

Safeguarding Policy

Introduction

Summers Abroad takes seriously its responsibility under section 11 of the Children Act and duties under “working together” to safeguard and promote the welfare of children; to work together with other agencies to ensure adequate arrangements exist within our setting to identify, and support those children who are suffering harm or are likely to suffer harm.

Types of harm can include:

- Physical and emotional abuse and neglect
- Grooming
- Sexual abuse
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression within our school and campus
- Victimisation
- Self- harm
- Unsafe environments and activities
- Crime
- Exploitation

Summers Abroad recognises that all staff and Group Leaders who come in contact with children have a full and active part to play in protecting our pupils from harm, and that the child’s welfare is our paramount concern.

A child is defined as “anyone who has not yet reached their 18th Birthday”, including unborn children right up to teenagers.

Application of the Policy

This policy applies to all staff and volunteers working in our establishment, including any third - party contractors, visitors and Group Leaders and anyone else who has cause to visit Summers Abroad Summer school.

Policy Aims

Summers Abroad aims to provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child free from discrimination or bullying, where children can learn and develop happily with respect to one another.

The aims of this policy are:

- To provide an environment in which children and young adults feel safe, secure, valued and respected, feel confident and know how to approach adults if ever in difficulty.
- To make sure safer recruitment procedures are followed carefully, for all staff, ensuring the suitability of all staff to work with students under the age of 18.
- To support the child's development in ways that will foster security, confidence and resilience.
- To raise the awareness with all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To develop a structured procedure within the summer school which will be followed by all members of the staff in cases of suspected abuse.
- To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding children and young adults.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we contribute to assessments of need and support plans for those children where appropriate.
- To develop effective working relationships with the LSCB (Southampton Safeguarding Partnership).
- To ensure that all adults within our establishment who have access to children have been checked as to their suitability. This includes other community users of our facilities.
- To require of all staff to have completed an online course in child-safeguarding (Level 1). Additionally, Centre Managers must have completed a Level 2 or higher course in child -safeguarding.
- To Provide effective management for staff through supervision, support and ongoing training.

Designated Safeguarding Lead

The role of the Designated Safeguarding Lead was created by the Children Act 2004 to ensure that every organisation has a specific person for developing safeguarding standards and responding to concerns.

Summers Abroad has a **Designated Safeguarding Lead (Nick Rahovitis)** as well as a Deputy Safeguarding Lead (**Russell Lynch**), who takes over duties and responsibilities in the Designated Safeguarding Lead's absence.

The Designated Safeguarding Lead along with the School Director ensure that the school complies with its duties under the legislation below:

- The Children Act 1989
- The Children Act 2004
- The Education Act 2002
- Every Child Matters 2004
- The Childcare Act 2006
- Equality Act 2010
- Education Act 2011
- Prevent Strategy HM Government
- Counter Terrorism and Security Act 2015
- Working Together to Safeguard Children 2018
- Safeguarding Leads should be trained as and when appropriate, to keep up with all developments relevant to the role. This should be at least every two years.

The DSL's role is:

- To be alert and recognise child welfare issues.
- To raise and share concerns.
- To share information with others when necessary.
- To recognise the importance of safer recruitment and staff conduct.
- To participate in regular training and ensure other staff members are trained in safeguarding procedures.
- To contribute towards any plans, meetings and decisions about a child if necessary.
- To know when to make referrals to social care when appropriate and ensure staff know how to contact them about doing so.
- To speak to the parent, carer or child about the concerns if required.
- To challenge poor practise in the workplace.
- To ensure their workplace follows best practice.
- To ensure that the workplace has good policies and procedures.
- To ensure there is an effective staff supervision programme.
- To ensure there is a culture of openness where concerns are openly discussed and consideration is constantly given to improving and developing safeguarding practice.

