

Safeguarding Policy (Section A) / Policy Statement	FOR ALL CSE STAFF
Updated: March 17 (CSE dos)	Due to be reviewed: March 2018

Application of Policy and Procedure: This policy and procedure is to be read and acknowledged by all members of staff at Capital School of English involved in the supporting and safeguarding of children, young people and vulnerable adults.

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A1. Context

Capital School of English (CSE) believes that all students have a right to live, study, develop and achieve in a safe and supportive environment. All members of the school community (staff, homestay providers, group leaders and parents or legal guardians) have a responsibility to **safeguard** all students, and an extra **Duty of Care** for students under 18 (U18s) in or out of the school, at social events organized by the school or in accommodation provided by the school.

As CSE provides services or activities for children under the age of 18 and vulnerable adults we have a safeguarding policy and take our commitment to safeguarding seriously. As such CSE will seek to:

- create a safe and supportive environment
- prevent harm to children
- minimise any potential risk of harm to children
- respond appropriately to any concerns about children

We are also committed to:

- ensure all staff, Homestay Providers, and Group Leaders have a written copy of this policy and Part One of the Keeping Children Safe in Education (September 2016) and have read, understood and acknowledged the policy and their responsibilities.
- Publish this policy on our website.

The below information (Location, Ages of students & Type of Accommodation) provides an overview of CSE and identifies the need for a safeguarding policy within CSE.

A1A. Location

CSE is located in the University district of Bournemouth, Winton Banks. CSE is conveniently placed in both a residential and commercial area.

The school building itself (a former bank) is over 100 years old and has been extensively refurbished over the last few years making for a wonderful learning environment but maintains its unique charm and elegance. Many of our teaching areas still have a number of the original features and in the tradition of the rich history of the building we invest heavily in the upkeep and maintenance of the school offering our students, staff and visitors a warm and inviting place to study, work and visit.

Main site (Year round centre)	Summer School additional site*
<p>Capital School of English 324 Wimborne Road Winton Bournemouth BH9 2HH</p>	<p>Capital School of English Arts University Bournemouth (AUB) Poole BH12 5HH</p>
<p>Telephone: +44 (0)1202 546875 Monday – Friday, 08:30 – 17:30 (GMT):</p> <p>Out of school hours a member of the Designated Safeguarding Team and Prevent Lead Team is available on the school Emergency phone (available 24-hours a day): +44 (0)7969524647.</p>	

*Every year and during the months of July and August, Capital School of English runs courses from the Arts University Bournemouth (AUB). Located a short walk (approx 15 minutes) from the year round school.

A1B. Ages of students

CSE accepts students aged:

Age range	16+	16 and 19 year olds	<ul style="list-style-type: none"> 12-15 year olds (young learners - YL) 16-19 year olds (young adults -YA)
Course available	General English courses / Cambridge English Exam Courses / English for Work / Academic IELTS / One-2-One tuition	Young Adult (YA) course	Mini-Stay courses / Group Programmes
Available	Year round	During the summer term, CSE offers General English courses for learners aged between 16 and 19 years old from around the world	Mini-stay courses are offered to closed groups of young adults and young learners all year round, with a minimum of 7 students in a group

A1C. Type of accommodation available

CSE offers:

Type of Accommodation	Homestay Accommodation	Adult Residential Accommodation
Available	Year round	Summer Term Only
Age ranges	12+	Students aged 18 or over
Type of rooms available	<ul style="list-style-type: none"> Single rooms. Twin/double rooms (available on request). Ideal when travelling with a friend, partner or colleague willing to share. 	<ul style="list-style-type: none"> Private, single & double en-suite rooms
Who may you live with?	<ul style="list-style-type: none"> The homestay provider's family. Other students from Capital School of English (up to 3 adults, or 4 Under 18s). 	<ul style="list-style-type: none"> Other students from Capital School of English
What is provided?	<ul style="list-style-type: none"> A safe, clean, comfortable and friendly environment for you. Breakfast and dinner (Monday to Friday). Breakfast, lunch and dinner (Saturday and Sunday). One load of laundry a week. Towels and bed linen. Internet/Wi-Fi 	<ul style="list-style-type: none"> A private kitchen with cooking utensils and cutlery Duvet, duvet covers, bed sheets, pillow and pillow case 24 hour security Communal area Laundry facilities (charges will apply) Weekly cleaning service Wi-Fi access
How is the quality monitored?	<ul style="list-style-type: none"> The Accommodation Team monitor the quality of service provided on a regular basis. 	<ul style="list-style-type: none"> CSE employs a Residential Manager, who welcomes students on arrival and assists with any questions/issues students may have. Induction carried out on arrival as well as copy of Residence Handbook given to students.

Location	<ul style="list-style-type: none">• Around Capital School of English	<ul style="list-style-type: none">• Town centre location
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A2. Terminology

What is **safeguarding**?

