

Updated August 2017

Caledonian Language School Ltd is accredited by the British Council for the teaching of English. We are in the historical city of Edinburgh, near the centre and Haymarket Station. The school is conveniently situated for bus routes from most parts of the city. The premises are on two floors of a New Town terraced house, there are 6 classrooms with a maximum class size of 18. There is an enclosed garden at the back. There is a student room/lounge with an eating area and two computers, and a separate study centre which is sometimes used as a small classroom. We offer both adult classes (16+ years) and closed group classes for juniors (14-17 years). As a provider, we understand our duty of care to all our students and this policy outlines our principles, code of conduct, recruitment and training with regard to the **Safeguarding** of our under-18 students.

What is Safeguarding?

Safeguarding is the action we take to promote the welfare of children and protect them from harm. It means caring for children appropriately and protecting them from that which is not in their best interests; as such, it includes health & safety, child protection and pastoral care. (*British Council, 2014*)

What is Child Protection?

Child Protection means protecting children from abuse. Child abuse or maltreatment can take the form of physical or emotional ill-treatment, sexual abuse, neglect, or negligent treatment, or commercial 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. (*WHO, Working Together 2013*).

Who is Protected?

All under 18s are Children and as such, must be protected by the adults working with them. This policy is for all, irrespective of their race, gender, religion, sexual orientation or disability. The Safeguarding principle is also designed to protect adults from any behaviour or actions which may be misinterpreted.

Who is Responsible?

All adults working with children in the school or as part of their programme have a duty of care, which is a legal responsibility to look after them properly, as children depend on adults for their safety and wellbeing. CLS expects all adult staff working with children to take responsibility for their safeguarding, through abiding by the terms of the policy and following safeguarding procedure. All these responsible adults must read the Policy:

Teachers
Managers
Student Services Staff

Interns
Group Leaders
Activity Leaders

Social Programme Staff
Homestay Providers
Residential Staff

Under 18s are also encouraged to look out for each other and report any concerns or worries to an adult.

Which staff manage the Policy?

Safeguarding Officer

Vivienne Taylor, Principal

Second Safeguarding Officer

Federica Giuntoli, Accommodation Assistant

Designated Person

Vivienne Taylor, Principal

The Safeguarding Lead (Child Protection Officer) has a duty to ensure that all staff with responsibility for or substantial access to children

- Undergo appropriate suitability checks
- Have the appropriate level of training and that training is updated regularly
- Are aware of their responsibilities and duty to the children in their care

The Safeguarding Lead (Child Protection Officer) will review the policy annually, taking into account feedback received from staff and students. The policy will be signed off by the School Director.

How are staff checked?

UK based staff will have **an Enhanced DBS/PVG check** and non-UK staff, such as Group Leaders and Interns will be required to produce **a Certificate of Good Conduct** from their country of origin. New staff members awaiting a police check may complete **a self-declaration** in the interim, but this will not replace the DBS/PVG check. New staff waiting for the DBS/PVG to come through will be checked on the Barred List. Teaching staff waiting check will be closely monitored by the DOS and or safeguarding lead, until the DBS check comes through.

What training is needed?

All Adults Working with Children in the school or as part of their programme will receive **Level 1 Safeguarding Training**, a 30 minute online course. This will take place as part of the induction process for new staff and will be part of the INSET programme for existing staff.

Designated Persons will receive **Level 2 Safeguarding Training**.

The Senior Manager / SO1 will receive **Level 3 Safeguarding Training**.

All staff will receive, and must produce a certificate of their training.

Staff will be asked questions relating to safeguarding at interview and if recruited, will subsequently be given minimum Level 1 Safeguarding Training. Safeguarding issues will be covered in INSET periodically throughout the year. Related issues will also be discussed in team meetings by both teaching and management staff. The teacher handbook contains essential information relating to safeguarding, such as guidance on handling a disclosure.

How will Under 18s Be Involved?

Under 18s will be directed to the student handbook as part of their induction and will be asked questions that refer to the policy and safeguarding issues including the use of IT and social networks. The ethos of the school is to create the trust needed to encourage students under 18 to discuss any concerns they may have.

The safeguarding policy includes:

ID Cards

1. All students under 18 will be issued with an ID card which has the school emergency phone number. The emergency phone number is available 24 hours a day.

Curfew

1. Students 14 and under must be home by 21.00hrs.
2. Students under 18 must be home by 22.00hrs.
3. If a student fails to return home by the curfew, the police must be informed and the CLS emergency number contacted.

Absenteeism

1. Teachers must report absent young/vulnerable people to:
 - The Academic Management team
 - Reception/student services
2. The safeguarding officer will take steps to find the whereabouts to ensure safety of the students.

In class, teachers must not put themselves in a vulnerable position

1. Teachers should use language with is gender neutral.
2. Teachers must not use sexually explicit language.
3. Teachers must tell another member of staff if they need to speak with a young/vulnerable person alone, and should leave the door to the class room open.
4. Teachers must not have physical contact with any student.
5. Young/vulnerable people under the age of 16 must be supervised at break times eg by Group Leaders.

6. All teachers must stick to break times to avoid young learners and adults mixing.

Please note there is limited adult supervision for 16 and 17 year olds on adult courses.

