



## **Safeguarding Under 18s and Child Protection – Staff Guidelines & Policy**

### **A – Policy statement**

#### **A.1 Context**

This policy applies to Yorkshire College, hereinafter referred to as Yorkshire College.

Yorkshire College accepts students aged from 16.

The school offers homestay accommodation. There are a number of homestay options offering students their own bathroom or a shared bathroom. Students are not placed with hosts that are further than 1 hour travelling time from the school.

#### **A.2 Terminology**

The following terminology is used throughout this policy and other school policies. It is important that all members of staff are familiar with the terms used, and where a term refers to a named person, they know who that person is and how they can be contacted.

**Safeguarding** – encompasses all actions taken to protect the welfare, well-being, and rights of children and vulnerable individuals. It includes preventing abuse, neglect, or exploitation and promoting a safe and secure environment.

**Under-18** – Any student or visitor who is under the age of 18. They are deemed to be minors by law. All students of Yorkshire College who are under the age of 18 have their age on their name badge and have different lanyard colour, which must be worn at all times on the school premises. Under-18s are also identified to class teachers on the class register.

**Designated Safeguarding Lead (DSL)** – A named member of staff, trained to Specialist Safeguarding for the DSL, who has full overall responsibility to ensure Yorkshire College meets the aims of this policy. This role includes receiving and recording safeguarding concerns,

assessing risks. The DSL serves as the central point of contact for safeguarding matters and ensures that all staff members are aware of their duty to report concerns. The Designated Safeguarding Lead is the Director of Studies. The identity of the DSL is advertised around the school in posters and on the student's arrival.

All staff and homestay providers have undergone Basic Safeguarding training.

**Duty of Care** – The school's obligation to look after the wellbeing of all students in particular children and help them to achieve their potential.

**Child Protection** – This falls under Safeguarding. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

### **A.3 Statement**

We strive to make Yorkshire College a safe and welcoming place for students of all ages. However, we recognise that we have a duty of care towards under-18s who attend the school or who are in other ways associated with the school. This duty of care applies to all adults associated with the school. All our policies and procedures are designed to ensure that we are vigilant to ensure children are protected against all forms of harm, we are able to identify students who are potentially vulnerable to harm, and are able to swiftly and efficiently take action when we believe a child is at risk or has been harmed. In all that we do, we ensure we always act in the best interests of the child.

### **A.4 Entitlement**

All students and visitors under the age of 18 are entitled to be protected under this policy regardless of their race, nationality, age, gender, gender identity, sexual orientation or religious belief.

### **A.5 Staff Responsibilities**

A detailed description of the responsibilities all staff and other adults connected to the school have in relation to safeguarding under-18s and vulnerable adults can be found in the sections below. All adults have the responsibility to safeguard under-18s, be vigilant and know to report concerns, including small ones, or allegations, and who to contact both within Yorkshire College and externally. All staff must be trained in Safeguarding to the level of Basic

Awareness, all Designated Persons to a minimum Advanced Safeguarding level and the Designated Lead and Deputy to the level of Specialist Training for the DSL.

New homestay hosts are required to be trained in Safeguarding to the level of Basic Awareness and the Accommodation Manager/Administrator is responsible for ensuring this is renewed on an annual basis.

### **A.6 Policy review**

This policy will be reviewed and revised in the event of changes to personnel, changes to the law, changes to British Council guidelines and in the event that an incident highlights the need for change.

### **A.7 Designated Safeguarding Team – roles and responsibilities**

The following members of staff form the Designated Safeguarding Team

Designated Safeguarding Lead (DSL) - The Director of Studies

Deputy Designated Safeguarding Lead (Deputy DSL) - The CEO/Director, The Administrator

In the absence of the DSL, the Deputy DSL assumes his responsibilities.

Weekly meetings are held on Fridays between the Designated Safeguarding Lead and the Academic Management team to discuss any ongoing student welfare and safeguarding issues. Staff have the opportunity to bring up Safeguarding concerns in their staff meetings and are encouraged to speak to the DSL or a DSP at any time if they have a concern or are unsure about anything connected to Safeguarding.

### **External Contacts**

The following contact information should be used to report a concern about a child.

**Local Authority Designated Office (LADO)** email: [LADO@leeds.gov.uk](mailto:LADO@leeds.gov.uk)

tel: 0113 378 9687

**Leeds Central Police Station**

tel: 0113 238 2017

### **A.8 Involvement**

This policy is shared with students under 18 years of age in an abbreviated, simplified form as the Code of Conduct for Students. The full policy is available on the school website. Feedback is gathered from students and where appropriate, incorporated into school policies.

## **A.9 Legal Framework**

This policy has been developed in conjunction with an English UK ACS consultant from official safeguarding documents and with consideration for:

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  
Children & Social Work Act 2017

It is also informed by following document produced by the UK Government:

*Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges*, Sept 2019.

