



Rose of York
Language School
London

SUMMARY SAFEGUARDING POLICY

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Safeguarding Policy Summary

Policy Statement

Please see the full policy on our website: <https://www.roseofyork.com/>

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 (Designated Safeguarding Lead, trained in Advanced Safeguarding)
Welfare Officer (Deputy 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

Main points

- There is CCTV throughout the school, accessed by the Managing Director.
- Risk assessments and Health & Safety reviews are carried out on a regular basis in line with Health and Safety guidelines.
- School rules 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)
- Welfare meetings for students under the age of 18 are scheduled with the DSL/DoS on their first day and periodically thereafter

Classes

- All teachers, members of staff and group leaders are DBS-checked (or the equivalent) and inducted by one of the Safeguarding Officers (SO) on their first day.
- All staff receive a copy of the Full Safeguarding Policy.
- 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 (CEFR scale).

Accommodation

- Under 18-year-old individuals are offered homestay and residence 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 or Private Homes
- 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 from Sunday to Thursday and 11pm on Friday and Saturday).**
- All Homestay and Residence Accommodation providers know 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 (please see our website for more information).

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 uses providers who only use 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 +44 (0)7551 484 563.
- 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 permission is given on Parental Consent forms.

Aims of the Safeguarding Policy

The central aim of the policy is to ensure the safety and well-being of students is 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**. The Safeguarding Policy aims to:

- Educate students how to keep safe / how to recognise behaviour that is not acceptable.
- Recognise and support any child or vulnerable adult who has been subject to abuse.
- 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).
- Ensure that new staff are only appointed when all the appropriate checks have been made in line with the safer recruitment procedure.
- Deal appropriately with every suspicion or complaint of abuse.
- Design and operate procedures which promote this policy.
- Design and operate procedures, which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations.
- Be alert to the medical needs of children and vulnerable adults with medical conditions.
- Take all practicable steps to ensure that school premises are as secure as possible.
- Assess the risk of all students being drawn into terrorism, including support for extremist ideas that they are part of (refer to our Prevent Policy).
- Identify students who may be vulnerable to radicalisation and know what to do.
- 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, interns, 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.

Code of Conduct

Rose of York wishes to protect both staff and children/vulnerable adults from any behaviour/action which might be misinterpreted, therefore, setting 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 (but not limited to) the following Code of Conduct:

- behave appropriately at all times and be an excellent role model to under 18 students; including appearance, dress code and appropriate use of language.
- Staff may not engage in any of the following activities:
 - Allow any student under the age of 18 to consume alcohol or tobacco products, either on or off the premises and inside or outside of working hours.
 - Engage in inappropriate physical contact with any student.
 - Be in a relationship with any student under the age of 21.
 - Meet any student under the age of 21 outside of the work premises unless this meeting is work-related (e.g. meeting students for a Social Programme Activity)
 - Have contact with any student via the internet or any type of media including email, social networking sites or any other type of social media, unless this contact is part of normal work duties and uses school networking systems.

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.

Safer Working Practice for Staff

Responsibilities

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

Social media

Students and staff 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.

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.

Staff training

All staff are required to complete the online Basic Awareness and complete Prevent 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.

Welfare and Implementing Safeguarding

- Attendance - Students are registered daily 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.
 - Any Homestay Accommodation hosting students under 18 will have an enhanced DBS-Check (as well as all adults registered to the Homestay address through the ticking of Box 66).
 - If under 18s do not return to their accommodation 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 and the School 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).
- Prevention of radicalisation and extremism - please also refer to our Prevent Policy

- o Be aware that students could be targeted for radicalisation. If students are approached by people with unwanted extreme opinions, wanting to get you involved, please let us know immediately and do not interact with them.
- o Rose of York promotes democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs. We encourage students to respect one another and to respect and tolerate all differences. **It is the school's** responsibility to keep our students safe and equip them for life in a modern multi-cultural society.
- o Rose of York aims to create an environment where all students and staff feel safe and supported and we do not allow display or promotion of inappropriate materials or organisations. There is no place for the voicing of extremist views of any kind in our school, whether they are from external agencies or from internal sources – students, staff or homestay. Our students see the school environment as a safe place where controversial issues, if mentioned at all, can be explored safely and where our teachers encourage and facilitate this – the school has a duty to ensure this happens.

Recognising Child Abuse

For the full details, please see the Full Safeguarding Policy. Child abuse can take four forms: 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.

Handling Allegations

It is not the responsibility of anyone working for Rose of York to decide if 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 DSL who will take the necessary steps to ensure the safety of the children 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 must 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.

Internet Safety Policy

- Make sure you really know everybody on your 'friends' list. If you don't, you should 'unfriend' them or stop all contact with them.
- Don't give out private information you would normally just give friends, e.g. address. Remember that it is easy to hide your real identity on the Internet; therefore, you should 'unfriend' or stop all contact with unfamiliar people.
- Make sure you know how to use and set privacy and security settings. If you need help, please ask your parent, homestay or teacher to help you.
- If you ever receive a message from a stranger, make sure you know what to do in these situations. If you need help, please tell a parent, homestay or teacher about them immediately. Do not send any messages to strangers.
- Do not arrange to meet somebody offline who you have only met online. Tell your parent, homestay or teacher if anyone tries to meet you.
- If people in your group of friends are ever unkind to each other, to you, or to other people, online or on phones, please tell your parent, homestay or teacher about it.
- If anyone at your school, or anyone else you know, has taken naked or sexy photos and sent them to other people, or if you have received photos like that, please talk to your parent, guardian or teacher about this.

For more information about staying safe on the Internet and how to use it responsibly, please follow this link: www.saferinternet.org.uk

Our Use of Cookies

Cookies analyse web traffic or visits to a particular site, allowing applications to respond to you as an individual. Such applications can better cater for your needs, likes and dislikes by gathering and remembering data about your personal preferences. We may use cookies only to identify which pages are being used by customers. This helps us to improve the service we provide to customers and potential customers. Most web browsers are set by default to accept cookies automatically, but you can modify your browser setting to decline these cookies if you wish.

Links from our Website(s) to Other Websites

Our website(s) may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Confidentiality and Privacy Policy

Rose of York is committed to ensuring the privacy and confidentiality of all students, staff and other clients and partners is protected, kept securely, and in line with current legislation.

Please see our website (www.roseofyork.com) for the full Confidentiality and Privacy Policy.

This policy is kept up to date and reviewed annually.