

Capital School of English, Bournemouth



Safeguarding Policy (Section A) Policy Statement & Responsibilities

Updated: **September 2021 (by Designated Safeguarding Team)**

Policy Review: This policy will be reviewed regularly or whenever there is a major change in the school or relevant legislation.

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

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If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

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Context

- Background information on Capital School of English
- Capital School of English Contact Details
- Our Accreditations and Memberships
- Our Mission

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Background information on Capital School of English

Capital School of English is a family-run, independent English language school for international students who do not speak English as their first language.

COURSES: We have been providing English courses since 2003, and live online classes since 2013.

STUDENTS: We take international students aged 16 and above on our 'adult' courses, 12-17 and 16+ on our customised group courses, and 12-17 at our Young Learner Centre (summer only).

ACTIVITIES: We provide organised social activities for students studying on our courses.

ACCOMMODATION: We provide accommodation for students studying on our courses. We provide homestay accommodation all the time for all students, and residential accommodation in the summer term for adult students (students aged 18+).



If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Capital School of English Contact Details

Capital School of English
324 Wimborne Road,
Winton,
Bournemouth,
BH9 2HH,
UK

Telephone: 01202 546875 (Monday-Friday 08:30-17:30)

Email: info@capitalschool.co.uk

Website: www.capitalschool.co.uk

Extra sites: During July and August, Capital School of English has courses at a local university.

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Our Accreditations and Memberships

We are a respected school and are accredited by Accreditation UK (British Council).



We are proud members of English UK, English UK South, English UK Young Learners, Quality English, RALSA, IEF/IEA. Our Managing Director sits on the Board of English UK.

Our mission is to help and support every student on their personal learning journey; to develop their English language skills and confidence and achieve their individual English language potential.

We aim to:

- Ensure every student receives the highest possible quality of English language course(s), social activities and homestay experience
- Deliver the highest possible quality of English language course(s), social activities and homestay experience
- Create a safe and supportive environment
- Treat everyone with respect
- Promote British culture and core values
- Provide value for money

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.



Terminology

- What is Safeguarding?
- What does Safeguarding include?
- What is Child Protection?
- Useful terminology (vocabulary)
- Useful abbreviations

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

What is Safeguarding?

Safeguarding is an umbrella term that means looking after and protecting children and vulnerable adults from harm or abuse in the first place (child protection).



Safeguarding is about making sure:

- all children and vulnerable adults:
 - are taken care of / well cared for / looked after
 - are healthy
 - are safe
 - have the best opportunities in life
- all places where children and vulnerable adults go are safe
- all people working with children and vulnerable adults are safe to do so

Safeguarding (KCSIE 2021-4) is also about:

- Protecting children from maltreatment;
- preventing the impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Capital School of English believes
everyone
has a responsibility to **safeguard** all students,
at all times.

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

What does Safeguarding include?

Safeguarding includes a wide range of issues.

The four main types of abuse are:

- Emotional Abuse
- Physical Abuse
- Sexual Abuse
- Neglect

Abuse	Abuse may be from an adult to child or vulnerable person and/or child to child or vulnerable person.
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Safeguarding also includes:

- Bullying
- Prejudice
- Fire Safety
- Child Abuse
- Running Away
- Eating Disorders
- Child Protection
- Depression
- Mental Health
- Children Missing
- Education
- 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
- Criminal Exploitation
- Peer on Peer abuse (child on child)
- Serious Violence

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

What is Child Protection?

Child Protection is part of safeguarding. Child Protection refers to the need to protect children (students under the age of 18) from direct harmful or abusive behaviour.

Capital School of English believes everyone* has a responsibility to **safeguard** all students, and an **extra Duty of Care** for students under 18, at all times**.

Word	Definition / Explanation
*Everyone / Trusted Adult	Everyone who comes into contact with children, their families and carers has a role to play. All children need to have trusted adults around them to make sure they are kept safe from harm.
**Duty of Care	' Duty of Care ' 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.
A child	In the UK, by law, any person who has not yet reached their 18th birthday is a child , irrespective of age of maturity in their home country.

