

Child Protection Policy for Edwards Language School 2016

Edwards Language School is committed to the safeguarding and protection of children (Under 18s). We understand our duty of care and have safeguarding policies and procedures in place to ensure children are supported and monitored during their time with the school. This includes studying in the classroom, out on activities or in the homestay accommodation.

Organisation name: Edwards Language School

DSL-Designated Safeguarding Lead

DSP-Designated Safeguarding Person

Risk	What is in place?	Further Information	Do you need to do anything else to manage this risk?	Last Updated	Updated by
Airport Transfer Protection	<ul style="list-style-type: none"> Risk Assessments Activity Preparation Forms Teamer Training Organisation of Teamers Taxi Drivers Enhanced DBS checked 	<p>Risk Assessments are in place highlighting potential problems and solutions when collecting and dropping students at the airport.</p> <p>Teamers read the risk assessment and sign activity preparation forms declaring they have understood the documents and noted all the essential emergency contact numbers.</p> <p>Teamers are trained in Frankfurt and when they arrive in the UK about how to communicate and work professionally in the airport.</p> <p>Flight information is meticulously recorded with arrival times and terminals. Teamers organise the logistics on a Friday before going to the airport. Information is checked on the airport displays.</p> <p>Taxi Drivers have completed enhanced DBS checks.</p>	<p><i>Risk Assessments given to the Teamers by the Teamer Coordinator.</i></p> <p><i>DSL checks with Teamers every Friday about airport shifts and ensures documents are signed.</i></p> <p><i>N/A</i></p> <p><i>DSL checks organisation with Teamers on Friday.</i></p> <p><i>DBS number and date logged by Accommodation Officer.</i></p>	13/10/2016	Kate Fox (Principal/DoS)
Classroom Protection	<ul style="list-style-type: none"> Safeguarding Induction Talk with Safer Neighbourhood Police Officer / Teamers 	<p>Every Monday the students have a 10 minute induction talk with school staff and / or Stephen Howe, the Safer Neighbourhood Officer for Ealing. The talk is to give safeguarding awareness and PC Howe talks about safety on the tube, with personal property and members of the public. Leaflets and advice are available from the Welfare Officer at Reception.</p>	<p><i>Continue to assist in ensuring lowel levels (A1-A2) can understand everything the police officer and staff are saying.</i></p>	13/10/2016	Kate Fox (Principal/DoS)

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	<ul style="list-style-type: none"> <li data-bbox="304 320 600 368">• Risk Assessments and Fire Safety <li data-bbox="304 485 584 512">• Safeguarding Boards <li data-bbox="304 735 600 762">• Bullying Policy Leaflets <li data-bbox="304 959 562 986">• Cultural Awareness <li data-bbox="304 1155 510 1182">• Internet Safety <li data-bbox="304 1321 613 1374">• Teacher Enhanced DBS checked 	<p data-bbox="645 344 1196 480">Risk Assessments are in place highlighting classroom risks and building risks. Fire escapes are clearly shown and students are walked through the fire drill procedure on Monday morning. Regular practice drills are held.</p> <p data-bbox="645 512 1205 703">Safeguarding Boards are displayed in all classrooms (except 2 in close proximity that share 1 board outside the classrooms). The boards include our safeguarding statement, abusive behaviour policy, condensed safeguarding policy and pictures of the DSL and DSP's. It also displays contact information for the LSCB (Local Safeguarding Children's Board).</p> <p data-bbox="645 759 1205 927">These leaflets are created to help students understand that bullying is unacceptable. The language is graded and includes useful images for understanding. On the back of the leaflet is a vocabulary breakdown suitable for low level students (A1-A2). All students receive a leaflet on arrival.</p> <p data-bbox="645 983 1182 1118">This document is displayed in all classrooms to highlight the diversity of students at the school and encourage an understanding and respect for other cultures. This is discussed with students during Monday induction talks.</p> <p data-bbox="645 1174 1205 1286">Internet Safety advice leaflets are given to all under 18's on arrival in their information packs. It talks in detail about what to avoid on the internet and how to report suspicious activity.</p> <p data-bbox="645 1342 1122 1398">All teachers at the school have completed an Enhanced DBS check.</p>	<p data-bbox="1223 320 1682 368"><i>DSL checks the fire walk has been done by Teamers on Monday.</i></p> <p data-bbox="1223 480 1742 616"><i>On feedback forms there is a section asking if students have seen the safeguarding boards and if they understand the importance of safeguarding. If students say 'No' the DSL will visit the class and give a talk about safeguarding.</i></p> <p data-bbox="1223 783 1733 839"><i>DSL to Mention the importance in induction talk on Monday to all under 18 students.</i></p> <p data-bbox="1223 1007 1272 1031"><i>N/A.</i></p> <p data-bbox="1223 1142 1733 1230"><i>Check and monitor activity on school computers and remind students about this throughout their stay.</i></p> <p data-bbox="1223 1310 1711 1366"><i>Regular observations, including unannounced spot observations.</i></p>	<p data-bbox="1765 368 1861 392">13/10/16</p>	<p data-bbox="1888 344 2051 392"><i>Kate Fox (Principal/DoS)</i></p>

