

FRANCES KING LONDON – BASIC SAFEGUARDING GUIDE 2023

PURPOSE OF THIS GUIDE

This guide gives an overview of the information in the full Frances King London Safeguarding Policy 2023.

The aim of this Guide is for people with less safeguarding training or experience to understand what we do at Frances King to support safeguarding and child protection.

WHAT IS SAFEGUARDING?

In England, anyone under the age of 18 is considered a child. This means that Frances King has a duty of care to try to make sure that any students who study with us who are under 18 are safe and happy.

Frances King is committed to protecting children from harm. We try to create a culture of **vigilance** and **support**. This means we expect our staff to watch out for potential problems, and to support Frances King in our commitment to child protection and safeguarding. We also expect our staff to support our students when they need it.

Our aim is to always act in the best interests of the child, so we try to make safeguarding a priority in every area of the school's organisation.

TERMINOLOGY

Here are some words that we use when talking about safeguarding which are important to understand:

Child / minor: Anyone who is under the age of 18. Generally, we divide children into 5 age groups in Frances King:

- 5 to 6 years old
- 7 to 11 years old
- 12 to 13 years old
- 14 to 15 years old
- 16 to 17 years old

The younger the student, the more supervision and restrictions we apply to their time with us at Frances King. The older the student, the more permissions they are given. At the end of this guide you can find a table with permissions and restrictions we apply to students based on their ages.

Abuse / child abuse: Treating a child badly so that they are harmed. This harm can be physical or emotional. Sometimes child abuse is an adult harming a child and sometimes it is a child harming another child.

Safeguarding: Looking after children, providing supervision and care to make sure they are safe and happy.

Child protection: Action we take to protect children from abuse or harm.

Safeguarding Team: A group of people at Frances King who have responsibility for safeguarding our children. They have special training and different roles:

- **Designated Safeguarding Lead (DSL):** The person in charge of the Safeguarding Team, who will work with the police and organisations if a child needs to be protected from abuse or harm.
- **Designated Safeguarding Officer (DSO):** Other members of the Safeguarding Team, who help the DSL work with our staff and partners to make sure safeguarding is as strong as possible.

Duty of care: This phrase means to have a legal responsibility to ensure the safety and wellbeing of other people. At Frances King we have a duty of care to protect our students.

SAFEGUARDING TRAINING

There are three levels of safeguarding training:

- Basic Safeguarding Awareness – we call this Level 1
- Advanced Safeguarding for Designated Staff – we call this Level 2
- Specialist Safeguarding for Designated Lead – we call this Level 3

All members of staff who work with people under the age of 18 must have Level 1 training. This may be through online training, group training sessions, staff development training meetings, online tests, training documents, or a combination of these.

Members of the Safeguarding Team must have at least Level 2 training and DSLs and Deputy DSLs must have Level 3 training. These training courses are done with professional training organisations who specialise in this type of training.

OUR STAFF'S RESPONSIBILITIES

Frances King staff are expected to behave in a way to maximise safeguarding of children. This includes:

- Following the rules and procedures that are in the full Safeguarding Policy
- Sharing the school's commitment to safeguarding
- Doing the safeguarding training courses
- Reporting all safeguarding concerns or allegations / suspicions of abuse
- Knowing who to contact in the school for safeguarding concerns

SAFEGUARDING PEOPLE AT FRANCES KING

There are two groups of people who control safeguarding at Frances King

SAFEGUARDING COMMITTEE

This Committee is responsible for deciding what the school's policies are for safeguarding and child protection. There are four people on the team:

- Principal – Claire Granados (DSL, DSO)
- Programme Manager – Gavin Hards (Deputy DSL, DSO)
- Family Programme Manager – Jo Love (Deputy DSL, DSO)
- Head of Student Engagement – Daria Wrzesinska (Deputy DSL, DSO)

All members of the Safeguarding Committee must have Level 3 training.

SAFEGUARDING TEAM

This team is made up of a DSL and several DSOs. There are also Deputy DSLs, so that there is someone in charge when the regular DSL is on holiday or sick.

The Safeguarding Team is responsible for the day-to-day work for safeguarding. They work closely with other members of staff to support them when they have questions, need help or have concerns about a student. Members of the Safeguarding Team will often help the Safeguarding Committee with advice about how safeguarding can be improved.

In summer, when we open extra centres we also appoint DSLs for each summer centre.

SAFEGUARDING POLICY REVIEW

Once a year the Safeguarding Committee reviews the full Safeguarding Policy, to bring in any new changes and to check that the information is still correct.

Sometimes, it may be necessary to carry out a review before the annual review is due. For example, if the law changes, or if the school moves to a new building. If there is a major incident involving safeguarding the Safeguarding Committee will also carry out a review then, to check if the Policy helped improve the situation or to see if there is any way we could change the Policy so that it would be better, using the information we have learned from the problem.

WHERE TO SEE THE POLICY

The basic Safeguarding Policy is available on our website, The full Policy is available on request and is also made available to all staff in our shared computer drive. There are copies kept in all offices and staff rooms.

We provide more simplified information for people who only need to know specific things and don't need to fully understand all the many areas of the full Safeguarding Policy.

CODES OF CONDUCT

To help staff and students understand what they should or shouldn't do, we have Codes of Conduct to guide people towards how to behave correctly while working/studying at Frances King.

POSITION OF TRUST

Anybody who works with children under the age of 18 is legally considered to be in a *Position of Trust*. All Frances King employees fall into the category.

There is a law in the UK (The Sexual Offences Act 2003) which says that for anyone in a Position of Trust sexual activity of any sort (even just kissing) with students under the age of 18 is breaking the law and can be arrested. It doesn't matter what the age of consent is in the UK or the student's own country.

ROLE MODELS

We expect all Frances King employees to act as good role models for our students. This includes knowing our safeguarding policies, following the rules for student-staff interaction and dressing appropriately.

INTERACTION BETWEEN STAFF AND UNDER-18S

Teachers are given a Code of Conduct to follow, which tells them how we expect them to behave around under-18s.

- At no times should there be any intentional physical contact of kind between teachers or staff and students under the age of 18. This includes during games/activities, routine crossing of roads or if the student is distressed. The only exceptions are that staff may touch or restrain a child:
 - to prevent them from harming themselves
 - to prevent them from harming another person
 - to prevent them from damaging property that is not their own
 - to protect them from harm (such as when they are crossing a road dangerously)
- Staff must not give out personal email addresses or phone numbers to any students under 18, and must not communicate with them by email, phone, SMS, messaging services or social media, except through official Frances King accounts or phones.
- Staff must avoid being on their own with any under-18 in a room with the door closed. If it is necessary to speak to an underage student alone this must be done with the door open in view of others. For 1-to-1 lessons the teacher must keep the door open.
- Staff must dress appropriately, including wearing any ID lanyards or badges as required.
- Staff should avoid comforting a distressed U-18 student alone and always try to get another member of staff to assist. While comforting a distressed student staff must remember not to touch them, which is very difficult and goes against one's natural instincts.
- Staff must maintain a professional relationship with students at all times and must not deliberately try to make themselves more popular than other teachers. They must avoid being over-friendly, showing favouritism or spending excessive amounts of time with any one student compared to others.
- Staff must report any accidental inappropriate conduct (either by them or by a student) as soon as possible. Staff should not put themselves in a compromising position by keeping silent about something because they don't want to look bad. Not reporting something innocent may look much worse.
- Teachers should always use appropriate language and material in class. They should not swear in front of students or teach swear words. They should make sure they are aware of content of songs / video clips before playing them to a class. They should always consider the age of their students before deciding if a topic is appropriate for class.
- Any concerns staff may have about the wellbeing or safety of a students must be reported immediately to the DSL for that building or a member of the Safeguarding Team. If any staff member believes that a child is in immediate danger, they should report it to the Child Protection Advisor for the local authority, which is displayed on the Safeguarding Team poster in offices and staffrooms.
- Any intimate or sexual relationship between a member of staff and a student under the age of 18 is an abuse of trust which is a criminal offence. If the school becomes aware of any relationship, the school will begin a disciplinary process with the staff member and, the school will report this crime to the Police.

FAVOURITISM AND GIFTS

Because staff must keep a professional relationship with students, they have to be careful about accepting gifts from students. For this reason, there are limits on the value of gifts that staff may accept. Staff might have to report gifts to their manager. If any staff member receives a gift from an under-18 student which they think is inappropriate from someone that age, they have an obligation to report this to the DSL.

DRESS CODE

Students and staff are expected to dress appropriately and professionally for school and for lessons. This also applies to any activities or school trips.

DRESS CODE FOR ADULT EMPLOYEES AND VOLUNTEERS

Below is a list of things that are considered unacceptable:

- Facial piercings (discreet nose piercings are acceptable)
- Not shaving (unless you have a beard)
- See-through clothing
- Scruffy trainers
- If toes are visible, they should be presentable
- Shorts, unless leading a sports activity
- Tattoos on hands, face or neck, or any tattoos that could be deemed offensive
- Bare midriff
- Faded jeans
- Dirty / creased / ripped clothing
- Exposed cleavage
- Dirty / untidy hair
- Visible underwear

DRESS CODE FOR STUDENTS

This applies to all students, but staff will be particularly strict with under-18s. On residential courses students must remember that these rules apply even during their free time.

- No bare chests
- No bikinis
- No visible underwear
- No see-through clothing
- No hotpants / very short shorts
- No strapless tops
- No vests open at the sides
- No very low-cut tops
- No clothes with offensive language or logos

BATHROOM WEAR IN SHARED ACCOMMODATION

If under-18s are staying in accommodation arranged by Frances King, then the adults there must remember to dress appropriately at all times outside their own rooms. This includes when walking to/from the bathroom.

Students and employees must be completely covered, either by being dressed, wearing pyjamas or wearing a full-length dressing gown. Wearing only a towel is not acceptable.

ACCOMMODATION

Adults have a strict code of conduct regarding how they must enter the bedrooms of students who are under-18. They have to respect the student's privacy, but they also have to make sure that the students are safe.

In shared bathrooms students and staff should always be careful to lock the door so that no one accidentally enters the bathroom while they are in there. All bathroom doors should have locks. Any missing locks should be reported to the Student Services office as soon as possible.

ALCOHOL, DRUGS & SMOKING

We expect staff to help educate younger students on the dangers of alcohol, drugs and tobacco products.

The minimum age to buy alcohol and tobacco products in the UK is 18, so under-18s must not do this.

Smoking is prohibited on all Frances King premises. Any staff members who do smoke, should set a good example, by not smoking around any under-18s and only smoking in delegated smoking areas.

Taking or possession of illegal drugs in the UK is a serious crime. Any staff or students found to have illegal drugs on them will be removed from the school. Students will be sent home and their course cancelled with no refund, and staff members will face serious disciplinary action.

Any staff members drinking alcohol around under-18s should only ever do so "responsibly" – for example, one glass of wine with dinner in a restaurant. Any member of staff who drinks too much to be considered capable of looking after the students in their care will face disciplinary proceedings.

E-SAFETY

Students need to be aware of the dangers of the Internet, and understand that people they meet online may not be what they seem. Criminals will pretend to be young people of a similar age and with similar interests in order to trick their victims. They may try and steal money or information, or they might be kidnappers or child abusers. Students should never arrange to meet someone in real life who they have only ever met on the Internet.

While at Frances King we expect our students to obey our E-Safety Policy, and we ask under-18s who are not here with their parents to sign a safe-user agreement. Anyone using our Student wifi network will have to agree to our E-Safety points once a week on a splash page that will appear when they connect to our network.

We expect all parents and guardians of under-18s to support the school and encourage their children to follow safe user guidelines.

TRANSPORT & AIRPORT TRANSFERS

Staff are not allowed to transport students in their own vehicles. Only licenced taxis should be used for accommodation transfers. Under-16s will always be accompanied by a member of staff for any transfers.

All under-18s who are not travelling with a family member should use our airport transfer service for both arrival and departure. We might make exceptions for students to have alternative transfer arrangements, if the parents can prove to us that the transfer is safe and appropriate.

Residential students on the London Teenager Programme who are under 16 will be accompanied by a member of Frances King staff for both arrival and departure transfers.

Any students under the age of 18 who are in need of medical care will be accompanied to hospital, doctor or clinic by a member of staff.

WHISTLEBLOWING & THE LAW

If a member of staff thinks that an adult is behaving in a way that is not appropriate with an under-18 student, then they have a legal obligation to report this. If they think that an under-18 is in danger, they must report this too.

The law and a staff member's contract with Frances King protects people who report possible crimes such as these; so even if it turns out that there was nothing wrong, the member of staff who reported it will not be in any trouble.

The same law applies to students – any students who report things they are worried about will not get into any trouble with the law in the UK or with Frances King. We take all reports of safeguarding concerns very seriously, and we want people to tell us if they are worried about a member of staff or another student.

The Police in the UK take safeguarding concerns seriously as well, and want to help any children who are in danger of harm or need help. The UK Police is considered to be one of the best police forces in the world and is not corrupt. People from some countries don't trust the police in their own country, but they should know that in the UK the police can be trusted, so should not be afraid to talk to the police here.

CHILD PROTECTION

TYPES OF ABUSE

There are four main types of child abuse:

- Physical abuse – Physically hurting or a child
- Sexual abuse – Forcing a child to take part in sexual activities
- Emotional abuse – Hurting a child by making them feel bad about themselves
- Neglect – Not looking after a child correctly

There are many forms and behaviours for each of these types of abuse.

Here are some examples of things you can look out for in children which might be a sign of abuse:

PHYSICAL ABUSE:

Look out for injuries (such as bruises, bites, burns etc) which don't seem right when the child explains how they got them. Victims of physical abuse are often very "alert" – like they are always looking around for danger. Victims may also try to stop people touching them. Another sign is that the child may give different explanations to different people of how they got an injury.

SEXUAL ABUSE

Sexual abuse may be physical, but it can also be done using pornography or text messages, so the signs are more likely to be seen in the child's behaviour.

Victims of sexual abuse often know too much information about sexual behaviour for someone their age, so may say things or behave in a sexualised way that is not appropriate for their age. They may have sleeping problems, waking up a lot or having bad dreams; these dreams may suggest sexual elements. Physical signs include urinary tract infections or difficulty going to the toilet, unexplained stomach pains or eating disorders such as anorexia or bulimia.

EMOTIONAL ABUSE

Common signs of emotional abuse are depression or aggressive behaviour, sudden changes in moods. Victims of emotional abuse often don't understand interaction with other people, so may not make friends easily or may be extremely shy. They will often say negative things about themselves.

Bullying and cyberbullying are both types of emotional abuse. For these, children will often become withdrawn, not want to go to school or hide in their room a lot.

NEGLECT

Victims of neglect are often not clean – their hair or clothes will be dirty as no one is helping them to look after themselves properly. They are often hungry, and may have digestion problems such as diarrhoea, because they are not eating properly. They may come to school with insufficient clothes – such as no jacket even though it is cold.

WHAT TO DO IF A CHILD TELLS YOU THEY ARE BEING ABUSED

Children may voluntarily tell you that they are being abused, even though they might not know this word – they may just tell you that something is wrong. It is extremely important that you react correctly to this, otherwise the child might not tell anyone else, or there could be legal problems if the case becomes official and we have not taken the right steps.

The steps you must follow are: Receive, Reassure, Record & Report

RECEIVE

You must LISTEN to what the child tells you. Do not tell them to talk to some one else. Do not ask them questions. Just listen to them.

You can ask them questions such as “Is there anything else you want to tell me?”, but you must never ask them specific yes/no questions about the abuse they are describing. The information must come from them.

When you are listening to them, try not to show disgust or anger, as the child may not understand that your reaction is for the abuser, they may think you are disgusted or angry with them for telling to you.

REASSURE

Next you must tell them that they did the right thing in telling you. Let them know that you understand it was difficult for them to tell you.

You must not promise to keep it secret. You have a legal obligation to report any suspicion of abuse. Tell the child that you are going to have to tell some people, but only people whose job is to protect and help children.

Explain to the child what you have to do next and who you are going to talk to.

RECORD

Make notes while you are talking to the child, then write them out with as much detail as possible as soon as you can. Try to use the exact words the child used – don’t use your own words.

Record facts, not interpretations.

REPORT

You must report this information to someone as soon as you can. This should be the Designated Safeguarding Lead for your building, or a deputy if they are not available. However, you can report it to any member of the Safeguarding Team, who are all there to help.

If the child is in imminent danger you can report your concerns directly to the authorities – to the Child Protection Advisor of the local authority or to the Police.

Keep copies of all your notes, as these may be needed if there is a legal case.

WHEN SHOULD YOU GET INVOLVED?

Whenever there is a *safeguarding issue*, then you have a legal obligation to act:

- When a child reports abuse to you, you must report this, as described above.
- When a child tells you that another child is being abused, you must follow the same procedure. The DSL will talk to the alleged victim once you give them all the information the other child has given you.
- When you see evidence of abuse, you should get involved. Call the police if there is immediate danger to the child. Contact your DSL to report any issue you become aware of.

When something “feels wrong” but there is no immediate danger to the child, then this is a *safeguarding concern*. You should still get involved. Report your concerns to the DSL or another member of the Safeguarding Team.

Your reaction must always be proportional to the danger the child faces right now. Imminent danger requires an immediate reaction, which may mean involving the police or local authorities to stop the child going home with an abuser. However, if the child is not in immediate danger – for example if the alleged abuser is in a different country and the child is here for a week, then we have time to prepare everything more calmly and cause less stress to the child.

RECRUITMENT OF STAFF

When we recruit staff to work at Frances King, we require them to have safeguarding training, and if they are working with under-18s we also require them to have a criminal records check, to see if they have any convictions which mean they are not suitable to work with children.

If someone has a criminal record, then members of the Safeguarding Team will look at the exact details – what the crime was, how serious the crime is, how long ago it happened, and how many crimes there were. Taking into account all this information, we then decide whether it is acceptable to employ this person or not. For example, if someone has a criminal record for stealing some bread when they were 18, but not other problems with the police, then we would consider this to be OK, but if someone had 3 convictions for assault in their 30s, then they would probably not be suitable.

In some countries it is not possible to get a criminal records check or police check. For staff who have been working in these countries, we require an extra level of checking with past employers to assure us that they are people of “good conduct”.

We also get two references for new members of staff, and referees as asked specifically whether the person has any reason to this that they shouldn’t work with children.

WELFARE OF UNDER-18 STUDENTS

TAKING EXTRA CARE OF UNDER-18S

We use risk assessments for all class trips, activities and events. This means we anticipate beforehand all the possible risks and dangers, and try to work out how best to prevent this from happening.

In safeguarding, we use risk assessments to try to reduce risks to our under-18 students as well. For example, we look at how many staff have to be on trips with students, whether we need first-aid kits, how children should/shouldn’t spend their free time, which journeys to school are safe for students to do alone etc.

Another thing we do is have curfews for students aged 16 & 17 who are staying in our homestay accommodation: students have to be home by 22.00 on a school night and 23.00 on Friday or Saturday.

Students on our residential programmes have times when they have to be in their rooms and “lights out” time (when everyone has to switch off their lights and go to sleep).

We take extra care of our 16 & 17 year old students who are studying in the main school. We check they are in school every morning and will contact them or their parents if they are not in. They get an extra information pack when they start at the school, with ideas on how to spend their afternoons, where they can get lunch and some information about the laws in the UK. We also have regular meetings between members of the Safeguarding Team and under-18 students just to check that they are OK and don't have any problems/questions.

If we are concerned about the wellbeing of any of our unaccompanied minors, then members of the Safeguarding Team will have meetings with their teachers, talk to their accommodation hosts and get in touch with their families, while we try to help the student with whatever problems they are having.

MEDICAL HELP

We need to get permission from parents to help under-18 students with medical problems or to give basic first aid. However, for life-saving first aid we will always act, regardless of the permissions granted.

We have special procedures we follow to give medical help to under-18s, whether this is first-aid help at the school or taking them to hospital.

It is important that we know in advance of any medical problems students have and any medication they are taking.

PARENTAL CONSENT FORMS

We have specific forms that we use which ask parents of under-18s to give permissions for certain things – such as whether we can give students basic first-aid, whether we can make decisions on the parents' behalf in a medical emergency (such as agreeing to surgery), whether students over 14 can travel to/from school unaccompanied, and whether their photograph can be taken.

These forms are sent to parents in advance of the child's course and should be completed before arrival. If we don't have a completed form then we cannot let a child go to class.

ANTI-RADICALISATION

When children are away from their parents' protection, there is always a danger that people may try to radicalise them – try to make them take up extremist views.

The British government has done a lot of research into this, and has come up with a programme called Prevent, which is designed to help stop this from happening. At Frances King we use the research behind the Prevent programme to help make sure our students are safe from radicalisation. Our staff are trained to look out for changes that may indicate possible radicalisation, and the school encourages everyone to support our core values of:

- 1) Democracy
- 2) Rule of law
- 3) Individual liberty

4) Mutual respect for and tolerance of those with different faiths and beliefs, and for those without faith.

These four values help everyone get on and have a good time at the school!

Last updated: December 2022 by Garth Younghusband, Director, Partner Relations

APPENDICES

APPENDIX 1: LOCAL AUTHORITY CONTACT DETAILS

KENSINGTON

Kensington and Chelsea Duty Line – Tel: 020 7361 3013 (Out of hours – 020 7373 3227)

Call to get referred to a child protection advisor. Give the school address: 77 Gloucester Road, London SW7 4SS

Email: socialservices@rbkc.gov.uk

ALL LONDON LOCAL AUTHORITIES

Contacts for all London boroughs can be found on the London Safeguarding Children's Board website:
<https://www.londonscb.gov.uk/contacts/safeguarding-contacts/>

APPENDIX 2: CONTACTING FK DESIGNATED SAFEGUARDING PEOPLE

- Claire Granados:
Email: claire.granados@questprofessional.co.uk
Phone: 07584 391295
- Daria Wrzesinska:
Email: daria.wrzesinska@francesking.com
Phone: 07768 325391 (Emergency Phone)
- Gavin Hards:
Email: gavin.hards@francesking.com
Phone: 07583 117 538
- Jo Love:
Email: jo.love@francesking.com
Phone: 07584 683 784

APPENDIX 3: TABLE OF PERMISSIONS AND RESTRICTIONS

Below is a table illustrating the permissions we give to children of different ages studying with us, and the restrictions we apply to them as well.

AGE		5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Permissions	Can join Family Programme	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	x	
	Can join LTP	x	x	x	x	x	x	x	✓	✓	✓	✓	✓	✓	x	
	Can join Adult Programme	x	x	x	x	x	x	x	x	x	x	x	✓	✓	✓	
	Can travel to school alone (with parental consent U16)	x	x	x	x	x	x	x	x	x	✓	✓	✓	✓	✓	
	Can leave campus (on LTP) with appropriate permissions	n/a	n/a	n/a	n/a	n/a	n/a	n/a	x	x	x	x	✓	✓	n/a	
	Can take private classes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Restrictions	Must have guardian on premises	✓	✓	x	x	x	x	x	x	x	x	x	x	x	x	
	Must have suitable airport transfer if unaccompanied	n/a	n/a	n/a	n/a	n/a	n/a	n/a	✓	✓	✓	✓	✓	✓	x	
	Must have FK staff member on airport transfer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	✓	✓	✓	✓	x	x	x	
	Door must remain open during 1-1 classes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	
	Supervision ratio on Family Programme class trips	1:1	1:6	1:6	1:6	1:8	1:8	1:8	1:8	1:10	1:10	1:10	1:10	1:10	n/a	n/a
	Curfews apply in residences or homestays	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	✓	✓	✓	✓	✓	✓	x