

Safeguarding and Child Protection Policy



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Policy Statement

Policy written for: *Mountlands Language School, (Mountlands) 8 Rolle St, Exmouth, Devon*
Mountlands Language School (Mountlands) delivers English language lessons and activities for Juniors (Under 18's). All students are accommodated in homestay accommodation.

This policy is written with reference to the responsibility to safeguard and promote the welfare and wellbeing of all children and young people who come to Mountlands Language School, with the recognition that all staff members and adults associated with under 18's have an active part to play in this, so must be trained, vigilant and understand who to contact should there be an issue.

All children attending Mountlands Language School are under our care, and all are entitled to the same level of protection regardless of race, gender, physical or mental disability.

This policy is communicated via easy to read posters in staff rooms and school notice boards, to ensure everyone is aware of our responsibilities as a school.

This policy is also available on the Mountlands website

Table of contents

[Introduction](#)

[Safeguarding - What is Safeguarding?](#)

[Prevent Duty](#)

[Safer Recruitment](#)

[Child Protection Policy and Procedure](#)

[Responding to a disclosure](#)

[Staff Responsible for Safeguarding](#)

[Related Policies and Procedures](#)

[Code of Conduct](#)

[Safer Recruitment Policy](#)

[Health and Safety Policy](#)

[Bullying and Harassment Policy](#)

[Statement of Commitment](#)

[Phone Numbers](#)

Introduction

The purpose of this policy is to outline simply the roles and responsibilities for all members of staff and adults working with Mountlands who have contact with children and young people, or who have access to information relating to children and young people.

This includes but is not limited to:

- Office staff
- Teachers
- Activity leaders
- Group leaders
- Homestay providers

Students are also encouraged to play a part in the safeguarding of U18s by looking out for each other, promoting British values of Respect and Equality and Tolerance and raising any concerns they may have about themselves/ other peers to an adult.

This policy has been written in accordance with contemporary legislation and government publications relating to child protection and safeguarding, primarily:

- The Children Acts, 1989 and 2004
- The Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- “Working Together to Safeguard Children” 2015,
- “What to do if you are worried a Child is Being Abused” 2003.
- Sexual Offences Act 2003
- Keeping Children Safe in Education 2016

For child protection purposes, children are defined as anyone under the age of 18.

Safeguarding - What is safeguarding?

The UK Government has defined the term 'safeguarding children' as:

'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'

Safeguarding in this context is the umbrella term meaning **to look after**. This is different to child protection, which is defined as: 'Protecting children from direct harmful behaviour'.

Safeguarding and promoting the welfare of children covers a number of areas, in particular:

- The protection of children who are at risk or have experienced physical, emotional or sexual abuse or neglect.
- Preventing impairment of children's health or development
- Ensuring that children are in circumstances consistent with the provision of safe and effective care.
- Allegations of abuse made against a person who works with children.
- Taking action to enable all children and young people to have the best outcome

An overview of Abuse and Neglect

- **Physical abuse** may involve hitting, shaking, throwing or otherwise causing physical harm to a child. This may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child/young person.
- **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe, persistent adverse effects on the child's emotional development.
- **Sexual abuse** involves forcing or enticing a child/young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.
- **Child Sexual Exploitation** - involves children receiving something (e.g. food, drugs, alcohol, cigarettes, affection, gifts, money) in exchange for sexual activity.
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs likely to result in the serious impairment of the child's health or development.

(Definitions are taken from Working Together to Safeguard Children, A guide to inter-agency working to safeguard and promote the welfare of children, DCSF March 2015.)

Female Genital Mutilation

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. [See FGM fact sheet](#)

Legal and Moral obligations

Under the jurisdiction of section 11 of the Children Act 2004, a duty of care is placed on individuals to protect the welfare of children entrusted to an adult. In addition to this, all schools have a duty to safeguard and promote the welfare of pupils under section 175 of the Education Act 2002.

Prevent Duty

From 1 July 2015, specified authorities, including all schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. As part of this duty Mountlands promotes British values of Respect and Equality and Tolerance. These values can be found displayed on notice boards around the school and training on how to deal with issues surrounding matter of this nature are provided to all staff, along with their Basic Awareness of safeguarding training.

Mountlands must:

- **Promote a safe and supportive international environment** via clear expectations of accepted behaviours and those, including radicalisation and extremism, that will not be tolerated
- **Promote core British values through documents given to students, lesson activities and notices around the centre.** The approach is to educate that this is how things are in UK; although it may be different to your country
 - Where possible, develop critical awareness and thought to counter accepting extremism without question, especially of online material
 - Challenge radical or extremist views in any context (formal or informal) by offering an open platform freedom of speech, but addressing that these do not adhere to British values, which they are encouraged to promote. In most situations this would require an immediate response, referring to international environment of the centre, and tolerance expected, then reporting concerns
 - Be ready to react when world or local events (e.g. Paris attacks) cause upset and the likelihood of conflicting feelings being expressed. Prevent lead to take initiative in these situations.
 - Have strong filters on IT equipment and clear rules on accessing extremist/ terrorist websites/ uses of social networks to exchange extremist/ terrorist views

- Ensure that extremist speakers do not use premises to distribute material or expound views; have system for vetting any visiting speakers/ presenters
- Staff and homestays get to know students, their home circumstances and friendship groups, making it easier to spot changes in behaviour
- Staff and homestays to be observant and vigilant in noticing any signs of radical or extremist behaviour
- All staff and homestays to work hard supporting any students identified as vulnerable.