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	<ul style="list-style-type: none"> • Concern Forms • Staff Training • Feedback Forms/Student Problems 	<p>Concerns forms are filled out by teachers or the DSL if they have a reason to believe a student may be at risk of harm. This includes out of character behaviour, rule breaking, students disclosing information or any suspicion of abuse raised by staff or students.</p> <p>Teachers attend Bitesize Training sessions during Wednesday teacher meetings where we cover safeguarding, managing younger students in the classroom and activities suitable for under 18s.</p> <p>Students complete feedback forms at the end of the first week to give opinions on all aspects of the school including classes. The forms breakdown class activity (Writing, Grammar, Reading, Speaking, Listening, Homework). This is where we can see quickly if a class aren't enjoying an aspect of the lesson by comparing feedback forms. We can then communicate effectively with the teacher to rectify the issue.</p>	<p><i>DSL to look after concerns forms and keep under lock and key. Concerns forms will be followed up and if necessary a referral form will be completed and sent to the LSCB for advice.</i></p> <p><i>Minutes are completed and circulated from all training sessions to help ensure the teachers that couldn't attend can read and see what was spoken about.</i></p> <p><i>Ensure forms are checked immediately upon receiving them. Often students request to move levels during the week and we make sure we check with the teacher first before making any official decision. We emphasise to students during induction that all staff pictured on safeguarding boards are available if they have any problems or concerns.</i></p>	13/10/16	Kate Fox (Principal/DoS)
Activity Protection	<ul style="list-style-type: none"> • Risk Assessments • Code of Conduct and Condensed Safeguarding Policy • Level 1 Safeguarding Training (online) • Teamer Training 	<p>Risk Assessments are in place for all activities including tube travel.</p> <p>Teamers read and sign the employee code of conduct and a condensed safeguarding policy. A copy is kept and filed by the DSL.</p> <p>All Teamers complete online safeguarding training (level 1) and certificates are kept on file by the DSL.</p> <p>Teamers attend extensive training days in Frankfurt before coming to London and then have in-house training with the DSL on the first Monday they arrive. Check lists are in place to list what is covered in these training sessions.</p> <p>All Teamers have an up-to-date police check seen</p>	<p><i>Check that Teamers have read and understood the Risk Assessments by asking questions about the contents.</i></p> <p><i>Check with Teamers on Monday that they have understood both documents by asking questions about the contents.</i></p> <p><i>N/A</i></p> <p><i>Check with new Teamers throughout the first week that everything is going well and they understand all the procedures for activities.</i></p> <p><i>Ensure any police checks in German or other languages are translated and checked by staff in</i></p>	13/10/2016	Kate Fox (Principal/DoS)

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	<ul style="list-style-type: none"> • Teamer Police Checks • Activity Preparation and Report Forms • Student Ratios • Student Monitoring 	<p>and signed for by the DSL.</p> <p>Teamers complete Activity Preparation forms before an activity to show they have read and understood the risk assessment and noted emergency contact numbers. Teamers also complete Activity Report Forms once an activity is complete to talk about how the activity went and note any issues or concerns. These forms are then reviewed regularly to see where improvements can be made.</p> <p>We have an ideal ratio of 1 Teamer to 15 students to ensure maximum levels of supervision and care.</p> <p>On activities students are stopped regularly and registers taken to ensure all students are present. The Teamer always checks that all their students are with them before entering busy trains or entering busy buildings. On excursions Teamers break up free time responsibly to check on students' safety. Students are not allowed more than 1 hour and 30 minutes of unsupervised free-time when on activities.</p>	<p><i>other destinations.</i></p> <p><i>Collect all forms from the Teamer Coordinator and make sure they are being completed properly and not being rushed.</i></p> <p><i>DSL checks ahead to stick to these ratios.</i></p> <p><i>DSL asks regular questions about activities to check this is being done.</i></p>	13/10/16	Kate Fox (Principal/DoS)
Homestay Protection	<ul style="list-style-type: none"> • Homestay Enhanced DBS checked • Level 1 Safeguarding Training (online) • Pre Departure Information sent • Feedback Forms 	<p>All Homestays that host under 18 students have a recent enhanced DBS check. Numbers and dates are stored by the Accommodation Officer.</p> <p>All Homestays have completed Level 1 Safeguarding Training and certificates are held by the Accommodation Officer.</p> <p>All Homestay Hosts and Parents/Guardians of under 18s are sent pre-departure information that includes the rules and regulations for the students and curfew times (10pm for under 18s).</p> <p>Students are given Homestay Feedback Forms to complete by the end of the first week to communicate any issues they have with the Homestay. The Accommodation Officer will speak to any students that highlight an issue on their feedback form and solve the problem as soon as possible. Students are always welcome to speak to the Accommodation Officer at any time.</p>	<p><i>Accommodation Officer ensures the DBS checked homestays are always available for under 18 students.</i></p> <p><i>N/A</i></p> <p><i>N/A</i></p> <p><i>Accommodation Officer ensures all negative points are addressed as soon as possible and that students are aware they can talk to her at any time.</i></p>	13/10/2016	Kate Fox (Principal/DoS)

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	<ul style="list-style-type: none"><li data-bbox="304 373 551 400">Homestay Checks	Homestay Hosts are visited and checks are carried out in accordance to British Council recommended regulatory checks once every 24 months.	<i>Accommodation ensures 2 yearly visits are upheld and inspection dates put into a calendar.</i>	13/10/16	<i>Kate Fox (Principal/DoS)</i>