

LanguageUK

Safeguarding Policy for Under-18 Students & Adults at Risk 2021/2022 Condensed version 2022

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Reviewed by: Verity Sessions

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Safeguarding policy statement

LanguageUK provides a safe environment for its learners, staff, and visitors.

LanguageUK has a duty of care to safeguard the wellbeing of all children and vulnerable adults in its care.

Most students who attend LanguageUK are 18 and over, but we do also accept students aged 16 and 17. We also accept 12-15-year-olds, but only as part of groups with a group leader. These students are accompanied by group leaders with a maximum of 15 students per group leader.

Since 2014 children aged 5 and above have been accepted as students on the Family Holiday Course. These students will be under the supervision of one or both of their parents except when the students are studying or when on an excursion. The lessons for these students will not take place in the main school building, but in a secure building around the corner from the school.

Terminology

The following terminology is used throughout this con policy and other full safeguarding policy. It is important that all members of staff are familiar with the terms used, and where a term refers to a named person, they know who that person is and how they can be contacted.

A **child** is defined by the Children Act 1989 as a person under the age of **U18**. They are deemed to be a minor by law. Under-18s are also identified to class teachers on the class register.

A **vulnerable adult** is an adult with learning or physical difficulties. (e.g., sight/hearing impairment, mobility impairment), special needs (e.g., learning difficulties, dyslexia), level of English (students with a low level of English may not fully understand instructions or be able to effectively express a concern).

Safeguarding refers to our obligation to look after all the children's welfare in every way, including mental and physical health, to promote all aspects of their safety and well-being throughout their time at LanguageUK, including travel to and from the school on arrival and departure.

Designated Safeguarding Lead (DSL) – A named member of staff, trained to Specialist Safeguarding for the DSL, who has full overall responsibility to ensure LanguageUK meets the aims of this policy. Since September 2017, the Designated Safeguarding Lead has been **Verity Sessions**. The identity of the DSL is advertised around the school in posters and on the student's arrival she meets all new students during their Monday induction and her office is near the reception with an open-door policy, so she is available at any time during the working day.

Designated Safeguarding Person (DSP) – A named member of staff trained to Specialist Safeguarding for the DSL, who can support the DSL and cover in her absence. The DSP is **Kasia Malkowska**.

Kent Safeguarding Board multi agency who will co-operate to safeguard and promote the welfare of children in Kent.

Local Authority Designated Officer (LADO) – The officer or team of officers involved in the management and oversight of allegations against people that work with children.

Duty of Care – The school's legal obligation to look after the wellbeing of all students but vulnerable adults and children and help them to achieve their potential. Children depend on adults for their safety and wellbeing.

Child protection Protecting children from abuse.

Prevent, an important tool in safeguarding learners, is a government strategy to reduce the likelihood of people becoming involved in violent extremism and/or in supporting terrorism. It applies to all forms of extremism, including racism, far-right ideology, religious extremism or homophobia.

Radicalisation is the act of making a person more sympathetic and supportive of extreme or fundamental changes in political, economic, or social conditions.

Extremism is the holding of extreme political or religious views that support the denial of rights to any group of individuals. Such extremism might be expressed vocally and promote active opposition to 'core British values. Extremism can refer to a range of activities, such as racism, homophobia, right-wing ideology, or hard-line religious views.

GDPR stands for the General Data Protection Regulation. This is an EU regulation and law on data protection and privacy for all individuals within the EU and EEA.

LSAB stands for the Local Safeguarding Adults Board, which is a statutory, multi-organisation partnership committee. This committee gives strategic leadership for adult safeguarding and is coordinated by the local authority.

MASH stands for Multi-Agency Safeguarding Hub. This service is made up of Police, Adult Services, NHS, and other organisations. MASH helps agencies to act quickly in a coordinated and consistent way. This means that the person at risk is kept safe.

Disclosure refers to the act of telling others about abuse a person has been subjected to.

Concern is anything that causes us to suspect that a child's safety and welfare might be compromised in some way.

Suitability checks refers to checks designed to identify any factors that render a person unsuitable to work with U18s. A criminal record check is a common example.

