

SAFEGUARDING POLICY

Policy Statement

At the Academy of English Studies Folkestone we believe that it is always unacceptable for a child or young person to experience abuse of any kind and we recognise our responsibility to safeguard the welfare of children and young people. We take all reasonable steps to protect children and young people from harm, discrimination or degrading treatment and to maintain their rights.

This policy is directed at all adults working for AES who come into contact with students under 8. It is to safeguard all our students aged under 18 who come in groups or as unaccompanied 16-18 year olds and who stay in homestay accommodation.

We acknowledge:

The welfare of the child / young person is paramount and all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.

We will

- Safeguard (look after) the under 18s in our care.
- Provide child protection for the children and young people who receive our services (protect them from direct harm).
- Provide staff with guidance on what they should do if they suspect a child or young person may be experiencing or be at risk of, harm. This policy applies to all staff, including management and administrative staff, teachers, host families, group leaders, students and anyone working on behalf of AES.

Safeguarding children and young people will be achieved by:

- Listening to and respecting them.
- Adopting child protection guidelines through procedures and a code of conduct for staff.
- Recruiting staff safely, ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, parents, agents, group leaders and staff
- Sharing information about concerns with agencies who need to know, and involving parents, group leaders, agents and children appropriately
- Providing effective management for staff through supervision, support and training

Responsibility for Safeguarding Overall responsibilities

The Welfare and Accommodation Officer, Joann Campbell-Hawes, is responsible for:

- Providing Level 1 training for all non-teaching staff, safeguarding and child protection issues, acting as the LSP (Lead Safeguarding Person), reporting any allegations or concerns to the Local Authority Designated Officer (LADO) and any other relevant agencies
- Keeping records of any allegations and concerns
- Carrying out DBS checks for all non-teaching staff
- Supporting the Academic Director and social activity staff to ensure that students stay safe and healthy during their stay
- Carrying out regular checks to ensure that welfare systems are efficiently executed
- Advising students about doctor and dentist appointments
- Visiting unwell students in their accommodation and accompanying students to the doctor's or hospital, if necessary

- Visiting host families and carrying out DBS checks for those accommodating under 18s
- Ensuring hosts read and sign code of practice and declarations
- Overseeing the implementation of this policy and reviewing it annually
- Acting as a student counsellor for welfare issues
- Completing level1 Safeguarding training course with regular refresher training.

The Welfare Accommodation Officer is based in the main school office.

The Academic Director, Karen Touah is responsible for:

- Making Level 1 training accessible for all teaching staff and ensuring it is done
- Organising DBS or police record checks for all teaching staff

The Academic Director is based in her office on the first floor.

The Director, Riad Touah, is responsible for:

- Obtaining police record checks for all group leaders
- Carrying out DBS checks for all Social activity staff
- Acting as a student counsellor for welfare issues
- Undertaking and maintaining Level 1 safeguarding training
- Deputising for Joann Campbell-Hawes as designated safeguarding person (DSP)

The Director is based in his office on the second floor

Code of Conduct

All staff are required to agree to the school's Code of Conduct before starting work.

The following sections relate directly to safeguarding:

1. Staff are expected to act as a responsible parent would when considering the academic needs and welfare of students under the age of 18. Staff have a professional duty to take all reasonable steps to promote the safeguarding of all children in the care of AES in accordance with our Safeguarding Policy, the British Council Accreditation Scheme and the Children's Act 1989.
2. Staff should not give students under 18 their personal email addresses or mobile numbers or allow students to add them as friends on social networking sites. All communication with children must be through public channels. Staff are discouraged from giving their personal contact details to current students over 18.
3. Staff should be conscious of professional boundaries, especially when dealing with children. They should act as good role-models. Staff should be aware of their body language and should avoid physical contact except in situations where the use is intended to prevent harm. In situations where contact is unavoidable, staff should take all reasonable measures to make sure it is unreciprocated and public. Staff should avoid being alone with a student in a room with the door closed.
4. Staff should dress smartly (casual smart) and with sensitivity to the cultural background of the students. Trainers, shorts and very short skirts are not

permitted. Clothes should be clean and ironed. (Please see the dress code for AES laid out in the Staff Handbook).