## **A.10 Policy Availability**

This policy can be found in Yorkshire College Employee Handbook, which all staff receive upon appointment. It is also available to the public on Yorkshire College website <https://www.theyorkshirecollege.com/> . A simplified version is available to Under 18s in the form of the Code of Conduct, which can be found in the Student Handbook.

## **B – Code of Conduct**

### **B.1 Overview and principles**

It is the policy of Yorkshire College to safeguard the welfare of all children and young people and to protect them from all forms of abuse including physical, emotional and sexual harm. Yorkshire College is committed to creating a safe environment in which all students, regardless of their age, can feel comfortable and secure while engaged in any Yorkshire College programme. Staff must at all times show respect and understanding for the individual's rights, safety and welfare, and conduct themselves appropriately.

### **B.2 Position of trust**

Yorkshire College is aware of the importance of building trust between U18s and adults and creating a safe school culture. This includes the need to protect both adults and U18s from any behaviour or actions which might be misconstrued. Staff are also made aware, in the Employee Handbook, of the Sexual Offences Act 2003 which states that any person in a Position of Trust

engaged in sexual activity of any sort with students under the age of 18 is breaking the law (even though the legal age of consent is 16).

### **B.3 Setting standards**

Staff must be committed to:

- Acting professionally at all times.
- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying.
- Valuing each child and young person.
- Recognising the unique contribution each individual can make.
- Encouraging and praising each child or young person.

Staff must endeavour to:

- Provide an example, which we would wish others to follow.
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person, child or an adult working with young people.
- Use neutral language at all times in order to prevent any misunderstanding of intent, or possible accusations of misconduct.
- Respect a young person's right to privacy.
- Be dressed appropriately at all times when on school premises or carrying out any work duties. Please refer to the section in Yorkshire College Employee Handbook on the dress code for appropriate attire.
- Arrive punctually for all work duties.

### **B.4-7 Adult interaction**

Staff may not engage in any of the following activities:

- Drink alcohol in front of students except at school events where this has been approved by Senior Management, and in such cases, only in moderation.
- Make light of or promote any perceived pleasures of smoking, alcohol or drugs.
- Initiate any form of physical contact or engage in inappropriate physical contact with any student. (See below for more information on this).
- Be in a romantic or sexual relationship with any student. **Staff are reminded that they are in a Position of Trust and that any sexual contact with a student under the age of 18, even if the student is 16 or 17, is a criminal offence.**
- Have contact with any student via the internet or any type of media including email, social networking sites or any other type of social media, unless this contact is part of normal

work duties. Homestay hosts need to be in contact with students while they are staying with them, so they may use services such as Whatsapp, text or email to do so.

- Do things of a personal nature for a child or a young person that they can do for themselves.
  - Accept gifts of a high value from students at any time. Small gifts of low value from students are acceptable when a student, teacher or other staff member leaves.
- Any action where you could be accused of favouritism towards any student.

“Inappropriate physical contact” may be difficult to define in a multicultural environment, when students from some other cultures may be more tactile. Staff are therefore prohibited from initiating any physical contact with a student or, if alone with a student, from engaging in physical contact if initiated by the student. Students may wish to have a photograph taken with a member of staff and it is quite natural in this situation for the student to place their arm around the member of staff. This is deemed acceptable provided that the staff member is not alone with the student, the staff member refrains from reciprocating, and the hand or arm isn’t placed on any protected area of the staff member’s body. Staff must otherwise, tactfully and sensitively explain to students that they cannot engage in physical contact with them.

### **Students in the classroom**

- While all students are normally expected to attend classes and be on time every day, this is particularly important for under-18s, as it is our responsibility to know where they are during school hours. For this reason, if an under-18 is absent, teachers must report this fact to reception when the class starts so that the student or student’s home-stay host can be called. Please call the school from your mobile phone to inform us that an under 18 is absent.
- Teachers must check that the materials they use in the classroom will not be harmful in any way to under-18s. This should not normally be an issue if materials are chosen so as not to cause offence to any student. However, there may be some under-18s who are not as mature for their age as they otherwise might be expected to be and particular attention needs to be paid to this, particularly when using authentic materials.

### **General Well-being**

The following applies to all students, however staff need to consider the implications of the following to our under-18s.

- All students should be dressed appropriately for school and should not wear any clothes that would offend anyone, e.g. clothes that are too revealing or T-shirts with offensive slogans or images. If you see anyone who is dressed inappropriately or is wearing

something which may cause offence, please speak to them, or ask a member of staff of the same gender as the student to speak to them.

