

Last updated by: Charlotte Fisher  
 To be reviewed and updated: 21/01/2021

On: 21st January 2020

## Safeguarding and Child Protection Policy – Europa School of English

Policy renewed at least annually, or as required according to changes in procedures or legislation. The policy is available on the Europa website.

Responsibility for this Document: Charlotte Fisher

Responsibility for implementation: Chris Tew (Academic Manager), Jakub Zimecki (Operations Manager Summer), Bruna Laurent (Operations Manager Year Round), Jackie Frampton (Accommodation Officer) Charlotte Fisher (General Manager)

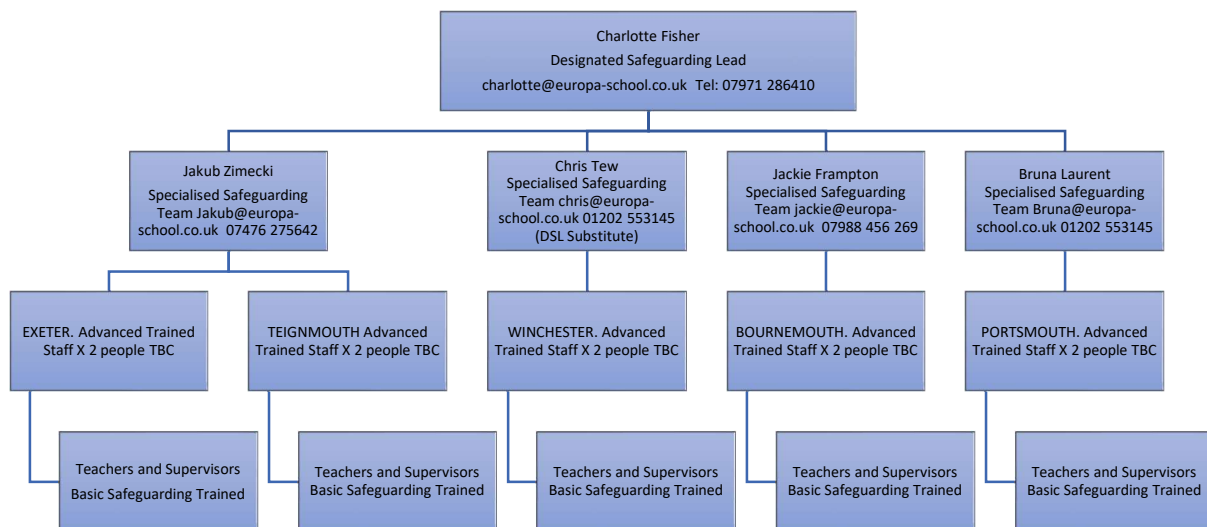
### Safeguarding Structure at Europa School of English Ltd

The safeguarding team is:

- Charlotte Fisher: Designated Safeguarding Lead
- Chris Tew: Specialised Safeguarding Team (DSL Substitute)
- Jackie Frampton: Specialised Safeguarding Team
- Jakub Zimecki: Specialised Safeguarding Team
- Bruna Laurent: Specialised Safeguarding Team

All members of the safeguarding team are specialized safeguarding and prevent trained.

The safeguarding team is responsible for disseminating safeguarding information appropriately to all stakeholders. The team is responsible for ensuring staff are trained to the appropriate level, that safeguarding records are managed efficiently and in some cases (DSL or DSL Cover) to liaise with the appropriate LADOs or MASHs for each of our locations (See Appendices).



Any safeguarding issue will be passed up the chain so the DSL will never be taking decisions independently. The DSL's own DBS certificate will be checked by another member of the safeguarding team annually and the result recorded on the HR platform. All safeguarding team members are made aware of their responsibility to speak out if they are uncomfortable with any safeguarding issues at the school (including to outside agencies) even if it is against the wishes of the DSL.

## **Statement**

The purpose of this policy is:

- to provide protection for the children and young people attending Europa and IP schools
- to provide staff with guidance on procedures they should adopt in the event they suspect a child or young person may be experiencing, or at risk of, harm
- to avoid making ourselves vulnerable to suspicion of any form of abuse.

