



LITE Regal
EDUCATION

**LITE REGAL
EDUCATION**

**CHILD
PROTECTION
AND
SAFEGUARDING
POLICY and
RISK
ASSESSMENT**

Policies and Procedures for the
safeguarding of students

Policy:	Safeguarding & Welfare	
Version:	2.0	
Synopsis:	This policy describes Lite Regal student safeguarding and welfare principles and approach, the child protection roles and responsibilities of staff and the procedures for identifying and managing child protection concerns and issues and for mitigating risks to the safety and welfare of students	
Policy Owner:	Director	
Relevant to:	All members of staff (including all contracted, agency and volunteer staff); students, parents and agents; homestay providers; third party contractors and anyone else who comes onto study centre premises	
Date introduced:	February 2016	
Next review date:	February 2024 / February 2025 - Yearly	
Related documents:	<p>All Lite Regal study centre(s) and courses policies are binded to the <i>Lite Regal Safeguarding & Welfare Policy</i>; however, specific expanded policies and additional policies that should be read in conjunction with this document are:</p> <p>1.0 <i>Lite Regal Health and Safety Policy</i></p> <p>It is mandatory for the centre to be familiar with the latest <i>Department for Education</i> statutory guidance on <i>Keeping Children Safe in Education</i></p>	
	Date(s) modified/reviewed:	February 2024
	Publication	<p>This policy is available to staff via the website at www.literegal.co.uk</p> <p>This policy is available to students, parents and external parties via our website, www.literegal.co.uk</p>

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1.0 Introduction

This policy and its associated procedures describe Lite Regal student safeguarding and welfare principles and approach, the child protection roles and responsibilities of study centre staff, and the procedures for identifying, managing and mitigating risk of child protection issues and concerns.

This policy focuses on the special measures in place for students under 18 years of age; however, most of the principles and practices outlined in this policy are applied to all of our students, unless specifically stated otherwise.

This policy supports Lite Regal statutory duty to safeguard and promote the welfare of children and gives due regard to *Statutory Guidance for Schools and colleges on Safeguarding Children and Safer Recruitment in Education*, Department for Education, 2014: *Keeping Children Safe in Education*; and is pursuant to *The Education (Independent School Standards) (England) Regulations 2010* and *Department for Education Boarding Schools National Minimum Standards, 2013*.

The Centre Director ensures that the Lite Regal complies with its duties under the legislation below:

- Children Act 2004
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012
- Police Act 1997
- Police Act 1997 (Criminal Records) Regulations 2002
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009

2.0 Application of this Policy

The term Lite Regal in this document refers to Lite Regal Study(s), Courses, Staff, Homestay Hosts and anyone else employed by Lite Regal or doing contract work for Lite Regal College Ltd.

This policy applies to all permanent, contracted, agency and volunteer staff, including those who do not have cause to come into direct or regular contact with students in order to carry out their daily duties.

This policy also applies to those who provide homestay accommodation for our students, third-party contractors, visitors to the Lite School College Centre(s) and anyone else who has cause to be on study centre premises whilst students are present.

3.0 Policy Aims

The purpose of the child protection policy is to set out the policies, practices and provisions in place to ensure all possible steps are taken to:

- Provide a safe environment for our students
- Swiftly and efficiently identify and manage cases where students are at risk or have unmet welfare needs
- Promote the importance of student safeguarding and welfare across all activities
- Regularly evaluate our approach and practices and audit our records with regard to child protection and make any improvements needed.

4.0 Lite Regal Key Personnel

Milan Lebloch	Mark Blane	Renata Trefna	Mark Blane
Managing Director	Operations and Marketing Director	Student Services and Safeguards And Welfare Director	Director of Education & Course Director
		Other Responsibilities:	Other Responsibilities:
		Designated Safeguarding & Welfare Lead Accommodation Lead	Deputy Designated Safeguarding & Welfare Lead Deputy Accommodation Lead

5.0 Lite Regal Child Protection Principals

The principles below underpin our provisions and practices in relation to child protection:

- The University Accommodation, Premises and Homestays that Lite Regal College(s) uses for its students for residential and teaching purposes and activities provides a safe and secure environment for all students
- All students feel safe and secure and protected from harm
- All students know who to turn to for help, advice or support, can access services confidentially, quickly and easily, and have access to 24 hour support
- A *Designated Safeguarding Lead* is appointed in the study centre(s) and courses whom has responsibility for the safeguarding and welfare of all students.
- The Lite Regal Director(s) have overall accountability for the safeguarding and welfare of students
- All staff share in the responsibility to protect students from harm, which includes being vigilant in identifying possible child protection issues and following study centre(s) policies and procedures relating to safeguarding and welfare
- Students and staff have effective means by which they can raise child protection concerns or report issues and are enabled to give their views frequently on the effectiveness of child protection provisions and practices in the study centre(s) and courses
- All staff and students are aware of members of the safeguarding and welfare team and know who to turn to if they need help or advice or have concerns
- Staff have at least one reliable means to contact all students quickly and directly
- All relevant study centre(s) and course staff are aware of the special needs or particular vulnerabilities of individual students
- The whereabouts of all students under 18 is known during the study centre(s) and courses day and after evening curfews
- In cases where a student under the age of 18 is unaccounted for, procedures to locate the student are immediately invoked
- The study centre(s) and courses have procedures in place that enable child protection concerns and incidents to be dealt with promptly and effectively and in line with relevant legislation.

6.0 Lite Regal Approach to Child Protection

Lite Regal approach to child protection follows *Department for Education* guidance set out in *Keeping Children Safe in Education*, which defines the role we should take in protecting the children in our study centre.

Excerpt from *Keeping Children Safe in Education, 2014*

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

- Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.

The role of the school or study centre

- Everyone who comes into contact with children and their families has a role to play in safeguarding children
- School and study centre staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating
- Schools and colleges and their staff form part of the wider safeguarding system for children (*Working Together to Safeguard Children, 2013*)
- Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm
- Each school and study centre should have a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.

The role of school and study centre staff

- The *Teacher Standards, 2013* state that teachers, including head teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties
- All school and study centre staff have a responsibility to provide a safe environment in which children can learn
- All school and study centre staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed
- In addition to working with the designated safeguarding lead staff members should be aware that they may be asked to support social workers to take decisions about individual children.

What school and study centre staff need to know

- All staff members should be aware of systems within their school or study centre which support safeguarding and these should be explained to them as part of staff induction. This includes: the school's or study centre's child protection policy; the school's or study centre's staff behaviour policy (sometimes called a code of conduct); and the designated safeguarding lead
- All staff members should also receive appropriate child protection training which is regularly updated.

What school and study centre staff should look out for

- All school and study centre staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection
- Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child
- There are various expert sources of advice on the signs of abuse and neglect. Each area's Local Safeguarding Children Board (LSCB) should be able to advise on useful material, including training options. One good source of advice is provided on the NSPCC website
- Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure they should always speak to children's social care
- A child going missing from education is a potential indicator of abuse or neglect. School and study centre staff members should follow the school's or study centre's procedures for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

What school and study centre staff should do if they have concerns about a child

- If staff members have concerns about a child they should raise these with the school's or study centre's designated safeguarding lead. This also includes situations of abuse which may involve staff members. The safeguarding lead will usually decide whether to make a referral to children's social care, but it is important to note that any staff member can refer their concerns to children's social care directly. Where a child and family would benefit from coordinated support from more than one agency (for example education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child and

family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor

- If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point
- It is important for children to receive the right help at the right time to address risks and prevent issues escalating. Research and Serious Case Reviews have repeatedly shown the dangers of failing to take effective action. Poor practice includes: failing to act on and refer the early signs of abuse and neglect, poor record keeping, failing to listen to the views of the child, failing to reassess concerns when situations do not improve, sharing information too slowly and a lack of challenge to those who appear not to be taking action.

Study centre(s) and Courses policies, practices and provisions have been developed and are audited, evaluated and revised to ensure that we meet or exceed these requirements.

7.0 Staff Roles and Responsibilities

Lite Regal is owned by a single proprietor, Lite Royale College Ltd, and do not have an associated boards of governors at present.

The Study Centre(s) and courses are run autonomously day-to-day by Lite Regal management/leadership teams and follow a set of shared policies and procedures specifically developed to ensure that their provisions meet the needs of students.

Policies are tailored by individual study centres and for individual courses where this is needed to reflect individual circumstances.

7.1 Designated Safeguarding Lead and Deputy

Lite Regal Study centre(s) and courses all have a *Designated Safeguarding Lead*, and *Deputy Designated Safeguarding Lead* who takes over duties and responsibilities when the *Designated Safeguarding Lead* is away from the study centre(s) and courses. The *Designated Safeguarding Lead* has responsibility for the safeguarding and welfare of students, supported by other members of the Lite Regal staff.

