



Safeguarding Under-18s Policy and Procedure

Policy Statement

This policy was introduced in August 2014, and reviewed in June 2015, October 2015, and April 2016. It is subject to a bi-annual review by the Designated Safeguarding Lead.

This policy is designed to explain the role of the employee or carer and their responsibilities surrounding the safety and well-being of children. It seeks to assist in how to recognise various forms of abuse and how to respond to allegations or voice suspicions. It states who the nominated persons are in dealing with all matters relating to safeguarding and the training requirements and safety checks that are requisite. The policy also sets out the principles of this organisation in relation to safer recruitment.

Context

Portsmouth ELS is a medium-sized School, located in the centre of Portsmouth. Our maximum capacity for students is 105. We have ten classrooms and cater for adults and young learners from the age of 11. Alongside tuition, we also offer homestay accommodation if required. We have a varied social programme for Junior Learners in the afternoon, and another for adult learners in the evenings. Safeguarding children is a priority for every member of staff, during every stage of the student's visit.

Terminology

Throughout the policy, the definition of "a child" in child protection guidance is – a child is anyone who has not yet reached their 18th birthday. Throughout this document 11-18 year old students are referred to as *under -18s* or *children*.



Teachers, administrative staff, host parents and social activity coordinators shall be referred to as according to their job title and role, but, collectively as responsible adults.

The Designated Safeguarding Lead is referred to as The DSL.

The Deputy Safeguarding Officer is the DSO.

Statement

Portsmouth ELS is committed to providing a safe and secure environment for all students, employees and individual visitors who access its facilities and services

Portsmouth ELS in particular acknowledges its responsibility to safeguard the wellbeing of children. This is achieved by ensuring the provision of a safe and secure environment, and dealing with issues concerning children.

PELS recognizes that it has a duty to help employees and students to understand their responsibility through training, support and guidance, to minimize risk, and to avoid situations where abuse or neglect might arise.

The School has a responsibility to safeguard and promote the welfare of under-18s who are enrolled on the courses and participate in organized activities or services.

All PELS employees are in a position of trust, in particular those who teach, support, guide or in any way interact with students. The school is responsible for extending the safeguarding of under-18s who come into contact with its employees and students outside of the school premises as part of work that may be conducted on courses.

Safeguarding, child protection and welfare are of paramount importance to this organisation, and we take our responsibilities very seriously.

Under 18's Entitlement



At Portsmouth ELS, our Junior Learner Programme is designed for children between the ages of 9 and 18. This policy is inclusive of every child in our care regardless of race, religious beliefs, cultural beliefs, disability, sexual identity, age, or gender. We recognise that every child has the right to be protected and safe from harm and this policy, our other policies (such as our behaviour policy and our attendance policy) and other rules and regulations are to be adhered to for the purpose of upholding this entitlement. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to appropriately.

Here at PELS we aim to protect children and vulnerable adults and we recognise that:

The welfare of the children is of utmost importance

All suspicions and allegations of abuse and poor practice will be taken seriously and responded to appropriately

The children, whatever their age, culture, disability, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse

All staff within PELS have a duty to report concern to the DSL

The recruitment of staff has an appropriate check list.

Children's safety and welfare with regard to health and safety, anti-bullying and protection is paramount.

Adult's Responsibilities

All of our responsible adults are expected to receive a clearance on their enhanced DBS check. Teachers, safeguarding officers, host parents and social activities coordinators are expected to attend all safeguarding training, be it in house, external or online training.

The following general principles should be adhered to by all employees

Safeguarding issues are to be regarded as everyone's responsibility and employees are reminded that it is the welfare of the under-18 (or adult at



risk) that is of a primary concern, and it is their duty to report any concerns to the DSL.

If employees, in the course of their work at Portsmouth English Language School, have under -18s protection issues brought to their attention, observe any incident of abuse, or have cause for concern, they must treat this as a priority over other work and address the issue immediately.

If employees wish to seek guidance with regards to a specific incident or area of concern, confidential advice should be sought from the DSL.

Associated Policies

Please also note our policies on supervision ratios on outings, risk assessment, safe IT use, code of conduct, curfew times in the Parent's handbook, teacher's handbook, and staff handbook all contain information regarding the safeguarding of children and must be read and adhered to by all responsible adults. The Safer Recruitment Policy forms part of this safeguarding policy.