- While bullying is clearly against the school rules, staff should be particularly sensitive to the possibility of under-18s being bullied. Ensure that all students treat others with respect and don't allow students to talk to one another in an inappropriate way even if they say it's just a joke or they don't really mean it. Please refer to the section on Recognising Abuse under Child Protection below.
- Keep an eye on who under-18s appear to be socialising with. Do they appear to be uncomfortable with the people they are with?
- All new students are given the address of their homestay and an address of where the school is located. Hosts are instructed to show students the safest route from their home to the school.

### **B.8 School Accommodation**

Particular care must be taken by homestay hosts when they have students under the age of 18 present in their homes. Hosts need to be sensitive to the need for a reasonable degree of privacy, particularly in their bedroom and bathroom.

Hosts must ensure they are dressed appropriately when they are outside their bedroom, particularly when they go to or from the bathroom and insist that students do the same. They must always seek permission from the student before entering their bedroom and must knock and wait before entering. Students must also be made aware that they are not allowed to enter hosts' bedrooms.

### **Transporting students by car**

Yorkshire College requires all transport companies to provide written confirmation that they only use drivers who have been DBS checked and use vehicles with current roadworthiness certificates. Staff who may need to meet with students under the age of 18 outside of the workplace, for example if they need to drive them to a new homestay, must inform a senior member of staff that they are doing this and report back to them when the student has been safely delivered to their destination. Students must sit in the back seat of the car unless three or more students are being transported at the same time. In such circumstances the student being dropped off first must sit in the front passenger seat.

## **B.10 Whistleblowing**

Staff are required to report to their line manager (or any senior manager) any instances where they are worried that a fellow member of staff may be engaging or may have engaged in any inappropriate or illegal activity with students. Confidentiality and support will be given to any staff member who raises such concerns.

Staff should also feel that they are able to raise concerns about potential failures in the school's Safeguarding procedures and know that the Senior Management Team will take such concerns seriously.

## **C – Child Protection**

### **C.1 Overview**

Yorkshire College is committed to a practice which protects children and vulnerable adults from harm. This includes a) safeguarding, which is the school's duty of care to look after children and help them to achieve their potential, and b) child protection, which involves protection from abuse. Abuse can include neglect, sexual, physical, or psychological and emotional abuse, which can come from children as well as adults. For the purposes of this policy a child is defined as a person under the age of 18 and all children regardless of race, nationality, religion, gender, gender identity, or sexual orientation are protected by this policy.

All staff must undergo Basic Safeguarding training and must be aware that they are at all times responsible for maintaining a safe environment for all under-18s. It is the DSL and each staff member's line manager who have responsibility for ensuring that this is done. Training is delivered online and the certificate generated at the end of the training is evidence that training has been completed to a satisfactory standard.

Staff in this organisation accept and recognise our responsibilities to develop awareness of issues which cause children and young people harm. We will endeavour to safeguard children and young people by:

- Adopting child protection guidelines through a code of behaviour for staff.
- Sharing information about child protection and good practice with children, parents, and staff.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.



- Following stringent procedures for recruitment and selection of staff including mandatory DBS checks (or overseas police checks for those coming from overseas) for staff and homestay providers.
- Providing effective management for staff through supervision, support and training.

We are also committed to reviewing our policy and good practice at least once a year.

The identity of the Welfare Officer/DSL is advertised around the school. If any student or staff member has any concerns about the welfare of an under-18 this will be reported to the DSL, or Deputy DSL in his absence.

Yorkshire College will act to ensure that young students have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, Yorkshire College personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing information.

Parents/guardians/persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a reputable organisation. We achieve this by having a full copy of this Safeguarding and Child Protection Policy available for anyone to view. The policy is made available to the public via Yorkshire College website, and additionally to staff in the Employee Handbook.

As an organisation, which works with children and young people, it is imperative that each member of Yorkshire College staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of Yorkshire College procedures. Each member of staff will receive online training shortly after they start and refresher training at least once a year.

## **C.2 Designated staff**

The Child Protection Officer is the Designated Safeguarding Lead and has responsibility for dealing with any incidents and concerns. The Deputy Designated Safeguarding Lead deputises and stands in for the DSL in his absence. Full details of the Designated Safeguarding Team are given in the Designated Safeguarding Team section above.

### **C.3 When adults need to respond**

It is the duty of Yorkshire College staff to disclose cases of abuse or allegations of abuse to the Designated Safeguarding Lead without delay.

It is NOT for staff to decide whether or not a suspicion or allegation is true. All suspicions or allegations of abuse must be taken seriously.

If a member of staff has suspicions, they should contact the Designated Safeguarding Lead in confidence. If a child or young person starts to talk to the staff member directly, they should allow that person to disclose and should allow them to continue talking following the guidelines below. That staff member should then see the Designated Safeguarding Lead in confidence.

