

ENGLISH STUDY CAMPS

by Wimbledon School of English



English Study Camps Safeguarding Policy

General Summary for Prospective Staff, Group Leaders and Transport Companies

Statement of Policy

Context

This policy summary applies to all centres run by English Study Camps, a division of Wimbledon School of English. A separate Safeguarding policy applies to Wimbledon School of English, based in Wimbledon.

Who this policy applies to

All students and visitors under the age of 18 and those who fall into the category of vulnerable adult are entitled to be protected under this policy regardless of their race, nationality, age, gender, sexual orientation or religious belief.

Staff and Group Leader Responsibilities

All adults who are associated with English Study Camps, whether they are our staff, group leaders, visitors, employees of a transportation company, or employees of other companies contracted by us are expected to follow this policy. Any adult working with any students who are under the age of 18 have a legal duty of care to look after these students and to protect them from harm. Reporting any concerns you have about abuse of a person under the age of 18 is also part of the legal duty of care.

Designated Safeguarding Team

The following members of staff at each centre form the Designated Safeguarding Team

Role	Staff Member	Location
Designated Safeguarding Lead	Head of Welfare*	Course Office
Designated Safeguarding Person	Centre Manager*	Course Office

*Please see the full Safeguarding Policy for the named individuals at your local centre.

Additional trained staff at the main school in Wimbledon:

Fiona Dunlop
Susi Wright
Julian Oakely
Paul Greaves

Julie Ransley
Julia Clarke
Duncan MacInnes

Out of hours emergency contact can be made using the ESC Juniors Emergency number for each respective centre. Alternatively, the main school can be contacted during office hours on 020 8947 1921, or 07939 2884723 outside of office hours.

The Designated Safeguarding Lead has overall responsibility for safeguarding at English Study Camps Summer Centre. They are supported by the Designated Safeguarding Person.

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Policy Availability

The full policy can be found in the English Study Camps All Staff Handbook, which all staff receive upon appointment and is available on the WSE website: www.wimbledon-school.ac.uk.

Code of Conduct

Guidelines for all English Study Camps Staff and Group Leaders

Attitudes	Treat children and vulnerable adults with respect and dignity. Be tolerant of others, especially those of other races, religions, with different opinions or a disability.
Lead by example	Act professionally at all times: be polite, show good manners, use neutral language, be dressed appropriately, don't use bad or potentially offensive language.
Prohibited actions	Do not drink alcohol or consume tobacco or vaping products in front of under-18s. Do not allow under-18s to consume alcohol or tobacco/vaping products. Do not make light of or promote any perceived pleasures of smoking, vaping, alcohol or drugs. Do not have physical contact with students unless the situation requires it, e.g. giving first aid. Do not have contact with any under-18 student via the internet or social media unless using a school account and the purpose is related to the school. Do not do things of a personal nature for an under-18 that they can do for themselves.

Staff, Group Leaders and any other adult connected to ESC are reminded that they are in a Position of Trust and that any form of sexual contact with a student under the age of 18, even if the student is 16 or 17, is a criminal offence.

Favouritism

Adults must be fair and even with all students. Do not favour any student over another. If you do, other students may feel left out and the adult could be accused of favouritism.

Transport

If a student needs to be transported by car, the under-18 must sit in the back seat. If there are three students under 18, the student who is getting out of the car first must sit in the front seat.

Whistleblowing

Adults working with under-18s have a duty to tell the Safeguarding Team if they feel colleagues or other adults working with under-18s are not following the Code of Conduct.

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Child Protection

Child protection is the need to protect students under 18 from abuse. Please see below for what forms abuse may take.

Your responsibilities as an adult

All adults associated with the school have a responsibility to ensure abuse does not happen to students, and to report any concerns they have, whether seen by the adult or reported to the adult.

Who to inform

The Designated Safeguarding Lead, the Designated Safeguarding Person or any member of the Designated Safeguarding Team.

If the reporting adult feels the response from the Safeguarding Team is inadequate, you may contact:

The **Safeguarding Children Board** in the local authority area in which your centre is based. Please see the full Safeguarding policy for your centre for contact details.

NSPCC Helpline

Tel: 0808 800 5000

In an emergency

Contact the police by dialling 999.

Recognising Abuse

Abuse is seriously harming another person, or failing to prevent harm. Abuse has lasting and serious effects on the victims. There are four main types of abuse. These types and the signs of this type of abuse are listed below:

Secondary forms of abuse

These are other types of abuse to be aware of:

Type of abuse

Description

Some possible signs

Child-on-Child Abuse

This includes bullying, cyberbullying, sexual violence and sexual harassment. Low-level incidents of sexual harassment might be laughed off as a bit of "teenage fun" by some, but incidents such as these are unacceptable.

- Becoming unhappy or withdrawn
- Being apart from others – isolated
- Looking sad as at reading an online message
- Reluctance to be with certain people

Teenage Relationship Abuse

This typically starts with two teens in a consensual close relationship. However, if one is very needy and the other starts to dominate and manipulate their partner, it becomes an abusive relationship. It includes:

- Reluctance to be with friends/family
- bruising

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- repeated insults or put downs
- checking their partner all the time (this can be via text or social media)
- forced sexual activity
- physical violence
- taking money
- controlling what the partner wears

Harmful Sexual Behaviour including Sexual Violence and Sexual Harassment

This is developmentally inappropriate behaviour displayed by children which may be harmful or abusive. It includes:

- inappropriate or unwanted touching
- pressuring, forcing or coercing others to perform or take part in sexual acts or share nude images
- sharing sexual images of a person without their consent
- sexual or sexist name calling
- rumours about students' sexual activity
- taking a picture under a person's clothing, without their consent: "upskirting", which is a criminal offence.

Sharing Nudes or Semi-Nudes

In most cases this is a safeguarding issue rather than a criminal one, even though there are laws around it. It includes:

- Making, possessing, and distributing any indecent imagery of someone under 18. This is illegal, including if under-18s takes images for themselves.
- Images covers photographs, videos and streaming.

The sharing of sexual imagery of under 18s is child abuse, is a criminal offence, and must be reported to the police.

Child Sexual Exploitation

When an adult manipulates or grooms an under-18 for sexual activity. Often, vulnerable under-18s are selected and given gifts in return for sexual favours.

- Having a much older boyfriend / girlfriend
- Being absent from school
- Appearing with unexplained gifts
- Other signs of sexual abuse

Child Criminal Exploitation

A form of abuse where children are manipulated and coerced into committing crimes, normally by a gang. The definition of a gang can range from the child's peer group to a street gang or a criminal gang. Such children may be involved in the movement of drugs from a central hub to outlying areas.

- Frequent absences from school
- Staying out late
- Travelling for unexplained reasons
- Being angry, aggressive, violent, or being isolated and withdrawn

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Honour Based Abuse (HBA)

Coercion or violence used against a person in belief that family or tribal honour requires action. A person can be seriously injured or even killed in extreme cases. Female Genital Mutilation (FGM) falls under this category. This is a practice that still exists in some cultures but is illegal in the UK. Must be reported to Safeguarding Team and the police.

- Having unexplained money and buying new things
- Using new slang words
- Spending more time on social media and being secretive about time online
- Withdrawn, anxious or frightened
- Decline in behaviour or performance
- Persistent absence
- Family member keeping close eye on student

Other forms of abuse

In addition to the types of abuse mentioned above, three other specific types of abuse that staff must be aware of are Child Sexual Exploitation (CSE), Peer-on-Peer Abuse (which includes bullying, cyberbullying, sexual violence, and sexual harassment), and Honour-based Violence (HBV), which includes Female Genital Mutilation (FGM).

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What to do if abuse is suspected or disclosed

Stay calm and listen

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issue.
- Endeavour to meet the child in a semi-public or visible space if possible.
- Ask open questions: "What do you want to tell me?"
- Offer the child reassurance that they have done the right thing by telling. Allow the child to speak without interruption.
- Accept what is said – it is not your role to investigate or question.
- Explain what you have to do and who you have to tell.
- Record the discussion accurately, as soon as possible after the event,
- Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.

Confidentiality

Any concerns or accusations of abuse must remain confidential after they have been reported to the Safeguarding Team. The identity of both the under-18 and the person alleged to be harming them must not be discussed with anyone, including even family members.

When a child protection concern/allegation is made, the Safeguarding Team's first priority is to ensure the under-18 is safe.

GDPR and Safeguarding

The General Data Protection Regulation and the Data Protection Act 2018 are not barriers to justified information sharing. Information can be shared legally without consent, if we are unable to, cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child at risk.

Safer Recruitment

DBS checks are necessary at English Study Camps for all staff. Staff members who live overseas will also be required to provide a recent police check from their country or residence. In addition, prospective employees are unable to take up a position with us until we have received two satisfactory references from previous employers and/or teachers. References include a question on the candidates suitability to work with people under the age of 18.

Group leaders coming from overseas must provide English Study Camps with a recent police check from their country of residence.

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The 5 Rs

As a reminder of our responsibilities in relation to child protection we should keep the '5 Rs' in mind. These are:

- **Recognise** – physical signs of abuse / behavioural changes in students
- **Respond** – take action – never ignore the situation
- **Report** – report to the Safeguarding Lead and share on a need-to-know basis only
- **Record** – any concerns, disclosures and allegations should be recorded on a Concern and Allegation form
- **Refer** – DSL to report the situation to the statutory authorities if the situation is serious enough.

Implementing Safeguarding

Delivering effective safeguarding happens though:

- Student rules and code of conduct;
- all staff and group leaders keeping an eye on students, to notice any changes in behaviour;
- being available to help with any problems;
- looking after them in the same way you would want your own child to be looked after if they were away from home.

We would like to thank you for your assistance in safeguarding our students. If you are unsure about anything at all in this policy, please speak to a member of the Designated Safeguarding Team.

Updated Dec 2023 (DM)