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BCC SAFEGUARDING AND CHILDREN PROTECTION POLICY

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of English in the UK



Bournemouth City College

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SUMMARY:

Bournemouth City College (BCC) recognizes a great importance of safeguarding and protection for the children and young people attending BCC School. BCC has a special “Duty of Care” towards both over 18s and under 18s and any vulnerable adults ensuring the safeguarding and welfare of young and vulnerable learners. Our duty of care applies to all members of staff and any adults associated with the children both at the school and on the sport and social activities or school trips and excursions. This policy is designed to help promote a strong safeguarding ethos amongst everyone at the BCC school.

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BCC must follow the procedures and steps set out in this document to ensure that consistency is followed by all members of BCC. This policy is reviewed and amended due to business needs and requirements on a regular basis.

Policy created by:	Policy created:	Last Reviewed:	Last Reviewed:	Last Reviewed:
Ian Denny	June 2022	October 2022 by Turcekova		

INTRODUCTION

Bournemouth City College is committed to carrying out a 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 BCC 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 Staff Policy and our Risk Assessments.

STATEMENT

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children has a role to play in safeguarding children. In order to fulfil this responsibility effectively, BCC requires all BCC staff and host family members to make sure their approach is always a child-centered one. This means that they should consider, at all times, what is in the best interests of the child. No individual can have a full picture of a child's needs and circumstances. If children are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. This policy should be read and used in conjunction with the following documents which can all be found on www.gov.uk:

- Working Together to Safeguard Children July 2018
- Keeping Children Safe in Education September 2021 - in particular Part One Safeguarding Information for all staff.

PURPOSE

The purpose of this policy is:

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

DEFINITIONS

“Abuse” – is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. Abuse is not restricted to any socio-group, gender, age or culture and can take a number of forms, such as: physical, sexual, emotional and bullying or neglect.

“Activity leader” – person employed by BCC to accompany students on the activities and excursions on their programme of activities.

“BCC Accommodation” is accommodation provided by BCC in the BCC residences.

“Child”, “Children”, “Pupil”, “Students” in the context of this policy refers to anyone under the age of 18.

“Child protection” means protecting children and young people from harmful behaviour.

“Designated Safeguarding Lead (DSL)” – is a named member of staff, trained to Advanced Safeguarding for the DSL, who has full overall responsibility to ensure BCC meets the aims of this policy.

“Designated Safeguarding Person (DSP)” – is named or named members of staff who look after all day to day matters concerning safeguarding.

“Duty of Care”– This is a responsibility of all staff and group leaders to protect under-18 and vulnerable adults from any type of harmful behaviour.

“Vulnerable Adult” – any student or visitor to the school whose personal circumstances may make them more vulnerable than many other adults. Factors that may deem someone to be a vulnerable adult may include a physical disability (e.g. sight/hearing impairment, mobility impairment), special needs (e.g. learning difficulties, dyslexia), level of English (lower level students may not fully understand instructions or be able to effectively express a concern), lack of local knowledge (unfamiliar with the local vicinity or customs).

SAFEGUARDING STRUCTURE AT BCC

The safeguarding team is:

- 1. Lesanka Turcekova has been appointed the Designated Safeguarding Lead (DSL) (Specialist trained) for BCC**

The DSL has overall responsibility for safeguarding at BCC and he can be contacted on 0044-1202 553876 or 0044-7879 466 983 or email: dos@bournemouthcitycollege.com.

2. **Rupert Thexton: Designated Safeguarding Deputy (DDSL) (Specialist trained)**

In the event that the DSL is not contactable or available the Deputy Designated Safeguarding Lead (DDSL) Lesanka Turcekova is on 0044-7879466983 or 0044-1202 553876 or failing to achieve contact with the DDSL the 24hr Duty Phone number for BCC is 0044-7935028955.

All members of the safeguarding team are either advanced or specialist safeguarding and Prevent trained. The member of staff holding the Duty Phone will make contact as soon as is possible with the DSL to inform him of any situation.

Parents are welcome to approach the DSL or the DDSL if they have any concerns about welfare whether these concerns relate to their own child or any other.

Rupert Thexton and Lesanka Turcekova are both DSL trained and in line with current guidance undergo DSL training every two year.

SAFEGUARDING TEAM RESPONSIBILITIES

The safeguarding team is responsible for disseminating safeguarding information appropriately to all stakeholders. The team is responsible for ensuring BCC staff are trained to the appropriate level, that safeguarding records are managed efficiently to liaise with the appropriate LADOs or MASHs for the Bournemouth, Christchurch and Poole area (*See Appendices*). All members of the team can cover for the DSL and DSL substitute in case of absence.

This policy is renewed at least annually, or as required according to changes in procedures or legislation. The policy is also available on the Bournemouth City College website.

(Responsibility for creating this document: **Lesanka Turcekova Safeguarding Lead**)

Responsibility for implementation: Lesanka Turcekova (Office Manager/Safeguarding Lead), Rupert Thexton (Director of Studies), Abdouhakim Saddigh (Accommodation Officer), Basher Bengared (Managing Director).

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.

