

Safeguarding and Child Protection Policy and Procedure

The purpose of this policy is to:

- protect all learners studying at our school
- enable staff to safeguard and promote the welfare of learners
- encourage a culture which makes our school a safe place in which to learn

Who does this policy apply to?

The policy applies to everyone working, studying at or visiting our school.

Definitions

1. **Children** - includes everyone under the age of 18.
2. **Vulnerable Adults** are people aged 18 years or over who may be to protect themselves against significant harm or exploitation.
3. **Staff** – for the purpose of this policy, ‘staff’ will include all school employees, volunteers, interns, agency staff, contractors, and those who are self employed.

Safeguarding Team

- Designated Safeguarding Lead (DSO): Yvette Iskandarani (DoS)
- Deputy Safeguarding Lead : Severine Lai Tang (Administration Manager and Welfare Officer)
- Safeguarding Officers : Jill Challen (Principal)
Richard Beech (Teacher)

Policy Statement for the Safeguarding of Young People and Vulnerable Adults

- United World recognises that young people and vulnerable adults have a fundamental right to be protected from harm, exploitation and discrimination.
- We understand that students cannot learn effectively unless they feel safe.
- United World will provide an environment that promotes equality, self-confidence, worth and the knowledge that students’ concerns are listened to and acted upon.
- The school is committed to ensuring that best practice is adopted when working with all young people and vulnerable adults, offering support and protection, and accepts that it has a legal and moral responsibility to implement procedures to fulfil its duty of care, to safeguard their wellbeing and to protect them from abuse.
- We will ensure that all staff understand the importance of working in partnership with students, their parents / guardians, host families and others in order to promote and safeguard the welfare of all students.

- United World will follow the Local Safeguarding Children's Board (LSCB) inter-agency procedures and legislative and statutory guidance.

Why do we need this policy?

What is Safeguarding?

The two key principles of Safeguarding are:

- Safeguarding is everyone's responsibility – for services to be effective, each profession and organisation should play their full part.
- A student-centred approach – for services to be effective, they should be based on a clear understanding of the needs and views of students.

Safeguarding and promoting the welfare of children is defined as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child.

We also recognise that we have a statutory and moral duty to promote and safeguard the welfare of vulnerable adults studying at United World.

DEFINITION OF ABUSE

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. (FII or Munchausen's syndrome by proxy)

FGM-Female Genital Mutilation

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Forced Marriage

Forced marriage is one in which one or both spouses do not consent to the marriage but are coerced into it. A person faces physical pressure to marry (eg threats, physical violence or sexual violence) or emotional and psychological pressure (eg if you're made to feel like you're bringing shame on your family). Forced marriage is a criminal offence and can now carry up to a 7 year prison sentence.

Sexual abuse

Involves forcing or enticing a child or 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. The activities may involve Physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment), protect a child from physical and emotional harm or danger, ensure adequate supervision (including the use of inadequate care-givers), or ensure access to appropriate medical care or treatment. It may

also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Bullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of the day or night.

A whole organisation approach

United World is committed to a whole-organisation approach to Safeguarding. Certain groups of people have key responsibilities, as outlined later in this document, but it is everyone's responsibility to keep students safe.

There are three main elements to this Policy:

- **Prevention**
 - ✓ Providing safe physical and on-line environments
 - ✓ Careful and vigilant teaching
 - ✓ Accessible pastoral care, support for students and good adult role models
 - ✓ Raising e-safety awareness.
- **Protection**
 - ✓ Providing training, support and clear procedures to enable staff to respond appropriately and sensitively to safeguarding and child protection concerns.
 - ✓ Ensuring that our school's IT infrastructure and network are safe and secure.
- **Support**
 - ✓ Providing help and support to young people and vulnerable adults who do not feel safe or may have been abused.

