



Safeguarding Policy

For staff, group leaders,
hosts & students



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Contents

1.	Important Contacts	2
2.	Policy Details	3
2.1.	Policy Statement.....	3
2.2.	Policy Aims.....	3
2.3.	Policy Principles.....	4
3.	Framework	4
3.1.	What is Safeguarding?.....	4
3.2.	Designated Safeguarding Staff.....	5
4.	Recruitment Policy	5
4.1.	Staff Recruiting Procedures.....	5
4.2.	Host Recruiting Procedures.....	6
5.	Child Protection: Principles & Procedures	7
5.1.	Procedure for What to Do if You Suspect Abuse & Response to a Disclosure.....	8
5.2.	Feedback to Staff, Group Leaders & Hosts who Report Concerns to the Designated Safeguarding Staff.....	9
5.3.	Allegations of Abuse or Inappropriate Behaviour Involving Staff, Group Leaders & Hosts.....	9
5.4.	Abusive Behaviour Policy Statement & Key Principles.....	10
5.5.	Sexual Misconduct & Positions of Trust.....	10
5.6.	Student Relationships & One to One Contact.....	11
5.7.	Records & Monitoring.....	11
5.8.	Use of Reasonable Force.....	11
5.9.	Use of Photography & Video.....	12
5.10.	Use of Internet & Social Media Policy.....	12
5.11.	Health & Safety.....	12
5.12.	Fire Drills and Safety Guidance.....	13
5.13.	Training.....	13
5.14.	Meetings.....	14
6.	PREVENT	14
7.	Matters Concerning Children & Young People	14
7.1.	Bullying & Cyberbullying.....	14
7.2.	Recognising the Vulnerability of Children Living Away from Home.....	16
8.	Advice & Support for Children & Young People	16
9.	Travelling To & From Jersey	17
10.	Guidance for Hosts & Residence Staff	18
	Appendix 1: “Easy to read” Safeguarding Policy Overview.....	19
	Appendix 2: Reporting & Recording Abuse.....	20
	Appendix 3: Definitions of Abuse & Recognizing Possible Signs or Indicators of Abuse..	21
	Appendix 4: Helplines.....	22
	Appendix 5: Children & Young People – School Rules for Going Out in Jersey.....	22

1. Important Contacts

St Brelade's College

Office (including Safeguarding staff):

Monday - Friday 9:00-17:00

+44 (0)1534 741305

St Brelade's College emergency line (including Safeguarding staff): evenings & weekends

+44 (0)7797 714720 /

+44 (0)7797 714723

School Director & Designated Safeguarding Lead (DSL)

Sid Brown

School Principal & Designated Safeguarding Lead (DSL)

Frank Sheridan

Student Services Director & Designated Safeguarding Lead (DSL)

Vanessa Williams

Safeguarding Administrator & Designated Safeguarding Lead (DSL)

Natalie Roberts

Director of Studies & Designated Safeguarding staff (DSS)

Rachel Harvey

Summer Teenage Centre Manager & Designated Safeguarding staff (DSS)

Rudy Ghidoni

Summer Young Learner Centre Manager & Designated Safeguarding staff (DSS)

TBC

Jersey Safeguarding Partnership Board

Reporting a concern for:

Children - **Multi-Agency Safeguarding Hub (MASH)**

+44 (0)1534 519000

enquiries-MASH@gov.je

Adults - **Single Point of Referral (SPOR)**

+44 (0)1534 444440

SPOR@health.gov.je

Police / Ambulance

999 / 112

Emergencies

School Locations

Year round school & main office (all ages)

St Brelade's College, St Brelade

Summer teenage study centre
(14 - 17 yrs)

Highlands College, St Saviour

Summer young learner study centre
(10 - 13 yrs)

St George's Prep, St Peter

2. Policy Details

2.1. Policy Statement

St Brelade's College has a duty of care to children and young people attending the school and aims to ensure that staff, group leaders, accommodation providers and other suppliers help to keep them safe. St Brelade's College is equally committed to applying this safeguarding policy to any adults at risk attending the school.

This includes:

- » Providing a safe environment for young people to learn in education.
- » Informing all St Brelade's College staff of their responsibilities when working with children or young people.
- » Ensuring that all members of staff are aware if any student is a child or young person and that staff are also aware of any consequent procedure(s) which are applicable.
- » Identifying children or young people who are suffering or are likely to suffer significant harm and taking appropriate action with the aim of making sure they are safe in their homestays, at school, at any other St Brelade's College supervised event.

For the purpose of this document the following terminology is used:

DSL: Designated Safeguarding Lead

DSS: Designated Safeguarding Staff

Child: a person under the age of 18 years.

Adult at risk: an adult refers to any adult aged 18 or over who:

- » Is or may be in need of community care services by reason of mental or other disability, age or illness.
- » And who is or may be unable to take

care of him or herself.

- » Or is unable to protect him or herself against significant harm or exploitation. A Safeguarding Adults Procedure would be initiated if 'an adult at risk' (as defined by above) is either being abused or is at immediate risk of abuse. The consent of the adult at risk should be sought when making referrals, unless that person lacks mental capacity and/or the gaining of consent would put that person at greater risk, or the alleged perpetrator poses a risk to others. For further information see SPB Multi Agency Adult Procedures online www.safeguarding.je

St Brelade's College is equally committed to applying this safeguarding policy to any adults at risk attending the school.

The policy will be renewed annually or after the occurrence of any major incident. DSL & DSS will have regular meetings in order to review and discuss the policy.

2.2. Policy Aims

St Brelade's College aims to:

- » Follow the Multi Agency Child Protections Procedures and work co-operatively with the Multi Agency Safeguarding Hub (MASH) in all cases of abuse, or suspected abuse.
- » Ensure that there are DSL and each centre has DSS on site
- » Ensure that the DSL & DSS receive appropriate training (child protection and interagency work).
- » Ensure that all staff and hosts who have regular, direct contact with children, have been appropriately checked for their suitability.
- » Ensure that all staff and hosts understand their responsibilities in being alert to, and acting appropriately in cases of abuse or suspected abuse.

- » Establish and maintain links with relevant agencies and co-operate as required with enquiries of a child protection nature.
- » Keep accurate written records of concerns on students even where referral is not appropriate immediately.
- » Ensure that all child protection records are kept secure and confidential, under the guidelines set out in the EU General Data Protection Regulation (GDPR).
- » Ensure that all staff and hosts understand that there is a procedure to be followed in dealing with allegations made against teaching and non-teaching staff. This procedure is outlined in St Brelade's College Safeguarding Policy and must be followed on all occasions.
- » Ensure that this policy is reviewed annually and is in line with Jersey Multi Agency Child Protections Procedures.

2.3. Policy Principles

St Brelade's College believes that children or young people have rights as individuals and should be treated with dignity and respect. The policy and procedures are based on the following principles:

- » A commitment to safeguarding and promoting the welfare of all children and young people. Each person's welfare is of paramount importance.
- » There is respect for diversity and sensitivity to race, culture, religion, gender, sexuality and disability and all children or young people have the right to safeguarding from abuse.
- » Safeguarding and promoting the welfare of children is the responsibility of everyone who comes into contact with them therefore any concerns of abuse should be reported to the DSL or DSS (DSS can be consulted in the first instance, who

should then report to a DSL if deemed necessary). It is the responsibility of MASH to conduct, where appropriate an investigation once an enquiry is made.

- » Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to. This will be achieved by displaying and reminding the children of the ethos of the school on a regular basis.

3. Framework

3.1. What is Safeguarding?

The terms 'safeguarding' and 'child protection' are often used interchangeably, but they actually have very different meanings. St Brelade's College adopts the definition of safeguarding that is used in the Children Act 2004 and in the Department for Education and Skills (now DFE) guidance document 'Working together to Safeguard Children', which focuses on safeguarding and promoting children's and learner's welfare. This can be summarised as child protection is part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific young people who are suffering, or at risk of suffering significant harm. Safeguarding activity is universal and based on prevention of harm and the promotion of well-being of all children and young people, while child protection deals with identified risk (protecting children from direct harmful behaviour). Safeguarding encompasses issues such as young people's health and safety, strategies to address

bullying, the needs of young people with medical conditions, providing first aid, school security, alcohol and substance misuse and other conditions.

All adults have a crucial role to play in helping identify welfare concerns, and indicators of possible abuse or neglect, at an early stage: referring those concerns to the appropriate organisation, contributing to the assessment of a child's needs and where appropriate to ongoing action to meet those needs. They will also be well placed to give a view on the impact of treatment or intervention on the child's care or behaviour.' (Working Together to Safeguard Children 2010). The development of appropriate procedures and the monitoring of good practice are the responsibilities of the "Multi-Agency Safeguarding Hub (MASH)". MASH is an umbrella partnership coordinating and managing safeguarding concerns regarding children and young people and is made up of representatives from a number of States' departments and other agencies to provide a single contact point for members of the public, families or professionals to discuss any concerns that they may have.

3.2. Designated Safeguarding Staff

All adults working with or on behalf of children have a responsibility to safeguard children. There are, however, key people (DSL & DSS) within St Brelade's College with specific responsibilities under child protection procedures (see page 2).

Their roles include:

- » Co-ordinating action within the school and liaising with MASH and other agencies over cases of abuse and suspected abuse (DSL).
- » Acting as a source of advice within the

school (DSL & DSS).

- » Ensuring that staff, hosts and students are familiar with the policy and procedures (DSL & DSS).
- » Referral of individual cases of suspected abuse (DSL).
- » Liaising with agencies about individual cases (DSL).
- » Organising training on Child Protection within school (DSL).

4. Recruitment Policy

4.1. Staff Recruiting Procedures

- » The majority of teachers are recruited from our twice yearly TESOL courses, others apply directly in response to our advert on our website. Teachers are required to complete a St Brelade's College application form, provide copies of their degree, teaching certificates and a passport copy to prove identity & determine their right to work in Jersey. All qualifications are verified directly with the institution where they were completed. All prospective teachers are interviewed in person, by telephone or via Skype and 3 references undertaken (2 written & 1 verbal), references specifically ask about a candidates suitability for working with under 18's and if they have been subject to any disciplinary procedures and Child Protection policies are discussed during the interview.
- » All teachers are inducted before they begin teaching & are observed as soon as possible after starting.

» All teachers, administration staff, residence staff who have direct contact with children are obliged to present their original passport or recognised proof of identity to the school office as evidence of eligibility to work.

» All staff who have direct contact with children are obliged to complete a Disclosure and Barring Service (DBS) check or provide a recent Certificate of Good Conduct (if usually reside abroad) as well as sign our Criminal Record Declaration prior to commencing employment. When applying for a position, any convictions, cautions or bind-over are declared. Applicants are warned that failure to declare any of the aforementioned convictions could result in dismissal or prosecution. Any DBS checks carried out by another institution will be accepted on the proviso that an original copy is presented, it is within three months of date of issue or it is registered on the update renewal service. DBS checks will be rechecked annually if registered on the update renewal service or redone every three years if unregistered. Staff should also notify the school of any changes to the status of the certificate e.g. criminal convictions or pending enquiries.

If a member of staff has applied for a DBS check and it is not back before the employment start date, the management will provide a rationale for employment to commence. The rationale will include ensuring the staff member does not have unsupervised contact with anyone under 18 years; this would include teachers teaching in classrooms located in areas of the school where there are other staff members, activity staff accompanying groups with other staff members, maintenance staff working in areas where other staff members are present.

Staff Disciplinary Procedures

In the event of an employee's work with young people falling short of the standards required by the school, the employee will be first offered training and guidance by senior staff members. Should standards not improve the employee will then receive a verbal warning followed by a first warning in writing. In the event of a continuation of poor performance the employee will be given notice of dismissal. In cases of misconduct, the employee will be invited to discuss any allegations of misconduct with the Principal (Frank Sheridan) or Director of Studies (Rachel Harvey), who will then decide upon a course of action according to the severity of the incident. The school policy is to give a verbal warning for a first offence, followed by a written warning and, should there be insufficient improvement, the staff member may be dismissed with appropriate notice. In cases of gross misconduct a staff member may be dismissed without notice or pay in lieu of notice.

4.2. Host Recruiting Procedures

» Every year, we advertise for new homestay providers using a variety of media in Jersey to reach the maximum number of potential hosts. The recruitment campaign begins in the new year and runs through until July, with print ads and radio commercials during the peak recruitment period, along with a social media campaign. We also promote our 'Recommend a host' campaign to current homestay providers throughout the hosting season.

» Applicants are obliged to complete an application form and sign a declaration

agreeing to abide by The English UK Code of Practice and confirm that no one in the household holds a criminal record which would render them unfit to host children. All household members must be declared.

» Hosts are obliged to inform the school of any new occupants, staying in the household and should notify the school of any change of circumstances. Hosts are obliged not to allow visitors staying overnight unsupervised access to students under the age of 18 years and should notify the school of details of any visitors staying in the home, confirming visitors will not have unsupervised access to students.

» All household members over 18 years are obliged to complete an enhanced Disclosure and Barring Service (DBS) check. If they do not have a valid DBS certificate, the school will carry one out (the £50 fee per check will need to be paid back if homestay providers host under 4 weeks of the year) and it is then their responsibility to register on the update renewal service at a current cost of £13 per year in order to keep the certificate current. Any Enhanced DBS checks carried out by another institution will be accepted if the workforce type is Child Workforce, it is within three months of date of issue and/or it is registered on the update renewal service. DBS checks will be rechecked annually if registered on the update renewal service or redone every three years if unregistered. Hosts should also notify the school of any changes to the status of the certificate e.g. criminal convictions or pending enquiries. There may be additional checks carried out with the local authorities in order to support homestay applications.

» Applicants are obliged to complete two Personal Reference Forms (for their household) for hosting under 18 years and

one personal reference form for 18 years or over which are valid indefinitely, at the discretion of the school. References may be followed up verbally at the discretion of the school.

» Applicants will be visited and vetted prior to being accepted as a homestay. All homestays will be revisited at least every 2 years and spot visits may be randomly carried out. Hosts will be obliged to reapply annually and details of all household members will be recorded and updated accordingly.

» Young learner students (12 years or under) are obliged to stay with a sibling, friend or another student of the same mother-tongue in homestay in order to promote further safeguarding (policy outlined in St Brelade's College terms).

Homestay Disciplinary Procedures

If homestay providers do not meet the criteria outlined in the English UK Code Of Practice, the St Brelade's College homestay handbook & safeguarding policy, St Brelade's College will terminate the contact between them. Homestays which prove to be unsuitable for any reason will be removed from the register. The school would offer training & guidance in many cases where criteria is not met.

5. Child Protection: Principles & Procedures

Where it is believed that a child is suffering from, or is at risk of significant harm, we will follow procedures which are consistent with the Jersey Safeguarding Board Multi Agency Child Protection Procedures & with Working Together 2015. Parents would be informed and consent

gained when making an enquiry to MASH; in the event the parent refuses consent, but safeguarding concerns remain or the child is at immediate risk a MASH enquiry will be made regardless.

5.1. Procedure for What to Do if You Suspect Abuse & Response to a Disclosure

If you are concerned about a child's welfare or believe that a child is or may be at risk of abuse do not assume that another agency or professional will act or is acting and do nothing.

- » Staff should report any safeguarding concerns or incidents with the DSS or DSL, completing their own incident report form of this initial action.
- » If the DSS is informed of the concern or incident, they should make the decision whether the concern or incident can be resolved on site or whether further support is required. Further support would mean informing the DSL who would then decide how best to resolve the concern or issue. This may mean working to resolving the concern or issue with or without making an enquiry to MASH. In all instances the DSS and DSL should complete an incident report form.
- » In all instances, the priority is to make/keep the child safe which may include contacting the police (999/112).

All staff, group leaders & hosts must take the following action where appropriate:



How to Respond to a Child Making a Disclosure

- » Ensure the child or young person is safe.
- » Listen carefully to what the individual has to say, but do not ask questions other than to clarify what has been said. A record of where and when the alleged incident took place and who was involved or otherwise present should be written.
- » Inform the child disclosing abuse that you cannot keep this information confidential and must pass this information on to other professionals in order to help them.
- » Contact the emergency services if urgent medical help is required.
- » Contact the DSS/DSL. If you are unable to contact the DSS/DSL because you suspect they may be involved in the abuse, you should then contact MASH on 519000.
- » The DSL has overall responsibility on whether to contact MASH (tel. 519000/or complete a MASH enquiry form) and this role cannot be delegated down.
- » The DSL will decide whether to contact the police if it is suspected that a crime has been committed (tel. 999 or 112).
- » Take care to preserve any evidence e.g. clothing, bedding, weapons, text messages, letters etc.
- » Record the allegation or your suspicion of abuse as accurately as possible.

DON'T:

- » Question the child or young person as this may affect any police action.
- » Discuss the allegation/abuse with the alleged perpetrator.
- » Discuss the allegation/abuse with other staff members, other than the DSS/DSL.
- » Take any other action without first discussing this with the DSS/DSL. However if you believe a child is in immediate danger, the police should be contacted (dial 999/112).
- » Promise to maintain confidentiality.
- » Delay reporting the incident/allegation.

5.2. Feedback to Staff, Group Leaders & Hosts who Report Concerns to Designated Safeguarding Staff

Rules of confidentiality dictate that it may not always be possible or appropriate for the DSL to feedback to hosts/staff who report concerns to them. Such information will be shared on a 'need to know' basis only and the DSL will decide which information needs to be shared, when and with whom. The primary purpose of confidentiality in this context is to safeguard and promote the child's welfare.

5.3. Allegations of Abuse or Inappropriate Behaviour Involving Staff, Group Leaders & Hosts

Where an allegation concerns the actions of St Brelade's College employees it is the clear duty to report the matter as set out in the St Brelade's College safeguarding policy and the Managing Allegations Framework

(MAF) Safeguarding Partnership Board. In addition all staff should feel able to raise concerns about poor or unsafe safeguarding practices within the school and know that such concerns will be taken seriously by the senior safeguarding staff. If an allegation is made against a St Brelade's College employee, a senior manager will need to clarify which action they intend to take. If the allegation is not referred directly to MASH, it will involve the centre manager contacting the Jersey Designated Lead (JDO) JDO@health.gov.je or 443566 who will assist in managing and overseeing the allegation independently. All allegations should be reported to MASH/JDO within one working day. Whilst under investigation, the action the school may take could include suspending the staff member (with or without pay) or the staff member being allocated a temporary different working role within the organisation. It is important to ensure that the action taken:

- » Protects the rights & wishes of the child
- » Protects the rights of the member of staff concerned
- » Enables the managers to take appropriate action either on behalf of the child or the staff member where appropriate
- » Complies with record keeping procedures as laid out in Managing Allegations Framework (MAF) Jersey Safeguarding Partnership Board
- » Does not compromise any criminal investigation

Where there is a concern about the behaviour of a Senior Manager or DSL of St Brelade's College, this can be reported to the Jersey Designated Lead (JDO) using the contact information above.

5.4. Abusive Behaviour Policy Statement & Key Principles

Policy Statement

The welfare of both student and host is paramount, especially in the case of under 18 year olds. Our main aim is to foster an atmosphere where abusive behaviour towards any other person(s) is not tolerated and is seen to be inappropriate and wrong.

Hosts & residence providers: are committed to fostering and maintaining good relations within their homes and to encourage students to give their best. Everyone in the household, as well as those who have dealings with the student(s), have a responsibility to maintain a good relationship and not use words or deeds that may harm the wellbeing of the student. They are responsible for being open to listening to the student in the event of there being concerns regarding a third party (i.e. student from the same school but not in their home) and for reporting such concerns to St Brelade's College so as to ensure that the school is aware of the matter and can deal with it immediately.

Students: are committed to maintaining good relations within their homestay. They have an obligation to respect the property and to show politeness to all members of the household and other students within the home. Anti-social behaviour by students toward staff, students or homestay providers is not accepted and at the discretion of the school may result in expulsion from the school without refund. This could include any form of aggressive behaviour, inappropriate conduct, or the influence of drink/drugs.

Key Principles

The host will provide and sustain a safe environment in which everyone is treated fairly and with respect. Those working or dealing with the student and the students themselves, must not encounter harassment, intimidation or victimisation on the basis of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, disability or any other personal characteristic. Everyone carries a personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this policy. Hosts & staff have a duty to report to the school any instance of bullying or harassment, which they witness or which comes to their attention. Hosts have a duty to act as role models, pro-actively addressing instances of bullying and harassment.

An informal resolution may include an informal discussion as very often people are not aware that their behaviour is unwelcome or misunderstood. A greater understanding and agreement that the behavior will cease may resolve the problem. Should the issues not be resolved at this stage or the student/host feels unable to raise the issue informally, then a formal resolution should be sought which would include informing the school. No student or host will be victimised or suffer detriment for making a complaint of harassment or bullying.

5.5. Sexual Misconduct & Positions of Trust

The Sexual Offences (Jersey) Law 2018 makes it a criminal offence for a person to engage in sexual activity with a child or young person. The law also makes it a

criminal offence for people who are in a position of trust with a child aged 16 or 17, that is if the adult looks after any children in premises such as a school or is appointed as the guardian of the child and intentionally engages in a sexual act with that child.

Misconduct is behaviour which involves committing an offence, an abuse of trust or the breach of the standards of propriety expected of staff working in education.

5.6. Student Relationships & One to One Contact

» Staff, group leaders, host/residence providers have a duty to deal with any child protection issue that may arise and also to avoid sexual misconduct and any activity that may reasonably raise concerns as to their propriety. Examples might include students drinking alcohol with them or allowing access to inappropriate materials or internet sites. These activities cannot be characterised directly as sexual misconduct, but could be conduct leading to establishing a sexual relationship. Such activities should therefore be subject to some regulation to avoid impropriety or the appearance of it. Anyone who is aware of such activities should report them to the DSS/DSL.

» Any compromising situations should be avoided where an accusation that they acted inappropriately could be made. If an incident is reported that could be interpreted as inappropriate it is important that it is recorded and reported to the DSS/DSL.

» Don't make unnecessary physical contact with children. Student's consent should be given before any physical contact is made (except in the case of reasonable force).

5.7. Records & Monitoring

Well-kept records are essential to good safeguarding practice. St Brelade's College is clear about the need to record any concerns held about a child within our school, the status of such records and when these records, or parts thereof, should be shared with other agencies. The DSL will make the decision as to the point when concerns warrant a referral. All personal data is processed in accordance with GDPR Data Protection (Jersey) Law 2018. All records concerning allegations of abuse are securely stored and not kept longer than necessary, with access only to the DSS/DSL (and if necessary to an official outside agency). No personal sensitive information will be sent via email or printed in a common area.

5.8. Use of Reasonable Force

According to the UK Education and Inspections Act 2006 (section 93), the term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils; force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury. 'Reasonable in the circumstances' means using no more force than is needed and restraint should only be used as a last resort after other strategies have been used.

Physical restraint always carries a risk that the child or staff may be damaged, physically or emotionally. Inappropriate or excessive use of restraint can lead to an allegation of assault.

Physical Restraint

- DO:** » Have another person present.
- » Defuse the situation by listening and speaking calmly to the people involved.
 - » Use physical restraint as a last resort.
 - » Use minimum amount of reasonable force.
 - » Continually offer the child opportunity to regain self-control.
 - » Be aware of gender & cultural issues.
 - » Ensure a written report is compiled following any use of restraint.
 - » Inform your Manager after the incident.

DON'T: » Use restraint in anger.

- » Adopt a threatening stance.
- » Be confrontational.
- » Restrain by tying or binding.
- » Hit or shake a child.
- » Pull hair.
- » Hold arms back.
- » Squeeze excessively.

5.9. Use of Photography and Video

Staff, group leaders & hosts will ensure that students' and parents' consent is given before taking photos or videoing. Only images of young people suitably dressed or fully clothed will be taken.

5.10. Use of Internet & Social Media Policy

The internet is now a significant tool in the distribution of child pornography and bullying. In addition to the abuse of the child in the images, adults use the internet to establish contact with children with a view to grooming them for abusive relationships. Children may also be put at

risk by the online activities and actions of other children. St Brelade's College works to raise awareness about the safe use of the internet (staff inductions, homestay visits and lesson material). St Brelade's College Social Media Policy is applicable to staff, group leaders, host/residence providers who are not permitted to socialise with or accept friend requests from students/send friend requests to students under the age of 18 years on social networking sites.

5.11. Health and Safety

St Brelade's College has a responsibility to ensure the health & safety of staff & students and is obliged by law to ensure that all aspects of health & safety at work and during activities have been comprehensively evaluated and that adequate precautions have been taken to avoid any possible risks. We are also obliged to provide relevant information, instruction and supervision to all staff when necessary. A copy of our health & safety policy is detailed on the staff portal, as well as in the main college staff room and office. In addition, all staff should read the "Risk Assessment Guide" which outlines potential hazards they may encounter on activities and how to ensure their own health & safety, as well as their students' while working at the school. Health & safety should always be a consideration, especially when on activities with children. Staff should be vigilant and act sensibly and responsibly in the case of an accident. If they encounter any incidents while at the school or on an activity or feel they need extra training or information in order to carry out their tasks, they should contact the principal.

Responsibilities

Overall and final responsibility for health

& safety is that of Sid Brown.

All employees have to:

- » Cooperate with supervisors and managers on health & safety matters.
- » Not interfere with anything provided to safeguard their safety.
- » Take reasonable care of their own health and safety.

Report all health & safety concerns to an appropriate person (as detailed in this policy statement).

Health & Safety Risks Arising from our Work Activities

Risk assessments will be undertaken by Sid Brown and the findings of these reported and action taken to remove/control risks. Risk assessments will be reviewed periodically or when the work activity changes.

Accidents & First Aid Provision

Accidents involving staff or students in their supervision, should be reported to a relevant first aid provider:

Main school & Highlands College first aid providers:

Vanessa Williams (also orders supplies),
Rudy Ghidoni

Young learner centre first aid provider:

TBC

Main school first aid providers:

Caroline Appleyard, Julia Brown, Sid Brown, Rachel Harvey, Peter Michel

First aid box locations: School offices

Accident forms: Accident forms must be completed for any accident that occurs or first aid/medicines administered (all first aid boxes have an accident form book). Completed forms should be stored confidentially.

5.12. Fire Drills and Safety Guidance

In the event of a fire alarm:

At school: Teachers should lead the class to the nearest fire exit and gather at the nominated assembly point with the students. They should ensure that students do not run. They should bring a copy of the class register and not allow students to delay unnecessarily by gathering clothes or possessions. If teachers are not aware of the fire procedures for the school they should seek advice from the centre manager immediately.

In homestay/residence: A fire drill should be carried out as soon after the student(s) arrives as possible, including showing all exit routes and assembly points. Individual fire plans are discussed with hosts/residence managers during visits of the accommodation and fire risk assessment notes are taken during the home visit by the school accommodation officer. The principal and school maintenance manager are responsible for carrying out fire risk assessments of school residences.

5.13. Training

St Brelade's College will ensure that the DSS/DSL attend training relevant to their role at appropriate intervals. Core teachers teaching young people will attend local safeguarding board training courses and in-house refresher training, as well as complete a basic online safeguarding course. Seasonal teachers and teachers of adult students will attend in-house safeguarding training and complete a basic online safeguarding course <https://accreditation-uk.english.british-council.org> Teaching staff are also required to complete online PREVENT training. Hosts & residence staff will complete a

basic online safeguarding course and receive in-house awareness training on home visits.

5.14 Meetings

Teachers are invited to report any safeguarding concerns in weekly staff meetings and the safeguarding staff are appropriately notified of any concerns. Group leaders, hosts and residence providers are encouraged to discuss any safeguarding concerns they may have to DSS/DSL immediately.

6. PREVENT

St Brelade's College understands its responsibilities under the Counter Terrorism & Securities Act 2015 to prevent people of all ages being radicalised or drawn into terrorism and seeks to meet its obligations following its policies and procedures. PREVENT training is considered part of safeguarding and so concerns about radicalisation would also be reported.

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.

Extremism may refer to elements such as racism, homophobia, right-wing ideology and religious extremism. Our aim is to provide vulnerable students of any age, faith, ethnicity or background with support to prevent them being exploited by pro-terrorism organisations and engaging in terrorist activity themselves.

Terrorist material could include:

- » Articles, images, speeches or videos that promote terrorism.
- » Content encouraging people to commit acts of terrorism.
- » Websites made by terrorist organisations.
- » Videos of terrorist attacks.
- » Messages intended to stir up hatred against any religious or ethnic group.
- » Bomb-making instructions.

Additional useful contacts:

Antiterrorist hotline: 0800 789 321
Reporting terrorist material online:
https://eforms.homeoffice.gov.uk/outreach/terrorism_reporting.ofml

7. Matters Concerning Children & Young People

7.1. Bullying & Cyberbullying

Bullying in any form is wrong and will not be tolerated. Difference should be respected and diversity should be welcomed. Children and young people have the right to feel safe, secure and valued. It is everyone's responsibility to create a safe environment and deal with bullying. St Brelade's College promotes that bullying is not an acceptable part of 'growing up' and aims to encourage staff and hosts to report incidences of bullying which may affect themselves or others.

Recognising Bullying

Children who bully may: hit or punch another child, kick them or trip them up, take or spoil their things, call them names, tease them, give them nasty looks,

threaten them, make racist remarks about them, spread nasty rumours or stories about them or not let them join in conversations or play.

Cyberbullying is bullying which takes place using technology. Whether on social media, through a mobile phone or gaming sites, the effects can be devastating for the young person involved. Children and young people who bully others online do not need to be physically stronger and their methods can often be hidden and subtle.

The Effects of Bullying

Being bullied can seriously affect a child's physical and mental health. This can include feeling sad & lonely, lacking confidence & feeling bad about themselves, becoming depressed, complaining of various symptoms such as headaches or stomach aches, worrying and trying to avoid going to school.

Who and What Can Help

- » Staff, group leaders & homestay providers should be open to the possibility that a child might be being bullied.
- » **Listen** to the child – it can be very difficult to them to talk to anyone about it.
- » **Take the child seriously** – many children suffer in silence before they tell anyone.
- » **Do not blame a child** – being bullied is not their fault.
- » **Do not promise to keep bullying a secret** - something must be done about it. Reassure the child that you and the school will make sure things do not get worse because they have told you.
- » **If you suspect or witness cyberbullying or bullying at school or on activities**, report this immediately to your centre/activity manager who will remove the bully from the class/activity. Ask the child being

bullied if they feel comfortable to remain in the group at that moment and if not, (s)he can be collected. All evidence and action taken must be reported to DSS/DSL and an incident report form must be completed and signed by all staff involved. If you suspect or witness bullying **in residence or homestay**, temporarily separate the students and immediately telephone the school emergency numbers to report and seek advice.

» **All centre managers will report incidents of bullying to a DSS/DSL who will take appropriate action.** This may include talking with the child and working out ways of solving the problem, working out together an action plan, including practical ways of how to stop or deal with the bullies.

Preventing and Responding to Cyberbullying

- » Reassure the child that they have done the right thing by telling you. It's really important that the child doesn't retaliate in any way either online or offline.
- » Help them collect evidence of what has happened; text messages, web and email addresses and screenshots are useful.
- » Go through different steps they can take to stop the problem from happening again, such as changing privacy settings or blocking contacts on social networking sites. If the incident involves spreading malicious or offensive content do what you can to stop it spreading. If you know the bully ask them to remove the content or use disciplinary powers to confiscate the phones that have been used. Cyberbullies can be prosecuted if there is evidence to prove such activity.

7.2. Recognising the Vulnerability of Children Living Away from Home

St Brelade's College observes a number of essential safeguards in a setting where children are living away from home. These safeguards ensure:

- » Children are listened to and their views and concerns are responded to (all concerns should be reported to the DSS/DSL straight away).
- » Children have ready access to an adult outside of a classroom or homestay/residence environment (staff, group leaders, hosts, residence managers should remind students of who DSS/DSL are and how to contact them if necessary).
- » Staff, group leaders, hosts, residence managers recognise the importance of ascertaining the wishes and feelings of children and understand how individual children and young people communicate by verbal or non-verbal means.
- » There are clear procedures for referring safeguarding concerns about a child or young person to MASH (DSL are responsible for making referrals and this cannot be delegated down).
- » Complaints procedures are clear, effective, user-friendly and are readily accessible to children and young people, including those with disabilities and those for whom English is not their mother tongue.
- » Bullying is effectively countered.
- » Recruitment and selection procedures are rigorous and create a high threshold of entry to deter abusers.
- » Staff, group leaders, hosts, residence managers are alerted to the risks of harm to children and young people in the external environment from people

prepared to exploit the additional vulnerability of children living away from home.

8. Advice & Support for Children & Young People

If you are being bullied, abused or worried you may be abused:

Why You Should Tell Someone

There are three important reasons:

- 1) To stop the bullying or abuse.
- 2) To start to get over what happened.
- 3) To protect other children.

Who to Contact

- » School Student Services department (Mon-Fri 9:00-17:00) - Vanessa or Natalie
 - » School Principal - Frank
 - » School emergency line (evenings & weekends)
 - » Centre Managers (Mon-Fri 9:00-17:00) - Rachel, Rudy, Peter
 - » A teacher
 - » A host/residence manager
 - » A friend or relative
 - » A police officer
- Telling someone about bullying or abuse may be very hard and can feel scary. You may be worried about what will happen if you talk about it, or if anyone will believe you. Sometimes it can help if you write down what you want to say first. The person you talk to may want to report the abuse to another professional who can take steps to see that it stops.

Child Helplines

If you find it too difficult to talk to someone, you could try ringing a helpline.

They can give you very useful advice about any worries you might have. You don't have to say who you are if you don't want to, and can say as little or as much as you want.

ChildLine – Free, confidential support
Tel. 0800 1111 (Mon-Fri 9:30-21:30 & weekends 11:00-20:00)
www.childline.org.uk, www.nspcc.org.uk

Jersey Youth Enquiry Service – Free confidential advice and information for 14 – 25 years. Tel. +44 (0)1534 280530, text +44 (0)7797 778424, yes@youthservice.yc.je
www.yes.je

9. Travelling To and From Jersey

Children arrive in Jersey by aeroplane or ferry and mostly travel without their parents.

- » All children 4 weeks in advance of arrival will receive their homestay/residence details and St Brelade's College emergency contact numbers.
- » Children under the age of 16 years are required by Condor Ferries Policy to travel with an adult aged 18 years or above. St Brelade's College provides a chaperone service of one chaperone per 15 children. A Chaperone Manager (Enhanced DBS checked) is employed to manage our team of chaperones en route and will take overall responsibility, making any decisions regarding the welfare of the children in the group. Chaperones are required to wait with children at their destination until picked up by a parent, guardian or school representative. Children aged 15 years or above may be

allowed to leave the group on arrival without being met by a parent or guardian if specially arranged in advance with St Brelade's College, on the parents' request. If any children are not met by their respective parent or guardian, the Chaperone Manager will take responsibility for the child and take the necessary steps thereafter.

- » All children will be met on arrival at the airport or harbour by a responsible adult (host or school representative) who will be holding a St Brelade's College Arrival Placard with their name on. All hosts/residence managers will receive arrival details one week in advance of arrival via email. If hosts are unable to collect their student on time, it is the responsibility of the host to make contingency plans in order to ensure the child is met on time (e.g. a trusted family friend/relative could be asked or in emergency, call St Brelade's College Emergency contact numbers).
- » Hosts/school representatives may be required by boat/airline companies to produce valid photo ID when collecting a child.
- » If a boat/flight is delayed, it is the responsibility of the host/school representative to wait with the child until departure. If the departure is cancelled, options include taking the child back to the original accommodation and notifying the school or if this isn't viable, contacting the school in order to arrange alternative accommodation.

10. Guidance for Hosts & Residence Staff

DO: » Knock on students' bedroom doors before entering if they are in the room, usually obtaining permission from the student before entering (unless in emergency).

» You, your children, the student(s) should wear appropriate clothing around the home and cover up appropriately after bathing/showering and leaving the bathroom.

» Respect the privacy of students and enable students to feel they have private space for themselves in the home, should they need it.

» Use appropriate language to students' age when talking in the home where students are present.

» Watch TV and movies appropriate to the age of students when students are present.

» Encourage and promote yourself as a responsible adult whereby a child feels comfortable to approach or discuss any issues they may be experiencing.

» Integrate the child appropriately into family life, taking care to remember that although you are responsible for the child's welfare while you are hosting them, they are not your own children. The school or child's parents should be involved should the need arise for any major decisions to be made regarding the child's welfare.

DON'T: » Invite your student into your own bedroom for any reason.

» Enter a bathroom or toilet when it is occupied by an under 18 (unless in emergency).

» Make physical contact with your student unless deemed appropriate for an appropriate reason. You may like being hugged but another person may not!

» Make any inappropriate references to alcohol, drugs, sex and other such issues.

» Dress inappropriately around the home; respect the fact that you have a child staying in your home.

» Take photographs of children unless you have permission from the child & parent. Do not take photographs of children who are inappropriately dressed. Do not share any photographs you may take of children on online networking sites or email.

» Do respect cultural differences when greeting children.

» Inappropriately discipline your student by excessive raised voices or physical contact/force. Disciplinary action should always be reported to the school and we advise you to seek advice from the school should you be planning to discipline a student of a serious nature.

“Easy to read” Safeguarding Policy Overview

What is safeguarding?

Safeguarding is a term that is broader than ‘child protection’ and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone’s responsibility.

How can I recognise if a child is being abused physically, sexually, psychologically or being neglected?

- Other students /victim expressing concerns / telling you of abuse
- Noticing unexplained injuries
- Sudden change in behaviour – reverting to younger behaviour or starting to steal / lie
- Preoccupation with sexual matters
- Looking unhappy, ill cared for / aggressive / withdrawn
- Distrusting you and other students.

What should I do if my student tells me s(he) is being bullied by another student?

- Listen
- Take it seriously
- Do not blame
- Don’t offer confidentiality
- Report to DSO or Managers

What should I do if I suspect my student is being bullied by another student?

- **Lessons or on activities:** change the seating arrangements change sports teams activity groups until you are sure that there is no evidence of bullying; Away from other students, ask the student if everything is OK and explain that you are there to listen if they wish to talk to you. Report all concerns to DSO or Managers, whether you have evidence or not.
- **Student residence or homestay:** ask your student if everything is OK and explain that you are there to listen if they wish to talk to you. Report all concerns to school student services department.

What should I do if I witness a student bullying another student?

- Check the victim of bullying is OK and safe (e.g. doesn’t need medical attention or has gone into shock).
- During lessons or on activities, remove the bully from the classroom / group by calling your campus/activity manager or by contacting the school office to collect the bully. Ask if the victim of bullying is well enough to remain in the class / on activity. If not, contact your manager who will arrange for the student to be collected. Report all evidence & action taken to DSO & Managers
- In the student residence or homestay, temporarily separate the students concerned. Report the incident to the school immediately by calling the school emergency numbers.

Who should I go to if I have a safeguarding concern?

- St Brelade’s College Safeguarding Leads: Vanessa Williams, Sid Brown, Natalie Roberts
- St Brelade’s College Safeguarding staff: Rachel Harvey, Rudy Ghidoni, Peter Michel, Daniel Hall
- MASH - DSL will refer to MASH if appropriate
- Jersey police - if in immediate danger

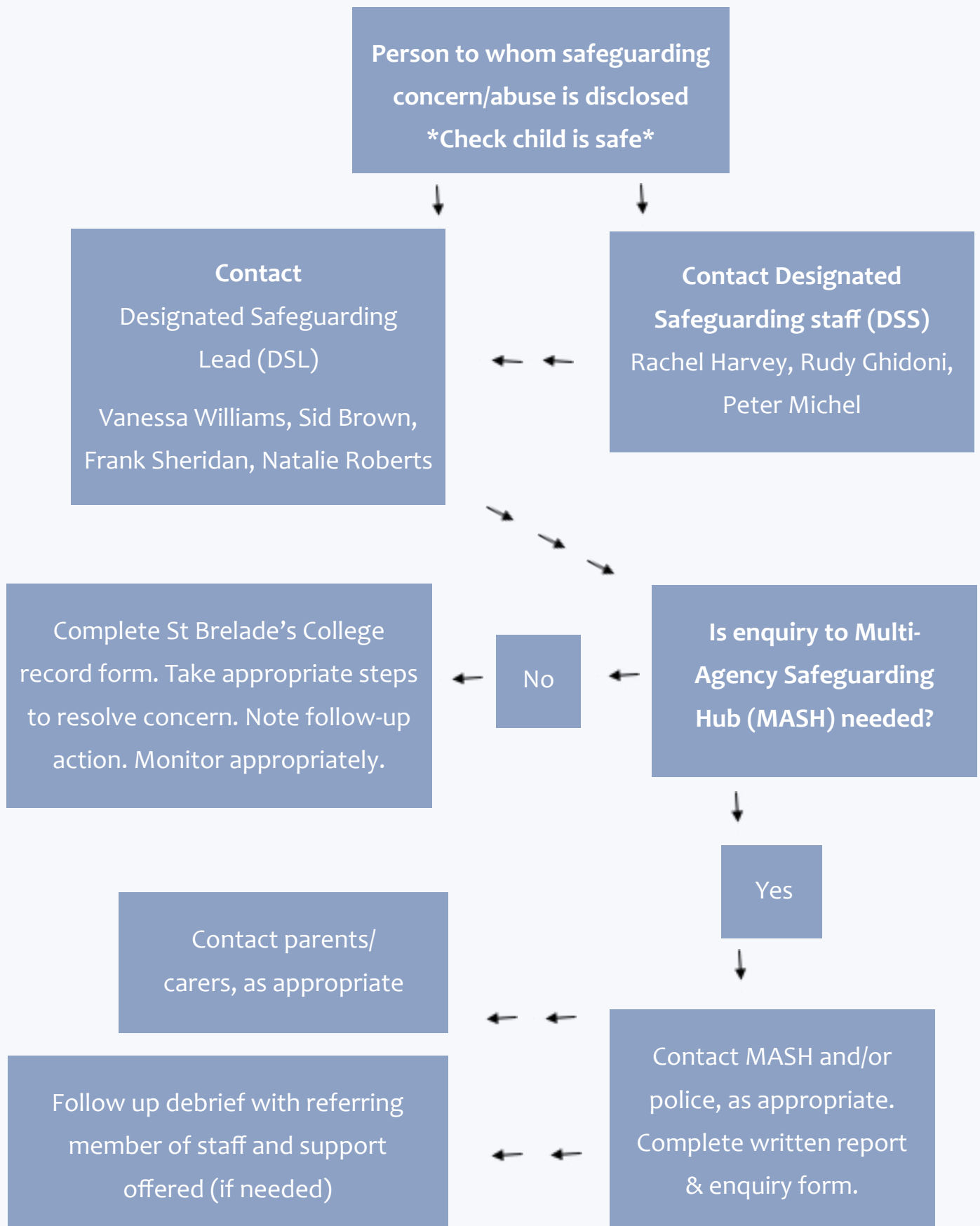
What should I do if I suspect abuse?

Your concern → St Brelade’s College → MASH
safeguarding staff (DSS & DSL)

What do I do if I have a student who is out of control?

- Try to diffuse the situation by listening and speaking calmly to the student. Continually offer the child the opportunity to regain self control, taking into consideration cultural and gender issues.
- Restraint should only be used to prevent violence or injury as a last resort and should not be used in anger, with a minimum amount of reasonable force in order to alleviate the risk of danger to you, others or the student.

Reporting and Recording Abuse



Definitions of Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons. The main forms of abuse are:

Physical

When someone deliberately hurts or injures you. It can include hitting, kicking, hair pulling, beating with objects, throwing, shaking or inappropriate physical restraint. Physical abusers typically lack self-restraint and are usually reactive rather than pre-meditated. Staff and host's attitude to dealing with difficult children will be checked during the application process.

Sexual

When a child or young person is pressurised, forced, tricked or coerced into taking part in any kind of sexual activity with an adult. Sexual abusers apply for positions to work with children with a pre-meditated desire to abuse children and others develop it while in the job. Staff and hosts should be able to understand appropriate boundaries for a professional relationship with children and respect boundaries of physical contact with children.

Psychological or Emotional

When a child is threatened with harm or abandonment, deprived of social or any other form of contact, humiliated, blamed, controlled, intimidated, coerced, or harassed, verbally abused, prevented from receiving services or support.

Neglect or Acts of Omission

When a child's medical or physical care needs are ignored, access to health, social care, or educational services are prevented, the necessities of life, such as food, drink, or heating are withheld.

Discriminatory

Such as that based upon a person's race, sexuality, or disability; any other forms of harassment or slurs.

Recognising Possible Signs or Indicators of Abuse

Signs of abuse may include the following, although these could have other causes:

- » A fellow student may express concerns.
- » The child may describe something that has happened to them.
- » Unexplained injuries, change in dress to hide injuries, suddenly avoiding sports.
- » Reverting to younger behaviour, nervousness, sudden underachievement, attention seeking, stealing, lying.
- » Preoccupation with sexual matters, being sexually provocative with adults.
- » Looking unhappy and ill cared for, being withdrawn or aggressive, having lingering injuries or health problems.
- » Distrust of adults and other students, difficulty in making friends and socialising, personality and behaviour changes.

Appendix 4

Helplines

Samaritans: Confidential emotional support for anyone who is in crisis. Tel. 08457 90 90 90, jo@samaritans.org
www.samaritans.org.uk

Dewberry House, Jersey Sexual Assault Referral Centre: Help and care for people who have been victims of sexual assault. Tel. +44 (0)1534 482800,
www.dewberryhouse.je
dewberryhouse@gov.je

MIND Jersey: Information, support and practical help to those with mental health problems. Tel. 0800 735 9404,
www.mindjersey.org

after dark as tides can change very quickly.

» **Students MUST NOT drink alcohol**, or buy it for themselves or anyone else. **They MUST NOT buy or take drugs.**

» **Students should refuse a drink** from anyone they don't know – it may contain illegal substances. If anyone they do not know offers them a drink they should inform someone from the school immediately.

» **If students see another student who is drunk or has had an accident and needs help, they should call the St Brelade's College emergency number** and in serious circumstances call an ambulance or the police on 112 or 999. **They should not leave them alone.**

» **Drugs are illegal.** Anybody found with illegal or so called "legal" drugs will be immediately sent home and the police will be informed. Students must not accept any illegal or so called legal drugs from anyone. If anyone offers them drugs they should inform someone from the school immediately.

Appendix 5

Children & Young People - School Rules for Going Out in Jersey

Evening Curfew Times

13 years	21:30 (only if attending school activities)
14 – 15 years	22:30
16 – 18 years	23:00

» **Students must follow the homestay rules.**

» **Students must return home on time** in the evenings. **They should always phone their host if they are going to be late home.**

» **Students should avoid going to the beach**

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