- To ensure that all staff have completed Prevent Training, either face to face or online.
- To ensure that all staff training required and completed in relation to child protection is recorded in a central training log and audited regularly to identify training needs and any recording gaps.
- To ensure that all students receive a full induction and timely updates on matters relating to safeguarding and welfare.
- To keep a complete and up-to-date record of all child protection-related concerns, issues, incidents, reports, referrals and complaints.
- To ensure that this policy is made available to students and their parents/guardians.

Responding to a child making an allegation of abuse

Safeguarding children is the responsibility of ALL members of staff at the Summer School. All staff are in a position of trust, and therefore all staff are required to take a shared responsibility to safeguard children and young people. All members of staff will receive safeguarding information and training during their induction. All staff will also be made fully aware of their duties if and when responding to allegations of abuse or neglect. Child abuse does not necessarily have to be physical or sexual. It can also be emotional or psychological, or due to the neglect of a child's physical or emotional needs. Any member of staff with an issue or concern relating to child protection, including but not limited to allegations of child abuse, should discuss it immediately with the DSL. Anyone who hears an allegation of abuse against another member of staff, or has concerns about the behaviour of another member of staff, must report the matter immediately to the DSL. If the DSL is unavailable, or involved in an allegation, the matter must be referred immediately to the Deputy DSL. A concern against the Director or DSL should be forwarded to the Local Safeguarding Children Board (Safeguarding Partnership) in Southampton. The DSL or Deputy DSL will decide on an appropriate course of action. At no point should an attempt be made to investigate the situation. This will be undertaken by NSPCC/Social Services and/or the Police as necessary. Summers Abroad is an 'agent of referral' and not of investigation.

All concerns or disclosures of abuse should be acted upon.

Staff should know the rule of **5 Rs'**:

- Recognise signs of vulnerability
- Respond to student concerns
- Record student concerns
- Report student concerns
- Refer student concerns

Responding - Dos & Don'ts

Stay calm-sometimes issues are raised which, whilst seemingly complex, are generally safeguarding matters and not necessarily a child protection issue. These matters should be responded to by offering a supportive response and where necessary or relevant, refer them to their Group Leader or your Line Manager. When a student self-discloses a matter that constitutes a potential or alleged situation of abuse, the staff member must take the student to a private place within view but out of ear-shot of other people. Promises of confidentiality must not be given. Tell the student that you have a duty to pass on the information, only to those who need to know.

What to Do

- Listen carefully to what is said.
- Allow the child to continue at their own pace.
- Ask questions for clarification only.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing exactly what the student said as soon as possible. Note place, date, time, and names of persons to whom the information was given. Avoid Jargon. Include the nature of the alleged abuse, a description of any injuries (if applicable) observed.
- Ensure that the record is signed and dated by the appropriate persons.

What not to Do

- Do not interview them, but ask what happened, keep questions to a minimum and obtain sufficient facts to understand what is being alleged.
- Avoid asking leading questions (questions that suggest a particular answer).
- Do not make assumptions or offer explanations Remember that an allegation of child abuse may lead to a criminal investigation, so do not attempt to personally investigate any allegations of abuse.
- Do not stall or try to deal with it yourself: listen carefully and refer.
- Do not make negative comments about the alleged abuser. Do not discuss it with colleagues.

Report the incident immediately to the Centre Manager and also the Designated Safeguarding Lead. Do not confront any person against whom an allegation has been made. The Designated Safeguarding Lead will guide you and your Centre Manager in dealing with any allegation or suspicion of abuse, and if applicable, report allegations and incidents of abuse to the Local Safeguarding Children Board in Southampton.

If the Centre Manager is the person against whom the allegation is made, the report should be made directly to the Designated Safeguarding Lead or the school Director.

Summers Abroad recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It also recognises that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore those dealing with such allegations within a summer centre, shall do so with sensitivity and will act in a careful, measured way and in accordance with our procedures.

