



## Safeguarding Policy

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Eurospeak is committed to providing a secure and friendly environment where all members of the community, whatever their background or character, are protected from harm and respected by others.

All staff and any other adults involved with Eurospeak accept and recognise their responsibilities:

- to safeguard the welfare of children who join the School and any of its programmes;
- to continually develop awareness of any issues which might harm these children;
- not to make staff or any other adults involved with the School unnecessarily vulnerable to suspicion of any form of abuse.

We will endeavour to safeguard children as follows:

- by adopting child protection guidelines and accepted procedures
- by providing children with expected codes of behaviour and ensuring they understand what those are, especially bullying
- by sharing information about child protection and good practice
- by sharing information about any concerns

A child in the context of this policy refers to anyone under the age of 18 who has joined or is visiting Eurospeak.

This policy applies to all children regardless of gender, ethnicity, nationality, disability, sexual orientation or religion.

This policy has been formulated in accordance with the provisions of the Children Act 1989, the Human Rights Act 1998, and the United Nations Convention on the Rights of the Child (ratified by the United Kingdom Government in 1991). This policy is in addition to all relevant local authority safeguarding regulations and must be read in addition to Berkshire LSCB Child Protection Procedures available at <http://berks.proceduresonline.com/chapters/contents.html>.

### Statement of Principles

1. All children have rights. No-one can take away a child's right to be safe.
2. All children have the right to say 'No' if any person tries to do something to them which they feel is wrong.
3. All children have the right to get help against bullies by enlisting the support of friends or by telling an adult.
4. All children must feel they can tell an adult of any incident that frightens or confuses them or makes them unhappy.
5. All children must know that if they go to an adult for help, they will be believed and supported.
6. All children have the right to be treated with respect and to be safeguarded from harm.



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### STAFF GUIDELINES

#### Appointed Person for Safeguarding Children

Gaurav Vahi, the School Director at Eurospeak, is the Appointed Person for Safeguarding Children. He can be reached in school hours on 01189 589599. In emergencies, he can be contacted on 07931805819

#### Safeguarding Statement

The safeguarding, safety and wellbeing of all our students is our top priority.

All our staff, administrative and academic, are Enhanced DBS and suitably reference checked and are made aware of the school's safeguarding procedures. All our staff members complete a basic Safeguarding training, and regularly attend in-house CPDs.

We check regularly to ensure that all Enhanced DBS certificates are kept up to date.

Staff undergo CPDs related to safeguarding and the welfare and support of under 18s, and safeguarding is covered thoroughly in the staff induction procedures.

If students under the age of 18 are 10 minutes late for a scheduled class, we have a clear procedure which we follow to ensure the safety, wellbeing and whereabouts of the student. Teachers, academic staff and administrative staff are all clearly aware of this procedure and implement it immediately.

Students under the age of 18 are made clear to all academic and administrative staff in the building by a 'Junior Photo Board' which clearly identifies each student with a photograph and their name underneath.

We do not organise and accommodation or activities for students under the age of 18.

Students are made aware of the safeguarding, welfare support and safeguarding procedures that are in place and available to them during their course at Eurospeak. We consistently and methodically check up on students, and make a report of any welfare or support issues that arise during the students' course.

Parents and family member guardians of junior students are required to sign documentation and provide evidence of proof of address and identification. We take this documentation in advance, prior to the student joining the course.

Pick up and drop off arrangements are agreed and organised by the parents and guardian of the student, and Eurospeak require written confirmation of this.

Where students are staying with an extended family member, we retain written confirmation from students' parents, that they consent to the private living arrangement, and that the named guardian is responsible for the student outside of classroom hours.

No staff members are allowed access to, to know or to retain any personal contact information, social media interaction or any form of contact outside of the classroom.



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### Junior Student Break and Lunch Time Procedures

On the occasions that junior students and adult students are attending separate classes, the break times are staggered suitably, to ensure the break times are at different times to the adult students.

These class and break times are as follows:

#### Junior Classes

Class Time: 9:30am to 12:45pm  
Break 1: 10:30am to 10:40am  
Break 2: 11:30am to 11:40am

#### Adult Classes

Class Time: 9:30am to 12:45pm  
Break 1: 11:00am to 11:20am

During break times, junior students are not allowed to leave the premises, and are supervised at all times by a member of staff.

For junior students that attend morning and afternoon classes, during the lunch time, from 12:45pm – 14:00pm, all juniors must remain in the school building. All juniors who remain in the building during this time are supervised by a member of staff at all times. Any junior who wishes to leave the premises during this time, must be accompanied by their local guardian.

### How staff should react to safeguarding issues

#### 1) BULLYING

##### Definition

Bullying, defined as wilful and repeated behaviour which has the purpose of making another person unhappy, is not tolerated in any form at Eurospeak.