Photographs to be used on promotional materials

1. Photographs of students may not be taken
 - Alone
 - Of a teacher and a single student
 - By a teacher
 - On the teachers own phone/camera
2. Photographs must be taken
 - By a class member of a group of students
 - By first asking if any students are exempt (teacher must monitor this)
3. It is desirable that
 - A group leader is present and in the photo
 - A group leader takes the photo
 - A group leader confirms that any exempt student is out of the photograph.
 - It is best if they are asked in their own language.
4. Photographs of students should NOT go on any staff members' personal Facebook or other social media pages.

Student contact details

1. No CLS member of staff should have contact phone numbers for students under 18. (host families are the exception) Staff should refuse to give their own contact details.
2. No CLS member of staff should have students, under 18 years, as friends on their personal Facebook, Twitter account or any other social media.

Excursions- safeguarding under 18s

1. inFor the ages of 11-18, the recommended ratio is 1:20.
2. All young/vulnerable people will be supervised at all times.
3. The students will be shown a place of safety to wait if they get lost on an excursion.
4. The students will have an emergency contact number to call, this is on their ID card.
5. All activity leaders must have first aid training and carry a portable first aid kit with them.
6. Activity leaders will check that each student has their ID card in case of emergencies.
7. All activity leaders and Group Leaders are to keep the students on the programme laid out by CLS. Any request for deviation of this programme by a Group Leader will be denied by the activity leader.
8. If a Group Leader does take students off of the schedule, their welfare is legally the group leader's responsibility.

9. Should anyone under 18 fail to return on time, the activity/group leader will try and keep trying to contact the missing student. The bus will **NOT** leave or train boarded until **all** students are accounted for.
10. If after 30 minutes the student still has not returned, the activity/group leader will contact 101, and get advice from the emergency services. S/he will also contact the CLS emergency number.
11. On no account should a young/vulnerable person be left to fend for themselves.

Identifying abuse

It can be difficult to identify abuse, here are some typical indicators.

- Unexplained injuries,
- Another student telling you of a concern they have for a friend
- Sexually explicit behaviour in games/activities or towards teachers/peers
- Serious distrust of adults or older students
- Difficulty making friends/socialising
- Personality/behavioural changes
- Changes in dress/inappropriate dress for the weather
- Avoiding sports etc. when they have fully participated before

How to react if you suspect abuse

- Remain calm, accessible and receptive, listen carefully without interrupting
- Communicate with the students in an appropriate way for their age/understanding and preference.
- Be aware of non-verbal messages you are giving i.e. hand gestures, facial expressions etc.
- Make it clear you are taking them seriously
- Acknowledge their courage and reassure they were right to tell
- Reassure them that they should not feel guilty
- Do **NOT** promise to keep the information a secret
- Let them know you will do everything you can to help them, and what may happen as a result
- Do **NOT** ask leading questions

*The correct phrasing can help a student open up and the wrong one can make them feel pushed around. Using the following **TED** methods will help students talk.*

- **T**ell me what happened
- **E**xplain the situation
- **D**escribe what they did

Procedure to follow if abuse is suspected

- Inform the CLS safeguarding officer, if you notice any physical/emotional/behavioural changes
- If you suspect an adult is a threat to a student in some way, inform the CLS safeguarding officer and continue to monitor the situation.
- If a student gives you a cause for concern, react calmly as described above and inform the CLS safeguarding officer.
- Make a note of what was said and who was present, make the notes as comprehensive as you can, and report this information immediately to the CLS safeguarding officer
- The CLS safeguarding officer will take appropriate actions, which may involve external agencies/police and contacting parents/guardians.

Procedure to follow if staff, students or host families are accused of abuse

- If any of the above is accused of any form of abuse these suspicions will be reported to the CLS safeguarding officer
- The person who has had this allegation made against them will be informed of the allegation and will be interviewed by police Immediately
- Following the interview, if there is any potential substance to the allegation
 - Staff will be suspended from their duties pending further investigation
 - Students will be required to suspend their attendance at school and find alternative accommodation
 - Host families ALL students will be immediately removed and rehoused and all future bookings suspended until the matter has been fully investigated
- Confidential records will be kept of the allegations and all subsequent proceedings.
- Social Services/City of Edinburgh Council/Police will be involved
- Unfounded allegations will result in all rights be re-instated.
- Founded allegations will result in a termination of employment or voluntary services

Confidentiality

- CLS endeavours to uphold the confidentiality of students, parents/guardians, staff and host families at all times.
- This will be achieved by,
 - Storing all confidential information in a locked filing system.
 - Information about students, staff and families only being shared on a need to know basis.

CLS is committed to safeguarding, and promoting the welfare of all of our students. We recognize that in an ever changing and fast moving world it is essential that we promote student's well-being, confidence and resilience, and that we provide them with up to date and age-appropriate information and signpost them to places where they can find support, where necessary.

We see protecting our students from the risk of radicalization as part of our wider safeguarding duties, and that it is similar in nature to protecting students from other harms (e.g. drugs, gangs, cyber-bullying, neglect, and sexual exploitation), whether these come from within their family or are the product of outside influences. We acknowledge the Prevent duty and we have due regard to the need to prevent students from being drawn into any illegal activity, including terrorism.

At CLS all staff are expected to uphold the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Most staff have already undertaken introductory Prevent training from www.elearning.prevent.homeoffice.gov.uk This training focuses on early intervention and diverting people away from risk.