

TEMPEST

PHOTOGRAPHY

Nationwide Portrait and Group Photographers

Safeguarding Statement:

At H Tempest Ltd, we are fully committed to creating and maintaining a safe, supportive, and respectful environment for all the children and young people we engage with, from early years settings through to secondary school and university. Safeguarding is at the heart of everything we do, and we recognise our moral and statutory responsibility to promote the welfare of every child and young person we encounter during our photographic services.

We believe that the welfare of children and young people is paramount. Every child, regardless of age, ability, gender, race, religion, sexual orientation, or background, has the right to grow up free from harm, abuse, and neglect. We are committed to actively promoting a culture where safeguarding is everyone's responsibility and where concerns are taken seriously and acted upon promptly.

Our Safeguarding Policy clearly outlines the procedures and standards we have in place to protect children and young people.

It includes:

- a) The identification and contact details of our Designated Safeguarding Officer (DSO), who is responsible for overseeing our safeguarding practices.
- b) Definitions and indicators of abuse, neglect, and poor practice, to support early recognition and intervention.
- c) Clear, practical guidance on what to do if a child makes a disclosure or if there is a concern about the behaviour of a member of staff, contractor, or another young person.
- d) Procedures for responding to concerns that arise outside of our photography sessions or in situations where no direct disclosure has been made but safeguarding concerns are still suspected.
- e) Our commitment to safe recruitment, appropriate training, and regular updates to ensure all staff understand and can carry out their safeguarding responsibilities confidently and effectively.

By implementing a robust and proactive safeguarding framework, H Tempest Ltd ensures that all team members are equipped to act swiftly and appropriately to protect children and young people from harm.

We are committed to continuous improvement, regularly reviewing our policies and procedures to reflect best practice, current legislation, and the evolving needs of the young people we serve.



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Directors: B.H.Dodge (Chairman) R.Tempest (Managing) T.Tempest B.R.J.Tempest B.Buck F.C.A (Finance) J.Maros J.Temby
Registered in England No. 374510 Registered Office: The Colour Laboratory, St Ives, Cornwall, TR26 3HU · VAT No. 131710513.

Safeguarding Policy:

References:

- A. Working Together to Safeguard Children 2023
- B. National Guidance for Child Protection in Scotland (Updated 2025)
- C. Co- operating to Safeguard Children and young people in Northern Ireland
- D. Information Sharing DfE 2024
- E: Keeping Children Safe in Education DfE 2024
- F: Children Act 1989 & 2004 (England and Wales)

Purpose:

1. The purpose of this policy is to provide direction and guidance on the safeguarding policy & processes for H Tempest Ltd employees.
2. This policy supersedes previously issued direction and guidance on safeguarding processes.

Aim:

3. This policy is to ensure safeguarding allegations, concerns, disclosures, or incidents are responded to appropriately, sensitively and in a timely manner thus ensuring that H Tempest Ltds' intent and ability to keep children safe is achieved. It will also outline the company's control measures regarding recruitment, code of conduct and ongoing development of staff.

Policy Statement:

4. All children have the right to protection from all forms of abuse and harm at all times.
5. Safeguarding is **everyone's** responsibility.
6. Anyone with a concern about harm, or potential harm to a child, **MUST** act swiftly.
7. H Tempest Ltd is a committed, child centered organisation that prioritise engaging safe people in safe spaces.
8. There is a legal responsibility that rests with the individuals entrusted with the care of children. This applies equally to all employees of H Tempest Ltd. Any employee who fails to observe proper safeguarding standards for children or young people in their care may well be in breach of the law. It is also likely that they will be in violation of the company code of conduct and safeguarding procedures and subject to disciplinary action.

Scope:

9. This policy applies to all employees, or volunteers that work on behalf of H Tempest Ltd or subsidiaries
10. This policy can be shared freely when necessary to ensure transparency.



