

Safeguarding Policy

Birmingham School of English

FORM OF ACKNOWLEDGEMENT

August 2024 Edition

Could you please sign below to indicate you have received a copy of the updated safeguarding policy August 2024 (either soft copy or hard copy) read, understood, and accepted the contents of the policy. Also, by signing this declaration you agree to work in accordance with the policies and procedures and code of conduct set out in the handbook.

Name
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Signature
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Date
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Policy Statement

1.1 Context

Birmingham School of English is a British Council Accredited private Language School located in Birmingham, England. The School provides English Language courses all year round to adult student and 16 and 17 year olds.

Students aged 16 and 17 attend classes with adults under the conditions that the parents/guardians sign a “Consent to Travel and Study Form”.

Birmingham School of English provides Homestay accommodation through Hosts International. All Birmingham School of English provision for homestay is through Hosts International Ltd who are registered with the British Council.

Contact details for Birmingham School of English are as follows:

Address	Birmingham School of English Digbeth Court, 162-164 High Street, Birmingham, B12-0LD
Telephone Number	+44 (0)121 – 366 8953
Email	info@studybse.com
Website	www.studybse.com
24 hour Emergency Contact Number	+44 (0) 121 690 3354

1.2 Policy Statement

Birmingham School of English is committed to practices, which ensure a safe, and supportive environment exists for all staff, students, and visitors to the school. This includes both Safeguarding and Child Protection. This is of paramount importance in our organization. Birmingham School of English believes that children/young people have rights as individuals and should be treated with dignity and respect. Therefore, Birmingham School of English will strive to provide a safe environment for any young people (under 18) in its care while they are studying, visiting, or participating in Birmingham School of English activities.

1.3 Purpose of Document

The purpose of this document is to support a safe school environment and culture and to help build a trusting relationship between under 18s and adults. It aims to protect minors from abuse and to protect staff and other adults from suspicion of abuse. It aims to raise awareness of child protection issues and to ensure every adult involved with the school is aware of their responsibilities.

1.4 Under 18 Entitlements

This policy relates to all young people under the age of 18, regardless of race, culture, religion and gender who have an entitlement to be protected.

Adults Responsibilities

We are committed in maintaining a safe and supportive environment and ensure that all adults working with Birmingham School of English accept and recognise their responsibility for the safety of all young people under the age of 18. All adults must be aware, vigilant and know to report any concerns or allegations. This policy will guide adults how to respond to such allegations and procedures of reporting them.

Under 18s Involvement

A summary version of the policy is provided in the U18 student handbook which is handed to them as part of their pre-arrival information pack.

Documents / Legal framework used to produce this policy

The following documents were used to produce this policy:

- International students under 18: guidance and good practice (UK Council for International Student Affairs)
- Guide to assist providers in writing a safeguarding policy (British Council)
- Care of Under 18s: Guidance for ELT Providers (British Council)
- NSPCC

Associated Policies and Documents

- Selection and Recruitment Policy
- Health & Safety Policy
- Fire Safety Policy
- E-Safety Policy
- Terms and conditions –Birmingham School of English
- Student Rules and Regulations
- Staff Code of Conduct
- Consent to Travel and Study Form
- Registration Form
- Induction Procedures
- Teacher Handbook
- Staff Handbook
- Emergency Action Plan
- Missing Student Action Plan
- Abusive Behaviour Policy
- Student Attendance & Absence Policy
- CPD Policy
- Behaviour Policy
- Homestay Family Guidelines
- Stay Safe Guidelines
- Excursion and Activity Form
- Guidelines for Excursions
- Risk Assessments –(Fire, Journey, Airport, Activities)
- Missing Student Action Plan as a part of Safeguarding Under-18s and Vulnerable Adults Policy
- Fire Emergency Action Plan
- Disclosure / Incident / Child Protection Concerns Notification Form –Appendix
- Dealing with allegations of abuse against members of staff and volunteers
- Student Handbook

Availability and Formats

- Full version on Birmingham School of English website
- Full version available at Birmingham School of English Office
- On School notice boards and Staff room notice board
- Available upon request