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Useful terminology (vocabulary)

Vocabulary	Definition / Explanation
Our School Community	<p>Our school community is:</p> <ul style="list-style-type: none"> • Our staff • Our homestay hosts • group leaders • parents and/or legal guardians of our students under 18
Designated Safeguard Team	<p>Capital School of English has key members of staff that form the Designated Safeguarding Team. They are Specialist Safeguard Trained, and trained to:</p> <ul style="list-style-type: none"> • provide support to staff members to carry out their safeguarding duties • listen to any concerns about or from a child and ensure the appropriate course of action is taken. <p>The Designated Safeguarding team includes the DSL (Designated Safeguarding Lead) and DDSLs (Deputy Designated Safeguarding Leads).</p>
Abuse	<p>Abuse may be from an adult to child or vulnerable person and/or child to child or vulnerable person.</p> <p>There are four main types of abuse:</p> <ul style="list-style-type: none"> ○ Emotional ○ Physical ○ Sexual ○ Neglect

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Useful Abbreviations

Key Abbreviations used in our policy

Abbreviation	Definition / Explanation
DSL	Designated Safeguarding Lead
DDSL	Deputy Designated Safeguarding Lead
LADO / DO	Local Authority Designated Officer / Designated Officer
BCP	Bournemouth, Christchurch and Poole
KCSIE	Keeping Children Safe in Education KCSIE is statutory guidance from the Department for Education ('the Department'). Schools in England must have regard to it when carrying out their duties to safeguard and promote the welfare of children.
DPA 2018	Data Protection Act
GDPR	General Data Protection Regulations
NSPCC	National Society for the Prevention of Cruelty to Children

Other useful Abbreviations

Abbreviation	Definition / Explanation
CIN	Child in Need A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989 (KCSIE 2021-65).
EH / EHA	Early Help / Early Help Assessment Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.
CFRH	Children's First Response Hub
MASH	Multi Agency Safeguarding Hub
PDSCP	Pan Dorset Safeguarding Children Partnership
LSCP	Local Safeguarding and Child Protection Board

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.



Our Policy Statement

- Why does Capital School of English have a Safeguarding and Child Protection Policy?
- Overview of Capital School of English's Safeguarding and Child Protection Policy
- Our Safeguarding and Child Protection protects
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Why does Capital School of English have a Safeguarding and Child Protection Policy?

Capital School of English has a Safeguarding Policy and Child Protection Policy because we provide services (lessons, activities, and accommodation) to:

- international students (who we consider to be *vulnerable adults*) on all our courses
- children aged 16 and 17 on our 'adult' courses
- children aged 12 to 17 on our Young Learner Courses
- children aged 12 to 17 on our Customised Group Courses

and because we

- recruit staff who work with vulnerable adults and children (anyone under 18) in a position of trust
- use the services of homestay hosts who look after our students

Under 18 = a child	In the UK, by law, any person who has not yet reached their 18th birthday is a child , irrespective of age of maturity in their home country.
Vulnerable person	<p>A vulnerable person is any person, irrespective of age, who is unable to or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.</p> <p>Capital School of English considers international students, particularly new arrivals, 'vulnerable', because they are:</p> <ul style="list-style-type: none"> – living in an unfamiliar culture and environment – living away from family and friends – having much greater freedom – living and studying in a country in a second language

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Overview of Capital School of English's Safeguarding and Child Protection Policy

Capital School of English's Safeguarding Policy is for **ALL** students.

Capital School of English's Safeguarding Policy has 6 sections:

<p>Section A: Policy Statement and Responsibilities</p> 	<p>Section B: Code of Conducts</p> 
<p>Section C: Child Protection</p> 	<p>Section D: Training</p> 
<p>Section E: Safer Recruitment</p> 	<p>Section F: Welfare and Implementing Safeguarding</p> 

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Our Safeguarding and Child Protection protects

Capital School of English's Safeguarding Policy is for **ALL** students.

Capital School of English believes that all students (children and/or vulnerable people) should have equal protection from all types of harm or abuse no matter their:

- age
- disability
- gender
- racial heritage
- religious belief
- sexual orientation
- identity

Capital School of English takes our duty of care for **all** our students seriously. We believe that all international students need help and support while studying with us and living in the UK (a new country), as they will experience

- Different customs and cultures to their home country
- A different language (English) to their home country
- Being away from their family and friends

Capital School of English believes in creating a safe and supportive school environment, where all students are at the centre of everything we decide and do (student-centred approach), as such we take a child-centred and coordinated approach to safeguarding (KCSIE 2021-Part One).