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Queries & Advice:

11. Requests for advice on safeguarding policy and processes can be raised through the company designated safeguarding officer (DSO) **DSO- Mark Griffiths – DSO@htempest.co.uk – 07740 595792.**

Part 1 - Safeguarding Definitions

12. For the purposes of this policy, H Tempest Ltd uses definitions and descriptions contained in legislation, policy and regulations that apply in England.

13. Types of Child Abuse. There are several different categories and types of abuse; the list below is not exhaustive.

- a) **Physical Abuse.** Physical abuse is defined as deliberately hurting a child and causing physical harm. Physical harm may also be caused when a parent/guardian fabricates the symptoms of, or deliberately induces, illness in a child.
- b) **Emotional Abuse.** A form of abuse which is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. In Scotland, as per National Guidance for Child Protection in Scotland, 2021, this includes seeing or hearing the abuse of another child.
- c) **Children living with Domestic Abuse.** Children that witness domestic abuse can suffer emotional and psychological maltreatment.
- d) **Sexual Abuse.** A form of abuse which involves forcing or enticing a child take to part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening or not. This may involve physical contact or noncontact activities and can happen online or offline.
- e) **Grooming.** Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate and abuse them. Children and young people who are groomed can be sexually abused, exploited, or trafficked. Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time, from weeks to years. Groomers may also build a relationship with the young person's family, friends or others in their protective network to make them seem trustworthy or authoritative.
- f) **Neglect.** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.
- g) **Exploitation.** In Northern Ireland, Reference C, states that exploitation should be considered a specific form of abuse. Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.



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- h) **Child on Child abuse.** This is also referred to as peer abuse. This form of abuse occurs when a child behaves in a way that causes harm to another child (this harm might be emotional, sexual, physical, coercive etc.). Child on child abuse harms all children involved and is often complex. The child being harmed is at risk of long-lasting trauma, isolation, intimidation, and/ or violence from another child. A child who harms others may have suffered significant disruption in their own lives, e.g. witnessing or suffering abuse themselves.
- i) **Non-recent abuse.** Sometimes referred to as historic abuse. Non-recent abuse may refer to an adult who was abused when under the age of 18, or a young person/ child who was abused at a younger age. Reports of non-recent abuse are managed in the same way as reports of current abuse.
- j) **Radicalisation.** Children may be susceptible to extremist ideology and radicalisation.
- k) **Forced Marriage.** Forced marriage is where one or both people do not, or cannot, consent to marry and pressure or abuse is used to force them into the marriage (e.g., threats, physical violence or sexual violence) or emotional and psychological pressure. In all four UK nations any marriage arranged through use of violence, threat or coercion is illegal regardless of the age of the people involved.
- l) **Human Trafficking.** Is the recruitment, transportation, transfer, harbouring or receipt of people through force, fraud or deception, with the aim of exploiting them for profit.
- m) **Female Genital Mutilation (FGM).** Comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs.

Safeguarding Principles.

14. A 'child' is defined as anyone who has not yet reached their 18th birthday. The term 'children' refers to 'children and young people' throughout.

15. 'Duty of care' refers to the responsibility held by all adult members and requires them to always act in the best interest of children, taking appropriate steps to ensure they are protected from harm or abuse.

16. 'Abuse' is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

17. For the purposes of this policy the safeguarding of children is defined as:

- a) Providing help and support to meet the needs of children as soon as problems emerge.
- b) Protecting children from maltreatment, whether that is within or outside the home, including online.
- c) Preventing impairment of children's mental and physical health or development.
- d) Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.



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Part 2 – Employees

Safer Recruitment:

18. H Tempest Ltd is dedicated to safer recruitment of employees. This consists of a set of safe practices to help ensure we recruit staff and volunteers who are suitable to work with children and young people.

