

Last updated by: Elke Wieczoreck

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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: Sabrina Demicheli (Year Round School)

Jakub Zimecki (Operations Manager), Elke Wieczoreck (Product and Academic Manager)

Safeguarding and Child Protection Policy

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 and our Centre Risk Assessments

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), 2 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.

DBS checks:

DBS checks or police checks are required for all staff working for Europa School of English and IP schools with roles involving responsibility for or substantial access to under 18s.

For Europa School of English:

Teaching staff and Lead Teachers will be checked by the Director of Studies or the Academic Manager, and all other staff will be checked by the School Director. 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. All DBS records, (the number, date of issue, type of DBS) and police check records will be kept along with the staff contracts and ID documents or within the records kept by the Accommodation Officer. All documentation will be kept in line with our GDPR policy.

For IP schools:

Teaching staff will be checked by the Director of Studies and all other staff will be checked by the School Director. The lead name in each host family will be checked by the relevant Accommodation Officer ensuring that the check states the activity will take place within the home. All DBS records, (the number, date of issue, type of DBS) and police check records will be kept along with the staff contracts and ID documents or within the records kept by the Accommodation Officer. All documentation will be kept in line with our GDPR policy.

In the 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 and either placed in an alternative family or in the residential accommodation.

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. 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.

Child Protection

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

Each level 2 staff member will be clearly identified and known to all staff and students; including via photos on noticeboards with a 24 x 7 contact phone number and where they are (usually) located in the centre.

Charlotte Fisher and Elke Wiczoreck are Level 3 and Prevent trained.

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.

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, which 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 board telephone numbers will be displayed at each centre and the Level 2 staff will contact them where necessary as in line with their training.

Safeguarding Training:

All employees will complete the Level 1 safeguarding training.

<https://galleryteachers.com/service/safeguarding-basic-awareness-course/>

The senior team will regularly update training for staff (annually for summer only centres and at least 6-monthly for year-round school).

Bespoke Level 2 training will be delivered to our senior staff annually in Devon and Dorset. All staff are encouraged to attend.

New staff will receive their training through their staff induction, host families through the host family information pack and Welfare Officers at IP schools will all complete the online training course at

<https://galleryteachers.com/service/safeguarding-basic-awareness-course/>

Records of all training are kept by the Level 2 trained staff.

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 School Director must be sought
- No more than 10 red dot students to 1 teacher
- You must have all mobile numbers for red dot students before departure
- You must give all red dot students advice about their journey home
- You must ensure that they are complying with UK laws (no alcohol)
- You must ensure all red dot 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 supervision concept policy.

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 SSC (Supervision and Safeguarding Coordinator) at each centre. If the SSC is absent, the responsibility lies with the Centre Manager 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

Cyber bullying is addressed as part of anti-bullying materials.

Further E-Safety notices and suitable lesson materials for different ages and levels are being developed for the 2018 season

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

18plus students and under 18s

No over 18 year old students should be studying on a course with under 16 year old students. In some rare 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.