Europa is committed to carrying out proper Duty of Care for all students aged under 18, and also to safeguarding vulnerable adults aged 18 or above, regardless of race, gender, sexual orientation or disability.

All adults associated with Europa students under 18 (e.g. staff, homestays, sub-contractors etc) have a responsibility to follow this policy as they carry out their Duty of Care and are given guidance on what is required.

This policy runs alongside our Supervision Policy our Staff Development Policy and our Risk Assessments

## **Communication**

Europa School of English is a year round English Language school with 5 summer centres during the summer season. Students from the ages of 8 – 18plus are taught EFL in the mornings and partake in various activities and trips in the afternoons and at weekends.

This policy is communicated to stakeholders in the following ways:

- Host family manual
- Host training and family visits
- Lead Teacher and Teacher Training
- Operations Staff training and Destination Training
- Senior management briefings and external training
- Company Manual
- Job Descriptions and Job Advertisements
- Posters and notices in all centres
- Student welcome talks
- Code of conduct
- Abusive Behaviour Policy
- Adult Behaviour Policy
- Group leader meetings
- Leading by example (All Staff)

## **Safer Recruitment:**

Recruitment practices and procedures will be designed to reduce the risk of recruiting a person who may be a risk to young people or vulnerable adults.

Recruitment materials sent to applicants will mention Europa's commitment to safeguarding and the expectation that everyone working with Europa students will follow this safeguarding policy.

Applicants will also be informed that all gaps in CVs will be queried and checked if necessary, all staff will be DBS checked (or police checked if not UK residents), 3 forms of ID will be required and all references will be followed up. Referees will all be asked if there is any reason why the applicant should not have responsibility for or access to persons under the age of 18.

All teachers will be checked against the barred list. Where relevant (ie when a teacher has previously worked in a UK state school) the prohibited list will also be checked.

### **DBS checks:**

DBS checks or police checks are required for all staff working for Europa School of English with roles involving responsibility for or substantial access to under 18s. A valid DBS check for UK staff at Europa School of English means a DBS check applied for by Europa School of English on behalf of the staff member or host family. DBS checks from other organisations may be accepted as a temporary measure whilst a Europa School check is being applied for. In these cases the DBS check from the other organisation must be recent (within the last 3 months), for the correct workforce and the right level for the role applied for. All other pre-appointment checks must be completed before this candidate starts work or hosting.

Teaching staff and Lead Teachers will be checked by the Academic Manager, and all other staff will be checked by the Hiring Lead. The lead name in each host family will be checked by the Accommodation Officer ensuring that the check states the activity will take place within the home (box 66). All DBS records, (the number, date of issue, type of DBS) and police check records for contracted staff will be kept along with the staff personal details on our HR platform or within the records kept by the Accommodation Officer. All documentation will be kept in line with our GDPR policy.

In the event of a DBS check not having arrived before a staff member is due to begin work, (a) a barred list check will be done and (b) the person will be taken out of regulated activity, meaning they will be supervised by other DBS-checked staff and never allowed free access to students under 18 years old. For teachers this will mean teaching with the door open (and never 1:1 or very small groups), and a senior member of staff will check their class once per every 45 minutes. Any residential staff will need to sleep away from under 18 students.

No student will ever be placed in a host family where no DBS check has been undertaken however in the unlikely event that a host family is found to be hosting a student when no DBS check has been undertaken or has yet to be returned, the student will be removed from the family immediately and either placed in an alternative family or in the residential accommodation. A review of systems and procedures will be undertaken.

### **Staffing Levels:**

There will always be at least two safeguarding officers with advanced training (Level 2) in all centres and two based at the Bournemouth school.

Each advanced safeguarding trained staff member will be clearly identified and known to all staff and students; via a poster on noticeboards with an out of hours contact phone number and where they are usually located in the centre.

### **Recognising Abuse**

### Definitions of abuse:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those close to them or, more rarely, by a stranger. They may be abused by an adult or a child.

