Child Protection Policy

Bankfield Language School believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

The named person for child protection is Pilar Valera, 07816503464, office@bankfieldlanguages.co.uk

**We recognise that:**

• the welfare of the child/young person is paramount.

• all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

• working in partnership with children, young people, their parents & host families while in UK and Spain is essential in promoting young people’s welfare.

**The purpose of the policy:**

• to provide protection for the children and young people who receive Bankfield Language School services.

• to provide staff and volunteers with guidance on procedures they should adopt if they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Bankfield Language School.

**We will seek to safeguard children and young people by:**

• valuing, listening to and respecting them.

• adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.

• recruiting staff and volunteers safely, ensuring any necessary checks are made.

• sharing information about child protection and good practice with children,

parents, staff and volunteers.

• sharing information about concerns with agencies who need to know, and

involving parents and children appropriately.

• providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice annually.

**Behaviour** **codes for children and young people**.

Students will be warned about the risks of sharing contact details with other members of their group and the dangers of cyber bullying and sexting.

• any form of bullying is completely unacceptable.

• students must attend all lessons

• students must pay for any damage to property or equipment

• students must not possess or use any illegal drug, solvent or abuse anything similar.

• students must not drink, buy, sell or possess alcohol.

• students must not engage in intimate acts or enter the bedrooms of the opposite sex

• students must not smoke or have tobacco in any form.

• students must not possess weapons or flammable material,

**Photography** and sharing images guidance.

Students, parents & families will opt in to have photographs taken. The purpose of photographs is to share with parents what students are doing on each day. Some pictures could potentially be used on the Bankfield Languages webpage. These will be completely anonymous. No names or places or any type of other identification will be used.

**Safer recruitment**. We run the summer course as a family affair. We all have current DBS or CDS (Spanish equivalent). We personally know most the families who work for us as host families in UK and Spain. All adults in host families are asked for a DBS or CDS.

**Online safety**.

Students will be given some warning/induction on how to access wifi and potential dangers.

A**nti-bullying**.

Students will only share phone numbers, whatsapp or other means of contact with their host families and teachers. Students will be warned about the risks of sharing contact details with other members of their group and the dangers of cyber bullying and sexting.

**Managing complaints** as it is a small, family-run school, all complaints should be directed to Pilar Valera.

**Health and safety**

We will inspect the house of the host family to establish that the student will have their own private bedroom and that communal areas (bathrooms, kitchen, etc) are clean and fit for purpose. There are also specific risk assessments on the different activities students will undertake and some other risk assessment documents on travel, walks, free time, remote supervision etc.

A**dult to child supervision ratios**.

Students will be in groups of 1 adult/supervisor to 5 students in the afternoon or off-site activities, and up to 15 students to 1 tutor in class.

**Staff code of conduct for contact with pupils**

Bankfield languages is committed to safeguarding and promoting the welfare of all our students and expect staff and volunteers to share this commitment. All staff must always abide by the Bankfield Languages safeguarding and child protection policy and this code of conduct. If a member of staff does not follow these policies and this code, then disciplinary procedures may be invoked.

**Self-referral & sharing concerns**

staff should advise the named person if they encounter:

• an area they feel is not covered by the code of conduct

• where a pupil has been left feeling uncomfortable or embarrassed

• if they feel a member of staff has breached the staff code of conduct

• if they feel a host parent is not providing an adequate level of care

**Staff, host parents, volunteers and pupil relationships**

• any sexual behaviour is unacceptable and prohibited. Sexual activity includes physical contact and noncontact activities, such as causing or discussing the engagement or viewing of sexual activity.

• any concerns that this rule has been breached should be flagged to the designated safeguarding lead immediately.

physical contact & restraint

• corporal punishment and smacking or any physical response to student misbehaviour is unlawful, unless it is intended to restrain the student from:

1. causing harm or injury to him/herself or others

* 1. 2. committing a criminal offence
  2. 3. causing damage to property

In such situations, reasonable force may be used, limited by the following: the minimum force for the shortest time needed. any instance of restraint must be reported to the designated safeguarding lead.

* 1. • exceptions to the no physical contact rule might include: administering first-aid
  2. • the technical coaching of games
  3. • in cases of distress where a student might benefit from an arm around a shoulder or a hand held when he/she is in pain.

**Meetings with pupils**

In order to ensure that students are fully supported pastorally and academically, one-to-one situations between teachers and pupils may occur. Staff working in these situations is more vulnerable to allegations and complaints so should arrange these meetings in line with the following guidelines:

• In an appropriate location, with visual access, that can be overlooked and where possible with the door open.

• Other members of staff are in proximity

• Take a risk assessment approach and consider measures carefully, such as where it might be better to have another adult present.

**Communication**

All communication with students should be considered carefully.

