



Safeguarding and Child Protection Policy

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JoStudy

Safeguarding and Child Protection Policy

Contents

Child protection and safeguarding policy	
Policy statement and principles	
Child protection statement	3
Policy principles	3-4
Policy Aims	4
Safeguarding Legislation and guidance	4
Roles and responsibilities	
The Designated Safeguarding Lead	5
The Deputy Designated Safeguarding Lead	5
Good practice guidelines and staff code of conduct	5-6
Abuse of position of trust	6
Attendance	6
Staff training	7
Safer recruitment	7
Site Safety	7
Record keeping	8
Off-site arrangements	8
Photography and images	8
Online safety	9
Student code of conduct	9
Child protection Procedures	10 - 12
<ul style="list-style-type: none">• Abuse• Bullying,• Radicalisation and extremism	

1. Policy statement and principles

JoStudy is committed to protecting all children from harm and promoting their welfare and expect all staff to share this commitment. This policy is one of a series in the Academy's integrated safeguarding portfolio which include:

- Staff behaviour policy (code of conduct),
- Student behaviour policy
- Safer recruitment policy
- Complaints policy
- Online safety

We expect that everyone working within the Academy will create an environment in which all children and adults have an equal right to protection regardless of gender, religion, ethnicity, sexual identity or culture. We require all adults to maintain an open mind and an attitude of 'It could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child.

This policy is available on the Academy website and all staff are required to read it and confirm they have done so in writing before commencing work in the Academy.

Child protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection, and justice.

The procedures contained in this policy apply to all staff and are consistent with statutory guidance.

Policy principles:

- Safeguarding is everyone's responsibility. All practitioners regardless of their role are professionally accountable for their actions and decision making in relation to keeping children safe.
- The Academy's responsibility to safeguard and promote the welfare of children is of paramount importance.
- All children, regardless of age, gender, ability, culture, race, language, religion, or sexual identity, have equal rights to protection.
- Children who are safe and feel safe are better equipped to learn.
- This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All adults at the Academy are required to take all welfare concerns seriously and to encourage children and young people to talk to them about anything that worries them. Staff will always act in the best interests of children.
- Due to their day-to-day contact with students, staff in the Academy are uniquely placed to observe changes in children's behaviour and the outward signs of abuse, neglect, exploitation, and radicalisation. Children may also turn to a trusted adult in the Academy when they are in distress or at risk. It is vital that all Academy staff are alert to the signs of abuse, are approachable and trusted by students, listen actively to children, and understand the procedures for reporting their concerns. The Academy will act on identified concerns and will provide early help to prevent concerns from escalating.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm at home, in the community or in the Academy.

- All staff members will maintain an attitude of ‘It could happen here’ where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child.
- If, at any point, there is a risk of immediate serious harm to a child a referral will be made to Children’s Social Care and/or the Police immediately. **Anybody can make a referral.** If the child’s situation does not appear to be improving, any staff member with concerns should press the Designated Safeguarding Lead (DSL) for reconsideration.
- If a member of staff remains concerned about a child, they can discuss their concerns with the Director, another DSL or Academic Manager.
- This policy will reference online abuse and abuse that will take place in person, please be aware that they are not mutually exclusive, and children can experience these types of abuse simultaneously.
- This policy will refer to harassment. Harassment is determined legally as behaviour from one person towards at least one other which is intended to cause alarm or distress. Sexual harassment is meant, in the context of this policy, as unwanted conduct of a sexual nature, whether occurring online or offline
- This policy will be reviewed at least annually unless an incident, new legislation or guidance suggests the need for an interim review.

Policy aims:

- To provide all staff with the necessary information to enable them to meet their safeguarding and child protection responsibilities;
- To ensure consistent good practice;
- To demonstrate the Academy’s commitment with regard to safeguarding and child protection to students, parents, and other partners;
- To contribute to the Academy’s safeguarding portfolio.

Terminology

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment; preventing the impairment of children’s mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Child protection refers to the processes undertaken to protect children who have been identified as suffering or at risk of suffering significant harm.

Staff refers to all those working for or on behalf of the Academy, full-time or part-time, temporary or permanent, in either a paid or voluntary capacity.

Child includes everyone under the age of 18.

2. Safeguarding legislation and guidance

- The statutory guidance Working Together to Safeguard Children (DfE 2018) covers the legislative requirements and expectations of individual services (including schools/academies and colleges) to safeguard and promote the welfare of children
- The statutory guidance Keeping Children Safe in Education (DfE 2021) is issued under Section 175 of the Education Act 2002,
- ‘All staff must read Part One of **Keeping Children Safe in Education 2021**. Staff can find a copy with the Academy Director. In addition, all staff who work directly with children must read Part Five and Annex A

3. Roles and responsibilities

Key personnel

The **Designated Safeguarding Lead (DSL): TO UPDATE**

Contact details: email: school@jostudy.com

Tel: 07832344370

The **Deputy Designated Safeguarding Lead: TO UPDATE**

Contact details: email: sales@jostudy.com

Tel: 07359162239

The Designated Safeguarding Lead (DSL):

- is a senior member of staff and has the status and authority to carry out the duties of the post, including committing resources and supporting and directing other staff
- takes lead responsibility for safeguarding and child protection (including online safety)
- is appropriately trained (including Prevent training), receives refresher training at two-yearly intervals and regularly (at least annually) updates their knowledge and skills to keep up with any developments relevant to their role
- acts as a source of advice, support, and expertise
- encourages a culture of listening to children and taking account of their wishes and feelings
- ensures that all staff sign to indicate that they have read and understand the child protection and safeguarding policy; the staff behaviour policy (code of conduct); the behaviour policy
- ensures that the child protection and safeguarding policy and procedures are reviewed and updated at least annually
- keeps a record of staff attendance at child protection training

The Deputy Designated Safeguarding Lead

is appropriately trained to the same standard as the DSL and supports the DSL with safeguarding matters as appropriate. In the absence of the DSL, carries out those functions necessary to ensure the ongoing safety and protection of pupils.

4. Good practice guidelines and staff code of conduct

To meet and maintain our responsibilities towards students, we identify standards of good practice and set out our expectations of staff in the staff behaviour policy, which all members of staff and volunteers are required to read and sign before starting work in the Academy. In summary, our expectations of staff include:

- treating all pupils with respect
- setting a good example by conducting ourselves appropriately
- involving pupils in decisions that affect them
- encouraging positive, respectful, and safe behaviour among pupils
- being a good listener
- being alert to changes in pupils' behaviour and to signs of abuse and neglect and exploitation
- recognising that challenging behaviour and mental health difficulties may be an indicator of abuse

- reading and understanding the Academy’s child protection policy, staff behaviour policy (code of conduct) and guidance documents on wider safeguarding issues, for example bullying, behaviour, physical contact, criminal and sexual exploitation, extremism, online safety, and information-sharing
- asking the pupil’s permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid
- maintaining appropriate standards of conversation and interaction with and between pupils and avoiding the use of sexualised or derogatory language
- not participating in, tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”.
- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up; and
- challenging behaviours (potentially criminal in nature) which constitute sexual harassment, such as grabbing bottoms, breasts, and genitalia, flicking bras, and lifting skirts
- being aware that the personal and family circumstances and lifestyles of some pupils lead to an increased risk of abuse
- applying the use of reasonable force and physical intervention only as a last resort and in compliance with Academy procedures and WS guidance
- referring all concerns about a pupil’s safety and welfare to the DSL or, if necessary, directly to the Police or Children’s Social Care
- following the Academy’s rules regarding communication and relationships with pupils, including via social media
- referring all allegations against members of staff, volunteers or other adults that work with children and any concerns about breaches of the Staff Behaviour policy directly to the Director

5. Abuse of position of trust

All Academy staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the Academy staff and a pupil under 18 may be a criminal offence, even if that pupil is over the age of consent.

6. Attendance

We recognise that full attendance at school is important to the well-being of all our pupils and enables them to access the opportunities made available to them at school. Attendance is monitored closely, and we address poor or irregular attendance without delay.

7. Staff training

Training, knowledge and skill

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role.

This training should be updated at least every two years. The designated safeguarding lead should undertake Prevent awareness training. Training should provide designated safeguarding leads with a good understanding of their own role, and the processes, procedures and responsibilities so they are able to provide advice and support to staff.

It is important that all staff have training to enable them to recognise the possible signs of abuse, neglect, exploitation and radicalisation and to know what to do if they have a concern. New staff, who will have direct contact with children, will receive an explanation during their induction which will include:

- the Academy's child protection and safeguarding policy
- the staff behaviour policy (code of conduct)
- the identity and role of the DSL and all Deputy DSLs

8. Safer recruitment

JoStudy endeavours to ensure that we do our utmost to employ only 'suitable' staff to work with children by complying with the requirements of *Keeping Children Safe in Education*. To this end, we have a separate a more detailed policy for Safer Recruitment.

Safer recruitment means that all applicants will:

- complete an application form which includes their employment history and explains any gaps in that history;
- provide two referees, including at least one who can comment on the applicant's suitability to work with children where possible;
- provide evidence of identity and qualifications;
- if offered employment, be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role. This will include an enhanced DBS check and a barred list check for those engaged in Regulated Activity
- if offered employment, provide evidence of their right to work in the UK

9. Site security

Visitors to all Academy teaching sites, including contractors, are asked to sign in and are given an identity badge, which confirms they have permission to be on site. All visitors are expected to observe the Academy's and teaching sites' safeguarding and health and safety regulations to ensure children in Academy are kept safe. The Director will exercise professional judgement in determining whether any visitor should be escorted or supervised while on site.

10. Record keeping

The Academy will maintain safeguarding and child protection records

The Academy will:

- keep clear detailed written records of concerns about children (noting the date, event and action taken)
- keep records in a meticulous chronological order, either on paper or electronically;
- ensure all records are kept secure and in locked locations;

11. Off-site arrangements

All offsite activities are subject to a risk assessment to satisfy health and safety and safeguarding requirements. When students attend off-site activities, we will check that effective child protection and whistleblowing arrangements are in place.

Where activities are provided by and managed by the Academy, the Academy's child protection policy and procedures apply. If other organisations provide services or activities on the Academy site, the Academy will check that those organisations have appropriate procedures in place, including safer recruitment procedures.

12. Photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

To protect students, we will:

- seek their consent for photographs or video images to be taken;
- seek parental consent;
- ensure pupils are appropriately dressed; and
- encourage pupils to tell us if they are worried about any photographs/images that are taken of them.

Furthermore, when using images for publicity purposes (e.g. on our website or in publications), we will:

- avoid naming children when possible;
- if it is necessary to name children, use first names rather than surnames;
- if children are named, avoid using their image;
- establish whether the image will be retained for further use, where and for how long;
- ensure that images are stored securely and used only by those authorised to do so.

13. Online Safety

Children and young people commonly use electronic equipment including mobile phones, tablets and computers on a daily basis to access the internet and share content and images via social networking sites such as Facebook, Twitter, MSN, Tumblr, Snapchat and Instagram.

Those technologies and the internet are a source of fun, entertainment, communication and education. Unfortunately, however, some adults and young people will use those technologies to harm children and the use of technology has become a significant component of many safeguarding issues. Technology often provides the platform that facilitates harm through child criminal and sexual exploitation; county lines activity; radicalisation; sexual predation and cyber bullying.

The breadth of issues within online safety is considerable, but can be categorised into four areas of risk:

- **content:** *being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.*
- **contact:** *being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.*
- **conduct:** *personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and*
- **commerce** - *risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).*

KCSIE 2021

The Academy's online safety policy explains how we try to keep pupils safe and protect and educate pupils in the safe use of technology.

14. Student code of conduct

We want everyone on our courses, both students and staff to have a productive and enjoyable time. However, JoStudy Academy is a learning community committed to providing high quality education. In order to achieve this, all students and staff have the right to work in a safe, calm, orderly and positive environment, conducive to effective learning for all. We have a few rules to ensure everyone has a great time, and it is important to follow them. If there are any rules you don't understand, please ask any member of staff.

15. Child protection procedures

Recognising abuse

To ensure that our pupils are protected from harm, we need to understand what types of behaviour constitute abuse and neglect. Abuse and neglect are forms of maltreatment of children. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child home alone.

Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by adult men or women or by other children or young people. Staff are trained to understand and recognise indicators of all four categories of abuse as defined below.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect

Physical abuse - a form of abuse which may involve hitting, shaking, throwing, poisoning, etc

Emotional abuse -the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development.

Sexual abuse Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

Neglect The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

It is the responsibility of staff to report their concerns. It is not their responsibility to investigate or decide whether a child has been abused.

Taking action

Any child in any family in any Academy could become a victim of abuse. Staff should always maintain an attitude of "It could happen here".

Key points for staff to remember when taking action are:

- in an emergency take the action necessary to help the child, for example, call 999;
- report your concern to the DSL as quickly as possible – immediately when there is evidence of physical or sexual abuse and certainly by the end of the day;
- do not start your own investigation; share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family;
- complete a record of concern and seek support for yourself if you are distressed or need to debrief.

16. Bullying, peer-on-peer abuse and harmful sexual behaviour

This Academy believes that all children have a right to attend school and learn in a safe environment. Children should be free from harm, both from adults and other students in the Academy. Children may be harmed by other children or young people. All staff recognise that children can abuse their peers. All peer-on-peer abuse is unacceptable and will be taken seriously. It is most likely to include, but is not limited to, bullying, physical abuse, sexual harassment, prejudiced behaviour.

Bullying is a very serious issue that can cause children considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child's well-being and in very rare cases has been a feature in the suicide of some young people.

Abuse is abuse and will not be tolerated, minimised or dismissed as 'banter'; 'just having a laugh'; 'part of growing up'; 'boys being boys'; or 'girls being girls'.

Sexual violence and sexual harassment can occur between two children of any age and gender and between children of the opposite or the same gender from primary through to secondary stage and into colleges. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable. As set out in Part one of KCSiE 2021, all staff working with children are advised to maintain an attitude of 'it could happen here'.

17. Protecting Children from Radicalisation and Extremism

The school is subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the **Prevent duty**. Some children are vulnerable to extremist ideology and radicalisation. Protecting children from the risk of radicalisation is part of the Academy's wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse. As such, the Designated Safeguarding Lead is responsible for the Academy's strategy for protecting children from those risks.

The school is a multicultural and international community in which we help to foster an acceptance and tolerance of a range of views students may encounter in such an environment. We encourage our students to express their views and beliefs as long as these respect the core British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faiths and beliefs. At JoStudy English Academy we are aware that some students may have been exposed to extremist influences or prejudiced views before their arrival in the UK, or may be exposed to them after coming here. These influences may emanate from a variety of sources and media, including via the internet, and at times students may themselves reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language. Any prejudice, discrimination or extremist views, including derogatory language, displayed by students or staff will always be challenged and dealt with in line with the relevant policies on student behaviour and staff conduct. As part of wider safeguarding responsibilities, staff will be alert to and have a duty to report:

- Disclosures by students of their exposure to the extremist actions, views or materials of others outside of the school, such as in their homes or community groups.
- Graffiti symbols, writing or artwork promoting extremist messages or images.
- Students accessing extremist material online, including through social networking sites.
- Any reports of changes in behaviour, friendship or actions and requests for assistance.
- Students voicing opinions drawn from extremist ideologies or narratives.
- Use of extremist or "hate" terms to exclude others or incite violence.
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, sexuality, race, colour or culture.
- Attempts to impose extremist views or practices on others.
- Anti-Western or Anti-British views. In the first instance, reports of any of the above will be made

to the Designated Safe Guarding Lead. In extreme cases the police may need to be notified.

In order to help prevent such occurrences, the school is committed to:

- Raising staff and student awareness of radicalisation and extremism
- Working with local agencies and sharing information,
- Maintaining robust ICT measures to prevent access to extremist or otherwise inappropriate websites.