Safeguarding Policy and Procedures

Contact :

The safeguarding officer (designated person) for Students International Ltd is:

**Alison Blythe**. 01664-481997 or 07768-865985

Students International Ltd recogn0ises its responsibility with respect to safeguarding the welfare of any young person, vulnerable adult and indeed all students that may be attending our Study Centre, or under our Guardianship and believes that it is always unacceptable for any student to experience abuse of any kind. We seek to maintain a safe and supportive environment and ensure that all employees and homestay families accept and recognise these responsibilities.

**The purpose of this policy is:**

• to provide protection for the young people and vulnerable adults attending the Students International Study Centre , Summer School or staying with a homestay family.

• to provide staff and homestay families with guidance on procedures they should adopt in the event that they suspect a young person or vulnerable adult may be experiencing, or be at risk of, harm

• to avoid making students, employees or homestay families vulnerable to suspicion of any form of abuse

**This policy supports the following policies:**

• Anti-bullying Policy

• Child Protection Policy

• Disclosure and Barring Policy

* Selection and Recruitment of Staff Policy
* Equal Opportunities Policy
* Policy for student visits away from Students International Premises.

The policy applies to all staff and all members of homestay families. The safeguarding officer (designated person) for Students International Ltd is: **Alison Blythe**. 01664-481997 or 07768-865985

**DBS Checks Policy**

**Scope**

All staff and homestay family members 16+ are required to undergo an Enhanced DBS Check. This includes academic, administrative and ancillary staff who have, or are likely to have, direct contact with students who are under 18 or who may be classified as vulnerable adults.

Checks are to be carried out before engagement starts. This is to be supported by satisfactory references from the most recent and one other previous employer and character references. Checks will also be made to ascertain whether the appointee is subject to a UK government prohibition order, where appropriate.

New staff members must also undergo staff induction, including safeguarding training, prior to commencing their duties.

Any staff member or homestay family who returns after a period of absence of more than one year is required to undergo a further Enhanced DBS Check.

**We seek to safeguard children, young people and vulnerable adults by:**

• Following a Safer Recruitment Policy, ensuring that all applicants are interviewed and asked to provide at least two references, at least one of them written; all such references will be followed up.

• It will be made clear to applicants that the work, either paid or voluntary, involves working with young people and is exempt from the Rehabilitation of Offenders Act 1974. DBS checks will be renewed for teachers who have been away from the school for a period of 1 year or more. It is not considered necessary to renew DBS checks for full time or continuing staff unless there is due cause or a change in legislation.

• ensuring that all members of Homestay Families, aged 16 and over are subject to an enhanced DBS check

• ensuring that staff are given training opportunities to ensure that they recognise the symptoms of possible abuse (physical, sexual, emotional and neglect) and how they should respond to suspicions of abuse,

• sharing information and acting promptly and professionally to any concerns,

• appointing at least one designated Safeguarding Officer

• regularly reviewing the policy on an annual basis or more frequently should this be deemed to be as required.

**Acts:**

This policy has been formulated in accordance with the provisions of:

• Human Rights Act 1989.

• Data Protection Act 1989.

* Keeping Children Safe in Education 2014
* Working together to Safeguard Children 2014
* Information provided by Leicestershire County Council

**DSP’s Duties:**

• to be familiar with the Safeguarding Policy and the procedures

• to have responsibility for safeguarding young people and vulnerable adults

• to ensure all staff and homestay families are familiar with Student International’s Safeguarding Policy and as such know how to respond to suspicions or allegations.

• to inform the Leicestershire Safeguarding Children Board, of any allegations of serious harm or abuse by any person living or working with, or looking after young people or vulnerable adults. **http://llrscb.proceduresonline.com**

• To ensure all incidents are effectively logged and reported to the Director’s team as appropriate.

**Identifying abuse:**

It can be difficult to identify abuse as it has various forms. Below are some typical indicators to watch for:

• unexplained injuries, student describing an abusive act that has happened to them,

• another student telling you of their concern about a friend / fellow student,

• sexually explicit behaviour in games / activities,

• serious distrust of adults or other students,

• difficulty in making friends / socialising with other students.

