



BSC

BRITISH STUDY CENTRES

Young Learners

British Study Centres Young Learners

Safeguarding and Child Protection Policy

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1. British Study Centres Young Learners Schools and Residential Centres

This Safeguarding and Child Protection Policy serves all British Study Centres Young Learners team members and International Group Leaders working or visiting BSC YL (part of BSC-Education) seasonal Residential Centres and BSC-Education (all year round) schools in the United Kingdom and the Republic of Ireland.

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|--|---|--|
| BSC YL AMPLEFORTH Ampleforth College York YO62 4ER, UK | BSC DUBLIN British Study Centres Dublin Ulysses House 23-24 Foley Street Mountjoy, Dublin 1 Ireland | BSC YL BRADFIELD Bradfield College Reading Berkshire RG7 6AU, UK |
| BSC YL EDINBURGH Edinburgh Academy 42 Henderson Row Edinburgh EH3 5BL, UK | BSC YL KING'S LONDON King's College Guy's Campus Great Maze Pond London SE1 1UL, UK | BSC LONDON CENTRAL British Study Centres London 1-2 Bear Gardens London SE1 9ED, UK |
| BSC YL LORETTO Loretto School 1-7 Linkfield Road, Musselburgh EH21 7RE, UK | BSC MANCHESTER British Study Centres Manchester Indemnity House, Chatham Street Manchester, M1 3AQ, UK | BSC YL NEW HALL Avenue Lodge The Avenue Boreham Chelmsford CM3 3HS, UK |
| BSC YORK British Study Centres York 5 New Street York YO1 8RA, UK | BSC YL WYCLIFFE Wycliffe College Bath Road Stonehouse G10 2JQ, UK | MANCHESTER CITY City Football Language School (BSC) Etihad Campus Manchester M11 3FF, UK |
| BSC YL CENTRAL Lees House, 21-33 Dyke Road, Brighton, BN1 3FE, UK | NCUK (SALFORD) University of Salford 43 Crescent Salford Greater Manchester M5 4WT, UK | |

2. Introduction

The British Study Centres Young Learners Ltd (BSC YL) Safeguarding and Child Protection Policy applies to all team members employed by BSC-Education (BSC) working with children as well as International Group Leaders who come into regular contact with children in the course of their duties.

This document sets out the safeguarding procedures at BSC YL in place to ensure a safe environment for children who study at BSC YL centres and schools.

This policy is drawn up to comply to British and Irish legal frameworks for the safeguarding of children at British Study Centres Young Learners schools and residential centres in the United Kingdom and Republic of Ireland.

In developing this Safeguarding and Child Protection policy, British Study Centres Young Learners has maintained due regard and taken guidance from:

- Keeping Children Safe in Education – (April 2020) (DfE)
- Working together to Safeguard Children (February 2019) (WTSC)

Whilst following legislation enacted by the UK Parliament:

- The Children Act 1989
- Local Government Act 2000
- The Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012 Counter-Terrorism and Security Act 2015
- Vetting and Barring Scheme 2009

The new definition of safeguarding has been expanded to specifically mention **'mental and physical' health**, in accordance to Keeping Children Safe in Education – (April 2020) (DfE).

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's **mental and physical health** or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

In relation to safeguarding children in the Republic of Ireland. BSC YL has complied and taken guidance from:

- Children First Act, 2015
- Better Outcomes Better Futures, DCYA, 2014
- National Vetting Bureau (Children and Vulnerable Persons Act), 2012
- Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act, 2012
- Children First: National Guidance for the Protection and Welfare of Children, DYCA 2011

For the purpose of this document, the following have been defined as:

- A child is defined as a person under the age of 18. (The Children Act 1989 and the Vetting and Barring Scheme 2009)
- Sexual activity with or directed towards a person under 18 by an adult who is in a position of trust with under 18-year olds is a criminal offence. (Sexual Offences Act 2003)

In the laws of both jurisdictions (the United Kingdom and the Republic of Ireland), where there is a discrepancy between complying to both national acts and/or different administrative safeguarding measures, a conflict between the best interest of the child and the interests of other parties, then the best interests of the child are considered to have paramount.

BSC YL has a duty to refer any person who has:

- Harmed or poses a risk of harm to a child;
- Satisfied the 'harm test' (i.e. no action or inaction occurred but the present risk that it could was significant);
or
- Received a caution or conviction for a relevant offence.

THIS POLICY IS TO BE READ ALONGSIDE 'KEEPING CHILDREN SAFE IN EDUCATION' (DFE) (2020) IN CONJUNCTION WITH ALL BSC YL SAFEGUARDING PROCEDURES AND SUPPORTING DOCUMENTS REFERENCED IN SECTION 24

3. BSC YL Central Safeguarding Support Network in the UK & Republic of Ireland

Every team member employed by BSC YL receives appropriate safeguarding and child protection training. There are key Safeguarding Leads in relation to working with children for BSC Young Learners.

Below is a table containing the Designated Safeguarding Leads (DSLs) that form the British Study Centres Young Learners Safeguarding Support Network. The Designated Safeguarding Leads (DSLs) and Deputy Designated Safeguarding Leads (DDSLs) have all received Level 3 Safeguarding training and all safeguarding and child protection allegations and concerns should be reported to DSLs.

British Study Centres Young Learners Central

Safeguarding Support Network – Contact details, United Kingdom and Republic of Ireland

Lee Hall

Young Learners Operations Manager

BSC YL Designated Safeguarding Lead (DDSL)
(Level 3)

Email: Lee.Hall@bsc-education.com

Tel: + 44 (0) 7717 569 713

Julia Radlinger

Young Learners Academic Operations Manager

BSC YL Deputy Designated Safeguarding Lead (DDSL)
(Level 3)

Email: Julia.Radlinger@bsc-education.com

Tel: +44 (0)7767 101 243

Mark Mullaly

Ireland Country Manager

BSC YL Designated Liaison Person (DLP for Ireland)
(Level 3)

Email: Mark.Mullally@bsc-education.com

Tel: +353 1-568-8177

British Study Centres Young Learners

Emergency telephone number:

+ 44 (0) 7767 100 580

Brighton Head Office:

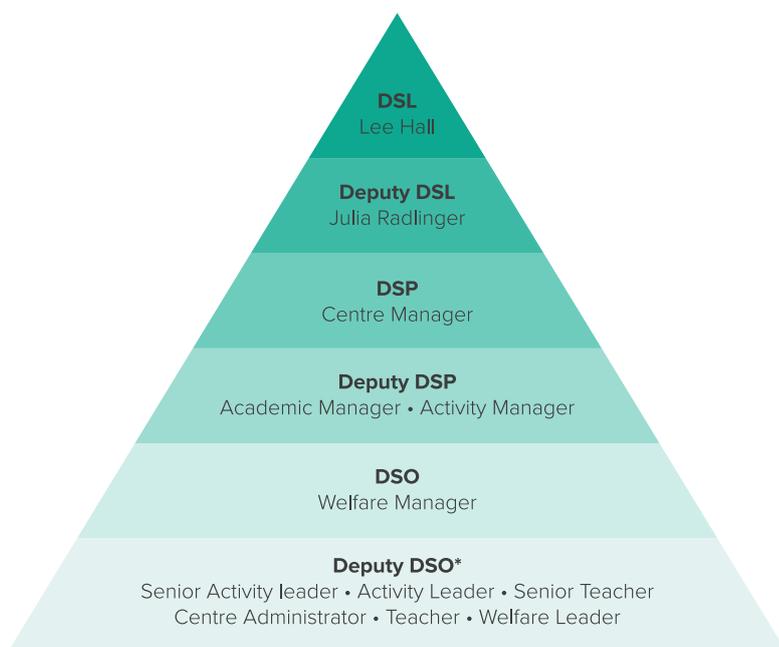
+ 44 (0) 1273 977702

The DSLs/DDSLs from the BSC YL Safeguarding Support Network will be made known to all BSC YL teams. The Designated Safeguarding Leads will raise awareness of this policy and its guidelines with BSC YL team members, all International Group Leaders (IGLs) and the children in BSC YL care. Additionally, there will be other team members delegated to YL Designated Safeguarding roles. The Safeguarding reporting structure below follows the same level of authority as the BSC YL Escalation Policy. (Please refer to the BSC YL escalation policy)

The Designated Safeguarding Person (DSP) – The Central Manager (also to be Level 3 trained) is to manage safeguarding and child protection practises and policies at the centre/school.

The Designated Safeguarding Officer (DSO) – The Welfare Manager is to support the DSP with implementing safeguarding and child protection practises and policies at the centre/school (at least Level 1 trained.)

All BSC YL team members have a responsibility to report any concerns to the named Designated Safeguarding DSP onsite. The DSP then escalates the concern or allegation to the appropriate DSL.



THE ROLE OF THE DSL

- To monitor and update the Safeguarding Policy and any relevant documents and files
- To support and advise the Designated Safeguarding Persons (DSP) in the day-to-day implementation of the policies
- To receive information from any BSC YL team member, children or parents who have safeguarding concerns and record it
- To keep BSC YL team member updated regarding training and policies
- To make a referral to a statutory child safeguarding agency or the police
- To record all information in writing in accordance with the Data Protection Act

**Deputy DSP/DSO depends on the number of BSC YL team members and students at the centre/school.*

Please refer to section 18 - Safeguarding Principles and Requirements in the Republic of Ireland for the respective relevant safeguarding report structure.

4. Policy Statement Of Intent

BSC YL is committed to safeguarding children from harm and believe that:

The welfare of the child is paramount

All children without exception have the right to protection from abuse regardless of age, gender, ethnicity, disability, sexuality or beliefs

Duty of care applies to all BSC YL team members, be they at the school, in the residence, on an activity, on an excursion or travelling to or from the school

BSC YL will ensure that:

All concerns and allegations of abuse will be taken seriously and responded to appropriately.

- The BSC YL Safeguarding and Child Protection Policy will be reviewed and updated quarterly.
- As members of English UK; every member of BSC YL Central Support Team will attain specialist English UK Safeguarding training for children at Level 3
- As members of English UK; all members of the central office human resources team and at least two members of the BSC YL Central Support Team will have completed the English UK Safer Recruitment Level 3 training course.
- All Safeguarding and Childcare Policy exchanges (and implementation) takes place amongst all Stakeholders (in the United Kingdom and the Republic of Ireland) including all staff at the host centre, host international, host families, transport companies, tourist attractions, specialist coaches and external contractors.

BSC YL has a commitment to:

- Safer recruitment, selection and vetting of team members in the United Kingdom and the Republic of Ireland
- Making known to all BSC YL teams the policies and procedures in place that promote the safety and welfare of children including; BSC YL Health and Safety Policy, Preventing Extremism and Radicalisation Policy – The Prevent Duty (Please refer to section 15, [page 38](#)), Anti-Bullying Policy, the code of conduct for team members working with under 18s and contact with children under 18
- All BSC YL team members and International Group Leaders are obliged to read this policy carefully and to abide by it at all times. Any BSC YL team member or any other stakeholder who does not understand any aspect of this policy must seek clarification from the DSL/DDSL or DSP (at the centre).

5. Policy Aims

BSC YL commitment is to safeguard and promote the welfare, physical and mental health, and safety of our pupils by creating and maintaining an open, safe, caring and supportive atmosphere.

The aims of BSC YL Safeguarding Child Protection Policy are:

To promote good practice by providing children with appropriate protection and safety while in our care

To provide BSC YL team members with clear guidelines and appropriate ongoing child protection training for working with children in their care

To allow BSC YL Teams to make informed responses to specific child protection issues

5.1 Policy Implementation

The BSC YL Safeguarding and Child Protection Policy achieves its aims and implements its guidelines according to the legislation and acts stated within the document. All BSC YL teams must comply with this policy in conjunction with the BSC YL Code of Conduct for teams Working with Under 18s. The Policy Implementation guidelines cover four main areas:

1. BSC YL team recruitment, support and training (refer to section 6, [page 12](#))
2. Welfare Implementation at the centres (refer to section 7, [page 15](#))
3. BSC YL Team Conduct of Conduct (refer to section 8, [page 20](#))
4. BSC YL Child Protection Procedures (refer to section 14, [page 33](#))

6. BSC YL Recruitment, Support And Training

*Safer recruitment of BSC YL teams working with children will be ensured by checking their suitability to work with children:

- At initial stage an application form is completed which will elicit information about the applicants past
- All applicants will complete a Children Act 1989 declaration form
- Two satisfactory references will be required for all contracted BSC YL team members
- BSC YL team members must have an up to date PVG check (Scotland) or a DBS check; Garda Vetting (Ireland) team members commencing employment while awaiting their check will never be in sole charge of students and risk assessments will be completed and carried out to help safeguard the students
- Foreign nationals - all contracted foreign nationals (unless they have lived in the UK for more than 6 months) will be required to provide a Police Check, from their country of residence, conducted within the past year. If the document is not in English, it must be accompanied by a certified translation.
- Contracted foreign nationals' resident in the UK for more than 6 months will be required to provide an up to date PVG check (Scotland) DBS check (England/Wales) and Garda Vetting (Ireland)
- All team members must provide three forms of valid identification
- BSC YL use an appropriate external ID validation service to check the validity of every identification
- A single central record of BSC YL team members (SCR) is kept to maintain a record of all pre-appointment checks. This record is kept up to date by HR and sent to Centre Managers (onsite) at the start of contracts.