5. Staff should treat other members of staff with professional respect at all times especially in the presence of students. Staff are expected to foster a happy and productive working atmosphere and develop positive relations with the students, other staff members, group leaders and hosts.
6. Staff should treat all AES property with care and respect and encourage students to do likewise.

Accommodation

All host families are screened by the Accommodation Officer prior to receiving students and then visited at least once a year. A DBS check is carried out on the main carer in families hosting under 18s. All hosts sign the school's code of conduct. Annual checks are also carried out on guest houses and hotels.

Child protection: overview

All our teaching and office staff complete a Level 1 Safeguarding certificate. Child abuse constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

Recognising symptoms of abuse

It is important that we are able to recognise the symptoms of abuse. Some signs may vary with the age of the child, and not every child will exhibit every symptom. There are four main categories of abuse and these are listed below with examples of how they may be manifested.

Sexual Abuse

- Acting in an inappropriate sexual way with objects or peers
- Sleeping problems
- Becoming withdrawn or clingy
- Personality changes, seeming insecure
- Unaccountable fear /dread of particular places or people
- Changes in eating habits
- Physical signs such as unexplained soreness around genitals, sexually transmitted diseases
- Secretive behaviour

Emotional Abuse

- Delayed physical or emotional development
- Shows extremes of passivity or aggression
- Sudden speech disorder
- Overreaction to mistakes, or continual self-deprecation
- Neurotic behaviour (rocking, hair twisting, self-mutilation)

Physical Abuse

- Has unexplained bruises, burns etc.
- Wearing clothes to cover injuries, even in hot weather
- flinches from sudden physical contact

Neglect

- Often hungry, may beg or steal food
- Badly dressed in clothes that need washing
- Poor appearance and personal hygiene such as unwashed hair
- Lacks medical/dental care
- Often tired
- May abuse alcohol or other drugs

A more comprehensive list can be seen at: www.safeguardingchildren.co.uk

How to respond to concerns

It is essential to act quickly and effectively if an allegation is made, or if there is a suspicion or concern about a staff member's relationship with a child, particularly if they have:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against or related to a child 5 Updated April 2015
- Behaved towards a child or children in a way that indicates she / he is unsuitable to work with children.

If an allegation is made, or a concern arises, the safeguarding officer or deputy will then contact the Local Authority Designated Officer (LADO).

If it is outside office hours or at the weekend, she will call the Emergency Duty Team or the police on 999. The LADO is available to provide support and guidance in any allegations process, including advising whether or not the person concerned should be immediately suspended.

Responding to a disclosure:

If someone tells you that they, or someone they know, is being abused:

- Listen; believe what the child is saying and take it seriously
- Be attentive, calm, reassuring and non-judgmental
- Avoid condemning the alleged abuser
- Don't make assumptions about the child's feelings
- Never promise confidentiality
- Never attempt to investigate the allegations
- Report the disclosure to the Safeguarding officer immediately
- Record what was said or observed - record facts not opinions; report what was said to you
- in the child's own language, keep any notes made at the time

Keeping records

AES will keep clear, detailed, accurate written records of concerns (noting the date, event and action taken)

- Ensure all records are kept securely in a lockable cupboard in the school office
- Ensure the member of staff is treated fairly and honestly, helped to understand the

- concerns expressed and the process being followed and possible outcomes
- Senior staff should seek advice from the LADO and / or police before informing the person who is subject to an allegation

If an adult is accused

- The Safeguarding officer should be informed immediately
- The adult will be suspended pending investigation
- The Safeguarding officer will contact the LADO
- The details of the investigation will be kept confidential until fully resolved to protect all parties involved.

If a child is accused

- The safeguarding Officer should be informed immediately
- The child will be suspended pending investigation
- The Safeguarding Officer will contact the LADO
- The details of the investigation will be kept confidential until fully resolved to protect all parties involved.

