

# EMBASSY ENGLISH – CHILD PROTECTION AND SAFEGUARDING POLICY

Updated April 2016. Review date October 2016.

*Policies and  
procedures for the  
safeguarding of  
students*

<b>Policy:</b>	Safeguarding & Welfare
<b>Version:</b>	1.3
<b>Synopsis:</b>	This policy describes Embassy English student safeguarding and welfare principles and approach, the child protection roles and responsibilities of staff and the procedures for identifying and managing child protection concerns and issues and for mitigating risks to the safety and welfare of students
<b>Policy Owner:</b>	UK Regional Centre Operations Director
<b>Relevant to:</b>	All members of staff (including all contracted, agency and volunteer staff); students, parents and agents; homestay providers; third party contractors and anyone else who comes onto study centre premises
<b>Date introduced:</b>	14 <sup>th</sup> April 2014
<b>Next review date:</b>	27 <sup>th</sup> October 2016
<b>Related documents:</b>	<p>All study centre policies support <i>Embassy English Safeguarding &amp; Welfare Policy</i>; however, specific policies that should be read in conjunction with this document are:</p> <ul style="list-style-type: none"> <li>• Study Group Health and Safety Policy</li> <li>• Embassy English Policy on Enabling Students to Raise Problems and Concerns</li> <li>• Embassy English Policy on Reporting of Concerns or Allegations of Harm to Students</li> <li>• Embassy English Missing Person Procedure</li> <li>• Embassy English Equality and Diversity Policy</li> <li>• Embassy English Anti-Bullying Policy</li> <li>• Embassy English E-Safety Policy</li> <li>• Embassy English Alcohol and Drugs Policy</li> <li>• Study Group DBS Policy</li> <li>• Study Group Recruitment Policy</li> <li>• Study Group Data Protection Policy</li> </ul> <p>It is mandatory for the centre to be familiar with the latest <i>Department for Education</i> statutory guidance on <i>Keeping Children Safe in Education</i></p>
<b>Date(s) modified/reviewed:</b>	<ul style="list-style-type: none"> <li>• Michael Ward Oct 14</li> <li>• Michael Ward March 2015</li> <li>• Michael Ward May 2015</li> <li>• Victoria Moyle April 2016</li> </ul>
<b>Publication</b>	<ul style="list-style-type: none"> <li>• This policy is available to staff via <a href="http://www.embassyenglish.com">www.embassyenglish.com</a></li> <li>• This policy is available to students, parents and external parties via our website, <a href="http://www.embassyenglish.com">www.embassyenglish.com</a></li> </ul>

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## 1. Introduction

This policy and its associated procedures describe Embassy English student safeguarding and welfare principles and approach, the child protection roles and responsibilities of study centre staff, and the procedures for identifying, managing and mitigating risk of child protection issues and concerns.

This policy focuses on the special measures in place for students under 18 years of age; however, most of the principles and practices outlined in this policy are applied to all of our students, unless specifically stated otherwise.

This policy supports Embassy English statutory duty to safeguard and promote the welfare of children and gives due regard to *Statutory Guidance for Schools and colleges on Safeguarding Children and Safer Recruitment in Education, Department for Education, 2014: Keeping Children Safe in Education*; and is pursuant to *The Education (Independent School Standards) (England) Regulations 2010* and *Department for Education Boarding Schools National Minimum Standards, 2013*.

The Centre Director ensures that the study centre complies with its duties under the legislation below:

- Children Act 1989
- Children Act 2004
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012
- Police Act 1997
- Police Act 1997 (Criminal Records) Regulations 2002
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009.

## 2. Application of this policy

This policy applies to all permanent, contracted, agency and volunteer staff, including those who do not have cause to come into direct or regular contact with students in order to carry out their daily duties.

This policy also applies to those who provide homestay accommodation for our students, third-party contractors, visitors to the study centre and anyone else who has cause to be on study centre premises whilst students are present.

### **3. Policy aims**

The purpose of the child protection policy is to set out the policies, practices and provisions in place to ensure all possible steps are taken to:

- Provide a safe environment for our students
- Swiftly and efficiently identify and manage cases where students are at risk or have unmet welfare needs
- Promote the importance of student safeguarding and welfare across all activities
- Regularly evaluate our approach and practices and audit our records with regard to child protection and make any improvements needed.

### **4. Embassy English child protection principles**

The principles below underpin our provisions and practices in relation to child protection:

- Academic study centre buildings provide a safe and secure environment for all students
- Homestay and residential accommodation provide a safe and secure environment for all students
- All students feel safe and secure and protected from harm
- All students know who to turn to for help, advice or support, can access services confidentially, quickly and easily, and have access to 24 hour support
- A *Designated Safeguarding Lead* is appointed in the study centre and has responsibility for the safeguarding and welfare of all students.
- The Centre Director has overall accountability for the safeguarding and welfare of students
- All staff share in the responsibility to protect students from harm, which includes being vigilant in identifying possible child protection issues and following study centre policies and procedures relating to safeguarding and welfare
- Students and staff have effective means by which they can raise child protection concerns or report issues and are enabled to give their views frequently on the effectiveness of child protection provisions and practices in the study centre
- All staff and students are aware of members of the safeguarding and welfare team and know who to turn to if they need help or advice or have concerns
- Staff have at least one reliable means to contact all students quickly and directly
- All relevant study centre staff are aware of the special needs or particular vulnerabilities of individual students
- The whereabouts of all students under 18 is known during the study centre day and after evening curfews
- In cases where a student under the age of 18 is unaccounted for, procedures to locate the student are immediately invoked
- The study centre has procedures in place that enable child protection concerns and incidents to be dealt with promptly and effectively and in line with relevant legislation.

### **5. Embassy English approach to child protection**

Embassy English approach to child protection follows *Department for Education* guidance set out in *Keeping Children Safe in Education*, which defines the role we should take in protecting the children in our study centre.

### **Excerpt from *Keeping Children Safe in Education, 2014***

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.

#### **The role of the school or study centre**

- Everyone who comes into contact with children and their families has a role to play in safeguarding children
- School and study centre staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating
- Schools and colleges and their staff form part of the wider safeguarding system for children (*Working Together to Safeguard Children, 2013*)
- Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm
- Each school and study centre should have a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.

#### **The role of school and study centre staff**

- The *Teacher Standards, 2013* state that teachers, including head teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties
- All school and study centre staff have a responsibility to provide a safe environment in which children can learn
- All school and study centre staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed
- In addition to working with the designated safeguarding lead staff members should be aware that they may be asked to support social workers to take decisions about individual children.