* BSC YL Safer Recruitment prioritises embedding a culture of safer recruitment as part of BSC YL strategy for preventing harm to children. Statutory procedures for checking the suitability of staff and volunteers who work with children are always followed (Please refer to the **BSC YL Safer Recruitment Policy**)

6.1 BSC YL Central and BSC Language Schools

All senior team members and managers will attend departmental child protection meetings for safeguarding updates

- All BSC-education team members will complete online BSC YL Safeguarding and PREVENT training course (Level 1)
- All BSC YL Central team members will be trained to Level 3 in safeguarding and will take refresher Level 3 safeguarding courses every 2 years
- All BSC YL Central team members will be trained to Level 3 in safer recruitment and refresher training taken every 5 years

6.2 BSC YL Centre Team Members

- All BSC YL Centre Team Members will complete online BSC's Safeguarding and PREVENT training course
- All Centre Managers will be trained to English UK's Safeguarding Children-Level 3

At the Management induction for BSC YL centres: BSC YL Support Team will brief and induct teams on the following:

- Brief all senior managers about requirements and responsibilities of their roles
- Explain BSC YL child protection procedures ([page 33](#))
- Ensure teams are aware of their responsibilities to uphold the BSC YL Code of Conduct for team members working with Under 18s, BSC YL Safeguarding and Child Protection Policy and Preventing Extremism and Radicalisation Policy (The Prevent Duty, refer to section 15)
- Ensure every team member receives a copy of the BSC Young Learner Safeguarding and Child Protection Policy
- Brief all Centre Managers to run local induction sessions, for all team members employed at centres, on the Code of Conduct for BSC teams working with Under 18s, The BSC Young Learner Safeguarding and Child Protection Policy and the Preventing Extremism and Radicalisation Policy (The Prevent Duty)
- Every BSC YL team member will sign an induction declaration to confirm reading, understanding and agreeing to comply to BSC YL Safeguarding and Child Protection Policy and all supporting annexes, documents and procedures.
- A record of training attendance is kept by the DSL then reviewed and updated annually
- Address awareness of child protection issues through on-going training at centre team meetings as well as during one-to-one meetings
- Ensure team members are trained and able to use the Safeguarding Disclosure Form (Section 24.1, [page 52](#)), Concern Form (Section 24.2, [page 53](#)), record in the Safeguarding Log (Section 24.3, [page 55](#)) and when to use the LSP referral form (Section 24.4, [page 56](#)) effectively.
- Centre Managers will attend a weekly online Safeguarding Forum hosted by the DSL once a week (duration their seasonal contracts).

6.3 International Group Leaders accompanying students

International Group Leaders (IGL's) accompanying students will be asked to sign a disclosure form prior to arrival stating their suitability to work with under 18s.

Agents sending International Group Leaders to accompany students will be required to provide a signed agreement stating that they hold records of current police checks or certificates of good conduct for International Group Leaders from their country of domicile stating that they are suitable to work with children and that they have no outstanding criminal convictions that would affect their suitability to accompany students in a supervisory role in the UK.

6.4 Homestay organisers / Admissions

Homestay providers are given specific guidelines on how to deal with under 18s, covering issues such as curfews, alcohol, internet restrictions and so on.

The main household member must:

- Have completed the 'Basic Awareness in Child Protection' and 'PREVENT' (anti-radicalisation) on-line certificate as a minimum requirement
- Attend meetings at BSC YL Central and are briefed and updated on BSC YL Safeguarding and Child Protection Policy and all other related procedures
- Are regularly updated on the Disclosure and Barring Service, British Council Accreditation requirements and any other external accrediting or regulatory bodies with respect to the recruitment of homestay hosts and safeguarding requirements
- Ensure that all adults in the same household undergo DBS background checks
- Are sent updated versions of the BSC YL Safeguarding and Child Protection Policy and Preventing Extremism and Radicalisation Policy (Section 17, The Prevent Duty)

BSC YL 'main' homestay hosts are:

- Required to complete a Children Act 1989 declaration form stating their suitability to host children under 18
- Required to provide an up to date PVG check (Scotland), Garda vetting (Ireland) or a DBS check (England/Wales)
- Visited regularly by Homestay Organisers/Admissions
- Informed in writing about BSC YL commitment to safeguarding children and our Child Protection Procedures ([page 33](#)). And are issued with Child Protection guidelines

† The 'main' homestay host refers to the person who receives the payment for Hosting

Other adults residing, or staying overnight in the homestay accommodation where under 18s are accommodated will be:

- Required to complete a Children Act 1989 declaration
- Required to provide evidence of an up to date PVG check (Scotland), DBS check (England/Wales) and Garda Vetting (Ireland)

6.5 Private Fostering

The Children Act 1989 Section 66 defines a 'privately fostered child' as a child who is under 16 years, or 18 if disabled who is cared for and provided with accommodation by someone other; than his/her parent, someone who has parental responsibility, a child's relative defined by the Children Act 1989. Where students stay with a host family for 28 days or more this constitutes a private fostering arrangement and Children's Social Care for the relevant area should be notified.

7. Welfare Implementation at the BSC YL Centre and Off-Site

7.1 Health & Safety

Children are provided with regular Health & Safety information (Please refer to BSC YL Health & Safety Policy) through a variety of means including:

- verbal instruction and briefings highlighting BSC YL First Aiders and First Aid Kits
- BSC YL student handbook easy-to understand information regarding UK laws, personal safety, road safety and fire safety as well as being provided with instructions of what to do if students get lost
- Regular fire alarm checks and drills take place within our centres (within 48 hours of arrival)
- campus orientation children are shown where the fire exits are located and where to meet if the fire alarm is activated.
- issued with an BSC YL Student ID card & a lanyard on arrival with which phone numbers to call in an emergency.
- BSC YL students are also issued with identification wristbands which they should wear at all times during the course.

7.2 Risk Assessments (RAs)

Risk assessments will be carried out for all on-site and off-site activities to remove and eliminate risk where possible. This will include first aid cover and accident reporting. BSC YL team members are required to read these risk assessments and will be advised of any subsequent changes to these risk assessments. Risk assessments will also be conducted for the commuted journey between student accommodation (including homestay if applicable), school and course town meeting point, to identify and eliminate potential risks. (Please read BSC YL Health and Safety Policy and BSC YL Risk Assessment Handbook)

7.3 Supervision Ratios

BSC YL prioritises the welfare of its students and strictly adheres to the below ratios at all times:

- 1 BSC YL team member for up to a maximum of 15 students in the classroom.
- 1 BSC YL team member for up to a maximum of 15 students in off-site activities and excursions, where students are aged over 13 years old.
- 1 BSC YL team member for up to a maximum of 20 students in on-site activities, where students are aged over 13 years old.
- 1 BSC YL team member for up to a maximum of 12 students in off-site activities and excursions, where students are aged under 12 years old.
- 1 BSC YL team member for up to a maximum of 15 students in on-site activities, where students are aged under 12 years old.

In the unlikely event that additional students are added to a group, causing deviation in the above ratios, BSC YL will make every effort to deploy additional BSC YL team members to assist in the supervision of the group. (Please read BSC YL Supervision Policy)

Ratios may be adapted to comply with British Council mandates due to COVID-19. Please refer to the BSC YL COVID19-Contingency plan.

7.4 Student Absence and Attendance

While in the UK, all students on BSC YL courses are expected to attend 100% on the programme, including activities and excursion, unless the child is ill. Registers are taken several times a day (to account for student attendance during activities, lessons and house time) and any absences immediately followed up and dealt with. Within the first 10 minutes of a lesson, activity or house roll call, the Academic Manager, Welfare Manager or Activity Manager will check for absentees. (Please read BSC YL Student Absence and Attendance Policy)

7.5 Lost or Missing Student Procedure

ON SITE (MISSING)

A missing student refers to a student whose whereabouts are unknown during an activity or lesson. If a student is late for roll-call prior to the start of an activity or lesson, wait 5 minutes before initiating the following steps:

1. Identify exactly which student is missing. (There may be more than one.)
2. Confirm with the relevant International Group Leader or BSC YL Centre Manager whether the student has been excused from the session.
3. If not please ask the International Group Leader to phone the student.
 - a. If the student has still not been located, using a BSC YL phone, call the student.
 - b. If this is unsuccessful, contact the Centre Manager to ask for the student's accommodation information.
4. Accompanied by another BSC YL representative or by the student's IGL, go to the student's accommodation and knock on the door.
 - a. A student's room may not be entered by a BSC YL team member alone. This can only be done by their International Group Leader or with another team member present.
 - b. A key may be required to gain access. Should this be the case, an incident report must be filed.
5. If the student is not in their accommodation (bathroom included), the common areas (common rooms, dining hall, etc.) will need to be visited next.
6. Should the student still not have been located, the DSP will need to be consulted. (Escalation protocols to be followed in accordance with BSC YL Emergency Protocols.)

OFF SITE (LOST)

A lost student refers to a student whose whereabouts are unknown during an excursion. If a student is late for a check-in during an excursion, wait 15 minutes before initiating the following steps:

1. Identify exactly which student is lost. (There may be more than one.)
2. Ask the International Group Leader to phone the student. If the student is an individual and does not have an International Group Leader, the BSC YL team member should have the student's contact number on them.
 - a. If the student is an individual, phone the student using a BSC YL phone.
 - b. At no point should students be left unattended without having been signed out using the BSC YL Release Form. So, if a student's whereabouts are identified and the student needs to be collected, a BSC YL team member or International Group Leader must remain with the rest of the group while the other collects the student.
3. Should the student still be lost, go to the meeting point.
 - a. If the student is not at the meeting point, and has failed to contact the emergency contact number provided to them upon their arrival at their BSC YL centre, the group are to wait at the meeting point for an additional 15 minutes.
 - b. The DSP must be informed if a student's whereabouts are unknown for 30 minutes.

4. If a total time of 45 minutes has elapsed with the whereabouts of the student still being unknown, the DSP will escalate accordingly.

ESCALATION

Should the whereabouts of the student(s) remain unknown for 60 minutes, the DSP will inform their respective DDSL.

The DSP will be advised as how to proceed. Police will be called after 90 minutes if the student is not located.

7.6 Unaccompanied Minors (UM's)

An unaccompanied minor is typically an airline passenger aged between 5 and 14 years old (airline regulations vary) who travels without an accompanying adult. BSC YL team members will be briefed at centres on how to meet unaccompanied minors to ensure that are greeted safely, efficiently and able to travel to their schools with no problems

If students are travelling as unaccompanied minors, the parents must supply the name of the person meeting the child at the airport. The name of the Young Learners Operations Manager or Centre Manager is placed there.

- BSC YL team members going to the airport are given an unaccompanied minor letter of authorisation, which includes their name and an BSC YL team member ID card is necessary as a means of identification.
- If there are any issues contact is made to the Centre Manager.
- BSC YL team members also inform BSC YL central of any student who fails to arrive as expected and this is checked before leaving the airport

7.7 First Aid and Medicine

All Young Learners must have their induction documents and include their full medical information (illnesses, allergies, any medication etc) and signed (by parent or guardian) consent forms in case of emergency medical treatment. (Please refer to BSC YL - First Aid Policy)

- All Centre Management undertake the accredited First Aid Emergency at work training with St John Ambulance (or equivalent) and are fully first aid trained and trained to deal with the handling of medicine.
- All Centres have fully stocked first aid kits (Every staff office and student house.)
- Every host family will have a first aid kit readily available
- Every Activity Leader will carry a first aid kit during an excursion or activity
- No medicines are given to under 18s by BSC YL team members unless their parents or legal guardians have signed the BSC YL Parental Consent Form
- Children requiring or requesting such are referred to their group leader or are taken by taxi to a local pharmacy for professional consultation. Individual students may be taken to see a medical professional by a member of the BSC YL Welfare Team upon their parent's or legal guardian's written request.
- For U18s prescribed medicines will be kept in a locked place (course office or in the school or homestay) unless needed for emergency use (e.g. epi pens, inhalers etc.) and identified to the responsible person (nurse, homestay provider, first aider) on arrival.
- Untrained BSC YL team members are not allowed to administer any prescribed medicine to any student at any time without the student's parent's or legal guardian's written consent (see BSC YL Parental Consent Form).
- Any U18 student taking prescribed medicines to have a medicine record sheet on arrival and the responsible person must record times, dates and medication taken.
- Any U18s needing medical attention will be accompanied by a BSC YL team member

7.8 Allocating BSC YL team members, IGLs and students into accommodation

Irrespective of the type of accommodation, unless specifically by the written request of the parent/guardian of the children concerned under no circumstances will a child be placed in the same room as an adult. Children sharing a room will be of the same gender. This applies to our Homestay and Residential Accommodation. A responsible adult is required to be present overnight at Host family homes and will normally be present but always contactable when children under 16 are at home.

At the centre:

- Students will always be allocated to a floor with the same gender
- Students will be allocated to the same floor of the same gender with the respective BSC YL team member
- Students will be on the same floor (where possible) of the same student group (IGL or BSC team members will be allocated to safeguard (between) student/groups if applicable)
- Students will be allocated within corridors of their age range
- No-one outside of the BSC YL team members will be staying in the same corridor as BSC YL students
- BSC YL team members are allocated at both ends of corridors to safeguard students

7.9 CCTV Policy at the centre

BSC YL (in collaboration with the Host centre liaisons) currently has access to CCTV cameras to view and record its summer (and year-round) premises to provide a safe and secure environment for students, team members and visitors, and to prevent the loss or damage to property.

BSC YL outlines the use of CCTV and the processing of data recorded by CCTV cameras to ensure that UCL is compliant with data protection law and best practise to keep teams and students safe.

The introduction of, or changes to, CCTV monitoring will be subject to collaboration between the Host Centre/school and BSC YL Central.

The sites CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images and any recordings is covered by the Data Protection Act 1998.

BSC YL recognises that images of individuals recorded by CCTV cameras in the centre are personal data and therefore subject to the Data Protection Legislation and also conforms to the BSC YL GDPR Policy.

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act

STATEMENT OF INTENT – CCTV USAGE

BSC YL complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at: ico.org.uk

PLACEMENT OF CCTV

Cameras are sited so that they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.

CCTV will not be used in classrooms, bedrooms, toilets or bathrooms but will be used in corridors, stairs and outside areas, which are areas within school that have been identified as not being easily monitored.

7.10 CCTV usage at the Homestay

All homestay providers must declare what, if any, CCTV they have inside and outside of their accommodation. Students staying in homestay accommodation will be made aware of the location of any CCTV in their accommodation. Under no circumstances may a homestay host place CCTV equipment in areas where the student would reasonably expect privacy, such as bedrooms and bathrooms.

7.11 Visitors Policy

All visitors will be required to verify their identity to the satisfaction of staff and to leave their belongings in a safe place during their visit.

If the visitor is unknown to the setting, BSC YL will check their credentials and reason for visiting before allowing them to enter the setting.

- Visitors should be ready to produce identification.
- Visitors are expected to sign the visitors' book and wear a visitor's lanyard or sticker.
- All visitors new to the school are given a copy of our Safeguarding and Child Protection Policy for visitors to read.
- Visitors to the school who are visiting for a professional purpose, such as all educators will be asked to show photo ID and:
 - Will be asked to show their DBS certificate, which will be checked alongside their photo ID;

or

- The organisation sending the professional, will provide prior written confirmation that an enhanced DBS check with barred list information has been carried out.

Visitors during safeguarding emergencies such as Local Prevent Officers and Local Authority Officers (from LSPs) will also be required to show ID.

All other visitors, suppliers, contractors, agents, including visiting speakers, will be accompanied by a member of staff at all times.

BSC YL will not invite into the school any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff. (Please refer to section 15 - The Prevent Duty)

8. BSC YL Team Code Of Conduct

All BSC YL team members are expected to demonstrate exemplary behaviour in order to protect themselves from allegations of misconduct.

The BSC YL Code of Conduct is in place to protect students under 18 in our care. It equally provides protection for BSC YL teams working with children under 18.

The Code of Conduct for Team Members Working with Under-18s provides clear guidelines for team members and should be adhered to at all times

Code of conduct

The law in England and Wales identifies a child as a person under the age of 18 (Safeguarding Vulnerable Groups Act 2006). In Scotland this is also the case under the Protection of Vulnerable Groups (Scotland) Act 2007 - (Please see section 17 – Safeguarding in Republic of Ireland for the Irish safeguarding acts)

- Maintain a professional relationship with students at all times.
- Sexual activity with or directed towards under 18s by an adult in a position of trust is a criminal offence (Sexual Offences Act 2003).
- Do not socialise with students under 18 outside working hours unless it's a scheduled activity or work-related mission.
- Report any inadvertent/inappropriate/accidental conduct as soon as possible.
- Do not put yourself in a compromising position.
- Do not display any personal relationships in front of the students (please refer to BSC YL Relationships Policy)

8.1 Equality

BSC YL respects everybody irrespective of age, gender, nationality, race, religion and sexual orientation. Please demonstrate cultural sensitivity and awareness at all times.

8.2 General conduct

- Appropriate attitudes, behaviour and demeanour towards students and colleagues are expected at all times.
- Our general professional responsibilities do not stop in the classroom, and extend to all areas of school life, including dealings with administration, respect for the working environment and social interaction.
- BSC YL team members are to be excellent role models at all times.
- Being drunk on duty or under the influence of illegal substances or legal highs is a very serious offence which will be treated as gross misconduct which is likely to lead to disciplinary action, including dismissal.

8.3 BSC YL team members contact with students

The BSC YL code of conduct expands to the interaction with students via all electronic and 'social' contact with students under 18 to include:

- Phone
- Text
- Email
- Social networking forums, taking/receiving photos,
- Joining gaming sites
- Participating in 'Clans'

BSC YL team members working with children (under 18s) must not:

- establish or seek to establish social contact with under 18s/pupils during or after the course.
- give personal email addresses or personal phone numbers to students under 18.
- communicate via email, text, phone or social networking sites, blogs, web pages, gaming sites or instant messaging services with under 18s.
- post photos or videos of students under 18 on any social networking sites without official prior permission from senior managers.
- distribute (by any means) images or information about students of any age.

BSC YL team members working with children (under 18s) must:

- avoid becoming personally involved in a student's personal affairs.
- be aware that their personal web profiles can be viewed by anyone and therefore should be especially cautious about their public web profiles and privacy settings.

Under 18s seeking contact with BSC YL team members

If an under-18 seeks to establish social contact, the BSC YL team member must exercise his/her professional judgement and be aware that such social contact could be misconstrued. BSC YL team members must seek advice from a line manager if students do try to establish contact and copy such communications to the line manager.

8.4 Physical contact with students

- BSC YL team members should avoid all unnecessary physical contact with under-18s at all times.
- On rare occasions team members may need to use physical intervention to control or restrain pupils to prevent them from injuring themselves or others, however physical intervention must only be used as a last resort.
- In the event that a child is hurt, injured or upset; team members are encouraged to act with caution and to exercise common sense when deciding on their course of action. Whilst the Care Commission have advised that there is currently no legislation in place which forbids a BSC YL team member from consoling a child (e.g. putting an arm around the shoulder of an upset child) or assisting a child who has hurt themselves (e.g. cut their knee), it is expected that the BSC YL team member will act professionally in all circumstances.
- BSC YL strongly advise all team members to always ensure that a colleague is present when dealing with an injured or upset child. Such policies exist to protect the interests of both our teams and clients.
- In the case of a medical emergency, the appointed first-aider should be contacted.
- In the case of demonstrating something that involves touching a student (i.e. sports), tell the student exactly what is going to happen before demonstrations

8.5 Privacy

BSC YL team members must never put themselves in a position to be in any room alone with an under 18. Someone else must be present. If a private conversation is required then a quiet corner of a public space (e.g. the refectory or common room) is to be used.

- Never enter students' accommodation alone (take a witness with you)
- The door should always be left open

8.6 Teaching one-to-one

During one-to-one lessons the teacher should:

- always leave the classroom door open.
- not sit next to the student, but across from or opposite them.
- avoid physical contact completely.
- be prepared for a 'drop in' from the Academic Manager.

And the Academic Manager should:

- inform the parents that their child will be taught one-to-one.
- assign a classroom close to the academic office
- do short drop-in observations during every other lesson at random times.

8.7 Online Teaching

While teaching young learners online, the same code of conduct applies. Additionally, the following points need to be considered:

- Make sure you have a neutral background with no personal items visible
- Make sure you are in a quiet space where you will not be disturbed by anyone else living in your house
- Make use of waiting rooms before the lesson begins in order to avoid students being in an unsupervised online setting
- Be prepared for drop in observations by the academic manager at all times
- Instantly report incidents that are cause for concern to the DSL/DDSL

8.8 Appropriate language

- Never swear in front of students.
- BSC YL team members must not teach swear words in class or activities.
- Challenge inappropriate language from students.
- Select suitable topics when teaching under-18s. If in doubt, seek advice from the BSC YL line manager.
- Ensure that any films or material shown to children and young people are age appropriate.
- The use of inappropriate language whilst on duty is not acceptable and in the most serious of cases may lead to disciplinary action.

8.9 Dress code

When in contact with students, BSC YL team members are required to dress in a way that is appropriate to the professional and cultural context. For BSC YL team members either BSC YL uniforms or (for teaching staff) smart, but not necessarily formal, dress is expected as the norm. We would ask BSC YL team members to avoid wearing clothes that are overly casual. For all BSC YL team members, we would also regard clothes that expose too much flesh and have offensive slogans or words on them as unacceptable.

8.10 Alcohol and drugs

- No alcohol or drugs are permitted on campus or school.
- Never consume alcohol with under-18s or buy alcohol for them.

8.11 Online and Social Media

BSC YL understands that students will spend time online as it can be a great way to socialise, explore and have fun. BSC team members must not socialise online with students in a personal capacity, during or after employment with BSC YL. BSC YL can help students 'keep safe' when online by ensuring that they follow the guidelines as stated in the BSC YL Student Handbook and BSC YL IT & Social Media Policy. Students must;

- Make sure they know who they are speaking to
- Never give out personal details
- Never arrange to meet someone they don't know
- Never look at images or content that make them feel uncomfortable
- Never engage in Bullying
- Limit their time online – they are here to speak English!

If they have any concerns about the above then the Centre Management must be notified immediately and a Safeguarding Disclosure or Concern form completed.

8.12 Transporting under 18s

Students under 18 years old may not be transported in a personal vehicle. If BSC YL team members are accompanying under 18s by taxi (e.g. to the hospital or to an airport), make sure another person is there. If this is not possible, make sure the child is seated in the back of the car.

8.13 Duty to report:

Safeguarding is the responsibility of every BSC YL team member, regardless of the role. All team members should exercise vigilance and be watchful for, and aware of, signs that a child may need help. BSC YL teams have a duty to report any allegation or suspicion of inappropriate contact with under 18s to Designated Safeguarding team members.

8.14 Failure to comply:

- Non-compliance with the policy on contact with students under 18 will result in disciplinary procedures. (Please see BSC team Disciplinary Procedure)
- Employers have a duty as well, and will remove an individual from regulated activity where there is risk of harm to children.
- Employers have a 'duty to refer' the suspicion or allegation of an individual engaged in regulated activity having inappropriate contact to external authorities* where there is risk of harm to children.
- *(Please refer to Local Authority contact information in section 20 and Emergency contacts details in section 21 if necessary)

8.15 Whistle blowing

This is the mechanism by which a person can voice their concerns, made in good faith, without fear of repercussion.

BSC YL team members must report any behaviour by colleagues that raises concern regarding under-18s regardless of the source and understand that their concerns will be taken seriously. BSC YL team members proven to be in non-compliance of the code of conduct may face disciplinary procedures. (Please refer to BSC YL team member disciplinary procedure) If a BSC YL team member believes that best practice in this area is not being adhered to or that practice may put a pupil or pupils at risk they should in the first instance report their concern to the DSP unless their concern relates to the DSP in which case they should report their concern to the DSL/DDSL.

- No BSC YL team member will suffer a detriment or be disciplined for raising a genuine concern about unsafe practice, provided that they do so in good faith and following the whistleblowing procedures.
- Guidance can be found at: [gov.uk/whistleblowing](https://www.gov.uk/whistleblowing)
- The NSPCC whistleblowing helpline is available for adults who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or email: help@nspcc.org.uk

9. Anti-Bullying Policy

BSC YL recognises that bullying is an international problem and aim to take steps to prevent the incidence of bullying in the centres. BSC YL does not tolerate bullying in any form. Bullying is deliberate, hurtful behaviour. It is often repeated and it is difficult for those being bullied to defend themselves.

There are three main types of bullying:

- Physical; hitting, kicking, taking belongings
- Verbal; name-calling, insulting, racist remarks
- Indirect/emotional; spreading nasty stories, excluding from groups—including on social media

Profile of a bully

- They are often attention seekers. They will establish their power base by testing the response of the less powerful members of the group, watching how they react when small things happen.
- They find out how the teacher/team member reacts to minor transgressions of the rules and wait to see if the 'victim' will complain. It is important that team members are vigilant and consistent.
- They may bully because they believe they are popular and have the support of others.
- They keep bullying because they incorrectly think the behaviour is exciting and makes them popular.

Recognising signs of bullying; profile of a victim

- They often have poor social skills
- They lack the confidence to seek help
- They don't have the support of teacher/other team member or classmates who may find them unappealing
- They blame themselves and think it's their own fault
- They are desperate to 'fit in'
- It is unlikely that they will seek help

What can we do to prevent bullying?

- The students' environment must be free from ridicule, harassment and isolation
- Make sure students' possessions are not stolen from classrooms/bedrooms
- Make sure learning and activities take place in a supportive environment
- Encourage the 'telling of tales'
- Ensure students can report bad behaviour without fear of retribution
- Notice when a student is isolated and sad
- Ensure basic codes of behaviour are enforced
- Don't encourage the victim to ignore it or hit back
- Take action immediately if bullying is suspected – tell BSC YL line manager

Taking action against bullies

- Isolate the bully and inform the team member responsible for child protection
- Ensure they know why they are being excluded
- Tell the bully to reflect on why he/she is being excluded

- Tell them to write a letter home explaining why they have been isolated
- Provide a safe place for the victim and ensure a senior BSC YL team member is available to listen
- Concentrate on the immediate problem
- Ask peers to help the victim
- Ensure the Group Leader is aware of the problem and gives support to the victim and any action taken
- Contact the BSC YL Safeguarding Person who will advise on what subsequent action to take.

(*See 'Bullying Posters' in the classroom and 'Bullying Notices' on the Noticeboard displays)

10. What Is Abuse?

Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

10.1 Child Abuse

A term to describe a range of ways in which people, usually adults, harm children. Often the adult is a person who is known and trusted by the child.

Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet).

Child abuse includes neglect, physical injury, sexual abuse or emotional abuse, Child Sex Exploitation (CSE) and female Genital Mutilation (FGM) inflicted or knowingly not prevented, which causes significant harm or death. (NSPCC 1999) (Please read section 12 - Recognising signs of the different types of abuse.)

10.2 Peer on Peer abuse

Peer on peer abuse occurs when a child poses a risk of harm to themselves or to others via their behaviours or actions. This can also include, but is not limited to, cases of serious bullying (see BSC YL Bullying notice on the Noticeboards.)

All BSC Y team members should be aware (a) that safeguarding issues can manifest themselves via peer on peer abuse; and (b) that children are capable of abusing their peers. Such abuse should never be tolerated or normalised through the common myth that it is part of growing up. Peer on peer abuse is most likely to include gender-based violence, grooming, inappropriate or harmful sexualised play (younger children), sexual assaults, sexting and gender issues within groups of girls and boys. Where appropriate, the matter will be dealt with under the BSC YL Behaviour Policy with the use of relevant disciplinary sanctions.

10.3 Upskirting

In regards to Keeping Children Safe in Education: "Upskirting" has been added to the list of examples of peer on peer abuse.

Upskirting is now a criminal offence punishable by up to two years in prison. Anyone of any gender, can be a victim. The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force on 12 April 2019.

Upskirting by its definition: is the practice of making unauthorized photographs under a woman's skirt or man's kilt, capturing an image of the crotch area, underwear, and sometimes genitalia. An upskirt is a photograph, video, or illustration which incorporates an image made by upskirting.

It's crucial BSC YL Central and centre teams (and especially DSLs, DSPs and DSOs) understand if/when consent has been given. Upskirting is distressing and a humiliating violation of privacy for all victims.

Support is provided for upskirting across the BSC YL Safeguarding Support Network.

- Additional information can be found at 'Know your right' at GOV.UK and in Keeping Children safe in Education.

11. Recognising The Signs Of The Different Types Of Abuse

The best way to help children is by being aware of the signs of possible abuse. All BSC YL team members must be aware of the signs of abuse and neglect so that they are able to identify children who may need help or protection. These signs can take many forms including physical injuries and behavioural indicators. Although in most cases these signs will manifest themselves in children who are themselves the victims of abuse, it is important to remember that adults can also display significant indicators which suggest the existence of their own abuse as children.

11.1 Awareness of Actual or Likely Abuse

Cases of abuse may become apparent in a number of ways:

- A child may tell someone they are being abused
- Someone else may disclose that a child has told them, or they believe a child is or has been abused
- A child may show signs of physical injury such as bruising, with no satisfactory explanation for its cause
- A member of BSC YL team member behaviour or way he/she relates to a child may cause concern

Abuse is categorised into 6 main types amongst Young Learners (see below). They can be experienced in isolation or a combination of abuse to the child can occur.

| TYPES OF ABUSE | BRIEF DESCRIPTION | SIGNS / THINGS TO BE AWARE OF |
|---|--|---|
| 11.2 Physical Abuse | Where the victim is caused physical harm | <ul style="list-style-type: none"> • Marks not easily explained • Bruising (especially symmetric) • Burns • Flinching from or avoiding certain people • Out of character aggressive behaviour |
| 11.3 Sexual abuse | Forcing or enticing a young person to take part in (or watch) sexual activities. Can happen over the internet. | <ul style="list-style-type: none"> • Inappropriate sexualised play • Inappropriate needy attention seeking behaviour • High incidence of teen abuse of other teens |
| 11.4 Emotional abuse | Making someone feel bad about themselves, often persistently (e.g. bullying) | <ul style="list-style-type: none"> • Aggression or withdrawal (two extremes) in one day • Self-harm • Anorexia • Inappropriate needy attention seeking behaviour • Compounded by abuser making abused wary of help |
| 11.5 Neglect | Leaving a child unattended or depriving them of basic needs | <ul style="list-style-type: none"> • Most common away from home • Unused to supervision • Physical / medical needs ignored |
| 11.6 Child Sex Exploitation (CSE) | Exploitation of under 18s where they receive something (gifts, money, drugs, attention) as a result of sexual activity | <ul style="list-style-type: none"> • Unexplained gifts • Older boyfriends or girlfriends • Missing school • Associating with bad company |
| 11.7 Female Genital Mutilation (FGM) | The non-medical partial or total removal of external female genital organs, typically done to young girls from African countries | <ul style="list-style-type: none"> • Disclosure of this happening to the student or a friend • It is illegal if done in the UK. • It is a legal duty on the professional • Adult to notify police if FGM has happened in the UK |

12. Dealing With Current Safeguarding Issues

There are many issues of concern about the different types of abuse affecting children today and not all can be listed here. The issues are often complex and overlap. For a guidance list, please refer to Annex A in Keeping Children Safe in Education 2019.

BSC YL will adopt a consistent approach of following the same safeguarding procedures and consulting with external safeguarding agencies if there are any concerns of any type of abuse towards BSC YL students. Appropriate filters and monitoring are in place, as well as the ongoing training of teams and the education of students concern current/and developing issues.

12.1 Domestic abuse/violence:

BSC YL's believes that all out students have the right to be safe at school. In addition, BSC YL's are aware of students that might be victims of domestic abuse in their home countries or living in conditions where violence is a continuous presence.

Where there is a concern that domestic abuse or violence is a distressing presence in students' lives and then BSC YL will follow its safeguarding and referral processes. (Refer to section 14, BSC YL Child Protection Procedures, [page 33](#))

Domestic violence is defined by the Home Office as: 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality.'

The main characteristic of domestic violence towards young learners is that the behaviour is intentional and is calculated to exercise power and control. These behaviours could be:

- Psychological / emotional abuse: intimidation and threats (including about children or family pets), damage to property or items of sentimental value, social isolation, verbal abuse, humiliation, constant criticism and enforced trivial routines.
- Physical violence: slapping, pushing, kicking, stabbing, attempted murder or murder.
- Restriction of freedom: controlling who the victim or children see or where they go, what they wear or do, stalking, forced marriage.
- Sexual violence: any non-consensual sexual activity, including rape, sexual assault, coercive sexual activity or refusing safer sex.
- Financial abuse – stealing, depriving of money

BSC YL students are given the opportunity to talk openly to BSC YL team members where appropriate and are offered opportunities to do this via Welfare questionnaires and counselling sessions with Welfare Leaders. BSC YL team members have strong links with multi safeguarding agencies including the Domestic Abuse Campaign – referrals can be made quickly a lead by the Designated Safeguarding Lead.

12.2 Grooming

Grooming is the process by which an individual prepares a child, significant adults and the environment for abuse of this child. Children and young people can be groomed online or in the real world, by a stranger or by someone they know. Groomers may be male or female. They could be any age. Many children and young people do not understand that they have been groomed, or that what has happened is abuse. The signs of grooming are not always obvious. Groomers will also go to great lengths not to be identified. Children may:

- be very secretive, including about what they are doing online;
- have older boyfriends or girlfriends;
- go to unusual places to meet friends;

- have new things such as clothes or mobile phones that they can't or won't explain;
- have access to drugs and alcohol;
- go missing from home or school;
- present as suicidal, self/harming, feeling depressed, unworthy.

In older children, signs of grooming can easily be mistaken for 'normal' teenage behaviour, but you may notice unexplained changes in behaviour or personality, or inappropriate sexual behaviour for their age. (Please refer to NSPCC website for further information about grooming.)

Signs of grooming and/or online abuse A child may be experiencing abuse online if they:

- spend lots, much more, or much less time online, texting, gaming or using social media;
- are withdrawn, upset or outraged after using the internet or texting;
- are secretive about who they're talking to and what they're doing online or on their mobile phone; and/or o have lots of new phone numbers, texts or e-mail addresses on their mobile phone, laptop or tablet.

Signs of grooming manifested by sex offenders It is important to remember that not all sex offenders will exhibit the signs listed below and if an individual exhibit some or all of these signs it does not mean that they are a sex offender:

- Overly affectionate behaviour with a child
- Affording special attention or preferential treatment to a child
- Excessive time spent alone with a child outside of the classroom/school
- Frequently spending time with a child in private or isolated areas
- Transporting a child to or from the school
- Making friends with a child's parents and visiting their home
- Acting as a particular child's confidante
- Giving small gifts, money, toys, cards, letters to a child
- Using texts, telephone calls, e-mails or social networking sites to inappropriately communicate with a child
- Flirtatious behaviour or making suggestive remarks or comments of a sexual nature around a child

12.3 Sexting

'Sexting' is one of a number of 'risk-taking' behaviours associated with the use of digital devices, social media or the internet. It is accepted that young people experiment and challenge boundaries and therefore the risks associated with online activity can never be completely eliminated.

BSC YL recognises its duty of care to its young people who do find themselves involved in such activity as well as its responsibility to report such behaviours where legal or safeguarding boundaries are crossed. There are a number of definitions of 'sexting' but for the purposes of this policy sexting is simply defined as:

- Images or videos generated by children under the age of 18, or of children under the age of 18 that are of a sexual nature or are indecent.
- These images are shared between young people and/or adults via a mobile phone, handheld device, computer, 'tablet' or website with people they may not even know.

For this reason, the Designated Safeguarding Person (and the Deputy DSL in the absence of the DSL) needs to be informed of any 'sexting' incidents.

The range of contributory factors in each case also needs to be considered in order to determine an appropriate and proportionate response.

The following questions will help decide upon the best course of action:

- Is the pupil disclosing about themselves receiving an image, sending an image or sharing an image?
- What sort of image is it?
- Is it potentially illegal or is it inappropriate?
- Are the school child protection and safeguarding policies and practices being followed?
- How widely has the image been shared and is the device in their possession?
- Is it a school device or a personal device?
- Does the pupil need immediate support and/or protection? • Are there other pupils and/or young people involved?
- Do they know where the image has ended up?