Signs that may cause concern

- Students talking about exposure to extremist materials or views outside the [centre/ department] (in this event, information must be shared with relevant local authorities)
- Changes in behaviour, e.g. becoming isolated
- Fall in standard of work, poor attendance, disengagement
- Changes in attitude, e.g. intolerant of differences/ having closed mind
- Asking questions about certain topics (e.g. connected to extremism)
- Offering opinions that appear to have come from extremist ideologies
- Attempts to impose own views/ beliefs on others
- Use of extremist vocabulary to exclude others or incite violence
- Accessing extremist material online or via social network sites
- Overt new religious practices
- Drawings or posters (e.g. in accommodation) showing extremist ideology/ views/ symbols
- Students voicing concerns about anyone NB: Any concerns relating to a person under 18 are safeguarding issues and should be dealt with by safeguarding staff (if different from Prevent staff) and, where necessary, the LSCB contacted

Basic: what to do if you have a concern about any of the above:

First discuss with the Designated Safeguarding Lead (DSL) or the Safeguarding Team.

You can also contact your local police force or dial 101 (the non-emergency number). They can talk to you in confidence about your concerns and help you gain access to support and advice.

The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly.

Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk. Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

Further information can be found in this government guidance document: [preventing radicalisation](#)

Child Protection Policy and Procedure

Mountlands is dedicated towards creating and maintaining a safe learning environment for children and young people and identify where there are child welfare concerns and, if necessary, take action to address them in partnership with other organisations.

Training

Where possible, Mountlands will seek to train staff in order to keep them in line with current legislation and changing guidelines on how best to support and protect young people. All staff and homestays will receive Basic Awareness information and training at the very least. There will always be a prominent poster with contact numbers for the LADO and other relevant numbers for child protection in the staff room.

Raising concern

If a staff member, leader, homestay or any other adult associated with Mountlands' U18 students has a concern, they are encouraged to report this to the Mountlands team, who will work closely with the DSL and, if necessary, other organisations, to ensure the disclosure is dealt with correctly. Posters around the school and induction information will contain details on how to report a concern.

What to do in absence of senior team Designated Safeguarding Lead (DSL)

All adults working with Mountlands students are responsible for remaining aware of the students needs, handling concerns and disclosures appropriately and with care. All staff must be aware of who to contact in the case of any allegation or concern, both within the organisation and outside.

If anyone other than the DSL makes the referral, they should inform the DSL as soon as possible. The local authority should make a decision within one working day of a referral being made about what course of action they are taking and should let the referrer know the outcome. Staff should follow up on a referral should that information not be forthcoming. The online tool Reporting child abuse to your local council directs staff to their local children's social care contact number.

Record keeping

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. If in doubt about recording requirements, staff should discuss with the DSL. Written records of concerns about a child should be made, even if there is no need to make an immediate referral. The records are kept confidentially and securely, separate from a child's records.

Further information about keeping children safe in education can be found in this document:

[Keeping Children Safe in Education](#)

Responding to a disclosure

Should a member of staff become aware a child needs to disclose a safeguarding issue the member of staff should follow this procedure:-

How to handle your concern

T.E.D – how to communicate with a child you have concerns for.

T – *Tell me*

E – *Explain to me*

D – *Describe*

Points for consideration:

Listening –

- Think about what you might say/do/how you present before it happens.
- Try to be available to be spoken to. The child may not be ready when you are.
- Listen carefully to what the child says without interrupting.
- Keep an open mind about what you are told.
- Take any disclosure seriously, even if you cannot see any injury which would support the story.

Responding –

- Don't promise confidentiality
- Don't delay action in response to a disclosure.
- Don't pre-judge what you are told or make assumptions.
- Don't be afraid of being wrong, or be concerned about starting an investigation – you will be supported.
- **At the earliest opportunity make a written report of exactly what was said, by yourself and the child.**

A Concerns and Disclosure form (available from the office) is of paramount importance for recording and making note of any child safeguarding or child protection concerns that you may have.

Mountlands will store each concern form for further reference and consultation, and copies of the form may also be passed along to other child protection agencies if applicable.

Private Meetings with Pupils

On occasions, teachers may need to speak to a student privately. A confidential one to one may be necessary in certain situations, but should be handled with care as to not give rise to concern. If possible, teachers should alert another teacher, school leader or the office that a private meeting with a student is about to occur. If it is not possible to have another adult or student in the room with you, there should be another person nearby, preferably outside the door. The one to one should only be conducted in a classroom, with visual access from the outside. The student should stand closest to the door, with the door propped open if possible

Any private meetings with students must take place upon school premises and should never under any circumstance be arranged for any other location.

Staff responsible for safeguarding

- General Welfare team (Alice, David, Celeste) for day to day matters
- Designated Safeguarding Team (Stef, Laura and Ella) for severe matters - Laura, School Manager is the DSL and Prevent lead

ALL Mountlands staff who are associated with under 18's have responsibilities to safeguard them, and should be familiar with the procedures outlined in this document outlining how/when to communicate any concerns to the appropriate member(s) of staff.

Any teacher, group leader, homestay or activity leader with concerns about a student should communicate this information directly to one of the individuals named above.

Related Policies and Procedures

Mountlands has a range of policies and procedures designed to implement a high standard of safeguarding for all students and adults associated with the care of U18's. The following policies are included in all inductions, available on our website/in the office and where possible, posters with the information are displayed around the school.

- **Code of Conduct**
- **Safer Recruitment Policy**
- **Health and Safety Policy**
- **Bullying Policy**
- Statement of commitment

Phone Numbers

For Immediate Referrals:

MASH:

0345 155 1071

e-mail: mashsecure@devon.gcsx.gov.uk

Out of hours: (5pm-9am; weekends; public holidays)

CYPS Emergency Duty Service

0845 6000 388

For Advice & Guidance:

MASH Consultation:

0345 155 1070

(ask for MASH consultation)