

ANGLO Limited Safeguarding & Prevent Policies For Staff & Group Leaders

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1. Safeguarding at ANGLO

ANGLO provides seasonal English Language Courses in the UK for school students aged 10-18. Students participate in our programmes to improve their English language skills, increase their confidence in international-intercultural communication and experience local culture and customs. Most students travel in groups with a group leader and are accommodated in university halls of residence. A few stay with host families.

Our staff, host families and Group Leaders are given guidance and training on how to provide ANGLO's students with the highest possible standard of care, and they are required to follow policies and procedures to achieve this. We also promote an active responsibility among our students, guiding them on how to look out for one another and how to raise concerns with adults.

This policy and our activities are based on:

- **Safeguarding** – Looking after the welfare and taking care of the young people in our care.
- All adults who are working with or supervising under 18s have a legal responsibility to look after and take care of them.
- **Child Protection** – Protecting children from harmful behaviours. This is one specific aspect of safeguarding.
- **Young learners** – All students under the age of 18*

*For the sake of this policy and all ANGLO policies and procedures, students enrolled on a junior programme who are in their 18th year are considered juniors and are therefore subject to the same rules and regulations and have the same supervision as under 18s. In order to minimise the contact between students who are 18 and our younger students, we group students according to their age for classes, workshops, activities and excursions. Additionally, students who are 16-18 will be accommodated in blocks where there are no under 15s and meal times will be staggered to limit the time spent between the younger and oldest students.

Below are the expected age groupings:

10-11 years

12-15 years

16-18 years

Key People

The ANGLO Safeguarding Policy is written by:

Anita Manley, Designated Safeguarding and Prevent Lead (DSL)

Applies to: All members of staff
All Homestay providers
All Group Leaders
All students

Details of who to contact in case a student wants to speak to someone about a situation or behaviour they experience or witness are in the ID card booklet that each student receives and carries on them 24/7.

To be reviewed: Annually or whenever new legal requirements and regulations come into force.

Contact details for the DSL are:

Name: Anita Manley

Email: anita.manley@anglo.uk.com

Mobile: 07552 999 619

During the summer, there is a Designated Safeguarding Person (DSP) at each centre, and they are responsible for local safeguarding and liaising with their Programme Manager and the DSL. Staff, Group Leaders and students are made aware of the importance of safeguarding during inductions and welcome meetings. Everybody is encouraged to maintain an ethos of “everyone looks out for each other” as a basic safeguarding measure.

Contact details for reaching the local DSP are given to all staff, Group Leaders and students before or at the start of every course. They are also given a 24/7 emergency phone number for the DSL while courses are in operation.

Training and Raising Awareness

All adults at an ANGLO centre receive training on how to manage situations and follow procedures for protecting students. Training mandates the following:

- The welfare of each, and every child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual orientation have rights in general and the right to protection from all types of abuse..All children (persons) matter.
- All concerns and allegations of abuse or poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff, host families and Group Leaders (paid/unpaid) have a responsibility to report concerns to the appropriate person, normally the DSP, but also the Police, LSCB and NSPCC if necessary.
- All staff, host families and Group Leaders will be initiated on child safeguarding and feel sufficiently confident to make informed responses to specific child protection issues.
- All staff, host families and Group Leaders are required to sign a declaration to confirm their understanding and acceptance of the ANGLO Safeguarding Policy. This is returned to Head Office.
- The needs of disabled children and others who may be particularly vulnerable will be considered and their safety and protection will be assured through adherence to the Child Protection guidelines adopted by ANGLO.
- The ANGLO safeguarding policy is applied to both real world and online environments.

Code of Conduct (Good and Poor Practice)

Good practice

All staff should be encouraged to demonstrate exemplary behaviour to promote a child’s welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate. Remember, following good practice can be as much for your benefit as for the student’s benefit.

This policy and our activities require each adult to:

- Work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets). Implement this policy always.
- Be aware that other people may misinterpret your actions, no matter how well intentioned.

- Challenge unacceptable attitudes and behaviour from other members of staff or students.
- Set an example you wish and expect others to follow.
- Treat all young people equally, avoiding favourites.
- Respect a young person's right to personal privacy.
- Make the experience with ANGLO fun and enjoyable: promote fairness, confront and deal with bullying.
- Treat all young people (including disabled young people) equally and with respect and dignity.
- Put the welfare of each young person first, before winning or achieving goals.
- Maintain a safe and appropriate distance with young children in your care (e.g. it is not appropriate for staff to have an intimate relationship with a child or to share a room with them).
- **Avoid unnecessary physical contact with young people.** Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given. Keep any physical contact with a child brief and don't touch a child anywhere that would normally be covered by a swimming costume.
- If you are required to touch a child, follow this procedure: **demonstrate – ask permission – touch**, for example when demonstrating a sports technique, or dance/aerobics move. Remember, it is always best to avoid touching at all and simply to demonstrate.
- Try to ensure that other students and if possible other staff members or group leaders are present if physical contact is prolonged or sensitive - for example to comfort a crying child, if someone is injured or if you have to separate fighting children.
- ANGLO staff can still use congratulatory gestures with students, such as handshakes and "high 5s", but please keep these brief and make sure they do not lead to other types of contact (hugs) as these can be inappropriate and be misinterpreted.
- Request written consent from the Group Leader if staff are required to transport young people in their cars. You should avoid doing this alone.
- Ensure you work in pairs with the appropriate gender of staff if students are to be supervised in changing rooms.
- Be an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of young learners, avoiding excessive training or competition and not pushing them against their will.
- Keep a written record of any injury that occurs, along with the details of any treatment given. This should be recorded in the incident books provided.
- Ensure you know the location of medical consent forms for the administration of emergency first aid (provided you are qualified to do so) or other medical treatment if the need arises.
- Recognise if a student is developing a 'crush' on you. Do nothing that might be construed as encouraging this. Inform the Programme Manager. Never flirt with a student or make sexually suggestive or provocative comments, even in fun.

Poor practice

It is not always easy to distinguish poor practice from abuse. It is therefore **NOT** the responsibility of employees to make judgements about whether, or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and to act if they have concerns about the welfare of the child.

Members of staff and Group Leaders must not:

- Spend time alone with young people away from others.
- Betray a situation of trust.
- Permit abusive peer activities (e.g. initiation ceremonies).

- Share changing rooms, washrooms, toilets or bedrooms with children. Always warn children before entering these places. Avoid being in these places with children unless absolutely necessary and pay attention to avoid being alone with a child in these places. Always make sure you are there with another member of staff of the correct sex.
- Take young people alone in a car on journeys, however short.
- Engage in rough, physical or sexually provocative games or contact, including horseplay.
- Engage in inappropriate language with young people – writing, phoning, email or internet.
- Hit, throttle, push, kick or otherwise act aggressively either physically or verbally towards a child even in pretence.
- Share a room with a child.
- Enter children’s rooms alone in a residence or invite children into their rooms.
- Take young people to your home where they will be alone with you.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments or threats to a child, even in fun.
- Reduce a child to tears as a form of control.
- Fail to act upon and record any allegations made by a child.
- Do things of a personal nature for children or disabled adults, that they can do for themselves.
- Invite or allow children to spend time with you alone and unsupervised.

N.B, it may sometimes be necessary for staff to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of the child concerned, the Group Leader and the DSP. If a child needs your help dressing, moving around or with activities, talk with him/her about what you are doing and give choices where possible.

Key Takeaways

1. Do not take on the responsibility for tasks for which you are not appropriately trained.
2. The ANGLO Code of Conduct is in the ANGLO Staff Handbook and on display in each Course Office.
3. Remember: If in doubt, report it.
4. All suspicious cases of poor practice must be reported following the guidelines in this document.

Child Protection

ANGLO aims to exercise the highest levels of responsibility in protecting children and young people from harm and does not tolerate, and is committed to preventing, child abuse in any form.

Everyone who encounters children through ANGLO has a role to play in safeguarding: including employees, contractors and all stakeholders.

ANGLO’s safeguarding team is responsible for Child Protection. They are available 24 hours a day during course time via the ANGLO emergency contact phone. They also provide training to all members of staff.

During the summer, there is a DSP at each centre and together with the Programme Manager they are responsible for liaising with the Head Office safeguarding team for any concerns regarding child protection.

2. Prevent Policy

A. Statement, Principles And Aims

Statement

ANGLO recognises its responsibilities under the Counter Terrorism and Security Act 2015 to prevent people of all ages being involved in violent extremism and/or supporting terrorism.

Our commitment to Prevent is about safeguarding people and communities from the threat of violent extremism.

Principles

This policy is based on the following Core British Values:

- Democracy
- The rule of law
- Individual liberty
- Respectful tolerance of different faiths or beliefs

Aims

This policy, in conjunction with referenced documents, has the following aims:

- To explain our commitment to Prevent
- To detail our Prevent policies and procedures
- To promote Core British Values always
- To provide a clear procedure to be implemented in the event of concerns
- To ensure that everyone is protected from potential radicalisation

B. Definitions

It may help you to develop a deeper understanding and more clarification of the different words and phrases used when you're discussing or thinking about extremism and its related topics.

Extremism

Extremism is the holding of extreme political or religious views which may deny the right to any group or individual. It can refer to a range of views, e.g. Racism, homophobia, right-wing ideology, as well as any religious extremism. Extremism can be expressed in vocal or active opposition to Core British Values and may also include calls for the death of a member of the armed forces, whether in this country or overseas.

Prevention

In the context of this policy, prevention means reducing or eliminating the risk of individuals becoming involved in extremism. Prevent involves the identification and referral of those susceptible to violent extremism to appropriate authorities. The latter aim to divert the susceptible from embarking down the path to radicalisation.

Radicalisation

Is the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social condition, institutions or habits of the mind.

Vulnerability

Describes the condition of being capable of being injured, difficult to defend, open to moral or ideological attack. With Prevent, the word describes factors and characteristics associated with being susceptible to radicalisation.

C. Our Commitment to Prevent

Our commitment to Prevent begins with our Prevent Lead, who is responsible for drawing up a Prevent policy, creating risk assessments and appropriate action plans, which are reviewed and updated at least once a year or following an incident or concern.

It is recognised that all members of staff, homestay providers and students have a responsibility to uphold the principles and aims of these documents.

Training

ANGLO provides training and guidance to all members of staff, homestay providers, Group Leaders and students; the aim of the training and guidance being to provide knowledge and confidence to all.

Staff are given:

- A code of conduct that references Prevent Duties
- Online training provided by the Education and Training Foundation
- Face-to-face training by Prevent Leads

Homestay providers are given:

- A code of conduct that references Prevent Duties
- An information pack

Group Leaders are given:

- A code of conduct that references Prevent Duties
- An information pack prior to arrival

Students are given:

- A code of conduct that references Prevent Duties
- Tutoring and counselling appropriate to their perceived need

Local partners

ANGLO maintains a positive and open communication channel with local authorities. Our current point of contact is:

Andrew Williams – Community Safety Manager, Bournemouth.

D. Recognising Risk

It is important to understand that extremism is not isolated to any person: a European student may be radicalised as easily as an Arabic student. Equally, extremist views may be held by students, members of staff, Group Leaders or homestay providers.

A person may come to ANGLO already holding extremist views, or they may be influenced by a range of factors while in England. Those influences include, but are not limited to:

- Global events
- Peer pressure
- The media
- Views expressed by family or friends
- Extremist materials accessed either online or in hardcopy
- Inspirational speakers
- Friends or relatives being harmed
- Social networks

People who are vulnerable are more likely to be influenced. By their very nature, international students should always be considered vulnerable – they are away from their home environment and thereby isolated.

Vulnerability could also stem from a range of causes:

- Loss of identity or sense of belonging
- Isolation
- Exclusion
- Mental health problems
- Sense of injustice
- Personal crisis
- Victim of hate crime or discrimination
- Bereavement

E. Counteracting Risk

Although risk can never be eliminated, there are many ways in which we can reduce the risk of people being radicalised and help to protect and prevent people from extremism.

It is our duty to:

- Promote a safe and supportive international environment via clear expectations of accepted behaviours and those, including radicalisation and extremism, that will not be tolerated.
- Uphold and exemplify Core British Values through information given to students, notices displayed around our centres, examples set to students by staff and homestay providers, and via classes and discussions that include education about British culture, traditions and beliefs.
- Where possible, develop critical awareness and thought to counter accepting extremism without question, especially of online material.
- Challenge radical or extremist views in any context, formal or informal, following stated procedures and reporting duties.
- Be ready to react when local, national or international events cause upset; being aware of the likelihood of conflicting feelings being expressed and alert to potential acts of recrimination.
- Have strong filters on IT equipment and clear rules on accessing extremist websites, as well as the use of social networks to exchange extremist views.
- Ensure that extremist speakers do not use our premises to distribute material or expound views.
- Get to know our students and guests, their home circumstances and friendship groups. Through knowing students well, it is easier to spot changes in behaviour.
- Be observant and vigilant in noticing any signs of radical or extremist behaviour.
- Work hard to support any students identified as vulnerable and at risk.