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Our Safeguarding and Child Protection Beliefs

All students should
live, study, develop and achieve
in a safe and supportive environment.



Everyone* in our school community*
has a responsibility to **safeguard** all students,
and an **extra Duty of Care** for students under 18,
at all times**.

<p><i>Everyone</i></p> <p>Everyone who comes into contact with children, their families and carers has a role to play</p>	<p><i>*Our school community is:</i></p> <ul style="list-style-type: none"> • <i>Our staff</i> • <i>Our homestay hosts</i> • <i>group leaders</i> • <i>parents and/or legal guardians of our students under 18</i> 	<p><i>**'At all times' refers to:</i></p> <ul style="list-style-type: none"> • <i>On courses organised by the school</i> • <i>At social events organised by the school</i> • <i>In accommodation provided by the school</i>
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If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Our Safeguarding and Child Protection Commitment

Capital School of English takes our commitment to safeguarding and duty of care for **all** our students seriously, and especially our **extra** duty of care for students under the age of 18.

Capital School of English will:

- Always think about what is in the **best** interest of the child (KCSIE 2021-2&55).
 - Take a child centred and coordinated approach to safeguarding (KCSIE 2021-Part One).
- Create a safe and supportive school environment in which children can learn (KCSIE 2021-7).
- Create a culture where safeguarding and promoting the welfare of children (KCSIE 2021-4) is:
 - considered a top priority
 - considered **everyone’s responsibility** (KCSIE 2021-2)
 - vigilant, and maintains an attitude of ‘**it could happen here**’ is in place (KCSIE 2021-55)
 - in the forefront of everyone mind, and part of recruitment documentation, training, team meetings and discussions
- Safeguard and promote the welfare of children by
 - protecting children from maltreatment (KCSIE 2021-4)
 - preventing the impairment of children’s mental and physical health or development (KCSIE 2021-4)
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care (KCSIE 2021-4)
 - taking action to enable all children to have the best outcomes (KCSIE 2021-4)
- Make sure all members of the school community
 - receive regular suitable training (KCSIE 2021-14)
 - Receive support (KCSIE 2021-14)
 - understand their safeguarding responsibilities
 - follow the processes for reporting any concerns to the Designated Safeguarding Team and/or local authority (KCSIE 2021-9)
- Have a Designated Safeguarding Team, with a Designated Safeguarding Lead, and Deputy Designated Safeguarding Leads (KCSIE 2021-10).
- Respond to concerns about a child’s welfare

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.



Our Safeguarding Team

- Our Safeguarding Structure
- What does the Designated Safeguarding Team do?
- Our Designated Safeguarding Team
- External Safeguarding Contracts



If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Our Safeguarding Structure

All members of the Designated Safeguarding Team are trained to Specialist level.

All members of staff who work directly with children are Safeguard trained to a minimum of Basic Awareness, including homestay hosts and group leaders. Most members of staff are Safeguard trained to Advanced level.

The members of the Capital School of English school community who work directly with children, include:

- Co-Founders
- Management
- Academic Staff (teachers)
- Student Services
- Social Organisers
- Homestay hosts
- Group leaders

**If you have any concern
about a child or student at Capital School of English,
always speak to a member of the
Designated Safeguarding Team.**

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

What does the Designated Safeguarding Team do?

The Designated Safeguarding Team's main responsibilities are to:

- Make sure all children and vulnerable adults in the school are as safe as possible
- Make sure the school's safeguarding policy is up to date and followed by all staff
- Create the desired safeguarding attitude and culture within the school
- Be available to discuss safeguarding concerns, not matter how small
- Report any safeguarding concerns to the relevant authority

The Designated Safeguarding Team meet regularly (usually weekly but at least once a month) to discuss any safeguarding issues and concerns or immediately when a concern has been raised.

