

**WESTBOURNE ACADEMY**  
**CONDENSED SAFEGUARDING POLICY**

**1. Policy Statement**

Safeguarding is looking after students properly and keeping them safe. Westbourne Academy is committed to creating a safe and positive environment for its students, particularly those under 18

**1.1 Scope of policy**

This policy applies to all Westbourne Academy students. Certain sections of the policy apply only or predominantly to under 18s.

**1.2 Adult responsibilities**

All adults associated with Westbourne Academy, whatever their role, are expected to follow this policy. For adults working with **students under 18**, there is a legal ‘**duty of care**’ to look after the students as a caring and responsible parent, protecting the students from that which is not in their best interests. Reporting concerns about abuse of an under 18 is part of the legal duty of care.

**1.3 Structure, staffing and responsibilities**

There is a team of staff who have all had specialist training to deliver effective safeguarding at Westbourne Academy.

<i>Name</i>	<i>Safeguarding role &amp; school role</i>	<i>Email</i>
Mark Halls	<b>Designated Safeguarding Lead (DSL)</b> , Principal	<a href="mailto:mark.halls@westbourneacademy.com">mark.halls@westbourneacademy.com</a>
Vanessa Elphick	<b>Deputy Designated Safeguarding Lead (Deputy DSL)</b> , Head of Accommodation	<a href="mailto:accommodation@westbourneacademy.com">accommodation@westbourneacademy.com</a>
Mark Halls	<b>Designated Safeguarding Officer (DSO)</b> <b>Director of Studies</b>	<a href="mailto:mark.halls@westbourneacademy.com">mark.halls@westbourneacademy.com</a>
Erin Fry	<b>Designated Safeguarding Officer (DSO)</b> , Office Manager / Head of Admin	<a href="mailto:erin.fry@westbourneacademy.com">erin.fry@westbourneacademy.com</a>
Gary Garfield	<b>Designated Safeguarding Officer (DSO)</b> , Academic Administrator	<a href="mailto:academic@westbourneacademy.com">academic@westbourneacademy.com</a>

Phone contact for everyone: **01202 752 777** or out of hours, via the emergency phone **07974 348 453**

**1.3.1** The DSL has overall responsibility for safeguarding at Westbourne Academy;

**1.3.2** The DSL is supported by the Deputy DSL and four Designated Safeguarding Officers. The Deputy DSL is Vanessa Elphick.

If both DSL and Deputy DSL are absent, one of the DSOs will deputise.

A member of the Safeguarding Team is available 24 hours per day and 7 days per week on the Emergency phone.

**1.4 Policy availability**

This policy will be reviewed at least annually. The full policy is available on the school's website.

**2. Code of Conduct**

It is important to build trust and respect between students and the adults who work with them. Having clear boundaries helps to build trust; everyone knows what is and isn't OK and it protects both the under 18s and the adults. Transparency is important; would you be happy for anyone to see how you were interacting with an under 18?

## **2.1 Position of Trust**

Every adult engaged by Westbourne Academy is in a 'Position of Trust' for all students aged under 18. The Sexual Offences Act 2003 states that anyone in a 'Position of Trust' is breaking the law to engage in any sort of sexual activity or grooming (preparation for sexual activity) with an under 18.

## **2.2 Adult being a role model**

All adults should help students behave in the best way by modeling great behaviour to them, for example;

- show respect to everyone, other adults and students
- be tolerant of others, especially those from other races, religions or who have different opinions
- be polite, show good manners in all situation and use good language; no swearing or rudeness

## **2.3 Appropriate adult behaviour with under 18s**

### **2.3.1 Physical contact**

- do not have physical contact, unless (a) situation requires it, e.g. giving first aid (b) it happens in a public space. If physical contact is necessary, talk through what is happening.
- if under 18 initiates physical contact, e.g. a greeting or parting hug, don't reject them. Make the contact safer by turning it into, e.g. a brief sideways hug. The aim is not to stop normal human behaviour, but always be aware of how others might view what you are doing.

### **2.3.2 Closed space**

- never be alone in a closed room with an under 18. If you need to talk to them 1:1 do it in a public or nearly public space
- if you need to enter a room to help an under 18, e.g. a sick one in homestay bedroom, do it with another adult present and the door open

### **2.3.3 Privacy – particularly in homestays**

- be clear about which rooms in the house are private (e.g. bedrooms, bathrooms) and which are public, (e.g. kitchen, living room)
- always knock and ask permission to open door of private room; best to knock once as warning, then knock again 5 seconds later to announce you are opening door in a further 5 seconds

### **2.3.4 Socialising with under 18s - homestays**

- keep contact with under 18s, e.g. by phone text or online, appropriate and on subject
- contacting students via social media is usual; check your privacy settings and make sure anything they can view is OK for under 18s
- do not give alcohol to under 18s if having a social event (party, BBQ) at home; that is against school rules (see 2.6)

## **2.4 Favourites and gifts**

Adults, be fair and even with all students. Don't have favourites; if you do, the other students feel left-out and the adult could be accused of favouritism.

## **2.5 Appearance**

All adults and students should dress appropriately for the situation and respect the sensitivities of others, for example; around the homestay, at night and during hot weather always cover up in front of students. Do not comment on others appearance.

## **2.6 Alcohol, drugs and smoking**

- under 18s are usually placed with non-smoking homestays; please smoke outside if you need to
- do not give alcohol to under 18s (see 2.3.4), it is against school rules

- if under 18s students talk about alcohol, drugs or cigarettes, adults should use the opportunity to educate students about the dangers of addictive substances rather than joke about them

## 2.7 Transport

If homestays take under 18s in their car, the under 18 should sit in the back seat. Westbourne Academy encourages this for students of any age.

## 2.8 Whistleblowing

Adults working with under 18s have a duty to tell the Safeguarding Team if they feel colleagues or other adults working with under 18s are not following the Code of Conduct

## 3. Child Protection

Child protection refers to the need to protect students under 18 from abuse

### 3.1 Adult responsibilities

All adults associated with Westbourne Academy have a responsibility to ensure abuse does not happen to students, and to report any concerns they have, whether seen by the adult or reported to the adult.

### 3.2 Who to inform

Inform the Safeguarding Team at Westbourne Academy (see section 1.3), available 24 hours per day, and 7 days a week. (See also 3.5)

***If the reporting adult feels the response from the Safeguarding Team is inadequate, contact the relevant local authority direct.***

#### Children's First Response Hub

<https://www.fid.bcpccouncil.gov.uk/kb5/poole/fis/service.page?id=nOfmlmxxaow>

Out of hours service on 01202 738 256

01202 123 334

[childrensoohs@bcpcouncil.gov.uk](mailto:childrensoohs@bcpcouncil.gov.uk)

View all details

### 3.3 Abuse and recognizing symptoms

Abuse is seriously harming an under 18, or failing to prevent harm. Abuse has lasting and serious effects on the victims. Abuse can happen in different ways: there are 4 main types

Name	Type of abuse	Symptoms
Physical abuse	Causing physical harm, e.g. hitting, throwing, burning or inducing illness	<ul style="list-style-type: none"> <li>* physical marks; bruises, cuts, burns</li> <li>* injuries that cannot be easily explained</li> <li>* reluctance to be around certain others</li> <li>* suddenly covering up (e.g. long sleeves in summer), done to hide marks</li> <li>* being very passive and withdrawn</li> <li>* being aggressive and hitting out</li> </ul>
Emotional abuse	Making a person feel worthless, inadequate and insecure, e.g. through continual negative comments, putting them down, making fun of them or taking no notice of them.	<ul style="list-style-type: none"> <li>* signs of having low self-esteem, e.g.</li> <li>* over-reacting to mistakes</li> <li>* being withdrawn, sad, not socialising</li> <li>* mood swings from passive to aggressive</li> <li>* eating disorders</li> <li>* self-harm</li> </ul>

Sexual abuse	Engaging in any form of sexual activity with an under 18 ** (see below), from inappropriate touching outside clothing to full penetration. Making an under 18 watch sexual acts or produce sexual images. Preparing under 18s for sexual abuse (grooming) is also abuse; done in person or online	<ul style="list-style-type: none"> <li>* showing sexual knowledge beyond years, either verbally or physically through gesture</li> <li>* genital pain or infections</li> <li>* reluctance to be around others</li> <li>* bedwetting, nightmares, poor sleeping</li> <li>* being withdrawn, secretive or isolated</li> <li>* eating disorders or substance abuse</li> <li>* having unexplained gifts</li> </ul>
Neglect	Not properly taking care of an under 18, e.g. not providing enough food, clean clothing, proper medical care. Also failing to keep under 18s safe from danger or not supervising them adequately.	<ul style="list-style-type: none"> <li>* being hungry and/or tired</li> <li>* looking unhealthy</li> <li>* badly dressed in unwashed clothes</li> <li>* smelling bad and not having bathed</li> <li>* untreated medical conditions</li> <li>* frequently left alone for long periods</li> </ul>

A change in behaviour is usually a key symptom that something is not right in the life of an under 18.

\*\* The legal age of consent for sexual intercourse in UK is 16. However, for any adult in a **position of trust**, looking after or working with under 18s, the **legal age of consent is 18**.

### 3.4 Disclosure; an under 18 talks about being abused

If an under 18 starts to tell you about abuse, there are things you must and must not do.

You must:

- remain calm and listen
- ask only open questions: 'What do you want to tell me?'
- tell them you have to pass on the information to others who can help them more than you can
- reassure the under 18 they have done the right thing to tell you
- quickly write down exactly what was said
- report to the safeguarding team

You must not:

- panic, show emotion or pass judgment
- start to interrogate or ask leading questions; that is not your job
- promise to keep any secrets
- interpret the under 18's words; write exactly what they said involve anyone else during the conversation; the under 18 has chosen to talk to you.

In summary: receive (listen) - reassure - record - report

### 3.5 Confidentiality and what happens?

Any concerns or accusations of abuse **must remain confidential** after they have been reported to the Safeguarding Team. The identity of the under 18 and the person alleged to be harming them must not be discussed with anyone, even family members.

When a child protection concern / allegation is made, the DSL's first concern is to ensure the under 18 is safe

### 3.6 Other types of abuse

There are other types of abuse to be aware of. Bullying is sometimes called the 5<sup>th</sup> form of abuse

<i>Name</i>	<i>Type of abuse</i>	<i>Symptoms</i>
Bullying	Any actions which are repeated and deliberately done to cause unhappiness to an individual or group, e.g. physical harm or threatening harm, verbal taunting, exclusion or discrimination. Online bullying is very hurtful as it can be anonymous and 24x7	<ul style="list-style-type: none"> <li>* becoming unhappy or withdrawn</li> <li>* being apart from others - isolated</li> <li>* looking sad at reading an online message</li> <li>* reluctance to be with certain others</li> </ul>
Child Sexual Exploitation	An adult manipulates and grooms an under 18 for sexual activity. Often selecting vulnerable under 18s, the adult gives time, affection, shows interest, gives gifts, money, alcohol, drugs etc. At some point the adult threatens to withdraw what they are giving unless the under 18 gives sexual favours in return	<ul style="list-style-type: none"> <li>* having a much older boy/girlfriend</li> <li>* being absent from school</li> <li>* appearing with unexplained gifts</li> <li>* other signs of sexual abuse</li> </ul>
FGM Female Genital Mutilation	A female's external genitals being cut or changed when there is no medical reason. Illegal if done in UK. Must be reported to safeguarding team and police	<ul style="list-style-type: none"> <li>* withdrawn, anxious or depressed</li> <li>* asking for help without being explicit</li> <li>* difficulty walking, sitting or standing</li> </ul>
HBV – Honour Based Violence	Coercion or violence is used against under 18s in belief that family or tribal honour requires action. In extreme cases a person can be seriously injured or killed	<ul style="list-style-type: none"> <li>* withdrawn, anxious or frightened</li> <li>* decline in behaviour or performance</li> <li>* persistent absence</li> <li>* family member keeping close eye on student</li> </ul>

#### 4. Safer Recruitment

DBS checks are necessary before an under 18 can be placed with a homestay. Westbourne Academy recommends all adults (aged 18 or older) should join the DBS Update Service at a cost of £13 per year. Joining the DBS Update Service keeps a person current; there is no need to wait for a separate DBS check every time.

<https://www.gov.uk/dbs-update-service>

<https://secure.crbonline.gov.uk/crsc/check?execution=e1s1>

#### 5. Implementing Safeguarding

Delivering effective safeguarding happens in many ways;

- student rules, e.g. curfew and reporting to homestays if going to miss meals
- school and homestays giving students local information to help them stay safe
- keeping a close eye on students, to notice any changes in behaviour
- being available to help them with any problems
- looking after them in the same way you would want your own under 18 looked after if they were away from home

Thank you for your help in safeguarding our students.

From the Safeguarding Team.