There are four types of abuse: physical, emotional, sexual and neglect.

Beyond these four types of abuse there is also

- Child Sexual Exploitation (CSE),
- Honour Based Violence (HBV), where family honour is considered more important than UK law (e.g. forced marriage), and including Female Genital Mutilation (FGM); it is illegal in UK and must also be reported to Police as well as designated staff.
- Peer-on-peer abuse (i.e. abuse is not just adult to child);
- Bullying, especially cyber-bullying, is often a sub-section of peer-on-peer abuse
- Sexual Violence and Sexual Harassment; usually male-to-female e.g. skirt raising, up-skirting, touching breasts, etc are not just 'a bit of teenage fun' but unacceptable

### Identifying abuse:

It can be difficult to identify abuse as it has various forms but indicators of abuse may include the following:

- unexplained injuries
- a student describing an abusive act that has happened to them another student telling you of their concern about a fellow student serious distrust of adults or other students
- sexually explicit behaviour in games / activities difficulty in making friends with other students personality or behavioural changes
- changes in dress which may be covering up bruises

### How to react if you suspect abuse:

- remain calm, accessible and receptive,
- listen carefully without interrupting,
- communicate with the student in a way that is appropriate to their age and understanding,
- do not interview them and keep questions to a minimum,
- encourage them to use their own words and try to avoid asking leading questions,
- be aware of the non-verbal messages you are giving,
- make it clear that you are taking them seriously,
- acknowledge their courage and reassure them that they are right to tell,
- reassure them that they should not feel guilty, let them know that you are going to do everything you can to help them and what may happen as a result,
- do not promise to keep the information a secret.

### Procedure to follow if abuse is suspected:

- inform one of the designated Level 2 staff members if you notice any significant physical and behavioural changes,
- if you suspect that an adult is a threat to a student in some way inform one of the level 2 team and continue to monitor the situation,

- if a student makes any comment that gives cause for concern or there is any deterioration in the student's general well-being, react calmly as described in the guidelines above and inform one of the designated level 2 team
- make a note of what was said and who was present and report this information immediately to one of the designated level 2 team

The designated level 2 team will take appropriate actions, including informing the DSL, and action may involve external agencies and contacting parents/guardians.

If an under 18 is accused of carrying out abuse on another under 18, both will be supported by level 2 members of staff unless their parents are present.

The local safeguarding of children partnership telephone numbers will be displayed at each centre and the Level 3 staff will contact them where necessary as in line with their training.

### **Safeguarding Training:**

All employees will complete basic safeguarding training online annually. Bespoke advanced (Level 2) training will be delivered to most staff annually at our training week in Germany. All staff are encouraged to attend. Specialised training is delivered to all members of the safeguarding team at least once every 2 years. Staff inductions and destination training will include relevant local safeguarding information. Records of all training are kept alongside staff data on our HR platform.

### **Safeguarding in other areas of school life:**

#### Excursions and Activities

Occasionally teachers at the adult School may wish to take their class out on an excursion or do an activity with them after their classes. We are happy to support teachers who wish to do this; the following must be taken into account:

- A risk assessment must be carried out
- Full agreement from the Academic Manager must be sought
- There will be no more than ten 16 and 17 year old students to 1 teacher
- You must have all mobile numbers for 16 and 17 year old students before departure
- You must give all 16 and 17 year old students advice about their journey home
- You must ensure that they are complying with UK laws (no alcohol)
- You must ensure all 16 and 17 year old students have the schools emergency number

All activities and excursions for our junior students or 16 plus students studying on our junior programmes run under our full supervision policy.

### **Centre Specific Information:**

Each of our centres represents a different level of risk due to the difference in type of campus, the profile of the students and the type of accommodation offered. These centre specific issues are highlighted to staff during their full and destination training and can be seen clearly in the Destination Specific Risk Assessment document.

Staff are encouraged to think about the different levels of risk at each centre according to the centre set up and the student profile.