Staff Code of Conduct with Students and Young People

Advice for Staff

- Staff must avoid actions/situations that might be misconstrued, bearing in mind that even perfectly innocent actions can sometimes be misinterpreted.
- Staff should avoid working on a one to one basis with a student. For example, if a student stays after class to ask a question, you should try to get one of their friends to stay with them, and always keep the door open.
- Staff should never enter a student's bedroom; if it is absolutely necessary to do so, for example if the student is sick, you should call their Group Leader or another member of staff (preferably same sex) to go in with you. Staff should also never invite any student into their own bedroom, living quarters, or any other room.
- Staff should ensure they adhere to our dress code in this handbook and be aware of the effect of their appearance to students. They should also be extra sensitive when at evening activities and on accommodation at night.

Dos & Don'ts

What to do:

- Treat all students with dignity and respect. Provide an example of good conduct you wish others to follow.
- Respect a student's right to personal privacy.
- Treat all students equally.
- Encourage students and adults to feel comfortable whilst in their care. Recognise that special caution is required when you are discussing sensitive issues with students.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse or bad behaviour (e.g. bullying, alcohol/solvent/drug abuse, smoking)

What not to do:

- Have inappropriate physical, verbal or sexual contact with students or younger people in general.

- Allow yourselves to be drawn into any inappropriate behaviour, or make suggestive or derogatory remarks or gestures in front of students or young people.
- Show favouritism to any individual or group.
- Swear or make racist, sexist or demeaning remarks within earshot of other staff or students.
- Smoke or consume alcohol, in front of or in the company of students or their group leaders, or allow any effects of these practices to affect them in any way.
- Take a chance, when common sense, policy or practice suggests another more prudent approach.
- Endanger the well-being of students/young people through action or inaction, whether intentional or not.

Bullying Prevention Policy

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell us and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell the staff immediately.

Definition of Bullying

Bullying is the use of coercion, force, or threat, to abuse, aggressively dominate or intimidate. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional - being unfriendly, excluding, and tormenting (e.g. hiding belongings, threatening gestures).
- Verbal - name calling, sarcasm, spreading rumours, teasing.
- Physical - pushing, kicking, hitting, punching or any other use of violence.
- Racist - racial taunts, graffiti, gestures, etc.
- Sexual - unwanted physical contact or sexually abusive comments.
- Homophobic - because of/focusing on the issue of sexuality.

Responding to Bullying matters

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with **respect**. Students who are bullying need to learn different ways of behaving.

Objectives

All staff must make themselves fully aware of what constitutes bullying, and what actions are necessary. We take bullying very seriously. Students and parents should be assured that they will be supported when bullying is reported and that bullying will not be tolerated.

Signs and Symptoms

A student's behaviour may indicate that he or she is being bullied. Staff/Adults should be aware of these signs and they should investigate if a student:

- Changes their usual routine.
- Is unwilling to go to lessons or activities.
- Starts stuttering.
- Becomes withdrawn, anxious or lacking in confidence.
- Can't sleep at night.
- Stops eating.
- Is seen with clothes torn or books damaged.
- Has possessions or money go 'missing'.
- Has unexplained cuts or bruises.
- Is frightened to say what's wrong.
- Is bullying other children.
- Becomes aggressive, disruptive or unreasonable.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

What to do:

- Report bullying incidents to your Line Manager, Group Leader and DSL.
- Incidents of bullying or threats of bullying must be recorded in writing by Summers
Abroad staff.
- In serious cases, parents should be informed and asked to discuss the problem.
- If necessary and appropriate, the police will be consulted.
- The bullying behaviour must be investigated and the bullying stopped quickly.
- Attempts will be made to help the bully/bullies change their behaviour

Further Action:

- The bully/bullies may be asked to genuinely apologise.
- In serious cases, suspension or even exclusion will be considered.
- If possible, the students will be reconciled after the incident(s) have been investigated and dealt with.
- Each case will be monitored and a written report kept to ensure further bullying does not take place.