Terminology

Birmingham School of English	Also referred to as Birmingham School of English
Child	Person under the age of 18. Also referred to as Under 18 Also referred to as “U18”
Adult	Person over the age of 18
Child Abuse	An action by another person - adult or child - that causes significant harm to a child. It can be physical, emotional or sexual.
Child Protection	Protecting children from direct harmful behaviour.
Safeguarding	Safeguarding is an action that is taken to promote the welfare of children and protect them from harm
Welfare	Well-being of a person - physical and mental.
Duty of Care	The legal obligation to safeguard others from harm while they are in your care, using your services or exposed to your activities
Vulnerable Adults (VA)	A person aged 18 years or over with learning disabilities or physical difficulties. Also referred to as “VA” .
Individual Students under the age of 18	Student aged 16 and 17 whose parents signed the “Consent to Travel and Study Form” (Section: Course arrangements, Individual Student U18), can attend adult courses and is treated as an adult in accordance to UK legislation. Also referred to as “ISU18”.
Designated Safeguarding Lead (DSL)	A person responsible for the safeguarding and welfare of students, supported by other members of the School. Also referred to as “DSL”.
Designated Safeguarding Person (DSP)	A person responsible for supporting the DSL in their duties and day-to-day responsibilities, and for assuming these duties and responsibilities in DSL’s absence. Also referred to as “DSP”.

Policy Review

The policy is reviewed by the Designated Safeguarding Lead (DSL) and signed off by the Centre Director (DSP).

The policy is reviewed annually, although it may be updated regularly based on changes in business activity, legislation and British Council guidelines.

Feedback on policy review will be taken from concerned stakeholders.

Roles and Responsibilities

Designated Safeguarding Lead	<ul style="list-style-type: none"> - Drawing up and enforcing the School's safeguarding policy. - Being alert to and recognising welfare issues, being sure to challenge poor practice. - Sharing appropriate information with relevant people. - Consulting local safeguarding children board procedures for additional information and guidance if needed. - Making referrals to social services when appropriate. - Being a point of contact for all staff that may have safeguarding concerns. - Take part in safeguarding children training every 2 years and have ready access to relevant resources. - Responsibility of the DSL to ensure that their own training is up to date - Ensure that there is an effective child protection policy and staff code of conduct in place. Copies of these should be provided to all staff members and also be available for the public and parents to view. - Ensure that the child protection policy is reviewed annually and updated where necessary. - Act as a source of support, advice and
	<ul style="list-style-type: none"> expertise to staff members and help them to understand when it's essential to report their concerns. - Keep detailed, accurate and secure written records of concerns and referrals. - Have knowledge of how local authorities conduct a child protection case conference and a child protection review conference, plus be able to attend and contribute to these effectively when required to do so. - Encourage a culture of listening to under 18s and taking account of their wishes and feelings in any measures that the school puts in place to protect them. - Overlooking staff recruitment for all roles involving responsibility for or substantial access to under 18s. - Ensuring that safer recruitment is practiced within the School. - Responsible for ensuring that all staff is trained to the necessary level and that training is refreshed every 3 years. - Responsible to provide face-to-face training to all staff who have online Basic Awareness Training (Level 1) - Responsible to keep all records, information and confidential notes regarding child abuse in a locked room or in secure electronic files (password protected). - Responsible for signing off Risk Assessments.

Designated Safeguarding Person	<ul style="list-style-type: none"> - Making sure all staff are aware of how to raise safeguarding concerns - Ensuring all staff understand the symptoms of child abuse and neglect - Ensure own safeguarding training is up to date - Should be fully conversant with Birmingham School of English child protection policy and take action on child abuse within the school - Are alert to the specific needs of under 18's in need, those with special educational needs - Liaise with the Designated Safeguarding Lead to inform him or her of issues especially on-going enquiries. - Liaise with staff on matters of safety and safeguarding. - Act as a source of support, advice and expertise for staff - Have the skills and ability to identify signs of abuse. - To know how to refer concerns to the appropriate investigating agencies. - Maintain detailed and accurate written records of child protection concerns and ensure they are kept securely.
Welfare Office	Provides support and information on welfare matters and handles any queries, needs or concerns relating to welfare of the students.
Agent	Follow the School's Terms and Conditions and Agent agreement.

Welfare Provision

Risk Assessments

Risk assessments are carried out for:

- The School buildings
- Course Risk Assessment
- Homestay Accommodation
- Excursions and Activities
- Airport transfers

For excursions and activities risk assessments are to be carried out by the Manager responsible for the activity. The DSL has the overall responsibility of ensuring that these are carried out and advice is passed on to students regarding any information about risks identified from the risk assessment. The risk assessment is filed away for future reference and is reviewed for the improvement in practices and procedures relating to excursions and activities.

Supervision Ratios

Staff members leading an activity must conduct a risk assessment before any activity or excursion takes place. This will then need to be signed off by the DSL. Based upon the findings of the risk assessment and the level of risk involved, staff will be deployed. Normally the minimum supervision ratio for students under 18s is one leader per 15 students. Although this would depend upon the risks identified from the risk assessment.

