



Safeguarding for Children under the age of 16

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.

General Safeguarding & Safe Recruitment Policy Statement

Berlitz Manchester believes that it is **always** unacceptable for a learner to experience abuse of any kind & recognises 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 recognises 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 may be 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.

Safeguarding for Children under the age of 16

Berlitz Manchester recognises that it has a particular duty of care towards children under the age of 16 to ensure that they are safeguarded against abuse. The school also recognises that it has a responsibility to protect staff from unfounded allegations of abuse. The school recognises its duty to ensure that relevant checks are carried out on individuals who work with children. The school also recognises its duty to refer any relevant information to the Independent Safeguarding Authority (ISA), if they have moved or dismissed an individual because of harm or risk of harm to a child.

With this in mind, we will seek to safeguard children under the age of 16 by:

- Programming classes in the summer months (June to September) for children under 16, with children being taught in groups depending on their age.
- Teaching children under the age of 16 exclusively on a 1-to-1 or semi-private small group basis where siblings are studying and are of a similar age, when summer group courses are not running.
- Taking full responsibility for the child from the moment they arrive on the school's premises until the moment they leave each day.
- Providing teachers with appropriate skills & experience, who have been recruited in accordance with the guidelines of our Safer Recruitment Policy, & have undergone a DBS check.
- Timetabling lessons in areas of the school that are in view of other members of staff.
- Accompanying the child during breaks.
- Accompanying the child to the bathroom.
- Obtaining the express consent of the child's parents or legal guardian for any activity that involves taking the child off the school premises.

- All Berlitz Manchester staff will be informed if children under the age of 16 are currently being taught at the school.

Accommodation for Children under 16.

We declare that:

- We encourage parents, guardians or the guardianship company to organize accommodation for children under the age of 16. In this case, when the child is not at school, safeguarding is the sole responsibility of the child's parents or legal guardian.
- When Berlitz Manchester does provide accommodation for children under 16, including homestay accommodation, special measures are put in place to ensure their safety & well-being outside school hours. Such measures will be put in place as & when necessary, & tailored to suit the situation & needs of each student. These might include (a) obtaining authorization to pick up and drop off children at the airport; (b) organising transport or accompanying children to and from their accommodation or an agreed meeting point; (c) housing a small number of children in the same homestay (maximum 2 or 3) or in the same area so that they can travel to school together; & (d) encouraging older siblings to take care of younger brothers & sisters. Others measures may be put in place as deemed necessary.
- When students under 16 are lodged in homestay accommodation we will ensure that (a) a responsible adult, who has undergone a DBS check, will always be present overnight & normally at other times when the child is at home; (b) students of 18 years or older are not lodged in the same accommodation, & (c) all meals are provided, including packed lunches or money for lunch if necessary.
- Berlitz Manchester will provide children, parents or legal guardians & homestay hosts with a telephone number in order to enable 24-hour contact with the school.