



# *English for adults...* by the sea

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## Safeguarding Policy for under 18s and vulnerable adults

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## 1. Policy statement and context

English in Margate (EiM) takes the welfare and health and safety of junior students (that is, children under the age of 18) and of the hosts and the staff who work with them very seriously. Everyone who comes into contact with children and vulnerable adults has a duty of care for their welfare — to protect them and keep them safe at all times.

If a student, host, group leader or member of EiM staff has any concern about the welfare of a student they should report it to a Designated Safeguarding Person straight away.

## 2. Key Safeguarding Staff

- *Designated Safeguarding Lead (DSL)*: Senior manager with overall responsibility for safeguarding and child protection. Jake Castaldi, Principal
- *Deputy Designated Safeguarding Lead (DDSP)*: Responsibility for looking after day to day matters, training and recording systems, deputising for the DSL. Hannah Heath-Hall, Accommodation and Welfare Manager
- *Designated Safeguarding Person (DSP)*: Responsibility for looking after day to day matters, training and recording systems. Louise Chipperfield, Accommodation and Welfare Officer

## 3. Policies for Safe Recruitment

As a general principle, anybody who has substantial contact with junior students will have been satisfactorily vetted by the organisation. This is done in different ways as detailed below.

### 3.1. Staff

- Managers, teachers and ancillary staff are required to be in possession of a recent (less than 3 years old) DBS certificate. The EiM Welfare Officer will need to see this and note relevant details. If a DBS cannot be obtained prior to the start of the employment period, a risk assessment will be carried out to minimise the risks.
- If a new certificate is required, the police check will be paid for by EiM
- In addition to DBS checks, we will require police checks for applicants who have lived or worked overseas within 3 years prior to the appointment and for a period of at least 6 months. If a police check cannot be carried out we will require a specific reference from somebody in the country of residence/work who has observed the teacher working with junior students.
- During recruitment, safeguarding-related issues will also be brought up at the interview stage – please refer to the *Recruitment Procedures for English in Margate*.
- Group Leaders coming with Closed Groups will also need to provide copy of the DBS

equivalent from their country. Alternatively, the agent (if through an agent) confirms in writing they have sight of DBS equivalents.

### 3.2. Homestay

- Everyone over the age of 18 is required to be in possession of a recent (less than 3 years old) DBS certificate. The EiM Welfare Officer will need to see this and note relevant details
- During recruitment, safeguarding-related issues will also be brought up during the house visit

### 3.3. Service Providers

- All contractors working for the school to transport children will provide annual written evidence that their staff have been properly DBS checked
- If for any reason a member of staff is required to transport a child in their car or the school minibus they will:
  - o Take all the required health & safety measures
  - o Avoid being alone in a car with a child as far as possible; if not possible, inform the DSP when the last child has been dropped off
  - o Ensure they have appropriate insurance cover

## 4. Safeguarding Prevention

All adults who come into contact with children should consider their behaviour very carefully and avoid unnecessary physical contact, especially that which could be deemed inappropriate, such as hugging. Any child protection issue or sign of abuse — physical, emotional or sexual abuse, or neglect — should be reported to the DSL, who will refer the matter to the police or the Local Authority Designated Officer (LADO).

Adults should keep a close eye on the conduct and behaviour of children, watching for any inappropriate behaviour, such as bullying, which could be verbal, physical or emotional. Any such behaviour should be reported to the EiM Welfare Officer, and to the group leader or EiM staff member on duty.

### 4.1. School

In order to provide a safe and supportive environment for students under the age of 18 and for all other students alike, EiM will ensure that the following measures are in place:

- All permanent staff is trained to Safeguarding Level 1

- All temporary staff will be inducting to the school's safeguarding procedures and will be asked to read them and sign a document stating they have read and understood them
- It is made clear to both staff and students who they can approach in case they have concerns or allegations regarding the well-being of students under the age of 18 or any other students
- Health & Safety measures are regularly assessed (at least annually) and periodic checks are carried out. Staff are also informed who to report any concerns related to Health & Safety
- Risk assessment of the premises are regularly updated (at least annually) and periodic checks are carried out
- All rules regarding the restrictions for students under the age of 18 are made clear both to members of staff and to students
- Parents or legal guardians have returned a consent form which clearly states the minor has been made aware of the restrictions with regards to curfew times, activities that can or cannot be carried out, e-safety and behaviours that may break the law in the UK, especially the purchasing and consumption of alcohol and tobacco
- All students receive a student card with details of the emergency numbers they can phone
- Both the DSL and the DSP have access to the contact numbers for parents/ legal guardians and or group leaders at all times