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Our Designated Safeguarding Team

Designated Safeguarding Lead

Name: **Paulina Fordham**
Role: Co-Founder & Finance Director
Email: paulina@capitalschool.co.uk
Safeguarding Trained: Specialist
Prevent Trained

Deputy Designated Safeguarding Leads

Name: **Spencer Fordham**
Role: Co-Founder & Managing Director
Email: spencer@capitalschool.co.uk
Safeguarding Trained: Specialist
Prevent Trained

Name: **Leanne Priestley**
Role: Principal
Email: principal@capitalschool.co.uk
Safeguarding Trained: Specialist
Prevent Trained

Name: **Shaun Douglas**
Role: Director of Studies
Email: doscse@capitalschool.co.uk
Safeguarding Trained: Specialist
Prevent Trained

**If you have any concern
about a child or student at Capital School of English,
always speak to a member of the
Designated Safeguarding Team.**

NOTE: The Designated Safeguarding Lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns ^(KICSE 2021-11).

Our Designated Safeguarding Team is displayed on noticeboards around the school.

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

External Safeguarding Contacts

Captial School of English is an owner/proprietor-led school, as such the contact name and number of the LADO are included in the policy, see below. Any member of staff can contract the LADO directly.

Local Authority Contacts (LSCP)

<p>Local Authority Designated Officer (LADO)</p>	<p>The LADO - known as Designated Officer (DO) in BCP must be informed of accusations made against staff.</p> <p>Please note it may be appropriate to contact the LADO / DO if an allegation is made against someone who is closely associated with a staff member / practitioner / childminder.</p>	<p>BCP Designated Officers: Laura Baldwin or John Mclaughlin</p> <p>Main contact number: 01202 817600</p> <p>Secure email: lado@bcpcouncil.gov.uk</p>
<p>Report Child Abuse to your local council</p>	<p>This online tool directs you to the relevant local children's social care contact number</p>	<p>Report child abuse to a local council - GOV.UK (www.gov.uk)</p>

Whistleblowing

General guidance on whistleblowing can be found via: [Advice on Whistleblowing](#).

<p>NSPCC Whistleblowing Helpline</p>	<p>The Whistleblowing Advice Line offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation.</p>	<p>0800 028 0285 8:00 AM to 8:00 PM, Monday to Friday</p> <p>Email: Help@nspcc.org.uk</p> <p>Website: Whistleblowing Advice Line NSPCC</p>
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If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.



Under 18 (Child)

- Under 18 (Child) Entitlement
- Under 18 (Child) Involvement

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Under 18 (Child) Entitlement

Capital School of English will always think about what is in the **best** interest of the child (KCSIE 2021-2&55).

Where there is a safeguarding concern, Capital School of English will make sure the child's wishes and feelings are considered when deciding on the action to take and what services to provide. Systems will be in place for children to express their views and give feedback.

Under 18 (Child) Involvement

Sections of this policy are included in the U18 Code of Conduct, which their parents go through with them before they arrive for their course, which is reviewed in Under 18 meetings/catch ups. Furthermore, relevant sections of this policy will be shared with U18s in the U18 weekly meetings and students understanding and application will be discussed/checked. U18 meetings also allow for under 18 students to share any concerns with a member of staff and/or safe practices with each other, such as good places to hang out, etc.

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.



Roles and Responsibilities

- All Adults' Responsibilities
- Roles and Responsibilities: Our Designated Safeguarding Team
- Roles and Responsibilities: Our Staff
- Teachers' Lessons and/or Activity Responsibilities

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

All Adults' Responsibilities

Everyone in our school community has a responsibility to **safeguard** all students, and an **extra Duty of Care** for students under 18, at all times.

In order to meet your legal Duty of Care and Safeguarding responsibilities as a trusted adult, all members of our school community who work directly with children should:

- ✓ Read and follow the relevant sections of our Safeguarding Policy (Sections A-F)
- ✓ Share Capital School of English's beliefs and commitment to safeguarding (See above sections)
- ✓ Be ready to report any concerns, even small ones, or allegations to a member of the Capital School of English Designated Safeguarding Team or local authorities (See External Contacts)
- ✓ Read and follow the latest Keeping Children Safe in Education (KCSIE 2021) Part One
- ✓ **If you have any concern about a child or student at Capital School of English, always speak to a member of the Designated Safeguarding Team.**