#### **What school and study centre staff need to know**

- All staff members should be aware of systems within their school or study centre which support safeguarding and these should be explained to them as part of staff induction. This includes: the school's or study centre's child protection policy; the school's or study centre's staff behaviour policy (sometimes called a code of conduct); and the designated safeguarding lead
- All staff members should also receive appropriate child protection training which is regularly updated.

### **What school and study centre staff should look out for**

- All school and study centre staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection
- Staff members working with children are advised to 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 interests of the child
- There are various expert sources of advice on the signs of abuse and neglect. Each area's Local Safeguarding Children Board (LSCB) should be able to advise on useful material, including training options. One good source of advice is provided on the [NSPCC website](#)
- Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure they should always speak to children's social care
- A child going missing from education is a potential indicator of abuse or neglect. School and study centre staff members should follow the school's or study centre's procedures for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

### **What school and study centre staff should do if they have concerns about a child**

- If staff members have concerns about a child they should raise these with the school's or study centre's designated safeguarding lead. This also includes situations of abuse which may involve staff members. The safeguarding lead will usually decide whether to make a referral to children's social care, but it is important to note that any staff member can refer their concerns to children's social care directly. Where a child and family would benefit from coordinated support from more than one agency (for example education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the [Children Act 1989](#). The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor
- If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point
- It is important for children to receive the right help at the right time to address risks and prevent issues escalating. Research and Serious Case Reviews have repeatedly shown the dangers of failing to take effective action. Poor practice includes: failing to act on and refer the early signs of abuse and neglect, poor record keeping, failing to listen to the views of the child, failing to re-assess concerns when situations do not improve, sharing information too slowly and a lack of challenge to those who appear not to be taking action.

Study centre policies, practices and provisions have been developed and are audited, evaluated and revised to ensure that we meet or exceed these requirements.

## **6. Staff roles and responsibilities**

Embassy English is owned by a single proprietor, Study Group Limited, and do not have associated boards of governors. The six study centres are run autonomously day-to-day by their own senior management/leadership teams and follow a set of shared policies and procedures specifically

developed to ensure that their provisions meet the needs of students. Policies are tailored by individual study centres where this is needed to reflect individual circumstances.

### **6.1. Designated Safeguarding Lead and Deputy**

Study centre has a *Designated Safeguarding Lead*, and *Deputy Designated Safeguarding Lead* who takes over duties and responsibilities when the *Designated Safeguarding Lead* is away from the study centre. The *Designated Safeguarding Lead* has responsibility for the safeguarding and welfare of students, supported by other members of study centre staff.

Overall accountability for the safeguarding and welfare of students lies with the Centre Director.

The *Designated Safeguarding Lead*, and *Deputy Designated Safeguarding Lead* (and Centre Director if not one of the above) thus form the most senior safeguarding group within the study centre and in the event of one of these members of staff being implicated in a child protection enquiry/incident, another member of this senior team would lead the investigation. However, where it is not appropriate for any of these members of staff to lead an investigation, and in the absence of a Board of Governors, the *Designated Safeguarding Lead*, *Deputy Designated Safeguarding Lead* and/or Centre Director of another Study centre would be asked to step into this role. Any matter that required external, independent investigation outside of Embassy English staff would be passed to an appropriate third party.

The *Designated Safeguarding Lead* in this study centre is: [Alice Jondorf – Student Services Officer]

The *Deputy Designated Safeguarding Lead* in this study centre is: [Adam Smith, Accommodation Officer]

The *Designated Safeguarding Lead* is responsible for:

- Ensuring that all staff are conversant with and follow the procedures outlined in this policy and those that directly support it
- Providing advice and support to all staff on issues relating to child protection
- Ensuring all staff and hosts have completed and hold an up-to-date certificate for level 1 child protection training
- Ensure that all staff and homestays are alert to the signs of radicalisation and understand their responsibility for referring promptly any concerns to the Designated Senior Person responsible for Prevent.
- Ensuring wardens in our student residences receive suitable training to recognize potential signs of abuse, bullying, or radicalisation
- Ensuring that they have completed and hold an up-to-date certificate for level 3 child protection training
- Ensuring that the Deputy has completed and holds an up-to-date certificate for level 2 child protection training



- Ensuring that all staff training required and completed in relation to child protection is recorded and audited regularly to identify training needs and any recording gaps
- Ensuring that all students receive a full induction and timely updates on matters relating to safeguarding and welfare
- Ensuring that all students have sufficient and appropriate means to report concerns, issues and incidents
- Maintaining a complete and up-to-date record of all child protection-related concerns, issues, incidents, reports, referrals and complaints
- Reporting children at risk to the *Local Authority Designated Officer (LADO)*, *Local Safeguarding Children Board (LSCB)* and the police
- Ensuring that children in need are getting appropriate individual support, advice and access to services
- Establishing working links with other agencies that can provide welfare and safeguarding support and information to students
- Ensuring that literature and information from agencies who provide welfare and safeguarding services to students are readily available and students are aware of the range of services on offer
- Ensuring that this policy is made available to students and to their parents/guardians
- Ensuring that this policy is reviewed, evaluated and revised, as needed, annually.

The *Deputy Designated Safeguarding Lead* is responsible for supporting the *Designated Safeguarding Lead* in their duties and responsibilities day-to-day, and for assuming these duties and responsibilities in their absence.

## **6.2. Welfare Officer**

The study centre *Welfare Officer* is a go-to person for students with queries, needs or concerns relating to their welfare. In addition the *Welfare Officer* provides support and information to colleagues on welfare matters. The *Welfare Officer* liaises closely with *the Programme Manager* on disciplinary matters and where there is a particular concern about a student's welfare.

## **6.3. All staff**

All staff are responsible for monitoring for signs and symptoms of physical and psychological abuse and neglect and reporting any concerns in accordance with *Embassy English Policy on Reporting of Concerns or Allegations of Harm to Students*. More information is provided in section 7.18.

All staff are responsible for reporting any concerns they have about staff or students whose actions may harm students, in accordance with *Study Group Whistleblowing Policy*.

All staff should enable students to raise concerns in accordance with *Embassy English Policy on Enabling Students to Raise Problems and Concerns*.

All staff should be vigilant to other potential risks to the welfare of students and report any concerns or incidents to an appropriate member of staff as soon as possible. High risk situations should be dealt with immediately and staff should inform a member of the security team if welfare and safeguarding staff cannot be located quickly. Such risks could include the presence of persons on study centre premises not wearing a study centre visitors' badge or lanyard, the presence of suspicious persons near to study centre premises, and evidence of illegal or damaging activity by students or staff.

Staff are expected to promote positive behaviour in students, encourage them to follow *Embassy English Code of Conduct for Students*, follow disciplinary procedures in cases of misconduct, set an appropriate example to students and help and encourage them to stay safe. More information is provided in section 7.5.

