

KKCL Safeguarding Policy (Condensed)

Section A: Policy Statement

Context

Name of organisation: KKCL

Location(s):

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

KKCL St Dominic's Academic Centre - Mount Park Avenue, Harrow on the Hill, HA1 3HX (Summer Centre)

Ages of child: 7-17

Type of accommodation offered: Homestay, Hotel & Child Residence

Statement

KKCL has a duty of care to "Safeguard and promote the welfare of children". We are committed to practices which safeguard children from harm.

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

Adult's responsibilities

All adults have a legal 'Duty of Care' to safeguard students under 18. At KKCL we expect adults to carry out this duty of care to the same level that a caring and responsible UK parent would.

Roles and responsibilities

KKCL have two DSLs (Designated Safeguarding Lead) and three DSPs (Designated Safeguarding Person); names and contact details shown here.

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): **Gabi Kotlubaj**
Job title: Director of Studies
Email: gabi.kotlubaj@kkcl.org.uk
Tel: 020 3880 6003
- Designated Safeguarding Person (DSP): **Alexandra Luchian**
Job title: Senior Operations Manager
Email: alexandra.luchian@kkcl.org.uk
Tel: 020 3880 9016
- Designated Safeguarding Person (DSP) : **Leah Charlton**
Job title: Activities Manager
Email: leah.charlton@kkcl.org.uk
Tel: 020 3880 7799

➤ Designated Safeguarding Person (DSP) : **Andy Conner**
Job title: Residential Centre Manager (KKCL Harrow School Boarding House)
Tel: 020 3880 8333

At least one DSL will always be available in person or by phone and at least one DSL or DSP will always be available in person at each KKCL locations.

The DSLs have lead responsibility for ensuring safeguarding happens effectively at KKCL. The DSPs support the DSLs as directed.

Policy Availability & Formats

Full policy is available on our website. It will be reviewed at least annually

Section B: Code of Conduct

Our Policy and Standards of Behaviour for Staff

KKCL Staff Code of Conduct is about how adult staff, homestays and anyone working with KKCL students should behave and appropriate interaction between adults and students. It is designed to protect both adults and students.

Position of Trust (Sexual Offences Act 2003)

All stakeholders working with KKCL students under 18 are in a Position of Trust. It is against UK law for anyone to have any sexual contact, even touching of an intimate nature, with students under the age of 18, or to groom u18 students in preparation for sexual contact after they are 18.

1. It is paramount for the member of staff to distance themselves from any potentially inappropriate situation.
2. 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.

Being an Excellent Role Model

All KKCL staffs are role models and need to set the best example to our students in all ways. For instance,

- ✓ be trustworthy, consistent and fair to all students,
- ✓ dress appropriately (for duty staff this means wearing staff T-shirts), use appropriate language
- ✓ challenge unacceptable students behaviour, for instance, smoking, bullying, drug/alcohol/solvent abuse.
- ✓ be positive.

Be Professional and Know the Boundaries

- Staff should never be alone 1:1 in a closed room with a student under aged 18
- Staff and homestays should never enter a student's bedroom alone with the student
- Staff should not smoke in front of or in the company of students or group leaders.

Physical Contact between Staff and Students

We advise against any physical contact with students, especially any type of 'Positive Touch' (everyday acts of communication by physical means to indicate approval or sympathy). KKCL recognise that there may be circumstance where physical contact with students is unavoidable and some exceptions exist, for example when giving First Aid or having to intervene to stop students harming themselves or others.

Whistleblowing

That staff and stakeholders have duty to report (for staff it is a legal duty) to line managers or DSL/DSP if they become aware of other staff not following the Code of Conduct guideline.

Advice for Personal Communications with a Child

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

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.

Electronic and social media

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

Section C – Child Protection

Child protection refers to the need to protect children from abuse.

Adult responsibilities

All adults working or volunteering with KKCL students has a duty to report any concerns they have that a child may be suffering from abuse

Who to report to?

Contact any of the KKCL safeguarding team; somebody is always available 24 hours per day, 7 days a week.

You can also contact local authorities direct:

- Harrow Safeguarding Children Board: 020 8901 2690 or out of hours emergency team number 020 8424 0999
LSCB@harrow.gov.uk
- Met Police, Brent & Harrow Child Abuse Investigation Team (CAIT) 020 8733 3530

Abuse and Recognising symptoms

<i>Name</i>	<i>Type of abuse</i>	<i>Symptoms</i>
Physical abuse	Causing physical harm, e.g. hitting, throwing, burning or inducing illness	<ul style="list-style-type: none"> * physical marks; bruises, cuts, burns * injuries that cannot be easily explained * reluctance to be around certain others * suddenly covering up (e.g. long sleeves in summer), done to hide marks * being very passive and withdrawn * being aggressive and hitting out
Emotional abuse	Making a person feel worthless, inadequate and insecure, e.g. through continual negative comments, putting them down, making fun of them or taking no notice of them.	<ul style="list-style-type: none"> * signs of having low self-esteem, e.g. * over-reacting to mistakes * being withdrawn, sad, not socialising * mood swings from passive to aggressive * eating disorders * self-harm
Sexual abuse	Engaging in any form of sexual activity with an under 18 ** (see below), from inappropriate touching outside clothing to full penetration. Making an under 18 watch sexual acts or produce sexual images. Preparing under 18s for sexual abuse (grooming) is also abuse; done in person or online	<ul style="list-style-type: none"> * showing sexual knowledge beyond years, either verbally or physically through gesture * genital pain or infections * reluctance to be around others * bedwetting, nightmares, poor sleeping * being withdrawn, secretive or isolated * eating disorders or substance abuse * having unexplained gifts
Neglect	Not properly taking care of an under 18, e.g. not providing enough food, clean clothing, proper medical care. Also failing to keep under 18s safe from danger or not supervising them adequately.	<ul style="list-style-type: none"> * being hungry and/or tired * looking unhealthy * badly dressed in unwashed clothes * smelling bad and not having bathed * untreated medical conditions * frequently left alone for long periods

A change in behaviour is usually a key symptom that something is not right in the life of an under 18

** All adults working with KKCL students are in a position of trust and cannot engage in any sexual activity with children under the age of 18 (even though the legal age of consent for sex in UK is 16)

Secondary forms of abuse:

There are secondary forms of abuse:

Child Sexual Exploitation, Female Genital Mutilation (FGM), Honour Based Violence (HBV), and **Peer-on-peer abuse**: Under 18 students may abuse their peers, for example bullying or cyber bullying (see Anti-bullying policy), Teenage Relationship Abuse - where a relationship begins consensually but where one partner starts to manipulate and control the other, and Sexual Harassment and Sexual Violence - any acts such as using sexual language, joking, sexual touching even if 'accidental', up-skirting etc which demean or make somebody feel uncomfortable need to be addressed and must be reported.

Responding when a child tells of abuse

There are some things the adult must do, and some things they mustn't do.

Must do	Mustn't do
<ul style="list-style-type: none"> ✓ Stay calm and listen carefully ✓ Reassure the child they have done the right thing to tell ✓ Report immediately to the DSP/DSL 	<ul style="list-style-type: none"> ☒ Panic, show emotion or pass judgement ☒ Ask questions; only ask 'what do you want to tell me?' ☒ Promise to keep secrets; you will have to share the

<input checked="" type="checkbox"/> Record what was said using the child's own words	<input checked="" type="checkbox"/> Ask the child to write down what they have told you
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Your job is finished once you have reported to the DSP/DSL. They will take over from there.

Confidentiality

Any information about potential or actual child abuse is confidential and can only be shared with KKCLs designated staff or with relevant outside agencies, e.g. police, social services. The confidentiality applies to both the victim and the accused abuser.

Section E – Safer Recruitment

KKCL is committed to safer recruitment; by following the guidance in Keeping Children Safe in Education. All prospective employees sign the declaration as part of the pre-employment checks process. 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. Details are available in the full policy.

Section F – Welfare / Implementing Safeguarding

There are many ways that KKCL delivers effective safeguarding: for example

- ↗ having set supervision ratios of adults to students
- ↗ taking regular registers to check where students are and having clear procedures for responding if a child is missing at any point
- ↗ having student welfare and pastoral care guidelines to help students in all areas of their KKCL course
- ↗ having adequate first aid and medical support for all students
- ↗ having proper fire safety provision
- ↗ making sure students behave within KKCL system of discipline and sanctions
- ↗ promoting E-Safety amongst students through the KKCL electronic and social media policy
- ↗ ensuring students understand the importance of tolerance and respect for everyone in our multi-cultural school, and that extremist views or actions will not be tolerated

Thank you to all adults working or volunteering with KKCL students; we need your cooperation to ensure our students are safeguarded well.

Policy last reviewed: June 2019
Next review date: January 2020