



Safeguarding and Safer Recruitment Policy Statement

Overall and final responsibility for Safeguarding at Berlitz Manchester is that of Mark Harrington, the Managing Director.

Day to day responsibility for ensuring that this policy is put into practice is delegated to the **Designated Safeguarding Lead (DSL), Russell Hall** & the **Designated Safeguarding Person (DSP), Emma Taylor**.

Please speak to Russell or Emma, or any other member of staff if you have any concerns, or wish to make or report an allegation.

Berlitz Manchester believes that it is **always** unacceptable for a learner to experience abuse of any kind & recognizes its responsibility to safeguard the welfare of all learners by commitment to practice that protects them. This is particularly the case when dealing with children under the age of 18 & vulnerable adults.

The college recognizes that:

- The welfare of the learner is paramount,
- All learners, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with our learners & with other agencies is essential in promoting a safe learning environment.

The purpose of the policy is to:

- Provide protection for the learners at Berlitz Manchester.
- Provide staff & volunteers with guidance & training on procedures they should adopt in the event that they suspect a learner maybe experiencing, or be at risk of, harm.
- Promote Safeguarding policies, given that it has an impact on all aspects of the operational life of the school.

This policy applies to all staff, including senior managers; paid staff; volunteers & work experience staff; students; host families; or anyone else working on behalf of the school.

We will seek to safeguard all learners by:

- Valuing them, listening to them, respecting them, & involving them in the review & development of safeguarding issues.

- Adopting safeguarding guidelines through procedures & a code of conduct for staff & volunteers.
- Recruiting staff safely.
- Requiring all staff to complete the Education & Training Foundation online Safeguarding course, including the assessment module.
- Requiring staff involved in recruitment to complete the Education & Training Foundation online Safeguarding & Safer Recruitment course, including the assessment module. (This being in addition to the standard Safeguarding course mentioned above.)
- Sharing information about eventual concerns with agencies who need it, & involving learners (& their parents/carers in the case of children under the age of 18) appropriately.

Recruitment of Staff and Volunteers

Berlitz Manchester recognises that individuals may apply for positions within the organisation with the primary aim of having contact with students. Berlitz Manchester therefore takes all reasonable measures to ensure unsuitable people are prevented from working with our students.

Given that 16- and 17-year-olds are eligible to enrol on our adult courses, & that we sometimes teach children under 16 on a one-to-one basis, & run summer group courses for children, all staff & volunteers are required to undergo a Disclosure & Barring Service enhanced check.

Pre-Selection Checks must include the following:

- (a) All host families and staff complete a declaration. The declaration will elicit information about an applicant's past and a self-disclosure about any criminal record.
- (b) Potential staff will be asked to provide a valid DBS certificate, or consent will be obtained from an applicant to request an enhanced check from the Disclosure & Barring Service.*
- (c) References are required for all staff, including one which will be from a previous employment if the applicant worked with children and young people. These references must be taken up and confirmed through telephone contact.
- (d) Evidence of identity should be provided, for example, passport or photograph driving licence.

- * Should information be obtained regarding any previous convictions, this information will be assessed by the Berlitz management team to decide whether the person in question could pose a risk to students, & a decision made as to their suitability to work with children. If the management team is convinced that no such risk exists, the potential employee can be offered the position.

Interview and Induction

All employees and volunteers will be required to undergo an interview carried out to agreed protocols. All employees and volunteers should receive a formal or informal induction, during which:

- (a) A check should be made that the declaration has been completed in full (including sections on criminal records and self-disclosures).
- (b) Their qualifications should be evidenced.
- (c) The job requirements and responsibilities should be clarified.
- (d) They should sign up to Berlitz Manchester Code of Conduct.
- (e) Child protection procedures are explained.

Upon commencing employment with Berlitz Manchester, basic online Safeguarding must be undertaken.