## **7. Child protection policies, practices and provisions**

This section describes study centre's policies and procedures, practices and provisions put in place to keep our students safe.

### **7.1. Staff recruitment**

Study centre employs permanent and temporary full-time, part-time and voluntary staff as well as agency and contract staff and third party contractors.

Applicants for temporary and permanent posts are subject to the following steps before a decision is made regarding recruiting them to the study centre staff:

- References are followed up with a specific focus on child protection and safeguarding matters
- Application form is completed, which includes explaining any gaps
- Verification of professional qualifications
- Identity verification (including current photographic ID and proof of address)
- Enhanced DBS check
- A separate barred list check if an individual will start work in a regulated activity\* before the DBS certificate is available. Such cases will also be referred to the Study Group DBS panel to confirm that employment may commence.
- Verification of right to work in the UK
- Interpol/local police and reference checks if staff have lived or worked abroad. If these are unavailable, such cases will be referred to the Study Group DBS panel to confirm that employment may commence.

*\*Regulated activity includes:*

a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children

b) Work for a limited range of establishments (known as 'specified places', which include schools and study centres), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly.

"Regular" means carried out by the same person frequently:

"Frequently" means once a week or more often, or on 4 or more days in a 30-day period (or in some cases, overnight).

Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

c) Relevant personal care or health care provided by/under the supervision of a health care professional:

- Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing
- Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

#### *Agency and contract staff, including part-time, ancillary and voluntary staff*

All agency and contract staff working on study centre premises regularly must have/or have recently had a verified enhanced DBS check. All must have verified references and qualifications, either provided directly to the study centre or assured by their employment agency.

#### *Third party contractors*

All third party contractors must either have a verified DBS check in place or be supervised at all times whilst on study centre premises.

Further details of the safer recruitment process can be found in *Embassy English Supervision and Disclosure and Barring Service (DBS) Policy for Ancillary, Contract and Volunteer Staff* and *Study Group Staff Recruitment Policy*.

## **7.2. Staff induction**

All temporary and permanent full-time and part-time staff, including voluntary staff, and agency and contract staff receive a full study centre induction.

Staff induction includes a detailed description of our policies, procedures, practices and provisions in relation to the safeguarding and welfare of our students. Evidence that all induction procedures have been conducted is retained in personal staff files.

Staff are familiarised with relevant reporting lines and communication channels within the study centre to enable them to effectively raise concerns or issues.

Level 1 child protection training is given as part of the induction of all staff. Further training is role-dependent and described in section 7.4.

Staff are informed about the contents of student inductions, Embassy English Code of Conduct for Students, and expectations for their own conduct.

### 7.3 DBS referral when staff leave the study centre

The study centre has a duty to inform the DBS if a member of staff who leaves the study centre has been involved in a substantiated child protection allegation, or any other incident about which the DBS should be made aware, and will do this promptly.

The study centre also has a duty to pass on information transparently to future employers who request references for former members of staff.

### 7.4. Staff training

The table below shows the essential safeguarding and welfare-related training completed by specific members of staff within the study centre. Other staff may complete some of the training shown below, but it is not mandatory for them to do so.

‘Staff’ refers to all temporary and permanent full-time and part-time staff, including voluntary staff, and agency and contract staff.

Training	Staff
Child protection level 1	<ul style="list-style-type: none"><li>• All staff</li></ul>
Child protection level 3	<ul style="list-style-type: none"><li>• Designated Safeguarding Lead</li></ul>
Child protection level 2	<ul style="list-style-type: none"><li>• Deputy Designated Safeguarding Lead</li></ul>
Health and safety	<ul style="list-style-type: none"><li>• All staff</li></ul>
First aid	<ul style="list-style-type: none"><li>• Residential Supervisor Manager</li><li>• Designated First Aiders</li><li>• Security staff</li></ul>
Safer recruitment	<ul style="list-style-type: none"><li>• Designated Safeguarding Lead</li><li>• Deputy Designated Safeguarding Lead</li><li>• Student Services Manager</li></ul>
Incident management	<ul style="list-style-type: none"><li>• Centre Director</li><li>• Designated Safeguarding Lead</li><li>• Deputy Designated Safeguarding Lead</li><li>• Programme Manager</li><li>• Student Services Manager</li><li>• Accommodation Manager</li></ul>
Risk assessment	<ul style="list-style-type: none"><li>• Centre Director</li><li>• Student Services Manager</li><li>• Accommodation Manager</li><li>• Programme Manager</li><li>• Teachers</li><li>• Activities Coordinators</li></ul>
Drugs awareness	<ul style="list-style-type: none"><li>• Designated Safeguarding Lead</li><li>• Deputy Designated Safeguarding Lead</li></ul>
Alcohol awareness	<ul style="list-style-type: none"><li>• Designated Safeguarding Lead</li><li>• Deputy Designated Safeguarding Lead</li></ul>

Mental health awareness	<ul style="list-style-type: none"> <li>• Designated Safeguarding Lead</li> <li>• Deputy Designated Safeguarding Lead</li> </ul>
Internet and e-device safety	<ul style="list-style-type: none"> <li>• Designated Safeguarding Lead</li> <li>• Deputy Designated Safeguarding Lead</li> <li>• IT staff</li> <li>• Residential Supervisor Manager</li> <li>• Welfare Officer</li> </ul>
Self-harm and eating disorders awareness	<ul style="list-style-type: none"> <li>• Designated Safeguarding Lead</li> <li>• Deputy Designated Safeguarding Lead</li> </ul>
Equality and diversity	<ul style="list-style-type: none"> <li>• All staff</li> </ul>
Homestay safety	<ul style="list-style-type: none"> <li>• Designated Safeguarding Lead</li> <li>• Deputy Designated Safeguarding Lead</li> <li>• Accommodation Manager</li> </ul>
Customer service	<ul style="list-style-type: none"> <li>• Student Services Assistant</li> <li>• Accommodation Manager</li> </ul>

### 7.5. Staff conduct

Staff should ensure that their conduct does not pose any risk to the safeguarding or welfare of students and should set them a good example. In addition, staff should not enter into a personal relationship with students, including a friendship online, or take photographs or videos that include students other than for authorised purposes. Authorised photographs and videos of students should never be posted online except where staff have been given permission to do so for the purposes of marketing and official authorisation has been received from the relevant student(s).

Staff should follow the global Study Group staff Code of Conduct which is available via:

<https://my.studygroup.com/people/global/Managed%20Documents/Global%20Code%20Of%20Conduct.pdf>

### 7.6. Visitors to the study centre

Prior authorisation for visitors, including third party contractors, to the study centre should be arranged whenever possible. When this is not possible, the study centre Centre Director and other relevant staff should be informed of the visit as soon as possible after the visitor arrives.