There contact number for the local LSCP for each centre will be displayed in each centre for all staff and students to see and are listed in the appendices here and are also in the centre specific risk assessment documents.

An attempt at contact has been made to each of the LSCPs in each of the destinations but generic information regarding contact was supplied only. Contact details will be checked and updated annually.

The centre specific risk assessment also includes information about local doctors, hospitals, walk in centres and other useful information.

### **Transfers/ Taxi Companies / Driving Students in Personal Vehicles**

All students booked on a junior course (including 16 and 17 year olds) must pre-book their transfer with Europa School of English.

16 and 17 year olds who have booked the young adult product and 16 and 17 year olds who are studying at the year round school with adults will be encouraged to pre-book their transfer with Europa School of English. However these students may, with the written consent of their parents, arrange their own independent transfers.

When using taxi/coach companies, school gets annual written confirmation that all drivers used for school work will have full DBS checks.

Staff are not encouraged to use their own vehicles to transport U18s, but where it is necessary there should preferably be another adult in the car, or the U18 should sit in the back (unless there are 3 students in which case one sits in front and is first to get out)

### **Welfare provision**

All staff and homestays are expected to look after students with the same level of care as a responsible parent. All adults are involved in the welfare of our students and are made aware of this responsibility. Students are told they may talk to anyone about a problem

Responsibility for ensuring that welfare matters are satisfactorily resolved and recorded lies with the Centre Manager at each centre. If the CM is absent, the responsibility lies with the Operations Manager (Summer or Year Round) who may nominate another suitable senior staff member for the role

### **First Aid and Medical**

All centre staff are First Aid trained and every centre has a First Aid box. One of the First Aiders is identified each week to ensure the First Aid box is kept properly stocked. This person is named on the staff noticeboard.

Notices around the school give information about:

- location of the First Aid box(es)
- local A&E contact details and a location map
- contact details for a local health centre ready to accept Europa students

### **E-Safety**

There is a lesson on E-Safety as part of the junior curriculum. There are E-Safety and cyber bullying notices displayed around the schools. All centres have internet locked down so inappropriate materials are less likely to be accessed.

### **Private Fostering**

Relevant staff are aware that a private fostering arrangement begins if a child under 16 (or under 18 if disabled) stays with a homestay for more than 27 nights. Where this situation occurs Europa School of English will ensure that the rules and regulations regarding host placement will be adhered to.

### **Prevent**

All hosts are made aware of the expectations on them as regards to Prevent and are talked through those at their home inspection meeting. Prevent posters and the key messages are displayed on posters around the centres. Teaching staff are made aware of their obligations under the Prevent policy during their induction particularly in relation to tolerance and respect.

Europa management are aware of their legal obligations regarding Prevent and these are also covered by the Europa Prevent Policy.

### **Over 18 year old students and under 18s**

No over 18 year old students should be studying on a course with under 16 year old students. In some circumstances an 18 year old may be studying alongside a 16+ student. The only time that this situation should occur is when the sending agent has sent a coherent rationale and explanatory authorisation letter and the Safeguarding Lead has accepted this as an appropriate reason. For example in the case of siblings. This will only happen in the case of closed groups.

16 plus student can choose to study at our adult school in Bournemouth and will fall into our 'red dot' system. They can also choose to study on our junior programmes and will fall into our supervision policy under the 16 and 17 year old section.

Where a student aged over 18 is found to have been enrolled on a course with under 16 year old students this student will be removed from the course and taught in a separate closed group where possible. They will not be allowed to join afternoon or evening activities with under 16 year old students. In the event that this is not possible due to space or teacher numbers we reserve the right to ask the student to leave the school.

All staff will be made aware during their staff training and our safeguarding training of the importance of not enrolling over 18 year old students on our junior programmes and the serious implications of this.

Students under the age of 18 will rarely be accommodated with students over the age of 18. The only time that this situation should occur is when the sending agent has sent a coherent rationale and explanatory authorisation letter and the Safeguarding Lead has accepted this as an appropriate reason. For example in the case of siblings.



