



# **City School of Languages**

## **Safeguarding Policy, Procedures and Guidance for Safe Working Practice and the Protection of Children (Under18s)**

**2016**

**93-94, Mansel Street, Swansea  
SA1 5TZ**

# Policy Statement

## Context

City School of Languages is based in Swansea City centre. City School of Languages offers summer school to teenagers during the summer months (12-17 years of age). A supervised programme will be in place for all teenagers during the summer. Homestay accommodation is provided by the school to all teenagers during their stay. Young adult learners (16-17 years old) are allowed to study on adult courses. Homestay accommodation is available throughout the year for young adults as well as student residence accommodation.

## Terminology

City School of Languages has outlined a list of terminology relevant to the policy:

**Child/ren** – is defined as anyone less than 18 years old.

**Teenagers** – are defined as any student aged 12-17 years studying at City School of languages summer school.

**Young adults** – are students aged 16-17 studying on adult courses provided by City School of Languages

**Staff** – is defined as any person who is employed by City School of Languages including paid/unpaid work, directors, managers, seasonal workers, interns or anyone working on behalf of City School of Languages.

**Management** – is defined as senior management including the Director of Studies and Office Manager. Management will have an overall picture of safeguarding and will be involved in all major matters or decision making.

**Designated Safeguarding Officer abbreviated to DSO** – The DSO is the person responsible for the day to day matters, training, recording systems and acts as the point of reference for all external policies affecting the role of safeguarding.

**Safeguarding** – The term “safeguarding” is used is an umbrella term which means to “look after” children and maximise their learning potential, environment and safety.

**Child protection** – means protecting children from direct harmful behaviour.

## Nominated Designated Safeguarding Officer (DSO)

Neil Harris – Vice-Principal – Level 3 Safeguarding

- Day to day safeguarding
- Student “listening adult”/welfare
- Recording and reporting of issues/allegations
- Staff training

## **Safeguarding Support**

Samantha James – Student Support Officer – Level 2 Safeguarding

As above in Neil's absence

Lucy John – Activities and Work Placement Officer – Level 2 Safeguarding\*

As above in Neil's absence

## **Statement**

"In 2003 the government published 'Every Child Matters' regarding the safeguarding of children, followed by the Children Act 2004. These define a child as anyone under the age of 18"

working together to safeguard children – Consultation document (HM Government) 2009

City School of Languages is dedicated to creating the safest learning environment safeguarding under 18s and reducing the risk of staff being accused of improper or unprofessional conduct. Our students' welfare is of great importance to City School of Languages ensuring that they feel safe, secure and content within their studying environment.

There are four elements to our safeguarding policy:

- 1) Prevent
- 2) Protect
- 3) Prepare
- 4) Pursue

## **Under 18s Entitlement**

This Policy is for all children who enrol at City School of Languages regardless of race, gender or religion. All children at City School of Languages have are entitled to be protected.

## **Adult's responsibilities**

This policy contains guidance that attempts to identify behaviours that is expected of staff at City School of Languages. Staff whose practice deviates from the guidance and /or their professional or employment related code of conduct may bring into the question their suitability to work with children.

City School of Languages' staff with access to teenagers and/or young adults are expected to fully comprehend and abide by this policy. Disciplinary action will be taken as laid out in the policy if an individual fails to adhere to the policy.

## **Policy Review**

This policy will be reviewed every 12 months by the DSO and Safeguarding Support Staff.

# Code of Conduct

## Overview & Principles

This code of conduct is relevant to all staff and students at City School of Languages and is intended to create a safe school culture, building trust between staff and students, and protecting both adults and children from any behaviours or actions which may be misconstrued as appropriate. All new staff will be made aware of this as part of their induction procedure and all staff will partake in refresher training workshops twice a year, usually preceding the arrival of our summer teenager groups.

## Setting standards

City School of Languages expects staff to set standards. They are as follows:

- All staff must set an example for all students to follow
- All staff must communicate any concerns to management
- Management must communicate updates to staff
- All staff must have an up to date DBS check.
- All group leaders must have been police checked from their country of origin with evidence.

