

# WELCOME TO



North Herts & Beds

# FilmClub

Dear School,

Thank you for allowing us to provide the North Hertfordshire & Bedfordshire Film Club in your School. (referenced NHBFC from herein) Please find attached copies of all the documentation that you should need to see from us. Do let us know if there is anything further you need. The register is subject to change as more children sign up and we chase parents for relevant info.

Your leader for the sessions for this term will be:

Name: Gillian O’Keeffe      DBS No: 001694785036      Issue Date: 23<sup>rd</sup> March 2020

We have been told by the DBS department that it is now against data protection to photocopy DBS Disclosures. They have stated that we should now provide schools with the individual DBS numbers and a letter of confirmation to say we have carried out the necessary checks. Please do not photocopy the disclosures although you may of course request to see it and photo ID if necessary.

Office Number: 07341305131      Email: [hertsbedsfilmclub@gmail.com](mailto:hertsbedsfilmclub@gmail.com)

Many thanks once again for inviting us into your school.

Gillian O’Keeffe

Director

North Hertfordshire & Bedfordshire Film Club



January 2022

# **Safe Guarding Children Policy**

## **Procedures**

- i) Reporting to the School
- ii) Concerns about pupils whether raised by staff or senior pupils must be discussed with the School (or their named deputy in their absence) as soon as possible and at least by the end of the timetabled day.
- iii) Immediate response to the child where a senior pupil receives a disclosure, then that pupil will immediately report it to the School.

It is vital that any staff actions do not abuse the child further or prejudice further enquiries, for example:

- listen to the pupil, if you are shocked by what is being said try not to show it; it is acceptable to observe bruises but not to ask a child to remove or adjust their clothing to observe them;
- if a disclosure is made, the pace of the conversation should be dictated by the pupil without their being pressed for detail by being asked questions such as “What did they do next?” or “Where did they touch you?”. The staff role is to listen, record and report; not to investigate. Staff must use open questions such as “is there anything else you want to tell me?” or encourage them further with a “yes?” or “and?”;
- accept what the pupil says. Be careful not to burden them with guilt by asking questions such as “why didn’t you tell me before?”;
- do acknowledge how hard it was for them to tell you this;
- don’t criticize the perpetrator, this may be someone they love
- don’t promise confidentiality. Reassure the pupil that they have done the right thing, explain whom you will have to tell and why. It is important that you don’t make promises that you cannot keep such as “I’ll stay with you all the time” or “it will be alright now”.

## **Recording Information**

- Staff should:
- make some brief notes at the time or immediately afterwards; record the date, time, place and context of the disclosure or concern, recording what has been said to you and not your assumption and interpretation. Notes must be signed and dated.
- record observed injuries and bruises on a Body Map.
- note the non-verbal behavior and the key words in the language used by the pupil (do not translate into “proper terms”).
- keep these original notes and pass them to the School at the end of the session.
- If a phone call is made, this must be put in writing within a further 24 hours

## Support

### 1) Pupils and families

The NHBFC recognizes that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. Their school may be the only stable, secure and predictable element in the lives of children at risk. Therefore, The NHBFC will endeavor to support pupils through:

- The Film Clubs is to encourage self-esteem and self-motivation.
- Our ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- A consistent approach, which recognizes and separates the cause of the behavior from that behavior which the pupil displays.
- A commitment to develop productive, supportive relationships with parents and staff.

### 2) Staff

Receiving a disclosure or observing signs of abuse can be very distressing. All staff should discuss their feelings with The NHBFC directors or other senior member of staff.

Incidents of a child protection nature can affect staff not directly involved. Meetings should be used to support staff in this situation.

Members of staff may be asked to attend a Strategy Meeting. You will need to take any information the school may hold.

You may be required to attend a child protection case conference for which you should provide a report.

Where an allegation of abuse is made against a member of staff or a volunteer, then support is offered by The NHBFC and dealt with in line with the document.