Staff who bring visitors, including third party contractors, onto the premises are responsible for them throughout their visit and must sign them in, ensure that they receive and wear a study centre visitors' badge and lanyard, and chaperone them during their visit. Visitors who have a verified DBS check in place do not need to be chaperoned.

Staff must ensure that visitors/third-party contractors carrying out works in the study centre, for whom they are responsible, wear the appropriate safety clothing and equipment and display the appropriate safety signage. Staff are also responsible for ensuring that all related risk assessment requirements are met.

### **7.7. Group Leaders**

There will be a systematic process to ensure adults accompanying students on Embassy courses have undergone appropriate suitability checks in their home country in line with Accreditation U.K. guidance.

Accompanying adults will be required to declare their suitability to work with children on arrival. They will also receive a copy of the Code of Conduct for students.

### **7.8. Residential supervision**

The Residential Supervisor Manager is responsible for the safeguarding and welfare of boarders whilst they are or should be in residential boarding accommodation.

### **7.9. Homestay accommodation**

Homestay accommodation is provided by local host families, managed by the Accommodation Manager.

All homestay accommodation is assessed for suitability; gas and fire safety risk.

Homestay providers receive information and training regarding the safeguarding and welfare of the students they host and all members of the homestay household over 16 years of age have an enhanced DBS check, which is verified by the study centre.

Full details regarding homestay safeguarding and welfare practices and provisions can be found in *Embassy English Homestay Guidelines*.

### **7.10. Off-site visits**

A risk assessment in relation to each visit must be completed at least 72 hours before the visit takes place. This procedure must be followed for every single visit, even if the circumstances or destination of a visit appear to be the same as those of a previous visit.

Staff taking students off-site should inform the Student Services Manager and the Programme Manager of the details of the visit, including the names of all students involved. If students will not be returning to their residence or homestay at the usual time, the Accommodation Manager must also be informed.

### **7.11. Student induction**

All students are given a welcome pack and have a series of inductions when they first arrive at study centre.

Handbooks and inductions cover the following areas:

- Embassy English Code of Conduct for Students
- Expectations of student behaviour and attitude to their studies
- Specific rules, guidelines and procedures relating to general welfare and safeguarding, security, health and safety and to study centre residences
- Information on other key study centre policies and procedures

- A guide to who's who in the study centre
- Information about study centre facilities and resources, and extra-curricular activities
- Information relating to their academic programme and studies
- Information about the local area, use of local facilities and activities and places of interest outside of the study centre
- Information on study centre-based and independent services available to offer advice on safeguarding and welfare matters and to support safeguarding and welfare needs that may arise
- Information and assistance to support their financial, medical, social, cultural and religious needs.

### **7.12. Students' attendance and whereabouts**

Staff should know the whereabouts of all students during the study centre day and during the hours of curfew.

In addition, homestay providers should be aware of the whereabouts of the students they host during the study centre day and the hours of curfew.

The following rules apply to students with regard to attendance and whereabouts:

- All students should attend all of their timetabled study centre activities and require advance authorisation for absence unless they are unwell or unable to attend due to an accident/incident and have reported this to study centre staff
- All boarders and homestay students should be in their residence in accordance with age-specific curfews during term-time weekdays and weekends unless permission for absence has been given
- Any boarder who needs to go away in term time for any reason requires advance permission, although circumstances may mean that very short notice is given

#### *Monitoring attendance and whereabouts*

Study centre staff conduct morning and afternoon roll-calls and take a register within 10 minutes of the start of each lesson. In addition, students swipe their identity card to enter and exit study centre buildings where access control is in operation.

Residential Supervisors, conduct checks on students' whereabouts where a curfew is in place and in accordance with individual students' care plans or disciplinary-related sanctions. In addition, students swipe or sign in and out of study centre residences where access control is in operation.

Homestay providers check that their students are back in their home by curfew.

Further information can be found in *Embassy English Attendance Policy and Procedures*.

Any student whose whereabouts cannot be accounted for immediately invokes *Embassy English Missing Person Procedures*, further information about which can be found in section 7.13.

### **7.13. Missing person procedures**

If staff or homestay providers cannot account for the whereabouts of a student, *Embassy English Missing Person Procedures* are immediately invoked.

Early stages include attempting to contact the student and any known friends or local guardians, and searching study centre premises, including the student's bedroom, and surrounding areas, if

applicable. If a student cannot be found, the situation is escalated to the Centre Director, their deputy or to the person holding the emergency phone if the incident occurs outside of study centre hours.

Police will be contacted if the student cannot be contacted within a 4-hour window, or earlier if there is reason to be particularly concerned about the student's welfare.

Please refer to *Embassy English Missing Person Procedures* for further details.

#### **7.14. Student conduct and discipline**

All students are encouraged to behave in a positive way, and responsible behaviour is noticed and acknowledged by staff. As guidance for all students, they are asked to follow a student code of conduct. Students who choose not to follow the code will be subject to *Embassy English Disciplinary Policy and Procedures*.

This code and the associated behaviour policies are rigorously upheld by staff to safeguard the welfare of all students and staff and to prevent potentially harmful behaviour from escalating.

Please refer to *Embassy English Code of Conduct for Students*.

#### **7.15. E-safety**

The study centre recognises that e-safety is an area of growing concern. Whilst the study centre cannot exert full control over how students choose to conduct themselves online and using electronic devices, maximum effort is made to guide students in making good choices. In addition, certain measures are put in place to prevent the use of electronic devices and the internet for specific potentially harmful purposes.

Please refer to *Embassy English E-Safety Policy* and *Embassy English Homestay Guidelines* for further details.

#### **7.16. Anti-bullying**

The study centre has a zero-tolerance policy on bullying, which applies to students and staff. Steps are taken to prevent it from occurring as well as to eradicate it if it does.

There is a well-developed programme of activities and provisions in place to promote social development and integration and equality and diversity amongst the student population.

Staff are encouraged to look out for signs of bullying and report any concerns or issues to the study centre *Designated Safeguarding Lead*.

Staff encourage students to report any concerns they have about themselves or fellow students to any member of staff they feel comfortable confiding in.

Please refer to *Embassy English Anti-Bullying Policy* for further details.

#### **7.17. Equality and diversity**



All members of the study centre community are expected to be familiar with our policy on equality and diversity and to uphold the principles set out within it. In addition, everyone is encouraged to take a role in promoting equality and embracing diversity.

Please refer to *Embassy English Equality and Diversity Policy* for further details.

#### **7.18. Alcohol use and illegal substances**

The student code of conduct gives students specific rules with regard to the use of alcohol and is clear that illegal substances should not be solicited, sold, used or brought onto study centre premises at any time. Student misconduct with regard to alcohol and illegal substances is dealt with through *Embassy English Student Disciplinary Policy and Procedures*.