##### Identifying bullying

Bullying can take many different forms; it may be physical, emotional, name-calling, showing a lack of respect for another's property, excluding somebody from a social group; there are many possibilities. One person 'having a joke' is another person suffering bullying. Sometimes it is obvious, sometimes it is done subtly and in such a way that children will be worried about telling staff what is happening. For this reason, it is vital that staff is vigilant in noticing changes in behaviour of children, particularly if they become withdrawn.

##### How to react if you suspect bullying

1. Investigate all reports, however seemingly trivial.
2. Ensure that all reports of suspected bullying are logged and that the follow-up is also logged, fully recorded and signed by the senior staff member involved.

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3. Once it has been established that bullying has taken/is taking place, explain to the person acting unkindly that their actions have been precisely that and tell them the effect it has had on another / others.
4. Ask them to consider an appropriate way of putting things right and, if necessary support them in making an apology.
5. Ensure that any apology / reconciliation is done with staff present so that it can be accurately recorded.
6. Should the incident be more serious, conduct no-blame meetings with both parties (bully and bullied). The aim is to clarify the situation through discussion and allow both sides to work out a solution that is satisfactory to them both. This will be recorded by the supervising teacher. (N.B. Under-18s should not be asked to sign any documents.) Send details to the Director who will inform agents / parents of both parties what has happened and how it has been resolved.
7. If, after this meeting, the bullying continues, then it must be deliberate and require a more serious response. The Director will take immediate action to protect the bullied person and begin procedures to restrict the activities of the bully. The Director must be informed and decisions will be made which could involve the bully being removed from the site, perhaps to another one. The Director will keep agents / parents of both parties fully informed.
8. Any further incidents of bullying by the same person would result in them having to leave the School and/or programme and return home as quickly as possible.

## 2) CHILD ABUSE

### Definition

Child Abuse is most often used to describe ways in which children are harmed – usually by adults – with damage to their physical or mental health. There are four broad categories of abuse as follows:

- physical: through hitting, shaking, squeezing etc.;
- sexual: through inappropriate touching or contact with a child;
- emotional: through persistent lack of attention, unrealistic adult demands;
- neglect: failing to provide basic needs of food, proper clothing, safe supervision.

### Identifying child abuse

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

- unexplained injuries;
- a child describing an abusive act that has happened to them;
- another child telling you of their concern about a friend / fellow student;
- sexually explicit behaviour in games / activities;
- serious distrust of adults;
- difficulty in making friends / socialising with other children.



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The last two might appear naturally as the School and its summer programmes are new and strange environments for visiting children. However, in extreme forms, these might be indicators of a deeper problem.

How to react if you suspect child abuse

1. If you notice any physical or behavioural signs – contact the Academic Manager (or School Director).
2. If you suspect an adult is a threat to a child in some way – contact the Academic Manager (or School Director) and continue to monitor the situation.
3. If a child tells you they are being abused – react calmly, reassure the child and if you ask any questions, do so for clarification, not to find out more details; then contact the Director. Do not promise to keep a secret any disclosure the child has or wants to make.

In any of the above situations, immediately log and record what has happened, what you have seen, suspected or been told. Get your report signed by the senior staff member involved.

The Director will take appropriate action which may involve external agencies and contacting agents / parents.

### Use of external buildings

The policy of Eurospeak is to hold classes for under 18's on the main school premises. In the unusual event of a person under 18 attending a class in external buildings, the teacher, other staff member or the group leader must meet the children at the school premises and escort them to the external building and into the classroom, and again during breaks and at the end of the lesson.

Safeguarding Contacts:

Gaurav Vahi – School Principal, Designated Safeguarding Officer

Telephone: 07931 805819 (24-hour contact number)

Reading Borough Council Multi-Agency Safeguarding Hub (MASH)

Telephone: 0118 937 3641 (Office hours only)

Telephone: 01344 786543 (Out of Hours Emergency Duty Team)

Opening Hours: 9am to 5pm, Monday to Friday (excluding bank holidays)

The MASH team will look into the situation and decide what action to take. They may put a support package together or - in very serious cases - take emergency action and take the child into care.

Early Help Hub

Please complete the following form: [www.reading.gov.uk/ehcontactform](http://www.reading.gov.uk/ehcontactform)

## Safer Recruitment

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Eurospeak Language School endeavours to ensure that we do our utmost to employ safe staff by following the guidance and procedures.

