



## **SAFEGUARDING POLICY 2019**

**APPROVED BY:** Nathan Barber, Operations Manager

**LAST UPDATED:** 09/09/2018

**NEXT REVIEW DUE:** 09/09/2019

**RESPONSIBILITY FOR REVIEW:** Gemma Vincent – Designated Safeguard Lead (Welfare)

### **A. POLICY STATEMENT**

#### **STATEMENT**

Cavendish School of English is committed to Safeguarding and promoting the welfare of each learner and expects all staff, volunteers and partners to endorse and practise this commitment at all times.

Cavendish School of English acknowledges its duty of care to safeguard and promote the welfare of children and is committed to ensuring excellent safeguarding practice. Cavendish School of English understands the paramount importance for children to feel and remain safe at all times, achievable by a suitable safeguarding provision being in place and properly maintained.

This policy seeks to ensure that Cavendish School of English undertakes its responsibilities with regards to the protection of under-18s and vulnerable adults and will respond to concerns in the appropriate manner and within appropriate timescales by outlining a framework to support all adults in their practices and clarifying the organisation's expectations.

#### **UNDER-18'S ENTITLEMENT**

Cavendish School of English recognises that the welfare and interests of all under-18s and vulnerable adults are paramount at all times. This policy aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or social economic background, all under-18s and vulnerable adults have a positive, enjoyable and safe experience and are suitably protected from harm and abuse whilst taking part in English Language Tuition and activity programmes provided by the school.

#### **ADULT'S RESPONSIBILITIES**

All adults have the responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns by following the required procedures.

(See Appendix 1 Child Protection procedure)

We expect and require all adults to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

## ASSOCIATED DOCUMENTS

- Adult Student Handbook
- Junior Learners' Helpful Handbook
- Host Family Handbook
- Guide Handbook
- Staff Handbook
- Visitors & Contractors Policy and Procedure
- Data Protection Code of Practice
- Accommodation Policy
- First Aid & Administration of Medication Policy
- Visits and Excursions Policy
- Student Behaviour Policy
- Disciplinary Procedure

## ROLES & RESPONSIBILITIES

Cavendish School of English Directors and the Management team have a joint responsibility to ensure that the school has policies and procedures in place in respect of Safeguarding and Child Protection.

They have a Designated Welfare officer and director with special responsibility for Safeguarding and Child Protection issues which are appropriately experienced.

All staff working with young people and adults with additional needs receive appropriate training to familiarise themselves with safeguarding issues and their responsibilities and the schools procedures and policies, with refresher training at least every three years.

There is a Senior Staff Member with Lead Responsibility for Safeguarding who is the Lead Designated Senior Person (DSP) for Child protection and is assisted by a number of Designated Senior Persons, all trained to Level 2, as follows:

### Designated Safeguarding Lead/s:

- Gemma Vincent, *Welfare Officer*
- Tara White, *Welfare/Accommodation*

### Designated Safeguarding Persons:

- Nathan Santangelo-Barber, *Operations Manager*
- Rebecca Price, *Accommodation Officer*
- Magdalena Rasmus, *Assistant Director of Studies*
- Shane Rynhart, *Assistant Director of Studies*

## B. CODE OF CONDUCT

### OVERVIEW & PRINCIPLES

Cavendish School of English understands the importance of a Code of Conduct to ensure that all adults are able to carry out their duties undisturbed and without grievance, protected from situations where behaviour may be misconstrued and false allegations made; and reduce the opportunities for the abuse of under-18s.

The following outlines the expected behaviour of all adults. It is a requirement of the establishment that all adults follow this code and ensure that it is being followed by those around them.

Any adult found not complying with this code will be subject to disciplinary procedures.

## SETTING STANDARDS

### It is the responsibility of all adults:

- Treat all under-18s with an equal respect and respect their right to privacy
- Ensure that all interaction with under-18s is done so in a professional manner
- Exercise the duty to report any observations or suspicions of abuse to a DSP
- Report any observations or suspicions of non-compliance with this code to the management

### All adults must:

- Exercise caution when discussing sensitive issues with an under-18 or vulnerable adult and avoid giving advice on sensitive matters if you are not qualified to do so
- Record any attempt of an under-18 looking to make personal contact with them and seek advice from management
- Maintain friendly yet impartial relationships with under-18s whilst avoiding exclusivity or over-familiarity. Adults must pay particular attention to using neutral and un-emotive language when interacting with under-18s
- Listen when an under-18 or vulnerable adult confides sensitive details, makes an allegation of abuse or concerns of abuse and respond in accordance with the school's Child Protection Policy and Procedure

