# SAFEGUARDING POLICY

**inlingua Cheltenham**

inlingua Cheltenham is committed to a practice, which protects children (including vulnerable adults) from harm. Staff in this organisation are trained and accept/recognise our responsibilities to develop awareness of issues which cause children and young people harm. We will endeavour to safeguard children and young people by:

Adopting child protection guidelines through a code of behaviour for all staff.

Sharing information about child protection and good practice with students, parents and staff. Sharing information about concerns with agencies who need to know, and involving parents and students appropriately. As a school we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for students and so should be addressed as a safeguarding concern. We also recognise that if we fail to challenge extremist views we are failing to protect our students

Following carefully our safe recruitment policy for all staff. Providing effective management for staff and volunteers through supervision, support and training.

It is the policy of inlingua Cheltenham to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual. This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of inlingua Cheltenham’s programmes.

Personnel should at all times show respect and understanding for individual’s rights, safety and welfare, and conduct themselves appropriately.

We are also committed to reviewing our policy and good practice at regular intervals.

**Guidelines for all inlingua Cheltenham Staff**

**Attitudes**

Staff should be committed to:

Treating children and young people with respect and dignity. Always listening to what a child or young person is saying.

Valuing each child and young person.

Recognising the unique contribution each individual can make. Encouraging and praising each child or young person.

**Leading By Example**

Staff should endeavour to:

Provide an example, which we would wish others to follow.

Use appropriate language with children and young people and challenge any inappropriate language used by a young person, child or an adult working with young people.

Respect a young person’s right to privacy.

## One To One Contact

Staff should not spend excessive amounts of time alone with children, away from others.

In the event of having to meet with an individual child or young person, staff must make every effort to keep this meeting as open as possible.

If privacy is needed, staff must ensure that other staff are informed of the meeting and its whereabouts. For these meetings there should be two members of staff, one male and one female, present. Staff should never find themselves alone in a closed space with a child, especially of the opposite sex.

## Physical Contact

Staff should never:

Engage in sexually provocative or rough physical games, including horseplay.

Do things of a personal nature for a child or a young person that the child can do for themselves.

Allow, or engage in, inappropriate touching of any kind.

## Relationships

Staff who are involved in relationships with other members of staff should ensure that their personal relationships do not affect their role within inlingua Cheltenham.

## Electronic Contact with Pupils under 18

Electronic contact is defined as the communication or publication of information (including images) between two or more people using an electronic device. This may occur using (but is not limited to) landline and mobile phones, other handheld electronic devices, gaming equipment and computers. Electronic contact may include but is not limited to voice communication, text communication, instant messaging, email, social networking sites, blogs, photos and videos.

This policy applies to the relationship between pupils and staff before, during or after a course.

Staff must request permission from the employer for any electronic contact with a pupil before, during or after a course. This may be necessary when needing mobile phone numbers from pupils for an excursion but social-networking on Facebook etc is strictly prohibited unless it is through a Facebook or similar networking medium formally approved in writing and monitored by inlingua Cheltenham.

In any electronic contact with pupils, staff must pay particular attention to use neutral, unemotive language that will not be misconstrued.

At certain times, staff may need to ask for mobile phone numbers of students without permission from managers but these must then be deleted from records when no longer required for the work purpose. Staff must not exchange any information with a pupil that they would not be happy to share with the child’s parent or carer.

## General

Staff should:

Be aware that someone might misinterpret our actions no matter how well intentioned. Never draw any conclusions about others without checking the facts.

Never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes.

Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun.

# Sharing Information Regarding Child Protection

Good communication is essential in any organisation. In inlingua Cheltenham every effort will be made to assure that, should individuals have concerns; they will be listened to and taken seriously. It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organization and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

## Children and Young People

inlingua Cheltenham will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, inlingua Cheltenham’s personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing information.

## Parents

Parents / persons with parental responsibility are ultimately responsible for their children’s welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by having a full copy of this Child Protection Policy available for anyone to see.

## Staff

As an organisation, which works with children and young people, it is imperative that each member of the inlingua Cheltenham staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of inlingua Cheltenham procedures. Each member of staff will receive training at induction.

## Other Bodies

A copy of our Safeguarding Policy will be made available to any other appropriate body.

# How Abuse Can Occur and Its Effects

## What Is Abuse

Child Abuse – A term to describe a range of ways in which people, usually adults, harm children. Often the adult or person is known and trusted by the child.

Child abuse is neglect, physical injury, sexual abuse or emotional abuse inflicted or knowingly not prevented, which causes significant harm or death. (NSPCC 1999)

Awareness of Actual or Likely Abuse

Cases of abuse become apparent in a number of ways:-

A child may tell someone they are being abused.

Someone may disclose that a child has told them, or they believe a child is or has been abused. A child may show signs of physical injury with no satisfactory explanation for its cause.

A child’s behaviour may indicate that it is likely he or she is being abused. A member of staff’s behaviour or way she relates to a child causes concern.

## Signs of Neglect or Abuse

Eating disorders, being withdrawn, aggression, being disruptive, absence, self-harm, change of conduct, homesickness, not wanting to return home, being inattentive, lack of hygiene, clinging to staff etc. are just some of the possible signs.

# Procedure for Reporting Allegations or Suspicions of Abuse

## Responsibility of Staff to Report

It is the duty of inlingua Cheltenham staff to report disclose of abuse or allegation of abuse to the designated child protection officer:- Wendy Makise or the schools Principals.

