

## SAFEGUARDING POLICY AND PROCEDURES

Bethnal Student Academy (BSA) recognises its responsibility with respect to safeguarding the welfare of any student attending the school. We seek to maintain a safe, supportive environment and ensure that all employees accept and recognise these responsibilities.

BSA does not accept students under the age of 16. This policy is reinforced and underpinned by our student recruitment practices, enrolment procedures, staff training and our terms and conditions. At BSA, we acknowledge that all students coming to the United Kingdom to study from overseas are to some extent 'vulnerable' in that they may be unfamiliar with their new living environment and circumstances in the United Kingdom; in addition, individual circumstances may require further safeguards as in the case of students with learning or physical disabilities.

BSA accepts students from the age of 16 into its adult classes. Bearing in mind that under-18s are considered to be children, we have a separate, comprehensive [Child Protection Policy](#) in place to designed for safeguarding minors.

In order to ensure the well-being of all our students, whatever their individual circumstances, our policy on safeguarding the welfare of students is designed to:

- to provide protection for students attending BSA
- to provide staff with guidance on the procedures they should adopt in the event of suspicion that a student may be experiencing, or be at risk of harm
- to avoid making BSA and its staff vulnerable to suspicion of any form of abuse
- to ensure that all students are aware of the various support services available to them
- to ensure that all staff have provided full disclosure in writing for their suitability of their post and have an enhanced DBS check to confirm their suitability should the school require this.

The policy applies to all staff working for Bethnal Student Academy.

### PROCEDURES

We seek to safeguard students by:

- following a safer Recruitment Policy, ensuring that all applicants who work for BSA are interviewed and told their work may involve contact with vulnerable individuals, and under-18s.
- ensuring all applicants who work for BSA have an enhanced DBS.
- ensuring that all staff know, understand and apply the Code of Conduct.
- ensuring that all staff know, understand and apply the Child Protection policy.
- sharing information and responding promptly and professionally to any concerns to the relevant person (the Director of Studies (DoS) for academic, Designated Safeguarding Leader(DSL) or substitute for welfare).
- reviewing of the policy by the Welfare Manager and DoS on an annual basis or more frequently as necessary.

## ADMISSIONS

BSA accepts students from the age of 16 years to enrol with parental consent onto adult English courses.

All registration staff are trained to ensure that our Child Protection policy is rigorously adhered to in the case of every enrolment, irrespective of whether the student is enrolling directly or via an agency.

## ACCOMMODATION

BSA carries out regular inspections of the accommodation offered to ensure that the quality and safety standards are good.

In addition, all students placed in accommodation are required to provide First Week Feedback to ensure that they are happy with the standard of their accommodation and Last Week Feedback for the school's own quality assurance procedures.

Negative feedback of any kind will immediately trigger consultation with the accommodation provider to resolve the problem.

Individual and group students aged 16-17 years that book accommodation through BSA will only be placed in the student residence (Bethnal Student Living) to ensure the easier follow up on safeguarding issues.

Where shared (twin) occupancy is offered as an option, it is on the basis that the other person will be of the same gender and 16-17 years old. This will be explained to students selecting this option by our accommodation department prior to confirmation of the booking.

Only students over the age of 18 may be placed into Shared Houses provided by Londonaccommodation4u.

## AIRPORT TRANSFER

All students booking accommodation through the school are given the option to use the airport transfer service provided by an independent supplier. Student will be provided with a telephone to contact the company upon arrival.

## EMERGENCY CONTACTS

All students enrolling at the school are required to provide up-to-date emergency contact information, as well as details of next of kin (if different).

In addition, in line with our Policy on Attendance, all students are monitored for attendance on a weekly basis, where students have failed to attend the school as expected; they will be contacted by a member of the administrative staff and asked to provide an explanation.

## EXCURSIONS – Safeguarding Students:

- prior to all trips and excursions a Risk Assessment will be carried out.
- at least one teacher will accompany each group when on an excursion (see [Supervision Ratios Document](#)).
- teachers will double-check the bus, tube or other transport method chosen to make sure that all students are informed.

- teachers will collect the mobile numbers of all students and provide them with the emergency contact number.
- should a student not have a mobile number then the teacher(s) will take the mobile number of other students in the group who will accompany him/her at all times.
- teachers will arrange to meet with students at some point during the day.
- if teachers cannot contact a student, then teachers will try to contact another member of their group.
- teachers will stay in a central location and always be available to help if necessary.
- at the designated meeting time, teachers will check the list to ensure all students have returned.
- should anyone fail to return on time, the teacher will try to contact the missing student(s).
- if unable to make contact, then that member of staff will contact the local police and other relevant authorities to inform them of the situation.

#### **Supporting Checklist:**

BSA will undertake to do the following:

- ensure student safety before, during and after any social activities or excursions.
- ensure students are aware of excursion procedures.
- ensure students are aware of emergency phone numbers.
- the Academic Team will identify new students on the class register.
- the school and its staff will always take into account the Code of Conduct, the Child Protection Policy, Social Activities and Risk Assessment policies with respect to all students.

#### **MONITORING AND IDENTIFYING ABUSE**

##### **Identifying abuse:**

It can be difficult to identify abuse as it has various forms.

Below are some typical indicators to watch for:

- unexplained injuries, a student describing an abusive act happening to them.
- another student telling you of their concerns about a friend/fellow student.
- severe distrust of other students.
- personality or behavioural changes.
- changes in dress which may be covering up bruises, etc.
- avoiding trips or school events when they had previously been participants.

##### **How to respond if you suspect abuse:**

- remain calm, accessible and receptive.
- listen carefully without interrupting.
- communicate with the student in an appropriate way.
- be aware of any non-verbal messages you may be giving.
- make it clear that you are taking the student seriously.
- acknowledge their courage and reassure them that they are right to inform you.

- reassure them that they should not feel guilty, let them know that you are going to do everything you can to help
- inform them of what may happen as a result.
- do not promise to keep the information secret.

**Procedure to follow if abuse is suspected:**

- inform the BSA Welfare Manager/DLS if you notice any physical or behavioural changes.
- if you suspect that someone is a threat to a student in some way inform the BSA Welfare Manager/DSL and continue to monitor the situation.
- if a student makes any comment that gives you cause of concern or if there is any deterioration in the student's general well-being, react calmly as described in the guidelines above and inform the BSA Welfare Manager/DSL.
- make a note of what was said and who was present and report this information immediately to the BSA Welfare Manager/DSL.
- If you are concerned about an underage student (17 years old or younger), please refer to the Child Protection Policy. You will have to report what happened in the Child Welfare and Child Protection sheet and give this document to the DSL only.

The BSA Welfare Manager/DSL will take appropriate action, which may involve external agencies and speaking to the student's emergency contact person.

**Procedure to follow if staff, students or house/flat mates are accused of abuse:**

- if a member of staff, a student or house/flat mate is accused of any form of abuse, such suspicions will be reported to the BSA Welfare Manager/DSL.
- the person against whom the allegation is made will be informed of the allegation and interviewed immediately thereafter. Following the interview, if there is any potential substance to the allegation:
  - for staff and directors: they will be suspended from their duties pending further investigation.
  - for students: they will be required to suspend their attendance at the school and find alternative accommodation.
  - for house/flat mates: all students will be immediately removed and rehoused and all future bookings suspended until the matter has been fully investigated.
- confidential records will be kept of the allegation and all subsequent proceedings.
- unfounded allegations will result in all rights being re-instated. Well-founded allegations will be passed on to the relevant authorities and will result in the termination of school or employment services.

**Confidentiality:**

BSA endeavours to uphold the confidentiality of students, emergency contacts and staff at all times. This will be achieved by:

- storing confidential information in a locked filing system at the Company's registered office, with information about students, staff and families only being shared on a need to know basis.

London, 01/05/2017