



**celt**

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LANGUAGE TEACHING**

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**CELt**

**Safeguarding**

**Children**

**&**

**Adults at Risk Policy**

**C Child Protection Policy**

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## Document Revision

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## Section C CHILD PROTECTION

### C1 Overview & Structure

Child protection is the responsibility of all adults associated with Under 18s. CELT meets its child protection responsibilities by:

- making all staff and homestay providers aware of their responsibilities.
- having a CELT Safeguarding Team whose members and roles are known to all staff and homestay providers
- making sure that a member of the Safeguarding Team can always be contacted 24/7.
- ensuring the Safeguarding Team are themselves appropriately and fully trained.
- training all staff and homestay providers and making them aware of different child protection scenarios and training them to recognise symptoms of abuse
- making sure all staff and homestay providers know how to respond when they suspect abuse or when a child tells them about abuse.

## C2 Nominated/Designated Persons

Staff highlighted in grey are senior members of the school's Safeguarding Team.

	<p>Designated Safeguarding Lead (DSP) and Child Protection Officer (CPO)</p> <p>MIKE BURDEN Director of Studies +44(0) 29 2033 9290 Salisbury Road &amp; North Road Trained To Safeguarding Specialist (Level 3)</p>	
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## Other people involved with Safeguarding at CELT:

<p>Lynda Gallagher Local Authority Designated Officer – LADO For child protection concerns re under 18s with an adult in a position of trust, i.e. our staff and homestay providers Tel: 029 2233 0889 Email: <a href="mailto:lgallagher@cardiff.gov.uk">lgallagher@cardiff.gov.uk</a></p>
<p>Cardiff Children's Services For child protection concerns with external parties and other students Tel: 029 2053 6490, Option 3 for Emergency Referrals (MASH Team, Multi-Agency Safeguarding Hub) (Monday-Thursday 0830-1700, Friday 0830-1630) Out of Hours Emergency Duty Team: 02920 788570</p>
<p>Cardiff Education Safeguarding Team For advice with policy and procedures Tel: 029 2233 0879 Email: <a href="mailto:slssafeguardingteaminformation@cardiff.gov.uk">slssafeguardingteaminformation@cardiff.gov.uk</a> <a href="http://cardiff.sla-portals.co.uk/Services/4730">http://cardiff.sla-portals.co.uk/Services/4730</a></p>

- CELT has a Safeguarding Team of 6 members of staff. There are always a minimum of 3 CELT Safeguarding Team members available at any time of the year, with at least 1 member of the Safeguarding Team who is trained as Specialist Safeguarding (Level 3) in both the adult and junior centres when both centres are in operation.
- A member of the team can always be contacted 24 hours a day, 7 days a week by first calling the school's emergency phone number +44 7486 888641 or the school's landline (voicemail messages left out of hours are automatically converted to MP3 as an attachment and sent in real time to the Principal).
- Members of CELT's Safeguarding Team contact the Local Authority Designated Officer (LADO) if there are ever any child protection issues or concerns with an adult in a position of trust, i.e. our own staff or homestay providers
- If the child protection concern is with people not involved directly with the school, or is regarding another student, the Safeguarding Team contact the MASH Team in Cardiff Children's Services.
- For advice and assistance with CELT's safeguarding policy and procedures, CELT can also contact team members in Cardiff's Education Safeguarding Team, which is line managed by Lynda Gallagher, the LADO.
- CELT is also in discussion with a Safeguarding Consultant with ELT specialism to provide ongoing assistance with CELT's Safeguarding provision.

## C3 Situations When Adults Need To Respond

### “Saying nothing is not an option”

There are three main scenarios in which an adult must respond:

- If noting something themselves
- If being told something by another person (adult or under 18)
- If being told something as a disclosure by an under 18 (following the specific procedure outlined in Section C5 below)

**All adults must respond**, because of our legal duty of care to students aged under 18, whether it is a teacher, an admin team member, a homestay provider, an outside contractor or even another student. Anyone who knows or suspects that any student at CELT (and specifically any student under 18) is being or has been harmed or is at risk of significant harm, **must respond**. It is not that person’s role to investigate or assess whether abuse has occurred: rather, they have a responsibility to pass on their concerns to those who can investigate them, so that action to protect the child can be taken if necessary.

If there is a concern, it must be reported immediately to a member of the Safeguarding Team and / or to the police if it is believed that a crime has been committed.

Depending on the nature of the concern, the Safeguarding Team will handle the matter internally. Concerns requiring external intervention are dealt with in the following way:

- If the concern is a serious incident or if it is an allegation of abuse or a disclosure, the Safeguarding Team must immediately report it to the LADO
- If it concerns an adult in a position of trust, i.e. a member of staff or an accommodation provider, it must also be reported to the LADO
- If it concerns others not connected to the school or concerns another student it should be reported to the MASH Team at Cardiff Children’s Services.
- If a crime has or may have been committed it must be reported to the police.

Staff, and accommodation providers in particular, need to be able to recognise the symptoms of abuse: these are detailed in Section C4.

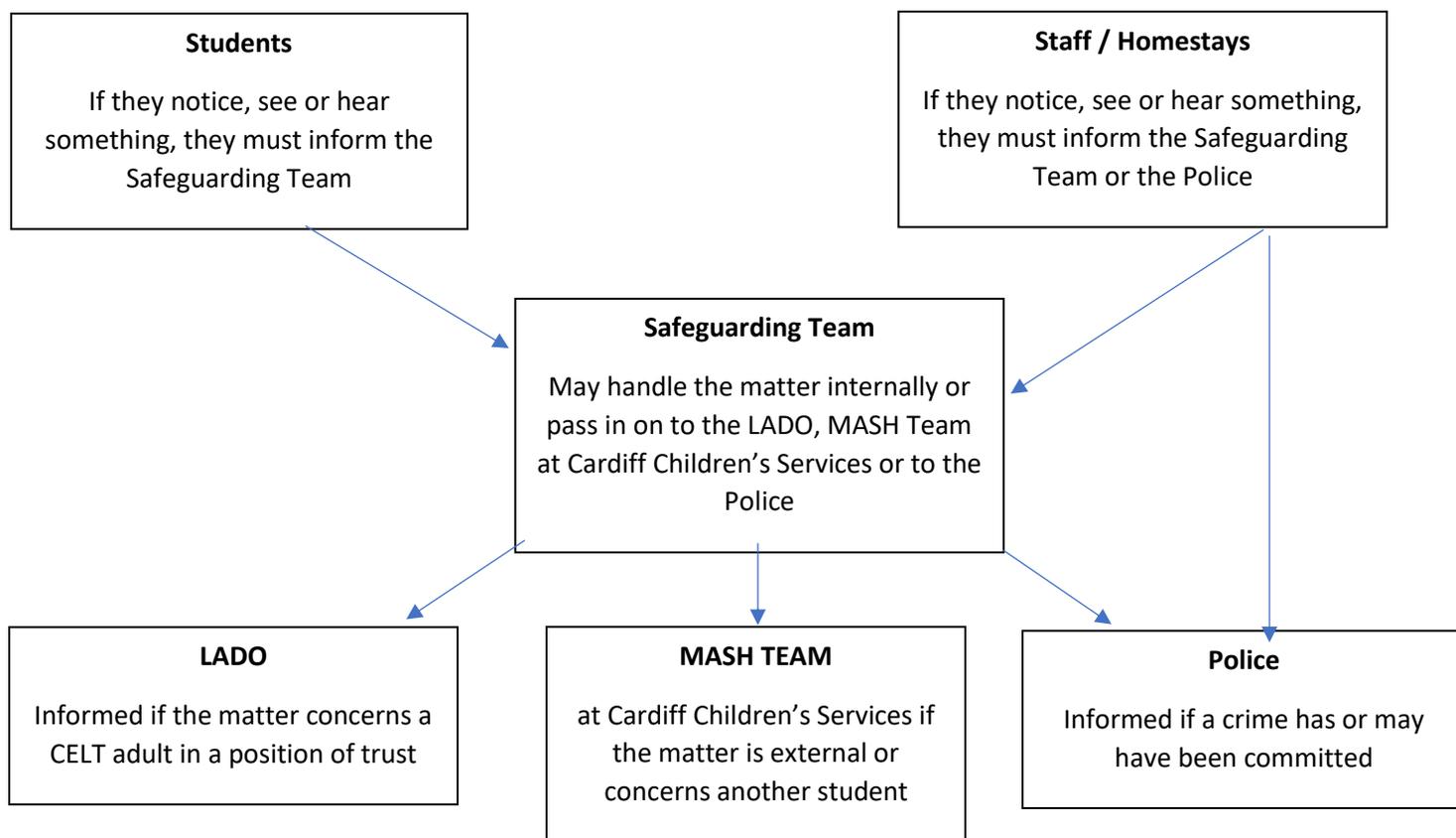
The safety and welfare of the child must be the primary consideration in deciding whether or not to share information. This always overrides confidentiality.

If a child needs medical attention this must be dealt with as an absolute priority.

What is an allegation?

An allegation is information which indicates an adult or another under 18 may have:

- Behaved in a way that has/may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in such a way that indicates s/he would pose a risk of harm towards children.



#### C4 Identifying Main Forms of Abuse & Recognising Symptoms

There are four main types of abuse, as explained below, and frequently related signs to look out for. Sometimes multiple signs are present; however, some caution should be exercised because if someone is showing signs, it does not always necessarily follow that they are being abused. Bullying is sometimes included as a fifth form of abuse or can be included as a secondary form (see Section C7 Knowing & Recognising Secondary Forms of Abuse)

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

#### PHYSICAL ABUSE:

- **Physical Signs:** Injuries not adequately explained including: fractures, bruises, burns, bite marks, slap marks and implement marks (e.g. belt mark) grip marks, symmetrical bruising or bruising in unusual places.
- **Behavioural Signs:** Appears scared of others, avoids communication with authority. Mood swings, can be both passive and aggressive, frozen watchfulness, equally could appear overly “happy” and “eager to please”. Anti-social and even criminal behaviour.

## SEXUAL ABUSE:

- Physical Signs: Over-familiarity, explicit sexual drawings, pain, soreness or itching in the genital or anal areas or mouth, recurrent genital or urinary infections, pregnancy.
- Behavioural Signs: Sleep problems, anorexia, bulimia, self-harm or excessive 'comfort' eating, fear of a specific person, use of alcohol or drugs, unexplained gifts, money, having 'secrets' particularly around internet use or overtly sexual display.

## NEGLECT:

- Physical Signs: Looks excessively thin or ill, unexplained weight loss, complains of hunger; lack of energy, untreated conditions/injuries, repeated accidents, especially burns, repeatedly unwashed, smelly or dressed inappropriately for the weather.
- Behavioural Signs: Poor level of concentration, constantly hungry, not keeping Doctor or Hospital appointments, frequently not at school or persistent lateness.

## EMOTIONAL ABUSE:

- Physical Signs: Speech disorders, depression, eating disorders, evidence of self-harm and voicing suicidal thoughts.
- Behavioural Signs: Over-reaction to mistakes, continual self-deprecation, excessive fear of new situations, excessive behaviours, e.g. rocking, head banging, pulling own hair out, self-harm and/or eating disorders, stealing, excessively sad, depressed, withdrawn, low self-esteem, unable to form friendships with other students.

## C5 A Child Telling An Adult (Disclosure)

It is important to recognize that a child may choose any adult to talk to: it is therefore important that ALL staff at CELT know the correct way to respond.

### Receive:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said without judgement. Take it seriously. Be calm.

### Reassure,

- Reassure the child, but only so far as is honest and reliable. Don't make promises that you can't be sure to keep e.g. "I'll stay with you" or "Everything will be all right now"
- Don't promise confidentiality – you have a duty to report your concerns.
- Tell the child that you will need to tell some people, but only those whose job it is to protect children.
- Acknowledge how difficult it must have been to talk.
- Never agree to keep secrets – be honest
- Reassure the child that he or she is right to talk

### React:

- Listen quietly, carefully and patiently
- Do not investigate, interrogate or decide if the child is telling the truth
- Don't ask leading questions, e.g. "What did he do next?" (This assumes he did).
- Ask open questions like "Is there anything else that you want to tell me?"
- Do not ask the child to repeat what they have told you to another person
- Explain what you have to do next and whom you have to talk to.

### Record:

- Make brief notes at the time and write them up in detail as soon as possible on the CELT Safeguarding Report Form.
- Do not destroy your original notes in case they are required by the courts.
- Record the date, time, place, words used by the child and how the child appeared to you.
- Record statements and observable things.
- Do not assume anything – don't speculate or jump to conclusions

### Remember:

- If a child discloses abuse to you, take it seriously
- Seek advice from the designated members of the Safeguarding Team at CELT

### **Don't**

- Refuse to listen, tell them you will see them later
- Over-react
- Be on your own in a room with the student with the door closed
- Show worry or concern
- Put words in their mouth
- Make comments
- Ask leading questions
- Promise confidentiality
- Leave the student alone after they have disclosed – if you need to leave the office, call another member of staff and ask them to sit with them and not ask questions, but act as a reassuring presence.
- Tell any colleagues other than members of the CELT Safeguarding Team
- Correct the language (grammar and vocabulary) of a disclosure: this should be recorded verbatim

## C6 Confidentiality

It is essential that any adult who becomes aware of child protection information must only share it with CELT's Safeguarding Team and not with anyone else, including friends or members of their own family. Confidentiality about both the victim and the accused must be maintained at all times. Within the context of GDPR and changes to data protection in 2018, it is important to understand that data protection does not undermine safeguarding.

## C7 Knowing & Recognising Secondary Forms of Abuse

Besides the four main types of abuse explained in Section C4 above (physical, sexual, emotional and neglect), CELT recognizes the following as further forms of abuse:

- Child Sexual Exploitation (CSE)
- Female Genital Mutilation (FGM)
- Peer-on-Peer Abuse
  - Bullying and Cyber-bullying,
  - Sexual Violence and Sexual Harassment
- Honour Based Violence (HBV) and Forced Marriage
- Teenage Relationship Abuse

Both CSE and FGM are illegal in the UK and must be reported to the Police as well as to the Safeguarding Team for appropriate action. It should be noted that any kind of sexual activity, even grooming, done by a person in a 'position of trust' to an under 18 is a crime and therefore must be reported to the Safeguarding Team and to the Police for appropriate action.

### Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology (Department for Education, 2017)

In all cases, those exploiting an under 18 have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Some of the following signs may be indicators of child sexual exploitation:

- Appearing with unexplained gifts or new possessions
- Going missing for periods of time or regularly coming home late
- Having older boyfriends or girlfriends

CELT staff and accommodation providers must be aware of Child Sexual Exploitation and recognise it is a form of abuse and if this is disclosed to them by an under 18, or if they believe that this may be happening, they must immediately inform a member of the CELT Safeguarding Team and the Police. Child Sexual Exploitation is illegal in the UK.

### Female Genital Mutilation (FGM)

Staff should be aware that FGM is the non-medical, partial or total removal of external female genital organs, typically done to young girls from African countries. It is enough to know from disclosure, not from examination, that FGM has happened. FGM is illegal if done in the UK and is also illegal if a UK resident is taken to another country to have it done. If a member of staff or an accommodation provider becomes aware that this has happened or suspects it may happen to a student under 18, it is their duty to make a direct report to the CELT Safeguarding Team and the Police.

### Peer-on-Peer Abuse

All staff should be aware that safeguarding issues can manifest themselves via peer-on-peer abuse. Abuse therefore is not only done by adults against children but can also involve under 18s, notably teens, abusing their peers. This is most likely to include, but may not be limited to, gang violence, bullying in all its forms including cyberbullying, gender-based violence, particularly against girls, hate and revenge crimes, sexual assaults and sexting.

Examples of safeguarding issues involving peer-on-peer abuse could include:

- Physical abuse
- Violence, particularly pre-planned
- Forcing others to use drugs or alcohol
- Emotional abuse
- Blackmail or extortion
- Threats and intimidation
- Sexual abuse
- Indecent exposure, indecent touching, or serious sexual assaults
- Forcing others to watch pornography or take part in sexting
- Sexual exploitation
- Encouraging other under 18s to attend inappropriate parties
- Photographing or videoing other children performing indecent acts

CELT staff therefore receive training to help them to understand peer-on-peer abuse, how it can manifest itself plus signs to notice and look for. If peer-on-peer abuse is suspected, it must be reported to a member of the Safeguarding Team, who will then escalate it as necessary to the MASH Team at Cardiff Children's Services, the LADO for further advice and, if necessary, to the Police. If an instance of peer-on-peer abuse involving under 18s is disclosed to a staff member, the procedures outlined in Section C13 will come into place: the school has a duty of care to both the children involved. The procedures are the same as in Section C11 (If An Adult Is

Accused) with the key difference that CELT will also appoint a second member of the Safeguarding Team to support the accused on a personal level. Once this second person has been appointed, the procedure is then the same as with any case of suspected abuse by an adult. As always it is essential that total confidentiality is maintained.

### Bullying and Cyber-Bullying

In its simplest form, bullying can be identified as ‘the act of making somebody else unhappy, done deliberately and repeatedly’. Naturally, if the action is done just once or unintentionally, the action still needs to be addressed so that it is not repeated and thus becomes bullying. Bullying is not readily translated into many languages and as such the phenomenon may not be readily understood by all cultures: it is therefore important that the concept is clear to all. At CELT, we proactively encourage all students, including under 18s, to be kind, thoughtful and respectful to everyone: on the rare occasions where this is not the case, the student(s) involved are spoken to and if necessary the issue is escalated to a member of the Safeguarding Team for further investigation.

Bullying can take many forms, including some or all of the four main forms of abuse. It is on occasions explained as ‘having fun’, ‘part of growing up’ or a ‘cultural difference’. These explanations must be robustly rejected as in every situation: bullying is a form of abuse.

No single sign will indicate for certain that a under 18 is being bullied, but watch out for:

- belongings getting ‘lost’ or damaged
- physical injuries, such as unexplained bruises
- being afraid to go to school, being mysteriously ‘ill’ each morning, or skipping school
- asking for, or stealing, money (to give to whoever’s bullying them)
- being nervous, losing confidence, or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

Cyber-bullying, that is instances of bullying which take place via digital media (typically on the Internet on devices such as laptops, PC and mobile phones or tablets), is particularly insidious as such instances can happen at any time of day or night, remotely and anonymously. Besides the possible of bullying listed above, signs of cyber-bullying may include:

- spending a lot, much more or much less time online, texting, gaming or using social media
- being withdrawn, upset or outraged after using the Internet or texting
- being secretive about who they’re talking to and what they’re doing online or on their mobile phone
- having lots of new phone numbers, texts or e-mail addresses on their mobile phone, laptop or tablet.

Given the cyber-bullying does not necessarily respect geographical boundaries, it is possible that the abuser may be physically remote: CELT may therefore be unable to address and deal

directly with the issue fully. In such circumstances, CELT will involve the group leader if there is one and the emergency contact to make them aware of the situation.

### Sexual Violence and Harassment

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable.

It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.

Sexual harassment is usually carried out by a male aggressor to a female victim but is not restricted to this male-female dynamic. It is important to note that all forms of sexual violence and harassment are unacceptable: 'low-level' incidents such as skirt raising, up-skirting and the touching of breasts are never 'a bit of teenage fun' but are unacceptable.

#### Sexual violence

It is important that staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003 as described below:

**Rape:** A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

**Assault by Penetration:** A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

**Sexual Assault:** A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents.

#### Sexual harassment

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline. When we reference sexual harassment, we do so in the context of child on child sexual harassment. Sexual harassment is likely to:

violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual “jokes” or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
  - non-consensual sharing of sexual images and videos;
  - sexualised online bullying;
  - unwanted sexual comments and messages, including, on social media; and
  - sexual exploitation; coercion and threats

### Honour Based Violence (HBV) and Forced Marriage

Honour based violence is a violent crime or incident which may / may have been committed to protect or defend the honour of the family or community.

It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. For example, honour based violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

Women and girls are the most common victims of honour based violence; however it can also affect men and boys. Crimes of ‘honour’ do not always include violence. Crimes committed in the name of ‘honour’ might include:

- Domestic abuse
- Threats of violence
- Sexual or psychological abuse including FGM
- Forced marriage
- Being held against your will or taken somewhere you don’t want to go
- Assault

A forced marriage is one that is carried out without the consent of both people. This is very different to an arranged marriage, which both people will have agreed to. There is no religion that says it is right to force you into a marriage and you are not betraying your faith by refusing such a marriage.

Signs of honour based violence might be:

- Persistent absence from school

- A decline in engagement / behaviour / performance and lower than expected test scores as a result
- Depression
- Other family members or friends keeping a close eye on the student(s)

Regardless of the motivation for such crimes, honour based violence is recognized as a form of abuse in the UK and as such must be reported. While often associated with adults, it can involve students aged under 18: if honour based crime is suspected, it must be reported to a member of the CELT Safeguarding Team who will escalate it as appropriate to the MASH Team or to the LADO and/or the Police.

### Teenage Relationship Abuse

This form of abuse typically starts with two teens in a consensual close relationship in which one is very needy and the other starts to dominate and manipulate their needy partner: it is at this point that the relationship becomes abusive.

Signs of teenage relationship abuse may include:

- Repeated insults / put downs
- Stopping the partner from seeing friends/family
- Checking the partner all the time (including using texts and social media)
- Forced sexual activity
- Humiliation by the dominant partner to harm or 'punish' the other

As in the case of peer-on-peer abuse, CELT staff receive training to help them to understand teenage relationship abuse, how it can manifest itself plus signs to notice and look for. If teenage relationship abuse is suspected, it must be reported to a member of the Safeguarding Team, who will then escalate it as necessary to the MASH Team at Cardiff Children's Services, the LADO for further advice and if necessary to the Police. If an instance of teenage relationship abuse involving under 18s is disclosed to a staff member, the procedures outlined in Section C13 will come into place: the school has a duty of care to both the under 18s involved. The procedures are the same as in Section C11 (If An Adult Is Accused) with the key difference that CELT will also appoint a second member of the Safeguarding Team to support the accused on a personal level. Once this second person has been appointed, the procedure is then the same as with any case of suspected abuse by an adult. As always, it is essential that total confidentiality is maintained.

### C8 Difference Between Concern & Serious Issue

It is important that all staff are aware of the following distinction in meaning between these two terms:

<b>Term</b>	<b>Definition</b>
Concern	Something which seems to be not right but which presents no immediate danger to an under 18
Serious issue	An under 18 could be in danger of harm or abuse and a quick or urgent response is required.

In the case of a concern, it is part of our duty of care to respond in a timely manner (ideally the same day) in order to prevent a potential situation becoming more serious. If a CELT member of staff has a concern, it should be discussed as soon as possible with a member of the Safeguarding Team who will decide if the issue can be dealt with internally or if it requires external intervention.

If there is the possibility that an under 18 could be in danger of harm or abuse, it is essential that there is a quick and / or urgent response. As a minimum, a member of the CELT Safeguarding Team should be consulted without delay in order to meet our shared duty of care to our students who are under 18.

### C9 Identifying Vulnerable Students & Early Help

CELT takes its duty of care to all its students and staff seriously and therefore does whatever possible to identify before a student arrives in the school any factors which may make him/her vulnerable and any early help support mechanisms required to support him/her during his/her stay in the school. However, even in the case of under 18 students, information relating to this is not always forthcoming and all staff are therefore required to attend to any signs which may help us to identify these factors after arrival.

As noted previously, all students and visitors under the age of 18 are entitled to be protected under this policy regardless of their race, nationality, age, gender, sexual orientation or religious belief. This duty of care applies to all members of staff, and whether or not students are on the premises, are on their way to or from the school, on an excursion or doing a sports or social activity organised by the school.

Besides language and cultural issues such as level of English (lower students may not fully understand instructions or be able to effectively express a concern), lack of local knowledge (unfamiliar with the local vicinity or customs) and lack of cultural awareness (unfamiliar with local and national customs and behavior), other reasons which may cause an under 18 to be vulnerable include:

- physical disability (e.g. sight/hearing impairment, mobility impairment)
- SEND, Special Educational Needs and Disability (e.g. learning difficulties, dyslexia)

CELT staff share responsibility as part of their duty of care to report any issues which may cause an under 18 to be identified as being vulnerable to their Line Manager and/or a member of the Safeguarding Team.

Quick reporting to the Safeguarding Team of any signs of vulnerability, any cause of concern and any symptoms of abuse is essential as this allows for early help which improves the chances of a concern becoming more serious.

### C10 Keeping Records

Accurate record keeping is essential in safeguarding. If accurate records are not kept, perpetrators can escape justice and will be free to go on offending.

### **If someone discloses to you, you must:**

- Make some brief notes at the time someone makes a disclosure to you
- Write your notes up in detail as soon as possible preferably on a CELT Safeguarding Report form: blank forms are kept on the school server and paper copies are available in the Director of Studies' office.
- Do not destroy your original notes in case they are required by a court.
- Record the date, time, place, words used by the child and how the child appeared to you
- Record statements and observable things – do not add opinions
- Do not assume anything – don't speculate or jump to conclusions.

Completed Safeguarding Report forms must be given to a member of CELT's Safeguarding Team and kept by the DSP/CPO together with all sensitive safeguarding documents in a locked cupboard in the Director of Studies' office. The only members of staff with access to these documents are members of CELT's Safeguarding Team and Cardiff and Vale Regional Safeguarding Children Board (RSCB) on request.

Confidentiality must be maintained throughout the process. Witnesses must be advised not to talk to anyone about the incident. Gossip or leaks to the media can be very damaging to the person accused when it has not yet been proven that they are guilty. The victim's and accused's identity must also be kept secret and he/she should be advised not to talk to anyone. Never leave sensitive records lying around. Never leave a computer on with sensitive documents displayed.

### **Electronic Records**

CELT has a secure system on the school server where it keeps its Welfare and Safeguarding records. On the system, there is an area for:

- Staff training (both initial and refresher)
- All Safeguarding contact details including the RSCB and the LADO

There are separate areas on the school server which are password protected:

- Safeguarding concerns
- Allegations.
- Safeguarding reports

### **Annual Safeguarding Report**

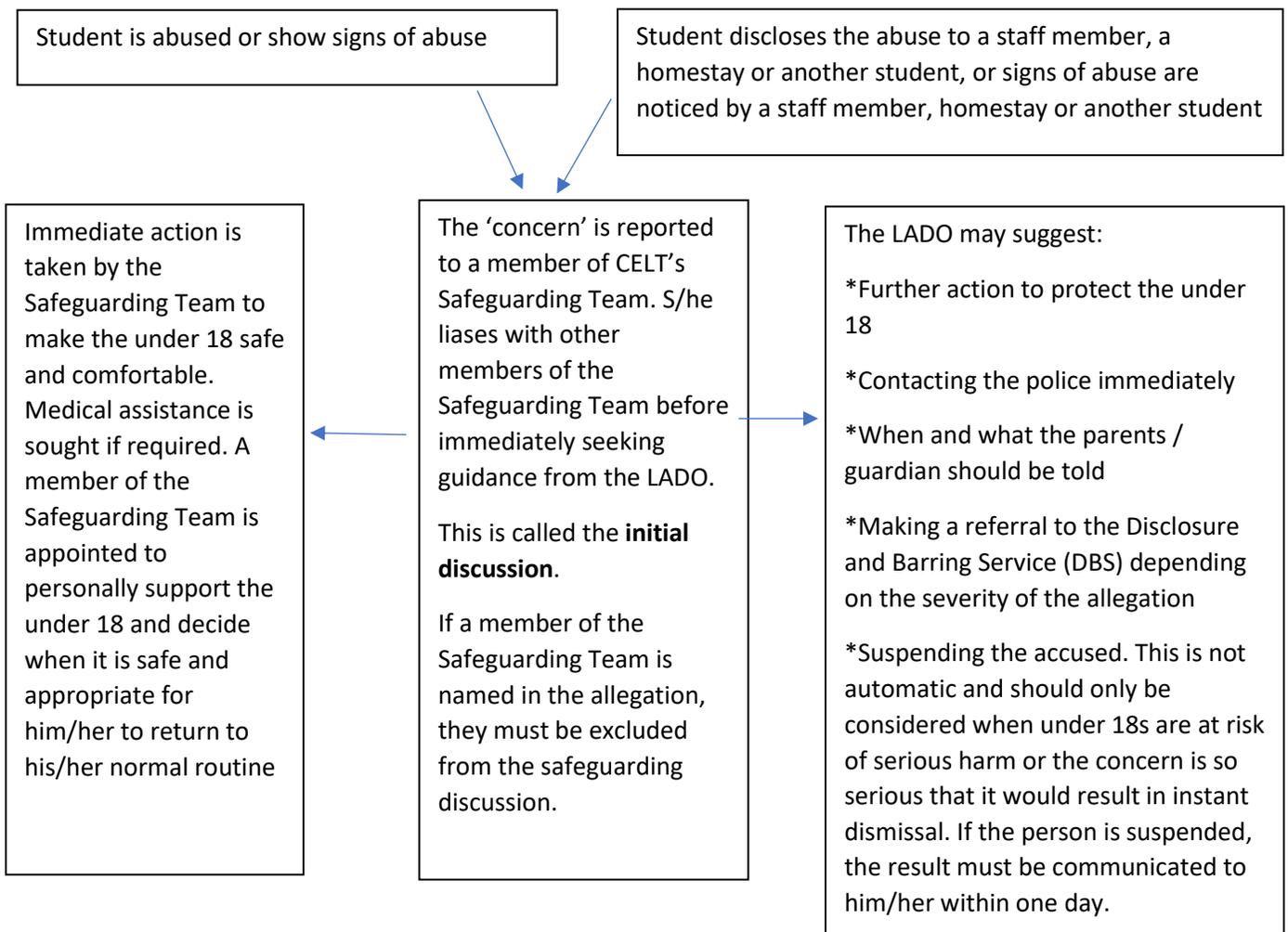
In December CELT prepares an annual Safeguarding Report which is not a report on any individual cases but an overview of what has happened in Safeguarding during the previous 12 months. The report notes

- Number of concerns raised and dealt with (statistics)
- If any patterns have emerged
- How effective safeguarding strategies have been
- If any major safeguarding issues have arisen

- Record of training done and any changes made to training procedures
- Any changes in Safeguarding staff
- Any feedback from staff / students regarding Safeguarding awareness
- Any areas of weakness noted.
- If any new initiatives should be considered /implemented over the coming year.

### C11 If An Adult Is Accused

If an adult is accused of inappropriate behaviour or abuse, CELT responds in the following way:



<b>Possible outcomes from the initial discussion</b>	<b>What to tell / do with the accused person: This must always be agreed with the LADO</b>
Strategy Meeting – usually held within 3 days	Tell the accused person about the accusation, using minimum detail. Inform him/her of the possible / likely courses of action. CELT will appoint a named person to support the accused and will advise the accused to get professional advice.
Referrals to the Police or Social Care for investigation	As above
No further action	School decides what internal action to take, possibly disciplinary action and certainly an investigation by a Senior Manager

**Terminology for possible outcomes to investigation**

<b>Term</b>	<b>Definition</b>
Substantiated	There is sufficient identifiable evidence to prove the allegation
False	There is sufficient evidence to disprove the allegation
Malicious	There is clear evidence to prove that there was a deliberate act to deceive and the allegation is false
Unfounded	There is no evidence which supports the allegation. It could be that the person making the allegation misinterpreted the incident or did not know the circumstances
Unsubstantiated	There is insufficient evidence to prove or disprove the allegation (this is not the same as 'False'). Accused could be innocent or guilty.

<b>Resolution of allegation</b>	<b>Action by school</b>
Allegation substantiated, leading to prosecution or dismissal	Inform DBS; record kept on file until the accused reaches retirement age or 10 years, whichever is the longer.
Allegation substantiated, leading to disciplinary action or dismissal	May need to inform DBS; record kept on file
Allegation unsubstantiated	Summary record kept in staff file for future clarification and reduce the need for reinvestigation; copy given to the accused
Allegation unfounded or malicious	Report removed from file. Disciplinary action required against the perpetrators of malicious story.

CELT has a duty of care to its employees and will provide support for anyone facing an allegation. The school must maintain confidentiality regarding the accused. Until any investigation, either internal or external, has been completed, the identity of the accused must not be released. If the allegation is unsubstantiated, unfounded or malicious, CELT will support the member of staff on their return to work, especially if they have been suspended. As part of its insurance cover, in the event of a proven accusation against a member of staff, CELT as a business is covered as part of its public liability for resultant court costs or charges brought against the company in terms of compensation.

## C12 If the DSP/Senior Manager Is Accused

If the DSP and / or Senior Manager is accused, the following steps are to be taken:

- Ensure the under 18 is safe, supported and reassured.
- Inform the ADSP/a senior member of staff immediately.
- Ensure that another staff member is aware of the private meeting with the student.
- Ensure a clear written record has been made on the standard form, which should be signed and dated by the person making the allegation, or the person who heard the allegation from a child.
- The ADSP/senior member of staff must contact the relevant local authorities.

## C13 If A Child Is Accused or If Another Student Over 18 Is Accused

It may happen that the person being accused of abusing a child is also a child. In such circumstances the school has a duty of care to both the children involved. The procedures are the same as in Section C11 (If An Adult Is Accused) with the key difference that CELT will also appoint a second member of the Safeguarding Team to support the accused on a personal level. Once this second person has been appointed, the procedure is then the same as with any case of suspected abuse by an adult. As always, it is essential that total confidentiality is maintained.

If the person accused of abusing a child is a CELT student over 18, the procedure is the same as when dealing with an allegation of abuse made against any adult. However, the school again has a duty of care to both parties. In all cases, the school's absolute priority must be to ensure that the alleged victim is kept safe. The DSP/CPO or in his absence the ADSP and / or Senior Manager will contact the MASH Team at Cardiff Children's Services immediately. No decisions will be made on further action without referring to the RSCB.

The MASH Team may suggest additional measures to further protect the victim and the alleged perpetrator may be excluded from the school or asked to change class or homestay in order to avoid a further contact with the alleged victim.

## Related Policies and Procedures

Please see Section A11 Associated Policies for a list of related policies and documents.