All children and young people need to have trusted adults around them to make sure they are kept safe from harm. It is also about taking action to enable all children to have the best possible outcomes.

How can this be done?

We should ensure that all children and young people:

- are well cared for
- are healthy
- are safe
- have the best chances in life

and that:

- all people working with children and young people are safe and suitable to do so
- all places where children and young people go are safe.

Safeguarding is also about ...

- Giving support to children, young people and their families
- Getting other people to help if necessary
- Early identification and intervention if a child or a young person needs help
- Knowing what to do if you're worried about a child or a young person
- Recognising if a child or a young person is at risk of harm or abuse
- Taking action to protect the child or young person.

Safeguarding is about working together to prevent harm or abuse happening in the first place. It's not just about protecting and getting involved with those families where children and young people are most at risk of harm or being hurt.

Safeguarding includes a wide range of issues such as ...

<ul style="list-style-type: none"> • Bullying • Prejudice • Fire Safety • Child Abuse • Running Away • Eating Disorders • Child Protection • Depression • Mental Health Issues • Children Missing • Education 	<ul style="list-style-type: none"> • Gangs, Youth Violence • Female Genital Mutilation • Domestic Abuse • Road Safety • Sexual Exploitation • Child Trafficking • Drugs & Alcohol • Self-harm • E-Safety • Health & Safety Issues • Prevention of Radicalisation
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What is **Child Protection**?

- a part of safeguarding
- refers to the need to protect students U18 (children) from direct harmful or abusive behaviour.

A **child** is ...

- any student who has not yet reached their 18th birthday, irrespective of age of maturity in their home country.
- In the UK, a student under the age of 18 is legally considered a **child**.

A vulnerable person is ...

- any learner, irrespective of age, who is unable to or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation
- Many international students, particularly new arrivals, can be considered 'vulnerable', because they are:
 - living in an unfamiliar culture,
 - living away from family and friends,
 - having much greater freedom
 - living and studying in a country in a second language

What is 'Duty of Care'?

- Connected to safeguarding is the phrase 'Duty of Care'
- there is a legal responsibility that adults who work with children as professionals or volunteers have a duty to look after them properly
- children depend on adults for their safety and well-being.

What is abuse?

- Abuse may be from an adult and/or another child.
- There are four main types of abuse:
 - Emotional
 - Physical
 - Sexual
 - Neglect

What is a **Designated Safeguard Team**?

All members of staff (administrative and academic) form part of the Safeguarding Team. However, CSE has key members of staff (Designated Safeguarding Team) who are trained to:

- provide support to staff members to carry out their safeguarding duties
- listen to any concerns about a child and ensure the appropriate course of action is taken.

If you have a general concern about a child or student at CSE, please speak to any member of staff.

If you have a concern regarding abuse, please speak to a member of the Designated Safeguarding Team or a Level 2 trained member of staff.

The Designated Safeguarding Team

Position in Designated Safeguarding Team	Name	Safeguard training	Contact details
Strategic Safeguarding Lead	Paulina Fordham, Finance Director	Level 3	info@capitalschool.co.uk
Designated Safeguarding Person	Spencer Fordham, Managing Director	Level 3	
Designated Safeguarding Person	Leanne Priestley, Director of Studies	Level 3	
Designated Safeguarding Person	Marie Traynor, Academic Administrator / U18 Welfare Officer	Level 2	

This team is also displayed on key noticeboards around the school.

A3. Statement

Capital School of English (CSE) believes that all students have a right to live, study, develop and achieve in a safe and supportive environment. All members of the school community (staff, homestay providers, group leaders and parents or legal guardians) have a responsibility to **safeguard** all students in or out of the school, at social events organized by the school or in accommodation provided by the school, irrespective of the age of the students. Many international students, particularly new arrivals, can be considered 'vulnerable', because they are:

- living in an unfamiliar culture
- living away from family and friends
- having much greater freedom
- living and studying in a country in a second language

All members of the school community (staff, homestay providers, group leaders and parents or legal guardians) have an extra **Duty of Care** for students under 18 (U18s) in or out of the school, at social events organized by the school or in accommodation provided by the school. In the UK, a student under the age of 18 is legally considered a **child**.

CSE's approach to safeguarding

CSE takes a child-centred and coordinated approach to safeguarding. CSE believes that

- the welfare of the child and/or vulnerable person is paramount
- all children and/or vulnerable people irrespective 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
- Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child. (KCSIE - September 2016)
- All staff have an important part to play in the wider safeguarding system for children, as described in statutory guidance Working together to safeguard children. (KCSIE - September 2016)
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- CSE believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

The purpose of the policy is to:

- provide protection for the children and and/or vulnerable people who study at CSE or live with a CSE homestay provider.
- provide staff, Homestay Providers and Group Leaders with guidance on procedures they should adopt in the event that they suspect a child or vulnerable person may be experiencing, or be at risk of, harm.

