

<u>LVC Safeguarding Policy</u>	
	<p>LVC London School of English recognises its responsibility to safeguard the welfare of all members of staff and students enrolled with us. We strive to maintain a safe and supportive environment and all our employees recognise and accept these responsibilities.</p> <p>This policy is in compliance with: Human Rights Act 1989 Data Protection Act 1989 Children Act 1989</p> <p>The Aim of our safeguarding policy includes:</p> <ul style="list-style-type: none"> • Providing protection for students enrolled at LVC London School of English • Providing staff and host families with guidance on procedures they should follow if they suspect any student may be experiencing or at risk of harm • Measures to follow to avoid making ourselves vulnerable to suspicion of any form of abuse. <p>The measures include among others:</p> <ul style="list-style-type: none"> • Taking steps to ensure that all applicants who work within LVC are interviewed and required to provide at least one reference, all such references will be followed up. • Criminal Records Bureau checks on all members of staff including all members of Host Families over the age of 16. It will be made clear to applicants that the work will involve working with young people under age 18 and is exempt from the Rehabilitation of Offenders Act 1974. • LVC excludes known abusers. • Appointment of a Safeguarding Officer to monitor issues relating to the safety of students. • Members of staff are registered with the Independent Safeguarding Authority (ISA).* • Providing training opportunities for staff to ensure that symptoms of possible abuse can be recognised (physical, sexual, emotional and neglect) and the appropriate response to suspicions of abuse. • Implementing Safeguarding guidelines and accepted procedures including a Code of Conduct for staff and host families. • Ensuring students know how to make reports and to whom. • Sharing information and acting promptly and professionally to any observation or concerns raised.

Safe Working guidelines for Staff and Host Families

All members of staff and host families are advised to ensure that they avoid making themselves vulnerable to suspicion of any form of abuse by following the guidelines and procedures set out in LVC's Staff Handbook and Code of Conduct for Host Families.

Identifying abuse:

The following are guidelines to identifying abuse; it is not an exhaustive list as abuse may exist in various forms:

- Unexplained injuries
- Sexually explicit behaviour during activities
- Fear or distrust of adults or other students
- Difficulty socialising with other students
- Unexplained mood swings and personality changes
- Avoiding activities when they usually participate

Procedure on suspicion of abuse

If a member of staff or member of a host family is suspected of any form of abuse, such suspicions will be reported to the Course Co-ordinator.

The person against whom the allegation is made will be informed of the allegation and interviewed immediately. Following the interview, if there is any potential substance to the allegation, they will be suspended from their duties pending further investigation.

Confidential records will be kept of the allegation and all subsequent proceedings.

Unfounded allegations will result in all rights being re-instated. Founded allegations will be passed on to the police and will result in a termination of employment. LVC will also inform the Independent Safeguarding Authority (ISA) to ensure accurate records are kept.

Excursions: Safeguarding Under 18s:

*Where possible if there are students who are under 18 on an excursion, there should be 2 members of staff accompanying each group.

*Under 18 students should be clearly identified on the passenger list.

*Teachers should double check before the journey to ensure that all Under 18 students are noted.

*If an under 18 student fails to arrive at the appointed time for the excursion, the Teacher should inform the Student Welfare Officer.