#### 4.2. Homestay

In order to provide a safe and supportive environment for students under the age of 18 and for all other students alike in their homestay, EiM will ensure that the following measures are in place:

- All homestay are inspected regularly (at least once every two years)
- Students under the age of 18 are not placed with students aged 18 or above
- Hosts are aware of the school's safeguarding procedures
- Hosts are aware of who they can contact in case of concerns about students under the age of 18
- Hosts are aware of who they can contact in case of concerns about any students

#### 4.3. Activities and Excursions

In order to provide a safe and supportive environment for students under the age of 18 and for all other students alike during activities and excursions, EiM will ensure that the following measures are in place:

- Risk assessment of the different activities are regularly updated (at least annually) and periodic checks are carried out

- Students under the age of 18 are made aware of the activities that they can or cannot take part in
- Curfew times are respected both on evenings when organised activities take place and on evenings when students are unsupervised. This will be monitored through prompt contact with the homestay host in case of lateness

#### 4.4. E-safety

In order to ensure safe use of internet resources, access to inappropriate content, including extremist websites as laid out in the EiM Prevent Policy, is blocked by specific filters. Students are informed of this at induction and referred to the online policies that are available on the EiM website. Homestay hosts are also made aware of the *e-safety* policies and clear guidelines are set out in the homestay agreements, including times when the internet access ought to be restricted for students under the age of 18.

### 5. Safeguarding Action

Upon receipt of a disclosure from a student or of a report of concern or allegation by other person (student, staff, group leaders or host), the DSL and the DSP will take immediate action, following the steps identified below.

#### 5.1. Procedure for reporting concerns and allegations

- 1) Information about a concern or allegation is received
- 2) In case of an emergency, 999 is promptly contacted
- 3) In any case, the DSL or DSP ensures the alleged victim is not in a situation of immediate danger
- 4) The DSP and DSL consider all factors and take the decision to:
  - a. Not take further action – decisions and reasons for it are recorded
  - b. Take further action
- 5) If further action is required, a *safeguarding concern form* is completed
- 6) The form is passed on to the LADO
- 7) A response is received from the LADO and further action is taken accordingly
- 8) Procedures are reviewed in case changes need to be implemented

#### 5.2. Record-keeping

The DSP ensures a record of all concerns and action taken is always up-to-date. It is important that:

- Records are as clear and accurate as possible

- Records only contain factual information
- Records are written
- Records are kept confidential

### **5.3. Policy monitoring and reviewing**

The DSL and DSP will review the safeguarding policies and procedures annually or in case of action taken.

### **5.4. Confidentiality**

Throughout investigations following disclosures, concerns and allegations, the confidentiality of both the alleged victim and of the alleged offender will be paramount.

## Appendices

### A. Safeguarding concern form (also for Prevent cases – please specify if so)

Please complete if you have any (Safeguarding) concerns about an under 18 student. You must complete the boxes in bold; the other information can be filled in by DSP (*designated safeguarding person*) later if you do not know.

<b>Date</b>	
<b>Student first name</b>	
<b>Student family name</b>	
<b>Gender</b>	
Date of Birth	
Nationality	
Group/ Individual	
Student ID	
<b>Name of person noting concern</b>	
<b>Role/connection with school</b>	
<b>Date and time concern noted</b>	
<b>Location</b>	
<b>Concern</b> ( <i>please provide as much information as possible</i> )  <i>NB: If reporting a disclosure/allegation made by a student please use this space to describe verbatim (or as close as you can remember) the conversation. Use the other side to write more.</i>	
<b>Signed</b>	

#### **Response to concern**

*This section is to be filled in by the DSP (designated safeguarding person)*

Do parents/ group leader(s) / agent / homestay / other need to be informed?

<b>Response</b>	<b>By whom</b> ( <i>full name</i> )	<b>When</b> ( <i>date and time</i> )

*Last update May 2018*