Students are enabled to raise issues or concerns with staff, about themselves, fellow students or members of staff, through *Embassy English Policy on Enabling Students to Raise Problems and Concerns*.

Staff can report any concerns they have about students in accordance with *Embassy English Policy on Reporting of Concerns or Allegations of Harm to Students*.

Please refer to *Embassy English Alcohol and Drugs Policy* for further details.

#### **7.19. Monitoring for and recognising signs and symptoms of abuse and neglect**

All staff complete level 1 child protection training.

Staff are expected to be able to recognise signs of physical, sexual and emotional abuse and neglect and report these as soon as possible to the *Designated Safeguarding Lead*.

#### **Excerpt from *Keeping Children Safe in Education, 2014***

**Abuse:** A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

**Physical abuse:** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social

interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Staff should also be able to identify signs of other potential child protection issues, such as bullying, gang violence, children running away, child exploitation, and children forced to undergo arranged marriage or female genital mutilation. Information on these and other issues can be found in the latest *Department for Education* guidance set out in *Keeping Children Safe in Education*.

#### **7.20. Raising and reporting concerns – students**

The study centre has put in place a range of means through which students in need can seek help, support, advice or information on any safeguarding or welfare matter.

All students have a main class teacher with whom they will have tutorials if they are here for 5 weeks or more and with whom they can talk 1:1 on request. Residential Supervisors are also on hand in study centre residences to listen to and direct students' concerns appropriately. Homestay providers are considered for their ability to provide a safe and nurturing environment for students and encouraged to listen if a student wishes to talk to them about their experiences or any concerns they have.

Student communal areas and notice boards provide students with up-to-date information on independent sources of information, support and advice.

Further details can be found in *Embassy English Policy on Enabling Students to Raise Problems and Concerns*

### **7.21. Raising and reporting concerns – staff**

Staff play a vital role in identifying possible child protection issues and preventing them from escalating.

Staff are encouraged to help students to overcome issues or concerns themselves, if appropriate, or report them as soon as possible to other staff who are more experienced in dealing with them. Staff are also encouraged to report fellow staff that they feel pose a potential threat to the welfare of students.

If a child is believed to be at risk of harm, staff are trained to report this to the *Designated Safeguarding Lead* immediately. Staff should also immediately remove a student from a harmful situation when it is safe and practical to do so.

Please refer to *Embassy English Policy on Reporting of Concerns or Allegations of Harm to Students* and *Study Group Whistleblowing Policy* for further details.

### **7.22. Reporting students at risk**

If a child is believed to be at risk of harm, staff are trained to report this to the *Designated Safeguarding Lead* immediately. The *Designated Safeguarding Lead* escalates this straight away to the LADO and local police. If the *Designated Safeguarding Lead* or their *Deputy* cannot be reached immediately, for example if the risk is identified outside of study centre hours, the member of staff involved should report the case to the Centre Director straight away.

Contact details for the LADO covering this study centre can be found in [appendix 2](#).

### **7.23. Supporting students in need**

We recognise that our students are, in general, more likely to need additional support due to the fact that the vast majority are a long way from home and experiencing a new culture and environment.

The study centre arranges lots of activities around the students' timetables to promote integration and a community feeling for students. Provisions are put in place to accommodate specific needs and we ensure that opportunities to forge friendships with other students are plentiful and accessible.

Staff monitor for potential issues and report any concerns they have. Students are also enabled to identify any needs they have that are not being met by talking to any member of study centre staff, providing feedback via student surveys.

Student communal areas and notice boards provide students with up-to-date information on other independent sources of information, support and advice.

Further details can be found in *Embassy English Policy on Enabling Students to Raise Problems and Concerns*.

#### **7.24. Supporting vulnerable students**

Some students may be more vulnerable to harm than others, for example students under the age of 16 and students with special educational needs, disabilities or chronic medical conditions, including students who are adults.

All students are requested to complete a pre-arrival health declaration. Advice and support is also available for students with identified or possible special educational needs.

#### **7.25. Prevent – awareness and referral**

Prevent is part of a Government initiative to develop a robust counter terrorism strategy – CONTEST. The Prevent strategy seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views
- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with a wide range of sectors where there are risks of radicalisation which needs to be addressed, including education, criminal justice, faith, charities, the internet and health

Study Centres like ours are asked to focus on the risks of violent extremism, which represents the greatest threat at national level, while recognising that other forms of violence and extremism can and do manifest themselves within colleges and other training settings.

For the purposes of this strategy, violent extremism in the name of ideology or belief is defined as violence, incitement to violence, terrorism, incitement to terrorism, or other activities that may result in violent behaviour or terrorist activity in the name of an ideology or a set of beliefs.

Embassy English recognises the positive contribution it can make towards protecting its students from radicalisation to violent extremism. To minimise the risk of this eventuality, Embassy English promotes:

- mutual respect and tolerance of those with different faiths and beliefs
- tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures
- respect for other people
- an acceptance that other people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour
- understanding of the importance of identifying and combatting discrimination

There is no typical profile for a person likely to become involved in extremism. If there are concerns that a student, through changes in behaviour and language, are showing signs of becoming radicalised and involved in an organisation which could ultimately harm the student and the study centre then this needs to be reported to the Designated Senior Lead or their deputy immediately and they will seek advice from the LADO.

#### **7.26. Working with parents/guardians**

Parents/guardians are consulted about the specific needs of students who are chronically unwell, have special educational needs or disabilities, or are identified as being vulnerable in some other way.

In addition, parents are contacted early on in disciplinary procedures, especially where there is an issue with a student's attendance, if a student is missing residential curfews, or for any other issue that poses a risk to a student and/or their peers.

### **7.27. Wider safeguarding and welfare support**

Study centre provisions and practices, outlined in this section, are bolstered by the external networks and support the study centre has put in place for students.

The study centre has established working relationships with local police, GP practices, Social Care/Children's Services, and local support services for young people, for example; being able to make an appointment with your host's doctor or dentist; and ensures that students are aware of how to access external services that can offer additional or specialist support.

In addition, the study centre *Designated Safeguarding Lead* quickly engages the support of the *Local Authority Designated Officer (LADO)* and the police when they are concerned that a child is at risk.

Contact details for the LADO covering this study centre can be found in [appendix 2](#).

### **7.28. Supporting staff involved in child protection cases or the subject of allegations**

The study centre takes seriously its duty of care to all those who are involved in child protection issues, whether it is reporting a concern, acting as a witness or indeed being the subject of an allegation. Staff members who are directly implicated or involved in a reported issue, will be provided with a named contact, obtainable from Human Resources, who will provide each individual with confidential support, and progress updates where appropriate.

