

SAFEGUARDING POLICY AND PROCEDURES

OVERVIEW	2
SAFEGUARDING TEAM	2
PROCEDURES.....	3
CODE OF CONDUCT.....	3
ADMISSIONS.....	4
ACCOMMODATION	4
AIRPORT TRANSFER.....	5
VULNERABLE ADULTS.....	5
EMERGENCY CONTACTS.....	5
EXCURSIONS.....	5
Safeguarding Students.....	5
Supporting Checklist	6
Supervision Ratios and Specialist Qualifications for Activity Leaders	6
MONITORING AND IDENTIFYING ABUSE.....	6
SELF-HARM.....	8
WHISTLEBLOWING	8

OVERVIEW

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, young learners and vulnerable adults 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. All staff at BSA is encouraged to be aware of student's potential needs.

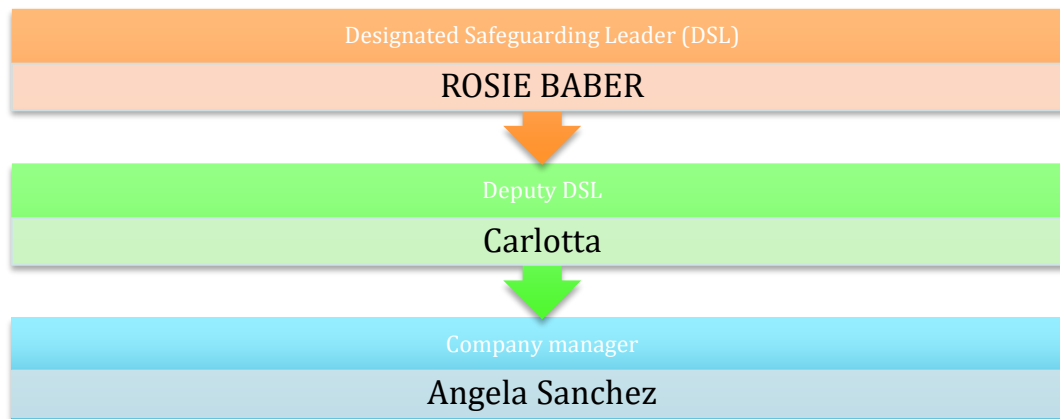
BSA accepts students from the age of 16 into its adult classes. Bearing in mind that under-18s are considered to be children, we have a separate, comprehensive [Child Protection Policy](#) in place to designed for safeguarding minors.

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.

SAFEGUARDING TEAM



Please refer to the board in the reception to ensure you have the most updated information. The team can be contacted during office hours in the school or by calling the emergency number, during or out of office hours: 07985571541
This number is also printed on all international student ID cards.

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 a fresh enhanced DBS.
- Ensuring all applicants for who we have not received the suitability checks are not able to work / be alone with Under 18s until a satisfactory disclosure has been received.
- Ensuring that all staff know, understand and apply the Code of Conduct.
- Ensuring that all staff know, understand and apply the Child Protection Policy.
- Ensuring that all staff know, understand and apply the Prevent Policy.
- Sharing information and responding promptly and professionally to any concerns to the relevant.
- Reviewing of the policy by the Welfare Manager and DoS on an annual basis or more frequently as necessary.

CODE OF CONDUCT

Staff or volunteers in contact with under-18s, should:

- Treat all children with respect
- Set a good example by conducting themselves appropriately
- Involve children in decision-making which affects them
- Encourage positive and safe behaviour among children
- Be a good listener
- Be alert to changes in child's behaviour
- Recognise that challenging behaviour may be an indicator of abuse

- Read and understand all of the school's safeguarding and guidance documents on wider safeguarding issues, for example bullying, physical contact, e-safety and information sharing
- Ask the child's permission before doing anything for them which is of a physical nature, such as assisting with dressing or administering first aid
- Maintain appropriate standards of conversation and interaction with and between children and avoiding the use of sexualised or derogatory language
- Maintain professional standards and boundaries at all times on and off the school site
- Be aware that the personal and family circumstance and lifestyles of some children lead to an increased risk of neglect and or abuse

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.

Should there be any uncertainty as to potential group and/or individual bookings compliance with Safeguarding (supervision ratios, students with special needs, etc), the Designated Safeguarding Leader should be consulted and the case reviewed prior acceptance of the booking.

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. The ratio of supervision in the student residence for under 18 is 1:20.

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 Ltd.

We strongly recommend that students aged 16 and 17 years old book their accommodation

through our student residence. Our student residence is regularly inspected by the school and complies with our safeguarding and child protection policies regarding the care of 16 and 17 years old students.

When an underage student books his/her accommodation separately from his/her course, BSA reserves the right to inspect the accommodation chosen to check if it is suitable and a safe environment for our student.

The staff at the accommodation will be responsible for the wellbeing and safety of the student, and for ensuring the student respects the curfew recommended by BSA, which is 10pm.

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. All drivers will have an enhanced DBS check. Students under 18 are encouraged to book the airport transfer.

