

## Rose of York Safeguarding Policy Summary

### Policy Statement

#### Who are we?

Rose of York Language School is a small school based in central London that teaches English to international students aged 12 years upwards.

#### What is Safeguarding?

Safeguarding is a broad term that means 'looking after' and Rose of York takes its responsibility to safeguard any children and vulnerable adults learning at the school seriously.

It is the responsibility of everyone within the organisation, including teachers, other school staff and students, to report any concerns about risks or incidents of abuse or exploitation of children and vulnerable adults to a Designated Safeguarding Lead (DSL).

#### Who is responsible?

The key personnel are:

Director of Studies (Designated Safeguarding Lead – trained in Advanced Safeguarding)  
Head of Operations / Welfare Officer (Designated Safeguarding Lead – trained in Advanced Safeguarding)  
Accommodation Officer (Safeguarding Officer – trained in Level 2 Safeguarding)  
Student Services Officer (Safeguarding Officer – trained in Level 2 Safeguarding)

However, all staff are responsible for the Safeguarding of students and are trained in Basic Safeguarding awareness.

#### Telephone numbers:

Rose of York Language School: +44 (0)207 5809888

**Emergency 24-hour school telephone: +44 (0)7551 484563**

Emergency Services: 999 (or 112)      ChildLine: 0800 1111      NSPCC: 0808 800 5000

#### Classes

All teachers, members of staff and group leaders are DBS-checked (or the equivalent) and inducted by one of the Safeguarding Officers on their first day. All staff receive a copy of this Safeguarding summary document.

All students are given an induction on their first day at Rose of York and a placement test ensures they study in a class appropriate to their level of English (based on the CEFR scale).

## **Contact**

Students are all issued with a Student card on arrival; this has all of the School's contact details. The parents/guardians also know this information because it is included on the Parental Consent Form for Under 18s.

### *Parental Consent Forms*

Every student under 18 must have a completed Parental Consent Form before they start their course.

## **CCTV**

There is CCTV throughout the school, which is under surveillance by the Managing Director.

## **Risk Assessments and Health & Safety**

These are carried out on a regular basis in line with Health and Safety guidelines.

## **School Rules**

- These are given during the first day induction, including information on staff members, school rules, available facilities at the school, health and safety, and evacuation and first aid procedures
- The rules and emergency contact details are further promoted in the Student Handbook, online publicity and on posters around the school
- Social Programme: ages are clearly marked if for over 18 years only (e.g. pub night)

## **Airport Transfers**

- Rose of York strongly recommends organising airport transfers for under 18s and it is compulsory for under 16s if travelling without a responsible adult.
- The school works with a provider who only uses trained, licensed and DBS-checked drivers.
- As soon as a taxi transfer is booked and confirmed, the School sends a confirmation document to the student/parent/agent with instructions, contact numbers of the transfer company, the School and the School's emergency phone.
- Any problems are directed to the Accommodation Officer.

Rose of York allows 16 and 17 year olds to travel independently from their entry point in the UK to their accommodation providing the details of how they do this are given on the Parental Consent form.

**Welfare meeting** (alternate Tuesdays)

- Advising under 18s on their first day, making an appointment for them with the DOS/DSL.
- Highlighting it in the U18s Additional Information booklet on the student's first day.

**Accommodation**

- From the various types of accommodation offered, under 18-year-old individuals are only offered homestay accommodation.
- All accommodation placements meet British Council guidelines.
- The School ensures that under 16s are not placed in the same accommodation where they will have to share facilities with over 18 students, the School always endeavours not to place under 18s in mixed gender homestays
- Curfews\*: the School ensures that under 18s return by curfew times by informing the homestays and group leaders (under 16s at their homestay's specified dinner time / 16 & 17 year olds at 10pm).
- Homestays/residence staff and accommodation providers are made aware of the Safeguarding Policy.

\*If under 18s do not return to their homestay by curfew time and they have not advised the school, group leader or their homestay, the school will default to the Missing Student Policy.

**Aims of the Safeguarding Policy**

The central aim of the policy is to ensure the safety and well-being of students in line with Safeguarding legislation. The DSL's main responsibility is to implement the policy by raising awareness amongst staff members and other adults who work with under 18s.

**Main Aims:**

- To educate students on how to keep safe and how to recognise behaviour that is not acceptable.
- To recognise and support any child or vulnerable adult who has been subject to abuse.
- To ensure that all staff employed at the school understand their responsibility to be alert to signs of child abuse and to refer any concerns to the Designated Safeguarding Lead (or any of the Safeguarding Officers (SO) if the DSL is unavailable).
- To ensure that new staff are only appointed when all the appropriate checks have been made in line with the safer recruitment procedure.
- To deal appropriately with every suspicion or complaint of abuse.
- To design and operate procedures which promote this policy.
- To design and operate procedures, which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations.

