



**BALKAN SUPPLEMENTARY EDUCATION PROJECT  
LTD**

**SAFEGURADING POLICY**

*27 Alloa Road*

*Ilford*

*Essex*

*IG39SW*

*Tel: 020 30925613*

*[admin@bsep.school.co.uk](mailto:admin@bsep.school.co.uk)*

## **SAFEGUARDING POLICY**

BALKAN SUPPLEMENTARY EDUCATION PROJECT LTD is committed to providing a safe and secure environment for children, young people, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

The Network's Child Protection policy draws upon the principles of "Every Child Matters", duties conferred by the Children Acts 1989 and 2004, S175/157 of the 2002 Education Act, the Education & Inspections Act 2006 and the guidance contained in "Working Together to Safeguard Children", "What To Do If You're Worried A Child Is Being Abused", the current DfES Circular - "Safeguarding Children and Safer Recruitment in Education" (2007) and procedures produced by the London Safeguarding Children Board. The policy is applicable to all on and off-site activities undertaken by pupils whilst they are the responsibility of the BALKAN SUPPLEMENTARY EDUCATION PROJECT.

### **Responsibilities and Immediate Action**

All adults working in this organisation (including visiting staff, volunteers and anyone on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Person with responsibility for child protection.

**The Lead Director (CP) is: VICTORIA MARINESCU**

**The Designated Person (DP): ADNANA VIERU**

The Designated Person is also the first point of contact for external agencies that are pursuing Child Protection investigations and co-ordinates the Network's representation at CP conferences and Core Group meetings (including the submission of written reports for conferences). When an individual concern/incident is brought to the notice of the Designated Person, they will be responsible for deciding upon whether or not this should be reported as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, or disagreement between the Designated Person and the member of staff reporting the concern, advice will be sought from the Deputy Designated Person, the Lead Officer for education services or the Duty Manager for the Education Welfare & Attendance Service.

The parent/carer will normally be contacted before a referral is made to Children's Social Care (Children's Services). However, if the concern involves alleged or suspected sexual abuse or the Designated Person has reason to believe that informing the parent at this stage might compromise the safety of the child or a staff member, nothing will be said ahead of the referral.

In circumstances where a child has an unexplained or suspicious injury that requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency medical assistance. **If a pupil is thought to be at immediate risk because of parental violence, intoxication, substance abuse, mental illness or threats to remove**

**the child during the School day, for example, urgent Police intervention will be requested.**

Where a child sustains a physical injury or is distressed as a result of reported chastisement, or alleges that they have been chastised by the use of an implement or substance, this will immediately be reported for investigation. Referrals to Children's Social Care will be confirmed in writing, using the on-line Inter-agency Referral Form and copied to the LA's Lead Officer.

All parents applying for places at the BALKAN SUPPLEMENTARY EDUCATION PROJECT will be informed of our safeguarding responsibilities and the existence of this policy. In situations where pupils sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the BSEP, parents will be notified of this as soon as possible.

BALKAN SUPPLEMENTARY EDUCATION PROJECT recognises the need to be alert to the risks posed by strangers or others (including the parents or carers of other pupils) who may wish to harm children in BSEP or pupils travelling to and from BSEP and will take all reasonable steps to lessen such risks.

### **VULNERABLE PUPILS**

Particular vigilance will be exercised in respect of pupils who are the subjects of Child Protection Plans and any incidents or concerns involving these children will be reported immediately to the Child Protection Officer (and confirmed in writing; copied to the LA CP Officer). If the pupil in question is a Looked after child, this will also be brought to the notice of the Designated CPO with responsibility for children in public care.

If a pupil discloses that they have witnessed domestic violence or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the Designated Person as a safeguarding issue. The BSEP acknowledges the additional needs for support and protection of children who are vulnerable by virtue of disability, homelessness, refugee/asylum seeker status, and the effects of substance abuse within the family, those who are young carers, mid-year admissions and pupils who are excluded from BSEP.

We acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, school work or other children. The BSEP has a strong commitment to an anti-bullying policy and will consider all coercive acts and inappropriate child on child behaviour and sexual activity within a Child Protection context.

Where it comes to our notice that a child under the age of 13 is, or may be, sexually active, whether or not they are a pupil of the BSEP, this will result in an immediate referral to Children's Services. In the case of a young person between the ages of 13 and 16, an individual risk assessment will be conducted in accordance with the London Child Protection Procedures. This will determine how and when information will be shared with parents and the investigating agencies.

**TRAINING**

Whole-BSEP in-service training on safeguarding issues will be organised on at least a three yearly basis and the next session for all staff will be done in consultation with Southwark Child Protection Agency. All newly recruited staff (teaching and non-teaching) and Directors will be apprised of this policy and will be encouraged to attend relevant LA or Safeguarding Board training. The Designated Person (and their Deputies) will attend the LA's dedicated induction course and then refresher training at least every year. Designated staff will be encouraged to attend appropriate network meetings and to participate in the multi-agency training programme organised by the Southwark Safeguarding Children Board.

**RECRUITMENT**

BSEP is committed to the process of becoming a Safe Organisation. Safe recruitment processes are followed and all staff recruited to the School will be subject to appropriate identity, qualification and health checks. References will be verified and Criminal Records Checks (CRB) undertaken. Consultation with the DfES Protection of Children Act List (PoCAL) and List 99 will be completed before staff are appointed and commence their duties. CRB checks on all staff will be updated on a 3 yearly cycle.

The Director and a nominated member of the Management Committee will undertake the on-line safe recruitment training through the National College for School Leadership.

The BSEP will only use employment agencies which can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the LA. Staff joining the BSEP on a permanent or temporary basis will be given a copy of this policy. Additionally, the Staff Handbook confirms CP procedures in the BSEP.

**VOLUNTEERS**

Any parent or other person/organisation engaged by the BSEP to work in a voluntary capacity with pupils will be subjected to all reasonable vetting procedures and Criminal Records Checks. Where it is not appropriate to instigate an enhanced CRB check for volunteers, they may be required to provide references and will be asked to sign a declaration that they have not been convicted of any criminal or disciplinary offence which could preclude their employment as a worker with children. Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of the BSEP. Volunteers will at no time be given responsibility for the personal care of pupils. Voluntary sector groups that operate within the BSEP, provide off-site services for our pupils or use BSEP facilities will be expected to adhere to this policy or operate a policy which is compliant with the procedures adopted by the Southwark Area Safeguarding Children Board. Premises lettings and loans are subject to acceptance of this requirement.

**STAFF CODE OF CONDUCT**

All staff (paid and voluntary) is expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the BSEP's Behaviour Management Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected

to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a pupil for their own protection or others' safety, this will be appropriately recorded and reported to the Director and parents. Any physical restraint used will comply with DfES and LA guidance.

Except in cases of emergency, first aid will only be administered by qualified First Aiders. If it is necessary for the child to remove clothing for first aid treatment, there will, wherever possible, be another adult present. If a child needs help with toileting, nappy changing or washing after soiling themselves, another adult should be present or within earshot. If a male member of staff is providing any form of intimate care, a female colleague will be present. All first aid treatment and non-routine changing or personal care will be recorded and shared with parents/carers at the earliest opportunity.

Children requiring regular medication or therapies for long-term medical conditions will be made the subject of a Medical Plan that has been agreed with the parents and health authority.

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. Other than in formal teaching situations; musical instrument tuition, for example, the door to the room in which the 1:1 coaching, counselling or meeting is taking place should be left open. Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting. All rooms that are used for the teaching or counselling of pupils will have clear and unobstructed glass panels in the doors.

BSEP staff should also be alert to the possible risks that might arise from social contact with pupils outside of the BSEP. Home visits to pupils or private tuition of pupils should only take place with the knowledge and approval of the Director. Visits/telephone calls by pupils to the homes of staff members should only occur in exceptional circumstances and with the prior knowledge and approval of the Director. Any unplanned contact of this nature or suspected infatuations or "crushes" will be reported to the Director. Staff will not disclose their personal telephone numbers and email addresses to pupils or parents. Staff supervising off-site activities or BSEP journeys will be provided with a BSEP mobile telephone as a point of contact for parents and carers

### **COMPLAINTS/ALLEGATIONS MADE AGAINST STAFF**

BALKAN SUPPLEMENTARY EDUCATION PROJECT takes seriously all complaints made against members of staff. Procedures are in place for pupils, parents and staff to share any concern that they may have about the actions of any member staff or volunteer. All such complaints will be brought immediately to the attention of the Director, in order that they may activate the appropriate procedures. If the allegation concerns alleged minor physical mishandling or verbal abuse, this will normally be dealt with under the BSEP's Complaints Procedure.

If the allegation is of physical assault, the Director will take action in accordance with BSEP's complaints procedure, unless one of the following criteria applies;

- The allegation is one of actual bodily harm – i.e. an injury has necessitated first aid or medical treatment.
- There is reason to suspect parental instigation or collusion.
- The allegation has been reported to the Police or Children’s Services by the child or parent.
- The child is Looked After in Public Care.
- The child is the subject of a Child Protection Plan.
- The child has a disability or Statement of Special Educational Needs.
- The member of staff concerned has been subject to previous complaints.
- The allegation is one of sexual abuse.

In these cases, advice will be sought from the LA Lead Officer for education services (or the EWAS Duty Manager) with a view to a Strategy Meeting or Discussion being held in accordance with the London SCB procedures. This process will agree upon the appropriate course of action and the time-scale for investigations.

In considering whether or not a referral to Children’s Services is appropriate, the Director may seek advice from the Chair of Management Committee, the LA’s Lead Officer and human resources advisers. Parents should also be advised of their independent right to make a formal complaint to the Police. Temporary and visiting staff will be subject to the same procedures.

If the complaint concerns alleged abuse by the Director who is not the Designated Person for Safeguarding, this should be brought to the attention of the Designated Person, who will inform the Chair of Management Committee and the LA’s Lead Officer. Any complaint concerning alleged abuse by the Designated Person whether it is the Director or another member of staff should be reported to the Deputy Designated Person.

**The Chair of Management Committee is: CATALIN CARUNTU**

**The Vice-chair Management Committee is: VICTORIA MARINESCU**

**The LA’s Lead Officer is: CPAT Redbridge 02087083885**

Staff who are formally disciplined for the mistreatment of pupils (or who resign before disciplinary action can be completed), will be notified to Children’s Services and the Department for Education & Skills, for possible inclusion on their PoCAL consultative index.

### **RECORDS**

Brief and accurate written notes will be kept of all incidents and child protection or child in need concerns relating to individual pupils. This information may be shared with other agencies as appropriate. Parental consent will be sought before making a Child in Need (S17) referral to Children’s Social Care (Children’s Services). If consent is withheld, consideration will be given to the potential impact of this for the child and to the need for a child protection referral (S47), which does not require parental consent. The BSEP will take into account the views and wishes of the child who is the subject of the concern but staff will be alert to the dangers of colluding with dangerous “secrets”.

Child protection records are not open to pupils or parents. CP records are kept securely by the Designated Person and separately from educational records. They may only be accessed by the Designated Person, their Deputy and the senior officers of the BSEP. Referrals made to Children's Services under the London procedures will be recorded on the Inter-agency Referral form, with copies sent securely to Children's Social Care and the LA's Lead Officer.

### **SAFETY IN THE PREMISES OF BSEP LTD**

No internal doors to classrooms will be locked whilst pupils are present in these areas. Entry to BSEP activity premises will be controlled by doors that are secured physically or by constant staff supervision. Authorised visitors to the premises will be logged into and out of the premises and will be asked to wear their identity badges or be issued with School visitor badges. Unidentified visitors will be challenged by staff or reported to the Director. Carelessness in closing any controlled entrance will be challenged.

The presence of intruders and suspicious strangers seen loitering near the premises or approaching pupils, will be reported to the Police and the LA with a view to alerting other local schools through appropriate systems.

Parents, carers or relatives may only take still or video photographic images of pupils in BSEP or on BSEP-organised activities with the prior consent of the BSEP and then only in designated areas. If parents do not wish their children to be photographed or filmed and express this view in writing, their rights will be respected.

### **CURRICULUM**

BSEP acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our pupils for the responsibilities of adult life and citizenship. It is expected that all curriculum co-ordinators will consider the opportunities that exist in their area of responsibility for addressing the "Every Child Matters" outcomes framework. As appropriate, the curriculum will be used to build resilience, help pupils to keep safe and to know how to ask for help if their safety is threatened. As part of developing a healthy, safer lifestyle, pupils will be taught, for example;

- to recognise and manage risks in different situations and then decide how to behave responsibly;
- to judge what kinds of physical contact are acceptable and unacceptable;
- to recognise when pressure from others (including people they know) threatens their personal safety and well-being; including knowing when and where to get help;
- to use assertiveness techniques to resist unhelpful pressure
- Emotional literacy.

All computer equipment and internet access within the BSEP will be subject to appropriate "parental controls" and Internet safety rules.

BSEP will work with partners (including the Agencies Supporting Schools Programme and Safer Schools Partnership) to promote "Healthy School" status through the curriculum with the aim of;

- Developing a school ethos and environment which encourages a healthy lifestyle for pupils;

- Using the full capacity and flexibility of the curriculum to help pupils to achieve safe and healthy lifestyles;
- Ensuring that food and drink available across all activities day, reinforces the healthy lifestyle message;
- Providing high quality Physical Education and sport to promote physical activity;
- Promoting an understanding of the full range of issues and behaviours which impact upon a lifelong health and well-being.

### **WORKING IN PARTNERSHIP WITH PARENTS**

It is our policy to work in partnership with parents or carers to secure the best outcomes for our children. We will therefore communicate as clearly as possible about the aims of this BSEP;

- We will try to use clear statements in our brochures and correspondence.
- We will involve parents and pupils in the development of Codes of Conduct and Equalities and Behaviour Management policies.
- We will liaise with agencies in the statutory, voluntary and community sectors and locality teams that are active in supporting families.
- We will be alert to the needs of parents/carers who do not have English as their first language.
- We will distribute the LA's leaflet for parents, "Protecting Children in Education Settings".
- We will keep parents informed as and when appropriate.

### **COMPLAINTS & MONITORING**

All complaints arising from the operation of this policy will be considered under the BSEP's complaint procedure, with reference to the LA's Lead Officer as necessary.

The Management Committee of the BSEP will consider safeguarding issues and their implications for this policy on an annual basis. For this item, the Director will report upon levels of child protection referrals made by the BSEP during the past year, training undertaken by BSEP staff and Management Committee and any changes in legislation or national/local guidance.

Otherwise, this policy will be reviewed and updated in September 2015.

**CATALIN CARUNTU Chair of Management Committee**

**VICTORIA MARINESCU Lead Director for CP**

**ADNANA VIERU Designated Person**