Policy Availability

This policy is distributed to all staff members upon appointment. All staff members must acknowledge receipt of the policy and understand that it is to be adhered to in addition to their training. A simplified version of this policy is available for Home Stay providers and parents of children who have enrolled on the Junior Learner Programme.

Principles- Guidance to employee

Training

All new and existing employees will have a copy of the Employee Handbook and the Safeguarding Policy which contain the main information and guidance on the School's policies and procedures. Staff must also receive "Keeping Children Safe in Education". The Designated Safeguarding Lead is responsible for the staff training and will ensure that



all employees working in direct contact with under-18s have Level 1 Safeguarding training. This will take the form of an in-house training session and an online assessment. Refresher training sessions will be organised for all staff on an annual basis. The Designated Safeguarding Lead will have Level 3 Safeguarding training. At least one other member of staff must have Level 2 training. All staff must receive further PREVENT training in addition to their basic safeguarding.

Code of behaviour and good practice

All employees at PELS should be encouraged to demonstrate exemplary behaviour when working with under-18s in order to protect them from abuse and themselves from false allegations. The following are common sense examples for all staff of how to create a positive culture and climate.

Always put the welfare of the under -18 first.

Whenever possible, maintain a register of under-18s working with you at any given time.

Work in an open environment, avoiding any unobserved situation and encouraging open communication.

Avoid spending time alone with under-18s away from others. Personal tutors should ensure they meet their under-18 either in public places or in an office with other employees within sight and hearing.

All under-18s must be treated with respect and dignity and provided with the same equality of opportunity.

Maintain a professional relationship with under-18s. It is against the law for anyone in a position of trust - an employee, or a volunteer- to have a sexual relationship with an under-18. (Please refer to the Sexual Offences Act 2003 which states that any sort of sexual activity between a person in a position of trust with anyone under the age of 18 is breaking the law- despite the fact that the legal age of consent is 16)



Ensure that if any form of manual/physical touching is required as an element of a lesson, workshop or similar, it is provided openly and with the persons explicit consent.

Be an excellent role model- You must not allow under 18s to see you in any other way. You must not socialise with under 18s outside of the school's programme. (Please see the staff handbook for more details)

Give constructive feedback when required rather than negative criticism.

Keep a written record of any injury that occurs, along with the details of any treatment given.

Attend relevant training courses

Ensure consent has been obtained to allow under-18s to take part in organized trips or activities outside the normal place of study.

Ensure that the internet safety policy is adhered to at all times and that children are supervised when using the internet (Please refer to the related policy on Internet Safety) Do not allow any online contact between staff and children, for example befriending on social network sites or exchanging personal emails (Please see the staff handbook)

Roles and Responsibilities

The school has appointed a Designated Safeguarding Lead (DSL) and a Deputy Safeguarding Officer (DSO). See Appendix 1 for contact details.

Employees and students working in direct contact with under-18s should note that it is not their responsibility to try to resolve the issue, but they must ensure that significant concerns for the wellbeing of an under-18 are reported to the DSL or DSO.

It is the role of the DSL to invoke the appropriate procedure to protect under-18s involving appropriate local social care teams and police as soon as a cause for concern is raised.



If an allegation of abuse or inappropriate behaviour is made against a student or an employee, it needs to be reported to the DSL who will address the issue.

Staff must be aware that it is a legal requirement to report any concerns about other staff members. Staff will never be penalised for reporting colleagues and the report will remain confidential.

How to recognise forms of abuse

There are seven categories:

Physical Abuse

May involve, hitting, shaking, throwing, burning or scalding, drowning, suffocating, or causing physical harm to a child. It is potentially the most dangerous form of abuse as it can lead to death. You may be able to see evidence of physical abuse, such as symmetrical bruising on each side of the body, or burns or scalds with clear edges.

Emotional Abuse

This is maltreatment such as the severe and persistent adverse effect on a child's emotional development. It could be sayings like they are worthless or unloved, inadequate, causing children to feel constantly frightened or in danger. The child may be aggressive or withdrawn or both. It may cause self-harming or lead to anorexia or other related conditions.