- To be alert to the medical needs of children and vulnerable adults with medical conditions.
- To take all practicable steps to ensure that school premises are as secure as circumstances permit.
- To assess the risk of all students being drawn into terrorism, including support for extremist ideas that are part of (refer to our Prevent Policy)
- To identify students who may be vulnerable to radicalisation, and know what to do when they are identified (Prevent Policy)
- To have regard for and awareness of Section 17 and Section 47 of The Children Act 1989 – a duty to safeguard and promote the welfare of children.

This policy applies to all staff, including senior managers, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Rose of York.

Rose of York expects a strong Safeguarding ethos amongst all adults working with children.

We will do this by implementing and reviewing the arrangements recorded within this policy – under the following headings:

1. **Code of Conduct** – for children and staff
2. **Safer Working Practice for Staff**
3. **Safer Recruitment** - recruiting staff safely, ensuring all necessary checks are made
4. **Staff Training** - ensuring that staff with specific Safeguarding responsibilities receive certified training and that all staff working within the company receive Basic Awareness Safeguarding training
5. **Welfare and Implementing Safeguarding** – implementing security procedures, providing staff and students with appropriate safety equipment and protection, valuing, listening to and respecting children, sharing information about Safeguarding with children, parents and relevant agencies
6. **Recognising Child Abuse**
7. **Handling Allegations** - implementing clear procedures for responding to concerns and allegations

This policy will be reviewed annually.

## **CODE OF CONDUCT**

Rose of York wishes to protect both staff and children/vulnerable adults from any behaviour/action which might be misinterpreted and, therefore, has set out the following principles:

### **Code of Conduct for Staff**

All staff are encouraged to demonstrate exemplary behaviour in order to promote children's

welfare and reduce the likelihood of allegations being made. The Code of Conduct for staff allows the school to maintain a positive culture and climate.

Rose of York staff Safeguard the students and are required to set and maintain high standards of personal behaviour, and to adhere to the following Code of Conduct:

**DO:**

- behave appropriately at all times and be an excellent role model to under 18 students; including appearance, dress code and appropriate use of language
- wherever possible, work in an open environment and be visible to others when working with young people e.g. avoiding private or unobserved situations
- always put the welfare of students first and be alert to signs of abuse or information that suggests abuse
- report any concerns and suspicions and pass on relevant information to the Designated Safeguarding Lead
- be aware, as far as practically possible, of the support agencies available to young or vulnerable people e.g. Childline and the NSPCC
- maintain a safe, professional distance in all relationships with learners, e.g. if a learner makes sexual approaches or suggestions, tell them that this is inappropriate, explain why and remove yourself from the situation and inform the Designated Safeguarding Lead
- treat young and vulnerable people with dignity and be fair. It is important to encourage learners to respect each other's boundaries and so help them to develop their own sense of rights, as well as helping them to know what they can do if there is a problem
- give enthusiastic and constructive feedback rather than negative criticism
- actively prevent learners from accessing any form of inappropriate material via the Internet and social networking sites by having a filtering device installed on school premises
- promote and exemplify core British values of democracy, the rule of law, individual liberty and respectful tolerance of different faiths or beliefs. (see our Prevent Policy)
- educate students on E-Safety:
  - do not give personal details or photos to anyone online (e.g., full name, contact details)
  - do not meet with someone you have only met online as it could be dangerous
  - do not accept messages, emails or open files from someone you do not know or trust as some can contain viruses or unpleasant messages
  - do not to believe all online information as some may be untrue
  - if something makes you feel uncomfortable or worried, tell a parent, homestay or staff member.
- keep a written record of any injury that occurs, along with the details of any treatment given
- secure parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment

### **In relation to accommodation**

- Inform students in advance if you wish to clean or inspect their bedrooms
- If sharing the same accommodation with under 18s, prepare a bathroom rota in order to ensure they have their own privacy
- Use licensed taxi drivers who are DBS-checked

### **Code of Conduct for Students**

- No knives or other weapons
- No drugs – unless prescribed by a doctor for a medical condition, these must be handed in on arrival for safe and correct storage and dosage
- No bullying or harassment, either verbal or physical
- No fighting or swearing
- No stealing
- Students must show respect to all staff and other students at all times
- No mobile phones to be used during English classes unless permitted by the teacher.

## **2. SAFER WORKING PRACTICE FOR STAFF**

### **Responsibilities**

The DOS and Head of Operations at Rose of York are the Designated Safeguarding Leads (DSL) and are responsible for all Safeguarding issues which arise, their recording as well as staff training. The DSL will receive support from the other Safeguarding Officers to ensure that matters are dealt with in accordance with this policy.

All staff have a personal responsibility to ensure that they conduct themselves in line with the Code of Conduct, to be vigilant and report any concerns they observe personally or to respond in line with this policy to a disclosure or allegation. Staff will not be penalised for reporting any concerns and their report will remain confidential.

### **Social media**

Students should be aware of the Internet Safety Policy. They should know how to stay safe online and should not visit Internet sites, make, post, download, upload or pass on material, remarks, proposals or comments that contain or relate to any information which may be offensive to other students, teachers, staff or homestays.

