



# Churchill House Summer Centres

## Safeguarding Policy including 'PREVENT'

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Contents (British Council guidance criteria in brackets)

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## Section 1: Churchill House Summer Centres (A1, A10)

Churchill House Summer Centres operates junior residential courses at rented venues around the UK. The venues are independent schools/colleges with residential accommodation onsite. The main Churchill House school in Ramsgate sells homestay summer courses under the Summer Centres brand but operates them according to its own policies and procedures.

Residential accommodation is either standard or ensuite, depending on the centre/building. Standard bathrooms are segregated so that adults do not share bathrooms with juniors.

Homestay accommodation is available in Ramsgate (Main School) or on a limited scale to returning customers only at St Lawrence College, with accommodation provided by the Main School accommodation dept.

Current Centres:

Centre	Accommodation	Age range
Aldenham School	Residential – Standard rooms	10-17
Dean Close School	Residential – Standard/ensuite rooms	10-17
Duke of York School	Residential – Standard/ensuite rooms	8-17
Edinburgh College	Residential – Standard rooms	12-17
Prior Park College	Residential – Standard rooms	10-17
Queen Ethelburga’s College	Residential –Ensuite rooms	10-17
Royal Russell School	Residential – Standard rooms	10-17
St Lawrence College	Homestay Residential – Standard/ensuite rooms	10-17

The key document is the [Staff Handbook](#) which includes residential specific instructions on safeguarding, health & safety and student supervision which is sent to Staff before they begin work but can also be found in the Green Policy folder in each Centre Management Office at the Centre.

This policy has been written under the guidance of Working Together to Safeguard Children (Department of Health, Home office, Department for Education and Employment, 1999), Keeping Children Safe in Education (Department of Education, 2016) and the NSPCC website.

Churchill House is an active member of the English UK Young Learners special interest group (YLEUK).

## Section 2: Statement of Policy (A2,A3,A4,A5,C1)

Child Protection is part of safeguarding and promoting welfare. All students plus any children accompanying groups, even if they are not having lessons, or customers of the company, regardless of their race, sexual identity, beliefs and physical and mental abilities have the right to grow up unharmed, to have the opportunity to develop fully and have their basic expectations met.

Churchill House values the safety and well-being of the students in our care as our highest priority and requires all adults to play a full part in ensuring their safety, including maintaining staff/student ratios of 1 adult to every 15 students at on-site activities (ages 11-15). Residential Centre ratios for younger students are stricter (see the Summer Centres Staff Handbook).

Churchill House is an active member of the Young Learners English UK special interest group (YLEUK) and committed to the improvement of standards in the EFL industry, particularly in relation to the care of under 18s.

Safeguarding is the umbrella term to mean “to look after” children. This is the action that is taken to promote the welfare of children and protect them from harm. This encompasses several areas:

- Ensuring they are protected from abuse and maltreatment
- Ensuring the prevention to harm children’s health or development
- Ensuring that children are able to grow up in a safe and effective environment
- Taking action to enable all children and young people have the best outcomes.

Child Protection is included in the safeguarding process however, it focuses on protecting individual children identified as suffering or likely to suffer significant harm. Within this document, it includes child protection procedures which detail how to respond to concerns about a child or a child disclosure.

All adults involved in our courses must abide by the safeguarding policy laid out here. Adults include but are not limited to: Churchill House Staff members, Group Leaders, Homestay Hosts and any adults within their homes, volunteers, interns, external contracts with adults such as DJs, Coach drivers, Venue staff and so forth.

All Churchill House staff at the residential venues must complete an online Basic Awareness Course and will have induction in which safeguarding will be covered. This will allow face to face training and a Question and Answer session.

#### **Age definitions:**

Adult – Anyone aged 18 years or older

Junior – Anyone aged 17 years old or younger

#### **Role definitions:**

Group Leader – An adult representative of the sending educational provider who accompanies the group and has responsibility for their care and representing them in customer service issues.

Student – Taking an EFL course

Individual – Student travelling without a group leader

Accompanying children – Children not taking a course but accompanying a Group Leader e.g. a GL's own child who is too young to take part in lessons

Staff – Employees of Churchill House

Designated Staff – This is the Centre Manager at the residential centres. Any concerns residential adults or students have, should be reported to them.

Designated Lead – This person is in Head Office. If any reports are received, the DL will follow them up with the Local Child Safeguarding Board (LSCB) or police.

#### **Staff responsible for safeguarding**

##### *Designated Leads*

##### **Summer Centres (based at Head Office)**

Saoni Beresford (01843-598508 [saoni@churchillhouse.co.uk](mailto:saoni@churchillhouse.co.uk)).

Responsible for overall management of safeguarding issues at a Head Office level including training centre management, reporting safeguarding issues to local authorities. Can be contacted by telephone or email.

##### **Ramsgate Main School only (Homestay)**

Sue Thompson (01843-598513 [susanthompson@churchillhouse.co.uk](mailto:susanthompson@churchillhouse.co.uk))

Responsible for overall management of safeguarding issues at a Head Office level including training staff, reporting safeguarding concerns to local authorities. Can be contacted by telephone or email.

##### *Designated Staff - Centre Managers (local level)*

Provides staff training and implements company policies at a centre level. Contact for any staff/customer safeguarding concerns or queries (whistleblowing to HO Designated Lead). Responsible for reporting issues to Designated Lead though there is a whistleblowing policy direct to DL.

All adults working with the children must abide by the safeguarding policy laid out here. Adults include but are not limited to: Churchill House Staff members, Group Leaders, Homestay Hosts and any adults within their homes, volunteers, interns, external contracts with adults such as DJs, Coach drivers, Venue staff and so forth.

Churchill House is an active member of the Young Learners English UK special interest group (YLEUK).

## **2.1 Definitions**

### **2.1.1 For Churchill House Summer Centres**

For practical reasons all students will be treated as minors.

#### **Age definitions:**

Adult – Anyone aged 18 years or older

Junior – Anyone aged 17 years old or younger

This policy applies to Churchill House Summer Centres and covers all adults employed by the company, including:

- All staff including temporary staff
- All host families
- Interns
- Contractors operating on behalf of the company
- Group Leaders

### 2.1.2 Child protection (C1, C4)

This policy expects all adults mentioned above to understand and ensure that all under 18s are safeguarded against any harm of the following:

- Physical abuse - is deliberately hurting a child, causing physical damage to their body such as bruises, broken bones, burns or cuts and scrapes. Children who are physically abused suffer violent attacks from adults and can be hit, kicked, poisoned, burned, slapped or have objects thrown at them or hit with objects. Another form of physical abuse can be when an adult (usually a parent or carer) can make a child unwell by giving them medicine they do not need to induce or fabricate an illness.
- Sexual abuse - is when a child is forced or persuaded to take part in sexual activities. This doesn't have to be physical contact and it can happen online. Sometimes, children will not understand that what is happening to them is abuse, may not think it is wrong or be too afraid to speak out.
- Emotional abuse - is the ongoing maltreatment of a child. This is sometimes called psychological abuse and can seriously damage a child's mental wellbeing, emotional health and development. Emotional abuse can incorporate a range of tactics; such as trying to scare or humiliate a child, isolating them, ignoring them or making them feel worthless, unloved inadequate or valued insofar as they meet the needs of another person. The offender may restrict the child's opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate.
- Neglect – This is the ongoing failure to meet a child's basic needs and is the most common form of child abuse. A child may be left dirty, hungry, without adequate clothing, shelter, supervision, or medical/health care. A child may be put in danger and not protected from physical or emotional harm. They may not get the love, care or attention they need from their parents or guardians. Neglect is dangerous and can lead to cause serious, long term damage, even death.

To ensure this occurs, all adults must be aware of the different types of abuse and be vigilant and report any concerns, signs that children may show or allegations to the Designated Staff. Further information of types of abuse can be found in "Keeping children safe in education" Part 1.

## 2.3 Selection of Contractors

Within all divisions of Churchill House external contractors (e.g. DJs, sport coaches) are chosen for their suitability for working with juniors and will not be allowed unsupervised access to juniors unless suitably checked/licensed, e.g. taxi drivers must have licences issued by their local authority.

## 2.4 Group Leaders

Churchill House terms & conditions of business require all groups to be accompanied by a Group Leader provided by the agent. The agent will be required to provide a statement that the Group Leader has had appropriate checks on their suitability to work with children. These statements will be recorded and saved. The Group Leader must also complete a declaration that they are not disqualified from working with children in the UK or abroad, under the terms of the Children's Act.

## 2.5 Residential Centres

All residential venues are based at educational establishments which carry out DBS checks on all staff and provide safeguarding training. Maintenance contractors employed by the venue will have no unsupervised access to juniors.

All staff employed by Churchill House will complete an online Safeguarding Basic Awareness Course (level 1) and asked to be aware, vigilant and report any concerns or allegations as soon as possible. Further training will be given to Staff by the Designated Staff (Centre Manager) at Staff Induction.

## 2.6 Associated Policies

In conjunction with the Safeguarding Policy, please also see:

- Staff Handbook
- Statement of Recruitment Policy (see Appendix A)
- Online safety for students
- Student Handbook
- Policy on Taking Images/Video of Students

## Section 3: Roles (A8,A9)

### 3.1 Management Roles

The **Designated Lead (DL)**, based at Head Office, has overall management responsibility for safeguarding policy and issues including:

- Training of Designated Staff at the Centres
- Assess information reported swiftly and confidentially. Obtain further information if necessary.
- Liaising with management, staff and external agencies as necessary
- Acting as a consultant for staff to discuss/report concerns
- Maintaining a confidential recording system along with other designated responsible people (e.g. Centre Managers, HoDS)

In the residential centres the Centre Manager is the person in charge of Safeguarding (named Designated Staff) at each site and responsible for implementing and managing safeguarding and protection procedures at a local level. Any staff concerns at the summer centres about child protection should be reported to the Centre Manager in the first instance. If the Centre Manager is unavailable or potentially involved in the concern, it should be referred directly to the Designated Lead at Head Office.

In the event of a suspicion it is the Designated Staff's responsibility to:

- Make sure the child is safe from harm
- Acquire all the information from the person with the safeguarding concern and record this information.
- Assess the information carefully and quickly asking for further information only if appropriate.
- Inform the Designated Lead at Head Office immediately with the information.

The Designated Lead should then process the situation and make a referral to the Local Safeguarding Children Board (LSCB) or Police without delay.

All **Heads of Department** and **Line Managers** are responsible for implementing child protection policies within their team, and for fostering a positive attitude towards safeguarding, encouraging the reporting of concerns about students or other staff members.

### 3.2 Adult Roles

All adults working with the children associated with Churchill House Summer Centres (CHSC) have a responsibility to safeguard and protect children on a CHSC course.

Your role is to ensure you are aware of our policies and procedures and to:

- protect children from maltreatment;
- prevent impairment of children's health or development;
- ensure that children are in circumstances consistent with the provision of safe and effective care;
- and take action to enable all children to have the best outcomes.

### 3.3 Student Roles (17 years and under)

Students 17 years old and under are asked to look out for each other. If any strange behaviour is seen from your friends or classmates on the course, please share your concerns the Centre Manager immediately. Strange behaviours could include:

- Shying away from certain adults or becoming very uncomfortable around them
- Being very flirtatious with an adult and trying to make physical contact with them
- Becoming quiet or withdrawn due to bullying (due to a person's race, ethnicity, religious beliefs, sexuality or abilities)
- Receiving unwanted/sexual messages or pictures (either from an adult or another student)
- Sending unwanted/sexual messages or pictures (either to an adult or another student)
- Befriending an adult from Churchill House on social media (including Instagram, Snapchat, Facebook, Twitter etc)
- Seeing a suspicious situation (such as an adult in a student's room alone, an adult and student holding hands in a hidden place)

If you experience any of these, please speak to the Designated Staff (CM) immediately.

All students receive a copy of the student handbook on arrival at the centre and receive induction on arrival and during their induction lesson, in which their Teacher highlights the safeguarding, health & safety and who to turn to in the event of a problem or complaint.

## Section 4: Safer Working Practices for Staff (B4)

### 4.1 Whistleblowing Policy (B10)

Churchill House encourages staff to involve management wherever they have a concern about a child's safety or adult's actions. Staff who report this (or any other person) will not be penalised and their report will remain confidential. If the staff member feels that they cannot discuss these concerns with their line manager or Centre Manager (Summer Centres) they should contact either the Designated Lead or the Summer Centres Director.

### 4.2 Safeguarding against Child Sexual Exploitation, Child Trafficking, Forced Marriage and Female Genital Mutilation (C9, C10)

Definitions:

- Child Sexual Exploitation (CSE) is a form of sexual abuse where children are in exploitative situations where they are rewarded by gifts, money or affection, for performing sexual activities or others performing sexual activities on them. Children or young people may believe this is a loving, caring, consensual relationship. They may also be groomed or exploited online. Some children and young people are also trafficked into or within the UK for sexual exploitation.
- Child trafficking and modern slavery are child abuse. Children are recruited, moved and transported and then exploited, forced to work, perform sexual acts or sold.
- Female Genital Mutilation (FGM) is illegal in the UK. There are 4 types of FGM, and all are illegal and have serious health risks. It is an adult's legal duty to report FGM should they be told or find out it has happened to anyone. FGM can range from pricking to cauterizing the genital area, through partial or total removal of the clitoris, cutting the lips and narrowing the vaginal opening.
- Forced Marriage is a marriage that does not have full and free consent from both parties. Usually it is forced upon a child either by physical force, emotional pressure, threats or having been abused psychologically. \*

\*All descriptions taken from NSPCC website

Our staff are made aware of that if a student disclosed any information about exploitation, trafficking, forced marriage or FGM, that they should report it immediately to the Designated Staff who would report it to the Designated Lead who would contact the Police and Local Child Safeguarding board. Our School's ethos is to provide the latest guidance and advice to assist in addressing specific vulnerabilities and forms of exploitation.

### 4.3 Concerns about Students (C3)

Staff can play a vital role in helping students in need. Concerns may come to the attention of staff in a variety of ways, e.g. through observation of behaviour or injuries or disclosure. The concern may not be related to Churchill House itself -it could be caused by the student's personal/family situation or bullying – but staff should still report the concern anyway.

Concerns could be raised by:

- Changes in student behaviour, or behaviour in certain circumstances
- Absenteeism (NB: it's important to record attendance/illness thoroughly)
- Withdrawal
- Shying away from others
- Physical signs of harm
- Students being flirtatious with adults, rather than other students, or seeking physical contact
- Seeing the student in suspicious situations, particularly those involving adults
- The student acting suspiciously with regard to notes or text messages. Often this means being noticeably secretive about their mobile phone/tablet
- Information heard/overheard, either from the student, their friends or their Group Leader

Any member of staff who has a concern about a student, however insignificant this might appear to be, should discuss it with their line manager, Centre Manager or the Designated Lead as soon as possible. Remember that there might be several small clues that, together, point to abuse, which your information could be the key to. More serious concerns must be reported immediately to ensure that any appropriate action can be carried out as early as possible.

### 4.4 Responding to Student Disclosures (C3, C5)

If a student makes a disclosure of abuse to a member of staff, they should:

- Listen to what is said; allow the student to make the disclosure at their own pace and in their own way
- Avoid interrupting except to clarify what is being said
- Keep your response short, simple and gentle - Avoid making comments or judgement about what they are telling you
- Only ask questions if you need to clarify something; don't ask leading questions or probe for information that is not volunteered
- Reassure the student that they have been heard and explain what will happen next
- Do not promise to keep any secrets
- Inform the DL immediately or the Summer Centres Director.
- Record the conversation in writing on a Child Protection Report form as soon as possible. Do not ask the child to make any written declarations.
- Remember to note what is said and how it is said

**NOTE: It is not the role of a staff member to investigate any concerns – they should report them to the appropriate person as quickly as possible.**

**TED – Asking Open Questions**

When the child/young adult is telling you their story, give 'open instructions' (i.e. instructions that do not lead or direct) such as:

Tell me.....

Explain to me.....

Describe to me.....

This is called T.E.D.

## Section 5: Managing Allegations

### 5.1 Recording

Incidents or behavioural changes that give cause for concern should be recorded on a Child Protection Report form, copies of which are available from the DL (Main School) or the Centre Manager (Residential Centres). It is important that records are factual and reflect the words used by the student. Opinion should not be given unless there is some evidence base which can be quoted. Records must be signed and dated with timings if appropriate. It is important to remember that any issues are confidential and other staff should only be informed on a 'need to know' basis.

#### **Information to be recorded by the Centre Manager or DL**

- Name and date of birth.
- The incident(s) with date(s) and (time(s)).
- A verbatim record of what student has said.
- If recording bruising/injuries indicate position, colour, size and shape on body map (attached).
- Action taken.

### 5.2 Storage of Records (C6)

All records relating to safeguarding must be transferred to the DL immediately no local copies are to be made. The DL will ensure that records relating to concerns for the welfare of students are kept securely. Information will be shared on a strictly 'need to know' basis.

### 5.3 Referrals to Social Services

It is the responsibility of the DS to refer allegations or suspicions of abuse to the Designated Lead (DL) immediately. If a student is referred, the DL must ensure that senior management and other relevant staff are informed. The DL is to refer allegations or suspicions of abuse to the Local Area Designated Officer (LADO) within 24 hours (in writing or with written confirmation of telephoned referral).

Note: Staff members should not contact the LADO directly unless specifically told to by the DL



## 5.4 Concerns Involving Members of Staff or Group Leaders (c7)

Any concerns that involve allegations against an adult should be referred immediately to the Designated Staff (Centre Manager) or the Designated Lead (Head Office). Upon a report of an allegation The Designated Staff should:

- Make sure the child is safe – away from harm and in a safe environment.
- Liaise with the Designated Lead and obtain all information on the allegation.
- Investigate the concern and assess the information carefully and quickly asking for further information if appropriate.
- Whilst the investigation is underway, Gross Misconduct rules apply. The adult may be suspended, during which time they will be paid as normal. However, they will be asked to leave the site and find alternative accommodation until the investigations are completed. If the investigation is proved to be just, the Local Safeguarding Children Board (LSCB) will be called and the Police.
- Should the allegation be of a physical nature, a Body map form should be completed (see Appendix C)

Advice from both authorities will be followed.

## 5.5 Concerns Involving an Under 18 year old student (c8)

If a student under the age of 18 is accused of inappropriate behaviour or abuse, the allegation will be investigated as soon as the Designated Staff has been informed. The DS shall:

- Ensure the child (victim) is safe. Stay calm. Support the victim.
- Inform the Designated Lead in Head Office
- Speak to the child/adult reporting the allegation. If a child, speak to them with their Group Leader or SLO present. Record the information and wherever possible ensure that the written record is made by the child making the allegation.
- Should the allegation be of a physical nature, a body map form should be completed (see Appendix C)
- Inform the DL at Head Office.

DL to contact local authorities and follow guidance given by local authorities.

## 5.6 Staff Code of Conduct (B1, B3)

All staff should take care not to place themselves in a vulnerable position in relation to child protection. To work safely and in avoidance of any doubt; Interviews or work with individual students should be conducted in view of other adults. Excessive touching of students must be avoided. Physical intervention should only be used when a student is endangering themselves and/or others and must be recorded on an Incident Report form and, if possible countersigned by a witness. These are to protect adults as much as to protect under 18s and to promote a safe school culture. If any student approaches an adult with the intent on making an advance, it should report it immediately and actions will be taken not all the adult to be in a vulnerable position (i.e. change of accommodation building, activity schedule or class).

## 5.6 Good Practice

The following are common sense examples of how to create a positive culture and climate. Good practice means:

- Treat all children equally, and with respect and dignity
- Conducting yourself in a manner that sets a good example to the participants
- Giving enthusiastic and constructive feedback rather than negative criticism
- Never using physical punishment
- Do not offer medicines or medical advice to juniors, if they are ill contact a first aider or ask a monitor to take them to the Designated Staff
- Observing the rules concerning social networking and electronic contact
- To behave as an excellent role model to students
- To educate students on addictive substances such as alcohol, cigarettes and drugs, rather than make light of any situation involving them

## 5.7 Unacceptable Behaviour (B4, B5, B7, B8)

- Endangering students through any action or inaction
- Engaging in rough, physical or sexually provocative games, including horseplay
- Engaging in any form of inappropriate touching
- Sexually suggestive comments to a child, even in fun
- Swearing or making offensive remarks within earshot of students
- In residential situations, entering children's bedrooms (unless it is essential e.g. because a child is ill)
- Using force as a form of discipline
- Taking a child to the bathroom/toilet without another responsible adult supervising

- Showing any favouritism to particular students or arranging work to spend time with a particular student/group of students
- Accepting children's inappropriate language/behaviour - This should always be challenged
- Reducing a child to tears as a form of control
- Do things of a personal nature for children or disabled adults that they can do for themselves (e.g. apply sunscreen)
- Invite or allow children to stay with you at your home
- Keeping photos of students or their contact details in any form (electronic/printed)
- Making or responding to personal contact with students by telephone, SMS, messaging services, email or social media, either during or after a course
- Consuming alcohol on active duty, or directly before active duty (Please see Gross Misconduct in Staff Handbook)
- Drinking alcohol or smoking cigarettes in front of students or offering either to students (which can lead to Disciplinary Procedures or Gross Misconduct)
- Wearing provocative or overly revealing clothing (please see Staff Dress Code in Staff Handbook)

Residential Centres have further specific examples laid out in their Staff Handbooks, Group Leader Manual e.g.

- Inviting children into their rooms
- Sharing a bedroom or bathroom with a child
- Alcohol and Smoking policies of the school (Please see Staff Handbook for full policy)
- Use of IT and Internet at the Centres (Please see Electronic Communications and Safer IT use policies)

## 5.8 Professional Conduct (B6)

As an employee of Churchill House Summer Centres there are some codes of conduct that we expect from our staff.

- Appropriate behaviour – no swearing or inappropriate hand gestures or body movements should be displayed in front of students or Group Leaders.
- Alcohol should not impede your performance on duty, even if it is the day after. Alcohol must not be taken to your rooms, and students must not see, hear or smell the effects of alcohol on a member of staff.
- Your personal life must be kept completely separate to your work life e.g. Customers should not become aware of/involvement in your personal life, you may not invite guests of any sort into your accommodation and you should not exhibit personal displays of affection in front of customers.
- You must only smoke in designated areas and never with students. Never offer a cigarette to a student or 'lend' one to a student.
- Going into Dorms – you should not go into the dorm of the opposite sex without another member of staff who is staying in that building/floor.
- If you need to see a student in their room, make sure you leave the door open or stand only in the doorway.
- You are never to invite a student into your room, or allow a student into your room at any time.
- You must do your utmost to never be alone with a student. If a student needs assistance, ask another member of staff or one of their friends to join you. If this is not possible, make sure the door to the room is left open.
- You must act professionally at all times, and understand that you are the responsible adult in charge of the students. Monitor your actions and behaviour in front of them.

## Section 6: Staff Relationships with Students (B2)

Physical or emotional relationships between adults and students under 18 are completely unacceptable. As you are in a Position of Trust it is against the law, under the Sexual Offences ACT of 2003, to have any sexual relations/activity of any sorts, including sending/receiving messages of a sexual/provocative nature to any Churchill House Junior Student even those who are of the age of consent (16/17 year olds).

Anyone that suspects that an adult is having or attempting to initiate such a relationship should disclose this concern to the Designated Staff immediately.

All staff must be aware of the possibility that a colleague may be innocently compromised by a student attempting to initiate a relationship, which should also be reported to the DS immediately so that steps can be taken to protect them.

### **Staff Behaviour that may cause concern with regard to junior students and therefore should be reported:**

- Creating an environment from which the adult can gain access to students e.g. changing shifts to coincide with a particular group of students, ingratiating themselves with their group leader
- Becoming particularly friendly with a particular group of students, as opposed to students in general
- Turning up to activities/lessons/meals in the company of the same student(s)

- Making or attempting physical contact
- Attempting to gain access to student records/photos
- Taking photos of certain students on personal devices
- Becoming aggressive/defensive when their relationship with students is discussed
- Unusual behaviour with mobile communication devices e.g. being particularly secretive, using their mobile phone frequently during activities.
- In Residential Centres being in an inappropriate residence building/corridor, particularly if not on pastor care duty

**Student behaviour which should be reported:**

- Appearing nervous/agitated in the presence of a particular adult, or shying away from them
- Making or attempting physical contact
- Attempting regular contact with a particular member of staff
- Students being flirtatious with adults, rather than other students, or seeking physical contact
- Seeing the student in suspicious situations, particularly those involving adults
- The student acting suspiciously with regard to notes or text messages. Often this means being noticeable secretive about their mobile phone/tablet

Note: Any unexplained signs of physical harm should be disclosed immediately

## Section 7: Private Fostering (F12)

Private foster carers are people who are looking after someone else’s child in a family home (under the age of 16, or under 18 if the child is disabled) for 28 consecutive days or more. This is an arrangement made by parents (or those with parental responsibility for a child) for someone to care for their child because they are unable to do so. If a child under 16 is living with someone who is not a close relative for 28 days or more, this is also called private fostering.

Churchill House Summer Centres does not accept students under the age of 16 to stay more than 27 days in Ramsgate Homestay.

## Section 8: Physical contact with Children (B4)

Churchill House policy is to avoid any physical contact with children wherever possible, but we accept that the nature of our work will occasionally make physical touch unavoidable.

The circumstances where physical contact is appropriate can be summarised under the headings: ‘Positive Touch’, ‘Negative Intervention’ and First Aid. All staff must understand these concepts and their use in a school environment. However, staff should also remember that these concepts are subject to interpretation and should take these precautions to avoid misunderstandings:

1. Never touch a child in private; try to ensure that another member of staff or a GL is present
2. If you find yourself needing to touch a student in a small room (e.g. if you enter a bedroom to respond to a crying child), always leave the door propped open (not just unlocked)
3. The touch must be appropriate for the context and only as much as is absolutely necessary for the current need
4. Ask permission to touch the child, if they are crying you could ask “do you want a hug?”

### 8.1 Positive Touch

This can be to demonstrate skills (e.g. in sports coaching) or to reassure or convey approval/sympathy. **Always ask permission from the student first.** Touching or controlling the arm just above the elbow is an appropriate initial focus for positive touch and personal safety. However, as the need for this type of touch is subjective it should be avoided wherever possible.

Whereas we would discourage hugging as a form of positive touch, we are aware that sometimes as a way to comfort young students, it is necessary. At which point, we would urge the adult to use a side-way hug. Putting their arm across their shoulders and “hugging” from the side which avoids a “front to front” hug and allows the adult to control the student’s movement from the shoulders.

### 8.2 Negative Intervention

This is the use of reasonable force for self-defence, to restrain a child from hurting themselves or others, or to maintain discipline. It should always be used as a last resort – always try to talk to the student first. In the event of a breakout of aggression between students, call another member of staff to be present and if necessary assist with any intervention to limit risk of harm to both student and staff member.

Again, Negative Intervention will be judged subjectively - according to the situation, the force used and the role of the staff member. Avoid using it if possible.

## 8.3 First Aid

Giving first aid should be left to a qualified first aider wherever possible, but where emergency treatment is needed physical contact is always acceptable. If the treatment is more minor (e.g. dressing a cut/graze) physical contact is acceptable provided that it is done openly (preferably with another adult present) and that the contact is appropriate for the treatment needed. Ideally, however, the student should be asked if they are able to do the treatment themselves, if they are old enough e.g. they might be able to clean/dress a graze themselves.

## Section 9: Taking Photographs of Students

Staff are not allowed to take photographs with their own equipment, distribute photographs/video taken, or keep/use photographs of students for personal use (it is strongly advised that this policy is followed with adult students as well). However, there are several circumstances where staff may have a legitimate business need for taking photographs of students, e.g. Marketing, Activities (such photographs should be taken using company equipment wherever possible and are the intellectual property of the company.) /Project Work/class leaving photos.

In which cases this policy must be followed.

- A staff member may take photos on behalf of a student, with the students permission and using the student's camera/phone, e.g. if they want a picture of themselves with their friends while on excursion.
- Photos should be taken in public with other adults or students present
- Students/staff must be dressed appropriately e.g. never in swimming costume/night wear
- Photos should not portray the students upset/distressed in any way, nor should they cause upset, distress or embarrassment

### Staff Being Photographed with Students

1. Remember such photos may be viewed out of context e.g. on a student's Facebook page.
2. For your own and your students' protection use common sense in the site (public or an obvious classroom) and pose of any such photo.

**Residential Centres have further specific guidelines laid out in their Staff Handbook**

## Section 10: Electronic Contact between Staff and Students

Except in emergency (for which there are guidelines in the staff handbook), Churchill House staff may not initiate or continue any direct electronic contact with students before, during or after the course has ended. Staff should avoid email contact with juniors for day-to-day business purposes wherever possible, but where it is unavoidable it should only be carried out from a company email account.

The Summer Centres have further detailed procedures concerning electronic and social media contact laid out in their Staff Handbook.

## Section 11: Recruitment (D1, D2)

Churchill House will take steps to ensure that its staff recruitment process follows the guidelines for safer recruitment as laid down by the British Council and YLEUK with regard to advertising, interviewing, suitability checks and safeguarding training. Within the Summer Centres (SC), it is the SC Designated Lead's responsibility to train the Centre Managers' to become the Designated Staff (level 2). All staff take an online Basic Safeguarding Awareness Course and be inducted at Training on Safeguarding by the Designated Staff. This training is repeated each year for the new summer, regardless of staff returning.

Our Statement of Recruitment policy (Appendix A) clearly lays out our commitment to safer recruitment. All adverts include our Safer Recruitment procedure and highlight our commitment to safeguarding our students and the expectations on our recruits to share this ethos. Applicants are informed of our safer recruitment practices and organisations safeguarding policy. Within the Statement of Recruitment and the Staff Handbook, it details the procedure for any staff who are awaiting their disclosure checks, who have a previous criminal record or where a criminal check is not possible. Staff checks are recorded by the HR/Recruitment assistant and added to our database where reports can be run to ensure all documents are received back from an applicant.

Homestay hosts are recruited by the Homestay Accommodation Manager at Ramsgate Main School according to the Main School recruitment policy.

## Section 12: 'PREVENT' (F10)

Staff are advised of Prevent policy in the Staff Handbook and during induction. School rules stress that intolerant behaviour will not be accepted.

## Section 13: Welfare

### 13.1 Risk assessments (F1)

Generic Risk Assessments (GRAs) are provided to centre management staff for completion before the staff induction/briefing sessions. There are 2 basic types of GRA provided:

- General and Supervision Risk Assessment (GSRA) – this covers supervision needs in the different areas of the school grounds and forms the process whereby the management team decide what format the supervision regime should take, staffing needs, specific issues etc
- GRAs for tasks/activities – these provide a generic template containing the main risks/controls/emergency action plan items, to which the Activity Manager would add activity or site-specific factors. For example, there is an Outdoor Sports Risk Assessment which can be adapted for use with different sports/activities or for different venues.

The GSRA risk assessment should be completed by the Centre Manager with the support of other managers and the SLOs ahead of the main staff induction. Once the risk assessment has been completed the Centre Manager plans supervision management from its findings and then this is worked into staff training/briefings and also into student inductions/assemblies.

The Activities GRAs are initially completed by the Activity Manager with the activities staff contributing to amendments as part of activity planning procedures. Staff are required to read the risk assessments before they take part in the activities and sign to confirm their understanding. The signature is dated so that later amendments can be fed back to staff.

Completed risk assessments are stored in the green Policies folder which is stored in the centre office for staff reference. Risk Assessments will be checked by visiting HO staff.

### 13.2 Supervision Ratios (F2)

#### 13.2.1 Supervision Ratios on Activities

A general statement on supervision ratios are shown in the staff handbook as follows:

These are the maximum permissible ratios of responsible adults to children, by age group

- Students aged 8-10 years old: 1:10 to 15
- Students aged 11 or over: 1:15 to 20

Notes:

- 'Responsible adults' can include staff and group leaders, although GLs can only be counted as supervising their own group
- Ratio must reflect risk assessed need i.e. if the group tends to be young, supervision should tend towards the higher ratio e.g. 1:15 instead of 1:20
- CHSC do not accept students under 8 years old
- The higher ratios can be used for low-risk activities where help is on hand nearby e.g. within the school or in a location where staff are available in the near vicinity to provide support if needed.

The supervision needs are decided when the risk assessments are completed for a given area/activity. Note that achieving a ratio does not achieve supervision needs in itself – the actual need must be decided based on roles e.g. if an activity or group of students is seen as relatively difficult to manage, an extra person may be required to support the leader of the activity.

Group Leaders are included in ratios but are only responsible for their own students e.g. if there are 30 students on an excursion with one GL accompanying their 6 students, there is still a need to supervise the other 24 students with staff.

#### 13.2.2 Supervision in accommodation and on campus

Direct supervision needs onsite are decided with the General and Welfare Risk Assessment. When students are not in a specific activity (e.g. sports, teaching, evening activities), a general supervision regime is in place, whereby staff are allocated to cover specific areas/buildings but supervision campus-wide is required to meet an overall 1:20 ratio, including GLs and off duty staff available to support in an emergency.

All students are informed where to find support if needed and are given the emergency phone number.

## 13.3 Missing Students (F3)

The mechanisms for identifying and managing missing students are as follows:

### **Class**

Teachers take a register for all classes using the form created from Datastore. Registers are taken at the start of each teaching session i.e. at the start of the first lesson and after each break. The DOS is responsible for checking these registers for missing students within 15 minutes of each lesson starting. Any missing students are notified to the SLO/CM on duty who is responsible for investigating and locating the missing student.

### **Daytime Activities**

All students must meet at a central meeting point where a register is taken by colour group. The AL in charge of the activity takes the rota and notifies the SLO/CM on duty if students are missing. The AL takes the group to activities and the SLO/CM brings the missing student when located.

### **Evening Activities**

Accommodation buildings swept and checked for students before and during evening activities. Group Leaders are responsible for taking attendance check of their students. SLOs to check attendance of individual students.

### **Excursions/Local visits**

Staff to carry out regular roll calls and head counts. If students are identified as missing they should carry out the Lost Procedure, as printed in the staff handbook.

### **Accommodation**

Room checks made before lights out by the staff on duty. If missing students are not found elsewhere in the building the staff should check rooms again and contact the people on duty in other buildings to check there. If not found it should be escalated to the CM and the Lost Procedure implemented.

### **Homestay Students**

Since all homestays are provided by Ramsgate Main School, their procedure is applicable within the homestay with the additional factor that if a homestay realises that a student has not returned from school they will contact the centre's Emergency Phone in the first instance. The centre will then search for the student on campus while trying to contact through the GL/SLO.

NB: The company's 'Lost Procedure' and 'Major Incident Procedure' are printed in the Staff Handbook

## 13.4 Welfare Provision (F4)

### *13.4.1 Responsibilities*

Student welfare at the centre level is managed by the Centre Manager. Depending on the size of the school and complexity of the welfare needs, the centre may also have Student Liaison Officers (SLOs) to manage day-to-day welfare issues and act as point of contact with individual students.

Group Leaders have a responsibility for representing their students and supporting our staff in providing supervision and care as necessary.

Supervision is structured into the daily activities of the school with supervision responsibilities shared by all staff. For a description of staff roles and how these sessions are supervised, please see the Staff Handbook.

### *13.4.2 Documentation*

The core policies for student welfare, roles and responsibilities are explained in the Staff Handbook, which is the main centre reference point for all policies.

The Student Handbook briefly explains how those policies affect the students and who they should speak to if they have a problem.

## 13.5 First Aid and Medical (F5)

We have first-aid trained staff on-site who can deal with minor injuries. For more serious injuries and illness, we can arrange for students to go to a local doctor or hospital, accompanied by a member of staff or their group leader. If any treatment is needed we may require consent from the parent but, in case the parent is not contactable, we require the parent to grant us consent to use in a medical emergency.

Any costs of medical treatment, including transport to/from the medical centre and prescription medicines, are paid by the customer and we recommend that all customers purchase insurance to cover their children's medical needs while they are in the UK. EU students should bring a European Health insurance Card (EHIC) to qualify for reduced cost treatment.

## 13.6 Under 18 Behaviour and Discipline (F6)

All students must follow the school rules and obey the instructions given to them by our staff or those of the school, as these rules are safety and security of the whole school. Minor breaches of school rules may be punished with extra work, chores (e.g. picking up litter) or exclusion from activities. More serious offences will result in the parents being contacted. Bullying, violent behaviour, prejudice and abusive behaviour will not be tolerated and the students may be given a warning or be expelled. Students may be expelled immediately for committing illegal acts, possessing or drinking alcohol, using/taking illegal drugs or smoking in the accommodation buildings.

## 13.7 Fire Safety (F7)

Fire safety policies are adopted from the venue school directly or adapted from their existing policy on consultation with the Centre manager.

## 13.8 Airport Transfers (F8)

All students under the age of 18 must be accompanied to/from the school by a responsible adult, either a parent or a suitably appointed person. Churchill House can provide a secure 'meet and greet' service; students are met on arrival in the UK, supervised at the airport and transferred to the school in secure, licensed transport. On departure, we provide transport back to the port of entry and assist students with check in.

If customers choose not to book this service they must provide details of the person bringing the student to/from the school before they arrive at the school, including their name, telephone number and a copy of their passport/ID/photo driving licence. Unless we have this information in advance we may be required to cancel the booking for reasons of student safety. On departure, we cannot allow people unknown to us to take a child from the school, even if they may be close family member, unless we have clear and specific information from the parents in advance.

## 13.9 E-Safety (F9)

Students are provided with information about E-safety at the centre. Posters are displayed at the centres and advice is provided in lessons.

Venue schools have firewalls in place that prohibit access to inappropriate sites.

## Section 14: Policy Availability, Formats and Location (A11)

For Summer Centres: A full copy of this policy is sent electronically to all adults working on our Summer Centre courses. A copy is available at the Centre and is located in the Centre Management Office in the Green Policy Folder. A condensed version and practical guide is within the Staff Handbook that all staff receive and must read before employment. Group Leaders are given a condensed version in their Group Leader Manuals. Students are sent electronically a Student Handbook and receive a physical copy at the centre upon induction and it explains safeguarding to them in accessible language.

All copies of policies are available on our website to download: [www.churchillhouse.com](http://www.churchillhouse.com).

Rex Stickland            (Director)

Jim Chirm                (Summer Centres Director )

Saoni Beresford        (Designated Lead)

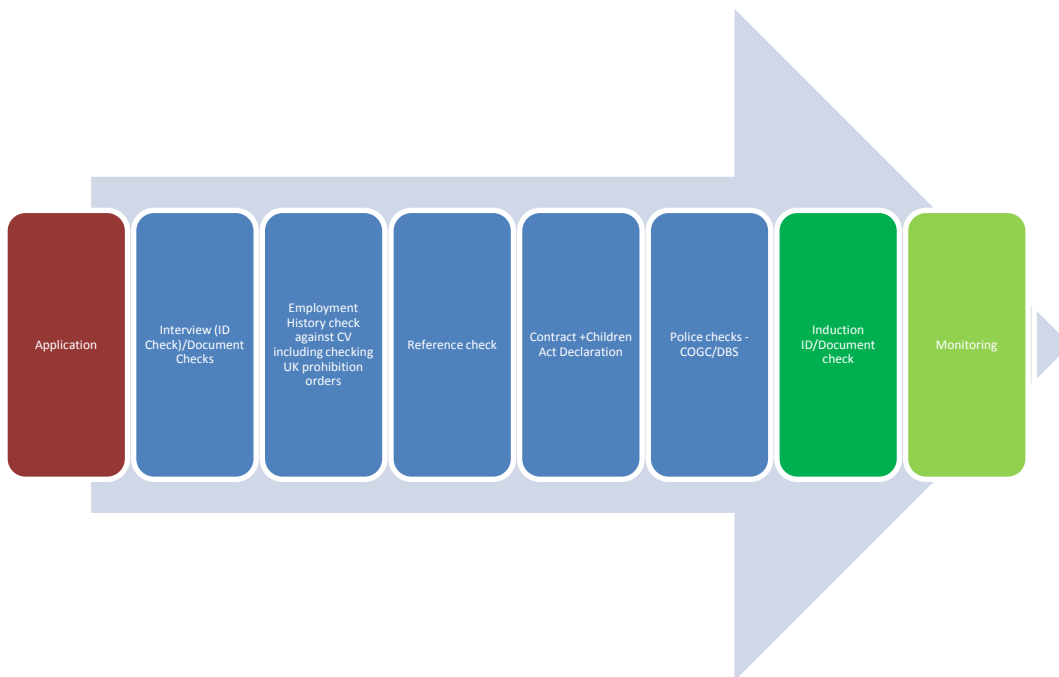
This policy is to be reviewed annually before 1 June. (A7)

Responsibility for reviewing the policy: Jim Chirm and Saoni Beresford



# Appendix A: Statement of Recruitment Policy 2018

This document describes the process we must follow for each potential employee to ensure that we meet our Safer Recruitment requirements.



## Interview

All staff must receive an interview, either face to face or via video chat (Skype) before they can be offered their first position with us. Should a video chat not be possible we must follow up a phone interview with a later ID check.

Returning staff need not be re-interviewed unless they are applying for a different position.

Management staff should be interviewed by two different people to provide balance.

## ID Checking

We check staff ID before they start work for two reasons:

- UK law requires us to check the identity of all new employees
- We need to check the validity of the identity used before we can carry out a DBS check.

ID will also be checked on arrival at the centre and copies kept for safeguarding and UK employment regulations.

### Checking ID on Skype Interview

Before the interview the interviewee will be required to email a scanned copy of the ID they will use for the DBS process. During the interview, they must show the original ID to the webcam so that the two can be compared. Once the interviewer is satisfied that they have a copy of the actual document and that it matches the interviewee, they sign and date ('sighted by') the copy, which is then returned to HO.

Should it not be possible to complete this check at the interview stage a later Skype ID chat must be scheduled to complete the stage.

### On arrival at the centre

All staff should bring their ID (original document only) to their induction where the DOS/CM will take a photocopy of the ID and sign the copy as 'sighted by'. The original signed copy should be returned to HO by post, retaining a photocopy in the centre's HR folder for inspection by visiting HO staff. Sighted copies to be returned to HO at the end of the employee's contract.

NB – Where employees transfer between centres a fresh copy will be taken/signed off by their new CM for local records, to be returned to HO at the end of their contract.

## Document Checks

All qualifications relevant to employment (e.g. teaching/coaching/first aid certificates will be checked during the application process and during induction. Copies of certificates should be sent to the recruiter for checking. Originals should be sighted at the start of the period of employment and a copy of the original made, officially signed off by the line manager and returned to Head Office at the end of the contract.

## Work History check against CV

If an applicant leaves a gap in the CV this could potentially be deleting former employment they might not want us to know about, or potentially more serious.

All applicants must submit a chronological CV to allow us to check their work/educational history. Once received, the person responsible for the appointment must check the CV for gaps in the history and ask the applicant to reasonably account for those gaps.

If there is any doubt as to the employee's explanation, further information/evidence will be sought.

## Checking Prohibition Orders

Anyone with a prohibition order pending or made against them may not teach in the UK. All UK nationals/residents should be checked against the Department for Education website:

<https://sa.education.gov.uk/idp/Authn/UserPassword>

## References

We must gain suitable references for all employees before they are DBS checked or employed.

References provide us with:

- An indication of general suitability
- The ability to check their suitability to work with children/young people for Safeguarding/Safer Recruitment reasons

### **New employees**

We must gain references from 2 suitable referees for all applicants who didn't work for us the previous summer. At least one of these referees should be a recent former employer, if possible.

### **Returning Staff**

Employees from the previous summer (who we have already carried out checks on in the last 12 months) need only provide one referee – a recent employer to cover the period since they left us.

However, if they have had multiple recent employers we should check a second referee.

### **Suitable Referees**

- References from former colleagues do not count as employer references – only the employing organisation can give references e.g. a teacher cannot give their summer school DOS as a referee, we would need a reference from their HO
- If an applicant has previously worked in a summer school we must try to gain a reference from that organisation (whether they have named them as a referee or not) both for safeguarding reasons and as this is likely to be the best indicator of performance
- Personal references are not acceptable except under extreme circumstances and only if authorised by the SCD
- Family members cannot provide a reference
- If we feel that a referee is not acceptable for any reason we will inform the employee that they need to provide a suitable alternative

## Reference Checking Process

- Referees should be written to at a company/organisational email address, not a personal one. The returned reference should also be from their work email.
- If a referee prefers to give an oral reference we should call them (preferably to their DDI landline) and complete the form as they answer the questions. The form should be clearly marked 'Telephone Reference'
- A reference is incomplete unless the referee has specifically answered the safeguarding question
- If we do not get a response from a referee we will try to telephone them or ask the applicant to contact them to chase it. If there is still no response we will ask the applicant for an alternative

Any doubts about the suitability of a reference should be referred to the SCD for a final decision.

## Children Act Declaration

All employees are required to submit a signed children act declaration with their contract. On arrival at the centre they must be asked to sign/date a new copy, which should be kept in the centre's HR folder for later return to HO. If employees refuse to sign a Children Act form at any point we will be forced to terminate their contract immediately.

## Police Checks

For a full statement of our policy on police checks (COGC/DBS) please see the Policy on Background Checks.

## Online Safeguarding Course

While safeguarding is included in the staff induction, all staff are required to complete a Level 1 online safeguarding course and submit the completion certificate for checking.

As part of this we require all staff to have read Part 1 of Keeping Children Safe in Education.

## Induction

All staff (including returners) must receive a formal induction before they are allowed to start work. Refusal to attend will cause the contract of employment to immediately cease. For management, this means being inducted at Head Office (Ramsgate). Induction for SLOs/ALs/Teachers are carried out by the Centre Manager and their line managers on arrival. The induction includes:

- Introduction to company policies on Health & Safety, Safeguarding, Prevent, whistle blowing
- Child safeguarding and Prevent training: code of conduct, encouraging a positive attitude to safeguarding, appropriate behaviour, reporting procedures, safeguarding within the staff's role
- Job-specific training, including specific responsibilities relating to safeguarding and H&S in the role/working environment
- Paperwork checks: ID and certificate copying/sighting, re-signing the Children Act form
- Campus orientation

At the end of the induction session staff will be asked to sign a declaration agreeing to Churchill House's code of professional conduct. There will also be the opportunity to ask questions and, once satisfied, staff will be asked to sign a form to confirm that you have received the induction in full.

## Last minute recruitment

In the event that we have to recruit someone at short notice, the minimum standard of recruitment documentation we will accept before someone is allowed to go to a school is:

1. CV checked and all gaps reasonably explained
2. Completion of reference checks as normal
3. Children Act form received
4. ID checked
5. DBS application completed AND submitted by CHSC with the List 99 option

All last minute recruitment to be assessed and cleared by the SCD before a contract is issued. Any applicant who turns up at the centre before these checks are completed will be immediately asked to leave and the contract cancelled.

# Policy on Police/Background Checks 2018

Churchill House is required to carry out checks on all employees before they can be allowed unsupervised access to children/young people. The company's default position is that all staff should go through the UK Disclosure & Barring Service (DBS) or Disclosure Scotland (for Edinburgh) but there may be circumstances where this may not be possible/appropriate for foreign nationals.

## **Disclosure & Barring Service (DBS) Check policy**

1. All Summer Centres Head Office staff in a role where they may be in a position to influence HR/Recruitment decisions must undergo an Enhanced DBS check
2. All management staff (including Deputy/Assistant management grades) and Student Liaison Officers must hold a current enhanced DBS as they will be supervising people with significant contact with minors
3. UK Nationals of other grades must hold/undergo the enhanced DBS check
4. Foreign nationals of other grades that have lived/worked in the UK must undergo an enhanced DBS check
5. Employees who have never lived/worked in the United Kingdom MUST provide a Certificate of Good Conduct from their country of origin plus a certified translation of the document if necessary. CHSC reserves the right to also carry out DBS checks.
6. Non-UK nationals living outside their country of origin but with a history of living in the UK must also be DBS checked

The default decision is to carry out a DBS check for all staff.

## **The DBS Update Service**

The DBS Update Service is a subscription service which allows completed DBS certificates to be registered for constant update and therefore we can check for changes to the status of a certificate. This removes the requirement to undergo a full DBS check on starting a new period of employment as an applicant can give potential employers access to the results for an immediate decision, provided that the employee provides a copy of the certificate to check against the record. The employee must present this certificate for sighting at the centre.

Experience of 2016/17 shows that many employees who believe they have signed up to the DBS Update Service either have not or their status cannot be checked. If there is any doubt, refer them to:

<https://www.gov.uk/disclosure-barring-service-check/overview>

## **DBS validity**

DBS checks will be carried out from April to give time for the DBS to clear.

DBS Update service checks will be made as soon as information is provided by the applicant but will be checked no sooner than April.

## **Certificates of Good Conduct**

All non-UK residents – including UK Nationals living abroad – must provide a Certificate of Good Conduct from their country of residence, irrespective of whether they will be required to undergo a DBS check.

Information about the certificates available from given countries, and on how to obtain them, can be found on the British Council website:

[https://www.britishcouncil.org/.../international\\_criminal\\_record\\_checks\\_directory.xls](https://www.britishcouncil.org/.../international_criminal_record_checks_directory.xls)

## **Staff Participation in the Background checks**

1. Staff members refusing to take part in background checks or failing to take reasonable steps to assist with them may have their contracts immediately cancelled
2. Where a staff member takes reasonable steps to obtain a COGC but is unable to do so for reasons beyond their control, we will make a risk assessment of their application and decide whether to pursue their application
3. Where there are any concerns about an applicant/employee's suitability to work with minors, or any doubt about an application or the information provided by the applicant, their application/contract will be cancelled immediately.
4. If an offence relating to children is found on the applicant's COGC we have a duty to report the details of the applicant to the DBS for a referral to be barred from working with children

## Employment where the DBS process is incomplete

Options include:

- Cancelling the contract
- Delaying start date
- Allowing the employee to work with increased supervision and no unsupervised access to children/young people

While it is possible to employ someone to work with children without a DBS check, this is not our intention, and it is only acceptable if we can arrange circumstances where they can work with children with adequate supervision.

Decisions on whether to continue to employ people without a valid DBS should be escalated to the SCD at least 7 days before the person is due to start work, to give time to rearrange staffing/contracts if necessary. A final decision will be made no later than 48 hours before the employment contract is due to start.

Factors affecting this decision may be:

- Completion of other checks e.g. COGC, good references received
- Checkable UK work record
- Evidence of a clear List 99 check
- Legitimate reason for late clearance
- Employee's compliance in the employment process e.g. completing documents on time

In the event that the decision is made to employ someone without a complete DBS check it will only be done where:

1. The line manager is informed and is able to put suitable supervision procedures in place
2. There is no suspicion that the employee is unreliable or poses a safeguarding risk e.g. they have fully complied with the recruitment process and completed their DBS documentation in good time
3. Procedures set out in the Staff Handbook for staff without a valid DBS check are followed and the employee complies with the restrictions put upon them. Any failure to comply will result in the termination of their contract.

## Employment decisions for applicants with criminal records

A criminal record does not automatically mean that an applicant cannot be employed. Instead, we must make a decision as to relevance of the conviction to their role in working with children on a residential site.

Where a DBS check is returned with convictions the applicant must be asked to provide a copy of their certificate and explain the noted convictions. All such applications will be assessed on a case-by-case basis to decide whether the information within the DBS check constitutes a risk to either customers, colleagues or the reputation of CHSC. A final recruitment decision will then be made by the SCD.

### **Basic criteria to consider:**

Date of conviction – is the conviction 'spent'?

Nature of the offence – Was the offence of a sexual nature? Was violence (implied or actual) a factor? Was the offence against children?

Severity of conviction i.e. Was there a custodial sentence?

### **Offences likely to result in the rejection of an applicant (\* denotes instant rejection)**

Offences relating to the care/mistreatment of minors\*

Any offence characterised by sexual harassment or assault\*

Unspent convictions of a violent/abusive/threatening nature\*

Unspent convictions of a sexual nature\*

Applicants barred from working with children\*

Multiple unspent offences

Supplying drugs

Supplying alcohol to minors

Incitement to violence

Neglect

**IMPORTANT**

We have a legal duty as a regulated activity provider to make a referral to the Disclosure & Barring Service if a candidate discloses a caution or conviction of an offence relating to children or young people.









# Churchill House Summer Centres

## Appendix C: Body Map

Date:	Centre:
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Name of Child:	
Date of birth:	
Interviewer:	
Role:	
Witness:	
Role:	