E-Safety (I.T & Social Networks)

Electronic contact is defined as the communication or publication of information (including images) between two or more people using an electronic device. This may occur using (but is not limited to) voice communication, text communication, instant messaging, email, social networking sites, blogs, photos and videos.

This policy applies to the relationship between students U18, VAs and staff before, during or after a course.

Staff must request permission from the DSL, DSP, for any electronic contact with a child or VA which is of a non-work- related nature before, during or after a course.

Requesting mobile phone numbers from students is necessary for school's social activities, however, staff should only give out the schools mobile number, and not their own private number. Social networking on Facebook etc. is strictly prohibited.

In any electronic contact with students, staff must pay particular attention to use neutral, un-emotive language that will not be misconstrued. Staff must not exchange any information with a child and VA that they would not be happy to share with the child's parent or carer.

The School recognises that E-safety is an area of growing concern. Whilst Birmingham School of English cannot exert full control over how children and VAs choose to conduct themselves online and using electronic devices, maximum effort is made to guide them in making good choices.

Advice about e-safety is provided on the School's notice boards. U18s and VAs are explained the importance of E-safety during their induction and that they should inform a member of staff if they receive an unwanted email or message online or by text message. This information is to be passed on to the DSL or DSP by the member of staff.

2.3 Welfare Provision

We provide general care for our under-18s through the following means:

- 24-hour emergency phone number given to all students, parents and agents
- Basic Awareness Safeguarding training (Level 1) completed by all staff
- All staff have read and sign the safeguarding policy
- Constant safeguarding review and training updates
- Inductions and training for all staff including welfare scenarios
- Safe recruitment procedures
- Welfare Officer is available to help students with any problems
- Coffee clubs are held at the School and help in improving the students communication skills and building a positive relationship
- Student Handbooks contain welfare information

First Aid and Medical Care

The School has two members of staff at the School who are First Aid trained (Imran Iqbal and Aisha Zeb). The training and certificates for these trained first aiders is renewed every three years. There are first aid kits located in the social room, general office and the reception. The first aid kits are regularly checked to ensure they are fully equipped by Imran Iqbal the Centre Manager.

If students Under 18 need to see a GP, the welfare officer will take them to the GP. The welfare officer will help all other students in registering with a GP and booking appointments. The Centre Manager has overall responsibility of Health & Safety in the School.

Staff required to administer first aid should ensure, wherever possible, that another staff member is present if they are in doubt as to whether necessary contact can be misconstrued.

No medicine is to be administered to students without parental consent or a doctor's prescription.

Behaviour & discipline

Birmingham School of English expects all students to behave in an appropriate manner whilst in the School and during excursions. There is a clear code of conduct set out in the U18 student handbook. All students are expected to sign the code of conduct when arriving at the School. It is sent to the students as part of their pre-arrival information pack.

As mentioned earlier in the policy, adults have a duty in setting standards for all students, especially those under 18.

If bullying is suspected, the same procedure should be followed of reporting allegations or suspicion. They are set out later in this policy

Fire Safety

All students are walked through the School premises during their induction before the start of their course.

All escape routes are clearly visible. Students are informed of the fire drill process and the fire assembly point.

Additional consideration is placed with U18s. Induction feedback is conducted from students to ensure they fully understand the fire procedures.

There are six members of staff who have undergone fire marshal training. It is the overall responsibility of the Centre Manager for all Fire Health & Safety Compliance in the School.

Airport Transfers

All U18s travelling without an adult should be met at the airport, whether by an Birmingham School of English representative or a local guardian. Parents are required to provide detailed travel information for the arrival of the under 18 on the 'booking form'. The unaccompanied U18s service needs to be booked and paid for two weeks in advance. An Birmingham School of English representative will collect the U18 and take them to their host family accommodation. For departure an Birmingham School of English representative will travel to the airport with the student, help them through check in and see them through the departure gates. The Birmingham School of English representative will wait at the airport until the flight has taken off.

All confirmed flight details must be included in the Registration forms. Any changes to these flight details must be notified to the School immediately. All flight changes will be subject to additional charges to recover any cost that may be incurred by the School as a result of these changes.

Documents students are advised to bring for the UK Visas & Immigration are:

- A letter from their parents or guardian giving permission to travel
- The name of the person with whom they are staying (homestay or residence)
- Confirmation of enrolment letter/visa letter from the school
- The name of the Principal/Director of the institution
- Information of their airport transfer

Missing Students

This policy applies to staff and acts as a guideline for actions to be taken in the event of a student going missing.

If any student Under 18 is absent 30 minutes after class has started, the teacher will report the absence to relevant staff member. The staff member will attempt to contact the student. If there is no response from the student, the missing student procedures would be invoked.