	<p>*Teachers must have the mobile number of all under 18 students.</p> <p>*Under 18 students should stay with the teacher during the excursion.</p> <p>The school ensures there is sufficient adult supervision of all social programmes, both on-site and off-site. The acceptable supervisor: student ratios at LVC are: 1:8 (under 15s) 1:10 (under 16s) 1:12 (18+)</p> <p>*Generally under 18 students that are not enrolled as LVC should not be allowed in the classroom. Exceptions to this can include:</p> <p>Brief visits, e.g., an employee brings his/her child, grandchild or other minor relative in to introduce that child to co-workers, provided the employee supervises the child(ren) at all times during the visit.</p> <ol style="list-style-type: none"> a. Special occasions that are employer-sanctioned and at which attendance by children is encouraged. Special occasions should be coordinated with and approved by the employee's supervisor after considering and satisfactorily addressing the factors set forth in paragraph 3 below. The employee's schedule for the special occasion should take the child's presence into consideration. b. In the event of an emergency, and if there are no other alternatives, parent employees may have children present in the classroom for brief periods of time provided the parent obtains the immediate supervisor's prior approval. Similarly, in the event of an emergency, and if there are no other alternatives, parent students may have children present in the classroom for brief periods of time provided the parent obtains the instructor's prior approval <p>The exceptional circumstances under which children may be brought into a classroom setting should be established in a discussion between the academic manager, the parent, and the instructor, respectively, taking into account the following factors:</p> <ul style="list-style-type: none"> • Whether the parent is willing to accept full responsibility for the child's safety and for any damage to property or injury to persons that is caused by the child's presence. • When considering the presence of children on campus, the extent to which the child's presence in the classroom creates a potential danger to the child or exposes the department and the University to liability must be considered. Safety is a primary concern for parents, supervisors and the University. The extent to which the child's presence in the classroom disrupts or has the potential to disrupt the classroom environment and/or creates an atmosphere that is not conducive to achievement of the specific goals and objectives of the classroom. • Whether the parent agrees to assume responsibility for the child at all times and to ensure that the child's presence does not disrupt his or her work or interfere with the classroom activities. • Whether the parent agrees to supervise the child at all times and agrees that he or she will not leave the child with 	
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another employee.

- Such other factors as the instructor deems appropriate.

Absence

Students under 18 are reported absent to the Course Co-ordinator immediately this is observed and steps taken to confirm the location and safety of the student.

A meeting will be arranged with an absent under 18 student to confirm the reason for absence and check whether there are causes for concern, the result of the meeting will be recorded and kept in the student's file.

Additional Checklist for Under 18s:

- ✓ Identifying Under 18's by their student ID card, the Date of Birth highlighted in bold red.
- ✓ The Safeguarding Officer meets with the student during the first week (thereafter monthly) of Under 18's stay, to ask how they are faring. The Student Welfare Officer also checks with students every week to ensure there are no problems with accommodation, attending classes or coping with workload (checking overall well-being).
- ✓ Safety during Excursions and social activities: ensuring every student is aware of the procedure and has teacher's phone number
- ✓ Refer students to the Under 18 section of Student Handbook
- ✓ Safety: ensuring all students are aware of emergency phone numbers
- ✓ The Academic Manager will identify Under 18 students on the class register
- ✓ Records of such meeting notes will be stored for safe-keeping in the Safeguarding File
- ✓ Any social event will be planned to ensure that there is variety of inclusive activities for students of all ages
- ✓ LVC will consider under 18's with regards to staff conduct, social activities and risk assessment
- ✓ Requesting permission letters from parents/guardian before arrival for under 18's and making sure host families are informed of the parental consent given.

Online safety

LVC London School of English is aware of the dangers posed by students using the internet unsupervised or unprepared for the dangers. These dangers include:

- Cyberbullying

	<ul style="list-style-type: none"> - Sexual predators - Identity or information theft - Exposure to pornographic images - Exposure to violent images <p>Students at LVC are allowed to use the Internet unsupervised in the library or on their own personal devices between lessons but in their induction each student is warned about the dangers of the internet and advised on how to remain safe when surfing online. There are posters advertising the dangers and how to avoid the risks in the library facilities, and each of the teachers must complete obligatory Safeguarding and Prevention level 1 training. Teachers may use the internet in their classrooms but in the classroom students are not permitted to use the school computers to surf the internet unsupervised.</p> <p>The IT department are responsible for ensuring the school's equipment is not open to misuse or attack.</p> <p>The academic manager is responsible for ensuring all teachers and staff have an up to date awareness of online safety measures and of the current school Online Safety Policy.</p> <p>Teachers and reporting staff are responsible for:</p> <ul style="list-style-type: none"> • reporting any suspected misuse or problem • ensuring any digital communication with learners is purely professional • online safety issues are embedded in all aspects of the curriculum and other activities • students understanding and following the Online Safety Policy and acceptable use policies • ensuring students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations • monitoring the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices <p>This policy applies to all staff, including management and all members of host families working for or with LVC London School of English.</p> <p>LVC is also committed to reviewing our policy and good practice annually.</p>	
	<p>Updated December 2017</p>	<p>Next update due for December 2018</p>