



# SAFEGUARDING & CHILD PROTECTION POLICY

## CHECKLIST GUIDE

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## Definitions

- **Safeguarding** is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes Keeping Children Safe in Education (KCSIE, 2016).
- **Child Protection** refers to the situation where a child is suffering significant harm, or is likely to do so, and action is required to protect that child.
- **'Children'** includes everyone under the age of 18
- **DSL:** Designated Safeguarding Lead
- **DSO:** Designated Safeguarding Officer
- **Looked after children:** Children in care (being looked after by the local authority)
- **FGM:** Female Genital Mutilation

## Rationale & Scope of the Policy

This policy applies to all members of the EC community (including staff, students, volunteers, visitors, partners) who work both inside and outside of EC premises, and sets out how the school discharges its responsibilities relating to safeguarding and promoting the welfare of students at the school.

This safeguarding and child protection policy has links with the wider safeguarding agenda; other relevant policies, external links and procedures are referenced on the final page of this document.

This policy will contribute to the safeguarding of pupils/students at EC schools by:

- Providing a clear plan for the provision of safeguarding at EC.
- Reducing the potential risks pupils/students face of being exposed to abuse, extremism, racialisation, exploitation or victimisation.
- Outlining responsibilities of all staff and specific roles.
- The establishment of a safe, resilient and robust safeguarding ethos in the school, built on mutual respect, and shared values.

## Guiding principles

- EC recognises that the welfare of its students is paramount.
- All staff at EC have a responsibility to safeguard children and young people attending our schools, irrespective of their role within the school. Through their day-to-day contact with students, staff at the school have a crucial role to play in noticing indicators of possible abuse and reporting them.
- EC fully recognises its responsibility to have arrangements in place to safeguard and promote the welfare of students under 18 years of age, and vulnerable adults, especially as its students have the added vulnerability of being away from their home country, culture and family.

## Relevant Legislation

- **Children Act** 1989 and 2004
- **Education Act** 2002 and 2011
- **Education and Inspection Act** 2006
- **Counter Terrorism and Security Act** 2015
- **The Prevent Duty Guidance** 2015
- **Working Together to Safeguard Children** (2015), which sets out the multiagency working arrangements to safeguard and promote the welfare of children and young people and protect them from harm; in addition, it sets out the statutory roles and responsibilities of schools.
- **Keeping Children Safe in Education** (September 2016) is statutory guidance issued by the Department for Education which all schools and colleges must have regard to when carrying out their duties to safeguard and promote the welfare of children.
- **The Teacher Standards** 2012 state that teachers, including head teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. Key documentation, procedures and guidelines are detailed in the reference section on the last page of this policy.

## Main areas of Risk

The main areas of risk identified are as follows:

- EC staff/students suffering abuse and/or neglect.
- EC staff/students becoming victims of radicalisation, exploitation and/or victimisation.
- Welfare of EC staff/students under threat through external factors or self-harm/neglect.

## Policy Statements

### 1. Whole School Approach

- 1.1 All policies which address issues of power and potential harm, for example antibullying, equal opportunities, handling, positive behaviour, will be linked to ensure a whole school approach.
- 1.2 The safeguarding policy cannot be separated from the general ethos of the school, which should ensure that students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.
- 1.3 Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare

### 2. Safer Recruitment, Selection and Follow up

- 2.1 EC pays full regard to the safer recruitment practices detailed in 'Keeping Children Safe in Education' (2016) including:
  - Scrutinising applicants, including interview questioning designed to ascertain motive
  - Verifying identity and academic or vocational qualifications
  - Obtaining professional and character references
  - Checking previous employment history
  - Ensuring that a candidate has the health and physical capacity for the job.
  - Undertaking appropriate checks through the Disclosure and Barring Service (DBS) prior to employment commencing.
  - Checking teachers from EEA (European Economic Area) do not have restrictions imposed in their own country.