Statement of Policy

All students have the right to protection from abuse, regardless of gender, ethnicity, disability, sexuality or belief, and the school will consider the needs of disabled children and others who may be particularly vulnerable.

LanguageUK will ensure the safety and protection of all children and vulnerable adults enrolled on its programmes through adherence to the Safeguarding Guidelines adopted by the school.

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who encounters children, and their families has a role to play in identifying concerns, sharing information, and taking prompt action.

Staff Responsibilities related to Safeguarding

A detailed description of the responsibilities all staff and other adults connected to the school have in relation to safeguarding under-18s and vulnerable adults can be found in the full Safeguarding policy 2022.

The overarching principles are that all adults have the responsibility to safeguard under-18s and vulnerable adults, be vigilant and know to report concerns, including small ones, or allegations, and who to contact both within and outside with LanguageUK. All staff must be trained in Safeguarding to the level of Basic Awareness, all Designated Persons, and the Designated Lead to the level of Specialist Training for the DSL.

New homestay hosts are required to be trained in Safeguarding to the level of Basic Awareness and the Accommodation Officer is responsible for ensuring this is renewed on an annual basis.

Training

It is important that all staff are aware of their responsibilities under current child protection legislation and have a complete understanding of LanguageUK safeguarding procedures. All staff receive a basic awareness in safeguarding and prevent via an on-line training course to encourage good practice and foster a positive child protection culture at the school. A copy of a valid safeguarding training certificate must be sent to your line manager.

Code of conduct

The code of conduct gives guidance for adults, staff at LanguageUK. Plus, as well as U18 students interacting with each other to create a safer school culture. It is designed to protect minors from abuse, and to protect staff and other adults from suspicion of abuse. All adults who work with LanguageUK must agree to comply with this.

Position of Trust

According to Sexual Offences Act 2003 any person in position of trust engaging a sexual activity of any sort with students under the age of 18 is breaking the law.

Adult- Student interaction with U18

This code sets out standards of behaviour expected from all adults including staff members, homestay hosts and students to behave appropriately.

Staff must be committed to:

- Always Acting professionally.
- Treating vulnerable adults, children and young people with respect and dignity.
- Always listening to what a vulnerable adult, child or young person is saying.
- Valuing each child and young person.
- Recognising the unique contribution everyone can make.
- Encouraging and praising each vulnerable adult, child, or young person.
- Inform the DSP immediately of any concerns relating to a student's behaviour –
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person, child, or an adult working with young people.
- Always use neutral language to prevent any misunderstanding of intent, or possible accusations of misconduct.

Be always dressed appropriately when on school premises or carrying out any work duties.

Staff must not:

- Make physical contact with any student.
- Exchange personal information with any student.
- Be alone with a student where they cannot be observed.
- Make light of or promote any perceived pleasures of smoking, alcohol, or drugs.
- Be in a romantic or sexual relationship with any student under the age of 21.
- Meet any student under the age of 21 outside of the work premises unless this meeting is work related (e.g., meeting a group of students for a Social Programme activity, or transferring a student from one host to another).
- Have contact with any student via the internet or any type of media including email, social networking sites or any other type of social media.
- Homestay hosts need to be in contact with students while they are staying with them, so they may use services such as WhatsApp, text, or email to do so, but must not allow under-18 students to friend or follow them on social media networking sites such as Facebook.
- If it is necessary to administer first aid to an under 18, this should be done in a place where it can be observed.

Interaction with over 18's

When interacting with students that are aged over 18, staff members and homestay hosts must:

- Communicate in an appropriate manner without making any form of sexual reference
- Ensure that interaction remains appropriate
- Bring to the DSL's attention any exchange of contact details that does occur They must not:
- Make physical contact with any student
- Develop an inappropriate relationship with any student
- Encourage the exchange of personal details with any student

Students in Accommodation

Homestay providers and staff who work in our residential should:

- Knock and call student's name twice before attempting to open the door of their bedroom
- Be appropriately dressed and always covered
- NEVER enter a student's bedroom uninvited, unless in an emergency
- NEVER enter a bathroom or toilet when it is occupied by a student
- The following curfew must be observed by our students:
- Students aged under 18 10pm is your curfew time.