## Confidentiality

Staff have the professional responsibility to share relevant information about the protection of children with other professionals, particularly investigating agencies. If a pupil confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he/she has a responsibility to refer the matter to the School for the child's own sake. At the same time, the child should be reassured that the matter will be only be disclosed to the School, which will then decide on appropriate action.

- Staff are not permitted to record children on their own equipment. Staff must not allow any third party to record children, this includes but is not limited to; parents/childminders

## **Procedures in respect of Child Abuse**

In the event of an actual or suspected case of child abuse by adults, parents, teachers, any other adult, or one or more pupils it is the responsibility of The NHBFC staff to report this to the school.

It is important that if staff overhear children discussing 'abuse' or 'neglect' that this information is relayed for investigation.

Where an employee is considered unsuitable to work with children, a report will be made to the ISA within one month.

## **Indicators of Abuse and Neglect**

A child may exhibit some of the following symptoms and have perfectly reasonable explanations for how they occurred. It is of great concern if several of these injuries or signs occur simultaneously or if the explanation of the presence is unconvincing.

Injuries:

- Bruises or abrasions especially about the feet, head, genitals or other parts of the body where they would not normally be expected to occur given the age of the child.
- Damage or injury to the mouth of a child e.g. bruises or cut lips.
- Bite marks.
- Burns and/or scalds especially small circular burns (often cigarette burns).
- Bilateral injuries such as two black eyes – this rarely occurs accidentally.
- Poisoning and other misuse of drugs.
- Repeated minor injuries and/or self-harming.
- Untreated injuries.
- Attempted suicide

Other signs include:

- Developmental retardation, failure to thrive or grow without an underlying medical condition.
- Lethargy.
- Withdrawal.
- Wariness.
- Passivity.
- Attention-seeking or over-compliance.
- History of running away.
- Aggression towards others. Violent outbursts.
- Poor peer relationships
- An unkempt, dirty appearance. Poor personal hygiene.
- Eating disorders.
- Low self-esteem, self-deprecation, depression.
- Alcohol or drug abuse.
- Lying, delinquency, stealing.
- Unwillingness to undress for PE, or to have a medical examination

- Over-solicitous behaviour towards adults.
- Use of inappropriate sexual remarks or behaviour.
- Presence of sexually transmitted infection, or recurrent infections.
- Pregnancy.
- Inappropriate response to painful situations.
- Over-reaction to mistakes.
- Fear of parents being contacted

All staff are to be cautioned against:

- any physical contact with pupils which is not in accordance with DCSF guidance on handling pupils and which is open to misinterpretation.
- one-to-one tuition should only take place where both parties are visible e.g. through a window, or vision panel. Doors should not be closed/secured.
- care must be taken in one-to-one sports coaching, such that no action/comment might be misconstrued.
- it is inappropriate for adults to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with the parents/career's
- there may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a senior manager and parents/career's
- staff should avoid electronic communication with pupils unless it is absolutely necessary.

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# North Hertfordshire & Bedfordshire Film Club Refund Policy

*The North Hertfordshire & Bedfordshire Film Club strives to fulfill their commitment to each individual school, parent & child every term*

## **What we promise:**

- As long as minimum numbers of 10 are reached The NHBFC will have staff in place to run your Film Club. Furthermore, we will never cancel a club run halfway through a term except due to extenuating circumstances.
- We will never cancel a Film Club unless a leader is unavailable to attend.
- Downloads will be delivered to the children at the latest by the end of a following term (e.g. a spring club may receive their downloads by the end of the summer term).
- We will send club dates on our sign-up letter or email prior to the club starting for your staff to check and confirm if they are/are not correct.

## **What we will refund for**

- If WE have to cancel clubs for any reason and do not offer the school the chance to make up the missed session time (e.g. 90 minute sessions)
- If a club's minimum numbers are not achieved and we have to cancel.

