

Olivet Safeguarding Policy & Procedure

Introduction

Olivet makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. The school comes into contact with children and / or vulnerable adults through the teaching of English on our premises and also through the provision of homestay accommodation.

This policy seeks to ensure that Olivet undertakes its responsibilities with regard to protection of children and vulnerable adults and will respond to concerns appropriately. This policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

Legislation

The principal pieces of legislation governing this policy are:

- Working together to safeguard Children 2010
- The Children Act 1989 and 2004
- The Adoption and Children Act 2002:
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take several forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Responsibilities

The school has a responsibility to safeguard and promote the wellbeing of all persons who come into contact with us and, in particular, of under 18's and vulnerable adults.

All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

The school principal has responsibility to ensure:

- The policy is in place and appropriate
- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented
- Promoting the welfare of children and vulnerable adults
- Ensure staff (paid and unpaid) have access to appropriate training/information
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Keep up to date with local arrangements for safeguarding.
- Take forward concerns about responses

Implementation Stages and good practice

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

Recruitment:

- Job descriptions for all roles will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency about child/ vulnerable adult protection/ safeguarding
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification
- DBS checks will be conducted for all staff (paid or unpaid). Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts.
- No formal job offers are made until after checks for suitability are completed (including DBS and 2 references). (You may wish to add in a qualifier about measures in place for exceptional and justifiable circumstances where employment/ role could commence prior to DBS clearance).

Accommodation

- DBS checks will be conducted for the main care provider in all homestays accommodating under-18s is DBS checked
- Under 18's may not be accommodated in homestays where other students of 18+ are accommodated. This includes students from other language schools.

Airport Transfers/Taxi Services

- Olivet will only provide transfer/taxi services from reputable companies that can confirm that all drivers have Current DBS checks in place

Organised Excursions

- Olivet will only organise excursions on behalf of students with organisation that are established and all staff that have contact with students are DBS checked.

Absence

- All class registers will identify any students under 18
- Staff will report all absence to the Welfare officer who will take appropriate action
- If a student under the age of 18 is absent more than once in a week, the Welfare officer will inform the student's parents or guardian and, where applicable, their agent.

All staff and students at Olivet are made aware of Abusive Behaviour and Bullying Policy (page 9 student handbook) the content of which is designed to promote a safe and caring environment for all students and staff

Staff should not spend time alone with either under 18's or vulnerable adults, away from other people. Always conduct tutorials or other meetings in public places and ensure that you are never alone with children or vulnerable adults.

Training and Communication for Staff

Olivet commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include:

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence)
- Initial training on safeguarding including completion of Online Safeguarding Basic Awareness Course
- Familiarity with the content of the Student Handbook

Training

All staff will receive ongoing training as appropriate:

- Bi-annual refresher online basic awareness training
- Briefing notes and update communications as necessary

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- Team Meetings
- One to One meetings (formal or informal)

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling.

- Staff who have initiated protection concerns will be contacted by line manager /DSM within a certain timescale e.g. 1 week).

Training and Communication for homestay providers

Training

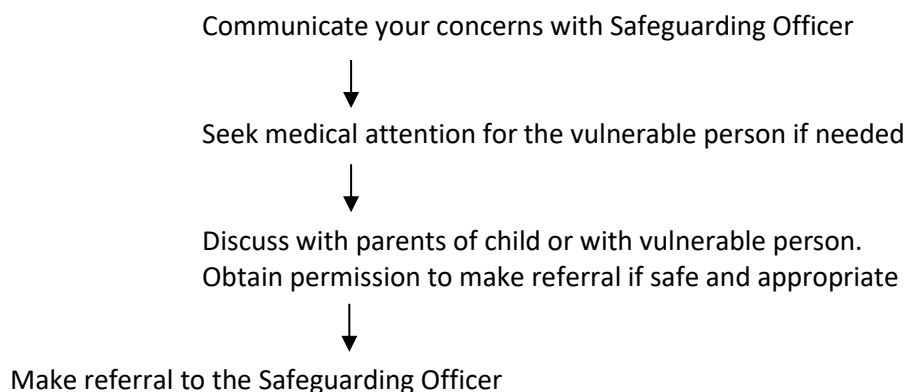
- All homestay providers that accommodate Olivet students under 18 will be sent a link to complete an Online Safeguarding Basic Awareness Course and encouraged to complete it.

Communications

- Homestay providers will be sent a copy of the Olivet Safeguarding Policy.

Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Olivet



Allegation Management

Olivet recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

It is not only the duty of Olivet staff but a legal requirement to disclose cases of abuse or allegations of abuse to the Safeguarding Officer

If a member of staff has suspicions, they should contact the Safeguarding officer. If a child or young person starts to talk to the staff member directly, they should allow that person to disclose and should allow them to continue talking following the guidelines below.

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issue
- Endeavour to meet the child/ in a semi-public or visible space if possible
- Listen to the child, rather than question him / her directly
- Offer him / her reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption.

- Accept what is said – it is not your role to investigate or question.
- Do not overreact
- Alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you must do and who you have to tell.
- Record the discussion accurately, as soon as possible after the event
- Use the child’s words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.

Monitoring.

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- CRB checks undertaken
- References applied for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Presence and action of Designated senior manager responsible for Safeguarding is in post

Safeguarding staff contact details

Safeguarding Officer

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Welfare Officer

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