The Designated Safeguarding team will manage the situation and will contact the Police or Local Authority (LSCP) if deemed necessary.

12.4 Child Criminal Exploitation (CCE)/County Lines

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity

- (a) in exchange for something the victim needs or wants,
- (b) and/or (b) for the financial or other advantage of the perpetrator or facilitator
- (c) and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology. CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (Known as 'County Lines') forced to shoplift or pickpocket, or to threaten other young people.

Some of the following can be indicators of CCE/or County Lines:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who suffer from changes in emotional well-being;
- children who misuse drugs and alcohol;
- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or do not take part in education

13. Children Who May Be Particularly Vulnerable To Abuse

Some children may have an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions, and child protection procedures (page 33) that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances.

Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

To ensure all BSC YL students receive equal protection, special consideration should also be given to children who are/or have been:

- disabled or have special educational needs (SEND) (refer to BSC YL Send Policy)
- Looked After Children/ those recently returned to family from care
- Children Missing Education (CME)
- privately fostered children
- LGBT (lesbian gay bisexual transgender)
- asylum seekers
- live transient lifestyles
- affected by substance misuse/drug use
- affected by mental health issues including self-harm and eating disorders
- affected by poor parenting
- at risk of Fabricated or Induced Illness
- at risk of gang and youth violence
- vulnerable to being bullied, or engaging in bullying including cyber, homophobic, racist etc
- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality
- vulnerable to faith abuse

*The above list provides vulnerable groups and is not exhaustive.

13.1 Contextual Safeguarding

Contextual Safeguarding Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships. Contextual Safeguarding, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts.

contextualsafeguarding.org.uk

14. BSC YL Child Protection Procedures

BSC YL team members must be aware of BSC YL procedures and how to respond and to record the Disclosure of Abuse, Allegation of Abuse or general safeguarding concerns

- It is the legal duty of the Designated Safeguarding team members to report a full disclosure or allegation of abuse.
- It is not for BSC YL team member to decide whether or not a concern or allegation is true.
- All concerns or allegations of abuse must be taken seriously.

BSC YL team members will follow the procedures set out below

- Ensure that all BSC YL team members know the name of the local BSC YL team member responsible for safeguarding and child protection
- Ensure all BSC YL team members understand their responsibilities of being alert to the signs of abuse and responsibility to refer any concerns to the BSC YL team member responsible for child protection
- Remember that BSC YL team members are not trained to deal with situations of abuse or to decide if abuse has occurred
- Be aware of relevant local agencies and co-operate as required regarding child protection matters arising (see 'Local Safeguarding Children Partnership' contact lists. Refer to section 18, [page 46](#).)
- Keep written records of concerns about children and ensure they are kept securely
- Follow procedures where an allegation is made against a BSC YL team member or other adult

14.1 What To Do If Abuse Is Suspected Or An Allegation Is Disclosed To You

| WHAT TO DO | WHAT NOT TO DO |
|--|---|
| Stay calm. | Don't panic. Don't over-react. It is unlikely that the child is in immediate danger. |
| Listen, hear and believe. | Don't probe for more information. Questioning the child may affect how the child's disclosure is received later. |
| Give the child time to say what they want to say. Reassure and explain that they have done the right thing in telling you. | Don't make assumptions, don't paraphrase and don't offer alternative explanations. |
| Explain that only people whose job it is to deal with these situations will be informed. | Don't promise confidentiality, or to keep secrets or say that everything will be OK. (It might not.) |
| Act immediately in accordance with the procedure on this policy | Don't try to deal with it yourself |
| Record in writing what was said as accurately as possible and as soon as possible. | Don't make negative comments about the alleged abuser. Don't 'gossip' with colleagues about what has been said to you. Don't make the child repeat the story unnecessarily. |
| Report to the DSP at your centre, school or BSC YL Central Office. Report to your Local Homestay Organiser and Centre Manager if the suspicion or disclosure involves a homestay host or other adult in the home. | |
| Record your report. | |

14.2 A child's wishes

A child's wishes and feelings should be taken into account when determining what action to take and what services to provide. Systems are in place for children to express their views and give feedback to BSC YL team members. These operate with the best interests of the child at their heart.

Where possible, referrals will be made by the DSL, although any BSC YL team member can make a referral to Children's Social Care. If a BSC YL team member makes a referral themselves, they should inform the DSL as soon as possible. The exception to this is that where a teacher, in the course of their work in the profession, has a concern about Female Genital Mutilation having been carried out on a girl under the age of 18; they have a legal duty to notify the Police immediately and directly. BSC YL team members should still consider and discuss the case with the DSL and involve Children's Social Care/and or the Local Authority Designated Officer (LADO) from the Local Safeguarding Partnerships (LSP) as found in section 18, [page 46](#).

14.3 Reporting Allegations, Concerns or Actual Incidents of Abuse

The welfare of the child is paramount and BSC YL team members have a legal duty to report suspicions (concerns), allegations or actual incidents to the Designated Safeguarding team member at the centre or school. The appropriate course of action is detailed below:

14.4 Procedure 1: Allegation

Allegation of abuse "An allegation is where someone has been told that something has happened i.e. being seen first-hand or it has actually physically happened to someone."

If a BSC YL team member is simply worried or suspects something then this is a concern – see Procedure 2 – Concern (section 14.6, [page 36](#))

FULL DISCLOSURE

If a student wants to talk during an allegation. BSC YL team members should:

- 1) ensure the child is safe from harm – this is the number 1 priority.
- 2) listen positively and reassure the student. BSC YL team members should try and ensure a degree of privacy, but this may not always be possible.

Advice for BSC YL team members when helping the student when abuse is alleged

- Be prepared to listen and comfort.
- Do not show revulsion or distress, however distasteful the events are.
- Stay calm and controlled.
- Let the student know at once that it was not his/her fault and restate if appropriate.
- Reassure the student that they have done the right thing to talk about it
- Do not make false promises,
- Do not promise confidentiality.
- Make students aware that disclosure will only be reported to someone that can help
- Do not question the student; try to limit involvement to listening. A child can be interviewed only once.
- It is also important to remember to not investigate suspected cases of child abuse, only to report to a DSL/DDSL/DSP.

3) As soon as possible tell the Designated Safeguarding Lead or Person (DSL/DDSL/DSP) fills in an Allegation Form –see section 24, Full Disclosure Allegation Form Appendix 1, [page 52](#) (or write down – see below) what was said and done.

4) It is vital that confidentiality is maintained at all times and the identity of the student and the person alleged to have been harmed them must not be shared.



14.5 Responding to different allegation circumstances:

Where an allegation is about a BSC YL team member or a BSC YL Designated Safeguarding team member- All other BSC YL team members must be aware and reported to Designated Safeguarding Lead at Young Learners Central.

If reported to BSC YL team member at centre then, in the first instance, the designated safeguarding team member must report to YL Designated Safeguarding Lead at Young Learners Central. If the YL DSL is unreachable then report to a BSC Deputy Designated Safeguarding Lead.

Where an allegation is made against a homestay host or other adult in the home, it should be reported to the local homestay provider and BSCYL Safeguarding Support Network.

If the allegation concerns another under 18 then BSC YL team members must be aware that both students require support during any investigation.

Where an allegation is against another student under 18 then the DSL/DDSL and DSP will work together to support the person who has been accused.

- The under 18s parents, (also group leader & agent if appropriate) will be informed of the allegation and kept informed at every stage of the developing situation
- DSL will follow guidance provided by local child protection authorities (see section 18, [page 46](#)) contacts list)
- If other agencies become involved, e.g. police, the under 18 will be accompanied throughout the process by DSP support

NEXT STEPS TO BE TAKEN

1) It will be reported to the Local Safeguarding Partnership (LSP), normally by the DSL/DDSL or, in their absence, the DSP. If neither are available the individual to whom the allegations were made directly can contact the LSP (contact details of the Local Safeguarding Partnership section 18, [page 46](#)) (Use the Referral Form found in section 24.4, [page 56](#))

The following information may be required:

- BSC YL team member name, address, telephone number, position/role at BSC-Education. As many details as possible about the child, e.g. name, date of birth, address (centre/homestay address, home country address), passport/identity card number, group leader name and telephone number.
- What the reasons are for telephoning, e.g. the suspicions, allegations, what has been said, details of times and dates, the child's emotional state. Make it clear what is fact and what isn't
- What has been done so far.
- Where possible confirm this in writing within 24 hours and record the name of the contact who took the referral.

The statutory agency/Local Authority (LSP) will then give instructions as to what to do next. Keep head office informed at all times of any developments.

- 2) The allegations will be recorded in the Safeguarding Log (Section 24.3, [page 54](#)) by the DSL/DDSL and DSP.
- 3) After the above procedure: BSC YL team members involved must maintain confidentiality. Dealing with issues of child abuse can be distressing for the adult to whom the abuse is disclosed. DSL/DDSL and DSP will communicate and monitor the situation from here.

14.6 Procedure 2: Recognising and raising a concern:

If there are concerns about a student's general well-being, but the student fails to say anything then it should be reported the Designated Safeguarding Person.

Changes to a student's emotions, physical appearance or behaviour over a short period of time could indicate the need to raise a concern.

- 1) Fill out a Concern form (see Section 24.2, [page 53](#)). Or ask the Centre Manager for the form.
- 2) Report it as soon as possible to a DSP (in person)
- 3) The DSP will consider further action but will always report it to the DSL/DDSL.
- 4) The concern will be recorded in the Safeguarding Log (Section 24.3, [page 54](#)) by the DSP.



- 5) Advice may be sought from the Local Safeguarding Partnership (LSP). The parties involved will be spoken to about the concern.
- 6) All information is recorded throughout and included within the Annual Safeguarding Report. (Full Disclosures and all Concerns)

Recommended notes to make before completing a concern form (Section 24.2, [page 53](#)):

- The nature of the concern
- What is the evidence that led to the concern?
- What the student said (if a discussion has taken place)
- What was said or did in response

14.7 Record Keeping

All allegations, concerns, discussions and decisions (together with reasons) made under these procedures are recorded in writing. Safeguarding Log sheet records are kept securely by the DSP and sent to the DSL/ DDSL. (Please see Appendix 3) BSC YL team members are aware that they must make a record to include the date, time and place of the conversation and detail of what was said and done by whom and in whose presence and signed by the person making it. If there is a doubt about whether to record something, then this must be discussed with the DSP. Non-confidential records will be easily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them. Safeguarding records relating to individual children will be retained for a reasonable period of time after they have left the school:

14.8 Confidentiality

Safeguarding children raises issues of confidentiality that must be clearly understood by all BSC YL team members and group leaders in school.

BSC YL team members and group leaders and visitors have a responsibility to share relevant information about the protection of children with other professionals. BSC YL adheres to General Data Protection Regulation (GDPR) by complying to the Data Protection Act 2018 and human rights law for information sharing by collaborating to ensure that personal information about all individuals shared (team members, group leaders and students) is shared appropriately. For more information about confidentiality at BSC Young Learners, please refer to the BSC YL GDPR Policy.

15. The Prevent Duty (Extremism And Radicalization Policy)

British Study Centres Young Learners aim to ensure there is an awareness of 'Prevent' within our schools and centres. We will provide a clear framework to structure and inform our response to potential radicalisation/ extremist views; including supporting the referral process for those who may be susceptible to the messages of extremism

BSC YL will not tolerate extremist views of any kind in the school, whether it is from students, team members or external sources.

15.1 Radicalisation by definition

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind. Extremism is defined as the holding of extreme political or religious views

All BSC YL teams must be fully engaged in being vigilant about radicalisation.

The Prevent duty requires providers and educators (including BSC YL) to exemplify 'British values' in their practice and to use opportunities to explore British values and to challenge extremism.