### All adults must not:

- Become personally involved in an under-18's personal affairs
- Do things of a personal nature for under-18s that they are capable of doing for themselves
- Spend time alone with an under-18 without first informing another adult
- Allow or engage in any inappropriate touching of any form
- Initiate physical contact with an under-18 unless vital (further guidance on physical contact and the use of force can be found in Use of reasonable force, Department of Education 2013, available online)
- Establish or seek to establish a personal relationship with an under-18 during or after their course
- Exchange personal information of any kind with under-18s; this includes but is not limited to personal contact information, imagery and other sensitive information
- Make over-familiar or sexually suggestive comments or gestures to an under-18 or in view of an under-18, even as a 'joke'.

In addition to the above, all members of staff must wear their staff lanyard with ID card attached at all times whilst on duty; this includes both on-site and during all programmed activities and excursions away from the school site.

All staff members must exercise the duty to challenge any adult observed on site without a staff, student or visitor lanyard and report their presence to Management if necessary.

## C. CHILD PROTECTION

All staff are provided with safeguarding training at induction, and receive Safeguarding training within their first 3 months of employment. Their probation period cannot be completed until evidence of attending Safeguarding training is recorded. Staffs also attend refresher Safeguarding training every three years.

All staff, volunteers, external support workers and visitors are required to clock in on arrival or sign in and out on every occasion of being on school premises. The Academic department also has their own department training.

Child Protection Policy & Procedure (Annex 1) gives full details of the procedure to be taken in the case of a child protection concern. Also available in staff rooms and main reception.

## D. TRAINING

School Management will ensure safeguarding is a high priority and approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of young people and adults with additional needs and ensuring the promotion of a safe environment for all learners within the Cavendish School. This will be achieved by regularly promoting and embedding safeguarding and health and safety key messages into our teaching, learning and student support.
- Following appropriate procedures to ensure staff are trained and supported to respond appropriately and sensitively to safeguarding and child protection concerns. This will be achieved by close monitoring of staff and ensuring that all are trained to the required standard.
- Establishing clear procedures for reporting and dealing with allegations of abuse against members of staff and or learners. This will include seeking timely advice from external safeguarding agencies when learners are potentially at risk of any harm.

All adults will receive Child Protection and Safeguarding training to at least level 1 through the following methods:

- Permanent and Temporary Office Staff, Site Staff, Teaching Staff and Tour Guides – Safeguarding Level 1 training provided by Gallery Teachers Online Training With a Focus on ELT Organisations.

In addition to the above, the school will ensure that a suitable number of level 2 trained staff is maintained at all times for all centres and make those trained staff known to all as Designated Safeguarding Persons. Level 2 training will be provided in face to face training provided by Nigel Heritage, recognised by British Council and English UK

## E. PREVENT

Cavendish School of English is intent on creating a safe and inclusive learning climate where all pupils learn to understand others, value and embrace cultural diversity and develop essential critical thinking, representational and leadership skills.

At Cavendish School of English students are encouraged to stretch their thinking to understand opposing views and ideologies and are taught respect for cultural and religious differences. Multicultural education pervades the school's syllabus and students are guided to acquire the knowledge, attitudes and skills needed to function in an ethnically and racially diverse world.

As part of wider safeguarding responsibilities Cavendish School ensures that:

- Any messages communicated to students support fundamental British values.
- Any messages communicated to students are consistent with the school's mission and do not marginalize any races, faiths or cultures.
- All permanent and voluntary members of staff have a good understanding of Prevent and know how to recognize vulnerability to being drawn into terrorism and act upon by adhering to the school's policy. The school ensures all staff has sufficient training that equips them with the knowledge and confidence to identify vulnerable students at risk of being radicalized and know where and how to refer pupils for further help.
- More information provided in Child Protection Policy.
- The school strives to provide a balanced curriculum, so that our students are encouraged to speak freely, share their opinions and acknowledge that they are entitled to have their own opposing views which should not be used to influence others.
- All academic and extracurricular activities are carefully evaluated by our members of staff to ensure that they are effective. These activities are designed to fully support students by broadening their cultural horizons and enriching their cultural awareness.
- All teachers help set a tone of respect in the classroom and seek to establish a culture of inclusion, tolerance and respect that welcomes all faiths, races and cultures.

[webarchive.nationalarchives.gov.uk](http://webarchive.nationalarchives.gov.uk) 'The Prevent Strategy', accessed 27.01.16

[www.legislation.gov.uk](http://www.legislation.gov.uk) accessed 27.01.16

## **F. SAFER RECRUITMENT**

Cavendish School aims to attract, reward and retain the best available people and to make the maximum possible use of the abilities of all its employees whilst ensuring it safeguards and promotes the welfare of young people and adults with additional needs receiving and attending courses at the school or in the work place.

In accordance with British Council guidance, the school has a Staff Recruitment Policy & Procedure together with separate policies and procedures in respect of recruitment of ex-offenders and the new Disclosure and Barring Service. All staff, volunteers and host families are now required to complete an enhanced DBS disclosure prior to commencement of employment or voluntary work with the School and in the case of host families, in all used host families providing accommodation for under 18s the main carer has provided Cavendish with a recent DBS check.

## **RECRUITMENT MATERIALS & APPLICANT INFORMATION**

All vacancies advertised by Cavendish school are seen with the following statement:

A DBS certificate of an Enhanced Disclosure for the Children's Workforce is required for this position; any certificate must be three years old or less. For applicants who do not already hold such a certificate, Cavendish School of English is able to process DBS applications for a fee of £57.

Cavendish School of English is committed to safeguarding and promoting the welfare of under-18s and expects all of its employees to share this ethos. We see it as our duty to rigorously check any potential members of staff to ensure that they are fully suited to working in an environment where they will come into regular contact with under-18s.

All applicants should note that:

- references will be followed up
- all gaps in CVs must be explained satisfactorily
- proof of identity and (where applicable) qualifications will be required
- reference requests will ask specifically whether there is any reason that the candidate should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18
- appropriate suitability checks will be required prior to confirmation of appointment

## **RECRUITMENT STAGES FOR ALL**

All applicants that submit an application to Cavendish School will be shortlisted to a number suitable for interview. A director will then interview each suitable candidate and will ask relevant questions about the candidate's attitude and experience to working with U18's.

**DBS / suitability checks will need to be returned and cleared prior to employment commencement.**

## **APPLICANTS AWAITING DBS**

In the case where an applicant is still awaiting the return of their disclosure check and are due to commence employment, only in exceptional and highly justifiable circumstances will the applicant begin their employment. Any decision to allow an applicant to commence employment prior to them being cleared by DBS will be made only if it is unavoidable. Any such decision will be signed off by the Managing Director along with full records of the decision making process and full justification for the outcome.

If the decision is made to allow an applicant to commence employment prior to them receiving clearance from DBS they will:

- Have signed a self-declaration form
- Remain supervised at all times
- Not be left alone with under-18s, even momentarily

## **APPLICANTS WITH A CRIMINAL RECORD**

If a suitability check returns showing evidence of a criminal record, the management will make an informed judgement on whether the applicant is suitable for the vacant position. Factors taken into consideration will be:

- The seriousness and nature of the offence(s) in relation to the responsibilities of the position (e.g. violent, sexual or drug offences would be a strong reason to reject a candidate for a role involving the care of under-18s)
- The age of the offence(s)
- The frequency of the offence(s)

Before a judgement is made, the contents of such a disclosure will be discussed with the candidate in question to confirm that the information disclosed does relate to them. This discussion will aid the decision making process and provide the opportunity to discuss the offence(s) in greater detail.

Any judgement will be agreed by at least two members of staff, including at least one DSP.

The decision making process will be clearly recorded, referencing the discussion, judgement and reasons for the final decision.

## **G. IMPLEMENTING SAFEGUARDING**

### **USE OF RISK ASSESSMENTS**

Risk assessments are maintained for all programmed activities and excursions, a copy of which will be held by all relevant staff, such as relevant office staff, teachers, group leaders, activity staff and guides. A copy risk assessments are available for students from reception upon request. All Risk assessments are in place to:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Engage and consult with employees on day-to-day health and safety conditions Implement emergency procedures – evacuation in case of fire or other significant incident.
- Maintain safe and healthy working conditions, for both staff and students

### **SUPERVISION RATIOS**

This section refers to guidance provided by the British Council and refers to the general principles in determining suitable ratios of young people to supervising adults.

It is vital to give adequate thought to the level of supervision and who will be undertaking supervision during the planning of a site visit.

When planning a trip, think about the appropriate adult to pupil ratio. There are no legal requirements - supervision should be based on a reasonable judgment of the numbers and expertise of adult supervisors necessary, taking into account as seen in the risk assessment the:

- nature and hazards of the trip
- number, age, gender and aptitudes of the pupils
- Competence, authority and experience of the adults.

As an absolute minimum, Cavendish School believes that at least two adults should accompany any group of up to 20 pupils. If a student is taken ill or another emergency arises, one adult can deal with it while the other looks after the rest of the party (suitably altering the activities to reflect the lower level of supervision). However, trips involving hazardous activities will normally require a much smaller ratio than for trips that do not.

- Cavendish also recommends that at least one of the supervisors has completed a first aid course. For trips to local sites and museums, government guidelines suggest a ratio of one adult to every: 15-20 pupils aged 11 and above .
- For Holiday Groups, it is the responsibility of the school to provide adequate group leaders to satisfy this ratio during all programmed activities. For all privately booked groups, it is the responsibility of the group organiser to ensure that this ratio is met upon booking and maintained through all activities scheduled by the school.

## **MISSING STUDENTS**

An under-18 is deemed as missing if their whereabouts becomes unknown at any point during their programme. For scheduled 'Free Time', a student is deemed as missing if they do not return to a predetermined point when expected.

The school has a missing student procedure for each scenario in which a student may become missing; from lessons, during excursions or activities, during transfers and in their accommodation.

The school will issue all adults with the relevant Missing Student Procedure document, which is to be followed in the event of a missing student.

Teaching staff are prepared before a class with a list of student names and are aware that they must notify reception immediately if a student is not in the lesson.

Adults must act immediately upon the knowledge of a missing under-18.

## **WELFARE PROVISION**

A Welfare Officer will be present whenever possible during times when under-18s are scheduled for lessons at the school.

Under-18s will be made aware of the Welfare Officer through signage around the school premises and, if applicable, through their introduction during Welcome Presentations.

Safeguarding posters are placed around the school on notice boards to inform students of where and who they contact if they are in need of any support or feel that they being abused in any way.

A lanyard system is in place to identify all adults on the premises. All staff members are identifiable by wearing a burgundy lanyard with ID card attached; all visitors, by a red lanyard; and all students over the age of 18 on adult courses by a blue lanyard with ID card. All students under the age of 18 on adult courses are separately identified by a yellow lanyard.

## **FIRE SAFETY**

All students and staff at Cavendish will be told about the fire procedure during the enrolment process and all under-18s will be inducted into the school's fire evacuation procedure within their first day of lessons, this induction will include an explanation of the sound of the bell, along with the exit strategy and meeting points

## **FIRST AID & MEDICAL**

Under-18s and adults will be made aware of the school's first aiders through signage in each school building and in the student Guidelines booklet, and, if applicable, through their introduction during Welcome Presentations.

The school will display informative posters about the use of 111/999 regularly around the school.

Medical forms are provided during the enrolment process when medical requirements must be declared by parents/guardians before enrolment and will be made known to relevant adults. The school will not accept the enrolment of under-18s prior to the receipt of a signed and dated declaration form from a guardian, confirming that all medical conditions and special requirements have been disclosed.

The school reserves the right to remove an under-18 from their course and request their return home if a medical condition or requirement comes to light during their stay which has not been previously declared and has or may have an impact on the under-18s safety or welfare, or the safety or welfare of those around them.

## **UNDER-18 BEHAVIOUR AND DISCIPLINE**

All students are provided with a student handbook which includes guidelines on what is expected of them during their time at Cavendish School and the procedures in place in the event of misconduct or unsatisfactory behaviour.

## **AIRPORT TRANSFERS**

Cavendish School offer a unique service having their own coach company Cavendish Liner, this enables us to pick up and drop off students daily to the host family and also do meet and greets at the airport. All of which are risk assessed and have a designated staff member cleared by DBS. Some airport pickups are on a one to one this is done by a Cavendish staff member who collects student from the arrivals area. Telephone numbers are exchanged prior to arrival via agent or parent, to ensure that the meet runs smoothly.