



## **Safeguarding Policy**

### **General Statement of Policy**

It is the policy of London House *School of English* to ensure a safe and supportive environment for all students and staff. London House believes that any kind of abuse is unacceptable and identifies its responsibility to safeguard the welfare of its staff and students, particularly under -18s, vulnerable adults. London House will ensure all staff, directors, teachers, host families, volunteers and activity/service providers working for or with the school recognise and uphold these responsibilities, fulfilling all legal and moral obligations.

This policy is readily available on the London House *School of English* website and is made known to all students and staff members. It is expected that all staff, volunteers, colleagues and students will understand and comply with this policy.

### **Safeguarding policies and reviews**

All London House *School of English* policies are reviewed annually by directors and senior management and amended should the need arise as part of an on-going monitoring process.

Safeguarding is established by:

- All personnel who have significant contact with children will have an enhanced DBS check, made aware of Child Protection measures and complete a safeguarding course; this includes all centre staff, teachers, social assistants and host families.
- Maintaining a safe and inclusive atmosphere for all under-18s and vulnerable adults
- Upholding procedures and policies for recognising and reporting incidents, or suspected cases, of abuse or inappropriate conduct
- Establishing designated staff who take lead on safeguarding

### **Safeguarding coordination**

Safeguarding Designated Person 1	<b>Liz Shrubsall</b> - Principal
Safeguarding Designated Person 2	<b>Jianing Li Martine</b> - Welfare Officer
Safeguarding Designated Person 3	<b>Carmen Kelly</b> - Assistant Director of Studies

## **Safe recruitment of staff and service users**

- All staff will undergo an interview, are DBS checked and references are taken. Any gaps in employment and training will need to be explained prior to employment being offered.
- All contractors working in the school premises should be DBS checked unless students are not present during the duration of the work being carried out.
- London House School of English reserves the right to use its discretion to except the re-use (from a current employer, portability) of Enhanced DBS disclosures on an individual's basis in conjunction with other evidence presented e.g. letter from a current employer. This is applicable where the applicant is a teacher, nurse, police officer, health worker and has a valid DBS check.

## **Suitability of staff**

London House *School of English* will ensure the suitability of its teachers, management and social assistant staff by:

- Interviewing all staff who must provide at least two references. Social Assistants who still attend school are required to provide one reference from their school. Referees will be contacted to establish if there is any reason why the applicant should not have the responsibility for the care of, or access to, children or vulnerable adults.
- London House *School of English* will not employ persons identified as being on the DBS barred list
- London House requests that a DBS disclosure for all relevant staff takes place. It is made clear in both the application and interview process, that they will be working with under-18s and/or vulnerable adults and the offer of employment is exempt from the Rehabilitation of Offenders Act 1974.
- Ensuring that the appointment is not confirmed until the school is confident that the applicant can be entrusted to work under-18s or vulnerable adults.
- Maintaining up to date DBS checks for all relevant members of staff.
- Training staff and providing relevant information in hand outs and inductions

## **Suitability of host families**

London House *School of English* will ensure the suitability of its host families by:

- Inspecting host family facilities on their initial application and annual inspections.
- Gathering feedback from every student during and after their stay.
- Conducting 1-1 welfare meetings with students who are independent.
- Having an open door policy for students to discuss concerns they may have.
- Host families completing enhanced DBS checks and Safeguarding training.
- Ensuring that no under-18 students or any vulnerable adults are placed with a host family until the necessary Enhanced DBS checks, Safeguarding training and suitability checks have taken place.
- Ensuring Host Families have fire risk assessments, smoke alarms, Co2 monitors etc.

## **Suitability of service providers**

All contractors working in the school premises should be DBS checked unless students are not present during the duration of the work being carried out.

## **Responsibilities of staff**

In order to maintain a safe and supportive environment, London House *School of English* will:

- Ensure that all under-18s and vulnerable adults feel secure, are comfortable and encouraged to participate in lessons and activities.
- Ensure that all students and staff know who the designated members of staff are to speak to with regards to welfare and safeguarding concerns.
- Ensure that all members of staff are familiar with Safeguarding policies and procedures and know where to access them.
- Ensure that all members of staff know who the Safeguarding designated persons are.
- Ensure that every member of staff in contact with under-18s and vulnerable adults understands their responsibilities and is attentive to the signs of abuse.