British Study Centres Young Learners will support and uphold the following British values are defined as including:

- Democracy
- Rule of law
- Individual liberty
- Mutual respect and tolerance for those with different faiths and beliefs

These values include complying with the Equality Act 2010 and preventing discrimination against those with protected characteristics:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation

15.2 Signs of grooming for radicalisation

BSC YL understands that students may face the following issues which may lead to them becoming radicalised and extreme:

- A lack of identity and sense of belonging
- Loss or bereavement
- Isolation/exclusion
- Personal crisis
- Mental health
- Sense of injustice
- Victims of hate crime or discrimination
- Global events
- Inspirational speakers
- Peer pressure
- Media bias
- Extremist material

All of which can be exacerbated by the internet and social networks. British Study Centres Young Learners 2020 might notice the following in a student who is becoming radicalised or extreme:

- Change in attitude
- Intolerant/closed minded
- Isolated
- Overt new religious practices
- Fall in work standard – disengagement/poor attendance
- Accommodation changes
- Asking questions about certain topics

It is the school's Prevent Duty under the Counter Terrorism & Security Act (2015) to have due regard to the need to prevent pupils from being drawn into terrorism. BSC YL team members responsibilities are to:

- Get to know all students well
- Observe and be vigilant
- Contact the DSL/DDSL to raise any concerns – confidentiality will be assured
- Refer to the student to the LSCP (local authority) where there are concerns about children who may be at risk of being drawn into terrorism

For more information please refer to:

Keeping Children Safe in Education 2019 (Full version)

NSPCC website and whistleblowing Helpline

[nspcc.org.uk](https://www.nspcc.org.uk)

Tel: 0800 028 0285

15.3 Crisis Management Procedure

As part of training all group and activity leaders must familiarise themselves with the BSC YL procedure for the event of a terrorist attack occurring during an excursion. This document includes preparation steps which must be taken before/during a trip and how to respond in the event of a security situation. (Please refer to BSC YL emergency protocols and escalation policy)

15.4 Local Prevent Officers in The United Kingdom and The Republic Of Ireland

If you are concerned about extremism in any of the BSC YL centres or if you think a child might be at risk of extremism, please contact the relevant Prevent Officer elicited below. (Please use the PREVENT referral form in section 24.4, [page 56](#))

| | |
|---|---|
| <p>BSC YL AMPLEFORTH</p> <p>Nathan Clifton and Ben Hallewell Counter Terrorism Case (Prevent) Officer Prevent, North Yorkshire Police HQ Email: prevent@northyorkshire.police.uk Tel: 01609 643 580 Mobile: 07768869464</p> <p>NORTH YORKSHIRE COUNTY COUNCIL</p> <p>Odette Robson Prevent Lead, Head of Safer Communities Email: Odette.robson@northyorks.gov.uk Tel: 01609 797105</p> | <p>BSC DUBLIN</p> <p>Commissioner 4-6 Store Street Dublin 1 Co. Dublin (01) 6668000 (24/7)</p> |
| <p>BSC YL BRADFIELD</p> <p>Leigh Goldson General Manager 1st Point Children's Single Point of Access Email: CSPOA@brighterfuturesforchildren.org Tel: 0118 937 3641</p> <p>THAMES VALLEY POLICE preventreferralsreading@thamesvalley.pnn.police.uk</p> | <p>BSC YL EDINBURGH</p> <p>DS Siobhan Graham DC George Silcock DC Stuart Morris Prevent Delivery Unit East, SCD Police Scotland, Edinburgh Email:siobhan.graham@scotland.pnn.police.uk Tel: 0131 311 3230 / 3452 / 3695</p> |
| <p>BSC YL KING'S LONDON</p> <p>Ben Taylor Prevent Coordinator Southwark Council, Southwark London Email: Prevent@southwark.gov.uk Tel: 020 7525 5000</p> | <p>BSC LONDON CENTRAL</p> <p>Ben Taylor Prevent Coordinator Southwark Council, Southwark London Email: Prevent@southwark.gov.uk Tel: 020 7525 5000</p> |
| <p>BSC YL LORETTO</p> <p>DS Siobhan Graham DC George Silcock DC Stuart Morris Prevent Delivery Unit East, SCD Police Scotland, Edinburgh Email:siobhan.graham@scotland.pnn.police.uk Tel: 0131 311 3230 / 3452 / 3695</p> | <p>BSC MANCHESTER</p> <p>Nigel Lund North West HE & FE Regional Prevent Coordinator Department for Education Counter-Extremism Division nigel.lund@education.gov.uk Tel: 07384452146</p> <p>COUNTER TERRORISM POLICING NORTH WEST</p> <p>PC Yassar Maqbool PC Emlyn Maguire Sergeant Paul Casey Email: yassar.maqbool@gmp.police.uk emlyn.maguire@gmp.police.uk paulj.cawsey@gmp.pnn.police.uk channel.project@gmp.police.uk Tel: 07393 755 611</p> |

| | |
|--|--|
| <p>BSC YL NEW HALL</p> <p>Tamsyn Basson – Children’s Chair Giles Goodeve – Adults Chair Essex Safeguarding Adults Board (ESAB) Email: Tamsyn.Basson2@essex.gov.uk Email: Giles.Goodeve@essex.gov.uk ESAB Tel No: 03330 131019 Prevent Tel No: 03330 130322</p> | <p>BSC YORK</p> <p>Jane Mowat Head of Community Safety Prevent Lead, City of York Council Community Safety Manager, Paul Morrison Email: preventenquiries@york.gov.uk jane.mowat@york.gov.uk Tel: 01904 555742, 07984496352</p> |
| <p>BSC YL WYCLIFFE</p> <p>Adam Large Prevent Officer Gloucestershire Prevent Gloucestershire Constabulary Email:adam.large@gloucestershire.pnn.police.uk prevent@gloucestershire.pnn.police.uk Tel: 01452 752802 / 01452 752238</p> | <p>MANCHESTER CITY FOOTBALL EDUCATION</p> <p>Nigel Lund North West HE & FE Regional Prevent Coordinator Department for Education Counter-Extremism Division nigel.lund@education.gov.uk Tel: 07384452146</p> <p>COUNTER TERRORISM POLICING NORTH WEST (MANCHESTER)</p> <p>PC Yassar Maqbool PC Emlyn Maguire Sergeant Paul Casey Email: yassar.maqbool@gmp.police.uk emlyn.maguire@gmp.police.uk paulj.cawsey@gmp.pnn.police.uk channel.project@gmp.police.uk Tel: 07393 755 611 (Paul Casey) Tel: 0800 789 321</p> |
| <p>BSC YL CENTRAL</p> <p>Alamgir Sheriyar Prevent Regional HE/FE Co-ordinator – South East of England Department for Education Email: alamgir.sheriyar@education.gov.uk Mobile:07468714372</p> <p>Nahida Shaikh Local Authority Prevent Lead/Coordinator Safe in the City Brighton and Hove Community Partnership Prevent Team, Safer Communities Email: Nahida.Shaikh@brighton-hove.gov.uk Tel: 01273 290584 Mobile: 07717303292</p> | <p>NCUK (SALFORD)</p> <p>Nigel Lund North West HE & FE Regional Prevent Coordinator Department for Education Counter-Extremism Division nigel.lund@education.gov.uk Tel: 07384452146</p> <p>COUNTER TERRORISM POLICING (SALFORD)</p> <p>PC Alan Hall, Prevent Officer DS Julie Haworth, Sergeant Paul Casey, Sergeant Counter Terrorism Policing North West (CTPNW) Email: alany.hall@gmp.police.uk julie.haworth@gmp.police.uk channel.project@gmp.police.uk Tel: 0800 789 321</p> |

16. Safeguarding Principles And Requirements In Scotland

Child Protection and Promoting Wellbeing in Scotland is based on the GIRFEC approach (Getting It Right for Every Child) It is designed to not just to protect but improve the wellbeing of all children* and young people* by involving them, people working with them and their parents to offer the right help at the right time.

(*In Scotland a 'child' is a person under 16, 'young people' refers to 16- and 17-year olds. Child Protection and Promoting wellbeing applies to 16- and 17-year olds in education)

16.1 GIRFEC approach

- child focused
- based on wellbeing of children
- requires joined up working
- ensures every child has a named person as a point of contact

It lists eight indicators of wellbeing and states that every child / young person should be

1. Safe 2. Healthy 3. Achieving 4. Nurtured 5. Active 6. Respected 7. Responsible 8. Included

16.2 Safeguarding at BSC YL Loretto and BSC YL Edinburgh

BSC YL Team members at BSC YL Loretto and BSC YL Edinburgh can support these aims by

- helping students to understand and make sensible decisions
- setting safe and clear boundaries
- responding and acting,
- being responsible and interested
- including students in decision making
- being alert for situations that might not be straightforward

*All BSC YL team members at BSC YL Loretto and BSC YL Edinburgh are to follow the safeguarding reporting structure as shown in section 3, BSC YL Central Safeguarding Network, [page 8](#))

The GIRFEC approach requires that a Named Welfare Person* is known to all children / young learners.

The duties of the Named Person are (* the named person is typically the DSL or DSP)

- to be a point of contact to support children / young people and parents
- to listen, provide information, advice and support
- to respond to a request for help
- to communicate with outside agencies when required
- to record a chronology of actions

16.3 BSC YL Recruitment Checks (Scotland)

All BSC YL employees working in Scotland hold a DBS and will also hold a PVG (Protecting Vulnerable Groups) scheme run by Disclosure Scotland, the Scottish equivalent of the DBS check, is the PVG scheme is a membership scheme that allows its members to do regulated work with children or protected adults.

For more information on Safeguarding and Child Protection practises specific to Scotland, please visit:

edinburgh.gov.uk/protect-someone-harm/child-protection

17. Safeguarding Principles and Requirements In The Republic Of Ireland

BSC YL team members and International Groups Leaders attending (or visiting) BSC Dublin are to follow the Safeguarding practices and processes set out in this British Study Centres Young Learners Safeguarding Policy as well complying to following the guiding principles and procedures* of **Child Safeguarding specific to the child*** safeguarding summary specific to Republic of Ireland as outlined below.

***Guiding principles and child safeguarding procedures** – previously referred to as child protection and welfare policy and procedures, the procedures an organisation has in place to safeguard children from harm and reduce the risks to children of being harmed.

****Child Safeguarding** – ensuring safe practice and appropriate responses by staff and volunteers to concerns about the safety or welfare of children, should these arise. Child safeguarding is about protecting the child from harm, promoting their welfare and in doing so creating an environment which enables children and young people to grow, develop and achieve their full potential.

***** Child or young person** – a person under the age of 18 years, who is not or has not been married.

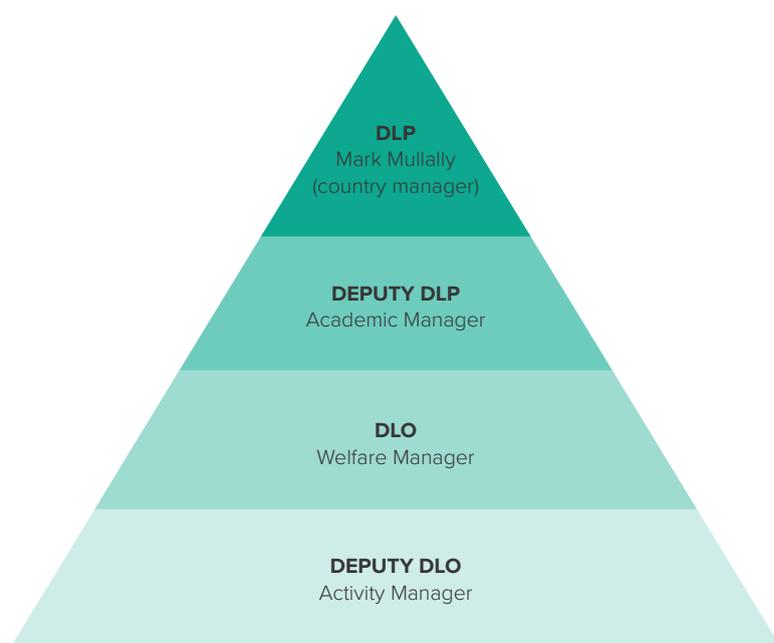
17.1 Safeguarding Support Network in Republic of Ireland

The Safeguarding reporting structure in Republic of Ireland differs slightly to the United Kingdom. However, the DLP has the same authority in country as the DSL/DDSL of the wider British Study Centres Young Learners wider safeguarding network.

The Designated Liaison Person (DLP) – The Central Manager (also to be Level 3 trained) is to manage safeguarding and child protection practises and policies at the Dublin centre/school.

The Designated Liaison Officer (DLO) – The Welfare Manager is to support the DLP with implementing safeguarding and child protection practises and policies at the centre/school (at least Level 2 trained.)

All BSC YL team members have a responsibility to report any concerns to the named Designated Liaison Person (DLP) onsite. The DLP can use the wider BSC YL Central Support Network (in the UK) for additional support. However, the DLP (Ireland Country Manager) ultimately manages all safeguarding concerns or allegations in the Republic of Ireland.