Free time

All students are provided with the guidance for free time behaviour. If a student wishes to go out of their scheduled classes or activities, the students' parents must complete and sign a parental consent form. Please note all students who are in closed groups or coming with Leaders you are only allowed out on organised trips and activities with LanguageUK.

Transport

LanguageUK offers safe and reliable transfers, both on arrival and departure to and from Canterbury. We take safety very seriously and all the drivers must have criminal record checks performed by the DBS – the Disclosure & Barring Service.

If in any cases staff need to use their own vehicles to transport under 18 years old students, they should be seated in the back with another staff member and they should inform their line manager the estimated time the journey will take and the estimated time of arrival to the destination.

Helping U18 students stay safe online

LanguageUK recognizes responsibility to ensure safety of U18s when they are using the internet, social media, and other forms of media. Maximum effort is made to guide them in making good choices.

LanguageUK Internet safety tips:

- Never give out your real name.
- Never tell anyone where you go to school.
- Only meet someone from a chatroom in a public place with one of your parents or another adult. If they are genuinely who they say they are they will be happy to do this.
- Never give out your address or telephone number.
- Never agree to meet anyone from a chatroom on your own.
- Tell an adult if someone makes inappropriate suggestions to you or makes you feel uncomfortable online.

Alcohol drugs and smoking

Adults have a serious responsibility regarding alcohol, drugs and smoking when working with students, for many students they are the role models. Staff must never use or endorse the use of tobacco, alcohol, or drugs in the presence of students. Students will be informed that the consumption of alcohol or smoking on LanguageUK premises is prohibited. Any use of alcohol or smoking by underage students is seen as a serious contravention of rules, staff will need to report this immediately to their line manager and this may result in immediate expulsion.

Whistle Blowing

We will ensure that all staff members are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If necessary, they can speak with the DSL.

Concerns can be raised by calling the NSPCC whistleblowing helpline on 0808 800 5000. email help@nspcc.org.uk

Child Abuse

LanguageUK meets the child protection responsibilities by:

- Creating procedures and policies
- Ensuring a condensed copy of the safeguarding policy is given and communicated to and understood by all staff
- Training all staff and homestay providers

The five main categories of abuse are:

Physical abuse: violence, especially pre-planned

Sexual abuse: forcing a child to take part in sexual activity of any kind, physical or non-contact are both form of sexual abuses. Contact abuse could be sexual touching, rape or penetration or making a child to take their clothes off. Non-contact sexual abuse activities are such as grooming, exploitation, or persuading children to perform sexual acts.

Emotional abuse: Emotional maltreatment of a child such as blackmail, threats, and intimidation

Neglect: is the persistent failure to meet a child’s basic physical or psychological needs (e.g., to protect child from harm, lack of adequate food/shelter)

Cyber-bullying (bullying via technology)

Cyberbullying takes place online or through smart devices or tablets

Mental Health Students

All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Other forms of Abuse are:

Child Sexual Exploitation happens when under 18s receive something (e.g. attention, gifts, money) initially without needing to give anything in return, but at some point sexual activity is required by the exploiter in return for "something" to be given

FGM (Female Genital Mutilation) is a non-medical partial or total removal of external female genital organs. It is illegal in UK and a form of child abuse. If discovered, it needs to be reported to the police.

Bullying is the act of hurting somebody else either physically or emotionally.

Peer to peer abuse, abuse is not just adult to child, children may harm each other in various ways; gang violence, gender-based violence and hate and revenge crimes, honour-based violence (HBV) are different types of peer-to-peer abuse.

Honour Based Abuse – HBA

So-called ‘honour-based’ abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.

Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage

County lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of “deal line”.

Upskirting

Upskirting’ is where someone takes a picture under a persons clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim.

Domestic Abuse

domestic abuse as an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in most cases by a partner or ex-partner, but also by a family member or carer.

Situations when an adult needs to respond:

We understand that the following signs may indicate abuse, although they may also have other causes:

- Sleeping problems
- Withdrawn, disruptive, neurotic, or aggressive behaviour
- Absence from school

- Changes to eating patterns
- Being clingy with staff
- Homesickness
- Lack of hygiene
- A desire not to return home
- Signs of self-harming
- Preoccupied with sexual matters
- Describes something that has happened to them
- Unexplained bruises.

