



**Leeds English
Language School**
Effective Learning

Safeguarding policy

What this policy covers

Although the School does not accept under 18s at the school, it is fully committed to safeguarding the well-being of its students. This policy outlines the obligations of employees to succeed in that aim.

Your entitlements and responsibilities

All staff and students should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the School. We believe that studying at the School should be a positive and enjoyable part of students' lives and to achieve this we have the following aims:

- All staff and volunteers have basic training in Safeguarding Children and Vulnerable Adults and this forms part of the induction process
- All staff and volunteers have basic training in Prevent (WRAP) with the purpose of preventing extremism and radicalisation
- All staff, sub-contractors and visitors will understand how to report concerns and who to report these to
- All staff and volunteers working with young people should read and adhere to the Leeds English Language School Bullying and Harassment policy (see the Bullying and Harassment policy)
- The School has a named Prevent officer and a named Welfare & Safeguarding officer. All students are assigned to a member of staff who will act as their support during their time in School
- The School will ensure that all staff have a DBS disclosure check
- The School will promote British values

- The Prevent officer and the Welfare & Safeguarding officer's role is to deal with any issues concerning safeguarding
- Anyone with concerns with respect to potential Abuse or Harassment should contact one of the nominated officers
- The School will review this policy annually

DBS reporting

Leeds English Language School recognises its duty to refer to the Disclosure and Barring Service (DBA) any information about any individuals who may pose a risk to children and vulnerable adults, ensuring potential threats to vulnerable groups can be identified and dealt with.

For guidance on how to refer:

<https://www.gov.uk/government/collections/dbs-referrals-guidance--2>

To refer individuals, use this form:

<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

Any decision to refer would normally follow a disciplinary process and will include the School's Directors.

Where an individual has been referred to the DBS due to harming; causing harm; putting at risk of harm; attempting to harm; or inciting another to harm a child or vulnerable adult, the DBS will consider all relevant information in deciding if it is appropriate to add that person to one or both of the barred lists.

In the event of an employee being placed on one or other of the barred lists, the School will consider all the circumstances and whether the employee's ongoing employment is viable. If not, the School reserves the right to terminate the employee's employment.