On activities students will be organised in groups where there is at least one mobile. Staff will be responsible for checking/counting numbers of students, during the day. Students will have the activity leader's mobile number (the leader will have a mobile provided by the School) to contact if necessary. Students will be given a meeting point to go to in the event of becoming lost.

If a student under 18 is late for, or goes missing during, an out of school activity/excursion the activity leader will attempt to contact them. The activity leader will have a reliable list of contact numbers for all students in their group with them at all times. If they are unable to contact them, missing student procedures would be invoked.

If the Homestay Host does not know the whereabouts of the student, and they are not home 15 minutes after the curfew time, they will attempt to call the student. If the student does not answer the Homestay Host will inform

the school on the emergency phone and Missing Student procedures are invoked.

If Birmingham School of English staff or the Host Family provider cannot account for the whereabouts of a student, Missing Student procedures are invoked immediately:

- Staff or HF provider will attempt to contact the student or any known local friends, guardians or other Birmingham School of English staff members.
- Fellow students will be questioned about the missing student's whereabouts.
- School premises, school surroundings, activity area, Homestay accommodation will be searched.
- Parents / guardians should be contacted
- If the student cannot be found the Police (999) will be contacted.

Student Arrested

In the unlikely event that an U18 student is arrested, a member of staff should accompany the student to the police station, insist on support being made available for him/her. Inform the Centre Director immediately and discuss the course of action.

Radicalisation and Extreme Prevent

Birmingham School of English understands its responsibilities under the Counter Terrorism & Security Act 2015 to prevent people of all ages being radicalised or drawn into terrorism and seeks to meet its obligations in the ways shown below, after setting the context.

Designated Safeguarding Persons have responsibility for extremism and radicalisation and will develop and share links with other local organisations in a similar position.

All staff and students are aware of and understand the terms 'radicalisation and extremism' and are reassured that they will be supported if reporting any concerns (whistle-blowing) in this area.

The School has put in place a prevent policy to counteract this. All staff are encouraged to undergo prevent training. A risk assessment must be produced showing what is already being done and what still needs to be done. This needs to be reviewed annually.

Provision for those more vulnerable

Students with special needs or those who are more vulnerable would be identified in the admission process. In line with the Schools admission policy students would only be accepted if we were able to make necessary adjustments to their needs. For students who are more vulnerable or those with special needs a risk assessment will be carried out. Based upon the findings of the risk assessment a decision will be made whether or not to offer the student a place on the course.

Code of Conduct

Overview

All employees, teachers, support staff, and visitors will be made aware of the Code of Conduct as set out in the Staff Handbook. The purpose of this document is to ensure that a safe school culture is created and trust exists between Under-18s and adults. It is also to ensure that adults are protected from any behaviour or actions which might be misconstrued. All adults who work with Birmingham School of English have to agree to comply with this.

Interaction with Under 18s

Staff must always communicate with students in a manner appropriate to their age and understanding, always address them in a positive and supportive manner and avoid making any form of sexual reference.

- Teachers of under 18s must ensure that lesson material is age appropriate and avoid controversial subjects such as sex, violence and drugs.
- Attention-seeking behaviour from under 18s such as tantrums and crushes should be discouraged, and the DSL informed if there are any concerns.

Staff should not:

- Make physical contact with any student. If a student initiates a hug, the adult should turn their body to the side so as to minimise contact.
- Socialise with or exchange personal contact details with under 18s outside of school and the leisure programme, including Facebook and other social networking sites.
- Be alone with an under 18 where they cannot be observed.

One to one lessons with under 18 students must take place in a room with the door open.

Staff required to administer first aid should ensure, wherever possible, that another staff member is present if they are in doubt as to whether necessary contact can be misconstrued.

Dress Code

Teachers and staff are liable to come into contact with students and U18s, it is important that they present a professional image with regard to appearance and standards of dress. Clothing should be appropriate to job responsibilities, and should be kept clean and tidy at all times. Provocative, revealing or overly casual attire is not acceptable.

Position of Trust

Sexual Offences Act 2003 which makes it a criminal offence for a person aged 18 or over to have sexual intercourse with, or to engage in any other sexual activity “with or directed towards”, someone who is under 18 where they are in a position of trust with the under 18 year old. (despite the fact that the legal age of consent is 16). A “position of trust” arises where the adult regularly cares for, trains, supervises or is in sole charge of under 18 year olds who are receiving fulltime education at an educational institution. Birmingham School of English Teachers and staff working with an under 18 year old, are to be regarded as being in positions of trust. They should maintain a professional relationship with U18s.