Safer recruitment means that applicants will:

- explains any gaps in employment history
- provide two referees, including at least one who can comment on the applicant's suitability to work with children
- provide evidence of identity and qualifications
- if offered employment, be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role. This will include an enhanced DBS check and a barred list check for those engaged in Regulated Activity.
- if offered employment, provide evidence of their right to work in the UK
- be interviewed in person, if shortlisted for a position

The school will also:

- obtain references for all shortlisted candidates, including internal candidates
- identify checks to establish that applicants are who they claim to be (through birth certificate, passport, driving licence etc.) and their right to work in the UK.
- check all academic qualifications to ensure that qualifications are genuine
- carry out additional or alternative checks for applicants who have lived or worked outside the UK, where necessary
- ensure that applicants for teaching posts are not subject to a prohibition order issued by the Secretary of State
- examine previous employment history and ensure any gaps are accounted for
- ensure that applicants for teaching posts do not have restrictions imposed on them by another EEA authority
- ensure that candidates undergo appropriate risk assessment under the Prevent Duty (2015)
- on a yearly basis, before the start of each summer term, when junior students are admitted, every member of staff is checked through the Children's Barred List, and a copy of this Barred List check is kept in their staff folder

All new members of staff will undergo an induction that includes familiarisation with the school's Safeguarding and Child Protection Policy and Staff Code of Conduct and identification of their child protection training needs.



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All staff sign to confirm they have received, read, understood and agree to follow a copy of the Safeguarding and Child Protection Policy and staff code of conduct and other key policies.

The school maintains a single central record of recruitment checks undertaken.

Volunteers will undergo checks commensurate with their work in the school and contact with students. Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised or be allowed to engage in regulated activity. All volunteer sign to confirm they have received, read, understood and agreed to follow a copy of the Safeguarding and Child Protection policy and other key policies.

### **Safer Recruitment Procedure**

- To ensure equality of opportunity, Eurospeak advertises all vacant posts to encourage as wide a field of applicant as possible; normally this entails external advertisement.
- Any advertisement will make clear Eurospeak's commitment to safeguarding and promoting the welfare of children.
- All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).
- The creation of a job description which contains details that Eurospeak operate a Safer Recruitment Policy and applicants require a clear Enhanced DBS Check and satisfactory references are a mandatory requirement for this position.
- A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role. It details the skills, experience, abilities and expertise that are required to do the job. The job description also will include a specific reference to suitability to work with children.
- It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the Disclosure and Barring Service.
- Advertisements are posted online, mainly on [www.tefl.com](http://www.tefl.com).
- The advertisement is posted clearly containing a section stating that Eurospeak operates and enforces a Safer Recruitment Policy and applicants require a clear Enhanced DBS Check and satisfactory references are a mandatory requirement for this position.
- Applications of interested candidates are received in [jobs@eurospeak.org.uk](mailto:jobs@eurospeak.org.uk).
- All applicants are immediately informed that the position requires satisfactory references, including one from most recent employer, and a clear Enhanced DBS Certificate as these are mandatory requirements for the position.
- A shortlist of applicants is created.
- Shortlisted applicants' references are requested.
- References for shortlisted applicants will be sent for immediately after shortlisting.
- All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Eurospeak. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work



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with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative.

- References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.
- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.
- Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism".
- Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.
- Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.
- The School does not accept open references, testimonials or references from relatives.
- For shortlisted candidates with any gaps in employment or overseas employment, Eurospeak:
  - o Identifies any gaps in employment.
  - o Checks are done to ensure gaps are properly explained.
  - o Identifies any period of employment overseas.
  - o Checks are done to ensure periods or overseas employment are properly explained
  - o Wherever possible, the equivalent of an Enhanced DBS certificate is obtained from the relevant overseas authorities.
- Candidate's references are checked prior to interview invitation.
- If satisfactory references are received, the candidate is invited to an interview and informed that Safer Recruitment checks and questions would be carried out as part of the interview.
- Interviews will be face-to-face wherever possible.
- The interview process will explore the applicant's ability to carry out the job description and meet the person specification.
- It will enable the panel to explore any anomalies or gaps have been identified to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).
- Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has not been disclosed on the application form.
- A minimum of two members of Eurospeak staff will be present and interviewing, and of the people that conduct the interview, at least one of the people would have successfully undertaken a Safer Recruitment training course.
- The two people who have successfully completed this course are Gaurav Vahi (School Director) and Andrew Stapleton (Marketing and Student Recruitment Officer).
- Safer recruitment interview questions will be asked as part of the interview process
- All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.
- Upon acceptance and arrangement of an interview:
- If candidate is successful, prior to starting work, the following actions will be taken:
  - o Carry out Enhanced DBS check





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- Ensure candidates reference pertaining to any previous employment is obtained
- Ensure records and references are gathered pertaining to any overseas employment
- Completion of Level 1 Safeguarding course
- Completion of Prevent Course
- Staff Induction will be arranged for a date prior to start date
- If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:
  - the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
  - verification of the applicant's identity (where that has not previously been verified);
  - the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
  - for positions which involve "teaching work":
    - the School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School;
  - the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
  - verification of the applicant's right to work in the UK;
  - any further checks which are necessary as a result of the applicant having lived or worked outside of the UK;
  - It is the Schools policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.
  - It is the School's policy to re-check employee's DBS Certificates every two years.