Safe Recruitment Practice

- a) There are documented and consistently applied application processes and safe recruitment standards for both volunteers and employees.
- b) Each applicant has a face-to-face interview with an interview panel of more than one person.
- c) Applicants are required to provide at least two satisfactory references before an appointment.
- d) Applicants are required to provide proof of identity and original copies of documents (including qualifications).
- e) Every applicant is required to undertake an Enhanced Disclosure and Barred List check (PVG Scotland). Note: All employees who reside outside Scotland but undertake work within Scotland and other parts of the UK must obtain and maintain a valid PVG Scotland membership, regardless of the frequency or duration of their work. This requirement is in addition to holding an Enhanced Disclosure and Barred List check.
- f) During training in an educational establishment, if the documentation has not yet been returned from Disclosure Barring Service (PVG Scotland) it is the responsibility of the senior photographer or trainer to remain with applicant all times whilst on those premises. Authority must also be granted by the Designated safeguarding lead (DSL) at the establishment.
- g) All applicants are to sit a mandatory face-to-face (virtual) training course on the safeguarding of children and young people, delivered by the company DSO.
- h) Applicants will not be allowed to work independently in an educational establishment without the required enhanced DBS (PVG Scotland) **and** mandatory training course.

Code of Conduct:

19. This Code of Conduct sets out the standards of behaviour expected from employees representing H Tempest Ltd when working in environments involving children and young people.

1. Safeguarding commitment

- 1.1. Employees must prioritise the welfare and safety of all children and young people at all times.
- 1.2. Employees must familiarise themselves with and adhere to the safeguarding policies as laid out in this policy.



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2. Conduct with Children & Young People

- 2.1. Always maintain a professional and respectful relationship with children and young people.
- 2.2. Never be alone with a child or young person, work must always be conducted in an open and observable environment.
- 2.3. Do not engage in or tolerate any behaviour that could be construed as inappropriate, abusive, exploitative, or grooming.
- 2.4. Use appropriate language and tone at all times; avoid jokes or comments that could be misinterpreted.
- 2.5. Be patient, encouraging, and supportive when interacting with children and young people.
- 2.6. Refrain from any behaviour that may cause a child to feel uncomfortable, anxious, or distressed.
- 2.7. If a child appears distressed or unwilling to participate in photography, stop the session and inform the responsible staff member at the establishment.

3. Physical Contact & Positioning

- 3.1. Only adjust a child's clothing or appearance with explicit permission from the child and a supervising staff member. Ensure that you remain in full view of the supervising staff member.
- 3.2. Avoid physical positioning of children.
- 3.3. Respect each child's personal space at all times.

4. Privacy & Consent

- 4.1. Photograph only those children and young people for whom the establishment has received appropriate parental/guardian consent.
- 4.2. Never use personal devices (such as mobile phones) to take or store images of children or young people.
- 4.3. Do not share any images of children or young people on personal social media or other unauthorised platforms.

5. Professional Appearance & Identification

- 5.1. Wear your official ID badge and present it upon arrival. Ensure you are able to present your valid DBS (PVG Scotland) certificate or number.
- 5.2. Dress professionally and appropriately for working in educational settings.
- 5.3. Comply with all visitor procedures and sign-in requirements at each location and adhere to establishment specific safeguarding policies.

20. Any breach of this Code of Conduct will be treated seriously and may result in disciplinary action.

Training & Development

21. All employees who come into contact with children or young people have a role to play in safeguarding them. They can do this confidently and effectively only if they have the necessary understanding and skills.



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Training & Development Principles

- a) All staff and volunteers receive safeguarding training as part of the induction process.
- b) All staff and volunteers receive regular refresher training to update their knowledge and understanding. This is to be completed every 12 months.
- c) The Designated Safeguarding Officer receives appropriate training to enable them to fulfil their role and have regular opportunities to update their knowledge and understanding.
- d) All staff are provided with safeguarding information and details of who to contact if they have concerns.

Part 3 – Procedures

Emergency / Urgent Actions

22. Where a concern, allegation or incident includes an imminent, immediate or recent risk of significant harm to a child, or allegations including potential criminal behaviour, a direct report to police **MUST** be made **IMMEDIATELY** by dialing 999 or 101 (where urgent but not life or limb threatening). This also applies to circumstances where taking no action would likely result in harm to a child.

23. In an emergency, where a concern, allegation or incident includes imminent or immediate risk of harm to a child, staff should undertake all relevant actions listed below.