If you are the subject of an allegation, the study centre's primary duty of care must be to protect all students. It may therefore be considered necessary to transfer a staff member to alternative duties, or to suspend an individual, in the short-term, whilst a thorough investigation is undertaken. Where accused of inappropriate behaviour, staff will always be given the opportunity to explain the situation and their actions. Staff and students can be assured that decisions will never be taken lightly.

There will be no detrimental action taken against staff who raise or are the subject of genuine concern that turns out to be unfounded. If staff are subject to malicious allegations, then they can be assured that this will be dealt with under the disciplinary procedure.

### **7.29. Confidentiality and reporting and recording information**

Records and reports pertaining to child protection issues are stored securely by study centre staff with access restricted to those who need to know their content in order to ensure an holistic approach to the management of student safeguarding and welfare.

Students are advised that information they share may need to be shared with third parties where there may be a risk of harm to others.

### **7.30. Data protection**

As part of Study Group, the study centre needs to collect and use certain types of information about people with whom it deals in order to operate. This includes personal information about current, past and prospective employees, suppliers, clients/customers, professional advisors and administrators, and other organisations with whom it communicates.

In addition, it may occasionally be required by law to collect and use certain types of information to comply with the requirements of Government departments for business data. This personal information should be dealt with properly in the matter it is collected, recorded and used, and this will be in line with UK data protection legislation.

Further details can be found in *Study Group Data Protection Policy*.

### **7.31. Study centre self-evaluation**

Embassy English monitors the implementation and outcomes of each of its policies and procedures on an annual basis and carries out critical reviews and revisions to ensure that they are fit for purpose and that areas for improvement are identified. In reviewing the document, we will also take into account feedback from staff and students; including those students under 18 years of age. This document will be reviewed in conjunction with the Regional Academic Director, who is responsible for compliance.

## Appendix 1

This section contains an overview of our child protection policies, practices and provisions, structured in a way that reflects the child protection duties of the study centre outlined in the *Department for Education guidance on Keeping Children Safe in Education* shown in section 5 above.

### 'The role of the school or study centre'

Guidance objective	Study centre practices and provisions	Related study centre policies and other important documents
<p>Everyone who comes into contact with children and their families has a role to play in safeguarding children</p>	<ul style="list-style-type: none"> <li>• All staff and homestay providers are made aware of their duties to protect all students and their specific duties around the protection of children</li> <li>• Staff are enabled to inform the study centre <i>Designated Safeguarding Lead</i> of any behaviour by colleagues that threatens the welfare or safety of a child</li> <li>• Staff are enabled to identify potential child protection issues and differentiate students at risk and in need through the training they receive, and are requested to report any concerns they have about the welfare or safeguarding of a student in accordance with policy and procedures</li> <li>• All staff, including long-term voluntary, agency and contracted staff who directly interact with students, complete level 1 child protection training at least every 3 years, and receive ongoing in-depth training around study centre safeguarding and welfare policies and procedures</li> <li>• The study centre <i>Designated Safeguarding Lead (DSL)</i> completes level 3 child protection training at least every 2 years</li> <li>• All potential permanent employees have full reference and DBS checks before they are recruited to the staff</li> <li>• All agency and contracted workers and other visitors on study centre premises are DBS-checked or supervised at all times whilst on site</li> <li>• All homestay providers and their household members over 16 years of age are DBS-checked before students are placed with them</li> <li>• Homestay providers attend in-study centre training and written guidance on</li> </ul>	<ul style="list-style-type: none"> <li>• Embassy English Safeguarding &amp; Welfare Policy</li> <li>• Study Group Homestay Recruitment Policy</li> <li>• Embassy English Homestay Guidelines</li> <li>• Embassy English Staff Handbook</li> <li>• Study Group Whistleblowing Policy</li> <li>• Embassy English Equality and Diversity Policy</li> <li>• Embassy English Policy on Reporting of Concerns or Allegations of Harm to Students</li> <li>• Embassy English Policy on Enabling Students to Raise Problems and Concerns</li> <li>• Embassy English Code of Conduct for Students</li> <li>• Embassy English Student Disciplinary Policy and Procedures</li> <li>• Study Group Staff Recruitment Policy</li> <li>• Study Group Staff Induction Policy</li> <li>• Study Group DBS Policy</li> <li>• Study Group Data Protection Policy</li> <li>• Embassy English Supervision and DBS Policy for Ancillary, Contract and Volunteer Staff</li> </ul>

	the safeguarding and welfare of students in their care.	
<p>School and study centre staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating</p>	<ul style="list-style-type: none"> <li>• All staff are made aware of their duties to protect all students and their specific duties around the protection of children through this policy</li> <li>• Staff are enabled to inform the study centre <i>Designated Safeguarding Lead</i> of any behaviour by colleagues that threatens the welfare or safety of a student</li> <li>• Staff are enabled to identify potential child protection issues and differentiate students at risk and in need through the training they receive, and are requested to report any concerns they have about the welfare or safeguarding of a student in accordance with policy and procedures</li> <li>• Staff monitor the whereabouts of students during the study centre day and as relevant to all residential curfews; attendance is taken at every lesson and at morning and afternoon roll-calls and students absent without permission trigger missing person procedures; <i>Residential Supervisors</i> and homestay providers monitor boarder whereabouts and curfews and trigger missing person procedures if a boarder is unaccounted for</li> <li>• <i>Personal Tutors</i> and teaching staff are informed about the signs and symptoms of abuse or harm to students and monitor for these</li> <li>• All students have a <i>main teacher</i> and access to a <i>Welfare Officer</i> and <i>Residential Supervisor</i> with whom they are encouraged to discuss or report any concerns or incidents</li> <li>• All staff are aware of the study centre's <i>Designated Safeguarding Lead (DSL)</i> and deputy and the procedures for reporting child protection concerns and incidents.</li> </ul>	<ul style="list-style-type: none"> <li>• Embassy English Attendance Policy</li> <li>• Embassy English Anti-Bullying Policy</li> <li>• Study Group Health and Safety Policy and Procedures</li> <li>• Embassy English First Aid Policy – Response to Injuries, Illness and Medical Emergencies</li> <li>• Embassy English Policy and Procedures for Local Off-Site Visits</li> <li>• Embassy English Alcohol and Drugs Policy</li> <li>• Embassy English E-Safety Policy</li> <li>• Study Group Whistleblowing Policy</li> <li>• Embassy English Complaints Policy and Procedures for Students and Parents.</li> </ul>
<p>Schools and colleges and their staff form part of the wider safeguarding system for children (<i>Working Together to Safeguard Children, 2013</i>)</p>	<ul style="list-style-type: none"> <li>• The study centre <i>Designated Safeguarding Lead (DSL)</i> has clearly established links with and processes for reporting children at risk to the <i>Local Authority Designated Officer (LADO)</i>, <i>Local Safeguarding Children Board (LSCB)</i> and the police</li> <li>• <i>Social Care/Children's Services</i> visit all homestay students aged under 16 years <i>in situ</i> to assess provisions and safeguarding measures in place and to</li> </ul>	<ul style="list-style-type: none"> <li>• Embassy Safeguarding &amp; Welfare Policy</li> <li>• Embassy English Policy on Reporting of Concerns or Allegations of Harm to Students</li> <li>• Embassy English Policy on Enabling Students to Raise Problems and Concerns</li> </ul>