Confidentiality must be maintained at all times. Information must be handled and disseminated on a need-to-know basis only.

E-Safety/Photos - Videos

Summers Abroad recognise that E-safety is an area of paramount importance nowadays. While Summers Abroad cannot exert full control over how students choose to conduct themselves online and use their electronic devices, maximum effort is made to guide students in making optimal choices.

Summers Abroad staff are strictly prohibited from taken photographs or film footage of students unless authorised by a senior staff member. Unauthorised photographs and videos of students must never be posted online except where staff have been given permission to do so for the purposes of marketing and official authorisation has been received from the relevant student(s)/Group(s).

Summers Abroad staff are in a position of authority and therefore the relationships with the students is, and should remain, a professional one only. You are role models to the students and not friends regardless of age.

Alcohol use and Illegal Substances

The use of alcohol, drugs or any other illegal substances is strictly prohibited onto summer school premises at any time. Student misconduct with regard to alcohol and illegal substances should be dealt with as follows:

In the event the doer is a student:

- Immediately deliver them to your Line Manager.
- Record it in writing - complete an incident report.

In the event the doer is an outsider/visitor:

- Do not apprehend the person but...
- Stay within reasonable distance positioning yourself between them and the students.
- Usher away any students calmly and discreetly.
- Contact the Police.
- Contact your Line Manager.

In the event the doer is a member of staff:

- Stay within reasonable distance positioning yourself between them and the students.

- Immediately contact their Line Manager.

Cultural Diversity

Interact - Respect -Integrate

Our School values the individuality of all our students, escorts and staff.

We are committed to giving all our students every opportunity to be the “best they can be”.

Within our culture of learning and healthy interaction, we do not tolerate any lack of sensitivity, disrespect, bullying or harassment of any kind. All our policies and procedures are there to help ensure that we promote the individuality of all our students, irrespective of ethnicity, age, disability, gender or socio-economic background. We aim to reflect the multi-ethnic nature of our society here in the UK and ensure that the courses we offer include positive attitudes to all people. This is expected of not only students to students, but staff members to each other and especially all staff to students at all times.

We achieve this by:

- Creating an atmosphere in which students and staff feel valued, respected and safe.
- Having consistent expectations of students and their learning
- Ensuring that our teaching takes into account the learning needs and backgrounds of all students as much as possible.
- Making clear to our students and staff what constitutes aggressive and racist behaviour and that it will not be tolerated.
- Identifying and dealing quickly with any signs or incidents of racist behaviour.

Staff must take great care to respect the cultural, political and religious sensitivities of children and young people. Comments or questions regarding their background, society or beliefs, may cause offence and/or distress.

The Management Team is responsible for ensuring that the policy is communicated and implemented by all staff at all times. All staff members are responsible for dealing with racist incidents, and being able to recognise and tackle racial bias and stereotyping. Any issues or concerns relating to the above should be communicated to the CM or DSL.

Other people involved with Summers Abroad who are not staff

Other people engaged in regulated activity.

In addition to employees, it is recognised that various contractors and suppliers come into contact on a more or less regular basis with our students.

Contractors and Suppliers

The school requires that the coach companies that are used regularly conduct background checks on their staff. Regular contractors including electricians, maintenance, Fire Safety and Hygiene operatives should also have background checks. A name register (either by Summers Abroad or Solent University) is to be kept of all these regular visitors. All contractors who come on site are required to sign in and wear a lanyard indicating their capacity (visitor). As much as is practicable, those that are not known to have clearance should be accompanied, especially in student areas.

Visitors

Visitors are also required to follow the signing in process and wear the lanyard denoting no background check details are recorded. They should be accompanied at all times.

Useful Contact Details:

Southampton Local Safeguarding Children Board: <http://southamptonlscb.co.uk/>

Email: lscb@southampton.gov.uk

Telephone Number: 02380 832995

This policy is made available to Agents, Group Leader, Students, Staff, Providers and Contractors via email.

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