THE ROLE OF THE DLP IN THE REPUBLIC OF IRELAND

- To monitor and implement all Safeguarding procedures at the centre
- To Lead and advise the Designated Liaison Officer (Welfare Manager)
- To manage all safeguarding concerns and disclosures in Republic of Ireland
- To receive information from any BSC YL team member, children or parents who have safeguarding concerns and record it
- To keep BSC YL team members updated regarding training and policies
- To make a referral to a statutory child safeguarding agency or the police in Ireland
- To record all information in writing in accordance with the Data Protection Act

**Teachers, Welfare Leaders and Activity Leaders will all complete Level 1 safeguarding training and will support the DLP, DDLP, DLO and DDLO with safeguarding young learners at BSC Dublin.*

17.2 Safeguarding Acts and legislation

Child Protection and Promoting Wellbeing in the Republic of Ireland is defined and implemented and in accordance with the following Irish law, policy and guidance:

- Children First Act, 2015
- Better Outcomes Better Futures, DCYA, 2014
- National Vetting Bureau (Children and Vulnerable Persons Act), 2012
- Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act, 2012
- Children First: National Guidance for the Protection and Welfare of Children, DYCA 2011

In the laws of both jurisdictions (Republic of Ireland and the United Kingdom), where there is a discrepancy between complying to acts, a conflict between the best interest of the child and the interests of other parties, the best interests of the child are considered to have paramount attention.

17.3 National Vetting Bureau vetting.garda.ie

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also creates offences and penalties for persons who fail to comply with its provisions.

The Act stipulates that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person.

17.4 Children First: National Guidance for the Protection and Welfare of Children

There are a number of key principles of child protection and welfare that inform both policy and best practice for those working with children in the Republic of Ireland. These are outlined in Children First: National Guidance for the Protection and Welfare of Children (2017). The national, overarching guidance for the protection and welfare of children, published by the Department of Children and Youth Affairs.

- The safety and welfare of children is everyone's responsibility.
- The best interests of the child should be paramount.
- The overall aim in all dealings with children and their families is to intervene proportionately to support families to keep children safe from harm.
- Interventions by the State should build on existing strengths and protective factors in the family. Early intervention is key to obtaining better outcomes
- Where it is necessary for the State to intervene to keep children safe the minimum intervention necessary should be used.
- Children should only be separated from parents/guardians when alternative means of protecting them have been exhausted.
- Children have a right to be heard, listened to and taken seriously. Taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives.
- Parents/guardians have a right to respect and should be consulted and involved in matters that concern their family.
- A proper balance must be struck between protecting children and respecting the rights and needs of parents/guardians and families. Where there is conflict, the child's welfare must come first.
- Child protection is a multi-agency, multi-disciplinary activity. Agencies and professionals must work together in the interests of children.

17.5 Local Safeguarding Partnership (LSP) equivalent in the Republic of Ireland

Tusla is Ireland's Child and Family Agency, the lead, statutory organisation for safeguarding children in Ireland.

The Child and Family Agency has a primary responsibility to promote the safety and well-being of children.

***A Garda Síochána (Irish Police service) also have statutory responsibilities for the safety and welfare of children.

Everyone must be alert to the possibility that children with whom they are in contact may be suffering from abuse or neglect.

Tusla should always be informed when BSC YL team members or group leaders have reasonable grounds for concern that a child may have been, is being or is at risk of being abused or neglected.

Child protection concerns should be supported by evidence that indicates the possibility of abuse or neglect.

A concern about a potential risk to children posed by a specific person, even if the children are unidentifiable, should also be communicated to the Agency.

The guiding principles in regard to reporting child abuse or neglect may be summarised as follows:

1. the safety and well-being of the child must take priority;
2. reports should be made without delay to the Agency.

17.6 Child Safeguarding Terminology specific to the Republic of Ireland

Designated Liaison Person (DLP) – (The equivalent to a DSL in the United Kingdom) DLPs are responsible for ensuring that reporting procedures are followed correctly and promptly and act as a liaison person with other agencies (see Children First: National Guidance).

Mandated person – as defined in the Children First Act 2015, mandated persons have a statutory obligation to report concerns which meet or exceed a particular threshold to Tusla and to cooperate with Tusla in the assessment of mandated reports, where requested to do so.

Named person – (The named person is the BSC YL Designated Safeguarding Lead (DSL)) a person appointed by an organisation to lead the development of guiding principles and child safeguarding procedures and for ensuring that policies and procedures are consistent with best practice as detailed in this Guide.

Child Protection and Welfare Report Form – Child Safeguarding Form for use in reporting suspected or alleged abuse or welfare concerns to Tusla (available at tusla.ie) (The equivalent of the LSCB (UK) referral form found in Appendix 4)

17.7 Safeguarding contact information in Ireland

TUSLA

Child and family Agency, Heuston South Quarter, St John's Road, Dublin, Ireland

Email: info@tusla.ie, Tel: +353 1771 8500

tusla.ie

Tusla has worked with the DCYA and HSE to develop a universal eLearning training programme called 'Introduction to Children First'. The programme has been written to support people of all backgrounds and experience in recognising concerns about children and reporting such concerns if they arise. The page helps the public and professionals to recognise and respond to concerns about the protection and safeguarding of children.

(ISPCC)

The Irish Society for the Prevention of Cruelty to Children, Childline

Tel: 01800 666 666 (Free Text) 50101

[childline.ie](https://www.childline.ie) (Live message)

Barnardo's

[barnardos.ie/resources/child-protection/child-protection-resources](https://www.barnardos.ie/resources/child-protection/child-protection-resources)

17.8 Child Protection Procedures for Irish Schools

[education.ie/en/Schools-Colleges/Information/Child-Protection/Information](https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/Information)

The Irish government policy that outlines organisations legal responsibilities for all schools. The purpose of the procedures is to give clear direction and guidance to school authorities and to school personnel in relation to meeting the statutory obligations under the Children First Act, 2015 and in the continued implementation within the school setting of the best practice guidance set out in the updated Children First: National Guidance for the Protection and Welfare of Children 2017.

18. Local Safeguarding Partnership Contact Details in the UK And Republic Of Ireland

Local Safeguarding Partnerships (LSP) (formerly known as Local Safeguarding Children's Boards (LCSB)) have been set up by the local authority. LSPs have a strategic role to play in protecting children and supporting BSC YL centres. The LSP must be contacted every time an allegation (full disclosure) is made and the referral form completed (Section 24.4, [page 56](#)) then sent. The statutory agency will then provide advice and instructions as to what to do next. Keep British Young Learners Central informed at all times,

| | |
|--|--|
| <p>BSC YL AMPLEFORTH</p> <p>Susan Crawford LADO (Local Authority Designated Officer) Manager North Yorkshire Safeguarding Children Partnership (NYSCB) Email: Susan.Crawford@northyorks.gov.uk Tel: 07813 005161 safeguardingchildren.co.uk</p> | <p>BSC DUBLIN</p> <p>Child and Family Agency Social Worker, Wellmount Health Centre, Wellmount Park, Finglas, Dublin 11 01 8567704 tusla.ie</p> |
| <p>BSC YL BRADFIELD</p> <p>Fiona Goussard LADO (Local Authority Designated Officer) Contact, Advice and Assessment Service (CAAS) West Berkshire Council Email: child@westberks.gov.uk LADO@westberks.gov.uk Tel: 01635 503 153 Tel: 01635 503190 (refer LADO) berkshirerwestsafeguardingchildrenpartnership.org.uk</p> | <p>BSC YL EDINBURGH</p> <p>Edinburgh Social Care Direct Jackie Irvine, Chief Social Work Officer and Head of Safer and Stronger Communities Email: socialcaredirect@edinburgh.gov.uk Tel: 0131 200 2324 Out of hours: 0800 7316969 edinburgh.gov.uk/socialcaredirect</p> |

| | |
|--|---|
| <p>BSC YL KINGS LONDON</p> <p>Eva Simcock LADO (Local Authority Designated Officer) Southwark Council Southwark Safeguarding Children Partnership/ Email: Eva.Simcock@southwark.gov.uk Tel :020 7525 0689 safeguarding.southwark.gov.uk</p> | <p>BSC LONDON CENTRAL</p> <p>Eva Simcock LADO (Local Authority Designated Officer) Southwark Council Southwark Safeguarding Children Partnership/ Email: Eva.Simcock@southwark.gov.uk Tel :020 7525 0689 safeguarding.southwark.gov.uk</p> |
| <p>BSC YL LORETTO</p> <p>Edinburgh Social Care Direct Jackie Irvine, Chief Social Work Officer and Head of Safer and Stronger Communities Email: socialcaredirect@edinburgh.gov.uk Tel: 0131 200 2324 Out of hours: 0800 7316969 edinburgh.gov.uk/socialcaredirect</p> | <p>BSC MANCHESTER</p> <p>Jackie Shaw LADO (Local Authority Designated Officer) Manchester Safeguarding Partnership Email: jackie.shaw@manchester.gov.uk manchestersafeguardingpartnership@manchester.gov.uk Tel: 0161 234 1214 manchestersafeguardingpartnership.co.uk</p> |
| <p>BSC YL NEW HALL</p> <p>Jacquie Wilkes Local Authority Designated Officer (LADO) Children's Workforce Allegations Team Email: escb@essex.gov.uk Direct line: Tel 03330 134079 Email: Jacquie.Wilkes@essex.gov.uk Secure email Jacquie.Wilkes@essex.gov.uk.cjsm.net escb.co.uk</p> | <p>BSC YORK</p> <p>Leigh Moore – LADO (Local Authority Designated Officer) City of York Council Children's Services, Education and Skills Directorate Email: leigh.moore@york.gov.uk Tel: 01904 551783 07936 341202 saferchildrenyork.org.uk</p> |
| <p>BSC YL WYCLIFFE</p> <p>Nigel Hatton LADO ((Local Authority Designated Officer) Gloucestershire County Council GSCE Email: Nigel.hatten@gloucestershire.gov.uk Tel: 01452 426994 gscb.org.uk</p> | <p>MANCHESTER CITY</p> <p>Jackie Shaw LADO (Local Authority Designated Officer) Manchester Safeguarding Partnership Email: jackie.shaw@manchester.gov.uk manchestersafeguardingpartnership@manchester.gov.uk Tel: 0161 234 1214 manchestersafeguardingpartnership.co.uk</p> |
| <p>BSC YL CENTRAL (BRIGHTON)</p> <p>Darrel Clews Local Authority Designated Officer and Covering Manager Front Door For Families Families, Children & Learning Directorate Email: FrontDoorForFamilies@brighton-hove.gcsx.gov.uk Tel: 01273295643 Mobile: 07795335879 bhscp.org.uk</p> | <p>NCUK (SALFORD)</p> <p>Salford LADO's (Local Authority Designated Officer) Elizabeth Peppiatt (Mon–Wed) Michelle Done (Wed–Friday) Salford Safeguarding Children Partnership Email: LADO@salford.gov.uk Tel: 0161-603 4322 safeguardingchildren.salford.gov.uk</p> |

Location of all local authority safeguarding and child protection documents (and contact details) are found in school, located in the BSC YL team members office and online via SharePoint. Please contact BSC YL Central immediately if any documents/details are incorrect.

19. The National Society for the Prevention of Cruelty to Children (NSPCC)

The National Society for the Prevention of Cruelty to Children (NSPCC) is a charity campaigning and working in child protection in the United Kingdom and the Channel Islands.

The NSPCC helpline provides help and support to thousands of parents, professionals and families. It's a place BSC YL team members can contact by phone or online to get advice or share their concerns about a student, anonymously if they wish. It's staffed by professional practitioners with backgrounds in jobs like teaching, healthcare and social work, who know how to spot the signs of abuse and what to do to help. We understand how upsetting it can be to think a child's in danger. And we know it can be difficult to know what to do. Having those conversations means that we can protect children in abusive situations by reporting concerns to children's services and/or the police.

In addition to the general helpline, NSPCC have dedicated helplines which work in partnership with other agencies and offer advice on issues such as FGM, online safety, gangs and modern slavery.