## 2. Safer Recruitment, Selection and Follow up

- 2.2 All recruitment materials will include reference to EC's commitment to safeguarding and promoting the wellbeing of pupils.
- 2.3 EC staff background checks will be renewed every 3 years.
- 2.4 Where services or activities are provided separately by another body, EC will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection, staff have appropriate background checks and there are arrangements to liaise with EC on these matters where appropriate.
- 2.5 EC will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed by EC and that notification of any concerns is made to the relevant authorities and other potential employers, and is included in references where applicable.
- 2.6 EC will ensure that staff and volunteers are aware that sexual relationships with students aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of trust).
- 2.8 Should the result of a DBS check still be outstanding, EC will ensure that additional safety precautions are implemented,

### In the case of a teacher:

- they will not be assigned to a class that has U18 students in attendance
- they will not be assigned any one-to-one lessons
- classroom door where they are assigned will be kept open during all lessons
- they will not be assigned to any extra-curricular activities

### In the case of a teacher:

- they will not hold any one-to-one staff/student meetings
- they will not supervise/attend any student activities
- they will not make any accommodation visits/inspections

## 3. Staff Support

- 3.1 Details of the DSL and DSO will be made available on individual centre websites, newsletters and on centre notice boards, together with contact details for the local LSCB and LADO.
- 3.2 It is recognised the stressful and traumatic nature of safeguarding and child protection work. EC will support staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support, as appropriate.

## 4. Student Support

### EC recognises that:

- Young people who are abused or witness violence may:
  - Find it difficult to develop a sense of self-worth and to view the world as benevolent and meaningful.
  - *Feel helplessness, humiliation and some sense of self-blame.*
- EC may be the only stable, secure and predictable element in the lives of students at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn.
- That some young people actually adopt abusive behaviours and that appropriate support and intervention may be required.
- High self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect students. Therefore:



- 4.1 EC will promote a culture where abusive or bullying behaviour between students is unacceptable.
- 4.2 EC will establish and maintain an ethos where students feel secure and are encouraged to talk, and are listened to.
- 4.2 Centres will ensure students know that there are people in the school whom they can approach if they are worried or in difficulty
- 4.3 An induction meeting will be held with Under 18s to explain rules and EC's legal 'Duty of Care'. This will be followed by weekly meetings to check on their welfare and offer them the chance to disclose any concerns.
- 4.4 Opportunities will be provided for students to develop skills, concepts, attitudes and knowledge that promote their safety and wellbeing.
- 4.5 The discovery that a young person is using illegal drugs or reported evidence of their drug use is not necessarily sufficient in itself to initiate child protection proceedings but the school will consider such action in the following situations:
  - When there is evidence or reasonable cause:
    - to believe the young person's drug misuse may cause him or her to be vulnerable to other abuse such as sexual abuse.
    - to believe the student's drug related behaviour is a result of abusing or endangering pressure or incentives from others, particularly adults.
    - where the misuse is suspected of being prompted by serious parent/ carer drug misuse.
- 4.6 The school has a Code of Conduct for students (section IV), explained to students on their first day and displayed around the school, which advises students that the must "never be unkind to another student", and should "treat everyone with respect".

## 5. Those having additional Safeguarding needs

- 5.1 EC centres will endeavour to produce a weekly photo guide of all Under 18s and those with increased safeguarding needs, so that all staff are aware of who they are and can report any concerns.
- 5.2 EC recognises that certain groups of students within school are more likely to be identified as requiring extra support to meet their safeguarding needs. These could include:
  - Under 18s.
  - Vulnerable adults.
  - Students with greater cultural differences.
  - Students with disabilities.
  - Students with special educational needs (SEN).
  - Looked after children
- 5.3 Those students at greater risk will be regularly monitored and appropriate measures put in place to support their needs.
- 5.4 EC welcomes and will do its best to provide appropriate support to any student with any type of disability and will advise on what level of support is possible before any decision to book a course is taken.
- 5.5 EC does not consider its centres an ideal location for wheelchair users. However, EC welcomes wheelchair users if, having been advised as above, they still wish to book a course.
- 5.6 EC centres with wheelchair access will be highlighted on the centre website and the EC Admissions team will be provided with a detailed list of centres with wheelchair access.



- 5.7 EC aims to provide appropriate support for students with special educational needs and will advise on a case by case basis what support it can offer before any course booking is made.

## 6. Supervision & Children Missing from Education

A child going missing from education is a potential indicator of abuse or neglect.

- 6.1 EC centres will have clear procedures for monitoring and reporting on unauthorised absence and for dealing with children that go missing from school/accommodation, particularly on repeat occasions, to help identify the risk of abuse and neglect, including
- 6.2 EC will have a clear supervision policy, with set curfew times for under 18s.

## 7. Accommodation

- 7.1 EC will accommodate under 18 students (attending its main centres) in host family accommodation only.
- 7.2 EC will endeavour to only use residence accommodation with adequate security. EC centres have a large and ever-changing database of host families. Due to this and the fact that the family members within host families can change without prior warning, EC acknowledges it cannot guarantee that every adult member of every host family has been DBS checked. However, its aim is to do so and will put active measures in place to try to meet this aim.

EC will:

- 7.3 Carry out DBS checks on all EC Host family hosts and will incorporate safer recruitment practices in its host family recruitment procedures.
- 7.4 Require EC Homestays to update DBS checks every 3 years.
- 7.5 Do everything within its power to ensure students under 18 are placed in host families where every adult member of the family has been DBS checked.
- 7.6 Strive to ensure that our accommodation provider carries out DBS checks on all adult (18+ years) members of every host family household.
- 7.7 Immediately remove any student from a host family where any suspicion of abusive or inappropriate behaviour is raised.
- 7.8 Refer to Children's Services any private fostering arrangement.
- 7.9 Provide a clear set of rules and curfew times to students who are under 18.

## 8. Online safety and Cyber bullying

EC is aware that the internet provides individuals access to a wide-range of content, some of which may be harmful and that extremists/groomers use the internet to share messages.

- 8.1 EC will ensure the filtering systems used in its centres blocks inappropriate content, including extremist content and our IT department will alert senior staff where there are concerns and prevent further access when new sites that are unblocked are found.
- 8.2 EC will put into place procedures to support and promote E-safety for its students and staff. This will be outlined in the EC E-Safety policy.
- 8.3 EC is aware that individuals have access to unfiltered internet when using their mobile phones or personal devices. EC staff will be alert to the need for vigilance, especially for those students who are under 18, whilst at the same time respecting our student's right to privacy.



- 8.4 EC recognises 'Sexting' as a form of Peer on Peer abuse and this is referenced in EC's Anti-Bullying policy.
- 8.5 EC recognises the dangers inherent in online streaming apps. EC's approach to this is referenced in EC's E-Safety policy.

## 9. Prevent

EC accepts students aged 16+ throughout the year and from many different countries around the world. In their busiest weeks, EC centres may have 600 students, 100 staff and work with 10 external providers of accommodation and other services. EC has always prompted a multi-cultural environment where tolerance of other's beliefs is required and this forms part of EC's mission statement of "helping students succeed in a globalcommunity". EC understands its responsibilities under the Counter Terrorism & Securities 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:

- 9.1 EC will nominate a Lead Prevent Contact who will liaise with the Centre Directors and other staff about issues to do with protecting students and staff from radicalisation.
- 9.2 Responsibility for ensuring the PREVENT policy is carried out lies with the Centre Director and/or Prevent Lead Contact, whose duties are to ensure that the centre and its staff respond to preventing radicalisation on a day-to-day basis.
- 9.3 EC will promote the core British values of democracy, the rule of law, individual liberty and respectful tolerance of different faiths or beliefs; where possible within its lesson content, through its pastoral care to students and on noticeboards in its centres.
- 9.4 EC Centres will establish communication channels with the local police PREVENT and CHANNEL teams, and up to date information will be shared with all staff.
- 9.5 EC recognizes that there are many potential areas, events and channels where extremist views can be shared and where students & staff may come into contact with these views. EC will make students, staff and key partners (subcontractors) aware of the potential dangers, and highlight that some of these are unlawful and dangerous.
- 9.6 EC will promote a safe and supportive international environment, via clear expectations of accepted behaviours and those, including radicalisation and extremism, that will not be tolerated.

## 10. Training

- 10.1 In addition to this policy, all staff should read and understand Part One of Keeping Children Safe in Education (KCSIE) (September 2016) and Annex A. Mechanisms will be in place at school level to assist staff to understand contents.
- 10.2 All staff members will receive appropriate safeguarding and child protection training, which is regularly updated. In addition, all staff should receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Training will include: Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), Whistleblowing - legal obligation on staff to report, preventing radicalisation, Peer-on-peer abuse (especially bullying/gender issues), so called 'Honour based' violence, individual to report FGM to police direct (as well as to DS), increased vulnerability of pupils with SEND (Special Educational Needs and Disability), dealing with cases of sexting.
- 10.3 Whistle blowing procedures will be covered in whole school training so that staff know what to do if they have concerns relating to safeguarding practice within the school.
- 10.4 All training will be effective and comply with the law at all times.



- 10.5 The designated safeguarding lead and any deputies will undergo training to provide them with the knowledge and skills required to carry out the role. The training will be updated every two years.
- 10.6 Governing bodies and proprietors will ensure that all staff members undergo safeguarding and child protection training at induction. The training will be regularly updated. Induction and training will be in line with advice from local Safeguarding Children Boards.
- 10.7 Each DSL will undertake Prevent awareness training and in turn will provide advice and support to staff on protecting children from the risk of radicalisation
- 10.8 Online safety training for staff will be integrated, aligned and considered as part of the overarching safeguarding approach.
- 10.9 All staff, including sub-contracted and agency staff and volunteers, will be given training to help them understand, their Prevent related responsibilities; the issues of radicalisation, how to recognise the signs of vulnerability and/or radicalisation and know how to report their concerns.
- 10.10 The Prevent duty and EC's Safeguarding responsibilities will be integrated into Service Level Agreements with sub-contractors and partner organisations and private homestay providers will receive training on their Safeguarding and Prevent responsibilities and reporting processes.

## 11. Visitors to EC premises

- 11.1 Visitors will be made aware of EC's Safeguarding and Child protection related policies on arrival at the school and will be given information about what to do if they are concerned about any aspect of vulnerability.
- 11.2 EC will never allow external speakers, consultants, guides or agencies direct access to students or staff without thoroughly vetting material and individuals beforehand. When external lecturers are brought in, they are often from the police, local educational establishments or companies that work in the community.
- 11.3 EC is aware of the possibility that out-of-hours hire of EC premises may be requested by people wishing to run an event where extremist views may be presented. EC does not accept bookings from individuals or organisations that are extremist in their views and will

## 12. Confidentiality, information sharing and Inter-Agency working

- 12.1 To ensure confidentiality, Information will only be shared appropriately.
- 12.2 Information about a student will be disclosed to members of staff on a need to know basis only.
- 12.3 EC understands the importance of data sharing between agencies, especially in cases of sexual exploitation, and will work in partnership with local authorities in the best interests of children.

## 13. Communication with parents

- 13.1 Wherever possible undertake appropriate discussion with parents unless the circumstances preclude this action.

## 14. Record Keeping

EC will:

- 14.1 Keep clear detailed written records of concerns about students (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately.
- 14.2 Ensure all records are kept securely.



## Roles and Responsibilities

The following section outlines the roles and responsibilities of all EC staff together with role specific responsibilities in relation to this policy.

### All Staff

All staff should be made aware of their responsibility to maintain confidentiality and aware of their duties to report and record any safeguarding or child protection concerns they may have in accordance with centre safeguarding and child protection procedures.

All staff need to be aware of the systems within EC which support safeguarding and child protection – this forms part of the induction process but also on-going training which is regularly updated.