### **Photography and Images**

The vast majority of people who take or view photographs or videos of children do so for entirely innocent and legitimate reasons. Sadly, some people abuse children through taking or distributing images, so we must ensure that we have safeguards in place.

To protect students, we will:

- seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
- seek parental consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
- use only the student's first name with an image - if there is a requirement to use the full name then parental permission will be sought for that specific use
- ensure students are appropriately dressed
- encourage students to tell us if they are worried about any photographs that are taken of them
- ensure staff are aware of the issues surrounding images of children

### **e-Safety**

Updated 8<sup>th</sup> May 2017



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Our students increasingly use electronic equipment on a daily basis to access the internet and share content and images via social networking sites such as Facebook, twitter, MSN, Tumblr, snapchat and Instagram.

Unfortunately, some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to grooming and enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. Students may also be distressed or harmed by accessing inappropriate websites that promote unhealthy lifestyles, extremist behaviour and criminal activity.

Cyberbullying and sexting by students will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures. Serious incidents may be managed in line with our child protection procedures.

Many junior students own or have access to handheld devices, and parents are encouraged to consider measures to keep their children safe when using the internet and social media at home and in the community. Mobile phones, laptops, notebooks, tablets and other devices capable of sending or receiving data using the Internet are collectively known as electronic devices. All these electronic devices have similar features such as e-mail, texting, audio recording, cameras to use for still and video imaging, accessing the Internet, blogging, etc.

Electronic devices should only be used in lessons when staff agree to their use. Students are encouraged to share ideas with staff about how electronic devices, programs, apps, websites, blogs etc can be used to enhance teaching and learning.

Electronic devices with the capability for recording and/or storing still or moving images cannot be used without and must only be used with the permission of those appearing in the image. Students must allow staff access to images stored on electronic devices and must delete images, videos, data if requested to do so. If the school has reasonable grounds to believe that a student's electronic device contains images, text messages or other material that may constitute evidence of criminal activity staff may forward to the Police for further investigation.

Posting of photographic / video material which, in the reasonable opinion of the school is considered to be offensive, on websites such as YouTube, Facebook etc is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material. This is the position whether the electronic device used is at school or operated elsewhere including the student's home.

The School reserves the right to confiscate a student's electronic device for a specified period of time if the student is found to be in breach of this protocol. The student may also be prevented from bringing a mobile electronic device into the School temporarily or permanently and at the sole discretion of the School Owner.

Students should ensure that their own devices are properly protected from viruses before connecting to the Eurospeak Students wireless network.

The School does not accept any responsibility for the theft, loss of, or damage to, electronic devices brought onto school premises, including electronic devices that have been confiscated or which have been handed in to the examinations officer. Any incidents relating to the theft, loss or damage of digital devices

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will be investigated by the school and appropriate action taken as necessary. The school cannot accept any responsibility for problems that occur during and after the installation of software and applications that students install on personal electronic devices.

Electronic devices and other storage devices, such as iPods, MP3/4 players, reading pens, wrist watches which have a data storage device and any other products with text or digital facilities, are not permitted in any examination room.

### **Referral to children's social care**

The Designated Safeguarding Lead (DSL) will make a referral to children's social care if it is believed that a student is suffering or is at risk of suffering significant harm. The student (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

Any member of staff may make a direct referral to children's social care if they genuinely believe independent action is necessary to protect a child. If a member of staff makes a referral this should be reported to the DSL. It is not the end of the member of staff's responsibility when they report it, they should expect feedback and should act if they do not receive satisfactory feedback.

### **Children with sexually harmful behaviour**

Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying and will use the school's anti-bullying procedures where necessary. However, there will be occasions when a student's behaviour warrants a response under child protection rather than anti-bullying procedures. Research suggests that up to 30 per cent of child sexual abuse is committed by someone under the age of 18. Peer on peer abuse will be treated following the separate Anti-Bullying policy.

The management of children and young people with sexually harmful behaviour is complex and the school will work with other relevant agencies to maintain the safety of the whole school community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator. Staff who become concerned about a student's sexual behaviour, including any known online sexual behaviour, should speak to the DSL as soon as possible.

### **Radicalisation and Extremism**

The government defines extremism as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Some children are at risk of being radicalised: adopting beliefs and engaging in activities which are harmful, criminal or dangerous. Islamic extremism is the most widely publicised form and schools should also remain alert to the risk of radicalisation into white supremacy extremism.



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School staff receive training to help to identify signs of extremism and any concerns are reported to the DSL. The Prevent duty 2015 is followed by the school. Opportunities are provided in the curriculum to enable students to discuss issues of religion, ethnicity and culture.