### **C.4 Recognising symptoms of abuse**

While abuse of young people at Yorkshire College may seem to be extremely unlikely we should not assume that it could never happen. Our duty of care to young people and vulnerable adults extends to watching out for signs of potential abuse.

The following are signs to look out for that may indicate a child is suffering from abuse. Some signs may vary with the age of the child. Not every child will exhibit every symptom. As well as signs, children may tell you of abuse. Always listen and follow the procedures for responding to allegations of abuse (below).

The four main types of abuse are as follows:

#### **1. Sexual abuse**

Sexual abuse is any sexual activity with a child. Many children and young people who are victims of sexual abuse do not recognise themselves as such. Sexual abuse can have a longterm impact on mental health. Victims of sexual abuse can be male or female. Signs to look out for:

- Acting in an inappropriate sexual way with objects or peers
- Nightmares, sleeping problems
- Becoming withdrawn or clingy
- Personality changes, seeming insecure
- Unaccountable fear/dread of particular places or people
- Changes in eating habits
- Physical signs such as unexplained soreness around genitals, sexually transmitted diseases
  - Becoming secretive

## **2. Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Signs to look out for:

- Delayed physical or emotional development
- Extremes of passivity or aggression
- Sudden speech disorders
- Overreaction to mistakes, or continual self-deprecation
- Neurotic behaviour (rocking, hair twisting, self-mutilation)

## **3. Physical abuse**

Physical abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. Physical abuse can occur inside and outside of a child's family environment. Signs to look out for:

- Children with frequent injuries
- Children with unexplained or unusual fractures or broken bones, unexplained bruises, cuts, burns, scalds or bite marks
- Children wearing clothes to cover injuries, even in hot weather.

## **4. Neglect**

Neglect is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse. Signs to look out for:

- Often hungry; may beg or steal food
- Badly dressed in clothes that need washing
- Poor appearance and personal hygiene; unwashed, hair not brushed
- Lacks needed medical or dental care
- Often tired
- Might abuse alcohol or other drugs

## **C.5 Disclosure – a child telling an adult**

If abuse is suspected or disclosed

| <u><b>DO</b></u>   | <u><b>DO NOT</b></u>  |
|--|---|
| <ul style="list-style-type: none"> <li>● <b>Keep an open mind</b></li> <li>● <b>Reassure the child that they have a right to tell Listen carefully</b></li> <li>● <b>Work at the child's pace</b></li> <li>● <b>Ask only open questions – if you must ask them, clarify the facts, don't interrogate</b></li> <li>● <b>Explain what you need to do next</b></li> <li>● <b>Record accurately and quickly using the child's words</b></li> </ul> | <ul style="list-style-type: none"> <li>● <b>Promise to keep secret what they are telling you</b></li> <li>● <b>Interrupt</b></li> <li>● <b>Interrogate/investigate</b></li> <li>● <b>Assume e.g. this child tells lies</b></li> <li>● <b>Make suggestions about what is being said</b></li> <li>● <b>Speculate or accuse anyone</b></li> <li>● <b>Show anger, shock etc....</b></li> <li>● <b>Tell the child to go and speak to someone else</b></li> </ul> |
| <ul style="list-style-type: none"> <li>● <b>Pass on to DSL same day</b></li> </ul>   | <ul style="list-style-type: none"> <li>● <b>Forget to record accurately and/or pass on to DSL</b></li> <li>● <b>Confront alleged abuser</b></li> </ul>  |

For reasons of confidentiality the only people who need to know this information are members of the Designated Safeguarding Team.

Once a statement has been collected from a student, further questioning should be avoided apart from important clarification of factual detail.

A senior management representative (usually the CEO/Director) and the Designated Safeguarding Lead will meet at the earliest possible opportunity to consider an appropriate course of action in response to the information revealed by the student and consider any other relevant information.

The CEO/Director will decide if it is appropriate to involve other members of the school staff at this stage, and also whether to inform the student's agent and parents. There may be no need to take any further action in which case this decision should be recorded in writing.

Further action may include the immediate removal of any imminent threat of danger, seeking advice from the Local Authority Designated Officer or contacting the police.

**ALWAYS REPORT ANY ALLEGATIONS, PROBLEMS, CONCERNS OR ISSUES TO THE DESIGNATED SAFEGUARDING LEAD (DSL), IMMEDIATELY. IN HIS ABSENCE REPORT THESE TO THE DEPUTY DESIGNATED SAFEGUARDING LEAD.**

### **C.6 Keeping records - confidentiality**

Good communication is essential in any organisation. At Yorkshire College every effort will be made to ensure that, should individuals have concerns; they will be listened to and taken seriously.

It is the responsibility of all line managers to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis. At times it may be necessary to share information with the Local Authority Designated Officer. Any staff member who becomes aware of child protection information must only share it with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead and not with anyone else, including any member of their family. Confidentiality of both the victim and the accused must be maintained.

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 do not prevent staff from sharing information about a child or a child's family to the appropriate people if there is a need to safeguard and promote the welfare of children at risk of abuse or neglect.

A clear record of what information about a child in relation to an incident or concern has been shared, to whom and the reasons for doing so must be kept.

### **C.7 If an adult is accused**

The following procedure should be followed if a member of staff, adult student or homestay provider is accused of abuse:

- If a member of staff, an adult student or member of a homestay is accused of any form of abuse, it should be reported to the Designated Safeguarding Lead.
- the person against whom the allegation is made will be informed of the allegation and interviewed immediately. Following the interview, if there is substance to the allegation:
  - for all staff: they will be suspended from their duties pending further investigation
  - for students: they will be required to suspend their attendance at the school and alternative accommodation arrangements will be made
  - for homestay hosts: all students will be immediately removed and rehoused and all future bookings suspended until the matter has been fully investigated
  - confidential records will be kept of the allegation and all subsequent proceedings
  - unfounded allegations will result in all rights being reinstated. Allegations found to have substance will be passed on to the police and LSCP and will result in termination of employment
- if the Designated Safeguarding Lead is accused, the DSL Deputy would immediately take over and handle the situation, following the above procedures.

### **C.8 If a child is accused**

If an U18 student is accused of inappropriate behaviour or abuse the procedure is as C.7 above, and the accused will be given all necessary support by a member of the Safeguarding Team.

### **C.9 Other forms of abuse**

In addition to the types of abuse mentioned above, other specific types of abuse that staff must be aware of are:

#### **Child Sexual Exploitation (CSE)**

This is a form of sexual abuse where under-18s are exploited to engage in sexual activity in return for money, gifts, drugs, affection or status. CSE does not always involve physical contact as it can happen online or involve pressure from peers or cyber bullying. Signs to look for in under-18s include:

- Having a much older boyfriend / girlfriend
- Appearing with unexplained gifts or new possessions
- Associating with others involved in exploitation
- Misusing drugs or alcohol
- Being absent from school, going missing or regularly coming back late to homestays

## **Peer-on-Peer Abuse**

It should be remembered that abuse does not only come from adults, but can come from other children. Peer-on-peer abuse can include bullying (including cyberbullying), sexual violence and sexual harassment.

## **Cyber-bullying**

Cyberbullying is bullying that takes place over digital devices such as mobile phones, computers, and tablets. It can occur through text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behaviour.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and Twitter
- SMS (Short Message Service) also known as Text Message sent through devices
- Instant Message (via devices, email provider services, apps, and social media messaging features)
- Email

Signs to look out for in under-18s include:

- Appearing nervous when receiving a text, instant message or email;
- Unwillingness to share information about online activity;
- Unexplained anger or depression, especially after going online;
- Abruptly shutting off or walking away from a computer or mobile device mid-use.

## **Sexual violence and sexual harassment**

Sexual violence is defined as any sexual act or attempt to obtain a sexual act by violence or coercion, acts to traffic a person or acts directed against a person's sexuality, regardless of the relationship to the victim.

Sexual harassment is unwanted conduct of a sexual nature that can occur online and offline. It can include, but is not limited to:

- sexual comments, such as: telling stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names

- sexual “jokes” or taunting
- physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes and displaying pictures, photos or drawings of a sexual nature **Honour-based Violence (HBV)**

Honour-based Violence (HBV) includes Female Genital Mutilation (FGM) which is illegal in the UK and there is a legal duty to report.

## **D – Training**

### **D.1 Responsibility**

The CEO/Director and the DSL are responsible for ensuring all staff are trained to the required level. The minimum requirements are as follows:

- All staff and homestays should have Basic Awareness training (level 1)
- Designated staff should have Advanced Safeguarding training (level 2)
- The DSL and Deputy DSL should have Specialist Safeguarding training (level 3)

### **D.2 Delivery of training**

Initial training and induction for all members of staff includes online Basic Awareness and Prevent training.

Advanced and Specialist Safeguarding training is provided by an external consultant.

Refresher training is organised annually for Basic Awareness and at least every two years for Advanced and Specialist.

Copies of certificates for all training are retained in the employee’s personal file and by the DSL. Dates, levels and details of all training are recorded in the Single Central Record of Appointment.

## **E – Safer recruitment**

### **E.1 Overview**

Yorkshire College ensures all appointments are made in accordance with Safer Recruitment guidelines. This applies to all adults dealing with or having contact with Under 18s including homestay providers, activity and group leaders.



## **E.2 Recruitment materials**

Safeguarding responsibilities of the role are clearly defined in job descriptions and person specification documents.