#### All staff should:

- Understand and accept that staff who work within a school have a duty of care to model appropriate social behaviours and to ensure that the professional role of trust is not abused.
- Read, understand, sign and adhere to EC's Safeguarding & Child Protection Policy - UK Policy, and revisit it annually or when significantly amended.
- Be clear on the difference between safeguarding and child protection.
- Promote EC's policies and guidance.
- Know the names of the DSL and DSO at their centre and how to contact them.
- Know how to contact their local LSCB & LADO directly if needed.
- Know Senior Management members responsible for safeguarding.
- Read Part 1 of Keeping Children Safe in Education (2016) and Annex A.
- Read the UKCCIS guidance on responding to cases of Sexting.
- Attend Safeguarding and Prevent training.
- Be aware of the school's procedures in order to identify those pupils in need of early intervention/help and take appropriate action where there are concerns for the welfare and protection of children and young people.
- Adhere to EC's staff code of conduct as set out in the EC staff handbook and behaviour management policies.
- Know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the designated safeguarding lead (DSL) and local authority agencies.
- Never promise a child that they will not tell anyone about an allegation- as this may ultimately not be in the best interests of the child.
- Report concerns about a child/young person immediately or as soon as it is practicable to the DSL. However, if a child is in immediate danger or is at risk of harm a referral should be made to children's social care or the police immediately.
- Recognise that to allow or condone bullying constitutes a lack of duty of care.
- Be aware of signs of abuse or neglect, including Peer on Peer abuse.
- Challenge and report radical or extremist views in any context via stated procedures.



## Roles and Responsibilities

The following section outlines the roles and responsibilities of all EC staff together with role specific responsibilities in relation to this policy.

### All Staff

- Be aware of whistleblowing procedures to the senior leadership team if they have concerns about safeguarding practices within the school. Where a staff member feels unable to raise an issue with the senior leadership team or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them such as the NSPCC whistleblowing helpline: 0800 028 0285 Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
- Be aware of the need for maintaining appropriate and professional boundaries in their relationships with students as advised within the document "Staff Handbook", supplied to all new members of staff as part of their training and induction.
- Personally report to the DSL cases where they discover that an act of FGM appears to have been carried out.
- Report their concerns to the Prevent Lead/Channel referral programme if they think a pupil/student may be at risk of radicalisation or involvement in terrorism.
- Report any potential safeguarding concerns about an individual's behaviour towards children and young people immediately. Allegations or concerns about colleagues and visitors must be reported directly to the DSL. If the concern relates to DSL it should be reported to the DSO (if the centre has an appointed DSO) or the senior management member responsible for safeguarding, who will liaise with the Local Authority Designated Officer (LADO) and decide on any action required.
- Be aware that if staff are employed in provision covered by the Childcare Regulations 2009 and fall within the scope of Disqualification under the Childcare Act 2006, they must complete a self-declaration form in addition to the enhanced DBS.

### Operational Leadership

The Operational leadership is responsible for the approval of and reviewing the effectiveness of this policy. This will be carried out through the receiving of regular information regarding Safeguarding & Child Protection incidents and monitoring reports.

The Operational leadership will ensure that:

- EC has a safeguarding policy in accordance with relevant legislation and this is reviewed annually.
- EC operates, "safer recruitment" procedures and ensures that appropriate checks are carried out on all new staff and relevant volunteers.
- Members of each centre's senior leadership team is appointed as the DSL and DSO, which forms part of their job description.
- DSLs & DSOs attend appropriate refresher training every two years.
- Centres remedy any deficiencies or weaknesses brought to their attention without delay.
- Centres have procedures for dealing with allegations of abuse against staff/volunteers.
- A member of the Operational Leadership is appointed with a specific brief for safeguarding and child protection and will liaise with the Centre Directors and DSLs. The role is strategic rather than operational – they will not be involved in concerns about individual pupils/students.
- The member of the Operational Leadership nominated to be responsible for safeguarding will be responsible for liaising with the local authority and other partner agencies in the event of allegations of abuse being made against the Centre Director/DSL.



## Centre Director

The Centre Director will:

- Hold overall responsibility for the provision of safeguarding of staff, students and anyone else in the centre, including teachers, non-teaching staff, students and visitors, (including contractors).
- Together with the Prevent Lead Contact, ensure the PREVENT policy is carried out by ensuring that the centre and its staff respond to preventing radicalisation on a day-to-day basis, ensuring that staff conduct is consistent with preventing radicalisation and the delivery of an effective policy.
- Ensure their centre has a DSL and DSO, who have undertaken, as a minimum, Level 2 safeguarding training and ideally Level 3.
- Ensure DSO & DSL training is updated every two years in accordance with government guidance.
- Together with the DSL, ensure all staff in the centre have received appropriate child protection and safeguarding training.
- Recognise the importance of the role of the DSL & DSO and ensure s/he has the time and training to undertake her/his duties.
- Report incidents to the Operational leadership, especially cases where a referral is made.
- Ensure the availability of the DSL (or DSO) during term time and school hours for staff at the centre to discuss any safeguarding concerns.
- Ensure there are contingency arrangements should the DSL/DSO not be available.
- Ensure that the DSL takes advice from a child protection specialist when managing complex cases.