## **Safe and supportive environment**

London House *School of English* will maintain a safe and supportive environment by:

- Ensuring that health and safety policies, risk assessments and Safeguarding policies include attention to under-18 and vulnerable adults.
- Monitoring that risk assessments are updated and amended on a regular basis.
- Establishing clear rules, responsibilities and advice for under-18s and vulnerable adults. For example, curfew times after activities, e-safety, laws and standards of behaviour.
- Issuing all students with an emergency card with host family, group leaders and school emergency telephone numbers on them. Students are told to carry it with them at all times.
- Giving students additional emergency slips for trips which include the schools emergency numbers, social assistants contact numbers, places to meet and at what time.
- Matching students to host families by taking into consideration needs, distance to school and proximity to local amenities.
- Ensuring that group leaders work with staff to ensure the safety and well-being of students.
- Providing clear and concise information to students, parents, carers and agents before enrolment, about the content of the courses, the school environment, accommodation transfers and policies.

## **Upholding procedures and reporting concerns of inappropriate behaviour or abuse**

London House *School of English* staff should express any concerns they may have concerning the welfare of a student with the Welfare Officer. Host families should also be encouraged to discuss any concerns they may have regarding students in their care with the Welfare Officer.

London House *School of English* will ensure procedures are in place for identifying and reporting cases of inappropriate behaviour or abuse by:

- Ensuring all staff are trained in Safeguarding, and recognise the potential signs and how they should respond to suspicions of abuse. (see the chart below)
- Providing students with a code of conduct which includes e-safety, British laws and conduct in class and on activities and trips
- Sharing information and acting on any concerns quickly and professionally.

## Recognising signs of abuse

London House *School of English* is aware that because its staff are in regular contact with students (under-18s and vulnerable adults), they are in a position where they can observe the signs of abuse.

### Procedure to follow if a disclosure, concern or allegation is made

Action	What not to do
Stay calm	<b>Don't panic or over-react.</b> It is unlikely that the student is in immediate danger
Listen to the student	Don't probe for more information or ask searching questions. The student may not want to disclose any more information and it can affect how the disclosure is received.
Give the child/student the chance to say what they need to say.  Use <b>TED</b> to help: <ul style="list-style-type: none"> <li>• <b>T</b>ell me</li> <li>• <b>E</b>xplain to me</li> <li>• <b>D</b>escribe to me</li> </ul>	<b>Don't</b> assume,  <b>Don't</b> paraphrase  <b>Don't</b> offer alternative explanations
Explain to the child/vulnerable adult that they have done the correct thing by telling you and that the relevant member of staff will need to be informed to provide the best possible help. <b>Listen and refer</b>  Safeguarding Designated Person 1 <b>Liz Shrubsall</b> – Principal  Safeguarding Designated Person 2 <b>Jianing Li Martine</b> - Welfare Officer  Safeguarding Designated Person 3 <b>Tim Guest</b> - Social Coordinator	<b>Don't</b> promise to keep secrets or say that everything will be OK. This can't be guaranteed
London House <i>School of English</i> staff will act immediately in accordance with the procedure in the policy	London House <i>School of English</i> staff will not try to deal with the situation alone: <b>Listen and refer</b>
An appointed member of London House <i>School of English</i> will record in writing what the student said as soon as possible. Record the incident factually	<b>Don't</b> make negative comments about the alleged abuser.  <b>Don't</b> 'gossip' with colleagues about the disclosure. When recording the incident <b>Don't</b> photograph or examine the student

## **Record Keeping**

- It is essential that clear and concise records are kept of all Safeguarding concerns and issues.
- Any member of London House *School of English* should contact a Safeguarding Designated Person as soon as possible.
- Any issues or concerns will be recorded in the London House *School of English* Child Protection Record of Concern folder.
- Blank forms are readily available in the staff room
- All records will be stored safely and securely in the school office.
- Reports should be fact based and not include opinions or personal interpretations of the facts

## **Confidentiality**

London House *School of English* strives to maintain the confidentiality of students, parents/guardians/carers/next of kin, staff and host families at all times.

This is maintained by:

- Storing information in locked cabinets in an office that is secured by a pass code and accessible by senior members of staff
- Information regarding students, parents/guardians/carers/next of kin, staff and host families are shared on a need to know basis. (see data protection policy)

## **Students with mental and physical disability**

London House *School of English* is a friendly and inclusive school and we pride ourselves on our ability to help students from all backgrounds, abilities and who are apprehensive about being abroad, in a new environment and meeting new people. Please contact us before booking to discuss students' needs and we will assist you in every way we can.

**A full version of the London House *School of English* Safeguarding Policy is available to download**