All job advertisements state the school's commitment to safeguarding and the promotion of student welfare for under 18s. All stakeholders are expected to share this commitment.

It is made clear that a DBS check, or local police check for candidates based overseas, will be carried out, there should be no gaps in CVs and that references will be checked.

## **E.3 Recruitment procedure**

Yorkshire College's Staff Recruitment and Equal Opportunity policies set out the recruitment procedure in detail.

- Interviews are conducted by the appropriate manager following Safer Recruitment guidelines.
- For each position a set of interview questions is created and includes safer recruitment questions. All staff members involved in recruitment have access to examples of safer recruitment questions along with examples of responses which would cause concern.

## **E.4 Informing applicants**

All applicants are informed before their interview that we will follow up references, we require enhanced DBS disclosure or overseas police check, all gaps in CVs must be accounted for, and proof of identity and qualifications will also be required.

## **E.5 Applicants awaiting DBS checks**

- Teachers: In cases where a DBS check or police check has not been returned before the applicant commences, the DoS will monitor the room where the teacher is working at least once each lesson, the teacher is required to teach with the door open, he or she should not be alone with one or two students at any time, he or she cannot teach 1:1 or 2:1 classes to students under 18 years old.
- Staff members for all positions may be able to work but cannot supervise students under 18 years old without the presence of a DBS-checked staff member until such time that the DBS is available. When the position is residential, the staff member must be accommodated in another building away from the students.

## **E.6 Where a criminal check is not possible**

Adults who deal with or have contact with Under 18s must have a DBS check. If it is not possible to obtain one in time, the employee will be supervised on a permanent basis until such a check has been obtained. All referees will be asked about the applicant's suitability for working with Under 18s.

## **E.7 Recruitment of homestays**

All homestays providers and other adults in the homestay require a DBS check. References must also be provided and checked.

## **E.8 Single Central Record**

A Single Central Record of Appointment will be kept containing staff information including start and end of employment dates, reference and qualification checks, DBS number and date together with details of all training received.

## **E.9 Disqualification**

Yorkshire College will not employ an applicant if they are disqualified from working with children.

## **F – Welfare and implementing Safeguarding**

### **F.1 Use of risk assessments**

Yorkshire College produces risk assessments for all aspects of students' time covering travelling from their own homes, daily sessions at the school, activities and excursions, getting to and from school, free time and homestay cover. Risk assessments covering activities are read and signed for by group leaders and school activity leaders before all activities or excursions. Group leaders are asked to ensure that all their students are aware of the risks involved and that they behave accordingly on excursions and the activity programme.

### **F.2 Supervision**

Yorkshire College has a Supervision Ratio Policy based on risk assessments for different activities and excursions and dependent on the age, gender and needs of the students. Group Leaders and other adults travelling with students U18 will be responsible only for their own students. The 1998 DfEE publication Health and Safety of Pupils on Educational Visits advises 1:15-20 (11+). Yorkshire College considers these ratios a minimum and will improve them as required.

The supervision ratio for U18s is a maximum of 1:15. For any activity which requires greater supervision the risk assessment criteria will be followed.

### **F3 Missing Students**

A student missing at any time is of the utmost importance. If an U18 student is missing from lessons, the procedure detailed in the Attendance and Absence Policy is followed. The homestay and/or group leader is contacted immediately and a search begins. This continues until the student is found or a suitable explanation for the absence is given. If it occurs whilst on an activity or excursion the incident is reported to the emergency number at the school and attempts are made to contact the missing student by mobile phone if possible. A leader stays in the immediate vicinity, if necessary, to avoid the whole group being disrupted.

All staff and homestays are given the following advice:

- If someone goes missing, contact anyone you think may know their whereabouts
- Contact Yorkshire College emergency number: +44 7774 960660
  - If you are still concerned contact your local police station
- You don't have to wait 24 hours before contacting the police

### **When to report a person missing:**

You should report a missing person to the police immediately if:

- The person is a child – under 18 years old – does your student speak or comprehend English well?
- You are concerned for the person's safety

### **How to report a person missing:**

A missing person can be reported in the following ways:

- Call 999 if the person is a child, or you believe them to be in danger, or
- Call 101
- Go to the local police station

### **What will happen when a report is made:**

The Police will ask for as many details as possible to enable them to find the missing person quickly. This could include:

- Personal details: name, date of birth
- Appearance including any distinguishing marks (photo if available)
- Contact details such as mobile number

- Medical conditions and if these require medication
- Circumstances under which they went missing
- Details of friends
- Details of places they visited

#### **F.4 Welfare provision**

The Welfare Officers are advertised around the school in posters and on the student's arrival.