COMMUNICATION

Bournemouth City College is a year round English Language school. Students from the ages of 16 – 18 plus are taught EFL in the mornings and afternoons 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 Terms and Conditions (if applicable)
- Host training and family visits (if applicable)
- Lead Teacher and Teacher Training
- Senior management briefings and external training
- Job Descriptions and Job Advertisements
- Posters and Notices
- Student welcome talks
- Abusive Behaviour Policy
- Group leader meetings
- Risk Assessments
- 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 BCC's commitment to safeguarding and the expectation that everyone working with BCC 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), and 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 BCC with roles involving responsibility for or substantial access to under 18s. A valid DBS check for UK staff at BCC means a DBS check applied for by BCC on behalf of the staff member or host family. DBS checks from other organisations may be accepted as a temporary measure whilst a BCC check is being applied for. In these cases the DBS check from the other organisation must be recent, for the correct workforce (child) and the right level for the role applied for (enhanced). 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 Director of Studies or an appropriately trained hiring lead, and all other staff will be checked by a trained 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. 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, 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 also be undertaken.

All staff and hosts will be encouraged to apply for the update service allowing us to check the validity at any time but regardless all DBS / Police Checks will be rechecked after 3 years.

PROHIBITED LIST AND BARRED LIST

The standalone Barred List is now managed by the Teaching Regulation Agency. They have reviewed who has access in accordance with guidance and, as a result, private language centres are no longer able to hold a licence for direct access to the standalone Barred List check. Bournemouth City College must therefore wait for sight of the DBS certificate before allowing a member of staff to have unsupervised access to under 18s.

Since the end of the Brexit transition period, the UK no longer has access to the list of EEA nationals who have sanctions which prohibit them from working (usually as a teacher) in an education setting.

If any prospective staff have worked in the EEA recently, BCC will confirm that no sanctions are in place. The best way to do this is to obtain a letter from the professional regulating authority in the relevant country. Details of regulatory bodies are on the [European Commission's Regulated professions database](#). If this isn't possible, additional references will be taken.

STAFFING LEVELS

There will always be at least two safeguarding officers with advanced training (Level 3) based at Bournemouth City College.

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.

SAFEGUARDING TRAINING

All employees will complete basic safeguarding training online and have regular training updates. Specialised training is delivered to all members of the safeguarding team at least once every 3 years. Staff inductions will include relevant local safeguarding information. Records of all training are kept alongside staff data in the office.

SAFEGUARDING IN OTHER AREAS OF SCHOOL LIFE – EXCURSIONS AND ACTIVITIES

Occasionally teachers at the 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 Director of Studies 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 school's emergency number.

SUPERVISION OF STUDENTS

Bournemouth City College completes risk assessments for all activities and excursions offered. All residential accommodation and external sites used are risk assessed by us. All risk assessments are updated annually, regularly reviewed, and supervisors are trained to consult them prior to undertaking any activity with their students.

Risk assessment for outdoor activities has to be created for each individual activity and includes all information such as: place of activity, timetable for activity, list of potential risks, students' names and contact numbers, activity leader and additional member of staff.

CLOSED GROUP LEADERS AND GROUP LEADERS

Group Leaders are asked to provide us with a clear DBS or a police clearance certificate from their home country prior to arrival. Some agents collect and store these documents themselves and we ask those agents to sign and confirm they have collected them. All Group Leaders are given a welcome meeting at the school on their first day where they are talked through our safeguarding expectations. They are provided with our full safeguarding policy, and our supervision policy for closed groups (*if applicable*), which is explained to them and they are asked to sign.

CENTRE SPECIFIC INFORMATION

Staff are encouraged to think about the different levels of risk according to the school set up and the student profile. The contact number for the local LSCP for the Bournemouth, Christchurch and Poole will be displayed at the school for all staff and students to see and is listed in the appendices here and is also in the centre specific risk assessment documents.

An attempt at contact has been made to the LSCPs 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.

WELFARE PROVISION

All staff and homestays (*if applicable*) 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 Well-being Support Person. If the WSP is absent, the responsibility lies with the Managing Director who may nominate another suitable senior staff member for the role.

FIRST AID AND MEDICAL SUPPORT

There are three First Aid trained members of staff and the school has two First Aid boxes. The First Aiders are identified to the students on their first day during induction. Notices around the school give information about:

- location of the First Aid boxes and names of First Aiders (*classrooms*)
- local A&E contact details and a location map (*included in the Student Guide*)

RECOGNIZING 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 the UK and must also be reported to the 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, or serious distrust of adults or other students.***
- ***Sexually explicit behaviour in games / activities, difficulty in making friends with other students, and 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 3 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 3 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 3 team.
- Make a note of what was said and who was present and report this information immediately to one of the designated level 3 team.

The designated level 3 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 3 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.

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

OVER 18 YEARS OLD STUDENTS AND UNDER 18s

Courses at Bournemouth City College are essentially adult courses. As such, 16+ students will be studying alongside adult (18+) students.

No over 18 year old students will be studying on a course with under 16 years old students.

All publicity makes this clear to all students and agents.

All staff will be made aware during their staff and safeguarding training of the importance of monitoring and carefully managing the situation and being aware of the potential risks.