designated Safeguarding Lead (DDSL): Joe Hockham
- Lead Tutor: Richard Douglas
- Eng + Maths Tutor: Sarah Dixon
- Director Policies & System Dev: Scott Ballam
- Safeguarding Team: Comprising tutors, mentors, and external partners, ensuring continuous safeguarding oversight.

The safeguarding team meets weekly to review concerns, update policies, and discuss best practices. Our Safeguarding Policy is reviewed annually to align with statutory guidance, including KCSIE 2024 and local safeguarding board protocols.

### **3. Safeguarding Training & Professional Development**

**Training Completed:** All staff training updated (Jan 30th)

All staff undergo safeguarding training, including:

- ✓ Level 3 Safeguarding Training – Completed by DSL/DDSL
- ✓ Annual Safeguarding Refresher – Completed by all staff
- ✓ Prevent Duty & Radicalisation Training – All staff trained
- ✓ Online Safety & Cybersecurity Training – All staff trained
- ✓ Mental Health First Aid Training – All staff trained

#### **Future Training Priorities:**

- Enhanced training on peer-on-peer abuse & child-on-child harm
- CPD on trauma-informed practice to better support vulnerable students
- Additional mental health and wellbeing training for staff
- Autism Training

### **4. Safeguarding Concerns & Incident Reporting**

#### **Number of Safeguarding Concerns Reported (Past Year):**

- Low-Level Concerns: 5
- Serious Concerns Referred to External Agencies: 4
- Bullying or Online Safety Issues Addressed: 1

All concerns were managed in accordance with Fast Forward Music's Safeguarding Policy and commissioning guidelines.

#### **Improvements in Safeguarding Procedures:**

- Strengthened staff reporting processes by utilizing direct incident reporting measures.
- Enhanced student mentoring support to address concerns before escalation.
- Increased parental engagement in safeguarding matters through reintegration meetings and revisiting the code of conduct.

## 5. Attendance, Behaviour & Wellbeing Support

### Attendance Monitoring:

- Average Student Attendance: 52%
- Persistent Absenteeism Reduction: 36% compared to last year.
- Strategies Implemented:
  - Regular engagement calls to absent students.
  - Mentoring and re-engagement support for at-risk students.
  - Collaboration with local schools and LA to reduce exclusions.

### Student Behaviour & Engagement:

- Positive reinforcement through Class Dojo rewards system.
- DIFR sessions implemented for personal development and resilience-building.
- Increased student participation in extracurricular activities, including sports and creative projects.

## 6. Safeguarding Policy & Risk Assessments

- Policy updated to align with KCSIE 2024 guidelines.
- All risk assessments for off-site activities have been reviewed and approved by Nottingham City Council.
- New student safeguarding induction process implemented, ensuring all learners understand how to report concerns.

## 8. Action Plan for Next Year

- Further improve collaboration with external agencies for safeguarding referrals.
- Implement enhanced staff safeguarding training, including specialist SEND safeguarding strategies. (Since Completed Jan 30th 2025).
- Expand parent workshops on online safety, mental health, and positive behaviour strategies.
- Strengthen monitoring of student progress using Class Dojo and Retracking Books.



## 8. Conclusion

Fast Forward Music remains dedicated to the safety, wellbeing, and development of all students. We will continue to strengthen our safeguarding procedures, staff training, and student support to create a secure and enriching educational environment.

For any safeguarding queries, please contact:

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**Signed:**

Steve Lee

**Designated Safeguarding Lead**

Fast Forward Music