VULNERABLE ADULTS

A vulnerable adult is a person who is or may be for any reason unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

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).

The emergency contact for students under 18 will be checked on the first day the course starts. BSA reserves the right to check the contact details provided by any student, even over 18.

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.

For under 18s, they are monitored for attendance daily. Where students have failed to attend the school as expected, their parents/ legal parents will be contacted by a member of the administrative staff (See more details in Child Protection Policy)

EXCURSIONS

Students will not be supervised outside their classes, unless on organised social activities.

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 below).
- 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.
- The group leader must send us a police check or criminal record check prior to arrival in London.

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.

Supervision Ratios and Specialist Qualifications for Activity Leaders

BSA follows the 1998 DfEE publication Health and Safety of Pupils on Educational Visits advice that a ratio of 1:20 is sufficient to ensure the safety and well-being of adult students.

If there are three or more under 18 (16-17 years old) joining the off-site activity, the maximum supervision will be 1:15.

BSA may alter these ratios if the safety and welfare of the students requires it. There should be enough supervisors to deal with an emergency.

BSA does not organise any high-risk activities (such as extreme sports) and therefore it does not require its staff to hold special qualifications.

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 Designated Safeguarding Lead if you notice any physical or behavioural changes.
- If you suspect that someone is a threat to a student in some way inform the Designated Safeguarding Lead 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 Designated Safeguarding Lead.
- Make a note of what was said and who was present and report this information immediately to the Designated Safeguarding Lead.
- 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 Designated Safeguarding Lead 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 Designated Safeguarding Lead.
- 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.

SELF-HARM

BSA understands that self-harm in school-aged children and young people is a very real issue that all schools need to take seriously. Self-harm is increasingly recognised as an issue schools have to deal with and therefore it is important that all school staff have a general understanding of self-harm, signs to look out for and what to do if they become aware that a pupil is self-harming.

This includes pupils deliberately cutting their own skin, eating disorders and substance abuse. Members of Staff with information about this matter must bring it to the attention of the DSL, who will consult with the local authority.

Supporting organisations

- Young Minds: 0808 802 5544 www.youngminds.org.uk
- Samaritans: 08457 90 90 90
- Child Line: 0800 1111 www.childline.org.uk
- National Self-Harm network: 0800 622 6000 www.nshn.co.uk

WHISTLEBLOWING

Whistleblowing is when someone raises a concern about a dangerous or illegal activity or any wrongdoing within the school. This is a vital process for identifying risks to people's safety and it is important that whistle-blowers feel confident and supported in doing so.

BSA staff is reminded that they have a legal duty to report any concern they have to the Designated Safeguarding Lead about:

- the behaviour of colleagues who may be breaking the code of conduct or the law
- any company practice that seems unsafe and concerns them

Any staff member who reports a concern will be supported, his/her confidentiality will be maintained and the concern will be investigated.

More information can be found through the NSPCC whistleblowing helpline 0800 028 0285 or on the [NSPCC website](http://www.nspcc.org.uk).

Sources:

http://www.towerhamlets.gov.uk/content_pages/online_services/Report_it/Whistleblowing.aspx

E-SAFETY POLICY

At BSA we encourage and promote the safe and responsible use of new technologies for teaching and learning.

The use of the school Wifi and mobile phone device is encouraged and we promote the safe and responsible use of new technologies for teaching and learning. Abuse of these technologies will be taken seriously and evidence of misconduct will be dealt according to the school code of conduct and policies.

Students are expected to behave in a good manner on the internet and to respect the school policies.

The following are not permitted within the school environment through any medium:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Bullying, harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.

Users will not visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- Pornography (including child pornography)
- Promoting discrimination of any kind
- Promoting racial or religious hatred
- Promoting illegal acts
- Promoting terrorism
- Any other information which may be offensive to other members of the school

Incidents which appear to involve deliberate access to Web sites, newsgroups and online groups that contain the following material will be reported to the police:

- Images of child abuse (images of children, apparently under 16 years old) involved in sexual activity or posed to be sexually provocative
- Adult material that potentially breaches the Obscene Publications Act in the UK
- Criminally racist material in the UK
- Terrorist propaganda

Sanctions

- Violations of the above rules will be dealt with according to the school policies.
- Parents/carers will be informed in accordance with the school code procedures.
- Additional disciplinary action may include a temporary or permanent ban on internet/computer use.
- When applicable, police or local authorities may be involved.

Sources:

<http://www.bullying.co.uk/>

<http://www.childline.org.uk/talk/Pages/Talk.aspx>

<http://www.thinkuknow.co.uk/>

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 password protected files with information about students, staff and families only being shared on a need to know basis.

London, 10/02/2020
To be reviewed in January 2021

Please check our website to ensure you have the most recently updated version of this document at www.bethnalstudentacademy.com

This policy should be read in conjunction with the following policies:

- Child Protection Policy
- Abuse Policy
- Prevent Policy
- Social Media Policy