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Roles and Responsibilities: Our Designated Safeguarding Team

Roles and Responsibilities of The Designated Safeguarding Lead (DSL)

NOTE:

- i. These roles and responsibilities apply to all members of the Designated Safeguarding Team, but the ultimate **lead responsibility** for Safeguarding and Child Protection remains with the Designated Safeguarding Lead. This responsibility should not be delegated (KCSIE 2021 -91).
- ii. These roles and responsibilities are based on guidance from KCSIE 2021 and the roles and responsibilities of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for the BCP [BCP EY roles and resp final Jan 2021 v2](#) (bournemouth.gov.uk)

DSL Overall Responsibilities

The Designated Safeguarding Lead must:

1. provide a safe environment in which children can learn (KCSIE 2021-7).
2. maintain an attitude of '**it could happen here**' where safeguarding is concerned (KCSIE 2021-55).
3. always be vigilant and ensure all staff are always vigilant (KCSIE 2021-22).
4. always be available (during school hours) to discuss safeguarding concerns (KCSIE 2021-59 & 93) or ensure a Deputy DSL is available.
5. provide support to staff to carry out their safeguarding duties (KCSIE 2021-10).
6. always act in the **best** interests of the child (KCSIE 2021-55).
 - a. liaise closely with other services such as children's social care (KCSIE 2021-10)
 - b. be aware of and prepared to identify children who may benefit from early help (KCSIE 2021 – 8&15).
7. be able to reassure victims that they are being taken seriously and that they will be supported and kept safe (KCSIE 2021-18).

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

DSL Policy and Procedure Responsibilities

The Designated Safeguarding Lead must:

1. ensure that Capital School of English's Safeguarding and Child Protection Policy is in line with all the relevant policies, procedures, guidance, and legislation, including but not limited to:
 - a. Keeping Children Safe in Education (KCSIE)
 - b. Working Together to Safeguard Children
 - c. Local authority legislation
 - d. Accreditation UK requirements
 - e. Safer Recruitment procedures
2. ensure that all staff working directly with children have a copy of the relevant safeguarding policies and ensure these are both understood and followed
3. ensure that Capital School of English's Safeguarding and Child Protection policies and procedures are reviewed and updated as and when required, such as when there is a major change in the school or relevant legislation, or are reviewed and updated annually as a minimum. Also, ensure all staff are made aware of any changes and a record is kept of them having read, understood and agreed to follow them.
4. make safeguarding policies and procedures available to parents and/or legal guardians
5. ensure there are appropriate whistleblowing procedures in place for such concerns to be raised with the school's senior leadership team (KCSIE 2021-76), and ensure there are other whistleblowing channels, if staff feel unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed (KCSIE 2021 – 77).
6. **Ensure** all concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing (KCSIE 2021-71).
 - a. Information should be kept confidential and stored securely. Ensure a separate child protection file for each child.
 - b. Ensure records should include:
 - i. a clear and comprehensive summary of the concern;
 - ii. details of how the concern was followed up and resolved;
 - iii. a note of any action taken, decisions reached and the outcome.
7. Support staff with any record recording requirements (KCSIE 2021-72).

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

DSL Training Responsibilities

For their, personal, training the Designated Safeguarding Lead must:

1. undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years (KCSIE 2021 – 94). NOTE: Any deputy (or deputies) should be trained to the same standard as the designated safeguarding lead (KCSIE 2021- 90).
2. In addition to their formal training as set out above, their knowledge and skills should be updated (for example via e-bulletins, meeting other designated safeguarding leads, or taking time to read and digest safeguarding developments - see Procedures for more details information), at regular intervals, and at least annually, to keep up with any developments relevant to their role (KCSIE 2021 - 95), and make any necessary changes to safeguarding policies, procedures and practice accordingly.
3. attend safeguarding training, as required, to undertake the role effectively.
4. have relevant knowledge, understanding and training of extremism and radicalisation, including Prevent, which is updated every 2 years.

