

Loxdale English Centre - Safeguarding Policy

Loxdale English Centre · Brighton · Registered Charity No. 1062803

Last Updated: 27 November 2024

Review Cycle: Annually and as necessary

Introduction

All Loxdale English Centre staff, group leaders and homestay hosts are in a position of trust and have a duty of care. We are committed to protecting all students from harm, particularly those under the age of 18 and vulnerable adults.

Legal Framework

In the UK, the law states that people who work with children have to keep them safe. These safeguarding laws are set out in:

- **The Children Act 1989 and 2014**
 - **Working Together to Safeguard Children 2023** (Government guidance)
 - **Keeping Children Safe in Education 2024** (Government guidance)
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Our Beliefs

At Loxdale English Centre we believe:

- 1. Children's welfare comes first** - A child is defined as a person under the age of 18 (The Children Act 1989)
 - 2. Students should feel valued, listened to, respected and protected**
 - 3. All children have the right to protection**, regardless of their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity or orientation (Article 19, UNCRC 1989)
 - 4. All concerns about abuse or poor practices will be taken seriously** and dealt with quickly and appropriately
 - 5. All staff (paid/unpaid) are trained** in safeguarding and to report concerns
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Safeguarding Contacts

Designated Safeguarding Leads

Name	Role	Email	Phone
Jodie Morden	Accommodation & Welfare / DSL	info@loxdale.com	+44 1273 414 973
Anna Thatcher	Principal / DSL	annathatcher@loxdale.com	+44 7775 928 235
Anna Thatcher	(Alternative)	annathatcher@loxdale.com	+44 1273 832 491

24-Hour Emergency Mobile (Summer): 07493 106 051

Everyone has a responsibility to report concerns.

Our Aim

We aim to provide a safe space where children and young people can thrive, and adults can work confidently with clear guidance.

Section 1: Safer Working Practice

1.1 Professional Boundaries

Staff must maintain professional boundaries with all students at all times.

1.2 Physical Contact

- Avoid unnecessary physical contact
- Physical contact only appropriate for first aid, comfort in distress, or safety
- Always in view of others where possible

1.3 One-to-One Situations

- Avoid being alone with a student wherever possible
- Leave doors open
- Inform a colleague of your whereabouts

1.4 Communication

- All communication with students under 18 should be through official school channels
- Staff must not add students under 18 on personal social media
- Group leaders can communicate via official school accounts only

1.5 Photography & Videos

- Only official school devices should be used
- Written consent required for under-18s
- Students can opt out within 1 week of starting

1.6 Transport

- At least two adults when transporting children
- Avoid transporting a child alone

1.7 Gifts

- Do not give or receive personal gifts from students

1.8 Confidentiality

- Safeguarding concerns override confidentiality
- Never promise to keep a disclosure secret

1.9 Social Events

- Staff should not attend social events where alcohol is served with under-18 students

Section 2: Recruitment & Training

2.1 Safer Recruitment

- All staff undergo DBS (Disclosure and Barring Service) checks
- References checked before employment
- Gaps in employment history explored

2.2 DBS Checks

- Enhanced DBS required for all staff working with under-18s
- DBS renewed every 3 years
- Staff without completed DBS must never be alone with children

2.3 Training

- All staff receive safeguarding induction
- Annual safeguarding refresher training
- DSLs complete advanced safeguarding training

2.4 Staff Authorised to Give Medication

- Anna Thatcher

- Jodie Morden
 - Mike
 - Fenella
 - James C.
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Section 3: Welfare Issues Checklist

Staff should be alert to signs of:

- Abuse or neglect
 - Bullying (including cyberbullying)
 - Mental health issues
 - Drug or alcohol misuse
 - Radicalisation
 - Female genital mutilation (FGM)
 - Forced marriage
 - Child sexual exploitation
 - Domestic abuse
 - Homelessness
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Section 4: Handling Allegations & Disclosures

If a Child Makes a Disclosure (TED Method)

Listen carefully and use:

- **T**ell me...
- **E**xplain to me...
- **D**escribe to me...

Do:

- Stay calm and listen
- Take what they say seriously
- Reassure them they have done the right thing
- Write down exactly what was said as soon as possible
- Report immediately to a DSL

Do Not:

- Promise to keep it secret

- Ask leading questions
- Investigate yourself
- Share information with anyone except the DSL

Reporting Procedure

1. Report concerns immediately to a DSL
 2. DSL will decide on appropriate action
 3. All concerns logged in safeguarding file
 4. External agencies contacted if required (LADO, Police, Social Services)
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Section 5: Recognising Child Abuse

What is Child Abuse?

Abuse is a form of maltreatment of a child. Somebody may abuse a child by inflicting harm, by failing to act to prevent harm or by neglect.

Types of Abuse

a) Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It can also be caused when a parent or carer fabricates symptoms of, or deliberately induces illness in a child.

Signs may include:

- Unexplained injuries
- Injuries inconsistent with explanation
- Multiple bruises in clusters
- Bruises in unusual locations (ears, neck, buttocks)

b) Neglect

A persistent failure to meet a child's basic physical or psychological needs, likely to result in serious impairment of health or development.

Signs may include:

- Poor hygiene
- Inappropriate clothing
- Constant hunger
- Untreated medical conditions

c) Sexual Abuse

Forcing or enticing a child to take part in sexual activities, including non-contact activities such as looking at sexual images or grooming.

Signs may include:

- Inappropriate sexual knowledge for age
- Sexual behaviour or language
- Fear of certain people or places

d) Emotional Abuse

Persistent emotional maltreatment causing severe adverse effects on emotional development.

Signs may include:

- Low self-esteem
 - Excessive fear or anxiety
 - Self-harm
 - Delayed development
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Section 6: Handling Delayed DBS Checks

If a staff member's DBS check is delayed:

1. They must never be alone with students
 2. All doors must remain open when working with students
 3. They must be supervised by a DBS-checked colleague at all times
 4. This continues until DBS clearance is received
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Strictly Prohibited Practices

The following are NEVER acceptable:

1. Rough games or horseplay
 2. Sharing a bedroom with a student
 3. Allowing students into staff accommodation
 4. Inappropriate touching
 5. Sexual relationships with students
 6. Using inappropriate language
 7. Favouritism
 8. Giving personal gifts
 9. Making inappropriate comments about appearance
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Online Safety (Online Learning)

When conducting online lessons:

1. Cameras must be ON for identity verification
 2. Only staff may share screens
 3. Private chat is disabled
 4. Inappropriate behaviour results in immediate removal and parent notification
 5. Managers may drop in for monitoring
 6. Students should have computers in family/shared rooms
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External Support

British Association for Counselling:

Phone: 01455 883300

Website: www.bacp.co.uk

Local Authority Designated Officer (LADO):

Contact through Brighton & Hove City Council

Police: 999 (emergency) or 101 (non-emergency)

Policy Review

This policy is reviewed annually and updated as necessary to reflect changes in legislation and best practice.

Last Review: November 2024

Next Review: November 2025

Loxdale English Centre is committed to safeguarding and promoting the welfare of all students.