

Condensed Safeguarding Policy



Background

The large majority of our students are adults, however the minimum age is 16 and during the summer, up to 10% of our students may be under 18, (3% during the rest of the year). ELC is committed to providing the safest possible environment for all our students, but especially for those under 18 and vulnerable adults. Safeguarding Under 18s is every adult's responsibility. We all share a legal and moral Duty of Care to protect them from 'that which is not in their best interests.' Saying Nothing is not an option.

ELC's recruitment practices for staff and homestays are designed to ensure that suitable people are used for working with Under 18s (see [Safer Recruitment Policy](#) for more details).

Risk assessments are a key tool in safeguarding all our students, especially those under 18. Please support us in preparing them and carrying out the safer procedures they identify.

ELC has an established Code of Conduct which aims to support and protect students, staff and homestay providers by setting boundaries, standards and giving clear guidelines in what is expected in order to create the friendly and professional environment we aspire to, both in general and with specific reference to under 18s and vulnerable adults. Adults with responsibility are role models and should behave appropriately. Topics include:

- Appropriate dress
- What (not) to talk about, the language (not) to use
- Interaction with under 18s – avoid being left alone in an enclosed space (leave door open)
- Personal relationships, crushes - dangers
- Need for special care on excursions and on other activities
- Internet / technology – staff should avoid giving under 18s their personal telephone number – be careful with facebook, twitter, Instagram etc.
- Transport – take care if giving lifts
- The law
- In homestays: respect privacy, need to knock, not to be alone in a bedroom or bathroom with an Under 18, being appropriately dressed etc

ELC is a multicultural and international community that actively promotes intercultural understanding. We endeavour to educate all our students about acceptance and tolerance of a range of views and beliefs provided that those views are reasonable. While it is unlikely at ELC, if you suspect someone is expressing views that might hurt or denigrate those with different beliefs, you must inform the Vice Principal immediately. It is particularly important if that person is attempting to radicalise other students. For more information, see ELC's Prevent Policy.

Child Protection

If you are worried that an Under 18 is, or may be, at risk of harm, you must contact a member of ELC's Safeguarding Team which can be contacted 24 hours a day, 7 days a week (see chart at the end of this document). The concern could be due to something you have seen yourself or something you have been told. Signs may include:

- physical signs which are not easily explained
- changes in behaviour, e.g. becoming withdrawn or becoming aggressive, or swinging between both
- overtly sexual behaviour/language
- being afraid of a particular person
- showing signs of low self-esteem

If an under 18 starts to tell you about abuse that is happening/has happened to them, it is very important that you

- LISTEN
- don't ask any questions
- don't promise confidentiality, as you must contact a member of the safeguarding team immediately
- write a report using the student's own words
- do not talk about it to anyone outside the safeguarding team

ELC's Safeguarding Team

Lines of responsibility:

Designated Safeguarding Lead (**DSL**) and
Child Protection Officer (**CPO**)
Mark Calland (Vice-Principal)
Abon House Mobile: 07954 148249
Trained to safeguarding level 3
+ Safer Recruitment & Prevent Training

Assistant Designated Safeguarding
Lead (**ADSL**)
John Duncan (Principal)
Pembroke and Summer Centre
Mobile: 0774 7021261
Trained to safeguarding level 3
+ Prevent Training

Assistant Designated
Safeguarding Lead (**ADSL**)
**Margaret Duncan
(Director)**
Pembroke House
Mobile: 0774 7021261
Trained to safeguarding level 3
+ Prevent Training

Assistant Designated
Safeguarding Lead (**ADSL**)
Andrea d'Essen (Homestay Mgr)
Abon House 0117 9707060
Trained to safeguarding level 3 +
Prevent Training & Safer Recruitment
Responsible for Accommodation

Designated Safeguarding Staff (**DSS**)
Kate Jackson (Admissions Officer)
Pembroke
Mobile: 07796 576340
Trained to safeguarding level 3

Designated Safeguarding Staff (**DSS**)
Andrew Varney (Social Prog Manager)
Pembroke and Summer Centre
Mobile: 07544 667968
Trained to safeguarding level 2

Full Safeguarding Policy

[A\) Policy Statement](#)

[B\) Code of Conduct](#)

[C\) Child Protection](#)

[D\) Training](#)

[E\) Safer Recruitment](#)

[F\) Welfare / Implementing safeguarding](#)

[G\) Calendar Tasks and Safeguarding Routines](#)

Other related policies : [Risk Assessment Policy](#) [ICT policy \(incorporating e-safety\)](#)
[First Aid policy](#) [Prevent Policy](#) [Disciplinary policy for students](#) [School rules](#)