<p>Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm</p>	<p>ensure the welfare of students is supported outside the study centre</p> <ul style="list-style-type: none"> <li>• Contact details for external support services on a range of safeguarding and welfare matters are provided to students.</li> </ul>	
<p>Each school and study centre should have a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.</p>	<ul style="list-style-type: none"> <li>• The study centre has a <i>Designated Safeguarding Lead (DSL)</i> and deputy who have clearly established links with the <i>Local Authority Designated Officer (LADO)</i>, <i>Local Safeguarding Children Board (LSCB)</i> All staff are aware of who fulfils the roles of the study centre <i>Designated Safeguarding Lead (DSL)</i> and deputy and are supported by them to understand and follow safeguarding and welfare procedures</li> <li>• Staff receive ongoing training on study centre safeguarding and welfare policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Embassy English Safeguarding &amp; Welfare Policy</li> </ul>

## 'The role of school and study centre staff'

Guidance objective	Study centre practices and provisions	Related study centre policies
<p>The <i>Teacher Standards, 2013</i> state that teachers, including head teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties</p> <p>All school and study centre staff have a responsibility to provide a safe environment in which children can learn</p>	<ul style="list-style-type: none"> <li>• All academic staff, including long-term voluntary, agency and contracted staff, complete level 1 child protection training at least every 3 years, must read and sign the most recent version of <i>Keeping Children Safe in Education</i>, and receive ongoing in-depth training around study centre safeguarding and welfare policies and procedures</li> <li>• The study centre <i>Designated Safeguarding Lead (DSL)</i> completes level 3 child protection training at least every 2 years</li> <li>• All potential permanent employees have full reference and DBS checks before they are recruited to the staff</li> <li>• All voluntary, agency and contracted workers have full reference and DBS checks before they are recruited to the staff</li> <li>• All staff are made aware of their duties to protect all students and their specific duties around the protection of children through this policy</li> <li>• Staff are enabled to inform the study centre <i>Designated Safeguarding Lead</i> of any behaviour by colleagues that threatens the welfare or safety of a student</li> <li>• Staff are enabled to identify potential child protection issues and differentiate students at risk and in need through the training they receive, and are requested to report any concerns they have about the welfare or safeguarding of a student in accordance with policy and procedures</li> <li>• Staff have a responsibility to report safeguarding and welfare concerns reported by students in accordance with policy and procedures</li> <li>• Staff monitor the whereabouts of students during the study centre day and as relevant to all residential curfews; attendance is taken at every lesson and at morning and afternoon roll-calls and students absent without permission trigger missing person procedures; <i>Residential Supervisors</i> and homestay providers monitor boarder whereabouts and curfews and trigger missing person procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Embassy English Safeguarding &amp; Welfare Policy</li> <li>• Study Group Staff Induction Policy</li> <li>• Study Group DBS Policy</li> <li>• Embassy English Supervision and DBS Policy for Ancillary, Contract and Volunteer Staff</li> <li>• Embassy English Policy on Reporting of Concerns or Allegations of Harm to Students</li> <li>• Embassy English Policy on Enabling Students to Raise Problems and Concerns</li> <li>• Embassy English Attendance Policy</li> <li>• Embassy English Code of Conduct for Students</li> <li>• Embassy English Student Disciplinary Policy and Procedures</li> <li>• Study Group Data Protection Policy</li> </ul>

	<p>if a boarder is unaccounted for</p> <ul style="list-style-type: none"> <li>• Staff have a responsibility to enforce <i>Embassy English Code of Conduct for Students</i>, promote positive behaviour and discipline students for misconduct</li> <li>• <i>Personal Tutors</i>, teaching staff, and residential and medical staff are informed about the signs and symptoms of abuse or harm to students and monitor for these and report them in accordance with policy and procedures</li> <li>• All students have a <i>main teacher</i> and access to a <i>Welfare Officer</i> and <i>Residential Supervisor</i> with whom they are encouraged to discuss or report any concerns or incidents</li> <li>• All staff are aware of the study centre's <i>Designated Safeguarding Lead (DSL)</i> and deputy and the procedures for reporting child protection concerns and incidents</li> <li>• All staff have a responsibility to ensure that unauthorised people do not enter study centre premises and to challenge or report suspicious behaviour.</li> </ul>	
<p>All school and study centre staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed</p>	<ul style="list-style-type: none"> <li>• All staff are made aware of their duties to protect all students and their specific duties around the protection of children through this policy</li> <li>• Staff are enabled to inform the study centre <i>Designated Safeguarding Lead</i> of any behaviour by colleagues that threatens the welfare or safety of a student</li> <li>• Staff are enabled to identify potential child protection issues and differentiate students at risk and in need through the training they receive, and are requested to report any concerns they have about the welfare or safeguarding of a student in accordance with policy and procedures</li> <li>• Staff have a responsibility to report safeguarding and welfare concerns reported by students in accordance with policy and procedures</li> <li>• Staff monitor the whereabouts of students during the study centre day and as relevant to all residential curfews; attendance is taken at every lesson and at morning and afternoon roll-calls and students absent without permission trigger missing person procedures; <i>Residential Supervisors</i> and homestay providers monitor boarder whereabouts and curfews and trigger missing person procedures if a boarder is unaccounted for</li> </ul>	<ul style="list-style-type: none"> <li>• Embassy English Safeguarding &amp; Welfare Policy</li> <li>• Embassy English Whistleblowing Policy</li> <li>• Embassy English Policy on Reporting of Concerns or Allegations of Harm to Students</li> <li>• Embassy English Policy on Enabling Students to Raise Problems and Concerns</li> <li>• Embassy English Attendance Policy</li> <li>• Embassy English Code of Conduct for Students</li> <li>• Embassy English Student Disciplinary Policy and Procedures</li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Personal Tutors</i>, teaching staff, and residential and medical staff are informed about the signs and symptoms of abuse or harm to students and monitor for these and report them in accordance with policy and procedures</li> <li>• All students have a <i>Personal Tutor</i> and access to a <i>Welfare Officer</i> and <i>Residential Supervisor</i> with whom they are encouraged to discuss or report any concerns or incidents</li> <li>• All staff are aware of the study centre's <i>Designated Safeguarding Lead (DSL)</i> and deputy and the procedures for reporting child protection concerns and incidents.</li> </ul>	
<p>In addition to working with the designated safeguarding lead staff members should be aware that they may be asked to support social workers to take decisions about individual children.</p>	<ul style="list-style-type: none"> <li>• Staff are made aware of escalation procedures when child protection issues are identified</li> <li>• Staff are not trained child protection experts or advisors but will provide social workers with factual information upon request.</li> </ul>	<ul style="list-style-type: none"> <li>• Embassy English Safeguarding &amp; Welfare Policy</li> </ul>