Setting Standards

Adults need to set standards when working with Under 18s. The key elements that we would expect of staff when working with U18s are:

- To be excellent role models
- To set examples of good behaviour and discipline
- To ensure they maintain a professional position with U18s at all times.
- To avoid putting themselves at risk of abusive or unprofessional behaviour.

Alcohol, drugs and smoking

Staff

The School has a responsibility towards staff and students (especially U18s) to provide a safe and healthy environment. This can be jeopardised by those who misuse alcohol and drugs. All staff are advised that if they are found to be under the influence of drugs or alcohol, they may be subject to disciplinary action up to and including summary dismissal.

If staff member is found in possession of illegal drugs on School premises, they will be subject to disciplinary action up to and including summary dismissal.

Staff members are not allowed to smoke in the presence of U18s. Staff should only smoke in the designated areas outside and it is prudent to avoid being seen smoking by U18 students.

Students

All students are informed about the law regarding alcohol, drugs and tobacco during their induction on day one and their student handbook.

The legal age to be able to purchase tobacco in the UK is 18. As such, and despite what the law may be in students' own countries, student under the age of 18 should not smoke while under the care of the school. If a student known to be under the age of 18 is seen smoking they should be asked to stop. If it persists, they can get withdrawn from their course. Please refer to withdrawal policy.

Over 18 students should only smoke in the designated areas outside and it is prudent to avoid being seen smoking by U18 students. This is explained in their induction.

Birmingham School of English reserves the right to remove a student from the School and/or host family if the student's behaviour is deemed to be unacceptable regarding alcohol, drugs or illegal substances. No refund will be given and Birmingham School of English will not be responsible for any additional costs incurred by the student.

Transport

All taxi companies used to transport Under 18s need to provide a written confirmation that they will only use drivers who have been DBS/CRB checked. In instances where staff may have to use their own cars a risk assessment must be carried out.

Whistleblowing

If you believe that any individual stakeholder of the School is involved in any form of wrongdoing such as:

- An action that may concern or compromise the overall safety, wellbeing and welfare of students, especially those Under 18s
- Committing a criminal offence;
- Failing to comply with a legal obligation;
- Concealing any information relating to the above

You should in the first instance report your concerns to the DSL or Centre Director who will treat the matter in complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate organisation or body, e.g. the Police, the Environment Agency, NSPCC, Health and Safety Executive or Social Services Department.

Supervision

The English Language Centre's courses are primarily aimed at adults aged over 18 but we welcome students aged 16 and 17 year-round. Birmingham School of English has a responsibility to provide a safe & healthy learning environment for all our students and staff but especially for students under the age of 18 and vulnerable adults. We explain how we care for students aged under 18 but it should be noted that:

- BSE does not provide 24-hour supervision
- students aged 16 and 17 on courses will study in classes with adults
- students will travel between homestay and school unsupervised
- students will be unsupervised outside lesson times and the time spent at homestay

Accommodation

Accommodation In the case of students under 18, we normally require that they stay in half board homestay accommodation. Alternative arrangements where the student will have adult supervision, such as staying with a family friend, will be accepted provided we have written confirmation of the arrangements from the parents at the time of the enrolment. We would not expect individual students aged under 18 to stay unsupervised in a hotel or guest house.

Activities

For activities where the meeting point is not given as BSE, students will need to make their own way to the event unsupervised. After all activities, students will make their own way home unsupervised. For evening activities, particularly when it is dark, we strongly advise all students under 18 to travel back to their homestay with a friend living nearby.

BSE organises one-day guided excursions at weekends to destinations such as London, Oxford, Cambridge, Liverpool, Manchester. These are supervised by BSE staff but there will normally be some time (1-2 hours) where the students will be unsupervised, for example to go shopping. We require that all students provide the tour leader with their mobile phone number and take particular care to ensure that under 18s have the mobile phone number of the tour leader in case of emergency.

Safer Recruitment

Overview

Every adult who is recruited by the school (including Homestay hosts) undergoes a process of suitability checking for work with under-18s as appropriate to their role and status both through documentation check and the interview and selection process. As part of our commitment to the welfare and safeguarding of our students, especially those under 18, the following checks and practices are taken when recruiting prospective employees:

- All vacancies are subject to satisfactory references. Referees will be asked specifically whether there is any reason that the applicant should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18.
- Criminal Records Bureau/Disclosure and Barring Service (CRB/DBS) disclosure will be required prior to employment.
- Applicants are required to explain any gaps in their CV
- The School will request to see original proof of identity (right to work in the UK) and applicants will be required to give any former names.
- The School will require that original qualification documents are seen and qualification documentation will be scanned, attested, and verified.
- All staff is required to sign a declaration of suitability to work with under 18s.
- The School requires all staff to sign a declaration that information provided on a job application is correct, and that providing false information is a criminal offence.
- A single central record is kept by the management and updated regularly to ensure that all recruitment checks are completed and updated when necessary for all adults working with Under 18s.

Delayed Recruitment Checks

If the DBS is delayed, the Centre Manager may allow the member of staff to start work, on the following conditions:

The appointment is not confirmed

The member of staff cannot work alone unsupervised with children

The DBS application has been made in advance

A Risk Assessment is written and kept on file

The Risk Assessment is reviewed every two weeks until the Disclosure Certificate

arrives

A separate Barred List check

Recruitment materials

All School vacancies advertised must contain the following statement within the advert:

“Birmingham School of English is committed to the safeguarding and welfare of all our students, especially those under 18, we expect that all those associated with the School to share the same commitment.”

The above statement should also be used wherever else deemed necessary.

Recruitment Stages for All

In all recruitment interviews for roles with substantial access to under 18s there are questions exploring the

applicants awareness of safeguarding under 18s. References are always followed up for new staff members. Every reference request contains a specific question asking if there are any concerns about this person working with under 18s. Suitability for working with under 18s are always sought.

Applicants are informed that

- All vacancies are subject to satisfactory references. Referees will be asked specifically whether there is any reason that the applicant should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18.
- Criminal Records Bureau/Disclosure and Barring Service (CRB/DBS) disclosure will be required prior to employment.
- Applicants are required to explain any gaps in their CV
- The School will request to see original proof of identity (right to work in the UK) and applicants will be required to give any former names.
- The School will require that original qualification documents which will be verified

Applicants awaiting DBS Checks

For new starters there should be exceptional and justifiable circumstances for employment to commence prior to receiving DBS-check. Such a decision should only be taken if it is unavoidable. There must be a record of the decision, including sign off by the Centre Director and DSL, to ensure audit and accountability of the judgement. This judgment will be based on an assessment of the risk compared to the consequences of the decision. If the employee does commence work, they must have signed a self-declaration and their access to under-18s must be supervised at all times. Homestay hosts cannot receive children until the check has been received.

Applicants with a criminal record

Applicant (or existing members of staff) whose disclosure shows a criminal record should be judged on a case-by-case basis and in light of the results of the relevant pre-appointment checks carried out on him or her.

In deciding the relevance of convictions a number of points should be considered

- *Seriousness and nature of offence/s*
- *Nature of appointment*
- *Age of offence/s*
- *Frequency of the offence/s*

The disclosure should be discussed with the prospective employee. It is necessary to verify that the information contained on the disclosure does indeed relate to the person concerned. This verification must be sought prior to any judgements being made. The discussion will also aid the decision making process, and should again broadly focus on the seriousness and nature of the offence/s, the nature of the appointment, age of offence, frequency of the offence/s and any concealment of offences at the application process.

Based upon the findings of this discussion, a judgement should be made with regard to the suitability of the prospective employee. The decision will be made in writing and signed off by the Centre Director and the designated safeguarding lead. There must be a clear record made of the decision, bearing the judgement and the signature of the Centre Director. This record should not contain details of the offences.

Applicants where criminal check is not possible

British nationals returning to the UK after working overseas: Where an overseas police certificate of good conduct cannot be obtained a DBS-check for their UK records will be sought and additional care taken with other recruitment checks.

Overseas nationals: Action already taken to obtain police certificate of good conduct be documented and additional care with identity, qualification, employment history and references taken.

Based upon the findings, a judgement should then be made with regard to suitability for the role and the level of supervision.

Recruitment of Homestays and Agents

All our provision for homestay is through Hosts International Ltd.

If Birmingham School of English was to recruit Home-Stay the following provision will take place.

Homestay Providers would need to have an Enhanced DBS-check if they have responsibility for or substantial access to under 18s, unsupervised access or overnight supervision. The main care-giver must be checked, an existing Enhanced DBS- check if less than 3 years old will be accepted. It also includes homestay hosts and contract staff, such as cleaners, if they have unsupervised access to under 18s. A self-declaration form is required for all other resident adults. Character references will be sought for new Homestay hosts.

Formal agreements must be in place with student recruitment agents/representatives that ensure suitability checks have been completed on all adults accompanying under 18s.

All adults in the home must be made aware of the organisation's safeguarding policy and any relevant code of conduct.

Single Central Record

In addition to the various staff records kept in the D: drive and on individual personnel files, the School must for the purpose of safer recruitment practice keep a single central record of recruitment and vetting checks.

Disqualification by Association

Students under the age of 8 are not accepted on our courses.

