

## **Safeguarding/Child Protection Policy**

*This is a summary of Riviera English School's Safeguarding and Child Protection Policy. Please contact the school if you would like a copy of the full version.*

The designated safeguarding staff at Riviera English School are (1) Alex Nicholls - Safeguarding Lead (2) Della Dunsby – Deputy Safeguarding Lead (3) Gillian Mitchell – Safeguarding Person. Riviera English School is committed to ensuring that the safety, welfare and well-being of all students under the age of 18 is maintained at all times during their participation in programmes organised by Riviera English School. Therefore, we undertake to ensure that:

### **Safeguarding Responsibilities**

Every staff member and student knows the name of the designated safeguarding persons. Staff understand their responsibility to report to the designated persons any concerns regarding the welfare or well-being of under 18s. All staff members have a copy of the Riviera English School Disclosure Policy. Key staff members have appropriate training in child protection/safeguarding. The designated safeguarding persons (responsible for child protection/safeguarding and welfare) are Alex Nicholls (Designated Safeguarding Lead), Della Dunsby (Deputy Designated Safeguarding Lead) and Gillian Mitchell (Designated Safeguarding Person). Other staff are trained to a minimum of Basic Awareness in Safeguarding. All adults (including hosts) working with students under the age of 18 must be aware, vigilant and know that they must report any concerns or allegations to any safeguarding person or safeguarding lead in the school. Allegations will be treated with strict confidentiality and referred immediately to the Designated Safeguarding Lead, Alex Nicholls, who will respond to any child protection allegations.

### **Accommodation**

All homestay accommodation is subject to checks by the relevant authorities (Social Services and/or Disclosure and Barring Service) and inspected personally by the Accommodation Officer. All our homestay providers (host families) make a declaration that there is no legal or other reason why they would not be suitable to host under 18s. All hosts are issued with a Homestay Agreement, which must be adhered to. Any barred person cannot be a homestay provider. Any person who is considered to have harmed or posed a risk of harm to young people, children or vulnerable adults will be referred to the relevant safeguarding authority. The local children's services will be informed about all private fostering situations (i.e. when a child under the age of 16 or an under-18 with a disability is looked after for 28 days or more by someone who is not a close relative, guardian or person with parental responsibility). Hosts are asked to undertake an online basic awareness in safeguarding course. All hosts are required to provide a valid Gas Safety certificate and fire and household risk assessments must be carried out. A responsible adult (known to and vetted by Riviera English School) will always be present overnight and will normally be present when students under the age of 16 are at home. Students under the age of 18 will not be lodged with students 18 years or older.

### **Health and Safety**

Premises used for the purposes of teaching English to under 18s are subject to the normal fire and Health and Safety regulations. Students are informed of the building's fire exits and assembly point. Regular fire drills are held and alarm systems and extinguishers routinely

checked and maintained. Access into the school is subject to a key-code entry system. First Aid posters are displayed around the school. Trained first-aiders are always on-site during school opening hours. First Aid boxes are regularly checked. Riviera English School holds up-to-date Public Liability and Employers' Liability Insurance with Chubb.

### **Activities and Excursions**

Risk assessments are produced and regularly reviewed for activities and excursions organised by the school; ratios of staff to students are sufficient, taking into account the nature of the activity, age, gender and needs of the students; a trained first-aider is on hand; companies providing minibuses or coaches for the purpose of transportation of under 18s are subject to the normal safety regulations. Group leaders are only responsible for students in their own group and cannot be included in ratios for students that are not part of their group. Roll calls are taken at least at the beginning of a journey and again before commencing the return journey.

### **Safer Recruitment**

All staff appointed for the purpose of teaching English to under 18s or supervising activities and excursions or any other areas in which there is contact with under 18s are required to declare any criminal convictions and are subject to enquiries to the DBS. Safer staff recruitment procedures are followed in that at least two references are sought and employment cannot commence until these references have been received; gaps in CVs must be explained satisfactorily; proof of identity and qualifications are required; reference requests will ask specifically whether there is any reason the prospective candidate should not have access to under 18s. Any barred person cannot knowingly be employed in regulated activity or used as a volunteer. Any person who is considered to have harmed or posed a risk of harm to young people, children or vulnerable adults will be referred to the relevant safeguarding authority.

### **Lesson Content**

Lesson content is appropriate for under 18s and the sensibilities of the students are taken into consideration. British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those of different faiths and beliefs are promoted. Teaching will promote equality, raise awareness of diversity and tackle discrimination, victimisation, harassment, stereotyping, radicalisation and bullying. Other issues such as road safety; drug, alcohol and smoking laws; e-safety etc are also covered in lessons from time to time.

### **Attendance**

Procedures are in place to monitor student attendance and punctuality and accurate records of attendance are kept. Under-18 students that are not in class or at the activity meeting point 15 minutes after the start time are reported to the office, where their absence is followed up immediately.

### **Complaints**

Any complaints or negative observations made by students about staff, homestay providers, other students or anyone contracted by Riviera English School in a capacity that will bring them into contact with under 18s will be investigated promptly by a senior member of staff or a designated safeguarding person.

### **Supervision**

Adequate supervision of under 18s is provided by Riviera English School during school hours and during activities and excursions organised by Riviera English School. Outside these times,

supervision is provided by the homestay provider or group leader. Unaccompanied under 18s are provided with rules about what they may do between and outside scheduled lesson or activity times without supervision, in accordance with their parental consent. Curfew times are enforced.

### **Emergency Contact**

Riviera English School obtains a 24-hour contact number for parents, legal guardians, agents or group leaders of students. A 24-hour emergency phone number for the school is given to all students, parents, legal guardians, agents or group leaders.

### **IT & Social Media**

Riviera English School strictly enforces a no-contact policy on social media for staff. Staff may not contact under-18 students through any form of social media, phone, text or email unless on company devices for company purposes. There can be no viewing or downloading of websites of a pornographic, violent, racist, discriminatory or terrorist nature by staff or students.

### **Extremism/Radicalisation**

Riviera English School follows the recommendations of the Home Office initiative PREVENT, whose aim is to raise awareness of possible radicalisation of students and how best to deal with students with extremist views. Refer to the Preventing Extremism and Radicalisation Policy for more information.

### **Photography and Images**

Riviera English School always seeks parental consent for photographs to be taken for publicity purposes (for example in brochures, our Facebook page etc).

### **General**

If you are concerned in any way about a situation involving under-18 students, or if you are not happy with the way the school is dealing with a safeguarding issue, your concern can be reported to the local Safeguarding Children Board on 01803 208100 or 01803 524591 (out-of-hours). You can also visit their website: [www.torbaysafeguarding.org.uk](http://www.torbaysafeguarding.org.uk)

Further information on safeguarding can be found in the document Keeping Children Safe in Education, available online on the [www.gov.uk](http://www.gov.uk) website.

The Safeguarding and Child Protection Policy summary will be reviewed regularly and updated in line with any legislative changes that have significant impact on the manner in which safeguarding issues are to be dealt with. It was last reviewed on 24/03/17 and will be reviewed again before 31/12/17.