



## **Safeguarding policy for young people and adults at risk**

### **What this policy covers**

The school is fully committed to safeguarding the well-being of its students and staff. This policy outlines the obligations of employees to succeed in that aim.

### **The purpose of the policy is:**

To protect all students, staff and visitors at risk of harm and to provide a framework that ensures all concerns are dealt with in a sensitive and appropriate manner.

**Safeguarding Lead: Carol Hey, Student Services Manager**

**Safeguarding Deputy: Ruth James**

**Prevent Lead, Carol Hey and Ruth James**

### **Who is an adult at risk of harm?**

This is defined as a person who has care and support needs and is, or is at risk of, being abused, exploited or neglected and unable to protect themselves against the abuse, exploitation or neglect or risk of it because of those needs. Leeds English Language school believes that everyone has the right to enjoy their studies and activities in a happy, secure and safe environment, free from harm from abuse, exploitation and neglect.

### **The Principles of Adult safeguarding**

These principles derive from the care Act 2014 and apply within England. The following principles should underpin safeguarding of adults

- Empowerment: People being supported and encouraged to make their own decisions and informed consent.
- Prevention: It is better to take action before harm occurs.
- Proportionality: The least intrusive response appropriate to the risk presented.
- Protection: Support and representation for those in greatest need.
- Partnership: Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

- **Accountability:** Accountability and transparency in delivering safeguarding.

Adult safeguarding situations are complex and the principles of personal autonomy and choice must always be respected. Capacity is a guiding principle and it must not be assumed that an adult lacks capacity. It will be rare that English Language providers will have to make decisions on behalf of a student and extremely rare that a student be deprived of their liberties. Students are not under constant supervision, are free to leave and it is rare in this context for an adult not to have capacity.

The abuse of adults at risk of harm is a reality that everybody should be aware of and can take different and sometimes multiple forms: physical abuse; domestic violence; sexual abuse; psychological abuse; neglect and acts of omission; self-neglect; financial or material abuse; modern slavery; discriminatory abuse; organisational abuse

### **Categories of abuse**

**Physical abuse:** this covers a wide range of physical violence including assault, hitting, slapping, pushing, female genital mutilation, misuse of medication, restraint or inappropriate physical sanctions.

**Sexual abuse:** including rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse:** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Modern Slavery:** being brought into a situation of exploitation through the use of violence, deception or coercion and forced to work against their will. People can be trafficked for many different forms of exploitation such as forced prostitution, forced labour, forced begging, and forced criminality, domestic servitude, forced marriage, forced organ removal.

**Financial or material abuse:** including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Neglect and acts of omission:** including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-Neglect:** this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Updated on 31st March 2022

It is important to consider capacity when self-neglect is suspected. Also consider how it may impact other family members and whether this gives rise to a safeguarding concern.

**Domestic Violence:** any incident of threatening behaviours, violence or abuse between adults who are or have been in a relationship together, or between family members, regardless of gender or sexuality.

**Discriminatory abuse:** including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment.

**Organisational abuse:** including neglect and poor care practice within an institution or specific care setting like a hospital or care home, e.g. this may range from isolated incidents to continuing ill-treatment.

This policy is supported by the following policies and processes, in order to enable our staff to implement this policy.

### **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 of our staff have basic training in Safeguarding adults in ELT
- Welfare staff and the Student services Manager have Advanced safeguarding training
- All staff have basic online training in Prevent (WRAP) with the purpose of preventing extremism and radicalisation
- All staff will understand how to report concerns and who to report these to
- All staff working with adults at risk of harm should read and adhere to the Leeds English Language School Bullying and Harassment policy and the Abusive behaviour policy
- The School has a named Prevent officer and a named Welfare & Safeguarding officer.
- The School will ensure that all full-time, salaried staff have a DBS disclosure check which will be renewed every 2 years
- The School will promote British values- by offering trips and activities in school and outside to coincide with cultural events such as Halloween, bonfire night etc. **Extra free classes are also offered covering these topics and events.**
- 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

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- The School will review this policy annually

### **Sharing information with other agencies**

Capacity is an important principle in safeguarding adults and any referrals to the police or other organisations should be made with the consent of the adult unless the individual is at immediate risk. Careful consideration should be given before passing information on to a relative as this could increase the risk to the adult.

### **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 ensure potential threats 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 another person, 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.

## **Safeguarding for under 18**

This policy is an addition to the Safeguarding Adults Policy and the above guidelines should be used in addition to the guidance below

Leeds English Language School welcomes students aged 17+ throughout the year.

Although the majority of our students are 18+ we can offer courses to 17-year-olds, who will be monitored and supported by our welfare staff during their studies

- All 17-year-olds will be required to stay in a homestay unless they are living with family members and have completed relevant consent forms.

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- All 17-year-olds must adhere to the LELS under 18 Homestay Rules.
- All 17-year-olds must pay particular attention to what time they must return home in the evening and at weekends.
- They will study in classes with students who are aged 18+
- They will need to travel unsupervised to and from school
- They will not be supervised on breaks during school hours but a welfare officer will be available to speak to them throughout the school day
- Students can attend some social activities (dependent on age requirements and appropriateness), and although they will be supervised during the activity or trip they will not be supervised on their travel to and from home
- Students will be obliged to attend weekly welfare meetings
- Students will have a 24-hour telephone number for any emergencies
- Students will be issued with the general school handbook and an additional handbook relevant to their age

### **Parent/Guardian consent**

Before the student arrives, both the parents/guardians and the student must sign a LELS under 18 parental consent form outlining the rules and expectations we have in order to monitor and look after their safety and welfare. Parents are advised to read the LELS Under 18 Handbook for Parents.

Guardianship can be organised at an extra cost if required. This means that someone from a guardianship company will act as their guardian during their time at the school and in accommodation.

### **Adult responsibility and designated personnel**

All staff, homestay providers, outside agencies and visitors to school have a responsibility to protect our students and keep them safe, whatever their age, race, gender or background.

As we are a small independent school with the majority of staff in long term roles, we get to know our students very well and understand the importance of making sure our students feel safe and secure and comfortable in their environment. All staff understand their role and responsibilities, and how to deal with any concerns they may have.

The Safeguarding officers are required to undergo safeguarding training and understand behavioural requirements when interacting with under 18s, how to recognise abuse. Senior safeguarding staff understand child protection response procedures.

### **Academic content**

The academic team will regularly check and monitor course materials and discuss with teaching staff, the appropriateness to use with under 18s.

Updated on 31st March 2022

## **Homestay**

Students staying in homestay must follow the guidelines set out in the LELS under 18 Homestay Rules.

## **Parental consent**

Parents are able to read the safeguarding policy and the LELS under 18 handbook for parents before deciding whether to choose the school. Parents also must sign the LELS parental consent form which outlines various rules and expectations of both students and parents while the students are studying at the school.

## **Coming and going from school**

We cannot supervise the journey to and from school so it is important that the school is contacted if the student is going to be late. If they have not arrived at school by 9.00 am we will contact them, or the homestay family. When students leave school it is important that they let the homestay family know if they are not going straight home.

## **Outside activities/Law**

Students can attend school activities that are appropriate for their age. They will be expected to stay with the group leader and have permission from their parents or guardians to do so.

## **Risk assessments**

Risk assessments will be carried out every term and staff will have weekly updates and briefings about vulnerable students and under-18s.

## **IT/Social media**

Students will be made aware of the risks of scams and phishing and safety around using social media. There will be information and advice in the school handbook.

## **Safety and the law**

Students will be given information about the law and what is illegal. They will also be given information about how to stay safe when away from school and what to do if they feel worried or unsafe.

## **Guidance on handling a disclosure from the British council**

[Guidance on handling a disclosure](#)

## **Reporting a child protection concern**

[Leeds.gov.uk](http://Leeds.gov.uk)

[NSPCC](#)

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## **Recruitment**

Leeds English Language School is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective, meets safeguarding principles and promotes equal opportunity.

We have a clear and relevant safeguarding system within the safer recruitment policy which involves DBS checks, references, conduct while at school, Job Descriptions and referrals. All staff have basic safeguarding training and Prevent training

Other policies

**[Personal bullying and harassment](#)**