

Instill Education safeguarding policy

Our safeguarding policy

This policy applies to all staff, including senior managers, paid staff, volunteers and seasonal workers, agency staff, students or anyone working on behalf of Instill Education.

The purpose of this policy

To protect children and young people who receive Instill Education's services. This includes the children of adults who use our services; to provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;

Instill Education believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years
- Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government. Keeping Children Safe in Education 2016
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015. Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government, 2017

This policy should be read alongside our policies and procedures on:

- Child Protection
- E-safety
- Social media
- Preventing Extremism and Radicalisation
- Alcohol Drug and Tobacco
- Recruitment and selection (Scotland)
- Recruitment of host families
- Health and Safety
- Recruitment of Ex-offenders (Scotland)
- Secure storage, handling, use, retention and disposal of Disclosure Information
- Anti-Bullying

These are outlined in the Child Protection Policy and the Employee Handbook.

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989. All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse. Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them
- appointing a Designated Safeguarding Lead (DSL) for children and young people, a deputy and a lead board member for safeguarding
- adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made

- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one -to-one discussions
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise. ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Basil Paterson Edinburgh Safeguarding-related Policies and Procedures

In response to our safeguarding commitments above, Basil Paterson operates the following policies and procedures.

Policies

- Basil Paterson Edinburgh operates the following policies which relate, either directly or indirectly, to safeguarding:

Safeguarding

Child protection

Anti-bullying

Attendance and punctuality

Behaviour

Dealing with Abusive Behaviour

Disclosure – recruitment of ex-offenders

Disclosure - secure storage, handling, use, retention and disposal of disclosure information

Drugs, Alcohol and Tobacco

E-safety

Host family recruitment

Pastoral care

Preventing extremism and radicalisation

Safer recruitment and selection

Social media

Supervision

- Policies are updated annually and company-wide policies can be found in the Instill Education Employee Handbook, hard copies of which are available in each department.
- These policies are available in full on our website. Reduced versions of the anti-bullying policy, attendance and punctuality policy, behaviour policy, drugs, alcohol and tobacco policy, e-safety policy and social media policy can be found in accessible language in the Student Handbook.
- Selected policies are displayed on boards throughout the college, such as the supervision policy, E-safety policy and anti-bullying policy.
- Parents of students aged 16/17 are made aware of our safeguarding policies when they complete the parental consent form at the booking stage.

Recruitment and selection

- All members of staff involved in recruitment (Principal, Academic Manager, Accommodation and Welfare Officer) have received training in safer recruitment
- All job advertisements include a clear safeguarding statement indicating our commitment to safer recruitment and aspects of the selection procedure which relate to safeguarding.
- A Single Central Register is held for all staff and updated regularly.
- All staff, including cleaners, contractors and caretakers, must register with the Protection of Vulnerable Groups scheme, or apply for an update, before they start working at Basil Paterson.
- Two written references are required for every new employee. Our reference request form specifically asks whether the candidate should not work with children.
- All new employees are required to read and sign the Instill Education Child Protection policy as part of their induction process.
- Questions related to safeguarding are included during the interview process, to assess suitability.

Staff training

- There are four trained Designated Child Protection Officers at Basil Paterson, including a designated Safeguarding Lead. Two members of staff in the English Language College have received Advanced Safeguarding Training for Designated Safeguarding Leads.
- All other members of staff, including teachers and the administrative team, attend annual safeguarding refresher training, led by one of the DCPOs.
- The college Principal and Accommodation and Welfare Officer have received specific training on the Prevent Duty.
- All members of staff have read and signed the Staff Code of Conduct for Interaction with students.
- Details of all staff training and updates are held on the Single Central Register.
- There are notices throughout the college reminding staff of who to contact if they have a concern about a child.

Protection of Vulnerable Groups

- All staff, homestay hosts and regular overnight guests where under-18s are accommodated, caretakers, cleaners and regular contractors have received a PVG disclosure through Basil Paterson. The PVG scheme record must be received back before employment starts.
- Taxi companies and tour companies have provided a disclosure statement confirming their staff have been PVG checked.
- PVG information is held digitally on a secure PVG tracking spreadsheet. Three members of staff involved in recruitment have access to this spreadsheet.
- The company has a clear policy on the secure storage, handling, use, retention and disposal of disclosure information.

Attendance and Punctuality

- The college has a clear Attendance and Punctuality Policy which is displayed on all classroom noticeboards, appears in the Student Handbook, can be downloaded on the website and forms part of the student contract.

- Attendance is logged digitally every Monday morning and a meeting is arranged with any students' whose attendance fell below 80% the previous week.
- A clear procedure of verbal and written warnings is followed and logged digitally in cases of non-attendance.
- Students aged 16/17 are required to sign in and out of the building.
- Students aged 16/17 are highlighted on classroom registers. Teachers are required to alert the Welfare Officer immediately if an under-18 does not arrive for class.
- Attendance and punctuality is an agenda point during the student induction on the first day.

Accommodation and Homestays

- Students aged under 18 have the following accommodation options: half-board homestay organised through Basil Paterson, homestay organised independently with parental consent, or accommodation with family.
- Students aged 16/17 have a curfew of 22.30. Homestay hosts are required to call the emergency phone if a student aged 16/17 is more than 30 minutes late.
- All homestay hosts and regular overnight guests where under-18s are accommodated must obtain a PVG disclosure or update before hosting for Basil Paterson.
- Students aged 16/17 are not accommodated in the same homestay as over 18s.
- Two character references are obtained for any new hosts accommodating students under the age of 18. This reference asks whether the referee has any reason to believe the applicant should not host students under the age of 18.
- Hosts who accommodate students under the age of 18 are required to read and sign the Basil Paterson and Host Agreement annually, which makes specific reference to their duty of care for younger students and their responsibilities, as outlined above.
- Hosts who accommodate students under the age of 18 are required to complete introductory online safeguarding training.

Social and Cultural Programme

- The Welfare Officer provides the Social and Cultural Programme Coordinator with a list of students aged 16/17 on a weekly basis
- The college has a Supervision Policy which specifies the required ratio of staff to students for activities taking place both on and off the college premises. This policy is displayed in the student common room and can be downloaded on the website.
- Posters clearly state which activities are not suitable for students aged under 18. The Social and Cultural Programme Coordinator is responsible for ensuring younger students do not attend these activities.

Student Induction and Information

- All students receive a Student Handbook on the first day, which includes information about all aspects of their course and studying at the college, including a code of conduct, information about travelling around Edinburgh, medical information and names/responsibilities of admin staff members.
- In addition to a general induction with the Academic Manager, the Welfare Officer meets all under-18s on their first day, reiterates the code of conduct and what younger students can and can't do while staying in Edinburgh.
- Under-18s are required to read and sign the Code of Conduct for Under-18s, in addition to the general code of conduct.

Information for Parents

- Parents or guardians must complete a parental consent form at the booking stage for any students under the age of 18. The parental consent form clearly describes our commitment to the safety and welfare of our younger students, the level of supervision they will have and the code of conduct for under-18s.
- If parents choose to arrange their own homestay accommodation, they must complete a separate consent form showing they understand the safeguarding implications of this choice.
- All safeguarding-related policies are available in full on the Basil Paterson website.

Emergency Phone

- Basil Paterson Edinburgh has a 24-hour emergency phone, carried by a member of staff on a rota basis. The emergency phone number is provided in the digital pre-arrival information pack and in accommodation booking confirmations. The Basil Paterson landline answerphone message also includes the emergency phone number.
- Basil Paterson students are given a student card, which has the college emergency phone number.

Other

- Safeguarding is an agenda item on the weekly admin and teachers' meeting
- Students' contact details are checked on arrival and updated at regular intervals throughout their course.

We are committed to reviewing our policy and good practice annually.
This policy was last reviewed on: 11th May 2018 by Sophie Revesz, Designated Safeguarding Lead at Basil Paterson Edinburgh

To be reviewed May 2019