• personality changes and behavioural changes,

• changes in dress which may be covering up bruises etc,

• avoiding sports etc. when previously they have been participants.

**How to react if you suspect abuse:**

• remain calm, accessible and receptive, listen carefully without interrupting, DO NOT ask leading questions

• communicate with the student in a way that is appropriate to their age, understanding and preference – this is especially important for disabled students.

• be aware of the non-verbal messages you are giving,

• make it clear that you are taking them seriously,

• acknowledge their courage and reassure them that they are right to tell,

• reassure them that they should not feel guilty, let them know that you are going to do everything you can to help them and what may happen as a result.

• do not promise to keep the information a secret.

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

• inform the Safeguarding Officer if you notice any significant physical and behavioural changes,

• if you suspect that an adult is a threat to a student in some way inform the Safeguarding Officer and continue to monitor the situation,

• if a student makes any comment that gives cause for concern or there is any deterioration in the student's general well-being, react calmly as described in the guidelines above and inform the Safeguarding Officer,

• make a note of what was said and who was present and report this information immediately to the Safeguarding Officer.

The Safeguarding Officer will take appropriate actions, which may involve external agencies and contacting parents/guardians.

**Procedure to follow if staff, students or homestay family members are accused of abuse:**

• if a member of staff, a student or member of a homestay family is accused of any form of abuse, such suspicions will be reported to the Safeguarding Officer

• the person against whom the allegation is made will be informed of the allegation and interviewed immediately. Following the interview, if there is any potential substance to the allegation:

for staff : 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 homestay families: 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. Founded allegations will be passed on to the police and will result in a termination of employment/voluntary services.

Glossary of Terms

What is Safeguarding?

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

* protecting children from abuse and maltreatment
* preventing harm to children’s health or development
* ensuring children grow up with the provision of safe and effective care
* taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Safeguarding children and child protection [guidance and legislation](https://www.nspcc.org.uk/preventing-abuse/child-protection-system/) applies to all children up to the age of 18.

What is Child Protection

The UK’s 4 nations – England, Northern Ireland, Scotland and Wales – have their own child protection system and laws to help protect children from abuse and neglect. Each nation has a framework of legislation, guidance and practice to identify children who are at risk of harm, and take action to protect those children and prevent further abuse occurring.

# What is a whistleblower?

You’re a whistleblower if you’re a worker and you report certain types of wrongdoing. This will usually be something you’ve seen at work - though not always.

The wrongdoing you disclose must be in the public interest. This means it must affect others, eg the general public.

As a whistleblower you’re protected by law - you shouldn’t be [treated unfairly or lose your job](https://www.gov.uk/whistleblowing/treated-unfairly-after-whistleblowing) because you ‘blow the whistle’.

You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.

## Complaints that count as whistleblowing

You’re protected by law if you report any of the following:

* a criminal offence, eg fraud
* someone’s health and safety is in danger
* risk or actual damage to the environment
* a miscarriage of justice
* the company is breaking the law, eg doesn’t have the right insurance
* you believe someone is covering up wrongdoing

## Complaints that don’t count as whistleblowing

Personal grievances (eg bullying, harassment, discrimination) aren’t covered by whistleblowing law, unless your particular case is in the public interest.

What is radicalisation?

Radicalisation happens when a person's thinking and behaviour become significantly different from how most of the members of their society and community view social issues and participate politically. Only small numbers of people radicalise and they can be from a diverse range of ethnic, national, political and religious groups.

## Types of neglect

**Physical neglect**  
Failing to provide for a child’s basic needs such as food, clothing or shelter. Failing to adequately supervise a child,or provide for their safety.  
  
**Educational neglect**  
Failing to ensure a child receives an education.

**Emotional neglect**  
Failing to meet a child’s needs for nurture and stimulation, perhaps by ignoring, humiliating, intimidating or isolating them. It’s often the most difficult to prove.  
  
**Medical neglect**Failing to provide appropriate health care, including dental care and refusal of care or ignoring medical recommendations.

**Confidentiality:**

Students International Ltd endeavours to uphold the confidentiality of students, parents/guardians, staff and homestay families at all times. This will be achieved by:

storing confidential information in a locked filing system, information about students, staff and families only being shared on a need to know basis.

**Bed and Breakfast Guests:**

The property, Tresillian House, is the building where Students International Ltd is mainly located. In order to safeguard our students from adults who may be staying upstairs, it has been arranged that the visitors use the back stairs for access and therefore will not come into contact with the students.

**Further Information about safeguarding in Leicestershire**

**http://llrscb.proceduresonline.com/chapters/quick\_guide.html**

**Safeguarding**

East Leicestershire and Rutland CCG has a responsibility to ensure the safety and welfare of children and adults. In this section you can find out more information about safeguarding including who you can contact if you have any concerns about a child, young person or adult.

**Children and Young People**

**What is abuse?**

Abuse can happen to a child at any age, from pre-birth up to the age of 18yrs. It can happen in all walks of life; to children from any ethnic and cultural backgrounds, and to children with or without disabilities.

Abuse, harm or maltreatment can be deliberate or unintentional. It can happen by the way adults or other children and young people behave towards a child. It can also result from adults failing to provide proper care for the children they look after.

Children and young people can experience abuse at home, at school, in leisure activities, in medical centres or hospitals in fact anywhere. The abuse is usually caused by someone the child or young person knows and rarely by a stranger.

**Who can I talk to if I have concerns?**

If you wish to talk to someone about your concerns please ring the Social Care office covering the area where the child or young person lives:

- Leicester City  - 0116 252 7004  
- Leicestershire - 0116 305 0005  
- Rutland - 01527 758407  
- Out of hours Emergency Duty Team - 0116 2551606

If a child or young person is in immediate danger please contact the police on 0116 2222222 in an emergency.

**Where can I find out more?**

Safeguarding procedures can be found on the Leicester City, Leicestershire and Rutland Local Safeguarding Children Boards website:  <http://llrscb.proceduresonline.com/>

**Adults**

Living a life that is free from harm and abuse is a fundamental human right of every person and an essential requirement for health and safety.

Safeguarding adults is about the safety and wellbeing of all individuals, but providing additional measures for those least able to protect themselves from harm or abuse.

Abuse can be physical, psychological/emotional, sexual and sexual exploitation, financial, neglect, discriminatory and institutional.

**Who can I talk to if I have concerns?**

If you are concerned about the safety or wellbeing of an individual; and suspect abuse please contact and report your concern to any one of the following organisations:

- Leicester City Council (please ask for the ‘Single Point of Contact’ or SPOC) - 0116 2527004

- Leicestershire County Council - 0116 3050004

- Rutland Council- (SPOC) - 01572 722 577

BY CONTACTING YOUR LOCAL COUNTY COUNCIL, DETAILS OF YOUR LOCAL SAFEGUARDING OFFICER CAN BE OBTAINED

**http://llrscb.proceduresonline.com/chapters/pr\_contacts.html**

|  |  |
| --- | --- |
| **5.1 Local Contacts** | Top of Form    Bottom of Form |

|  |  |  |
| --- | --- | --- |
| **Leicester City Contact Information** | | |
| Children's Social Care Services - Duty and Advice Service: 24 hours | Referral Desk | Tel: 0116 454 1004  Secure E-mail: [**das-team @leicester.gcsx.gov.uk**](mailto:das-team@leicester.gcsx.gov.uk) |
| Safeguarding Unit (List of Children with a Child Protection Plan) | Cheryl Dennis | Tel: 0116 454 2452 |
| **Local Authority Designated Officer** | **Cathey Moriarty** | **Tel: 0116 454 2421** |
| Safeguarding in Education Development Officers | Ian Brierley/ James Diamond | Tel: 0116 454 2417 and 454 2415 |
| Children Missing from Education/Pupil Tracking Officer | Ellen Collier | Tel: 0116 454 5510 |
| Leicester City Safeguarding Children Board Manager | Mark Fitzgerald | Tel: 0116 454 6521 |
| Advocacy: Children Rights and Participation Officers | Lesley Higgins/ Jessica Harding | [**Lesley.Higgins @leicester.gov.uk**](mailto:Lesley.Higgins@leicester.gov.uk)  [**Jessica.Harding @leicester.gov.uk**](mailto:Jessica.Harding@leicester.gov.uk) |

|  |  |  |
| --- | --- | --- |
| **Leicestershire Contact Information** | | |
| **Leicestershire County Council** | | |
| First Response Team and  Out of Hours | Referral Desk | Tel: 0116 305 0005  Fax: 0116 305 0011 |
| The advice phone number for professionals  Mon: Thurs: 9am - 4.30pm Friday: 9am - 4pm | Tel: 07966 111 058 |
| Safeguarding & Improvement Unit (List of Children with a Child Protection Plan) | Trish Hoyle | Tel: 0116 305 7407  Fax: 0116 305 7548 |
| **Local Authority Designated Officer** | **Mark Goddard**  **Karen Browne** | **Tel: 0116 305 7597**  **Tel: 0116 305 4532** |
| Service Manager Safeguarding and Improvement | Victor Cooke | Tel: 0116 305 7409 |
| Named Officer for Children Missing from Education - School Appeals & Pupil Services Manager | Joanne Rees | Tel: 0116 305 8162 |
| Leicestershire and Rutland Safeguarding Children & Adult Board Manager | Andrew Hitchcock | Tel: 0116 305 3891 |
| Team Managers (Safeguarding & Improvement Unit) | Donna Benjamin  Judith Jones  Martin Wilson | Tel: 0116 305 7570 |
| Advocacy: Children’s Rights and Participation Officer | Catriona Candler | [**Catriona.Candler@ leics.gov.uk**](mailto:Catriona.Candler@leics.gov.uk) |

|  |  |  |
| --- | --- | --- |
| **Leicestershire Police Contact Information for Leicester, Leicestershire and Rutland** | | |
| Child Abuse Investigation Unit for Leicester, Leicestershire and Rutland | Referral Desk | Tel: 101 or  0116  2485500 |

|  |  |  |
| --- | --- | --- |
| **Leicester and Leicestershire Clinical Commissioning Groups, Leicestershire Partnership Trust and University Hospitals Leicester Contact Information** | | |
| Clinical Commissioning Group | Safeguarding Administrator | Tel: 0116 295 1433 |
| LLR Designated Nurse Safeguarding (Children & Adults) | Adrian Spanswick | Tel: 0116 295 1433 |
| LLR Safeguarding Designated Doctor Looked After Children | Dr Krutika Patel | Secretary: Miranda Hunt: Tel: 0116 2951491 |
| LLR Designated Doctor for Safeguarding Children | Dr Sudhir Sethi | PA to Dr Sethi: Reema Chauhan (works till 2.00pm): Tel: 0116 295 6729 Reception: Tel: 0116 295 1350 |
| Named Doctor for Safeguarding (for Leicester City) | Dr Irene Kershaw | Tel: 0116 225 2525 |
| Named Doctor for Safeguarding (for Leicestershire/Rutland) | Dr Alun Elias-Jones | Tel: 0116 225 2525 |
| University Hospitals of Leicester Safeguarding Team | Safeguarding Team | Tel: 0116 258 5770 |
| Leicestershire Partnership Trust Lead for Safeguarding (Children & Adults) |  | Tel: 0116 295 3443 |
| LLR Designated Nurse Looked After Children | Claire Turnbull | Tel: 0116 225 2525 |
| Family, Young People and Children -Children Safeguarding Lead | Sue Troy | Tel: 0116 295 8733 |
| Safeguarding Children Advice Line |  | Tel: 0116 295 8977 |
| Safeguarding Adult Advice Line | Alison Mellor | Tel: 0116 295 7261 |