Raised awareness of specific areas

It is important for all staff to have raised awareness of more specific areas relating to child abuse.

These are detailed below:

Female Genital Mutilation

Female genital mutilation includes procedures that intentionally alter or injure the female genitals for non-medical reasons. It can also be known as female genital cutting or female circumcision. Female genital mutilation is considered to be a violation of human rights and is illegal in the UK.

Possible indicators that FGM is about to happen:

- A child talking about getting ready for a special ceremony
- A family arranging a long break abroad
- A child's family being from one of the "at risk" communities for FGM (Nigerian, Indonesian, Kenyan, Somali, Eritrean, Sudanese, Sierra Leone, Yemeni, Afghani, Kurdish, Pakistani or Egyptian)
- Knowledge that an older sibling has undergone FGM
- A young person talks of going abroad to be "cut" or to get ready for marriage

Possible indicators that FGM has already happened:

- Prolonged absence from school
- Behaviour change after returning from a holiday
- Bladder/menstrual problems
- Difficulty in sitting still and looking uncomfortable
- Complaining of pain between their legs
- Mentioning that someone did something to them that they cannot talk about
- Secretive behaviour
- Reluctance to take part in any physical activity

Child Sexual Exploitation

Child sexual exploitation is a form of sexual abuse in which a young person is manipulated, or forced into taking part in a sexual act. This could be part of a seemingly consensual

relationship or in return for attention, affection, money, drugs, alcohol or somewhere to stay. As professionals, it is important that we familiarise ourselves with the signs that a young person is being exploited and to share this information with colleagues. If you notice any of the signs in a young person, report it to the Safeguarding Officer.

- Going missing for periods of time or regularly returning home late
- Regularly missing school
- Appearing with unexplained gifts or new possessions (particularly mobile phones)
- Having old boyfriends/girlfriends
- Suffering from sexually transmitted diseases
- Mood swings or changes in emotional wellbeing
- Drug and alcohol misuse
- Displaying inappropriate sexualised behaviour

Safer Recruitment

The recruitment process and procedures aim to identify and deter applicants who may not be suitable to work with children.

AES will:

- Not appoint without interview and will require a minimum of two references plus proof of identity and qualifications. Reference requests will ask specifically whether there is any reason why an applicant should not work with children.
- All gaps in employment must be explained satisfactorily.
- Enhanced DBS or Police checks will be required.
- All staff will comply with our Code of Practice.

We will obtain a minimum of two professional and character references that provide

- Information on a candidate's suitability to work with children
- Assess candidates' attitudes to working with children during interview
- Verify the identity and qualifications of successful applicants
- Carry out suitability checks on all successful applicants before employment
- Ensure all staff have read this policy and are aware of procedures for reporting concerns
- Provide Level 1 Safeguarding training for all new staff as part of the induction process
- All staff must sign a declaration stating their suitability to work with children

Suitability checks:

An enhanced DBS check will be carried for all new staff prior to employment. Information on all DBS checks (including the date of the check, the unique reference number and whether or not the record is clear) is stored online. If a prospective member of staff has been living outside of the UK for more than a year, a police certificate of good conduct from the country of most recent residence will be requested in addition to the DBS check. If it is not possible to obtain an overseas record check, references will be checked by phone and the prospective member of staff will be asked to sign a self-declaration form.

If the DBS check shows an applicant has a criminal record, the Academic Director and the Director will make a judgment on their suitability to work with children, taking into account the seriousness and nature of the offence, the age of the offence and whether it was concealed during application.

Homestay hosts

New hosts will have a reference check carried out and the main host will be DBS checked, they will also sign a code of conduct.

Group leaders

will have a criminal records check or “certificate of good conduct” carried out before arrival. During induction they will receive the Group Leaders’ Guide and Safeguarding Policy and the care of under 18s will be discussed.

