



**ISE - Intensive School of English Language Limited**

ISE HOVE: 2 The Drive, Hove, East Sussex, BN3 3JA, UK

Tel: +44 (0) 1273 74 9244 / +44 (0) 1273 357224

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## **ISE Safeguarding Policy & Procedure**

This policy has been developed in accordance with KCSIE (Keeping Children Safe in Education) 2014 and WTTSC (Working Together to Safeguard Children) 2013.

### **Introduction**

ISE is committed to providing a safe and secure environment for all students, staff and visitors who access our services and facilities. This is the responsibility of all staff at all times and applies when those in our care are on ISE premises, included in ISE social cultural or sports activities and living in accommodation provided by ISE.

ISE acknowledges, in particular our responsibility to safeguard the wellbeing of students aged under 18 years and vulnerable adults. We approach this responsibility proactively, with on-going awareness raising and training. This policy is intended to provide a framework for awareness & understanding, action and response should an issue of safeguarding concern arise.

### **Definitions**

In child protection guidance 'child' is a person not yet 18 years of age, i.e. who has not yet reached his/her 18th birthday. We refer to 7-17 year olds as 'under 18's'.

Vulnerable adults, or adults at risk, are defined as an adult (18+ years) who needs special or additional care because of mental or other disability, illness, infirmity or age. However we subscribe to the point of view that adults with very limited English are also at risk or vulnerable in any English city, being disempowered by their inability to communicate effectively in English.

### **Scope & principles**

The school has a responsibility to safeguard and promote the wellbeing of all persons who come into contact with us and, in particular, of under 18's and vulnerable adults.

All ISE employees are in a position of trust, especially those who teach, guide, support or in any way interact directly with students. This is the case within ISE premises, in ISE homestay or residential accommodation and on all activities organised or provided .

ISE employees must be mindful of this responsibility and position of trust at all times and in any direct or indirect contact which they have with students.

The Safeguarding Officer is the person of focus and contact for all safeguarding related matters. Staff should note that their responsibility is not to resolve any safeguarding issue which may come to their attention, but rather to report the details to the SO, who will take appropriate action. Any matter of concern must be reported, so that the SO can that s/he can decide on the appropriate course of action. This may include involving local social services and/ or informing the local LADO (Local Authority Designated Officer) Safeguarding matters relating to under 18's



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or vulnerable adults should be considered the highest priority and take precedence over other matters.

### **The ISE Safeguarding Officer is:**

**Chris Edge, Director (Level 3 Safeguarding certified)**

**Email: [chris@ise.uk.com](mailto:chris@ise.uk.com); Tel: 01273 749244; Mobile: 07957432918**

### **Code of behaviour and good practice**

***All staff at ISE must demonstrate exemplary behaviour at all times when coming into contact with under 18's and/ or vulnerable adults in order to protect those in their charge from risk and also to protect themselves from false allegations. The following is a list of useful examples to create a positive climate and culture, with regard to appropriate professional behaviour.***

- 1 Always put the welfare of under 18's & vulnerable adults, first. All students must be treated with respect and dignity and be provided with the same equality of opportunity.
- 2 Maintain an accurate register of under 18's / vulnerable adults at all times
- 3 Ensure consent has been obtained to allow under 18's or vulnerable adults to take part in organised trips or extra-curricular activities outside school premises, and that adequate supervision and vigilance is in place.
- 4 Always work in an open environment, avoiding any unobserved or private meeting / situation and encourage open communication. ISE has zero tolerance for inappropriate relations (eg sexual or pre-sexual) between staff and students. Staff, especially teachers,, are in a position of absolute trust, which must never be abused in any way.
- 5 Never spend time alone with either under 18's or vulnerable adults, away from other people. Always conduct tutorials or other meetings in public places and ensure that you are never alone with children or vulnerable adults.
- 6 Maintain a professional relationship with all students, including under 18's and adults at risk. Sexual or emotional relationships are inappropriate with all students, particularly under 18's or vulnerable adults. Staff must ensure that any form of physical touching/ manual touching within the context of a lesson is only ever and always with the student's explicit consent.
- 7 Be an excellent role model in all aspects.
- 8 Always give constructive feedback, not negative criticism
- 8 Keep a detailed record of any injury / incident, together with treatment / resolution.
- 9 Attend relevant training courses. All staff will receive Safeguarding initial and updating training. In addition the Welfare Officer has Safeguarding Level 2 and key teachers and the Social Activities Organiser have Level 1 Safeguarding awards. Inform your line manager if you wish to have additional Safeguarding training or guidance.