## Adult Interaction

Do:

- Treat all children with respect
- Operate within City School of Languages' principles, procedures and guidance
- Ensure that you are within sight or hearing of others when working alone with a child
- Avoid any type of inappropriate verbal or physical contact
- Encourage children and adults to feel comfortable and caring enough to point out attitudes of behaviour they don't like
- Challenge unacceptable behaviour and report any allegations/suspensions of abuse to the DSO (Neil Harris).
- Ensure that gifts received or given in situations which may be misconstrued are declared to your line manager.
- Report any incidents or indications (verbal, written or physical) that suggest a child may be infatuated with a member of staff to the DSO.
- Always have any planned social contact with children or parents approved by the DSO and your line manager.
- Always refer children to City School of Languages public social media sites if they indicate they'd like to communicate with staff outside of school activities.

Don't:

- Don't trivialise child abuse issues
- Don't make suggestive or derogatory remarks in front of children
- Don't use force as a form of punishment
- Don't give your personal contact details including your telephone number, home email address or details of any social media accounts you have to children
- Never accept a friend request from a child on any form of social media, or make such a request

### **Appropriate appearance**

In order to be respectful of our student's age, culture and religion, staff appearance at City School of Languages must be presented appropriately to ensure respect from students and staff in terms of your role at City School of Languages.

Examples of acceptable clothing:

- Trousers
- Skirts
- Jumper/cardigan
- Blouse
- Shirt/polo
- Shoes
- Tailored shorts

Examples of unacceptable clothing:

- Jeans
- Sweat shirts/hooded tops
- T-shirts
- Trainers (unless on activities)
- Flip-flops
- Visible underwear
- Short/revealing/provocative skirts or shorts

This list is not exhaustive and staff should use their discretion.

## Alcohol, Drugs and Smoking

It is illegal to inhale or consume illicit substances on the school grounds and reports of doing so will lead to the immediate suspension of staff and a student will be expelled immediately.

Please see table below stating rules and regulations regarding alcohol consumption for Under18s in the UK.

AGE	Further details
Under16s	Under16s can go anywhere in a pub but they must be supervised at all times by an adult and they cannot have an alcoholic beverage.
16-17s	Can drink beer, wine or cider as long as the alcoholic beverage has been bought by an adult and the beverage is consumed with a meal.
Spirits	It is illegal for Under18s to drink spirits in a pub with or without a meal.
**	It is illegal for Under18s to buy alcohol in a pub, off-licence or elsewhere

Please see table below stating rules and regulations regarding smoking tobacco for Under18s in the UK.

AGE	
16	A student who is older than 16 may smoke in the United Kingdom legally.
18	An under18 is not allowed to purchase tobacco from a vendor.
**	It is illegal for an adult to purchase tobacco products for an Under18. It is illegal for a vendor to sell tobacco products to an Under18.

Drinking and smoking are not permitted on school grounds and in the presence of staff at City School of Languages. For Under16s all alcohol and tobacco products will be confiscated and a disciplinary will take place. For students aged 16 to 17, alcohol products will be confiscated and a disciplinary will take place. Students will be advised on smoking laws in the United Kingdom and good practice would be encouraged to advise the student about the benefits of giving up smoking.

It is advised for staff to avoid smoking in front of students at all times. Staff who are under the influence of alcohol whilst at work will be asked to leave the premises and disciplinary procedures will take place.

## **IT & Social Networks**

Staff must exercise the same discretion and maintain the same professional distance in any electronic contact with children as they would in normal day-to-day life. The electronic contact environment would include telephone communications (Including texting) and on-line environments:

- Never initiate electronic contact with a child, don't accept 'friend requests' from under18s.
- If a child contacts you electronically, keep your tone friendly, professional and neutral
- Avoid situations that involve the exchange of personal information, personal photos, virtual gifts or the use of any application that suggests or encourages the sharing of personal feelings.
- If a child seeks to develop an inappropriate personal relationship with you electronically, do nothing to encourage this; inform your employer and send a copy of any relevant communications.

## **Accommodation**

City School of Languages places students in homestay accommodation throughout the year. It is compulsory Under16s to be placed with host providers on a full-board basis unless other arrangements have been specified by the parent/guardian in writing. All other arrangements need to be authorised by the Director of Studies. All host providers who host under18s will be required to take a DBS check or provide evidence of an up-to-date DBS check. There should be no more than two Under18s sharing a bedroom unless otherwise specified in the booking. There should also be appropriate privacy from members of the opposite sex. If the host provider has a child, it is the DSO's responsibility along with Safeguarding support staff to ensure that the child hasn't been forced to give up their room and is resentful.