A4. U18s entitlement

This policy applies to ALL children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

CSE believes ALL children have the right to equal protection from all types of harm or abuse.

CSE takes a child-centred and coordinated approach to safeguarding, as outlined above. Ultimately this means that CSE will consider, at all times, what is in the **best** interests of the child.

Where there is a safeguarding concern, CSE will ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems will be in place for children to express their views and give feedback. Ultimately, all systems and processes should operate with the best interests of the child at their heart.

A5. Adults' responsibilities

Safeguarding is
everyone's
responsibility

- Everyone who works with children has a responsibility for keeping them safe.
- Everyone who comes into contact with a child has a role to play in identifying concerns, sharing information with the Designated Safeguarding Team and taking prompt action.

A6. Associated Policies

All CSE Safeguarding Policies and Procedures (Section A-F) have been written in accordance with the following:

- Keeping Children Safe in Education (September 2016)
- Working Together to Safeguard Children 2015
- What to do if you are worried a child is being abused – Advice for practitioners
- **LSCB** Multi-Agency Child Protection Procedures
- Bournemouth, Dorset and Poole Adult Safeguarding Policy
- Child Sexual Exploitation Guidance (2017)
- Data Protection Act 1989
- Putting Children First (July 2016)
- Children Acts 1989 and 2004
- Vulnerable Group Act 2006
- Counter Terrorism and Security Act 2015
- Sexual Offences Act 2003
 - Sexting in schools and colleges: Responding to incidents and safeguarding young people
- Human Rights Act 1998
- Safeguarding Matters Handbook 2005
- Guidance for Safer Working Practice for Adults who work with Children and Young People in all Education Setting March 2009

Related policies and procedures and documents

This policy supports the following CSE policies and procedures:

- Employee Handbook
- Health & Safety Handbook
- Safeguarding Section B Policy and Procedure / Code of Conduct
- Safeguarding Section C Policy and Procedure / Child Protection Policy
- Safeguarding Section D Policy and Procedure / Training
- Safeguarding Section E Policy and Procedure / Safer Recruitment
- Safeguarding Section F Policy and Procedure / Welfare & Implementing Safeguarding
- Abusive behaviour policy and procedure - Capital Against Bullying
- Student Attendance and Absence Policy and Procedure
- Evacuation Policy
- Hosting students aged 17 and under Terms and Conditions
- Staff Declaration Regarding Suitability to Work with Children

A7. Policy Review

This policy will be reviewed annually by management or whenever there is a major change in the school or in relevant legislation.

A8. Roles and Responsibilities

A8A. What Capital School of English does to safeguard all students

STUDENT WELFARE

- i. Ensure all members of staff are aware of their Safeguarding and Child Protection responsibilities (see responsibilities of individual members of staff below).
- ii. Have a 'Student Code of Conduct' for in and out of the school, on social events organised by the school or in accommodation provided by the school. The 'Student Code of Conduct' explains the expected standard of behaviour from all students while enrolled at Capital School of English.
- iii. Have an Employee Handbook and Staff Code of Conduct. The 'Staff Code of Conduct' explains the expected standard of behaviour from all members of staff while working at Capital School of English.

SPECIFIC TO U18S

- iv. Ensure all members of staff, where necessary, are aware of the colour coding for student ID cards
 - a. 18 and over = white student ID cards
 - b. U18s = orange student ID cards
 - c. U16s = red student ID cards
- v. Ensure all members of staff are aware of the extra Duty of Care required for U18s, as outlined in the Safeguarding Section C Policy /Child Protection.
- vi. Have an 'Under 18 Student Code of Conduct' for in and out of the school, on social events organised by the school or in accommodation provided by the school. The 'Under 18 Student Code of Conduct' explains the expected standard of behaviour from all students under the age of 18 while enrolled at Capital School of English.

DOCUMENTATION

- vii. Deal effectively with allegations. All complains will be dealt with seriously, quickly, appropriately and confidentially. All reasonable efforts will be made to deal with complaints in a fair and consistent manner.
- viii. Keep records of allegations securely.
- ix. Have an Abusive behaviour policy and procedure. For more information read 'Capital Against Bullying'
- x. Review and update this policy and all related policies regularly.