Sexual Abuse

This involves forcing a child or young person to take part in sexual activities. The activity may involve physical contact or non-contact such as involving children in viewing pornographic material or encouraging them to behave in a sexually inappropriate way. Grooming a child by any person is illegal.

Child Sexual Exploitation

This is where children are exploited and may be where they receive some money, gifts or attention for taking part in sexual activity. There is an



imbalanced relationship and there may be violence involved. In extreme cases the victims may be bought and sold by multiple abusers. The abused may begin to socialise with inappropriate friends, start to skip school and/or have large unexplained amounts of money or expensive gifts.

Neglect

This is a failure to meet a child's physical and/or psychological needs, it can occur when a parent or a carer fails to provide adequate food and clothing, shelter, failing to protect a child from physical and emotional harm or danger, failing to ensure adequate supervision or failing to ensure access to appropriate medical care or treatment and neglect of a child's basic emotional needs.

Teenage Relationship Abuse

This is where teens are abused by other teens by befriending and then turning on a needy teen, or forcing sexual activity, or using physical violence. The abused may be very controlled and prevented from contacting family or friends and may have humiliation, intimidation or threats used as a punishment.

Female Genital Mutilation

FGM is the non-medical removal of the external female genital organs, and is typically done to young girls from some African countries. This procedure is illegal in the UK, and it is also illegal to take any UK resident to another country to have it done. If FGM is verbally disclosed to a professional or is suspected, there is a duty to report to the police.

Advice given to staff who suspect abuse

- Do not dismiss the concerns.
- Do put your concerns in writing.
- Do not confront the alleged abuser.
- Do seek advice about your concerns from your Safeguarding Officer, or DOS.
- Advice is also available from the Portsmouth Safeguarding Children Board (PSCB).
- The most important thing to do is to ensure that the child is safe.



- Once you are sure that the child is safe, immediately contact the DSL. If the DSL is not on the premises, call them on the number below. If the DSL is not available, contact the DSO.
- For advice, or if it is not appropriate to contact the DSL or DSO, call the PSCB (details below) or the police.
- Do not worry that you might be mistaken, it is better to discuss the concerns with someone with the experience & responsibility to make an assessment.
- The need to seek advice must not delay any necessary action to secure the safety and well-being of a child believed to be at imminent risk of significant harm.

If a child discloses to you

- Listen to everything the child has to say
- Do not appear shocked or disbelieving (even if you feel it).
- Allow the child to feel secure and give them time.
- Do not question the child.
- Do not promise to keep what they say secret.
- Explain the actions that you need to take.
- Write down what you have been told using the child's words as far as possible
- Do not speak to the accused

Reporting concerns about suspected abuse

Any suspicion that a child has been abused by a member of staff, a host family member, another student, or any other person must be reported to the DSL or DSO. All suspicions and action taken will be carefully recorded by the DSL. All records of reported abuse will be carefully stored for at least 24 months.

The DSL may refer the allegation to the police. The PSCB will be consulted for advice.

The parents or the carer of the child will be contacted as soon as possible following advice from the police or PSCB.

If the alleged abuser is a member of staff, following advice from the PSCB or the police, the staff member will be confidentially suspended pending



investigation in accordance with the procedures set out in the Staff Handbook.

Bad behaviour

We at PELS are committed to provide a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Any kind of bad behaviour, including bullying is unacceptable to our school, and all will be dealt with promptly and effectively. Bad behaviour includes:

- Swearing or using unacceptable language
- Bullying or deliberately intimidating by physical, emotional, or verbal means. This can be either in person or on social media.
- Being disruptive in class
- Not returning to home stay accommodation at the designated time.

Action Required

Once bad behaviour is recognized, especially bullying, it should be reported to a member of staff and the DOS or DSL should immediately be notified.

Students can be asked to leave the class if there is deliberate disruption in class and cannot be tolerated. They will be reported to the DOS and there will be remedial action.

In cases where abuse of a child by another child is suspected, the same procedure is to be followed as with an adult abuser.

Accommodation Services – Under 18's Policy for resident students

The accommodation service must use best practice as follows:

A report from the accommodation officer must identify under-18s in Host accommodation. The students are met regularly to check they do not have any issues. The accommodation Officer must be aware of Private Fostering arrangements and will liaise with the DSL and Portsmouth City Council.