Welfare concerns are reported directly to the Welfare Officers or the DSL. General concerns are dealt with quietly and calmly and records kept if necessary. If the Welfare Officer is unable to find a satisfactory solution, the DSL is consulted and the CEO/Director involved if necessary.

#### **F.5 First aid and medical**

Yorkshire College has a group of trained First Aiders. First Aid boxes are located at Reception and small first aid kits are available for activities and excursions. The First Aid kits are regularly monitored to ensure they are appropriately stocked. An Accident and Emergency book is kept at Reception and the Senior Administrator coordinates the First Aid training for staff. First Aid certificates are renewed every 3 years. Minor incidents involving U18s are recorded in the school's accident book, however more serious accidents and dangerous occurrences must also be reported to the local authority and/or police.

Prior to arrival parents/guardians disclose information regarding any medical conditions of a student being enrolled. They also give consent to emergency medical treatment being given. For on-going medical conditions, needing medication, the First Aid Team must be given permission to control medication and are responsible for recording and dispensing it. The Welfare Officer, homestay provider and relevant staff should be made aware of the situation if the condition could affect learning or inclusion in activities. Homestay providers would be given all the help and information required to deal with an on-going medical condition. They are advised to make accurate and factual notes of procedures and outcomes. If in any doubt a medical professional should be consulted and parents/guardians kept informed and updated by the First Aid Team.

#### **F.6 Behaviour and discipline**

Yorkshire College is a serious learning environment which both staff and students are expected to respect and act accordingly. College rules and a code of conduct are displayed around the building and are sent out to all students prior to their arrival.

Students are expected to take responsibility to help maintain a safe environment in the school and to take care of themselves and others. The Policy Statement and Procedure for Student Discipline can be found on the school website.

Staff are also expected to set a good example at all times and to encourage good behaviour from the students.

### **F.7 Fire Safety**

The school attempts to ensure that all students are aware of fire safety both at the school and in their accommodation. The Fire Safety Policy and evacuation routes are on display throughout the building and a demonstration of the fire alarm is given to all students as part of their Induction. Younger students are also shown the escape route and care is taken to make sure they fully understand. Homestays are also advised to go through fire safety procedures with their students in their homes. Fire Marshals are appointed by the school and anyone with a disability is shown where to wait for assistance in the event of a fire or fire drill.

### **F.8 Airport transfers**

The Designated Safeguarding Lead shares responsibility for the emergency phone. This number and other contact numbers are given to students on their confirmation documents. It is very unusual for an U18 to travel independently but if this happens a carefully selected driver would collect the student from the airport. All drivers are DBS checked and would call or text when a pick-up or return drop-off at the airport has been made. Drivers also confirm when a student has been collected ready for transfer or when he/she has been delivered safely to their accommodation. In the event of a delay or cancellation of flights the U18 would never be left unattended and would be returned to the school if no other immediate solution could be found.

### **F.9 PREVENT – Radicalisation and Extremism**

Prevent training online is part of the induction procedure for all staff. All staff and homestays are aware of the need to be vigilant and report any concerns about radicalisation. Procedures for dealing with this are in the relevant handbooks for staff and homestays and concerns are passed to the DSL or Accommodation Team in the first instance.

### **F.10 Provision for more vulnerable students**

Yorkshire College takes care to identify the more vulnerable students, those requiring more help with personal care, those with physical disabilities or those who come from difficult home situations. The Safeguarding and Accommodation teams ensure hosts and teachers are aware

of any special requirements the more vulnerable students may have including the preparation of a PEEP where appropriate.

## Care of Under 18s Guidelines

### Information for Students and Parents/Legal Guardians

Yorkshire College welcomes students aged 16+ on a range of courses throughout the year. Yorkshire College has a responsibility to provide an enjoyable, comfortable and safe learning environment for all our staff and students. This is especially important for students under 18 years of age and this page explains how we care for these learners.

#### **Students aged 16+ must be aware that:**

- Yorkshire College provide 24-hour supervision.
- Students must stay with a Yorkshire College homestay provider (unless staying with a family member or authorised adult).
- Students travel unsupervised between homestay and school (including for weekend full-day activities).
- Attendance is checked at the beginning of the first lesson or activity; students must then remain on the premises until lunchtime.
- Students under 18 are not allowed to leave the premises during break times (unless they are with a Group Leader or supervised by a member of staff).
- Students cannot leave the premises unsupervised at lunchtime (unless they are with a Group Leader or supervised by a member of staff).
- Exact levels of supervision depend on the age, gender and needs of the students during activities and trips: the amount of structured time with full supervision is always greater than any unsupervised time. Students must remain in groups of three or more within a restricted area during unsupervised time.
- Students are encouraged to remain in groups of three or more and to stay in areas in the city centre which are well-lit, largely pedestrianised and close to bus stops for journeys to their homestay.
- Students must wear a Yorkshire College green lanyard (under 18) which makes them easily identifiable to staff.
- Students must return home by 22:00 (16-17 year-olds).