Training

Responsibility

Birmingham School of English recognizes its responsibility to ensure that all staff are adequately trained in safeguarding according to their degree of contact with under 18s and level of responsibility in relation to safeguarding.

All adults are expected to have Basic Awareness (level 1) and designated staff to have Advanced Safeguarding (level 2). DSL (Designated safeguarding Lead) should have Advanced Training for the DSL and/or multi-agency training (Level 3)

DSL should be adequately trained, with training refreshed every 2 years. It is the responsibility of the DSL to ensure that their own training is up to date and that the necessary resources are available to arrange training for other staff members.

The DSL is responsible for ensuring that all staff are trained to the necessary level and that training is refreshed every 3 years.

How training is delivered

Homestay host will be encouraged to complete the online basic awareness training and be fully aware of Birmingham School of English Safeguarding policy. A summary will be sent to each host annually.

Staff should complete the basic awareness training online and this should be supported by a face to face training in house by a designated safeguarding staff member.

Where possible the School should arrange for face to face training for designated members of staff.

Child Protection

Overview

All staff are responsible for monitoring for signs and symptoms of psychological and physical abuse. It is their duty to report any concerns or allegations.

The School shall play its role in creating policies and procedure. These procedures should be regularly reviewed to achieve continuing improvement in their effectiveness. Birmingham School of English is committed to training its staff to an appropriate level and making policies available to all stakeholders of the School.

Designated Persons

It is the responsibility of all staff and adults to be aware and attentive and to report any allegations or concerns to the DSL immediately.

If you have any allegations or concerns immediately contact the Welfare Officer/ Designated Safeguarding Lead (DSL) on the following contact:

Name: Ambra Pestean
Number +44 (0) 121 366 8953
: Email: a.pestean@studybse.com

It is not the school's responsibility to investigate concerns but to receive record and refer them correctly and then await further instructions from the Birmingham Safeguarding Child Board (BSCB).

In the absence of the Designated Safeguarding Lead, please report to the Designated Safeguarding Person (s)

(DSP) Centre Manager/DSP

Name: Imran Iqbal
Number +44 (0) 121 366 8953
: Email: imran.iqbal@studybse.com

Academic Manager/DSP

Name: Aisha Zeb
Number: +44 (0) 121 366 8953
Email: Aisha.zeb@studybse.com

- 24 hr emergency number - for referrals out of school hours: +44 (0) 121 690 3354

If it is not possible or appropriate to contact any of the designated safeguarding personnel, reports of concern can be referred to the following organisations. Anyone can do this:

Organisation: Children's Advice & Support Service
(CASS) Number: +44 (0) 121 303 1888
Email: cass@birmingham.gov.uk

If you call this number they will answer quickly, take a message and get the required person to contact you ASAP

Symptoms of abuse

There are many areas of abuse. The four main areas are:

- Physical abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

Other forms of child abuse include:

- Domestic Abuse
- Online Abuse
- Child Sexual Exploitation
- Female genital mutilations
- Bullying and cyber bullying
- Child trafficking
- Grooming
- Harmful sexual behaviour
- Faith abuse

The above is a brief overview of recognising symptoms in the four main areas of abuse. More comprehensive information can be available from NSPCC via the link below:

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

Responding to Allegation or Suspicion.

A child may choose any adult to talk to; therefore **all** adults need to know the right way to respond. All concerns should be taken seriously, recorded and passed on to the DSL, following this procedure:

Pastoral Care

Pastoral care at Birmingham School of English is vital for creating a supportive and nurturing environment that fosters both academic success and personal well-being.

First, the school has established a dedicated support team, who are trained to recognise and respond to the emotional, social, and cultural challenges students may face. This team can offer one-on-one counseling sessions, helping students navigate personal issues such as homesickness, cultural adjustment, and academic stress. Regular check-ins with students ensure that any issues are identified early and taken care of.

The school carries out regular tutorial and sets out Individual Learning Plans for students. This is an opportunity for students again to voice any concerns whether that be inside of the school or outside.

Furthermore, clear communication channels between staff, students, and parents (if applicable) are essential. Regular feedback sessions and open-door policies allow students to voice concerns and receive guidance, building a transparent and trusting relationship between the school and its students.