City School of Languages does not keep photocopies of host provider DBS checks on record. The Welfare and Accommodation Officer will however ask the host provider to see the DBS check (ensuring that there are no convictions present) and will keep a database of the important details that do not break data protection laws.

'A responsible adult will always be present overnight and normally present when younger students are at home' Care of Under18s: Guidance for ELT providers (EnglishUK) 2004

All host providers who host under18s are made aware of this before the hosting period. It is also the responsibility of the host provider to provide details of journey arrangements when Under18s are making a journey to and from City School of Languages. It should be noted that city School of Languages will make inform students of the journey plans if specified in the booking.

## Transport

Our Welfare and Accommodation Officer at City School of Languages should ensure that any mini bus/coach companies have been sufficiently vetted. The school's regular taxi company has been DBS checked. If in doubt, please ask our Welfare and Accommodation Officer for evidence. All taxi drivers are aware that any problems regarding Under18s which occurs during any journey, needs to be reported to the Welfare and Accommodation Officer immediately.

## Child Protection

City School of Languages meets its child protection policies by regular policy and procedure reviews and staff training

City School of Languages:-

- Ensures that staff have carried out basic level 1 safeguarding
- Ensures that management have carried out level 2/ level 3 safeguarding training
- Ensures that all staff members are aware of the DSO at City School of Languages and what to do if they have any doubts or concerns
- Ensures staff act on City School of Languages procedures regarding under18s reporting any incidents of abuse
- Ensures that students are made aware of rules and regulations that may affect them
- Ensures that host providers are aware and adhere to the rules and regulations set out by City School of Languages

What is child abuse and neglect?

It is your duty to report any signs of abuse

There are four main types of child abuse: Sexual abuse, physical abuse, emotional abuse and neglect.

**Physical:** through hitting, shaking, squeezing etc.

**Sexual:** through inappropriate physical contact, the taking of indecent images of children, or the encouragement of sexual activity by children for the purpose of adult gratification.

**Emotional:** through persistent lack of affection, unrealistic adult demands, verbal bullying including cyber-bullying

**Neglect:** Failing to provide basic needs of food, proper clothing, safe supervision

Identifying Child Abuse

It can be difficult to identify child abuse as it has various forms. Below are some typical indicators to watch for:

- Unexplained injuries
- A child describing an abusive act that has happened to them
- Another child telling you of their concern about a friend/fellow student
- Sexually explicit behaviour in games/activities



- Serious distrust of adults
- Difficulty making friends/socialising with other children

You may become aware of a child abuse concern in a number of ways:

- From the child telling you themselves
- From another person (adult or child)
- From observations of the child's behaviour
- From visual signs, e.g. injury

### **How to react if you suspect child abuse**

- If you notice any physical or behavioural signs, tell Neil (DSO)
- If you suspect an adult is a threat to a child in some way tell the DSO or management and continue to monitor the situation
- If a child tells you they are being abused react calmly, as described below. Then contact the DSO.

### **A child telling an adult**

Remember, your students may feel more comfortable talking to you rather than the DSO or managers so please remember the prompts below to ensure you respond correctly.

What to do

1. Stay calm
2. Listen, hear and believe. Treat the matter seriously
3. Reassure and explain that they have done the right thing in telling you. Explain that only those professionals who need to know will be informed.
4. Act immediately in accordance with the procedure in this policy
5. Record in writing as soon as possible what was said.
6. Report to the Designated Safeguarding Officer (Alex).

What not to do

1. Don't panic. Don't over-react. It is extremely unlikely that the participant is in immediate danger.
2. Don't probe for more information. Questioning the child may affect how their disclosure is received at a later date.
3. Don't promise confidentiality to keep secrets or that everything will be ok (It might not)
4. Don't try to deal with it yourself.

The DSO will then ensure that, where necessary, the child receives appropriate medical attention and/or protection. The DSO will liaise with management and discuss whether a referral to the Local Authority Designated officer (LADO) is necessary.

## **Bullying**

City School of Languages does not tolerate bullying of any kind. Bullying can be identified as the deliberate and repeated act of causing another person to be unhappy. Bullying can take many different forms; it may be physical, emotional, name-calling, showing a lack of respect for another's property, excluding somebody from a social group; there are many possibilities. One person 'having a joke' is another is another person suffering bullying. Sometimes it is obvious, sometimes it is done subtly and in such a way that children will be worries about telling staff what is happening. For this reason it is vital that staff are vigilant in noticing changes in behaviour of children, particularly if they become withdrawn.

Please follow the guidance laid out in the table above if you suspect or are made aware of bullying in the school.

## **Keeping records**

All issues that have risen need to be reported and resolved immediately. A report should be drawn up, inspected by the principal and DSO and then filed. All issues are filed for five years before being archived. Only management and the principal have access to this folder.

## **Training**

The DSO will ensure all staff are trained to Safeguarding level 1 and will keep records of staff training and levels. Training will be conducted as part of induction and all staff will partake in refresher training workshops twice a year, usually preceding the arrival of our summer groups and at the start of the academic year. All staff will receive a copy of this policy.

# Safer Recruitment

## Overview

Our commitment to safer recruitment applies to all staff, homestay providers and outside agencies. The Safeguarding Policy is distributed in every classroom and there is a Safeguarding Policy in each teacher register.

## Recruitment materials and procedure

When recruiting for a position that involves significant contact with children City School of Languages operates a comprehensive recruitment procedure that includes:

- Completion of a self-disclosure form, which requires any applicant to declare past offences
- Verification of identity and eligibility to work in the UK
- Verification of professional qualifications screening via the Disclosure and Barring Service (DBS)
- Two references, including one regarding the applicant's most recent post working with children to be followed up with telephone calls.
- A complete employment history with a reasonable explanation for gaps

Staff who are due to work with children but whose disclosure has yet to arrive will be required to sign a self-declaration form and their access will be limited and supervised.

# Implementing Safeguarding

## Use of risk assessments

City School of Languages encourages students to practice English not only in the classroom but in an everyday environment in the form of English Out There™ which is practiced by all teachers every Friday morning. In order to protect under18s and adults, risk assessments are drawn up by teachers. Risk assessments need to be signed by the teacher, Director of Studies or the Student Support Officer. Activities arranged by the Activity Coordinator also need to have risk assessments which are then signed off by the Director of Studies or the Student Support Officer. All risk assessments need to be filled appropriately and also taken with the responsible adult as a reference point. Under18s need to be brought back to the school at the end of English Out There™ as a point of monitoring. Risk assessments are updated and reviewed on a case-by-case basis.

## Supervision Ratios

In accordance with British Council and the Independent Schools Inspectorate guidelines, City School of Languages follows the ratio of 1:20 when supervising children aged 12-17 and 1:15 for those 12 and under.

## Welfare Provision

Lucy John and David Darbyshire are primarily concerned with student welfare, Lucy being the designated DSO for under18s.

City School of Languages offers:

- A separate induction for juniors and young adults.
- Follow up emails inviting young adults to a welcome event hosted by a member of the welfare team.
- Registers highlight children's age
- Access to City School of Languages Online where students can make appointments with the Welfare team.
- A dedicated teenagers social programme.

## Transporting Children

The transportation of children will normally be the responsibility of parents, or authorised coach or mini-bus drivers.

- Make sure all passengers wear seatbelts.
- Ensure that staff transporting children have appropriate licence/insurance
- It is inappropriate for adults to offer lifts to a child/young person outside their normal working duties (I.e an emergency situation), unless this has been agreed by the parents and the activity designated person.

## **Trips and tours**

Staff must always remember professional boundaries

- Ensure that they do not work alone with children when on trips
- Undertake the formal risk assessments for such trips and follow specific guidelines for trips and tours.
- Ensure that parents/carers are fully informed of the activities and the conditions of the trips in which their children will be involved, and have given formal consent.

# Safeguarding Certificate

All staff, paid or volunteer, working at City School of Languages must know the name of the Designated Safeguarding Officer (DSO). All staff, paid or volunteer, have a duty to report any safeguarding concerns to the DSO.

I have read, understand and agree to abide by the Safeguarding Policy, Procedures and Guidance for Safe Working' Practice and the Protection of Children (Under18s) 2014.

I understand that if I do not abide by this aforesaid guidance, I may be subject to immediate disciplinary action.

Name: .....

Signature: .....

Date: .....

Position within the school: .....

Countersigned by Line Manager: .....

Date: .....

Position within the school: .....

Please sign both copies, and forward one copy via your line manager to the DSO.