## **What we won't refund for**

- If the school cancels a club, this includes but is not limited to; weather, unhappy with leader or club in general, confusion over club dates, unhappy with our DBS/CRB policy and relevant documentation (DBS/CRB LETTER, PLI/Employee Insurance, safeguarding). This also includes a school breaching the services agreement.
- If a school or parent(s) are unhappy with the quality of the sessions or the quality of the children's' finished download. (Including, but not limited to, loss of footage, films not included, or child not featured on camera enough.
- If a child misses a number of sessions once payment has been made.
- If a child/parent decides to stop their child attending once payment has been made.
- If a parent fails to interpret the club dates correctly and fails to send their child after they have booked.
- If we have cancelled a club and given the school two options to make up the missed session(s) and they decline. These options include, but are not limited to, adding session(s) at the end of term and longer sessions (e.g adding time to existing session(s), 90 minute sessions instead of 60 minute sessions).

## **How do I apply for a refund?**

- A refund form must be requested by email from the NHBFC Area Director. The form, once completed and submitted, is then sent to our refunds team. A decision is made by the Director as to whether a refund will be granted. If the refund request is accepted this will be processed via bank transfer. A decision regarding a refund can take between 1 and 2 weeks.
- A £6 admin fee will apply if a parent decides to cancel their child's place for any reason.

## **DBS Policy**

Ultimately it is for the Employer (in this instance The North Hertfordshire & Bedfordshire Film Club) to determine whether to accept previously issued DBS checks. You should consider the following before making a decision:

- The applicant's criminal record or other relevant information may have changed since its issue.
- The decision made by a Chief Police Officer to disclose information on a DBS certificate was made based on the position for which the criminal record check was originally applied for; you cannot assume that no other intelligence would be disclosed for a different position.
- The information revealed was based on the identity of the applicant, which was validated by another registered body, at the time that the original check was requested; you should ensure that the identity details on the certificate match those of the applicant.

## **Respect For School Staff And North Herts & Beds Staff**

By a school agreeing to host the NHBFC, The NHBFC promises to always remain respectful to all school and school staff at all times.

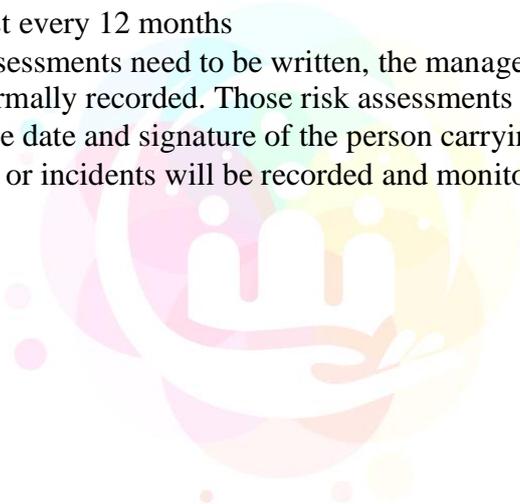
In return the school and school staff promise to show the NHBFC and its staff respect at all times. The NHBFC staff deserves the right to work in a safe environment and must be treated fairly and with respect at all times. Any abusive or derogatory behaviour towards NHBFC staff will be met with zero tolerance and reported to relevant accountable bodies.

## **Risk Assessment Policy**

- The manager/instructor will ensure regular risk assessments of the premises indoor and out, outings and other activities are conducted to identify any hazards or risks and that actions are taken to minimize the risks.
- Staff are encouraged to attend risk assessment training.
- Children are encouraged to do their own risk assessments of activities to identify what might happen and what can be done to reduce the hazard/risk.

### **Frequency of risk assessments carried out:**

- Review at least every 12 months
- Not all risk assessments need to be written, the manager and staff will decide what needs to be formally recorded. Those risk assessments which are written down will include the date and signature of the person carrying out the assessment.
- Any accidents or incidents will be recorded and monitored to identify further steps to be taken.



