

Safeguarding Policy

Section A: Policy Statement

Context

Name of organisation: KKCL

Location(s):

KKCL Harrow - KKCL, 103-105 Greenford Road, Harrow, HA1 3QF.

KKCL St Dom - Mount Park Avenue, Harrow on the Hill, HA1 3HX (Summer Centre)

Ages of child: 8-17

Type of accommodation offered: Homestay, Hotel & Child Residence

Terminology

KKCL has a duty of care to “Safeguard and promote the welfare of children”.

This means:

- Protecting children from maltreatment;
- Preventing impairment of children’s health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

‘Working Together to Safeguard Children’

Statement

We are committed to practices which safeguard children from harm. Staff in this organisation accept and recognise their responsibilities in respect to the issues which cause children harm and we are committed to raising awareness of safeguarding children and vulnerable adults at all times.

This will be achieved by:

- Adopting child protection guidelines through procedures and a staff code of conduct
- Following carefully the procedures for safer recruitment and selection of staff
- Having staff CRB / DBS checked or sign declarations of suitability to work with children and vulnerable adults, and to read and adhere to this policy
- Providing effective management for staff through supervision, support and training in issues relating to child protection
- Taking all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult in contact with KKCL
- To ensure that no member of staff physically, emotionally or sexually abuses any child or vulnerable adult who comes into contact with KKCL
- Taking all reasonable steps to prevent any staff member, person working for us or member of the public from putting any child in a situation where there is unreasonable risk to their health and safety
- Taking all reasonable steps to prevent any staff member, person working for us or member of the public from physically, emotionally or sexually abusing any child or vulnerable adult
- Reporting to the appropriate manager any evidence or reasonable suspicion that a child or vulnerable adult in contact with KKCL has been physically, emotionally or sexually abused
- Sharing information about good practice and child protection with children, parents and carers, staff and

volunteers

- Sharing information about concerns with the relevant agencies and involving parents and children where appropriate
- Implementing this policy in conjunction with the health & safety and anti-bullying and anti-harassment policies
- We are also committed to reviewing our policy at regular intervals (annually)

Aims

The aim of this policy is to promote good practice by:

- Providing children with appropriate safety and protection whilst in the care of KKCL
- Allowing all current staff to make informed and confident responses to specific child protection issues

Under 18's entitlement

Children are defined as anyone under the age of 18. This policy is for all, whatever race, gender etc ,and all children have an entitlement to be protected.

Adult's responsibilities

Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about the appropriate action to take.

Abuse can occur within many situations including the home, school and other youth sector environments. Some individuals will actively seek employment or voluntary work with young people in order to harm them.

All suspicious practice shall be reported following the guidelines in this policy.

All Staff must adhere to the Code of Conduct outlined below.

Important Contacts

Organisation Name	Website	Tel	Email	Contact Name
Harrow Local Authority Designated Officer (LADO)	www.harrowscb.co.uk	020 8901 2690	LSCB@harrow.gov.uk	Janice Miller
Camden Local Authority Designated Officer (LADO)	http://www.cscb-new.co.uk/	020 7974 4556	LBCMASHadmin@camden.gov.uk	Karen Lahat
Local Police (Child Protection – Harrow)		020 8733 3530		
Local Police (Child Protection – Camden)		020 8733 4286		
Greenwich Local Authority Designated Officer (LADO)	http://www.greenwich-cvs.org.uk/services/children-and-young-people/safeguarding-children-2/	0208 921 4477	safeguardingunit@royalgreenwich.gov.uk	Roy Gopaul
Local Police (Child Protection – Greenwich)		Emergency Duty Team (out of office hours only): 020 8854 8888	mash-	

		Referral team: 020 8921 3172	referrals@royalgreenwich.gov.uk	
Reading Local Authority Designated Officer (LADO)		0118 937 3641 (Office hours only) 01344 786543 (Out of Hours Emergency Duty Team)		
Local Police (Child Protection – Reading)		Children's Multi-Agency Safeguarding Hub 0118 937 3641 (Office hours only) 01344 786543 (Out of Hours Emergency Duty Team)		
NSPCC Helpline	http://www.nspcc.org.uk/	0808 8005000	help@nspcc.org.uk	
Childline		0800 1111		
Disclosure and Barring Service	https://www.gov.uk/government/organisations/disclosure-and-barring-service	03000 200 190	customerservices@dbs.gsi.gov.uk	

Associated Policies

Please also refer to Guidance for Host Family (Under 18s) and Group Leader Manual.

Policy Review

KKCL is committed to reviewing our policy at regular intervals (annually).

Roles & Responsibilities

Designated Safeguarding Person (DSP) – role and key responsibilities include:

🚩 Raising Awareness

- Ensure that all staff and other adults know who the DSPs are and how to contact them.
- Be a resource for offering guidance in child protection and safeguarding for all.
- Work proactively with all departments and develop practical child protection and safeguarding systems that suit the school's situation. Maintain regular communication.
- Ensure the school's safeguarding policy is fit for purpose, and updated and reviewed annually.

🚩 Own knowledge

- Know how to recognise abuse and how to respond if a child makes an allegation of abuse.
- Have knowledge of how LSCB work and their contact details.
- Keep up to date with developments in safeguarding and child protection and have refresher training every 2 years.

🚩 Training others

- Ensure that all staff and other adults working with Under 18s are aware of their child protection responsibilities and receive training in them and in the school's systems before they have contact with children.
- Arrange sufficient, appropriate and regular safeguarding training for all adults working or involved with under 18s.
- Supply staff and other adults with contact details of outside agencies they might contact if they feel that the school's response isn't satisfactory, e.g. the LSCB, the police, NSPCC.

🚩 Heightened awareness

- Have heightened awareness of all Under 18s and looking out for their well being.

↗ **Responding to concerns**

- Respond to all concerns about under 18s raised by staff, students and other adults, and make decisions about the appropriate next steps to take; keep records of all this.

↗ **Confidentiality**

- Understanding need for and maintaining confidentiality in certain situations.

↗ **Making a referral**

- In conjunction with DSL, decide when concerns need to be referred.
- Refer cases of suspected abuse or allegations within one day to the LSCB.

↗ **Records and reports**

- Maintain accurate records of all child protection issues (concerns, allegations and referrals) in a secure place.

↗ **Always available**

- A trained DSP must always be available.

Designated Safeguarding Lead (DSL) is taking overall responsibility for safeguarding and leading the team of DSPs.

Policy Availability & Formats

Full policy is available on our website. A condensed version would be sent to homestay hosts and group leaders in a way that they could easily understand.

Section B: Code of Conduct

Our Policy and Standards of Behaviour for Staff

1. It is paramount for the member of staff to distance themselves from any potentially inappropriate situation.
2. Childcare clients of KKCL. Staff should not attempt to instigate private contact with a child of any age during or after the course.
3. Staff must not give their personal email/postal addresses or telephone number to child, or ask for theirs, during or after the course.
4. Staff must not add any child to any social networking sites (e.g. Facebook, MySpace, etc), nor allow themselves to be added to any child's social networking site.
5. Staff must use common sense and professional judgement to avoid circumstances which could be perceived to be of an inappropriate nature.
6. Staff must not, by any means or in any circumstances, make, view or access illegal or inappropriate images of children.
7. Staff must not distribute (by any means) images or information about a child of any age. This includes the use of child images or details on blogs, social networking sites, messaging systems or any internet sites.

Advice for Personal Communications with a Child

Please be aware of the potential dangers of personal contact (i.e. contact beyond what is reasonably expected in performing your duties) with a child, and the following advice from child protection/teaching agencies:

If child does try to make contact with you on your personal email or phone, discourage this and inform your line manager.

Exercise extreme caution in connection with internet sites / messaging systems and avoid inappropriate communication with all individuals under 18, or others with whom you may be in a position of trust.

Take care to avoid becoming personally involved in a child's personal affairs.

Remember that your personal profiles can be viewed by anyone, and people working with children should be especially careful about their personal web presence. The legal responsibilities of people working with minors extend past the end of any contract they have with KKCL.

Risks to Students and Staff

Students may be able to find information about your personal life that may be inappropriate for minors, and may damage your working relationship with your students.

By allowing students access to friendship groups you may be inadvertently introducing them to a wider circle of adults, over which you have no control, and may facilitate inappropriate contacts.

Sexual predators and bullies are known to use information available on web pages and social networking sites to gain information about children, such as their interests, tastes and location. Staff who post information about students (e.g. photos of their summer holiday, names etc) on a personal web page may make them vulnerable to inappropriate attention.

Electronic and social media

Staff must exercise the same discretion and maintain the same professional distance in any electronic contact with children (anyone under 18) as they would in normal day-to-day life. Electronic contact includes telephone communications (including texting) and on-line environments.

In particular:

- Never initiate electronic contact with a child unless for clear pedagogical purposes that have been sanctioned by the school.
- If a child contacts you electronically, keep your tone friendly, professional and neutral.
- Avoid situations that involve the exchange of personal information, personal photos, virtual gifts or the use of any application that suggests or encourages the sharing of personal feelings.
- If a child seeks to develop an inappropriate personal relationship with you electronically, do nothing to encourage this; inform the school and send a copy of any relevant communications.
- If a child confides sensitive information to you electronically, such as details of abuse, record the details and send a copy of all relevant communications to the school.
- While the school may have good reason to create an online social community, social forums such as Facebook, Twitter, WhatsApp, Google+ and Snapchat, present particular risks. Staff should not initiate or accept 'friendship' requests from children, however innocent these requests may seem, as this provides

access to photos and other intimate details of each other's personal lives. This extends to online gaming and media sharing sites such as YouTube.

Code of Practice for Homestay Providers

- Encourage your visitor to speak English as much as possible in your home (particularly if they are on a language course) but recognise that there will be times when your visitor needs to speak in his/her native language
- Encourage your visitor to feel at home and treat him/her as a member of the family rather than a lodger or paying guest.
- Never host more than one young person of the same native language unless by special agreement with the visitor and the placing organisation.
- Provide clean and comfortable accommodation.
- Provide a home environment in which it is possible, if appropriate, for the visitor to carry on his/her studies properly.
- Provide the visitor with a balanced and appropriate diet taking into consideration any special requirements.
- Always show due concern for the welfare, safety and security of the visitor during his/her stay.
- Give the visitor reasonable and regular access to bathroom facilities.
- Maintain a close liaison with the young person's placing organisation and so be in a position to help resolve any problems that they may encounter during their stay.
- Respect the visitor's different cultural background and be sensitive to their needs.

Residential staff guidance

- All residential staff is in a privileged position with regards to identifying signs of abuse and/or neglect, promoting the overall well-being of residential child and taking steps to prevent abuse in all its forms. Bullying is one obvious example and any sort of 'initiation rite' is expressly forbidden.
- Particular care is taken by KKCL in the recruitment of staff to a post in our residential accommodation and those who work with residential students in line with our Safer Recruitment and Selection Policy; the importance of our safeguarding procedures in the context of residence and how this may differ from the 'day' experience is stressed as part of the induction process of residential staff.

Section C – Child Protection

Nominated/ designated person

- Designated Safeguarding Lead (DSL): **Janice Cheung**
Job title: Director of Operations
Email: janice.cheung@kkcl.org.uk
Tel: 020 3880 5880
- Designated Safeguarding Lead (DSL): **Emma Lauson**
Job title: Director of Studies
Email: emma.lauson@kkcl.org.uk
Tel: 020 3880 9080
- Designated Safeguarding Person (DSP): **Alexandra Luchian**
Job title: Operations Manager
Email: alexandra.luchian@kkcl.org.uk
Tel: 020 3880 9016

How to respond to concerns

If an adult has a safeguarding concern about a child or vulnerable adult, it is his/her duty to only report the issue, and not make a diagnosis. Once a concern is raised, it is the DSP's responsibility to respond. The response should be recorded. Responses will depend on the nature of the concern; they could include:

- monitoring, perhaps on a regular basis;
- investigating further and sensitively to gather more information;
- discuss matter with group leader / parent / agent / homestay host / other DSP / management prior to any action.

Recognising symptoms of abuse

It is important to understand what types of behaviour constitute abuse and neglect.

Type of abuse and neglect

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic

emotional needs.

'Keeping Children Safe in Education'

A child telling an adult

Responding to a child making an allegation of abuse

- Stay calm.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain it is likely that the information will need to be shared with others – do not promise to keep any secrets.
- Allow the child to continue at their own pace.
- Ask questions for clarification only and always avoid asking leading questions (questions that suggest a particular answer). Do not make assumptions or offer explanations.
- Remember that an allegation of child abuse may lead to a criminal investigation, so **do not attempt to personally investigate any allegations** of abuse.
- Even allegations that appear less serious must be taken seriously and followed up according to procedure.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- **Do not** ask the child to make a written statement.
- Record in writing everything that was said as soon as possible using the child's own words.
- Note date, time, and names of persons to whom the information was given.
- Ensure that the record is signed and dated by these persons.
- Report immediately to the DSP/DSL.
- **Do not** confront any person against whom an allegation has been made.

Keeping records

Incidents that must be Reported / Recorded

If any of the following occur you should report this immediately to an appropriate member of KKCL staff and record the incident.

- ↗ If you accidentally hurt a child or young person
- ↗ If he/she seems distressed in any manner
- ↗ If a child or young person appears to be sexually aroused by your actions
- ↗ If a child or young person misunderstands or misinterprets something you have done

If a child has an accident which does not require hospital treatment:

- ↗ Management should be notified and monitor the individual
- ↗ The child's parent should be notified of the incident at an appropriate time
- ↗ The accident/incident should be completed
- ↗ A member of KKCL staff should be informed immediately

If an adult is accused

If an allegation is made, this may be made directly to the DSP or to any other adult and passed to the DSP:

- Make sure the child is safe and supported / reassured.
- Remain calm.
- Inform the DSP / DSL immediately.
- If/when safe and appropriate, try to return the child to their normal routine.
- Ensure that a clear written record has been made (using Safeguarding Incident Reporting Form), signed and dated by the person who made the allegation / heard the allegation from a child.
- If the allegation refers to the senior manager, inform a fellow DSP or contact another senior manager. The senior manager or DSP must contact the LSCB immediately.
- No decisions must be made without referring to the LSCB.

The LSCB's role is to provide advice and guidance to KKCL dealing with allegations and, if necessary, to liaise with the police and other agencies and to monitor the progress of cases to ensure they are dealt with quickly and consistently.

KKCL will provide adequate support for anyone facing an allegation and provide the employee with a named contact if they are suspended.

Initial discussion

There will be an initial discussion between the DSP/senior manager and the LSCB, at which some actions will be agreed:

- Immediate action to protect child.
- When and what parents should be told.
- What should be said to adult facing the allegation and should s/he be suspended.
- If the disclosure of abuse is about somebody in the child's home country, the same procedure is followed. The LSCB may decide to inform the relevant authorities in that country. It is the LSCB, often the LADO (Local Area Designated Officer) who have the professional knowledge and experience to decide what steps need to be taken

Possible Suspension

Suspension is not an automatic response and should only be considered where children are at risk of serious harm or the concern is so serious it would result in immediate dismissal. If the person is suspended, the reason must be communicated to them within one day.

If allegation is unsubstantiated, unfounded or malicious, we will support the member of staff on return to work, especially if they have been suspended.

If a child is accused

A child against whom an allegation of abuse has been made may be suspended from KKCL and the School's policy on behaviour and discipline will apply. KKCL will take advice from the Local Authority Designated Officer (LADO) on such allegations and will take all appropriate action to ensure the safety and welfare of all children involved, including the child or child accused of abuse. If it is necessary for a child to be interviewed by the police in relation to allegations of abuse, KKCL will ensure that, subject to the advice of the LADO, parents are informed as soon as possible and that the child is supported during the interview by an appropriate adult. In the case of a child whose parents are abroad, the child's Education Guardian will be requested to provide support to the child and to accommodate him/her if it is necessary to suspend him/her.

Raised awareness of specific areas

This is not a major problem at KKCL; nevertheless the DSL is aware of specific areas such as Child Sexual Exploitation and Female Genital Mutilation (FGM). Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. You can also access broad government guidance on the issues listed below via the GOV.UK website:

Child Sexual Exploitation: <https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>

Female Genital Mutilation (FGM): <https://www.gov.uk/government/publications/female-genital-mutilation-multi-agency-practice-guidelines>

Section D – Training

Responsibility

DSP and DSL are responsible for ensuring all staff and other adults working with under 18s receive sufficient, appropriate and regular safeguarding training. Adults are expected to have Level 1 Safeguarding. DSPs hold Level 2 Safeguarding training.

How training is delivered

Staff and adults (e.g. homestay host, group leaders / visitors) receive a copy of our Safeguarding policy (simplified version for non-staff adults). Visitors will be given our 'Information for Visitors & Contractors'. Level 1 training is available online and in face to face training delivered by DSP / DSL. Level 2 is available online plus regular face to face training delivered by English UK.

Section E – Safer Recruitment

KKCL is committed to safer recruitment; we do our utmost to employ 'safe' staff by following the guidance in Keeping Children Safe in Education and KKCL's Recruitment and Selection Policy.

All new members of staff will undergo an induction that includes familiarisation with KKCL's safeguarding policy and identification of their Child Protection training needs. All staff will complete 'Basic Awareness Training in Child Protection' online as part of staff induction.

Specialist Qualifications of Staff used on Excursions and Activities

Person Specification – essential qualifications, skills, attributes and experience

Age and eligibility

Successful applicants must be aged 18 or over and eligible to work full-time in the UK.

Strong communication skills

You will be working with young people of different nationalities and backgrounds. You will need to communicate decisions and instructions clearly and effectively. You will also be expected to consistently engage with children in order that they have the chance to improve their ability to communicate in English. You will also work closely with the children's Group Leaders. You must be able to adapt your style of communication so that it is appropriate to the situation and the people being addressed.

An outgoing and sociable character

You will be required to engage with young people during activities and excursions giving them opportunity to use their English so that they get the most out of the activity programme and their stay in the UK.

Willingness and ability to work as part of a team

With most activities and all excursions you will be working with at least one colleague. You will spend up to 10 weeks working closely with each other sometimes for extended periods and in stressful situations. You will be expected to work co-operatively with your colleagues and contribute positively to the running of a successful summer school.

Planning and organisation

You will need to plan and organise events and activities that will stimulate and engage 8 – 17 year olds. The activities must be appropriately planned, advertised and resourced. The activities should be carried out in a structured way and be as inclusive as possible, whilst simultaneously meeting health and safety requirements.

Leadership

You will have responsibility for motivating groups of young people ensuring that they fully engage with the activities and that they do so with due respect for their own safety, their peers, members of KKCL staff and the public.

Flexibility and adaptability

We offer a range of activities to children and while we attempt to play to the strengths of activity staff this is not always possible and staff may be required to lead activities that are unfamiliar to them. You may also be required to change your work schedule at short notice.

Personal responsibility

As you will be working with young people, you must act with a high degree of integrity and your conduct should be exemplary at all times. You are expected to show a high degree of motivation and commitment and must be reliable and punctual.

Willingness to take direction and learn

Summer schools are a unique environment in which to work. You will be required to attend an induction at the beginning of your employment which will set out working standards and procedures.

Diversity

All staff should show respect for the opinions and feelings of colleagues, children and group leaders regardless of race, religion, background, age, appearance, gender or sexual orientation.

Recruitment stages for all

Sample interview questions that ask about a candidate's attitude to working with under 18s

- What attracted you to teaching / this post / this school?
- Give an example of how you dealt with bullying behaviour between children. What did you do? What made it successful? How could you have done it better?
- Young people can develop 'crushes'. How would you deal with that?
- What would you do if you were concerned about a colleague's behaviour towards children?

- What motivates you to work with young people?
- Give an example of how you've managed poor child behaviour.
- How do you define an appropriate teacher (or administrator/whatever job) – child relationship?
- When do you think it is appropriate to physically intervene in a situation involving child? How would you go about doing that?
- Give examples of what you would consider appropriate and inappropriate staff behaviour around our child.

We will investigate appropriate attitudes to relationships with children as a necessary skill for all staff and also homestay hosts.

Recruitment materials

Recruitment materials for all roles will include reference to KKCL's commitment to safeguarding and inform applicants that:

- References will be followed up.
- All gaps in CVs must be explained satisfactorily.
- Proof of identify and qualifications will be required.
- Reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to persons under 18s.
- Staff and volunteers cannot be accepted if they live at the same address as somebody who is disqualified from working the children. We ascertain this through the declaration of disqualification by association.
- All KKCL staff in immediate and/or prolonged contact with persons under the age of 18 and vulnerable adults go through the enhanced DBS check.

Section F – Welfare / Implementing Safeguarding

Supervision ratios for junior courses

KKCL operates with a staff to child ratio of at least 1:15 for junior leisure activities.

If we have less than fifteen junior students on an excursion or leisure event, a minimum of two accompanying activity staff are still required to ensure that in an emergency situation one staff member can remain with the main group of students at all times.

While inside residential accommodation, a staff to child ratio of at least 1:20 is operated for childaged 12–17. The original 1:15 ratio is used for students under 12.

Missing child

Rules and follow-up procedure for Under 18s

Students on our junior courses are expected to attend all lessons and activities unless otherwise specified by their parents or guardians. Students should register their arrival at reception every morning and their departure when leaving in the afternoon or evening. Any students who wishes to be excused from any lesson or activity needs to provide written permission in advance from their parent or guardian. Written notes handed in by students will be verified by phone.

Attendance registers will be taken at every lesson and activity and any absences will be followed up and investigated.

If a child does not arrive at school for a scheduled lesson or activity, KKCL will make every effort to contact the child and/or their parent or guardian or host family to ascertain the reason.

Students who wish to travel unaccompanied on public transport to and from school need to have written permission from their parent or guardian.

Failure to collect a child

If a child is “not collected” from the school by a responsible adult, the following steps will be taken:

- If a child is not collected at the end of a school day, our staff will phone the next of kin / homestay host.

Missing Child Procedure

On-site

Any child who has failed to register without giving prior notice will be flagged up via front desk and the front office will contact group leaders / homestay hosts / next of kin. If, after an hour, group leaders / homestay hosts / next of kin / parents cannot be contacted then the matter should be referred to the Director of Studies, or if they are not directly contactable, report to the DSL or DSPs and the police will be contacted if no further reassurance as to the whereabouts of the child has been obtained.

If a child is reported missing during the school day, the following procedures will be observed:

- check register;
- alert Director of Studies; alert DSL or DSP;
- speak to friends, class teachers, group leaders for any information that might be relevant, but this must not delay the process of looking for the child in question;
- search school premises;
- check CCTV.

If, after following the above procedures, a child cannot be traced within an hour of his or her being reported missing, parents or guardians should be contacted; if they cannot be contacted then it should be referred to the police by the DSL and in their absence, by the DSP / Senior Management. Even if the parents are contactable, the police should be always be contacted if the child has not returned, or their whereabouts is unknown.

If it transpires that the child has decided to “run away”, then the matter will be fully investigated and the DSL will assess the situation. It may be necessary to liaise with the DSL, and particularly for repeated occasions, as a child going missing can be a sign of abuse.

Off-site

If a child is “missing” from activity / excursions, the following steps will be taken:

- We will immediately raise the alarm, inform Senior Management on KKCL emergency line and involve all available staff to enlist help to look for them.
- We will provide everyone involved in the search with a description of the child.
- We will then alert the police and provide a full description of the missing child and inform the parents/emergency contact of the situation.
- We will continue to search and take advice from the police on their arrival.

Failure to return to homestays at curfew time

If a child fails to return to homestays at curfew time, the following steps will be taken:

- The homestay host will immediately raise the alarm, inform our staff on KKCL emergency line.
- We will call the child's mobile to track down his/her location. Ask the child to remain at the same location.
- Once his/her location is found, we will ask the homestay host to pick up the missing child. If the homestay host is not available, we will make the necessary arrangement to pick up the child.
- In the meantime, we will ask the homestay host to inform us as soon as there is any update from their end.
- We will then alert the police and provide a full description of the missing child and inform the parents/emergency contact of the situation.
- We will continue to search and take advice from the police on their arrival.

If a residential child is missing whilst you are on duty

- All residential students must be presumed to be present in the residence unless they have been given specific permission to be absent.
- Whilst you are on duty, there are specific occasions when the whereabouts of child must be checked, e.g. Roll Calls, Evening Sign In and bedtimes. Random checks are also undertaken, especially at the weekends when there are longer periods of 'free time' (e.g. Saturday and Sunday evenings).
- If students are not where they should be at a particular time, the following procedure should be followed:
- Check the duty file for details of authorised absences.
- Ask other students if they are aware of any reason for the absence - though their information should only be taken as a guide to be followed up, and certainly not as the only evidence.
- If there are any other staff in residence, ask if they know any reason for absence.
- Begin a search of the residence - other rooms, showers and lavatories.
- Ask duty staff in other areas to check their areas and ask their students for any information.
- Check other areas of the residence, e.g. outside in the grounds - use senior students to assist as and where appropriate; check CCTV at security office.
- If none of this produces any information, group leader should be informed if the missing child is accompanied by a group leader, otherwise parents or next of kin should be contacted. However, it is preferable that this should be done by the most senior member of the duty staff in residence. If you are the most senior staff in residence, you should now report the matter to the Senior Management on KKCL emergency line. The police should be contacted if the child has not returned, or their whereabouts is unknown.

Welfare provision

Welfare in the Classroom

- ↗ Equality and fairness, teaching and learning inclusive of all children
- ↗ Positive attitude and mutual respect
- ↗ High expectations from all but differentiated instruction and individual pace taken into account
- ↗ Attention to disabilities, cultural issues and other individual or group elements
- ↗ Teaching materials for a variety of learning styles
- ↗ Valuing individual differences
- ↗ Working together and supporting each other – peer support and peer learning
- ↗ Class/group and individual feedback on homework and performance in tests
- ↗ Getting to know the child(child information form, class profile and informal discussions)

- Some differentiated materials and support, attention to pairing students in order to enhance learning
- Study skills support
- Guidance on self-study outside the classroom
- No age or disabilities discrimination but attention to these issues in terms of approach to pair work and class activities that involve moving and mingling
- Planning solutions for possible problems or difficulties (lesson plan), including child levels, personalities and learning styles

Pastoral Care

- Monitoring attendance and performance (both in terms of results and of involvement in class activities and doing homework) and following up on any possible issues in this order: teacher, welfare officer, DOS.
- Informal discussion with student before the class, during the break and after the break.
- Inclusion of suggestions for learning and development on ILPs (can include notes on possible child problems, although these are usually noted in the database – absences, illnesses etc).
- Tutorials – group and individual discussions with the student following progress tests.
- Opportunity to provide feedback (feedback questionnaires, suggestions forms, complaints forms) or discuss personal or class problems, e.g. with the teacher or in drop-in sessions.

First Aid & Medical

First aid facilities and an appropriately trained member of staff will be available at all times, together with an arrangement with a local doctor in case of emergencies.

All Activity Leaders and Residential Staff are required to do an online Welfare and Safeguarding course in advance of starting work in KKCL. Staff with First Aid training are specifically sought out during recruitment.

Under 18s Behaviour & discipline

Please refer to Go Create! Teacher Notes – Discipline System and the Discipline Procedure.

Airport transfer

Please refer to KKCL Juniors Pre-departure Information.

E Safety

Most of our students will use mobile phones and computers at some time. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. Chatrooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. The school's **electronic and social media** policy explains how we try to keep children safe in school. Cyber-bullying by child, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

Radicalisation & Extremism Prevention

We educate our students about acceptance and tolerance of a range of views, that people think differently and believe different things. As part of our child induction, we remind all our students that we are a **multi-cultural** school in a **multi-cultural country!** Please refer to Student Induction Juniors document.

Provision for those more vulnerable

Support for Learning Difficulties and Disabilities

- ↗ Literacy: specific exercises for working on reading and writing, enhanced support, more time allowed in tests
- ↗ Dyslexia: questionnaire, info pack for teachers, coloured paper, using a specific font, extra time allowed in tests
- ↗ Visual impairment: making bigger size copies, bigger writing on the board
- ↗ Hearing impairment: written instructions
- ↗ Mental disabilities: no provision
- ↗ Motor disabilities: no provision

Resources on Safeguarding

Organisation Name	Website	Tel	Email	Contact Name
Coram Children's Legal Centre	www.protectingchildren.org.uk	Child Protection Project Advice Line for Practitioners: 0207 636 1245	cpp@essex.ac.uk	Catherine Williams
Department for Education (CWDC)	http://www.education.gov.uk/e-learning			
Harrow Local Safeguarding Children Board	http://www.harrowlscb.co.uk/	020 8424 1147	lscb@harrow.gov.uk	
Child-Safe	http://www.child-safe.org.uk/	+44 (0) 1275 816133		

Policy last reviewed: January 2018

Next review date: January 2019