For the training of the staff, the Designated Safeguarding Lead must:

5. ensure all staff undertake suitable role specific safeguarding and child protection training (including online safety) as specified through statutory legislation and local procedures at induction (KCSIE 2021-14), and ensure all staff receive regular safeguarding and child protection update training (including online safety) (KCSIE 2021-14). NOTE: this must be at least annually, to provide them with the relevant skills and knowledge to safeguard children effectively (KCSIE 2021-14).
6. maintain a record of all training attended by staff, including dates attended and names of training organisations who provided the training undertaken, (including in house training)
7. ensure all staff receive appropriate safeguarding and child protection updates (including online safety), for example, via email and staff meetings, as required (KCSIE 2021-14).

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

DSL Induction Responsibilities

The Designated Safeguarding Lead must:

1. ensure that staff safeguarding induction starts before or on the first day in their role
2. Ensure all staff and homestay hosts receive appropriate safeguarding and child protection training (including online safety) at induction (KCSIE 2021-14) and policies and information on the following areas as part of their induction (KCSIE 2021-13).
 - a. child protection policy
 - b. Student behaviour policy
 - c. Staff/homestay host behaviour policy (Staff/homestay Code of Conduct & Employee Handbook);
 - d. safeguarding response to children who go missing from education (Absence policy);
 - e. role of the Designated Safeguarding Lead (including the identity of the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads)
3. Ensure all staff know what to do if a child tells them he/she is being abused, exploited or neglected (KCSIE 2021-17) and are able to reassure victims that they are being taken seriously and that they will be supported and kept safe (KCSIE 2021-18).
4. Ensure all staff are aware of or have an awareness of all relevant points for their role in Keeping Children Safe in Education and Working Together to Safeguard Children, including but not limited to:
 - a. The indicators of abuse and neglect (KCSIE 2021-20)
 - b. The different forms of abuse, such as peer on peer abuse (KCSIE 2021-46).
 - c. safeguarding issues that can put children at risk of harm (KCSIE 2021-31).
 - d. the importance of challenging inappropriate behaviours between peers (KCSIE 2021-48).
5. ensure through the induction process that training needs and support required are identified and acted upon (BCP Jan 2021).
6. ensure that all re-employed staff (after a period of 3 months or following any major changes to the Safeguarding and Child Protection Policy in their absence), and those returning from maternal or parental leave/adoption leave receive a safeguarding induction review (BCP Jan 2021).

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

DSL Action Relating to Children Responsibilities

The Designated Safeguarding Lead must:

1. provide a safe environment in which children can learn (KCSIE 2021-7).
2. maintain an attitude of '**it could happen here**' where safeguarding is concerned (KCSIE 2021-55)
3. always act in the **best** interests of the child (KCSIE 2021-55)
 - c. actively promote a culture of listening to children and taking account of their wishes and feelings
 - d. liaise closely with other services such as children's social care (KCSIE 2021-10), in line with Working Together to Safeguarding Children and local authorities
 - e. be aware of and prepared to identify children who may benefit from early help (KCSIE 2021 – 8&15)
 - f. consider whether children are at risk of abuse or exploitation in situations outside their families (KCSIE 2021 – 23).
4. be able to reassure victims that they are being taken seriously and that they will be supported and kept safe (KCSIE 2021-18)
5. Have an awareness of safeguarding issues that can put children at risk of harm (KCSE 2021-31).
6. Report (**it is a legal requirement**) to the police any acts of Female Genital Mutilation (FGM) that appear to have been carried out on a girl under the age of 18 (KCSIE 2021-40).
7. Report any concerns about a child's welfare or suspected abuse to the local authority following Capital School of English's and the local authority's referral processes (KCSIE 2021-62). Or where a child is suffering, or is likely to suffer from harm, made a referral to children's social care (and if appropriate the police) immediately.
8. ensure all referrals, reports and systems and/or paperwork used to record concerns are completed effectively, providing clear, evidence-based information
 - a. follow up if this information is not forthcoming (KCSIE 2021-68).
 - b. If social workers decide to carry out a statutory assessment, support staff to do everything they can to support that assessment

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

DSL Action Relating to Staff – including allegations Responsibilities

The Designated Safeguarding Lead must ensure that:

1. safer recruitment practices are followed in-line with legislation, statutory guidance, Accrediting bodies and local safeguarding arrangements. This includes re-employment of a person previously employed at Capital School of English.
2. the Disclosure and Barring Service (DBS) log is completed and up to date
3. there are processes and procedures in place to manage any safeguarding concerns about staff members (KCSIE 2021-74)
4. staff are aware of the process if they have safeguarding concerns or an allegation is made about another member of staff posing a risk of harm to children (KCSIE 2021-74).
5. staff are aware of the process if they have safeguarding concerns or an allegation is made about another member of staff posing a risk of harm to children (KCSIE 2021-74).
6. if a member of staff is dismissed for a safeguarding incident or leaves, prior to dismissal, it is reported to the Disclosure and Barring Service (DBS). This is a legal requirement.
7. there are appropriate whistleblowing procedures in place for such concerns to be raised with the school's senior leadership team (KCSIE 2021-76), and ensure there are other whistleblowing channels, if staff feel unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed (KCSIE 2021 – 77).

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Roles and Responsibilities: Our Staff

Roles and Responsibilities of Our Staff

NOTE:

- iii. These roles and responsibilities apply to all members of who work directly with children, this includes:
 - Co-Founders
 - Management
 - Academic Staff (teachers)
 - Student Services
 - Social Organisers
- iv. These roles and responsibilities are based on guidance from KCSIE 2021

In order to meet your legal Duty of Care and Safeguarding responsibilities as a trusted adult, all members of our school community who work directly with children you must:

- Read and follow the relevant sections of our Safeguarding Policy (Sections A-F)
- Share Capital School of English's beliefs and commitment to safeguarding (See above sections)
- Be ready to report any concerns, even small ones, or allegations to a member of the Capital School of English Designated Safeguarding Team or local authorities (See External Contacts)
- Read and follow the latest Keeping Children Safe in Education (KCSIE 2021) Part One

If you have any concern about a child or student at Capital School of English, always speak to a member of the Designated Safeguarding Team.

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Staff Overall Responsibilities

You must:

1. treat all students and members of staff fairly, equally and with respect and dignity.
2. provide a safe environment in which children can learn (KCSIE 2021-7).
3. maintain an attitude of '**it could happen here**' where safeguarding is concerned (KCSIE 2021-55).
4. always be vigilant (KCSIE 2021-22).
5. always act in the **best** interests of the child (KCSIE 2021-55).
6. know or able to identify students who are Under18
7. be able to reassure victims that they are being taken seriously and that they will be supported and kept safe (KCSIE 2021-18).

8. If you have any concern about a child or student at Capital School of English, always speak to a member of the Designated Safeguarding Team.

Staff Policy and Procedure Responsibilities

You must:

1. Read, acknowledge and follow the relevant sections of Capital School of English's Safeguarding and Child Protection policies
2. Read, acknowledge and follow any updates to the relevant sections of Capital School of English's Safeguarding and Child Protection policies
3. Complete Capital School of English's Incident Records and Disclosures Form, if you have a concern about a child's welfare

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Staff Training Responsibilities

You must:

1. attend safeguarding training, as required, to undertake the role effectively, and read/listen to appropriate safeguarding and child protection updates (including online safety), for example, via email and in team meetings, as required (KCSIE 2021-14).
2. have relevant knowledge, understanding and training of extremism and radicalisation, including Prevent, which is updated every 2 years.
3. maintain a record of all training attended, including dates attended and names of training organisations who provided the training undertaken, (including in house training)

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Staff Action Relating to Children Responsibilities

You must:

1. **If you have any concern about a child or student at Capital School of English, always speak to a member of the Designated Safeguarding Team.**
 - a. 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.
 - b. 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.
2. maintain an attitude of '**it could happen here**' where safeguarding is concerned (KCSIE 2021-55)
3. always act in the **best** interests of the child (KCSIE 2021-55)
 - a. listening to children and taking account of their wishes and feelings
 - b. be aware of and prepared to identify children who may benefit from early help (KCSIE 2021 – 8&15)
 - c. consider whether children are at risk of abuse or exploitation in situations outside their families (KCSIE 2021 – 23).
4. ensure all students follow the Student Code of Conduct and where relevant the Under 18 Student Code of Conduct.
5. Have an awareness of safeguarding issues that can put children at risk of harm (KCSE 2021-31).
6. Report (**it is a legal requirement**) to the police any acts of FGM that appear to have been carried out on a girl under the age of 18 (KCSIE 2021-40).
7. ensure all referrals, reports and systems and/or paperwork used to record concerns are completed effectively, providing clear, evidence-based information
 - a. If social workers decide to carry out a statutory assessment, do everything you can to support that assessment

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Staff Action Relating to Staff – including allegations Responsibilities

You must:

1. **If you have any concern about a member of staff at Capital School of English, always speak to a member of management.**

See Employee Handbook for further details.

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Staff Personal Protection

You must:

1. Set any social media accounts to private
2. Never share your social media accounts/handles with students
3. Ensure appropriate filters and appropriate monitoring systems are in place on the internet to safeguard children from potentially harmful and inappropriate online material.
4. not link your personal social networking accounts or blogs to Capital School of English's accounts/website, etc.
5. not invite or accept as 'friends' on social media sites any students, who are currently studying at Capital School of English. You should direct the student to Capital School of English's accounts.
6. not give out personal e-mail addresses to current students at any time.
7. not give out URLs to personal web pages, or personal space provided by internet providers including blogs.
8. Not give out the full names of other members of staff, for their protection.

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

Teachers Lesson and/or Activity Responsibilities

Lessons/Activities

You must:

1. provide a safe environment in which children can learn (KCSIE 2021-7).
2. Ensure lesson and activity content are age appropriate, and take into account the students' needs and cultural backgrounds.
3. Ensure that all videos, DVDs or clips from the internet have been watched in advance from beginning to end to ensure they are appropriate for the students in the lesson/on the activity, and ensure the PEGI rating is appropriate for the students in the lesson/on the activity. *What is a PEGI rating?* Age ratings are systems used to ensure that entertainment content, such as films, videos, DVDs, and computer games, are clearly labelled by age according to the content they contain. NOTE: PEGI 18 is only suitable for adults aged eighteen and above.
4. Ensure teaching techniques are appropriate to the needs of the group and individual students.
5. Engage students, including U18s, through the effective management of learning activities and interactions.
6. promote core British values; a) democracy b) the rule of law c) individual liberty d) respectful tolerance of different faiths or beliefs (Prevent).
7. challenge inappropriate views to a degree you are comfortable with.
8. develop students' critical thinking skills to help them question extreme views (for long-stay students)
9. Complete your class attendance

Health and Safety

You must:

10. Ensure that all infrastructure is secure. For example, if you feel any chairs need repairing or replacing, remove them from use immediately and inform your line manager or a member of management or complete a Hazard Reporting Form – See Health & Safety Folder.
11. Ensure that all electrical cables are not protruding or could trip up a student.
12. Politely ask students to hand over any potentially harmful objects (e.g. knife) and inform your line manager or a member of management.
13. For lessons or activities out of the school building, ensure written risk assessments minimise any risks to students and clear guidelines on how to respond to situations where students are at risk are in place.
14. Be aware of the nearest fire exit to your classroom, and check your whole class is present at the assembly point. Stay with your class keeping them off the road and other people's property.
15. Be aware of the nearest first aid box and first aider.

E-safety

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

16. Ensure appropriate filters and appropriate monitoring systems are in place on the internet to safeguard children from potentially harmful and inappropriate online material.

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.



Application of Our Safeguarding Policy

- About Our Safeguarding Policy
- Associated Policies
- Policy Availability and Formats



If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.

About our Safeguarding Policy

This Safeguarding Policy has been written by the Designated Safeguarding Team at Capital School of English.

This policy has been written in accordance with local and government guidance, such as **Keeping Children Safe in Education September 2021** (KCSIE), **Working Together to Safeguard Children** July 2018 and **Pan-Dorest Safeguarding Children Partnership Manual**

Associated Policies

All members of staff, should read this guidance and with the following documents and procedures:

- Part One of the Keeping Children Safe in Education (September 2021)
- Other relevant sections of Capital School of English's Safeguarding Policy
- Other relevant policies as directed by management

Policy Availability and Formats

This policy can be downloaded on Capital School of English's website www.capitalschool.co.uk or email info@capitalschool.co.uk for a copy.

If you have any concern about a child or student at Capital School of English, speak to a member of the Designated Safeguarding Team.