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# **THE NORTH HERTFORDSHIRE & BEDFORDSHIRE FILM CLUB BEHAVIOUR POLICY**

## 1. INTRODUCTION

At the NHBFC we believe that if good relationships exist between staff, students and schools both in and out of the classroom, it is conducive to learning and to the social and personal development of students; effective communication between parents, teachers and the NHBFC helps to create a well-ordered atmosphere in which children will learn effectively, develop and flourish.

We believe all children should be able to come to NHBFC clubs, to work and enjoy unique activities in a supportive and enjoyable setting.

To enable this to happen we expect every child to be thoughtful and caring about others, to accept personal responsibility for their own behaviour, and to acknowledge the authority within NHBFC clubs. We look to parents and schools for support in carrying this out.

If club rules are broken there are well defined procedures for dealing with such problems as outlined in the policy and these are made known to parents and the school.

## 2. RULES

- Listen well to club leader and to each other
- Do not speak when club leader is giving instructions or when another child is speaking
- Be kind to one another (explain what you expect)
- Be careful with the camera equipment and costumes • No running with the equipment, this can cause serious damage or loss of footage previously filmed.
- Please do not say shut up to other children

### 3. REWARDS

We praise and reward children for good behaviour in a variety of ways:

- Staff congratulate children; praise and encouragement are used as much as possible.
- There are there end of term awards per school. These awards will remain on the website for the duration of a term.
- Staff give all children an end of term certificate & treat bag.
- Pupil's work is given recognition through display and positive reinforcement.
- Feedback is also given to each school during assemblies or by email to Head Teachers for Newsletter/Blogs.

### 4. SANCTIONS

It is important that children who cannot follow our behavior policy are given consequence to their behavior. What is crucial is the system use gives children the chance to work with the school and their parents to change their behavior.

We use the below system.

#### **Strike system for managing challenging behaviour**

1. Ask the child to stop the behaviour e.g. ***'Please could you walk with the camera instead of running'***
2. Ask the child again to stop the behaviour and issue a warning e.g. ***'I have asked you once to please walk with the camera. If I have to ask you again you will not use the camera and you will receive a strike'***
3. ***If the behaviour continues issue the strike e.g. 'Ok well I have now asked you twice to walk with the camera and you are still running with it. You will not be able to use the camera again today and I am giving you a strike. If you receive another strike today I will need to let the school know.'***

If the child receives 2 strikes the school and their parent(s)/guardian(s) will be informed.

If a child gets strikes two weeks in a row, they will be warned that the result will be permanent removal from the club if the behaviour continues for a third week.

We avoid giving three strikes in one session, as this does not give the child a fair chance to change their behaviour.

**Bad behaviour will not be tolerated in clubs, as it is unfair on other children who are participating well, it also slows the activity down.**

#### 5. PUPILS WITH SPECIAL EDUCATIONAL NEEDS

The NHBFC embraces the policy of inclusion. Where pupils have statements of special educational needs, due regard will be paid to the recommendations therein. There may be situations where the sanctions and rewards may need to be modified accordingly to suit the individual concerned.

#### 6. STAFF TRAINING AND DEVELOPMENT

All activity leaders are involved in the development of the school's Behaviour Policy and are fully aware of the NHBFC procedures; in order to maintain and develop the quality of our provision, staff are encouraged to undertake training where appropriate.

#### 7. MONITORING/OBSERVATION

Senior Management Team members monitor the effectiveness of this policy on a regular basis, reports to the company directors on the effectiveness of the policy and if necessary, make recommendations for further improvements.

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## **Complaints Policy**

This policy tells you how to make a complaint to the North Hertfordshire & Bedfordshire Film Club.

This is the policy that we will follow if your complaint is about NHBFC or one of the clubs it has delivered.

### **Values and principles**

You have the right to complain: we take complaints seriously. You should not be harassed, bullied or put at a disadvantage because of making a complaint.

Equality: you should receive an initial proper response to your complaint, regardless of your age, gender, disability, race, religion, nationality, social status, sexual orientation or political persuasion.

Fairness: we believe that complaints should be dealt with fairly and openly. Unless it would put other people at risk, those affected by a complaint should have a chance to contribute and respond to any investigation.

Safety and welfare take priority: we will always give priority to concerns that affect safety and welfare. Issues affecting children will be treated very seriously.

Confidentiality: we treat complaints as confidentially as possible.

Sometimes we have to discuss complaints with other organisations. If we are worried about a risk to a person or to the public or our company issues, we might need to pass on our concerns to the right authorities. If necessary, we will get advice from other organisations such as the Police, Social Services or other organisations.

### **How to make a complaint?**

If you have a complaint, it is often best to start by having a conversation with someone at NHBFC. There are some suggestions below about who to speak to. They may be able to help to resolve your problem. You could also make a written complaint. The address for written complaints is at the bottom of this policy.

If your complaint needs to be looked into further, you will normally be asked to put your complaint in writing. We accept anonymous complaints, but it is often very difficult to investigate these properly. It is easier for us to handle your complaint if you provide as much detail as possible.

## **Who to contact to make a complaint?**

Any complaints should be raised with one of the following as appropriate:

- NHBFC Director: [HERTSBEDSFILMCLUB@GMAIL.COM](mailto:HERTSBEDSFILMCLUB@GMAIL.COM)
- Child Protection Officer in the event if you are a child or if you are worried about the safety or welfare of a child.

## **What will we do to investigate?**

We will endeavour to give an initial response to your complaint within 2 months. If the matter is urgent, we will do our best to respond more quickly. We will investigate your complaint fairly. This means that we will discuss the complaint with relevant leaders. We will try to gather any information that may be relevant to handling your complaint.

Sometimes we will ask to show copies of information from the investigation to other people to allow them to respond. This is because we believe in fairness and openness. We will not share information if we think that this will endanger someone's safety or welfare.

## **How will I know what is happening?**

You will be given the details of a person who will be your point of contact at NHBFC. That person will make sure that you understand the process, and will help to answer any questions or concerns that you have. We will not tell you the outcome if that person is a child, or if we believe that telling you would create a risk to other people. In this situation, we will still try to tell you about how you are affected by the action that we have taken.

## **What are the possible outcomes or results of my complaint?**

In many cases, we are able to resolve problems informally. This might include:

- Speaking with the relevant leader
- An explanation or apology
- An agreement to communicate or act differently in future
- If an informal resolution is not suitable, then a small committee of senior officials will look at the information.

**Which complaints do we deem valid?** *\*Please note you are free to complain about anything you are not thoroughly satisfied with. However due to the subjective nature of creative based activities there are some complaints we will not be able to consider.*

- Child being bullied
- Constant missed sessions
- A Club Leader's conduct

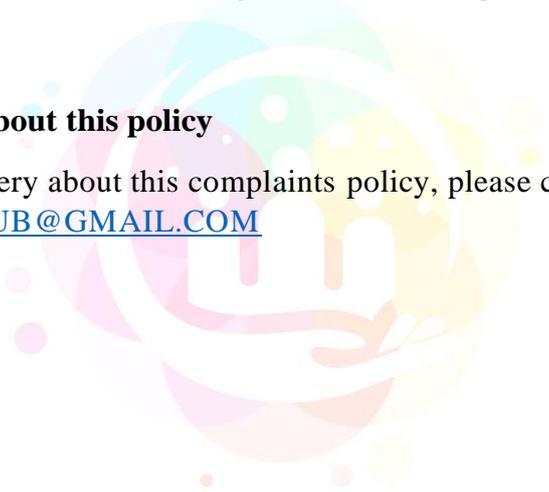
- Customer service
- Problems with payment

**Which complaints are we unable to consider?** *\*Please note you are free to complain about anything you are not thoroughly satisfied with. However due to the subjective nature of creative based activities there are some complaints we are unable to consider.*

- Quality of sessions being delivered
- If you are unhappy with the finished product
- If you were unable to make your online booking
- If your child has not received what you deem to be large enough roles in productions

### **Questions or queries about this policy**

If you have a general query about this complaints policy, please contact [HERTSBEDSFILMCLUB@GMAIL.COM](mailto:HERTSBEDSFILMCLUB@GMAIL.COM)



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## **The North Hertfordshire & Bedfordshire Film Club Services Agreement**

**Date of Agreement:**

### **BETWEEN**

1. Primary & Secondary Schools
2. **The NHBFC** (The Service Provider)

### **1. Key Terms**

#### **1.1 Services**

The Service Provider shall provide the following services ("Services") to the Buyer in accordance with the terms and conditions of this Agreement:

*Delivering the after-school activity: The NHBFC. Once a week on a pre-determined day for a term. With the club being automatically renewed for a following term unless half a terms notice is given by the school.*

#### **1.2 Delivery of the Services**

- a. The club will begin at the beginning of the (INSERT HERE) term. This will vary each term due to Half Term Breaks dates.
- b. The club will last the duration of one term.

#### **1.3 Site**

The Service Provider shall provide the Services on the school premises.

#### **1.4 Price**

- c. The cost of the club will be at a constant £6 per week per child. Lunch club fees are less due to the club being for 45 minutes and not 1 hour. This is adjusted during the booking process.



## 1.5 Payment

- d. Parents of children who attend the club make payments direct through the booking form, located through on the HertsBedsFilm Club website using GoCardless system.
- e. The School do no accept any monies for the club. All enquiries will be directed to Gillian O’Keeffe

## 1.6 CRB/DBS Clearance

- e. DBS or CRB enhanced or volunteer checks will be completed on all NHBFC employees. In accordance with county council’s requirements these will be no more than 3 years old, however it is not a requirement for these to be in The NHBFC company name.

## 2. Term and Termination

- a. This Agreement shall be effective on the date hereof and shall continue, unless terminated sooner by the provider.
- b. Schools must let The NHBFC know at the half term point should they wish to end their hosting of The NHBFC. Should half a term’s notice not been given it will be the school’s responsibility to refund parents of children who will have signed up for the following terms Film Club.
- c. Schools have the right to terminate the agreement at any time, however, it will be the school’s responsibility to refund all parents of children attending the club and a £50 admin fee will also apply and be payable to the NHBFC.
- d. The NHBFC has the right to terminate said agreement if it’s staff is not treated with respect within the school environment by staff. In this instance, the NHBFC would be responsible for refunding the parents of the children enrolled.

### 2.1 Relationship of the parties

The parties acknowledge and agree that the services performed by the service provider, it’s employees, agents or sub-contractors, shall be as an independent contractor and that nothing in this agreement shall be deemed to constitute a partnership, joint venture, agency relationship or otherwise between the parties.

## 2.2 Miscellaneous

- e. The failure of either party to enforce its rights under this Agreement at any time for any period shall not be construed as a waiver of such rights.
- f. If any part, term or provision of this Agreement is held to be illegal or unenforceable neither the validity or enforceability of the remainder of this Agreement shall be affected.
- g. Neither Party shall assign or transfer all or any part of its rights under this Agreement without the consent of the other Party.
- h. This Agreement may not be amended for any other reason without the prior written agreement of both Parties.
- i. This Agreement constitutes the entire understanding between the Parties relating to the subject matter hereof unless any representation or warranty made about this Agreement was made fraudulently and, save as may be expressly referred to or referenced herein, supersedes all prior representations, writings, negotiations or understandings with respect hereto.

By accepting the NHBFC into your school, you agree to all set out in the above agreement and any further agreements provided by The NHBFC prior to the club start date.

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It is the Director's responsibility to update all schools each year at the time of renewal of the Public Liability Insurance.



### Tradesman Insurance Statement of Fact

**Quotation Number:** 96983974  
**Policy Wording reference:** PTR131120  
**Period of Insurance:** From: 00.00 hours on 18/09/2021 To: 24.00 hours on 17/09/2022  
**Effective Date:** From: 18/09/2021

**Broker:** Swinton Insurance  
**Insured:** Miss Gillian O'keeffe trading as North Hertfordshire And Bedfordshire Film Club  
**Trading Name:** North Hertfordshire And Bedfordshire Film Club  
**Subsidiary Companies:** None  
**Address:** 107 Chase Hill Road, Arlesey, Bedfordshire, United Kingdom, SG15 6UF  
**Business Description:** Tuition

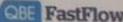
**Please read the following information carefully**  
This document sets out the important information that you, or your insurance broker on your behalf, have provided to us and we rely on it in assessing your insurance cover. It is very important that it remains up to date and is correct – if it isn't, then it could invalidate or your insurance result in a claim being denied.

**What you need to do next**  
Please check that the information set out below in the **Key information** section is correct.

If the information is correct  
If the information is correct you don't need to return this document or take any further action – simply keep this document in a safe place together with your other policy documents. We will treat this as your confirmation that the details below are correct and accurately reflect your insurance requirements. By paying the premium requested, you are accepting the terms offered contained in this document, the policy summary, the schedule and policy documentation.

If the information is incorrect  
If any of the details are incorrect or anything is unclear, please notify your insurance broker immediately. We will advise you of any changes to your policy, including the premium payable, or any additional information we require to assess your insurance, and we will then issue you with a new statement in place of this document.

Please also read the **Confirmation and Important Notes** the end of this document.





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January 2022

Primary Trade - Description	Tuition
Primary Trade – Number of workers	1
Primary Trade – Percentage of turnover	Not Declared
Maximum Height Limit (in metres):	0
Maximum Depth Limit (in metres):	0
Gas Fitting Work Undertaken:	Not Declared
Phase 3 electrical work undertaken	Not Declared
Heat Equipment Used:	None

**Employees:**

Total number of people working in the business, including all partners, principals, proprietors, directors, employees and subcontractors.

1

**Employee Detail:**

Employment type:	Partners/Principals/Proprietors
General Activity:	Non Manual Work
Number of Workers:	1

**Public and Products Liability**

Limit of Indemnity	£5,000,000
Third party property damage excess:	£250

**Employers Liability**

Limit of Indemnity	Not Required
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**Business Goods:**

Business Equipment – Sum insured	£0
Business Stock – Sum insured	£0
Business goods excess:	£250.00

**Contractors All Risks**

Contract Works – Sum insured	£0
Contract Works excess (standard excess + additional excess)	£0
Hired In Plant – Sum insured	£0
Annual Hiring Charges	£0
Hired In Plant excess (standard excess + additional excess)	£0
Own Plant – Sum insured	£0
Own Plant excess (standard excess + additional excess)	£0
Tools – Limit per person	£0
Tools in vehicle overnight	£0



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# Child Protection in Education

This is to certify that

**Gillian O'Keeffe**

successfully completed

**Child Protection in Education - Level 2**

30 January 2019  
CPD Hours: 5



*Keir McDonald*

Keir McDonald MBE  
Chief Executive Officer  
EduCare Learning Ltd

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January 2022



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## Raising Awareness of Peer-on-Peer Abuse

This is to certify that

**Gillian O'Keeffe**

successfully completed

**Raising Awareness of Peer-on-peer Abuse Level 2**

30 January 2019  
CPD Hours: 1



*Keir McDonald*

Keir McDonald MBE  
Chief Executive Officer  
EduCare Learning Ltd

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