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Refer to the **ISE Staff Recruitment Policy & Procedures** for details of ISE's safe recruitment policies, approaches and practices. All staff receive a copy of the ISE Safeguarding Policy, the ISE Safeguarding Curriculum and Part 1 of KCSIE (Keeping Children Safe in Education) 2014.

### **Concerns about a member of staff**

All members of staff are mutually responsible for the safeguarding of children and vulnerable adults in the school. Any concern about a member of staff e.g inappropriate behaviour or language in the presence of children or vulnerable adults, is important. Any such concern must be brought to one or more of the following:-

ISE Designated Safeguarding Officer

ISE Welfare Officer

ISE Principal

LADO Local Authority Designated Officer

All contact details are on the last page of this policy document.

If you're concerned about it, report it!

### **Procedure for responding to allegations against staff**

Any member of staff who is the subject of an allegation within the remit of the ISE Safeguarding Policy will normally be suspended from duties while an enquiry is undertaken. The accused staff member will be informed of each stage of the proceedings and the police will be informed at the outset if breach of the law is suspected.

Staff who are found to be falsely accused will be exonerated and restored to their post.

Staff who are found to have breached the ISE code of conduct or to have contravened the Safeguarding Policy will be dismissed and reported to the appropriate authorities, including the DBS and local authority Social services.

### **Policy regarding the use of and access to images**

No images must be taken or distributed without specific permission of the subject. This includes children and adults. Photographs must never be taken on ISE premises unless the subject has agreed. In the case of children under 18 agreement of parents must be sought. The use of mobile phones is restricted at ISE and taking mobile phone pictures comes under the same regulations as detailed above.



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### **Policy regarding children under 18's who go missing**

Registers record children's personal mobile numbers and the contact number for their next of kin. These records are checked weekly to ensure they remain up to date.

ISE Attendance Officer (AO) gathers attendance figures every day, from every class within 15 minutes of the start of the class. If, in exceptional circumstances, **the AO has not collected the attendance figures within 15 minutes, the teacher must text** the attendance officer with any absence.

The Attendance Officer contacts the student and his/her homestay family immediately. If the student is not found the AO then contacts the student's next of kin and ISE's DSO. The DSO will decide whether to inform the police and or the LADO depending on the age and personal circumstances of the child/ children.

### **Accommodation services- Policy re under 18's**

ISE accommodation provision follows best practice viz:

Under 18's are specifically identified and continuously monitored. They are placed only with homestays where the adults over 16 have DBS checks in place. ISE collects and records the DBS reference number. Any hosts without DBS checks in place will be asked to obtain the certification before hosting under 18's.

ISE will further maintain on-going checks on who is living in the homestay, in order to ensure that there are no changes in the composition of adults, aged over 18 in the homestay. This is in order to take every precaution that under 18's are resident only in homestays where all adults are DBS checked.

Under 18's may not be accommodated in homestays where other students of 18+ are accommodated. This includes students from other language schools.

In addition, all students' feedback regarding their accommodation is checked at the end of week 1 of their course and in the case of under 18's on an on-going basis by teachers, leaders and the Welfare Officer. There is a further feedback check at the end of the students' course.

Homestay families are visited and vetted by the Accommodation Officer or Accommodation Visitor before IS students are placed with them. All ISE homestay families are re-visited annually and also revisited immediately in case of any complaint or concern.



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### **ISE curriculum**

In order to promote focus and raise awareness of safeguarding issues, all programmes of study at ISE include elements of social and community awareness. The elements include:

Staying safe on Brighton & Hove  
Good homestays = good students & good hosts  
Culture & arts in Brighton & Hove  
British culture and examples of the British way of life in Brighton & Hove  
History of Brighton & Hove  
Getting to know Brighton & Hove people  
E-safety

These topics are addressed through a combination of materials and activities in class, visits by students to local venues in B&H City and visits from local residents and community representatives to ISE.