• staff should make no commitments to students in respect to confidentiality

• staff should consider the language that they use to and about students carefully. Staff should use discretion in conversations that cover sensitive matters and avoid making remarks of a personal nature

• over-familiarity should be avoided.

• staff are expected to respect the rights of others and respect those with different beliefs

• staff should not undermine fundamental British values of the rule of law, individual liberty, mutual respect for the tolerance of those with different faiths and beliefs. They should not attempt to influence or impose the personal values, attitudes or beliefs on pupils.

• conversations should be polite and courteous. Staff should not shout at students other than as a warning in an emergency.

• staff should not use inappropriate language

• staff should not give their personal contact details

**Mobile phones**   
Whilst the courses are holiday based, the following general guidelines are provided

• staff should expect students not to have their phones on view or in use during class

• staff must not use social networking sites to communicate directly with students on the courses

• staff must not take photographs, images or moving images of students on the course unless permission has been specifically granted.

• in case of a major incident, mobiles phones should be handed to a tutor, so as to prevent broadcasting on social media or getting in touch with parents while the tutors are dealing with the incident.

**Dress**

Staff should set high personal standards of dress and appearance, which promotes a positive and professional image.

• dress should be smart casual and in good repair

• clothing should be modest, not revealing or sexually provocative.

**Medication, smoking & alcohol**

Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.

**Providing a safe environment**

Bankfield Language School is committed to safeguarding and promoting the welfare of all its students and expects staff to share this commitment by complying with the school’s child protection policy.

• safeguarding and promoting the welfare of children is everybody’s responsibility

• the named person is contactable at all times during the course

• we will work with social care, the police, health and other services to promote child welfare

• this policy sets out agreed guidelines relating to responding to allegation of abuse

• all staff are subject to enhanced dbs checks in advance of the course

• the named person will manage all referrals to appropriate channels and keep accurate, secure written records of concerns

**Taking action**   
It is not the responsibility of staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns, maintain an open mind and listen to children. All concerns regarding the welfare of students should be clearly recorded and discussed with the named person.

• If staff have the slightest concern, they should speak to the named person immediately

• do not promise confidentiality to the student

• do not leave it to others to express a concern – you must take action

• record in writing what it is that concerns you and pass it on to the named person

**What concerns you must immediately report**

• any suspicion that a child is injured, marked or bruised in a way that is not attributable to normal knocks or scrapes

• any explanation that appears to be inconsistent or suspicious

• any behaviour which give rise to suspicions that a child might have suffered harm

• any concerns that a child might be suffering from inadequate care, ill treatment or emotional maltreatment

• any concerns that a child is presenting signs or symptoms of abuse or neglect

• any hint or disclosure of abuse or neglect received from a child, or from any other person.

• any concerns regarding person(s) who may pose a risk to children

• if a student is thought to be in immediate danger referral should be made to the police immediately. Anyone can make a referral, but they should inform the named person as soon as possible.

**What to do if a child discloses that they have been abused**

• listen carefully to what they're saying

• be patient and focus on what you’re being told. Try not to express your own views and feelings. If you appear shocked or as if you don’t believe them, it could make them stop talking and take back what they’ve said.

• let them know they've done the right thing by telling you, reassurance can make a big impact. If they’ve kept the abuse a secret it can have a big impact knowing they’ve shared what’s happened.

• tell them it's not their fault - abuse is never a child’s fault. It’s important they hear and know this.

• say you'll take them seriously

they may have kept the abuse secret because they were scared they wouldn’t be believed. Make sure they know they can trust you and you’ll listen and support them.

• don't confront the alleged abuser, confronting the alleged abuser could make the situation worse for the child.

• explain what you'll do next, for younger children, explain you’re going to speak to someone who will able to help. For older children, explain you’ll need to report the abuse to someone who can help.

• report what the child has told you as soon as possible, report as soon after you’ve been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon after you’ve spoken to the child. Try to keep these as accurate as possible, focusing on the exact words that the child used.

**Actions to be taken where there are concerns about a child**

Action by the named person:

• consideration of any urgent medical needs

• talk to the parents

• go to the police

We will gather information about their concerns and about some of the following:

• full names (including aliases and spelling variations), date of birth and gender of all child/ren in the household;

• names and date of birth of all household members, if available;

• ethnicity, first language and religion of children and parents;

• any special needs of children or parents;

• any significant/important recent or historical events/incidents in child or family's life;

• cause for concern including details of any allegations, their sources, timing and location;

• child's current location and emotional and physical condition;

• whether the child needs immediate protection;

• details of alleged perpetrator, if relevant;

• the child's views and wishes, if known.

The police must be informed at the earliest opportunity if a crime may have been committed.

These records will be kept for up to 5 years.

**GDPR records**

We will permanently delete all the personal information kept (names, dob, email & phone number etc) that was collected for the course in Spain or UK after 5 years.

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