

Safeguarding Children and Vulnerable Adults Policy (UK Schools)

1. Our Principles

TLG is fully committed to safeguarding the welfare of all students aged 16 and 17 and vulnerable adults studying at one of our UK campuses. We believe all students have the right to a safe and secure learning experience. We recognise our responsibility to promote safe practice and protect children and vulnerable adults from harm, abuse and exploitation. TLG acknowledges its duty to respond appropriately to any allegations, reports or suspicions of abuse. TLG staff all work together to encourage an ethos which embraces difference, diversity and respects the rights of all our students.

In implementing this policy TLG will abide by the following principles:

- All under-18s and vulnerable adults have the right to safeguarding from abuse, regardless of their age, gender, disability, racial origin, religious beliefs, sexuality, language, socio-economic status or appearance.
- Ensure all adults working with 16 and 17 year old students know their legal and moral responsibility to protect students from harm, abuse and exploitation.
- Ensure all adults working with 16 and 17-year-old students understand their responsibility to maintain standards set out in the policy and to make TLG a safe and caring educational environment.
- Make a commitment to safer recruitment, selection and vetting of staff, accommodation providers and other suppliers.
- Ensure parents and homestay hosts are involved in the work of TLG to protect students aged 16 and 17 and vulnerable adults.
- Ensure each campus has trained Designated Safeguarding Staff (DSS) and that staff know the procedures for reporting any concerns.
- Ensure any procedures relating to staff and student conduct are implemented in a consistent and equal way.
- TLG will foster a culture where safeguarding is taken seriously through regular staff training and commitment to safeguarding procedures.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately. In these cases, TLG will work in connection with the appropriate Local Safeguarding Children Board, and where necessary the Police and Social Services.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

2. Review

This policy and procedures will be regularly monitored and reviewed in accordance with changes in legislation and guidance or in all other circumstances, at least annually. The full Policy is available on the TLG website and from all Sales Representatives. All relevant information in the policy is sent to all homestay hosts and any third party providers.

3. Safeguarding Procedures

3.1. Child Safeguarding Procedures

Where under-18s are concerned, there are statutory responsibilities for any organisation to follow regarding the safety of young people. Each TLG campus has a Designated Safeguarding Lead who is responsible for implementing this policy and has specific responsibility for the safeguarding of students aged 16 and 17-years-old. In addition, there are Designated Safeguarding Staff who is responsible for the day-to-day welfare of all students at the school.

- Any concerns regarding the welfare of under-18s must be reported to the Designated Safeguarding Lead immediately and the relevant course of action will be taken.
- Any incidents and outcomes will be recorded by the Designated Safeguarding Lead in line with the Data Protection Act.
- All staff should be aware of the appropriate responses and actions when a student volunteers information to them.
- All staff should be aware that in accordance with statutory requirements where child safeguarding issues are involved, it is not possible to offer confidentiality to a person under 18 as any disclosures must be reported.

3.2. Vulnerable Adult Safeguarding Procedures

- Before students start at the school, any information regarding potential vulnerability has to be notified from agents or the individual, and TLG will assess whether the appropriate measures can be put into place to meet the **potential student's** needs.

- TLG staff members and their representatives will work together to identify any students they believe to be a vulnerable adult whilst they are studying at the school. If there are any concerns, the Designated Safeguarding Lead should be contacted immediately and the appropriate support measures will be put into place.
- Any special arrangements and concerns will be recorded by the Designated Safeguarding Lead in line with the Data Protection Act.
- Any students who declare SEND will be treated equally.
- Students will also be safeguarded against concerns relating to FGM and PREVENT. The full PREVENT Policy is available from the TLG Student Services team.

4. Safeguarding Contacts

4.1. TLG Designated Safeguarding Staff

The Designated Safeguarding Staff for the London campus is Clare Green.
Email: CGreen@TheLanguageGallery.com Telephone: +44 (0) 20 3005 6071

The Designated Safeguarding Staff for the Manchester campus is Megan Menendez.
Email: MMenendez@TheLanguageGallery.com Telephone +44 (0) 161 713 1777

The Designated Safeguarding Staff (Vulnerable Adults only) for the Birmingham campus is John Butler.
Email: JButler@TheLanguageGallery.com Telephone +44 (0) 121 616 3370

4.2. TLG Designated Safeguarding Lead

The Designated Safeguarding Lead is Jessica Smith.
Email: JSmith@TheLanguageGallery.com Telephone: +44 (0) 161 669 4231
The Deputy Designated Safeguarding Leads are:
Lea Aylett Email: LAylett@TheLanguageGallery.com Telephone: +44 (0) 20 3005 6071
Ben Isted Email: BIsted@TheLanguageGallery.com Telephone: +44 (0) 20 7823 2303

5. Reporting and Monitoring Procedures

All members of staff should be aware that they have a responsibility to safeguard children and vulnerable adults. If a concern is raised, they should not keep the information to themselves. All concerns are kept private and confidential and recorded in line with the Data Protection Act.

5.1. Definition of Abuse

Abuse is the physical, sexual, or emotional mistreatment, or neglect of a person, which either deliberately or unknowingly causes harm, threatens their life or violates their rights.

5.2. Allegations of Abuse or Inappropriate Behaviour Involving Staff

All TLG staff and representatives are placed in a position of responsibility and should not behave in an inappropriate way with students. Allegations involving any staff member should be reported to the Designated Safeguarding Lead instantly. All information will be collected and the relevant procedures will be followed.

6. Training in Safeguarding Under-18s and Vulnerable Adults

The Designated Safeguarding Lead holds responsibility to ensure all non-teaching staff have the correct training with the Academic Manager of each Campus ensuring all teaching staff complete the online E-Learning Introductory Safeguarding Training course in the first week of their employment with a refresher course every three years and an in-house CPD session each year.

7. Safer Recruitment

TLG is committed to the Safer Recruitment of all staff members and third parties that work with our students. As a school we only work with trusted agents and group leaders. TLG has dedicated teams to recruit all staff members, agencies and accommodation providers ensuring the best for our students. All third party agents that work with TLG do so as trusted agents with an established reputation. TLG accommodation providers all comply with British Council guidelines.

Upon acceptance of employment every staff member will have an enhanced DBS check. A centralised record of all staff DBS or other applicable vetting checks is kept in a secure location in accordance with the Data Protection Act.