DBS Certificates- Which employee and host should have them?

All employees and hosts who are expected to have individual responsibility at any point for any under18 or adult at risk. This may include but is not limited to:

The accommodation officer, the DOS, the DSL, the DSO, certain academic staff, tutors, Welfare officer, social coordinator officer.

Admission policy on under 18s

Parents and guardians of under-18s will be required to sign a consent form, the forms make it clear we will take reasonable steps to ensure an appropriate environment. The form requires the primary contact in case of emergency.

When a child needs or wants to join an adult class, written parental consent will be sought.

Monitoring and reporting

The application of the procedures will be monitored by the DSL in accordance with the school's duty to ensure consistency of approach.

Safer Recruitment Policy

1. Overview

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

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2. Inviting Applications

2.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:



“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced DBS certificate. All successful applicants must be committed to an active engagement with the school’s ethos of safeguarding.”

2.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school’s Safeguarding Policy- which incorporates the school’s recruitment policy (this document);
- an application form, which all prospective applicants must complete, in full, an application form.

3. Short-listing and References

3.1 Short-listing of candidates will be against the person specification for the post

3.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

3.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

3.4 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

3.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

3.6 Referees will always be asked specific questions about:

- the candidate’s suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate’s suitability for this post.

3.7 School employees are entitled to see and receive if requested, copies of their employment references.

4.The Selection Process



4.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

4.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

4.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS check;
- to demonstrate their capacity to safeguard and protect the welfare of children.

5. Employment Checks

5.1 All successful applicants are required:

- to provide proof of identity
- to complete a DRB disclosure application and receive satisfactory clearance. If clearance is not obtained before the applicant is due to start work, the applicant will not be able to teach under 18s, or work with them in any way.
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

5.2 All records of DBS, safeguarding training and references are kept on a single central record, accessible to the DSL, Accommodation Officer, DOS and ADOS, and maintained by the DSL.

6. Inductions

6.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

6.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

6.3 All staff are to receive "Keeping Children Safe in Education" and must attend in house training and complete online training.



Appendix 1 – Contact list

<ul style="list-style-type: none"> Designated Safeguarding Lead 	<p>Victoria Fortune</p> <p>Tel:023 9273 6662 or 07541606515</p> <p>Email: Victoria.fortune@portsmouthels.co.uk</p>
<ul style="list-style-type: none"> Director of Studies and Deputy safeguarding officer 	<p>Yuliya Aleksikova</p> <p>Tel: 02392736662</p> <p>Email: yulia.aleksikova@portsmouthels.co.uk</p>
<ul style="list-style-type: none"> Portsmouth City council -Portsmouth Safeguarding Children Board 	<p>PSCB Joint Action Team:</p> <p>Office hours: 02392 688793</p> <p>Out of hours: 03005551373</p> <p>Email pccraduty@portsmouthcc.gcsx.gov.uk</p>
<ul style="list-style-type: none"> Portsmouth City council 	<p>Adult Safeguarding</p> <p>Office Hours: Tel: 023 9268 0810</p> <p>Same number as above for out of hours or : 0845 600455</p>
<ul style="list-style-type: none"> 24/7 Emergency number – Portsmouth English Language School 	<p>07463 807808</p>



Appendix 2 – disclosure form

To:	
From:	
Job title and department:	
Date:	
Name of the person whom the disclosure relates to	
Date and Location information disclosed	
Nature of allegation or concern	
Description of any visible injury	
Key dates or other information	