Welfare

Joann Campbell-Hawes has day to day responsibility for student welfare. Riad Touah is contactable 24 hours a day though the school emergency telephone number: 07859 334448. If Riad Touah is on holiday then Joann Campbell-Hawes will be contacted on the following number: 07916 790504

Risk assessments

In any activity there is an element of risk. AES will assess potential hazards (anything that can cause harm) and decide the level of risk (the chance, high or low) that somebody will be harmed by that hazard. A risk assessment involves making judgements about the balance between risks and benefits and should consider the potential of physical, social and psychological harm.

Parents and carers, and children and young people attending the school will be made aware of and agree to the level of risk that is seen as acceptable.

We cannot completely remove all possibility of risk from children and young people’s lives but we will make sure that we have done as much as possible to minimise or manage the risk of anyone coming to harm while ensuring that the learning experience is not jeopardised or undermined.

We will carry out regular risk assessments of all premises for which we are directly responsible. Generic activity risk assessments are used for all activities and available for staff to refer to. However as circumstances and attendees are different on all courses, such assessments will be annotated and reviewed by the people who carry out the activity on a regular basis. They are best placed to assess the associated risks. It makes sense to involve a wide range of people in the process, including staff, guides and participants.

This is done by the Acting Health and Safety Officer, Riad Touah.

The five steps to risk assessment are:

1. Looking for the hazards.
2. Deciding who might be harmed.
3. Deciding the risks (high, low or medium) to see whether existing precautions are adequate or whether more needs to be done.
4. Recording your findings and what action might need to be taken.
5. Reviewing and revising your assessment.

Example:

People: An adequate number of workers of both sexes are needed to supervise activities, which varies according to the age of the child. Any activity using potentially dangerous equipment needs constant adult supervision, training and protective clothing, where necessary. Methods of transport need to be risk assessed. Parental consent may be

necessary for certain activities. Information should be collected about children's allergies, medical problems or any special needs. Respect for privacy of children and young people is essential and this will need to be kept in mind in relation to areas such as changing rooms, showers and toilets.

Supervision ratios

Supervision ratios for activities and excursions for under18s will be decided based on the relevant risk assessment.

As a minimum, the following ratios will apply:

Ages 13+ -1: 15 -20

On day trips, students aged 14+ will be allowed to have a short period of unsupervised time in a restricted area (usually to go shopping). This must be for no more than 2 hours. Students under 14 must be supervised at all times on trips. Children aged 14 or over may go shopping locally in their free time if they have written parental permission.

Fire safety

All under 18s are told the fire drill in their first class on the first morning. This is reinforced with group leader fire safety instruction on the first day as part of group leader induction. Unaccompanied 16-18 year olds have separate instruction with a member of office staff and are taken personally to fire escapes and the fire drill is explained.

Missing students in class

A register is taken at the start of each lesson. In addition, the Academic Director visits each class during the first lesson to check attendance of all students. If a student is absent the welfare officer is asked to follow it up.

Group leaders are also responsible for checking the daily attendance of under 18s in their groups as well as AES teachers.

Activities

Staff are briefed thoroughly by the social organiser before activities.

The social organiser has a student list and contact telephone numbers for all staff attending. It is also the responsibility of the social organiser, under the guidance of the Director to make sure that teachers brief students properly about trips and that students have all the relevant telephone numbers, know the meeting point and what to do in an emergency. On all excursions there is a named person on each coach, responsible for the safe return of all the students.

If a student is lost during an excursion or does not turn up at the agreed meeting point on time, the most senior member of staff will take responsibility and first make all efforts to contact the student (by calling their mobile, talking to their friends and/or group leaders). If necessary, one staff member should stay behind when the transport leaves to continue to wait for the student. The office should be informed and they will contact the police, if necessary.

Unaccompanied 16-18s: There are special arrangements in place. The students will firstly have parental consent for the course and travel; the parents will receive written information on the level of care they can expect from the school; they will be met at the airport by approved taxi transfer and taken directly to their accommodation; they will have separate induction including fire safety instruction; they will have daily absence checks made by the Academic Director; they will have a designated person to contact for welfare issues (Joann Campbell-Hawes) and be given specific advice on staying safe.