Once a concern is raised it is the designated team's responsibility to RESPOND, REASSURE, RECORD REFER and REPORT IF NECESSARY.

Staff have a responsibility to look for emerging concerns and to react as early as possible by sharing the concerns with the Designated Safeguarding staff. This will help to avoid concerns escalating to more serious or potentially harmful situations. Any concerns should be recorded and passed on to the DSL, following this procedure:

1. Receive

- Listen calmly, try not to appear shocked by what you hear
- Accept what they say, show that that you take it seriously
- DO NOT interrogate or ask leading questions

2. Reassure

- Reassure them that they have done the right thing in coming to you
- Be honest, don't make promises you can't keep
- DO NOT promise confidentiality as you have a duty to refer the information

3. React

- Explain what you must do next and who you need to talk to and that this will be on a need to know basis

4. Record

- Make brief notes at the time, write them up more fully as soon as possible using the concern form. (Copies available in the Administration office)
- Take care to record timing, setting and personnel as well as what was said word by word
- Be objective - include statements and observable things rather than your interpretations or assumptions
- Do not destroy your original notes in case they are later required in court

5. Act

- Inform the DSL (or a DSP) immediately

Staff members are responsible to maintain confidentiality and share information on a need to-know basis only with relevant persons.

It is the responsibility of LanguageUK to raise awareness of safeguarding and to correctly receive, record and refer reports of suspected abuse. We will await the advice of the Local Safeguarding Child Protection Board, Police, or whichever authority we are referred to before taking further action.

Keeping Records and Information Sharing

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

Contact details

All adults associated with students aged under 18 have a legal "duty of care" and responsibilities to safeguard those aged under 18. This means to be aware, vigilant and know to report any concerns,

even minor ones, or allegations. Everyone who meets a child has a role to play in sharing information with the Designated Safeguarding Team and taking prompt action following the Safeguarding policy. The first point of contact for safeguarding concerns is the DSL who can be reached on 01227 455556 (between 8am and 4pm and after that the emergency number 07467144234) or email verity@languageuk.com

If Verity cannot be reached please contact Kasia on 07494765609 or email kmalkowska@languageuk.com

For Homestay providers, please contact the Homestay Officer on 07470639721 or email accommodation@languageuk.com

If the homestay Officer cannot be reached, please contact the DSL Verity or Kasia.

If an allegation of abuse is made against a member of staff, a referral is to be made to the County LADO service within 24 hours.

County Local Authority Designated Officer (LADO) Service deals with allegations against staff who work with children either in education or the wider children's workforce:

T: 03000 41 08 88 Email: kentchildrenslado@kent.gov.uk **Contact Name: Ali Watling**

Postal address: County LADO Manager, County LADO Service, Kroner House-Eurogate Business Park, Ashford, Kent TN24 8XU

The **Police** on **111** or, for emergencies, **999**.

Canterbury Police Station on **01622 690690**

NSPCC - National Society for the Prevention of Cruelty to Children - on the phone number **0808 800 5000**, their website: <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/> or email: help@nspcc.org.uk

Kent Safeguarding Board on the phone number **0300 042 1126 260**, Sessions House, County Hall, Maidstone ME14 1XQ or their website:

Early Help Front Door on the phone number **03000 41 11 11**

Out of hours (after 5pm / urgent calls only) please call **03000 41 91 91**, [Canterbury](mailto:CanterburyEarlyHelp@kent.gov.uk) **03000 41 62 22** or email to: CanterburyEarlyHelp@kent.gov.uk

For location/department specific helplines please see Our full LanguageUK Safeguarding Policy 2022

For a full list of our Associated polices please see our website and all hard copies are in the Administration office.

Policy changes

From time to time, this policy will be updated if any details change, or new legislation is introduced. We will communicate any changes as and when these happen.

I hereby confirm that I have read and understood the Condensed Safeguarding Policy.

Signed: _____ Date: ____/____/____

Name: _____

This safeguarding policy is available to everyone on the school's website.