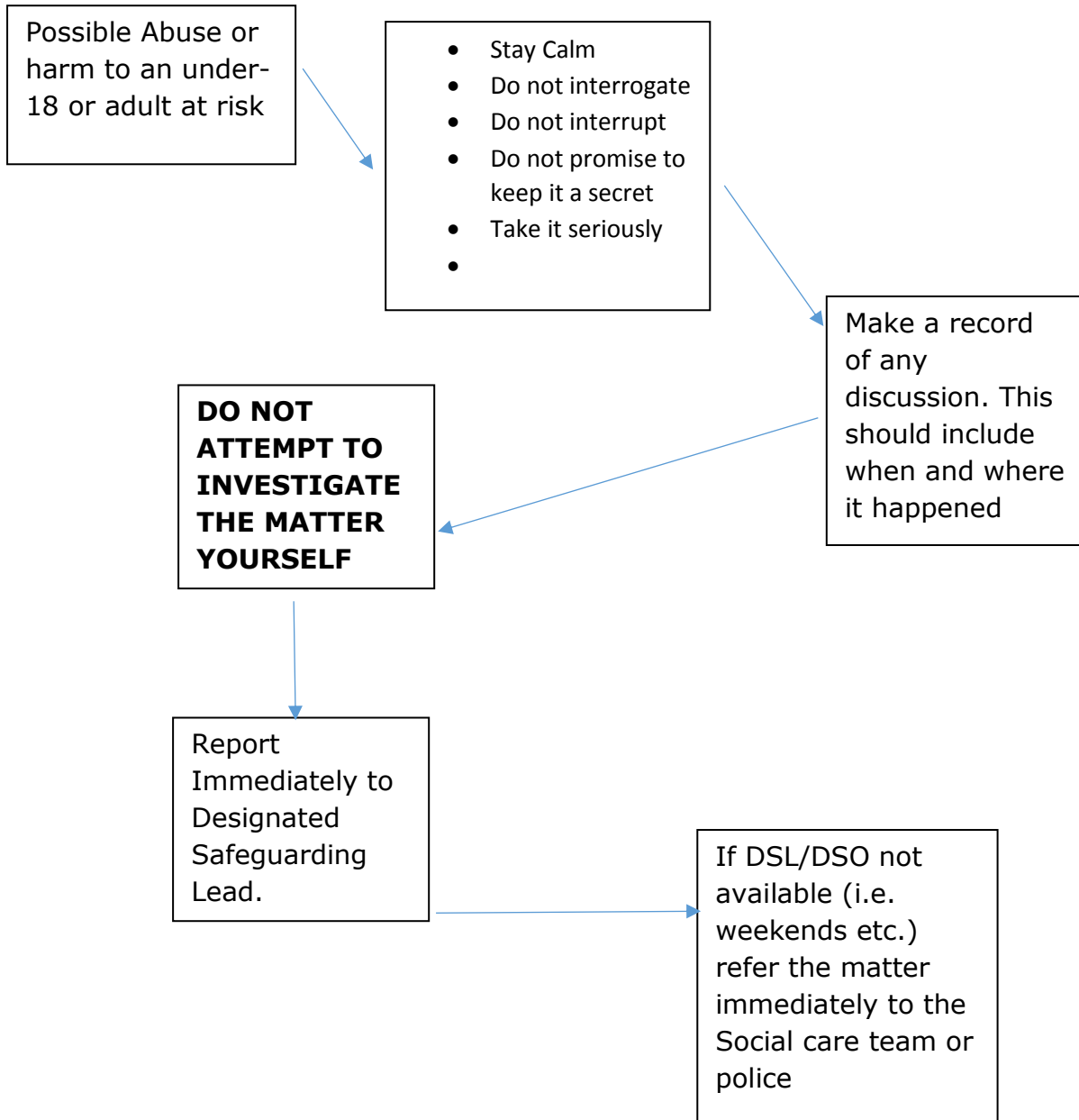
Details of information disclosed

Signed by:

Print Name:



Appendix 3 – Flowchart





Policy Review

These policies, and all policies at Portsmouth ELS, are subject to review on a bi-annual basis, or at other times when it may be deemed necessary; for example, if a significant change occurs. The safeguarding policy, and the Health and Safety policy are subject to review by the Health and Safety Officer, and the Safeguarding Officer respectively. Other policies, including, but not exhausted to, risk assessment review, complaints, harassment...are the responsibility of the Director and Assistant Director of Studies.

The Safeguarding policy is due for review in April 2016

Policy History

This Safeguarding Policy was created in June 2014 by Victoria Fortune

August 2014 Policy completed (first draft) – V Fortune

June 2015 Policy updated and Safer Recruitment added- V Fortune/Y Aleksikova

October 2015 -Policy updated- V Fortune

February 2016- Policy updated-V Fortune

April 2016-Policy reviewed- V Fortune