- a) Ensure the immediate safety of all children and adults before continuing, having reported to police or other emergency services where appropriate.
- b) Inform schools DSL (if incident occurs on school site)
- c) Inform company DSO in any eventuality.

24. Where your DSO or school DSL is unreachable, consider contacting the NSPCC for guidance.

Whistleblowing

25. The term ‘whistleblowing’ is used for raising concern about certain types of wrongdoing in an organisation.

26. If you witness behaviour that you believe is inappropriate or not in line with the safeguarding guidance and training you have received, it is your responsibility to report it to the appropriate authority without delay.

- a) If the concern involves a member of school staff or the wider school community, it should be reported to the school’s Designated Safeguarding Lead (DSL). A secondary report should also be made to the Company Designated Safeguarding Officer (DSO).
- b) If the concern involves a member of company staff, it must be reported directly to the Company Designated Safeguarding Officer (DSO).



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Disclosure

27. If a child discloses a safeguarding concern to you, it is essential that you follow the appropriate safeguarding procedures without delay. The key steps you should take are outlined below, in accordance with statutory guidance including Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children.

1. Listen Carefully and Stay Calm.

- 1.1 Allow the child to speak freely. Don't interrupt, prompt, or ask leading questions.
- 1.2 Use phrases like: "Tell me what happened," rather than "Did they do X to you?"
- 1.3 Stay calm, reassuring, and non-judgmental.
- 1.4 Make it clear you are taking them seriously.

2. Reassure the Child.

- 2.1. Let them know:
 - a) "You've done the right thing by telling me."
 - b) "You're not in trouble."
 - c) "I'm here to help."
- 2.2. Do not promise confidentiality. You must explain "I will have to tell someone who can help keep you safe."

3. Record What Was Said – As Soon As Possible.

- 3.1. Use the child's exact words.
- 3.2. Record:
 - a) Date and time.
 - b) Your name and the child's name.
 - c) What was said.
 - d) Any behaviour or injuries observed.
 - e) Your response (but avoid including personal opinions).

4. Report the Disclosure Immediately.

- 4.1. If the concern involves a member of school staff or the wider school community, it should be reported to the school's Designated Safeguarding Lead (DSL). A secondary report should also be made to the Company Designated Safeguarding Officer (DSO).
- 4.2. If the concern involves a member of company staff, it must be reported directly to the Company Designated Safeguarding Officer (DSO).

5. What not to do.

- 5.1. You should not:
 - a) Delay in reporting the disclosure.
 - b) Investigate the disclosure yourself.
 - c) Ask the child to repeat the story multiple times.
 - d) Discuss the disclosure with anyone not directly involved in safeguarding.



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Procedures for Managing Safeguarding Allegations Against Employees

28. Any allegation made against company personnel will be taken extremely seriously and will be handled in accordance with clear and robust safeguarding procedures.

1. Purpose and Scope

This procedure applies to all employees, freelancers, contractors, and volunteers working on behalf of the company who are subject to an allegation of harm or risk of harm to a child or young person.

An allegation may involve a staff member who has:

- a) Behaved in a way that has harmed a child or may have harmed a child.
- b) Possibly committed a criminal offence against or related to a child.
- c) Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- d) Behaved in a way that raises concerns about their suitability to work with children, even outside of the workplace.

2. Initial Response to an Allegation

All allegations must be reported immediately to the company's Designated Safeguarding Officer (DSO). The DSO will then:

- a) Contact the LADO (Local Authority Designated Officer) in the local authority where the alleged incident occurred within one working day.
- b) The LADO will advise whether the allegation meets the threshold for formal consideration and will coordinate any further action, including referral to children's social care or the police.

3. Informing the Employee

Once the LADO has agreed it is appropriate to do so the individual will be contacted and given the following information.

- a) The nature of the allegation.
- b) The process that will be followed.