If you wish to contact a member of our team, please contact Ambra Pestean (welfare officer) on **0121-266-8953** or email a.pestean@studybse.com

	Do's	Don'ts
Receive	<p>Listen calmly, try not to appear shocked by what you hear</p> <p>Accept what they say, show that you take it seriously</p> <p>Give the person the chance to say what they want to say. Use TED to help you: Tell me, Explain to me, Describe to me</p>	<p>DO NOT interrogate or ask leading questions</p> <p>Don't make a child repeat a story unnecessarily</p> <p>Don't judge the situation</p> <p>Don't act shocked as this may prevent the child from continuing to talk and they may shut down.</p>
Reassure	<p>Reassure them that they have done the right thing in coming to you</p> <p>Be honest, don't make promises you can't keep</p> <p>Acknowledge how difficult this must be for them to talk about</p>	<p>Don't make promises you can't keep</p> <p>Don't promise to keep the information confidential or that everything will be OK. You can't guarantee this.</p>

React	<p>Explain to them what you have to do next; who you need to talk to</p>	<p>Don't interrogate or ask questions, let the child talk.</p> <p>Don't 'gossip' with colleagues about what has been said to you</p>
Record	<p>Record the date, time and place of the conversation</p> <p>Make brief notes at the time of talking to the student.</p> <p>Ensure you are objective throughout the report</p> <p>If there is, or seems to be, immediate risk to a child or children, contact the police directly.</p>	<p>Don't throw away your original notes</p> <p>Don't include your own interpretation of events.</p> <p>Try to use the words used by the child – include swear words, slang etc.</p>
Act	<p>Inform the DSL (or a DSP) immediately</p> <p>If they are unavailable, inform the Welfare Officer</p>	<p>Don't delay, act quick !</p>

- In the event of an incident person/people involved must fill out a Safeguarding Reporting Form (as attached below).

Safeguarding Reporting Form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons.
In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Lead within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1 Your details – the person completing the form			
Name Position			
Telephone		Email	

2 Details of the person affected			
Name Address			
Telephone		Email	

Details of the incident (please describe in detail using only the facts)

3	
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4	Other present or potential witnesses			
Name Address Telephone number				
		Email		
5	Additional relevant information (please detail anything else that you believe to be helpful or important)			

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print name		Signature	
Date			

Keeping Records

All records, information and confidential notes should be kept by the Designated Safeguarding Lead in separate files in a locked room or in secure electronic files. Only the Centre Director, Academic Manager or another nominated senior manager and the Designated Safeguarding Lead will have access to these files.

In any case where an allegation is made, or someone in the School has concerns, a record should be made. Some of the details mentioned in the record must include:

- Name of vulnerable adult, child or young person
- Age
- Home address (if known)
- Date of birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Who is the report being made for; the person making the report or someone else.
- What has prompted the concerns?

All serious concerns communicated to the designated safeguarding person will be responded to on the same day. All records must be carefully stored for 2 years.

The DSL if deems necessary must refer the allegation to the police. BSCB would be consulted for advice. The parent or the carer of the child will be contacted as soon as possible following advice from the police or BSCB.

Allegations against an adult / staff member

If a member of staff, member of a host family or volunteer is accused of any form of child abuse they will be reported to the DSL. If the alleged abuser is a member of staff, volunteer or host provider following advice from Birmingham Safeguarding Child Board (BSCB) or the police, the staff member will be confidentially suspended pending investigation. Unfounded investigation will result in all rights being re-instated. Founded allegations will result in gross misconduct and termination of contract in accordance with the procedures set out in the staff handbook.

Allegations against a child

It is possible that there is an allegation against Birmingham School of English students. It could be an adult student or an Under 18 student. In such a situation Birmingham School of English would have a duty of care towards both students. The procedure is the same for any allegation, however on this situation care will be given to support and ensure the alleged perpetrators confidentiality.

The school will offer care and support to the alleged victim, and may ask the alleged perpetrator to change host families, or exclude them from the school whilst an investigation is under taken. The DSL will contact the BSCB (Birmingham Safeguarding Child Board) immediately and instructions will be followed from BSCB.

Child Sexual Exploitation; This is where children are exploited and may be where they receive some money, gifts or attention for taking part in sexual activity.

Signs to look for in U18s:

- Abuse of drugs or alcohol
- Being seen with gifts and new possessions
- Being absent from class
- Going late to homestay
- Have an older boyfriend / girlfriend

Female Genital Mutilation (FGM); This is the partial or total removal of external female genitalia for non-medical reasons.

All Birmingham School of English staff is aware of the above areas of child abuse through training and awareness sessions and knows their legal obligations. They are aware that FGM is a criminal offense if done in the UK. Staffs are aware that they can refer to the DSL or DSP if they need more information

Policy Reviewed: August 2024 – Change of DSL (Ambra Pestean)

Policy Reviewed: November 2023 – Emergency Number changed

Policy Reviewed: September 2023 – Change of DSL (Aisha Zeb), previous DSL (Imran Iqbal)

Policy Reviewed: June 2022 – Newly appointed DSL (Imran Iqbal), previous DSL (Jasraj Kalirai)