# Appendix A - Bournemouth

## Local Safeguarding Contacts:

### Multi Agency Safeguarding Hub (MASH)

Staff should contact the Bournemouth MASH if they have a concern about the safety and wellbeing of a child or young person.

BCP MASH- 01202 735046

BCP MASH – [MASH@bcpcouncil.gov.uk](mailto:MASH@bcpcouncil.gov.uk)

Dorset MASH- For families and the general public – 01202 228866

### Local Authority Designated Officer (LADO)

The Local Authority Designated Officer (LADO) service should be contacted when there is concern raised, or an allegation made, against an individual who works or volunteers with children.

LADO Telephone: 01202 456744 (LADO Main Telephone line)

Email: [LADO@BCPcouncil.gov.uk](mailto:LADO@BCPcouncil.gov.uk)

Direct Dial: Laura Baldwin (01202 456708) and John McLaughlin (01202 453992)

Where there is an immediate threat to a child, please contact the Police via 999, or contact Children's Social Care on 01202 735046. If the enquiry is outside of normal office hours (Mon-Fri 8.30am – 5.15pm), please contact the 'Children's Out of Hours Service' on: 01202 738256

### Medical Attention:

If a student is unwell or injured during their time with us staff should follow this advice:

For non-urgent injuries or illnesses homestay students are assisted in making a GP appointment with the GP for the family. Students in residential accommodation will be taken to the nearest medical centre.

In Bournemouth it is the [Talbot Medical Centre](#) in Wallisdown (01202 574100) or Northbourne Surgery near Kinson (01202574100).

At weekends there is also the [Boscombe and Springbourne Health Centre Walk in Service](#) - open 8am-7.45pm on Saturday and Sunday only, call 01202 720174.

**If staff feel they need an ambulance they must call 999. The A and E unit in Bournemouth is at [Castle Lane East, Bournemouth, Dorset, BH7 7DW](#)**

Staff may also call 111 to get some advice and information if they are unsure as to how to proceed.



# Appendix B - Winchester

## Local Safeguarding Contacts:

### Multi Agency Safeguarding Hub (MASH)

Staff should contact the Winchester MASH if they have a concern about the safety and wellbeing of a child or young person.

Phone: 0300 555 1384 during office hours

Phone: 0300 555 1373 Out of Hours service

Email: [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk)

### Local Authority Designated Officer (LADO)

The Local Authority Designated Officer (LADO) service should be contacted when there is concern raised, or an allegation made, against an individual who works or volunteers with children.

Phone: 01962 876364

Email: [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk)

## Medical Attention:

If a student is unwell or injured during their time with us staff should follow this advice:

For non-urgent injuries or illnesses homestay students are assisted in making a GP appointment with the GP for the family. Students in residential accommodation will be taken to the nearest walk in medical centre.

In Winchester there is a walk-in minor injuries unit in Andover (Andover War Memorial Hospital, Charlton Road, Andover, Hampshire, SP10 3LB. No appointment is necessary. Further details [here](#).

For other minor illnesses that are not covered by the walk-in clinic in Andover, staff must call 111 to get an appointment with a GP service this applies out of hours also.

**If staff feel they need an ambulance they must call 999.** The A and E unit in Winchester is at Royal Hampshire County Hospital, Romsey Road, Winchester, Hampshire, SO22 5DG. Staff may also call 111 to get some advice and information if they are unsure as to how to proceed.

# Appendix C - Portsmouth

## Local Safeguarding Contacts:

### Multi Agency Safeguarding Hub (MASH)

Staff should contact the Portsmouth MASH if they have a concern about the safety and wellbeing of a child or young person.

Phone: 023 9268 8793

Email: [pccraduty@portsmouthcc.gcsx.gov.uk](mailto:pccraduty@portsmouthcc.gcsx.gov.uk)

### Local Authority Designated Officer (LADO)

The Local Authority Designated Officer (LADO) service should be contacted when there is concern raised, or an allegation made, against an individual who works or volunteers with children.