Given the paramount need to safeguard children above all other considerations, **suspension without prejudice** will be the standard procedure in most cases following safeguarding allegations against company personnel. This is a protective measure and is not a presumption of guilt. Suspensions without prejudice are not time limited but are dependent upon necessity and the length of time of any enquiry.

The default arrangement when a person is suspended is that the individual is not permitted to have any contact with any customers or non-customers.

This includes but is not limited to:

- a) Phone calls
- b) Messages
- c) Emails
- d) Visits
- e) Photography



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4. Strategy Discussion and Investigation

The LADO may convene a strategy meeting with relevant agencies (e.g. police, children's social care, DSO). If the case progresses to a formal investigation, the employee will be kept informed of progress. The company may initiate a disciplinary investigation once external agencies have concluded their involvement.

5. Possible Outcomes

At the conclusion of the process, the allegation will be categorised as one of the following:

- a) **Substantiated** - there is sufficient evidence to prove the allegation
- b) **Unsubstantiated** - insufficient evidence to prove or disprove
- c) **Unfounded** - the allegation is found to be false or without basis
- d) **Malicious** - there is evidence the allegation was deliberately invented

Each outcome will result in appropriate follow-up action, which may include:

- a) No further action - return to work
- b) Additional training or supervision
- c) Disciplinary procedures
- d) Termination of employment (if warranted)
- e) Referral to the Disclosure and Barring Service (DBS) or PVG Scotland.

6. Record-Keeping

All records relating to the allegation, decisions, and outcomes will be:

- a) Stored securely and confidentially.
- b) Retained in accordance with legal and regulatory requirements.

7. Support for the Employee

It is acknowledged that suspension can have a significant detrimental impact on an individual's emotional wellbeing, regardless of their previous health history and personal resilience. The company is committed to supporting staff throughout the process, which includes:

- a) Providing regular updates on the progress of the case.
- b) Offering welfare support or referral to counselling services.
- c) Ensuring a fair, impartial, and timely process

In addition, the suspended individual is to be invited to suggest a "nominated supporter".

- a) The nominated supporter is to fulfil the duty of care requirement for the suspended individual, providing ongoing peer support.
- b) The nominated supporter can also aid the subject to navigate and understand the policy and procedure.
- c) The company DSO will also be available for support and to keep the individual updated



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A suspended individual is not obliged to have a nominated supporter.

The nominated supporter must voluntarily agree to the role and cannot be directed or ordered to fulfil it. They must also be informed of the nature of the safeguarding allegation(s). There must be no conflict of interest between the subject, the nominated supporter and the allegation.

Nominated supporters **MUST NOT**:

- a) Provide legal advice or guidance or make promises to the individual.
- b) Make contact directly or indirectly with any potential victim(s) or witness(es) to an enquiry about the safeguarding case. This could be perceived as bullying, intimidation or harassment, and the nominated supporter may be subject to their own enquiry and sanctions because of such conduct.

The nominated supporter is to maintain a private and confidential record of support given (i.e. meetings, discussions, messages). This acts as an evidential audit trail in the event of a critical incident or external scrutiny.

8. Learning from Allegations

Once a case is concluded, a case review will be conducted to:

- a) Identify lessons learned.
- b) Review safeguarding procedures and training.
- c) Strengthen practice and reduce the risk of recurrence.

Conclusion

29. This safeguarding policy outlines the procedures, responsibilities, and expectations in place to protect the welfare of every child and young person we encounter. All staff are expected to follow this policy without exception and to report any concerns, however small, in line with the guidance provided.

30. By maintaining strong partnerships with educational settings, adhering to statutory safeguarding requirements, and ensuring our team are fully trained and accountable, we aim to uphold the highest standards of safety and professionalism across every aspect of our photographic services.

31. Safeguarding is everyone's responsibility. This policy will be reviewed annually and updated as needed to reflect changes in legislation, guidance, or operational practice.



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Designated Safeguarding Officer (DSO)

Mark Griffiths – DSO@htempest.co.uk

Tel: 07740595792

NSPCC

Tel: 0808 800 5000

Amendments:

11/08/25 - Provision of PVG Scotland



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