Roles and responsibilities

United World will:



- Provide Safeguarding, Prevent and e-safety instruction to students during the induction, and ensure they know who to contact should they feel unsafe or are suffering abuse.
- Appoint a Designated Safeguarding Lead (DSL) who is a member of the Senior Management Team, together with appropriately trained deputies and other nominated Safeguarding officers.
- Provide appropriate Safeguarding training for all staff
- Ensure homestay providers are aware of our Safeguarding Policy and are provided with appropriate information to ensure safety for our students
- Require all staff to read and implement (a) our Safeguarding and Child Protection Policy and Staff Handbook.
- Ensure that all staff and Homestay providers have completed DBS checks in accordance with our safer recruitment procedures.
- Ensure that all recruitment of staff and volunteers follow our Safer Recruitment Policy and procedures.
- Ensure that all allegations are managed appropriately.
- Ensure that all sub-contractors working in the school have appropriate Safeguarding training in place.
- Ensure all staff work to the agreed staff code of conduct, within professional boundaries and acceptable safer working practices.
- Have in place appropriate supporting policies and guidance (eg Anti-Bullying and Harassment; e-Safety and IT Acceptable Use; Equality and Diversity, Whistle Blowing, Safer Recruitment) and ensure that they are available to everyone working, studying at or visiting United World, including parents/carers.
- Be aware of the needs of vulnerable groups.
- Ensure work placements follow the agreed Safeguarding guidelines.
- Maintain a visitor protocol.
- Comply with inter-agency working agreements and share relevant information with and from relevant local authorities and agencies, including receiving information from the police via Children's Services relating to any instances of domestic abuse that have occurred within the household of one of our students.

United World will:

- Ensure that we have effective policies and procedures in place, in accordance with legal requirements and published guidance, to ensure the health, safety and wellbeing of all students
- Ensure that the Management team is clear about its statutory obligations regarding Safeguarding.
- Nominate a Safeguarding Lead and team of staff

The Safeguarding & Prevent team will:

- Oversee the school's approach to Safeguarding, Prevent and Child Protection and its adherence to relevant legislation

- Promote the safeguarding and welfare needs of all students

The Designated Safeguarding Lead (DSL) will:

- be responsible for organising meetings where necessary
- be responsible for updating the Safeguarding & Child Protection Policy
- be responsible for the provision of services designated to safeguarding and promote the welfare of young people
- be responsible for training and/or arranging refresher training of all designated Safeguarding and Prevent staff and other student - facing staff members
- be responsible for making the decision to make an inter-agency referral (DSL or designated deputy)
- be responsible for the collation and secure storage of all records relating to Safeguarding, Prevent or Child Protection incidents and concerns (DSL and designated deputy only).

Designated Safeguarding and Prevent Staff will:

- act as a point of reference and support staff on matters of Safeguarding, Prevent and Child Protection
- receive appropriate training and disseminate knowledge, attend relevant conferences, keep up to date with all matters relating to Safeguarding, Prevent and Child Protection and provide written reports as required
- follow agreed reporting and monitoring procedures.

Student-facing staff will:

- identify and meet the needs of individual students to ensure that students feel safe and secure and are encouraged to talk and share their concerns, and that they are listened to
- promote e-Safety to students as an integral part of their course
- recognise that students with special educational needs or disabilities may be especially vulnerable to abuse and take extra care to interpret apparent signs of abuse or neglect

All staff will:

- promote and apply United World Safeguarding and Child Protection Policy and procedures
- comply with the established Visitor Protocol by ensuring that all visitors sign in at Reception on arrival, wear their Visitor ID at all times whilst on school premises property, and sign out on departure.

Liaison with external agencies

We will promote effective liaison with other agencies in order to work together for the protection of all students.

Who needs to understand this policy and how will they know about it?

Everyone working, studying or visiting our school needs to understand this Policy. The Policy is published on the school website and posters promoting student safety are displayed throughout the school. In addition, the following training and awareness will be put in place:

WHO?	HOW?
All staff (including volunteers)	Overview included in initial induction; mandatory Prevent on-line training and face to face Safeguarding and Prevent training on joining. Refresher training every 3 years or when necessary due to legislative changes. Specific Safeguarding Handbook for Staff available.
Staff with specific Safeguarding responsibilities	Appropriate specialist external training.
Sub-Contractors	Arrangements in place to ensure that agencies/contractors provide the necessary training for their staff.
All students	Reference made to the Policy throughout the student induction process and included in the Student Handbook. Integral part of the tutorial programme.
Visitors	On arrival, will be made aware of the school's commitment to safeguarding by Reception staff; required to sign-in on arrival, wear their Visitor ID badge at all times whilst on school premises, and sign-out on departure.