### **Staff recruitment**

All teaching, administrative and social activities leaders at ISE LL must have DBS checks in place when they take up the post to which they have been appointed. Advertising and job descriptions clearly state that DBS checking and self-declaration as to suitability to work with under 18's and vulnerable adults is required from all employees of ISE.

All staff share responsibility to act in appropriate ways with students at all times and to provide excellent role models of safe, considerate and appropriate behaviour.

It is particularly important that posts of responsibility at ISE are staffed by persons committed to the safeguarding of all students, particularly under 18's and vulnerable adults. The Safeguarding Officer and Principal will take every measure to ensure that this is the case.

### **Definition of forms of child abuse**

There are 4 categories which are:

#### **1 Physical abuse**

Any inappropriate contact which injures or risks injury to a child

#### **2 Emotional abuse**

Maltreatment causing under 18's to lose confidence or self-esteem

#### **3 Sexual abuse**

Any inappropriate contact involving or attempting to involve under 18's in sexual activity. Inappropriate use of images is included in this category.

#### **4 Neglect**

Failure to provide a child's physical & psychological needs



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### Reporting concerns about suspected abuse

Any suspicion that a child may have been abused by a staff member, homestay family, other student or anyone else or may be in danger of being abused must be reported to the Welfare Officer and/ or Safeguarding Officer. Staff may also refer to the DfE Guidance documents on reporting suspected child abuse.

### ISE admission policy for under 18's

Parents / legal guardians of under 18's must complete the YISE application forms in full; these include details of any allergies or pre-existing medical conditions and emergency contact details for parents/ guardians. The application also requires parents to sign their agreement that the school may act 'in loco parentis' in case of emergency.

ISE is not able to offer accommodation to under 18's for continuous periods of more than 28 days (4 weeks). If parents wish to enrol children for longer than 28 days they must either accompany them or appoint a legal guardian with whom the child(ren) will live while they are studying at ISE.

### Good behaviour policy at ISE

Everyone at ISE is focused on providing and maintaining a positive learning environment, which is safe and enjoyable for all students and staff. As part of that commitment, ISE requires and expects high standards from staff and students alike. Antisocial, unkind or inappropriate behaviour is not tolerated and should be reported at once if experienced. Examples include:

Bullying of any kind: action report to The Principal

The Safeguarding Officer

The Welfare Officer

& generate a written record

Swearing or offensive language: **action** report to teacher; Director of Studies

Disruptive behaviour in class: **action** report to teacher; DoS; Principal

Arriving late to class/ returning late after a break: **action** report to teacher; DoS

Returning late to homestay/ inconsiderate behaviour in the homestay: **action** report to Accommodation Officer; Welfare Officer

Suspected alcohol, drug or substance abuse: **action** report to Welfare Officer, Safeguarding Officer, Principal or any school manager.



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**Safeguarding staff contact details**

Principal	Lawrence Eke <a href="mailto:lawrence@ise.uk.com">lawrence@ise.uk.com</a> 07799764577
Safeguarding Officer Safeguarding Level 3 certified	Chris Edge <a href="mailto:chris@ise.uk.com">chris@ise.uk.com</a> 07957432918
Welfare Officer Safeguarding Level 2 certified	Afseneh Bakhshae <a href="mailto:afsi_auk@yahoo.co.uk">afsi_auk@yahoo.co.uk</a> 07951025840
Accommodation & Attendance Officer	Elliot Eke <a href="mailto:hovereception@ise.uk.com">hovereception@ise.uk.com</a> 01273 749244
Brighton & Hove Local Authority Designated Officer (LADO)	Darrel Clews <a href="mailto:Darrel.Clews@brighton-hove.gcsx.gov.uk">Darrel.Clews@brighton-hove.gcsx.gov.uk</a> 01273 295643 07795335879
Director of Studies (DoS)	Hazel Parker <a href="mailto:hazel@ise.uk.com">hazel@ise.uk.com</a> 07946006119
Activities Officer	Laura Alvarez <a href="mailto:laura@ise.uk.com">laura@ise.uk.com</a>

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The official version of this document will be maintained on-line. Before referring to any printed copies please ensure that they are up-to-date.