19.1 NSCPCC Contact details

| NATIONAL CONTACTS | |
|--|--|
| NSPCC 24/7 Helpline | Tel: 0808 800 5000 Email: help@nspcc.org.uk |
| NSPCC Text line | 88858 |
| NSPCC ChildLine | 0800 1111 |
| NSPCC FGM helpline | 0800 028 355 Email: fgmhelp@nspcc.org.uk |
| NSPCC Whistleblowing helpline | 0800 028 0285 |
| DfE Prevent helpline for schools & parents | 020 7340 7264 |
| National Bullying Helpline | 0845 22 55 787 Email: admin@nationalbullyinghelpline.co.uk |
| UK Safer Internet Centre helpline for School | 0207 639 6967 Email: SID@saferinternet.org.uk |
| Internet Watch Foundation hotline for reporting criminal content | iwf.org.uk |
| Educate Against Hate | educateagainsthate.com |

| EMERGENCY CONTACTS | |
|--|------------------|
| Police – United Kingdom | |
| Local Police Emergency | 999 |
| Local Non- Police Emergency | 101 |
| Police – Republic of Ireland | |
| Local Police Emergency | 999 |
| Local Non-Police Emergency | 112 |
| Garda Síochána Confidential | 353 1800 666 111 |
| BSC YOUNG LEARNERS CENTRAL EMERGENCY CONTACT NUMBER – TEL: (0) 7767 100 580 | |

20.Lockdown: (Covid 19) Pandemic

The health and wellbeing of all our students and BSC YL team members will always be our highest priority during the unfortunate event of a pandemic. BSC YL will continue to comply with the latest public health best practices.

It is important to note that the 'Keeping Children Safe in Education' statutory guidance (KCSIE) will continue to apply during such an event. However, where there is a BSC school, the onus will be on that school to provide a safe environment as the procedure begins. BSC YL residential centres would work in collaboration with the host residential centre.

The KCSE will support all Designated Safeguarding Leads (DSL) to keep children safe. However, it's important that usual BSC YL safeguarding procedures and processes could perform differently to usual business during such times.

BSC YL schools and centres, as far as is reasonably possible, will take a whole institution approach to safeguarding. However, a number of important safeguarding principles will remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

20.1 Immediate outbreak procedure at a BSC YL location

Contact respective DSL/DDSL immediately.

Isolate those suspected from others.

- Separate bathrooms (male/female student and male/female adult)
- Separate rooms (male/female student and male/female adult)
- A designated team member to be assigned to stay with student who has suspected case.

Centre closures are at the discretion of the DSL and BSC- Educations CEO.

Quarantine and self-isolation procedures, if required, should be followed as outlined in the current BSC YL COVID-19 risk assessment.

In dealing with fast paced pandemic developments, BSC YL school's current safeguarding and child protection policies and health & safety policies (as well as other key policies) may not accurately reflect the arrangements in place at the time. However, amendments will be made as soon as it's possible. All BSC YL team members will be notified as soon as the processes are changed and given immediate access to new policy documentation with training to support the updated procedures.

For more information and guidance in dealing with Safeguarding in connection with COVID 19. Please refer to the BSC YL -2021 – Safeguarding & Child Protection Policy - Annex.

21. Sharing BSC YL Safeguarding and Child Protection Policy and Annex

British Study Centres Young Learners ensures that its BSC YL Safeguarding and Child Protection Policy is shared with all onsite stakeholders to include:

- Full time and part time BSC YL team members
- International Group Leaders (IGLs)

BSC YL will ensure that there is information sharing and an exchange of safeguarding policies and procedures between:

- Agency workers
- Contractors
- Specialist coaches
- Specialist speakers
- Transport providers
- Homestay providers
- Host Liaison officers
- Every Visitor (see Visitor Policy, section 7, [page 19](#))

All parties are made equally aware our safeguarding procedures and health & safety protocols or any All stakeholders are to receive an email of correspondence with the policies/documents and will receive a Safeguarding briefing in person (where applicable), or via email or phone call) before any interaction with young learners.

22. Improving The Safeguarding Of Children At British Study Centers Young Learners

British Study Centres Young Learners carries out an annual review of this policy, led by the DSL (in collaboration with the DDSL and DLP (Republic of Ireland)). This includes an evaluation of the extent to which these policies have been effectively implemented throughout the schools. BSC YL will remedy any deficiencies or weaknesses in child protection arrangements without delay and without waiting for the next policy review date, should any be necessary. Please email British Study Centres Young Learners Central younglearners@bsc-education.com with any suggestions or questions regarding the information contained in this policy.

23. Related BSC YL Safeguarding Policy Documentation

| | |
|--|---|
| <p>RELATED DOCUMENTATION</p> | <p>All safeguarding related policies, including:</p> <ul style="list-style-type: none"> • Acceptable Use Policy • Accessibility Policy • Accidents and Incidents Recording and Reporting • Admission Policy • Anti-Bullying Policy • Complaints Procedure • Disciplinary Policy • Escalation and Emergency Protocols Procedure • First Aid Policy • GDPR Policy • Health and Safety Policy and annex • IT & Social Media Use Policy • Lost Student Procedure • Mobile Phone Policy • Recruitment and Induction Policy • Relationships Policy • Risk Assessment Handbook • Safeguarding Children: Preventing Extremism and Radicalisation • Safeguarding & Child Protection – COVID 19 – annex • Safer Recruitment Policy • SEND Policy • Staff Code of Conduct, Staff Discipline, Conduct and Grievance Policies • Staff Handbooks • Student Attendance and Absence Policy • Supervision Policy • Three Strike Policy |
| <p>LOCATION OF BRITISH STUDY CENTRES YOUNG LEARNERS SAFEGUARDING POLICES AND DOCUMENTS</p> | <p>Located in the BSC YL team members office and online</p> |

24. Appendixes

24.1 Safeguarding Full Disclosure Form

Please complete this form of disclosure and give it to the DSL or DSP immediately. Remember the 4 safeguarding Rs: Reassure. Respond. Record. Report. Use the student's words as much as possible. Do not add extra information. Only write what you have heard. Never complete the form in front of the disclosing student.

| DATE | TIME | STUDENT FIRST NAME | STUDENT FAMILY NAME |
|------|------|--------------------|---------------------|
| | | | |

| GENDER | D.O.B | NATIONALITY | GROUP | CENTRE |
|--------|-------|-------------|-------|--------|
| | | | | |

| FULL DISCLOSURE REPORT (WRITE EVERYTHING YOU CAN REMEMBER FROM THE CONVERSATION) | |
|--|--|
| Disclosure (please provide as much detail as possible) <ul style="list-style-type: none"> • Have you contacted the DSL/DDSL? • Do parents need to be informed? • Have you contacted the LADO at the LSP? Use the other side to write if needed | |
| Name of reporting person: | |
| Position of reporting person: | |
| Date and time of disclosure noted: | |
| Signed by reporting person: | |

| RESPONSE TO THE FULL DISCLOSURE (TO BE COMPLETED BY THE DSP) | | |
|--|----------------------|---------------------|
| WHAT WAS THE RESPONSE? | BY WHOM (FULL NAME)? | WHEN (DATE & TIME)? |
| | | |

DATE

BSC YL DSP SIGNATURE

BSC YL DSL SIGNATURE

24.2 Safeguarding Concern Form

Please complete this concern form and return it to the DSP.

The DSP will decide to investigate or take further action.

| DATE | TIME | STUDENT FIRST NAME | STUDENT FAMILY NAME |
|------|------|--------------------|---------------------|
| | | | |

| GENDER | D.O.B | NATIONALITY | GROUP | CENTRE |
|--------|-------|-------------|-------|--------|
| | | | | |

| CONCERN REPORT | |
|---|--|
| <p>Concern (please provide as much detail as possible)</p> <ul style="list-style-type: none"> • What are you worried about? • What have you seen? • Who else saw it? • Who was involved? • Where did it happen? <p>Use the other side to write if needed</p> | |
| Name of reporting person: | |
| Position of reporting person: | |
| Date and time of concern: | |
| Signed by reporting person: | |

| RESPONSE TO THE CONCERN (TO BE COMPLETED BY THE DSP) | | |
|--|----------------------|---------------------|
| WHAT WAS THE RESPONSE? | BY WHOM (FULL NAME)? | WHEN (DATE & TIME)? |
| | | |

DATE

BSC YL DSP SIGNATURE

BSC YL DSL SIGNATURE

24.3 BSC YL Safeguarding Log Sheet

Safeguarding is Everybody's Responsibility. British Study Centres will provide continuing support for every student and team member to help maintain student/team welfare, improve safeguarding practices and to record every concern across the centre. Our Safeguarding Centre Log Sheet has the following aims:

- To provide support to keep records of and report all safeguarding concerns and disclosures
- To create a smooth referrals pathway for everyone raising concerns or disclosures
- To record every form of concern raised with an increased access to the wider safeguarding workforce at BSC YL Central
- To provide additional training and learning to ensure that team members are able to report, log and action Safeguarding concerns

BSC YL Tracking

Every centre will have a Designated BSC YL Safeguarding Team that are responsible for using and updating this template to keep track of the safeguarding concerns emerging at the centre. The information will contribute to our overall understanding of safeguarding concerns/disclosures and allows us to react and provide outcomes to the concerns as quickly as possible. The log is to be updated every time upon receiving any new concerns (both via complaints forms or verbally) and is the responsibility of the Centre Manager to upload to SharePoint and contact the BSC YL Central – DSL.

****The safeguarding centre log sheet should be submitted with the centre's weekly returns, although BSC YL Central will have access to this document. This log sheet will be added to the BSC YL Central Safeguarding Log Sheet.***

Centre Team Members expected to update and monitor the Safeguarding Log are: Designated Safeguarding Person (DSP) – Centre Manager, Designated Safeguarding Officer (DSO) – Welfare Manager.

BSC YL Safeguarding and Child Protection Policy Influencing

This Safeguarding Centre Log Sheet identifies key safeguarding areas and principles that can be found in our BSC YL Safeguarding and Child Protection Policy 2021. If you have any questions about our Policy, safeguarding report forms or Safeguarding Log, please contact Lee Hall, YL Operations Manager lee.hall@bsc-education.com

| Date | Who raised the concern? | Position | Name of the student | Who else was involved? |
|------|-------------------------|----------|---------------------|------------------------|
| | | | | |

| | |
|---|--|
| What happened? | |
| What has the Centre Safeguarding Team decided? | |
| Action taken and by whom? (DSL, DSP or DSO) | |
| Who else was informed? (Company DSL) (LSP/PREVENT) | |
| What was the outcome? | |
| What is the status of the incident? <input type="checkbox"/> Open <input type="checkbox"/> Closed | |

| Date | Who raised the concern? | Position | Name of the student | Who else was involved? |
|------|-------------------------|----------|---------------------|------------------------|
| | | | | |

| | |
|---|--|
| What happened? | |
| What has the Centre Safeguarding Team decided? | |
| Action taken and by whom? (DSL, DSP or DSO) | |
| Who else was informed? (Company DSL) (LSP/PREVENT) | |
| What was the outcome? | |
| What is the status of the incident? <input type="checkbox"/> Open <input type="checkbox"/> Closed | |

| Date | Who raised the concern? | Position | Name of the student | Who else was involved? |
|------|-------------------------|----------|---------------------|------------------------|
| | | | | |

| | |
|---|--|
| What happened? | |
| What has the Centre Safeguarding Team decided? | |
| Action taken and by whom? (DSL, DSP or DSO) | |
| Who else was informed? (Company DSL) (LSP/PREVENT) | |
| What was the outcome? | |
| What is the status of the incident? <input type="checkbox"/> Open <input type="checkbox"/> Closed | |

24.4 Safeguarding Referral Form

(Information to be sent to LADO or PREVENT OFFICER)

| DATE/TIME | NAME OF SCHOOL | REFERRERS NAME AND NUMBER |
|-----------|----------------|---------------------------|
| | | |

| DETAILS OF BSC TEAM MEMBER/OTHER OR STUDENT INVOLVED | |
|--|--|
| Full Name | |
| Date of birth | |
| Gender | |
| Nationality | |
| Any disability | |
| Role/connection with school | |
| Home address | |

| DETAILS OF STUDENT UNDER 18 INVOLVED | |
|--------------------------------------|--|
| Full name | |
| Date of birth | |
| Gender | |
| Nationality | |
| Any disability | |
| Role/connection with school | |
| Home address | |
| Parents name | |
| Is the student known to be at risk? | |

| DETAILS OF ALLEGED INCIDENT | |
|---------------------------------|--|
| Date and time of incident | |
| Place of incident | |
| Brief circumstances of incident | |
| Name of potential witnesses | |
| Any other information | |

| TYPE OF ALLEGATION | |
|---|--|
| Category (Physical/Sexual/Prevent...) | |
| Was technology involved? | |
| If so, what type? | |
| Printed name (by BSC YL team member submitting referral) | |
| Signed (by BSC YL team member submitting referral) | |