If they are to attend adult courses specific written parental consent then has to be obtained prior to joining such a course.

Behaviour and discipline

There is a set of class rules in all student folders and in the Group Leaders' Guide and Teachers' guide. In general, the following behaviour will not be tolerated: Lateness/poor attendance / disruptive and unruly behaviour / bullying including racial, religious, sexual or homophobic harassment / lack of respect for the school building and equipment, employees or fellow students /dropping litter /any illegal activity.

Problems with discipline are dealt with by the teacher initially and if necessary the Director and group leaders. The group leaders may contact the student's parents if the behaviour does not improve. Finally, if there are serious behaviour problems (any illegal activity, violent or threatening behaviour), a student may be excluded from the school and sent home.

Airport Transfers

A transfer service is offered to all students. All students under the age of 18 in groups will be met at the airport by the airport transfer coach driver or a taxi driver who will be carrying identification and an AES sign board. On departure, all such students will be taken by hosts to the coach with their group leaders to the departure airport. Students who are travelling as unaccompanied minors aged 16-18 must have written parental permission and will be met by a designated taxi driver and are taken directly to their accommodation or departure airport.

Online Safety

Our aim is to educate students about being safe online. This includes not sharing personal information or photos with people they do not know. Students are encouraged to speak to staff if they received unwanted contact online.

Under18s should not have any internet/ IT/ social media contact with any adults that they meet in the school.

The ICT policy is available as a separate document laid out in the Staff Handbook

Radicalisation and Extremism

Our staff are aware that they need to be proactive in the prevention of radicalisation and extremism. We aim to educate students to accept and tolerate a range of views even if they are not their own. Safeguarding children and young people from radicalisation is no different from safeguarding them from other forms of harm. There is no such thing as a 'typical extremist' and those involved in extremism come from a range of backgrounds and experiences.

Duties of staff members

- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and the tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must not promote partisan political views in the teaching of any subject and are required to ensure that whenever political issues are brought to the attention of students, a balanced presentation of the opposing views is offered. This requirement applies not only during scheduled lessons but in all other contexts.

- Acknowledging the importance of informing colleagues in accordance with the procedure outlined below if they feel that any student is at risk of becoming radicalised.

Some possible risk factors

(It is important to note that children and young people experiencing these situations or displaying these behaviours are not necessarily showing signs of being radicalised. There could be many other reasons for the behaviour including alcohol or drug abuse, family breakdown, domestic abuse, bullying etc.)

- Family tensions, sense of isolation, migration, distance from cultural heritage, experience of racism or discrimination, feeling of failure etc.
- Involvement with new friends who search for answers to questions about identity, faith and belonging, possess extremist literature or advocate violent actions
- Change to their behaviour and language, seek to recruit others to an extremist ideology. International events in areas of conflict and civil unrest may have had a personal impact on the child/ young person resulting in a noticeable change in behaviour. Which may be sympathy or support for extremist activity
- Accessing the internet for the purpose of extremist activity (e.g. Use of closed network groups, access to or distribution of extremist material, contact associates covertly via Skype/email etc.)
- Possessing or actively seeking to possess and/ or distribute extremist literature/ other media material likely to incite racial/ religious hatred or acts of violence
- Sympathising with or supporting illegal/illicit groups e.g. propaganda distribution, fundraising and attendance at meetings
- A pattern of regular or extended travel within the UK, with other evidence to suggest this is for purposes of extremist training or activity
- A history of crime, including episodes in prison
- Has the child/ young person experienced any trauma in their lives, particularly any trauma associated with war or sectarian conflict?
- Is there evidence that a significant adult or other in the child/young person's life has extremist view or sympathies?

Procedure for reporting concerns about radicalisation

If a member of staff has concerns over a student becoming radicalised or being exposed to extremist views they should inform the Safeguarding Officer, who will discuss the matter with the Directors. Appropriate action will be agreed. A written record is kept. If necessary, the school may seek advice from the local police force.