## Prevent Lead Contact

The Prevent Lead Contact is responsible for:

- EC has a safeguarding policy in accordance with relevant legislation and this is reviewed annually.
- EC operates, "safer recruitment" procedures and ensures that appropriate checks are carried out on all new staff

## DSL / DSO

The Designated Safeguarding Lead (DSL) is a senior member of centre staff, who undertakes lead responsibility for safeguarding and child protection within a centre. The Designated Safeguarding Officer (DSO) is a senior member of centre staff, who undertakes to assist the DSL with the provision of safeguarding and child protection within a centre. Whilst the activities of the DSL can be delegated to appropriately to DSOs, the ultimate lead responsibility for safeguarding child protection remains with the DSL.



The DSL has responsibility for:

- Managing referrals to other agencies including:
  - The local authority children's social care - in cases of suspected abuse
  - The Channel Programme - where there is a radicalisation concern
  - The Disclosure and Barring Service - in cases where a person is dismissed or left due to risk/harm to a child
  - The Police - in cases where a crime may have been committed in relation to safeguarding.
- Work with others to fulfil statutory responsibilities in relation to children and young people subject to a child protection plan by attending child protection conferences and implementing the multiagency child protection plan; and liaise with the Local Authority Designated Officer (LADO) where there are concerns about the conduct or an allegation is made against a member of staff or volunteer at the school (N.B. if there is an allegation against the DSL, the member of the Operational Leadership nominated to be responsible for safeguarding will liaise with the LADO).
- Undertake Training to ensure they have the knowledge and skills required to carry out the role.
- Raise Awareness to ensure EC's safeguarding and child protection policies are known, understood and used appropriately. The DSL will also report to the Centre Director on safeguarding and child protection activity within the school.
- Together with the Centre Director, ensure all staff in the centre have received appropriate child protection and safeguarding training.
- Manage safeguarding information through the collection, monitoring, reviewing, safe storage and transfer of safeguarding and child protection files.
- Be availability for staff at the centre to discuss any safeguarding concerns.

A more detailed description of the role of the DSL is explained in more detail in Keeping Children Safe in Education (2016)

## Director of Studies

Director of Studies are responsible for (either by assuming this responsibility themselves or by appointing an academic staff member to undertake):

- Ensuring under 18s in the centre are highlighted to all academic staff.
- Absences and behavioural issues with under 18s are reported to the DSL/DSO immediately.

## Teaching Staff

Teaching staff will:

- Report absences of under 18s to DOS/ADOS immediately.



## Homestay hosts

Homestay hosts will:

- Know the names of the DSL and DSO at their centre and how to contact them.
- Support EC in promoting good practice and endorse the Safeguarding & Child Protection Policy – UK.
- Liaise with the centre DSL/DSO on safeguarding issues and the welfare of the students residing with them.
- Report issues with under 18s to the centre immediately. E.g. illness, absence, breaking of curfew.

### Related documents:

- UK Staff handbook
- List of Key Safeguarding areas
- Guidance on dealing with a disclosure
- Types of abuse and neglect
- Whistleblowing
- Code of Conduct for students
- Code of conduct for those working with Under 18s

### Related SOPs:

- SOP 173 - Performing Background Checks UK
- SOP 107 – Report identifying U18s in adult schools and informing all Staff

### Related Policies:

- Recruitment and Selection policies
- Supervision policy
- Whistleblowing
- Anti-Bullying policy
- E-Safety policy
- Attendance policy

### Related Policies:

- NSPCC whistleblowing helpline: 0800 028 0285  
Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- UKCCIS guidance: Sexting in schools and colleges
- UK safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Employer Access Team:  
[qts.enquiries@education.gsi.gov.uk](mailto:qts.enquiries@education.gsi.gov.uk)