Name: Hayley Cowmeadow

Phone: 023 9283 4827

Email: [LADO@secure.portsmouthcc.gov.uk](mailto:LADO@secure.portsmouthcc.gov.uk)

## Medical Attention:

If a student is unwell or injured during their time with us staff should follow this advice:

For non-urgent injuries or illnesses homestay students are assisted in making a GP appointment with the GP for the family. Students in residential accommodation will be taken to the nearest walk in medical centre.

In Portsmouth students can be taken to [St Mary's Treatment Centre](#), Milton Road, Milton, Portsmouth, Hampshire, PO3 6DW.

**If staff feel they need an ambulance they must call 999.** The A and E unit in Portsmouth is at [Queen Alexandra Hospital](#) Cosham, Portsmouth, PO6 3L. Staff may also call 111 to get some advice and information if they are unsure as to how to proceed.

# Appendix D - Teignmouth

## Local Safeguarding Contacts:

### Multi Agency Safeguarding Hub (MASH)

Staff should contact the Teignmouth MASH if they have a concern about the safety and wellbeing of a child or young person.

Phone: 0345 155 1071

Email: [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)

### Local Authority Designated Officer (LADO)

The Local Authority Designated Officer (LADO) service should be contacted when there is concern raised, or an allegation made, against an individual who works or volunteers with children.

Phone: 01392 384964

Email: [childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk](mailto:childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk)

## Medical Attention:

If a student is unwell or injured during their time with us staff should follow this advice:

For non-urgent injuries or illnesses homestay students are assisted in making a GP appointment with the GP for the family. Students in residential accommodation will be taken to the nearest walk in medical centre.

In Teignmouth there is a walk-in minor injuries unit care service at Dawlish Community Hospital (Barton Terrace, Dawlish, Devon, EX7 9DH) No appointment is necessary. Details [here](#). For other minor illnesses that are not covered by the walk-in clinic, staff must call 111 to get an appointment with an out of hours GP service.

**If staff feel they need an ambulance they must call 999.** The A and E unit closest to Teignmouth is at [Torbay Hospital](#), Lowes Bridge, Torquay, TQ2 7AA

Staff may also call 111 to get some advice and information if they are unsure as to how to proceed.

# Appendix E - Exeter

## Local Safeguarding Contacts:

### Exeter MASH

Staff should contact the Exeter MASH if they have a concern about the safety and wellbeing of a child or young person.

Phone: 0345 155 1071

Email: [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)

### Local Authority Designated Officer (LADO)

The Local Authority Designated Officer (LADO) service should be contacted when there is concern raised, or an allegation made, against an individual who works or volunteers with children.

Phone: 01392 384964

Email: [childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk](mailto:childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk)

## Medical Attention:

If a student is unwell or injured during their time with us staff should follow this advice:

For non-urgent injuries or illnesses homestay students are assisted in making a GP appointment with the GP for the family. Students in residential accommodation will be taken to the nearest walk in medical centre.

In Exeter there is a [walk-in medical centre](#) at Unit 4, 31 Sidwell

Street, Exeter, Devon, EX4 6NN No appointment is necessary. For other minor illnesses that are not covered by the walk-in clinic, staff must call 111 to get an appointment with an out of hours GP service.

**If staff feel they need an ambulance they must call 999.** The A and E unit in Exeter is at the [Royal Devon and Exeter Hospital](#), Barrack Road , Exeter, Devon, EX2 5DW

Staff may also call 111 to get some advice and information if they are unsure as to how to proceed.

# Appendix F

## Safeguarding Reporting Form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons.

In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Officer (Charlotte Fisher, General Manager - 07971 286410) within 24 hours.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

### Your details – the person completing the form

Name:  
Position:  
Telephone:  
Email:

### Details of the person affected

Name:  
Address:  
Telephone:  
Email:

Details of the incident (please describe in detail using only the facts)

Please use extra sheet if necessary.

### Other present or potential witnesses

Name:

Address:

Telephone number:

Email:

Additional relevant information (please detail anything else that you believe to be helpful or important)

Please use extra sheet if necessary.

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Signature:

Name:

Date: