

Policy for Safeguarding and Protecting Under 18s

Updated January 2025

To be reviewed annually or in light of policy changes, changes to the law, or after any major incident.

Britannia English Academy

12 Charlotte Street, Manchester, M1 4FL

Monday to Friday: From 8:30am, closing time may vary.

Students aged over 16 accepted. This minimum age changes to 6 during peak summer time.

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Definitions

The following terminology will be used throughout this policy and should be understood to mean as follows:

- **All Adults:** All teaching and reception staff working at the school.
- **Child:** Any person under the age of 18.
- **Student(s):** Refers specifically to under 18s in this document, unless otherwise stated.
- **Safeguarding:** An umbrella term meaning “looking after” children and ensuring their safety.
- **Child Protection:** Protecting children from direct harmful behaviour or abuse, either physical, sexual, or emotional.
- **Designated Lead for Safeguarding (DLS):** Person who looks after day-to-day matters concerning under 18s and is responsible for recording and maintaining systems. Ms Miriam Paris Mellado and Ms Youssra Elhaou are currently responsible for this role.

- **Designated Person:** Person who is responsible for ensuring the policy is followed in the absence of the Designated Lead for Safeguarding. Mrs Louise Sandiford, Ms Marta Marra, Ms Laura Solano, and Ms Ilaria Cherubini are currently responsible for this role.
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Section A: Policy Statement

Britannia English Academy is committed to ensuring the safety and well-being of all students under the age of 18 in its care. The school recognises the paramount importance of safeguarding children and will maintain a safe environment in all areas of the school and provide support to students to help them keep themselves safe outside of the school environment.

The school will support any students who raise concerns about their welfare, either in school, outside school, or in their accommodation.

Under 18s Entitlement

This policy is designed to ensure the safety of all under 18s, regardless of gender, race, or ethnicity.

Under 18s Involvement

Under 18s will receive a copy of guidance on how to behave and keep themselves safe, both in school and outside of school.

Adults' Responsibilities

All adults working at Britannia English Academy must make sure that they are fully aware of the procedures and policies given in this document. All adults with access to under 18s as part of their role will be expected to complete safeguarding training as applicable to their role. All such adults will be required to possess a DBS check.

All adults must ensure that their conduct and behaviour give priority to the safety and well-being of students. All adults are expected to follow the procedures for reporting any concerns that they witness, hear about, or are told by any student (of any age) regarding an under 18 student.

Section B: Code of Conduct

Overview and Principles

All adults will receive a copy of this policy document and receive safeguarding training as appropriate to their role in the school. The school's safeguarding and child protection policy

aims not to intimidate, but to help create consistent standards to build trust between all adults and students in a safe school atmosphere.

It aims not just to enforce regulations and sanctions about what adults can and cannot do, but also to help protect all adults from placing themselves in situations where behaviour can be misconstrued or accusations made.

Setting Standards

Staff working with under 18s must be excellent role models, exhibiting good behaviour at all times. They should not:

- Use foul language to, or in the company of, under 18s.
- Engage in discussions of an inappropriate nature.
- Encourage or allow any inappropriate or offensive comments between students, whether foul language or “jokes” of a racist, sexist, or generally harmful nature.
- Smoke or drink alcohol with under 18s.
- Knowingly allow under 18s to smoke or drink alcohol while they are in school or on any activity.
- Ignore any information suggesting under 18s are smoking, drinking, or taking any other illegal substance outside of school.
- Keep personal contact information (such as phone numbers, email addresses, or social network details) of any under 18s while they are students at the school.

Adults' Interaction with Under 18s

There should be no physical contact between adults and under 18s, except in the rare situation where a student needs to be restrained to protect others or themselves. It is important to be careful in how you interact with under 18s. As a rule, it is advised to restrict your contact to the professional setting of the classroom.

It is advisable not to be left alone with a student. If you wish to talk to a student, ensure that you are always visible to others, ideally adults. If necessary, move to the reception area or ask another adult to join you in the room.

To avoid situations that might be misconstrued or maliciously engineered against you, do not:

- Socialise with under 18s outside of school time.
- Interact with under 18s on social networking sites or applications such as Facebook, Instagram, or TikTok.

Appropriate Appearance

All adults should dress in appropriate smart-casual clothing as outlined in the staff handbook. Staff should be aware of the effect their appearance has on students, as it can be difficult for under 18s to respect roles and authority if adults do not dress appropriately.

If accompanying under 18s on excursions, staff should ensure that they do not dress in a manner that could be seen as controversial or provocative, such as clothing with offensive slogans, political statements, short skirts, or low-cut tops.

Alcohol, Drugs, and Smoking

Adults working at the school must:

- Not smoke or drink alcohol in the company of under 18s.
- Not allow under 18s to smoke or drink alcohol in their presence or with their knowledge.
- Report anything they hear about under 18s smoking, drinking, or taking any other illegal substance.

Accommodation

Under 18 students are placed with host families. Guidance is provided to the families of under 18 students regarding school rules, trips, and accommodation. Copies of this guidance are attached in **Appendix 1**.

Transport

Any taxis or coach companies used to transport under 18s will have first provided the school with written confirmation that their drivers are fully DBS checked.

Under 18s in Adult Classes

At times, students aged 16 or 17 may attend adult classes. These students will be clearly marked on the register. If these students do not arrive for class, the teacher must inform reception as soon as possible. This can be done using the staff WhatsApp group.

Britannia's policy is not to allow students into class who are 15 minutes or more late. However, an exception must be made for under 18s who are late. They must be allowed into class whenever they arrive.

Section C: Child Protection

Overview

Britannia English Academy takes its responsibilities seriously in meeting the need to protect children. All adults working with under 18s will have at least Level 1 safeguarding training and will be DBS checked.

Nominated Persons

The school has a DLS, as named at the front of this policy. It is their duty to ensure that all adults are following all procedures correctly. Any immediate concerns should be reported to them.

There will also be another designated person in the event of the DLS being absent from the building. This person is also named at the front of this policy.

The DLS will have Level 3 safeguarding training. All designated persons will have Level 2 safeguarding training and will receive further information from the DLS following their Level 3 training.

How to Respond to Concerns

If any adult has concerns about the safety and welfare of a child, they should not investigate it themselves. It should be reported directly to the DLS.

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Keeping Records of Allegations

All allegations of abuse will be kept securely, with access limited to the DLS, all designated persons, and official agencies, such as the police or the Local Child Safeguarding Authority.

If an Adult is Accused

If an adult is accused of inappropriate behaviour/abuse, then the following steps will be taken:

1. The complaint will be investigated by the DLS, who will talk to every party involved.
2. Written records of every conversation will be kept.
3. The DLS will judge whether it is appropriate to suspend the accused adult from school. This judgement will be made in consideration of whether there is a risk of the adult harming another child. The DLS may assign the adult to other classes or duties where there will be no contact with children.

4. If the DLS judges that a criminal offence may have taken place, they will inform the police.
 5. In the event of the police needing to be notified, the child's parents will be informed.
 6. The accused adult will be suspended from school until the police investigation is completed.
 7. If no further action is taken by the police, the adult will have to go through a period of re-training, including advice on how to avoid a repeat of the same situation.
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If an Accusation is Made Against a Member of the Child's Host Family

1. The child's parents will be informed.
 2. The child will, with the consent of his/her parents, be placed with another family.
 3. If inappropriate behaviour has been found to have happened, the host family will no longer be used by the school.
 4. If the DLS judges that a criminal offence may have taken place, they will inform the police.
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Out-of-School Activities and Trips

For each activity or trip that takes place where under 18s may be involved, there will be one staff member for every 10 students. An extra member of staff will also accompany the group in the event of something happening which requires a staff member to leave the group.

For each activity or trip, a thorough risk assessment must be completed and approved by the DLS beforehand.

The risk assessment must be taken on the activity by the member of staff in charge. Each child will be given a clear timetable for the activity, including meeting times. Each child will wear a wristband with the school's emergency contact number printed on it.

Policy for Lost Children

For any child who goes missing on a school trip, the member of staff in charge of the trip will attempt to contact the child by mobile phone immediately. If contact is made, the child is to be told to remain where they are until a member of staff reaches them.

If a child cannot be contacted by phone, a member of staff will attempt to meet them at the designated meeting point in case of emergencies.

The child may phone the emergency number on their wristband. The trip leader should contact this number first to check if the child has called.

If the child does not arrive at the designated meeting point and cannot be contacted in any way, a member of staff will conduct a search of the area.

If the child still cannot be found, assistance must be sought from the police.

Wearing ID Badges

Every adult is required to wear an ID badge at Britannia in order to identify themselves as staff to our students. It is also a signal to all adults that anyone seen without a badge may not be on the premises with the school's consent.

If you notice anyone without an ID badge and do not know who they are, you are expected to politely ask if they need assistance. If you are suspicious, tell reception immediately.

ID badges must be collected from reception upon arrival and returned before leaving the building.

DBS Checks

Staff are required to have an up-to-date DBS check. If an applicant does not have one for a prior role, the school will apply for one once a contract has been signed. Whilst DBS clearance is being waited for, no students aged under the age of 18 will be placed in a class with them. If an applicant fails a DBS check, the contract will be terminated immediately.

Section D: Training

Responsibilities

The DLS is responsible for ensuring that all new employees receive safeguarding training as soon as possible upon joining the school.

He/she is also responsible for monitoring the training needs of existing staff and for arranging training to meet any new requirements as set down by law or the school's accreditation body. All adults will undergo safeguarding training refresher courses every three years.

Level 1 training will be delivered in school and will be coordinated by the DLS.

Level 2 training, for designated persons, will be delivered via a course by a company which is approved by the CPD Certification Service.

Level 3 training will be undertaken by the DLS and is delivered either off-site by the Local Authority or via a course by another company which is approved by the CPD Certification

Service. The DLS will also attend a refresher course once every two years or in light of any changes in legislation or after any major incident in school.

Section E: Safe Recruitment

Overview

Britannia English Academy is committed to safe recruitment of all adults working in the school, as well as homestay host families and outside agencies.

Recruitment

All recruitment materials sent to prospective employees will clearly state the school's commitment to child safeguarding and protection. All applicants must demonstrate a willingness to share the school's approach to keeping children safe, which will be clearly asked about during the interview process.

It will be made clear in all cases that references will be followed up and that DBS checks will be needed.

This policy booklet will be shared with all successful applicants before they begin their employment.

In the case of DBS checks not having arrived before an adult begins their employment at the school, they must be supervised in any situations involving under 18s. They will not be given classes which include any students under the age of 18.

The Decision to Recruit

A decision to offer employment at Britannia is dependent on the DLS being satisfied as to the candidate's suitability after having collected:

- A copy of the candidate's ID, such as a passport or driving licence.
- A copy of the candidate's qualifications, including their degree and teaching qualifications.
- Two references from a person/people who have known the candidate in a work-based or formal setting. Ideally both will be from former teaching posts or teacher training courses. For experienced candidates who have declared their past teaching experience on their application, this experience will be checked.
- A suitability check. In most cases this will be an enhanced DBS check.
- An explanation, which can be proven, for any gaps in the candidate's CV.

Applicants with a Criminal Record

In the case of a successful applicant having a criminal record, the school will consider:

1. The nature of the offence – a crime committed against a child or vulnerable person will lead to the applicant not being employed.
2. The date the offence was committed. If, in the judgement of the DLS, the crime is not considered relevant to the post, the applicant may still be employed.

Additional Police Information

The school understands that in the case of any additional information provided by police, that this information has not resulted in a criminal conviction. It may also be the case that an accusation resulted in no further action and/or was not even tested in a court of law.

The school will consider the nature of the accusation in the same way as accusations above, and will seek advice from the Local Authority in any instances of doubt.

Appendix 1: Information for Parents

School Rules

It is a condition of study with Britannia English Academy that students abide by the following rules:

- Always speak English in class and attempt to speak it while on the school premises, activities, and excursions.
 - Dress appropriately for class, activities, and excursions. No t-shirts with foul or offensive language, or any clothing which is too revealing or provocative.
 - Show respect to other people's (staff and students) property.
 - Respect all other students' right to study.
 - Attend all classes.
 - Arrive on time for all classes.
 - Respect all members of staff and speak to them in a respectful manner.
 - Do not smoke or vape during any period of time while on the school premises, activities, and excursions.
 - Do not look at any inappropriate content whilst using the school's computers.
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Unacceptable School Conduct

Misconduct is defined as when a student:

- Continually breaks the rules outlined in section 1.
 - Encourages other student(s) to break the rules outlined in section 1.
 - Harasses other students or members of staff.
 - Engages in any conduct which harms the reputation of the school.
 - Breaks any British law.
 - Commits any act or acts which endanger the safety of others.
 - Uses or is under the influence of any drugs (including alcohol) while at the school or on related activities or excursions.
 - Purposely causes any damage to school property.
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Consequences of Misconduct

3.1. Where a British law appears to have been broken the Police or relevant authority will be notified.

3.2. If a student contravenes one of the rules outlined in section 1, or ignores warnings given by a teacher, the school manager will be informed.

Disciplinary Procedure

4.1. The student is provided with a formal oral notification of the reason for his/her being disciplined.

4.2. During the disciplinary process, the school manager may decide to do one or more of the following:

- a) Dismiss the charge
 - b) Modify the charge
 - c) Speak to the student informally and note details of the exchange for future reference
 - d) Recommend one or more of the penalties below
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Penalties

- a) The issuing of a formal reprimand and warning against any future breach of procedure
- b) Suspension of the student from attending classes for a fixed period
- c) Suspension of the student from any of the school's facilities, including the library, social room, or computer room
- d) Suspension of the student from an activity or excursion
- e) Cancellation of the student's enrolment and course without a refund

The student will be provided with a written statement which provides details of the school's decision.

The student will be allowed the opportunity to provide a written response within 48 hours.

Additional Information Related to Under-18s

Prior to an Under-18 year old being suspended from a class, activity, excursion, or part of the school, Britannia Academy will contact their parent(s) or guardian(s) to inform them of the situation and invite their assistance in addressing the behaviour and/or situation arising from it. The student's accommodation arrangements will not be affected by the period of exclusion.

A student may invite his parent(s), guardian(s), or support person to attend any interview that takes place during the disciplinary process. This process will take place whether or not a support person attends.

Frequently Asked Questions: Parents of Children Aged 16 and 17

1. What happens if my child misbehaves?

If your child is punished due to any misbehaviour, you will be informed of the reason for this and what the punishment consists of.

2. How will my child be kept safe at their place of residence?

Your child will be staying in a homestay, with an English family. They will treat your child as a member of their family, will cook and clean for them, and take them to visit places of interest. Britannia carefully checks all homes used to ensure their suitability. The head of the household will have a criminal record check. All families receive guidance from Britannia on how to keep your child safe and make their experience as comfortable and enjoyable as possible.

3. How will my child be kept safe at the school?

Your child will be supervised at the school at all times. Britannia English Academy has a clear safeguarding policy for keeping children safe. All teachers and reception staff have criminal record checks and have had training in keeping children safe.

4. What if my child has allergies?

It is important to inform Britannia of this before your child arrives in Manchester, especially if there is any medication which your child must take.

5. How will my child travel from the residence to school?

Your child's host family will make your child familiar with the best public transport to take or the best route on foot. Please be aware that your child will need to pay for any public transport used.

6. Which transport will the school use for social trips?

The school may use a mixture of public transport or a private coach for trips. In all cases, the school will use a reputable company.

7. **How will my child be supervised on social trips?**
Each social trip will be supervised by at least two adults.
 8. **How will my child get from the airport to the residence?**
Britannia offers a service to meet students at the airport and take them to their residence.
 9. **What do I do if I suspect/know that my child is having problems during their stay, either at school, out of school or with their host family?**
You should contact Britannia immediately. It may be the case that the school is not aware of any problem, so it is essential that you do not hesitate to tell us.
 10. **How do I get in contact if there is a problem?**
If you need to contact the school at any point, you should contact the school using the following methods:
 - **Phone:** +44 161 4649
 - **Emergency phone:** +44 754 686 5664
 - **Emergency phone (WhatsApp):** +44 7511 606702
 - **Reception (WhatsApp):** +44 7511 606690
 - **Email:** info@britannia-school.com
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Appendix 2 link:

Recognising Signs of Child Abuse:

<https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse>