



**SUMMARY Safeguarding at Bloomsbury International: Policy and Procedure**

**Safeguarding Summary Contents**

General Statement..... 1

Supervision ratios..... 1

What is safeguarding?..... 1

Who can I speak to?..... 1

Bloomsbury’s Ways of Safeguarding ..... 2

Code of Conduct ..... 3

Safeguarding Procedure – Child Protection..... 3

    What is an allegation?..... 3

    Types of abuse: ..... 4

Associated Policies / Documents ..... 4

Bloomsbury’s PREVENT Policy ..... 4

How does Bloomsbury PREVENT? ..... 4

Procedure..... 5

**General Statement**

The majority of Bloomsbury International’s students are 16 years and above. At other times of the year, there are students under 16 years old.

The School is committed to creating a safe learning environment that promotes security and well-being for all students, staff and visitors, no matter their age, gender or race.

**Supervision ratios**

The following staff/group leaders to students ratios apply:  
1:6 (under 8s) / 1:10–15 (8–10s) / 1:15–20 (11+)

The School would exceed these ratios if the safety and welfare of the students required it. There should be enough supervisors to deal with an emergency.

**What is safeguarding?**

Bloomsbury has a legal duty of care toward young people who use our services. We have a policy and procedure in place to help protect our students from harm and for reference in case something goes wrong. All staff members, students, visitors and staff that work with under 18s are responsible for students’ safeguarding.

**Who can I speak to?**

DSL = Designated Safeguarding Lead / DSP = Designated Safeguarding Persons



If you would like to speak to someone or report a safeguarding issue, please contact one of the following staff members:

DSL: Louise Newman (*Building 6, ground floor, Main Office*) [louise@bloomsbury-international.com](mailto:louise@bloomsbury-international.com)

Welfare Officer: Amy Gates (*Building 6 – reception*) [Amy@bloomsbury-international.com](mailto:Amy@bloomsbury-international.com)

Welfare Officer: Adam Bartosik (*Building 6- Sales office*) [adam@bloomsbury-international.com](mailto:adam@bloomsbury-international.com)

DSP: *Martin Hayes- Jedrzejewski (Building 6, ground floor, Main Office)*

[martin@bloomsbury-international.com](mailto:martin@bloomsbury-international.com)

**Telephone Numbers:**

School Office: +44 (0) 207 242 2234 (Monday to Friday 08.00 – 18.30)

School 24 hour Emergency: +44 (0) 7762 425 376 (Out of hours)

Emergency Services: 999 (or 112)

NSPCC 0808 800 5000

Child-line 0800 1111

**Bloomsbury’s Ways of Safeguarding**

- CCTV, Student Cards and Registers

For Safety and Security, CCTV is throughout the school. Also, all students, staff and visitors are given lanyards/cards which have a certain coloured card relevant to their age/reason for being on-site (as shown below). Registers are taken at the beginning of every lesson – if an under 18 is absent, they will be contacted immediately.

- Dark Purple = Staff
- Light Purple = Students 18 years+
- Yellow or Green = 16/17 years old
- Red = under 16 years
- Blue = Visitors

Student Card code	
Dark Purple	Staff
Light Purple	18 years +
Yellow or Green	16/17 yrs
Red	Under 16 yrs
Blue	Visitors

- Ensuring visitors are aware of under 18s in the school by noting in the Visitors book at reception
- School rules are given during the first day induction, including information on staff members, school rules (including attendance and zero tolerance of abusive behaviour), available facilities at the school, health and safety, evacuation and first aid procedures
- Parents/Guardians and Group Leaders have to send a consent / registration form where rules and contact details are provided
- Groups are inducted separately by combining the Monday induction slideshow and also the “Safety in London” document
- U16s are kept separate from older learners by placing classes in separate buildings.
- The school works with a transfer provider who only uses licensed and DBS-checked drivers
- Welfare meeting (every Tuesday)
- Under 18s can talk to Louise Newman (main office Mon-Fri 9-5)
- From the various types of accommodation offered, under 18-year-old individuals are only offered homestay accommodation.
- The School ensures that under 16s are not placed in the same accommodation where they will have to share facilities with over 18 students.



- The School only places under 18 students with families where the main host will be DBS-checked.
- The School ensures that under 18s return by curfew times by educating the students, parents/guardians, host families and group leaders (including curfew time on booking form: under 16s 9pm / 16/17yrs: 10pm).  
If a student does not return home by the specified time, the host must call the student and if necessary, inform the School via the school emergency number.
- On occasion, under 18 year olds may be placed in residences, but only when in groups and after ensuring they comply with our safeguarding policy (a responsible and DBS-checked adult must always be present, especially overnight).
- When staying in the Residential accommodation the ratio of residential adults to student will be at least 1-20 for students aged 12-17 and 1-15 for students under 12.
- Following safer recruitment practices and ensuring all roles involving responsibility for, or those with substantial access to, under 18s will have suitability checks, for example with the Disclosure and Barring Service (DBS). These roles include teaching, administration, social activities, management staff and group leaders.
- The School ensures that management and all staff are trained to a minimum safeguarding level 1 and that students are aware of safeguarding arrangement

### Code of Conduct

#### DOs:

- Actions: behave appropriately (actions, dress code, language), work in an open environment, be alert for signs of abuse, maintain a safe, professional distance in all relationships with learners, treat young and vulnerable people with dignity and fairly, actively prevent learners from accessing any form of inappropriate material, Educate students on E-Safety.
- Accommodation: inform students in advance if you wish to clean or inspect their bedrooms, If sharing the same accommodation with under 18s, prepare a bathroom rota in order to ensure they have their own privacy

#### DON'Ts:

- Actions: leave young persons alone if they under your supervision, socialise with young or vulnerable learners on occasions when it does not constitute part of your normal duties (on or offline), use any visual, audio-visual or written material that exposes young people to harm (be it physical, emotional or sexual), give young or vulnerable people prescription drugs or medication (without their parent's consent), drink alcohol, smoke or use drugs when working with under 18s (nor make jokes with reference to them).

### Safeguarding Procedure – Child Protection

#### What is an allegation?

Information which shows an adult may have:

- behaved in a way that has/may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child in such a way that indicates s/he would pose a risk of harm if working closely or regularly with a child



**Types of abuse:** Grooming, Sexual abuse, Emotional abuse, Physical abuse, Neglect, Controlling, coercive and threatening behaviours.

**It is not for staff to decide if the allegations are true or not. Their role is only to listen, report to the DSP/s as accurately as possible and allow the official procedure to then take over.**

### Associated Policies / Documents

For further information on safeguarding students, please view the following:  
our FULL Safeguarding Policy on our website [www.bloomsbury-international.com/en/school/policies.html](http://www.bloomsbury-international.com/en/school/policies.html)

“Stay Safe in London” document

Social Programme Activities – Instructions for Students and Leaders

Parental Consent Forms

Timetable with school and accommodation rules

Group Leader Form

### Bloomsbury’s PREVENT Policy

Bloomsbury International aims to ensure that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist related activity.

Everyone plays an important part in it. All students are expected to look after each other and raise concerns with a responsible adult if necessary.

Telephone Numbers:

School Office: +44 (0) 207 242 2234

School 24 hour Emergency: +44 (0) 7762 425 376

Anti-Terrorist Hotline: 0800 789 321

Reporting terrorist material online at

[https://eforms.homeoffice.gov.uk/outreach/terrorism\\_reporting.ofml](https://eforms.homeoffice.gov.uk/outreach/terrorism_reporting.ofml)

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

### How does Bloomsbury PREVENT?

#### Raising awareness and educating

- Promoting equal opportunity and tackling discrimination to learn to understand others, to value diversity and promote shared values.



- Promoting a safe and supportive international environment via clear expectations of accepted behaviours and those, including radicalisation and extremism, that will not be tolerated.
- Promoting British values, culture and traditions, including democracy, the rule of law, individual liberty and respectful tolerance of different faiths or beliefs.
- Promoting social activities to explore London and the UK
- Promoting anti-bullying and abusive behaviour policy to minimise hate and prejudice based bullying

### **Providing information and School Rules**

- Are given during the first day induction, including information on staff members and school rules
- Ensuring our students are aware of the matter by including the information in the Student Handbook and Safeguarding Policy, which can be found on our website and around the school premises.

### **Safeguarding young people and inducting junior Groups**

- Groups are inducted separately by combining the Monday induction slideshow and also the "Safety in London" document

### **Recognising the signs:**

- students talking about exposure to extremist materials or views outside school
- changes in behaviour, e.g. becoming isolated
- fall in standard of work, poor attendance, disengagement
- changes in attitude, e.g. intolerant of differences/having closed mind
- Asking questions about certain topics (e.g. connected to extremism)
- offering opinions that appear to have come from extremist ideologies
- attempts to impose own views/beliefs on others
- use of extremist vocabulary to exclude others or incite violence
- accessing extremist material online or via social network sites
- overt new religious practices
- drawings or posters (e.g. in accommodation) showing extremist ideology/views/symbols
- students voicing concerns about anyone

### **Procedure**

The following steps may be taken when dealing with incidents:

- If radicalisation behaviour is suspected or witnessed it must be reported to the Welfare Officer/s.
- Once reported, the incident will be dealt with immediately by the Welfare Officer/s.
- A clear account of the incident will be recorded and given to the Designated Safeguarding Officer/s.
- The Welfare Officer/s will interview all concerned and will further record the incident.
- Parents, guardians and/or agents will be kept informed, where necessary.
- Punitive measures will be used as appropriate and in consultation with all parties concerned.



In the occurrence of any radicalisation behaviour, the following disciplinary steps will be taken:

1. The giving of an official verbal and written warning (outlining point 2 of disciplinary steps), in the hope to cease offending.
2. In the event of a second occurrence (even if the victim or offence differs from the first), permanent exclusion from the course and any other services (e.g. accommodation). No refund or alternative arrangements will be made.

In the event of a staff member feeling / being victimised, they are advised to speak with their line manager/s or Managing Director.

If the abuser is a staff member, the action to be taken will follow the 'disciplinary procedures' within the staff handbook.

Bloomsbury International's Safeguarding Policy is reviewed annually - to be reviewed May 2017.