**'What school and study centre staff need to know'**

Guidance objective	Study centre practices and provisions	Related study centre policies
<p>All staff members should be aware of systems within their school or study centre which support safeguarding and these should be explained to them as part of staff induction. This includes: the school's or study centre's child protection policy; the school's or study centre's staff behaviour policy (sometimes called a code of conduct); and the designated safeguarding lead</p>	<ul style="list-style-type: none"> <li>• All staff receive a thorough induction that includes training on policies and procedures and must read and sign the most recent version of <i>Keeping Children Safe in Education</i></li> <li>• Refresher training and policy and procedure update training is given according to a training plan and as needed, respectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Study Group Induction Policy</li> <li>• Embassy English Induction Checklist</li> <li>• Embassy English Central Training Record.</li> </ul>
<p>All staff members should also receive appropriate child protection training which is regularly updated</p>	<ul style="list-style-type: none"> <li>• All staff, including voluntary, agency and long-term contracted staff who directly interact with students, complete level 1 child protection training at least every 3 years, and receive ongoing in-depth training around study centre safeguarding and welfare policies and procedures</li> <li>• The study centre <i>Designated Safeguarding Lead (DSL)</i> completes level 3 child protection training at least every 2 years.</li> </ul>	<ul style="list-style-type: none"> <li>• Embassy English Safeguarding &amp; Welfare Policy</li> <li>• Study Group Induction Policy</li> <li>• Embassy English Induction Checklist</li> <li>• Embassy English Central Training Record.</li> </ul>

**'What school and study centre staff should look out for'**

Guidance objective	Study centre practices and provisions	Related study centre policies
<p>All school and study centre staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection</p>	<ul style="list-style-type: none"> <li>• All staff, including voluntary, agency and long-term contracted staff who directly interact with students, complete level 1 child protection training at least every 3 years, and receive ongoing in-depth training around study centre safeguarding and welfare policies and procedures</li> <li>• The study centre <i>Designated Safeguarding Lead (DSL)</i> completes level 3 child protection training at least every 2 years.</li> </ul>	<ul style="list-style-type: none"> <li>• Embassy English Safeguarding &amp; Welfare Policy</li> <li>• Study Group Induction Policy</li> <li>• Embassy English Induction Checklist</li> <li>• Embassy English Central Training Record.</li> </ul>
<p>Staff members working with children are advised to 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 interests of the child</p>	<ul style="list-style-type: none"> <li>• Personal Tutors work closely with students and are requested to look for and report any signs of harm or potential harm to students</li> <li>• Work to embed study centre safeguarding and welfare policies and procedures is ongoing with all staff</li> <li>• Staff concerned about the welfare of a child are requested to report their concerns promptly, and report concerns about fellow members of staff even if they are not substantiated.</li> </ul>	<ul style="list-style-type: none"> <li>• Embassy English Safeguarding &amp; Welfare Policy</li> <li>• Embassy English Attendance Policy</li> <li>• Embassy English Missing Person Procedure</li> <li>• Embassy English Policy on Reporting of Concerns or Allegations of Harm to Students</li> <li>• Embassy English Whistleblowing Policy.</li> </ul>

**'What school and study centre staff should do if they have concerns about a child'**

Guidance objective	Study centre practices and provisions	Related study centre policies
<p>If staff members have concerns about a child they should raise these with the school's or study centre's designated safeguarding lead. This also includes situations of abuse which may involve staff members. The safeguarding lead will usually decide whether to make a referral to children's social care, but it is important to note that any staff member can refer their concerns to children's social care directly. Where a child and family would benefit from coordinated support from more than one agency (for example education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the <u>Children Act 1989</u>. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor</p>	<ul style="list-style-type: none"> <li>• All staff are made aware of their duties to protect all students and their specific duties around the protection of children through this policy</li> <li>• Staff are enabled to inform the study centre <i>Designated Safeguarding Lead</i> of any behaviour by colleagues that threatens the welfare or safety of a student</li> <li>• Staff are enabled to identify potential child protection issues and differentiate students at risk and in need through the training they receive, and are requested to report any concerns they have about the welfare or safeguarding of a student in accordance with policy and procedures</li> <li>• Staff concerned about the welfare of a child are requested to report their concerns promptly, and report concerns about fellow members of staff even if they are not substantiated.</li> </ul>	<ul style="list-style-type: none"> <li>• Embassy English Safeguarding &amp; Welfare Policy</li> <li>• Embassy English Attendance Policy</li> <li>• Embassy English Missing Person Procedure</li> <li>• Embassy English Policy on Reporting of Concerns or Allegations of Harm to Students</li> <li>• Embassy English Whistleblowing Policy.</li> </ul>
<p>If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately.</p>	<ul style="list-style-type: none"> <li>• This is clearly stated in this Safeguarding &amp; Welfare Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Embassy English Safeguarding &amp; Welfare Policy.</li> </ul>

Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point





**Appendix 2**

Contact information for this study centre's *Local Authority Designated Officer* (LADO):

Name	Sara Rogers (Safeguarding Manager) <a href="mailto:Sara.Rogers@cambridgeshire.gov.uk">Sara.Rogers@cambridgeshire.gov.uk</a>
Address	Education Child Protection Service Children, Families and Adults Services Cambridgeshire County Council Mail Box Number: D13  CPDC, Foster Road, Trumpington, Cambridge CB2 9NL
Telephone number	01223 729045
Emergency telephone number	Emergency Duty Team Tel: 01733 234724
Other information	<a href="http://www.cambridgeshire.gov.uk/info/20066/fostering_and_care/392/fostering_in_cambridgeshire/3">http://www.cambridgeshire.gov.uk/info/20066/fostering_and_care/392/fostering_in_cambridgeshire/3</a>  Cambridgeshire Local Safeguarding Children Board – Safeguarding Inter-Agency Procedures <a href="http://www.cambslscb.org.uk">www.cambslscb.org.uk</a>

EMBASSY English Cambridge

STAFF DECLARATION

I have received and read the EMBASSY ENGLISH Cambridge– Child Protection and Safeguarding document and the Welfare policies and procedures. I have received or have access to a copy of the Study Staff Handbook.

Name \_\_\_\_\_

Job title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_