## **Emergency Phone**

A member of Yorkshire College Safeguarding Team can be contacted 24 hours per day, seven days per week in the case of an emergency. This number is given to all students during induction and appears on the student card attached to their lanyards that we require under 18s to wear at all times. Students are also asked to enter the emergency number onto their phones.

## **Parental/Guardian Agreements**

Before a student under 18 begins studying at Yorkshire College, both the parent/guardian and the student must sign and return to us a number of documents. These confirm that they understand the school's procedures and the rules for the welfare of under 18s and the level of supervision that we provide. It is important that parents and under 18s understand that if a student under 18 breaks our rules, Yorkshire College will inform the parents/guardian and in serious cases has the right to ask the student to return home: in such cases, the fees are not refunded.

It is also important that the parents/guardian give Yorkshire College and the homestay the **student's mobile number** along with **next of kin details** and once the student has arrived in the UK, s/he must keep the phone switched on and charged.

## **Accommodation**

We require students under 18 to stay in homestay accommodation. Yorkshire College does sometimes accept other arrangements where the student is guaranteed to have adult supervision from an adult, such as staying with a family friend or relative, provided Yorkshire College finds it suitable and provided we have written confirmation of the arrangements from the parents/guardian at the time of the enrolment. Yorkshire College will inspect the accommodation and meet the host before the student under 18 arrives in the UK.

## **Pastoral Care**

We take the safety of our students very seriously at Yorkshire College and all of our staff, homestay providers, activity leaders and contractors have a minimum basic level of safeguarding for under 18s. This means they know how to recognise and respond to any students who may appear unhappy or distressed at any time during their stay with us.

We understand that living away from home can be difficult for some students, especially for young learners. Our Welfare Officer/Administrator and Designated Safeguarding Lead (DSL) are available throughout the day to speak to students about any problems or concerns they have.

All of our teachers and office staff can also offer advice and support to anyone feeling homesick or lonely. Outside office hours, we have a 24-hour emergency telephone number that students can call.

We also appreciate that sending a child abroad to study can be worrying for parents, so we want to make sure that we give parents all the information they need to be confident that they are making the right decision when sending their child to Yorkshire College. We also require parents/guardians to provide us with as much information on their child as possible, including any medical conditions, so that we can provide the best level of care for them at all times. Our **Parental Consent Form** requires that they ensure that their child is aware of such issues as curfews and unsupervised time, accommodation and school rules that must be agreed to.

We take our responsibilities for young learners very seriously and we have rigorous policies and procedures in place to make sure children have the best possible experience in a safe and secure learning environment. If there are any aspects of the programme that are not clear, please feel free to contact us. Please also refer to our full list of policies on our website.

#### **Note for Parents/Legal Guardians**

Students attending Yorkshire College are supervised by our staff during lessons and organised activity programmes. Students must take part in the full activity programme and are not permitted to be absent during activities.



## **Additional Rules for Students Aged 15+**

### **Exception for Summer Period:**

While Yorkshire College typically accepts students aged 16 and above, we make an exception during the summer period to accept students aged 15. However, students aged 15 are subject to more stringent rules to ensure their safety and well-being.

### **Supervision:**

Students aged 15 are supervised at all times by assigned supervision leaders. This supervision is in place to provide additional support and ensure compliance with all school policies and safety measures.

### **Rules for 15+ Students:**

***Supervision:*** Students aged 15 are under continuous supervision by the supervision leaders. All activities, both on and off-site school premises, are accompanied by supervision leaders to ensure safety and adherence to rules.

***Attendance:*** Attendance at all classes and scheduled activities is mandatory. Any absence must be reported immediately to the supervision leader.

***Travel:*** Students aged 15 are not permitted to travel alone. Any travel outside of school activities must be accompanied by a supervision leader or a designated adult.

***Contact:*** Students must keep their supervision leader informed of their whereabouts at all times. Personal mobile phones should be charged and kept on them for emergency contact.

***Behaviour:*** Students are expected to adhere to the school's Code of Conduct and show respect to all staff, peers, and supervisors.

***Residence Rules:*** Students must follow all rules of the student residence, including quiet hours, cleanliness standards, and respectful behaviour.

### **Responsibilities of Supervision Leaders:**

***Monitoring:*** Supervision leaders monitor the students' compliance with attendance and general behaviour.

***Support:*** Provide support and guidance to students, addressing any concerns or issues they might have.

**Reporting:** Immediately report any incidents or concerns regarding the students to the Designated Safeguarding Lead (DSL).

These rules are implemented to ensure the safety and well-being of our younger students during their time at Yorkshire College. We are committed to providing a secure and supportive environment for all our students.