A8B. The role and responsibilities of ALL staff (Management, Designated Safeguarding Team, Student Services, Academic, Homestay Providers and Group Leaders)

SAFEGUARDING AND CHILD PROTECTION

- i. All staff have a responsibility to provide a safe and secure environment in which children can learn and live.
- ii. All staff will treat all students and members of staff fairly, equally and with respect and dignity.
- iii. All staff must know or be able to identify students who are Under18.
- iv. All staff must ensure all students follow the *Student Code of Conduct* and if necessary the *Under 18 Student Code of Conduct*.
- v. Any staff member who has a concern about a child's welfare should follow CSE's procedure set out in our Safeguarding Section C Policy / Child Protection and inform a member of the Designated Safeguarding Team.
NOTE: Any staff member can make a referral to children's social care. If anyone other than the Designated Safeguarding Team makes the referral, they should inform the Designated Safeguarding Team as soon as possible. If a child is in immediate danger or is at risk of harm, a referral should be made to children's **social care and/or the police immediately**.
- vi. All staff should be prepared to identify children who may benefit from early help.
Early help means providing support as soon as a problem emerges at any point in a child's life. In the first instance, staff should discuss early help requirements with the Designated Safeguarding Team. Staff may be required to support other agencies and professionals in an early help assessment.
- vii. All staff should listen to any concerns, allegations or disclosures made by students or members of staff to a degree the individual is comfortable with.
- viii. All staff should be aware of the procedure to deal with any initial concerns, allegations or disclosures.
 - Staff should maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the designated safeguarding team and children's social care.
 - Staff should never promise a child that they will not tell anyone about an allegation, as this may ultimately not be in the best interests of the child.
 - Any staff member who has a concern about a child's welfare will be asked to complete CSE's incident records and disclosures form.
- ix. All staff should be aware of the types of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. Types of abuse and neglect, and examples of safeguarding issues are described in our Safeguarding Section C policy / Child Protection.
 - All staff should speak to a member of the designated safeguarding team if unsure.
 NOTE: Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.
- x. All staff working with children should maintain an attitude of '**it could happen here**' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the **best interests** of the child.

- xi. All staff must ensure that a child receives the right help at the right time to address risks and prevent issues escalating.
- xii. If staff members have concerns about another staff member, then this should be referred to a member of management (Managing Director, Finance Director or Director of Studies). Where there are concerns about a member of management, this should be referred to another member of management or reported directly to the designated officer(s) at the local authority. Staff may consider discussing any concerns with the school's designated safeguarding strategic lead and make any referral via them.
- xiii. All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender based violence/sexual assaults and sexting. Staff should follow the Capital Against Bullying Procedure and speak to a member of the Designated Safeguarding Team.
- xiv. All staff should feel able to raise concerns about poor or unsafe practice and potential failures in CSE's safeguarding regime and know that such concerns will be taken seriously by management.

E-SAFETY

- i. protect children and young people from the risks they may encounter on the internet (UK Council for Child Internet Safety (UKCCIS).
- ii. Ensure the privacy settings on their personal social media accounts are set appropriately.
- iii. Ensure appropriate filters and appropriate monitoring systems are in place on the internet to safeguarded children from potentially harmful and inappropriate online material.
- iv. Believe '***Together we can make a difference***'
- v. Educate Young People about being safe on the internet.
- vi. Report any websites to a DSP at CSE or for websites hosted in the UK to the Internet Watch Foundation (www.iwf.org.uk) or for websites hosted overseas to InHope – International Association of Internet Hotlines (<http://www.inhope.org>) which have:
 - Child sexual abuse content
 - Criminally obscene adult content
 - Non-photographic child sexual abuse images
 NOTE: This can be reported anonymously and confidentially.
- xi. Report any concerns to CSE or UK Safer Internet Centre 0844 381 4772, helpline@safeinternet.org.uk or www.thinkuknow.co.uk

PREVENT DUTY

- vii. All staff must be aware that anyone, not only U18s; all students, staff and sub-contractors (homestays), may be vulnerable to extremist exploitation.
- viii. All staff must be aware of the procedure outlined in Capital School of English's 'Prevent policy'.
- ix. All staff must promote core British values; a) democracy b) the rule of law c) individual liberty d) respectful tolerance of different faiths or beliefs.
- x. All staff must challenge inappropriate views to a degree the individual is comfortable with.
- xi. All staff must Develop students' critical thinking skills to help them question extreme views (for long-stay students)

TRAINING & COMMUNICATION

- xii. All staff must complete Safeguarding and Child Protection training appropriate to their position within the school.
- xiii. All staff must complete Prevent training appropriate to their position within the school.
- xiv. All staff must attend update and/or further training, when necessary.
- xv. All staff must communicate this policy and procedure to all students, members of staff and the school community, if necessary.

A9. U18s involvement

Sections of this policy are included in the U18 Code of Conduct, which they are informed about at their U18 meeting. Furthermore, relevant sections of this policy will be shared with U18s in the U18 weekly meetings.

A10. Policy Availability & Formats

This policy is available to download on Capital School of English's website www.capitalschool.co.uk

If you would like a printed copy, please email info@capitalschool.co.uk