

CELT Condensed Safeguarding Policy (CELT Staff)

Background

This short version of CELT's safeguarding policy has been written to explain your roles and responsibilities as a CELT member of staff in order to make sure that you and our students have a safe and positive experience and that you know what to do in the unlikely event of a safeguarding problem.

CELT is committed to providing the safest possible environment for all our students, but especially for those under 18 and vulnerable adults. Safeguarding Under 18s is every adult's responsibility. We all share a legal and moral Duty of Care to protect them from 'that which is not in their best interests.' We therefore have a range of policies and procedures: please see the Policies and Procedures page on our website <https://www.celt.co.uk/policies-and-procedures/>

CELT's recruitment practices for staff are designed to ensure that suitable people are used for working with Under 18s (see Safer Recruitment Policy for more details). Risk assessments are a key tool in safeguarding all our students, especially those under 18. All staff are asked to support us in preparing them and carrying out the safer procedures they identify.

CELT has an established Code of Conduct which aims to support and protect students, staff and homestay providers by setting boundaries, standards and giving clear guidelines in what is expected in order to create the friendly and professional environment we aspire to, both in general and with specific reference to under 18s and vulnerable adults. Adults with responsibility are role models and should behave appropriately. CELT staff members and prospective employees are required to be aware of this Code of Conduct. Topics include:

- Avoid where possible being left alone in an enclosed space (leave door open)
- Internet / technology –be vigilant for under 18s accessing violent, adult or other inappropriate materials and report any concerns to the school.
- Avoid giving under 18s your personal telephone number – be careful with social media (e.g. Facebook, Twitter, Instagram)
- What (not) to talk about, the language (not) to use
- Personal relationships, crushes - dangers
- Upholding the law: alcohol, cigarettes, drugs,
- Awareness that getting a piercing and /or a tattoo is illegal in Wales for under 18s.
- Appropriate dress
- What (not) to talk about, the language (not) to use
- Personal relationships, crushes - dangers

PREVENT Counter-Terrorism

CELT is a multicultural and international community that actively promotes intercultural understanding. We aim to educate all our students about acceptance and tolerance of a range of views and beliefs provided that those views are reasonable. While it is unlikely at CELT, if you suspect someone is expressing views that might hurt or denigrate those with different beliefs, you must inform a Senior Member of the Safeguarding Team immediately. This is particularly important if that person is attempting to radicalize other students. For more information, see CELT's Prevent Policy.

Child Protection

Saying Nothing is not an option.

If you are worried that an Under 18 is, or may be, at risk of harm, you must contact a member of CELT's Safeguarding Team, who can be contacted 24 hours a day, 7 days a week (see chart at the end of this document). The concern could be due to something you have seen yourself or something you have been told. Signs may include”

- physical signs which are not easily explained
- changes in behaviour, e.g. becoming withdrawn or becoming aggressive, or swinging between both
- overtly sexual behaviour/language
- being afraid of a particular person
- showing signs of low self-esteem

If an under 18 starts to tell you about abuse that is happening/has happened to them, it is very important that you

- LISTEN
- don't ask any questions
- don't promise confidentiality, as you must contact a member of the safeguarding team immediately - write a report using the student's own words
- do not talk about it to anyone outside the safeguarding team

School Background

Founded in 1989, CELT has offered courses for adults at its adult centre in Salisbury Road, Cardiff since 2000 and courses for under 18s (aged 13-17) in its dedicated junior centre in North Road, Cardiff since 2009. Since January 2019, the school has also accepted 17-year-old learners on its adult courses in Salisbury Road, subject to receipt of the necessary parental consents. Adult courses run year-round; junior courses run year-round for closed groups and with continuous enrolment in open classes in July and August on the under 18 Holiday Language Course.

Accommodation is provided with local homestays providers or in one of CELT Student Residences (adults only, aged 21 and over). Some students choose to source their own accommodation privately. The vast majority of juniors stay with school homestays; approximately 50% of adult students stay in homestay; the remainder arrange private accommodation and a maximum of 9 adult students are accommodated in the residences at any one time.



CELT's Safeguarding Team

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

	<p>Designated Safeguarding Person (DSP) and Child Protection Officer (CPO)</p> <p>MIKE BURDEN Director of Studies 029 2033 9290 Salisbury Road & North Road Trained To Safeguarding Specialist (Level 3)</p>	
<p>Senior Manager with overall responsibility for Safeguarding & Designated Safeguarding Staff (DSS)</p> <p>GRACE DURIGHELLO Academic Director 029 2033 9290 Salisbury Road Trained to Safeguarding Specialist (Level 3)</p>	<p>Assistant Designated Safeguarding Person (ADSP)</p> <p>NEIL HARRIS Academic Projects Development Manager 029 2033 9290 Salisbury Road Trained to Safeguarding Specialist (Level 3)</p>	<p>Designated Safeguarding Staff (DSS)</p> <p>GREG NELSON Principal 029 2033 9290 Salisbury Road Trained to Safeguarding Specialist (Level 3)</p>
<p>Designated Safeguarding Staff (DSS)</p> <p>CHEN HODGES Administrative Assistant 029 2033 9290 Salisbury Road Trained to Safeguarding Advanced Safeguarding (Level 2)</p>	<p>Designated Safeguarding Staff (DSS)</p> <p>ALYSSIA JONES Accommodation Officer & Teacher 029 2033 9290 Salisbury Road & North Road Trained to Safeguarding Advanced Safeguarding (Level 2)</p>	