It is **NOT** for staff to decide whether or not a suspicion or allegation is true. All suspicions or allegations of abuse must be taken seriously.

#### If a member of staff has suspicions, they should contact the designated Child Protection Officer in confidence. If a child or young person starts to talk to the staff member directly, they should allow that person to disclose and should allow them to continue talking following the guidelines below. They should then see the designated Child Protection Officer in confidence or the schools principals.

**What to Do if Abuse is Suspected or Disclosed**

Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.

Listen to the child, rather than question him or her directly.

Offer him / her reassurance without making promises, and take what the child says seriously. Allow the student to speak without interruption,

Accept what is said – it is not your role to investigate or question.

#### Do not overreact.

Alleviate feelings of guilt and isolation, while passing no judgment

Advise that you will try to offer support, but that you must pass the information on. Explain what you have to do and whom you have to tell.

Record the discussion accurately, as soon as possible after the event,

Use the child’s words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.

Remember: **TED**. **T**ell me about…... **E**xplain to me……

**D**escribe to me ……

Do not ask yes/no questions as this can complicate any follow up investigation.

The Designated Person may then discuss the concern / suspicion with the relevant person or organisation, and, if appropriate, make a direct referral.

## Record Keeping

All records, information and confidential notes should be kept in

separate files in a locked room accessible only by the designated Child Protection Officer/Principals.

Only the designated Persons will have access to these files.

## Whistle Blowing

Where there are concerns of extremism or radicalisation Students, Staff and Management will be encouraged to make use of our internal systems to Whistle Blow or raise any issue in confidence. A disclosure form is attached to this policy.

## The Records

In any case where an allegation is made, or someone in inlingua Cheltenham has concerns, a record should be made. Blank disclosure forms are available in the employee information binders, located in each staffroom or the Principals office. A copy is at the end of this policy.

Details must include, as far as practical: -

Name of child or young person

Age

Home Address(if known) Date of Birth (if known)

Name/s and Address of parent/s or person/s with parental responsibility Telephone numbers if available

Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details

What has prompted the concerns?

Include dates and times of any specific incidents

Has the child or young person been spoken to? If so, what was said? Has anybody been alleged to be the abuser? If so, record details

Who has this been passed on to, in order that appropriate action is taken? E.g. school, Principals, Gloucestershire Safeguarding Children’s Board.

Has anyone else been consulted? If so, record details

ACTION TAKEN; This must be recorded.

## Designated Child Protection Persons

For reasons of confidentiality the only person(s) who need to know this information are the following; Designated Child Protection Persons who are:-

David Arrowsmith – Principal

Jennifer Dodds – Vice Principal

Wendy Makise – Academic Director

# Staff Recruitment

## Statement

To ensure that employees working for inlingua Cheltenham are suitable for work with children, the following procedures will be followed.

All staff must submit a C.V. and explain any gaps or inconsistencies.

Two references will be needed (at least one in writing) to confirm the employee’s work history, suitability for the work offered and their character.

A ‘Declaration Regarding Children’s Act 1989 form must be completed and returned with the contract signed by the employee.

The ‘inlingua Cheltenham Safeguarding Policy’ is circulated to all staff and is covered at induction when employment commences.

All staff must complete a DBS disclosure and provide the relevant identification before employment commences. All disclosures will be processed before employment starts we ever possible.

## Staff

Each new member of staff will be made familiar with inlingua Cheltenham policies and procedures including the Safeguarding Policy and Code of Behaviour at induction.

inlingua Cheltenham, Private and Confidential

**Child/Student Protection Disclosure Form - Details of Incident**

(If Details Are Not Known, Please Leave Blank)

## The Child/Student

Name:- …………………………………………………………………………………………. Age:- ……………………… DOB:-………………………………………………..

Home Address:- ………………………………………………………………………………...

…………………………………………………………………………………………………..

…………………………………………………………………………………………………..

Name/Address/Telephone Number in UK of Person with Parental Responsibility:

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## The Person Making Report

Name:-………………………………………………………………………………………….

Position: - ………………………………………………………………………………………

**Name of Anyone Else Present**

Name:- ………………………………………………………………………………………….

Status (E.G. Fellow Student/Friend/Member of Staff): - ………………………………………

**Is The Person Making The Report Expressing Their Own Concerns or Passing on Those of Someone Else?**

Details:- ………………………………………………………………………………………...

……………………………………………………………………………………………………..

If a Staff Member, Please Name:- ……………………………………………………………...

**Times & Details of Incident**

Details:- ………………………………………………………………………………………...

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**Has The Child/Student Been Spoken To & By Whom?**

Details of Conversation:- ………………………………………………………………………

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**Has Anyone Been Named?**

Details:- ……………………………………………………………………………………….

**Has Anyone Else Been Consulted?**

Details:- ………………………………………………………………………………………...

**Action Taken**

**(This Must Be Completed)**

Details:- ………………………………………………………………………………………...

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**Notice**

**This disclosure can only be discussed between the reporting staff member and the designated child protection officers. If you have concerns regarding a child protection officer, please contact one of the other officers in confidence. Do not promise the child/Student you will keep this information secret as you may have to tell someone who can help.**

**Remember t/e/d when talking to the child: tell me/explain to me/describe.**

**Welfare Officers/ Principal will alert the Channel Prevent Support Officers in cases of suspected extremisim/radicalisation - Gloucestershire Constabulary.**