## **3. SAFER RECRUITMENT**

To ensure unsuitable people are prevented from working in our organisation:

- Job advertisements will make explicit reference to the commitment of the organisation to Safeguarding, including the requirement for an Enhanced Disclosure & Barring Service check.
- Job descriptions will be supplied to all staff.
- Applicants will be assessed by at least one member of senior management.
- Applicants will be asked about gaps in work history
- All candidates will be interviewed by senior management, preferably in person; Skype will be used for applicants who are not in the UK at any time during the recruitment period. All interviews will include questions to find out the applicant's motivation for and experience of working with children
- The original documents of all forms of ID will be seen by a member of the Rose of York management staff.
- Two confidential references will be provided.
- Qualifications will be evidenced and copied.

#### **4. STAFF TRAINING**

All staff are required to complete the online Basic Awareness Course provided by the North Yorkshire Safeguarding Children Board and complete Prevent online training.

All staff will be provided with the Rose of York Staff Handbook at induction.

Specific training on Safeguarding practice and policy will also be provided

#### **5. WELFARE AND IMPLEMENTING SAFEGUARDING**

##### **School security procedures**

###### *Attendance*

Students are registered on a daily basis and if any student is missing, the school will follow the procedure set out in the Missing Student Policy.

###### *Visitors*

Any visitors must sign in at reception and be issued with a Visitor's badge (to be returned when they leave the building).

###### *Accommodation*

Homestays /residence staff and accommodation providers are made aware of the Safeguarding Policy. Homestays understand that it is their responsibility to contact the school's Accommodation Officer in the event of any problems or concerns.

If under 18s do not return to their homestay by curfew time the school will default to the Missing Student Policy.

Students understand that it is their responsibility to contact the homestay if they are going to be late for dinner (if applicable) or if they think they will miss their curfew, and give reasons.

### **Risk Assessments and Safety Equipment for Activities**

Risk Assessments are done for all activities offered by Rose of York. Risk assessments also serve to ensure that activities are age appropriate.

***In case of accidents and injuries*** – there are at least two trained First Aiders in the school who can administer basic First Aid.

### **Behaviour and Discipline**

Both staff and students are given clear codes of conduct to adhere to, in writing and prior to their appointment/arrival. Staff and Student rules are reiterated and made clear during induction on their first day.

### **Internet Safety and Access**

All Internet users shall NOT visit Internet sites, make, post, download, upload or pass on material, remarks, proposals or comments that contain or relate to the following:

- Promoting discrimination of any kind
- Promoting racial or religious hatred
- Promoting illegal acts
- Pornography (including child pornography)
- Any other information which may be offensive to other students, teachers, staff or homestays.

### **The Multi-National Environment and PREVENT**

Rose of York is a multi-national and multi-cultural environment, where students are able to broaden their horizons, make new friendships and develop greater understanding of each other through mixing with others from different countries and cultures.

Rose of York understands its responsibilities under the Counter Terrorism & Securities Act 2015 to prevent all people of different ages being radicalised or drawn into terrorism and seeks to meet its obligations by educating staff in the terminology and risks covered by the Act. (See the Prevent Policy).

## **6. RECOGNISING CHILD ABUSE**

Child abuse can take four forms, all of which can cause long term damage to a child:

**physical abuse, emotional abuse, neglect, sexual abuse** (including abuse of trust – Sexual Offences Act 2003).

## Signs of Abuse

If any member of staff, homestay or another student suspects any form of child abuse, they should report it to the DSL. Confidentiality should be respected wherever possible.

## 7. HANDLING ALLEGATIONS

### Responding to allegations or suspicions

It is not the responsibility of anyone working for Rose of York to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer (DSL) or the Local Safeguarding Children Board (LSCB).

Rose of York assures all staff that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

### Concerns about suspected abuse/disclosure by a child or young person:

- Any suspicion that a child has been abused by a member of staff or by another student should be reported to the Designated Safeguarding Lead (DSL) who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk. Staff will complete a Record of Concern Form.
- The DSL will refer the allegation to the relevant agencies such as the LSCB or the Police.
- The parents or guardians of the child will be contacted as soon as possible **following advice from the LSCB.**

### Disclosures made by children or vulnerable adults

Encourage the child to TED – Tell, Explain and Describe. Listen calmly without interrupting and do not ask questions except for clarification purposes. Tell the child that you will have to tell somebody else. Make notes/record everything that is said and done, no matter how trivial it may seem.

### Confidentiality

The welfare of the child is paramount and every effort should be made to ensure that confidentiality is maintained for all concerned. Privacy and confidentiality should be respected where possible but if doing this leaves a child at risk of harm then the child's safety has to come first. Legally, it is fine to share information if someone is worried.

### Bullying and Harassment

All staff remain vigilant to make sure any cases of bullying, be they verbal, physical or social, are reported and dealt with. Forms of bullying that are illegal may be reported to the police.

### **Action if bullying is suspected**

If bullying is suspected (by students or staff), the same procedure should be followed as set out in 'Responding to allegations or suspicions' above.