Overall accountability for the safeguarding and welfare of students lies with the Lite Regal Directors.

The *Designated Safeguarding Lead*, and *Deputy Designated Safeguarding Lead* (and Director(s) if not one of the above) thus form the most senior safeguarding group within the study centre(s) and courses and in the event of one of these members of staff being implicated in a child protection enquiry/incident, another member of this senior team would lead the investigation. However, where it is not appropriate for any of these members of staff to lead an investigation, and in the absence of a Board of Governors, an independent party would be asked to step into the role. Any matter that required external, independent investigation outside of Lite Regal staff would be passed to an appropriate third party.

The *Designated Safeguarding & Welfare Lead* in Lite Regal is:

Miss Renata Trefna,
Student Services and
Welfare Director

The *Designated Safeguarding Lead* is responsible for:

- Ensuring that all staff are conversant with and follow the procedures outlined in this policy and those that directly support it
- Providing advice and support to all staff on issues relating to child protection

- Ensuring all staff have completed and hold an up-to-date certificate for level 1 child protection training
- Ensuring that they have completed and hold an up-to-date certificate for level 3 child protection training
- Ensuring that the Deputy has completed and holds an up-to-date certificate for level 2 child protection training
- Ensuring that all staff training required and completed in relation to child protection is recorded and audited regularly to identify training needs and any recording gaps
- Ensuring that all students receive a full induction and timely updates on matters relating to safeguarding and welfare
- Ensuring that all students have sufficient and appropriate means to report concerns, issues and incidents
- Maintaining a complete and up-to-date record of all child protection-related concerns, issues, incidents, reports, referrals and complaints
- Reporting children at risk to the *Local Authority Designated Lead (LADO)*, *Local Safeguarding Children Board (LSCB)* and the police
- Ensuring that children in need are getting appropriate individual support, advice and access to services
- Establishing working links with other agencies that can provide welfare and safeguarding support and information to students
- Ensuring that literature and information from agencies who provide welfare and safeguarding services to students are readily available and students are aware of the range of services on offer
- Ensuring that this policy is made available to students and to their parents/guardians
- Ensuring that this policy is reviewed, evaluated and revised, as needed, annually.

The *Deputy Designated Safeguarding Lead* is responsible for supporting the *Designated Safeguarding Lead* in their duties and responsibilities day-to-day, and for assuming these duties and responsibilities in their absence. The Deputy Designated Safeguarding Lead is Mr Milan Lebloch

7.2 Welfare Lead

The Lite Regal Welfare Lead is a go-to person for students with queries, needs or concerns relating to their welfare. In addition the Welfare Lead provides support and information to colleagues on welfare matters. The Welfare Lead liaises closely with the Director of Education on disciplinary matters and where there is a particular concern about a student's welfare. The Welfare Lead is Renata Trefna.

7.3 All Staff

All staff are responsible for monitoring for signs and symptoms of physical and psychological abuse and neglect and reporting any concerns in accordance with *Lite Regal Policy on Reporting of Concerns or Allegations of Harm to Students*. More information is provided in section 8.18.

All staff are responsible for reporting any concerns they have about staff or students whose actions may harm students, in accordance with *Lite Regal College Whistleblowing Policy*.

All staff should enable students to raise concerns in accordance with *Lite Regal Policy on Enabling Students to Raise Problems and Concerns*.

All staff should be vigilant to other potential risks to the welfare of students and report any concerns or incidents to an appropriate member of staff as soon as possible. High risk situations should be dealt with immediately and staff should inform a member of the security team if welfare and safeguarding staff cannot be located quickly. Such risks could include the presence of persons on study centre premises not wearing a study centre visitors' badge or lanyard, the presence of suspicious persons near to study centre premises, and evidence of illegal or damaging activity by students or staff.

Staff are expected to promote positive behaviour in students, encourage them to follow *Lite Regal Code of Conduct for Students*, follow disciplinary procedures in cases of misconduct, set an appropriate example to students and help and encourage them to stay safe. More information is provided in section 8.5.

8.0 Child Protection policies, practices and provisions

This section describes Lite Regal Study centre(s) and Courses policies and procedures, practices and provisions put in place to keep our students safe.

8.1 Staff Recruitment

Study centre employs permanent and temporary full-time, part-time and voluntary staff as well as agency and contract staff and third party contractors.

Applicants for temporary and permanent posts are subject to the following steps before a decision is made regarding recruiting them to the study centre staff:

- References are followed up with a specific focus on child protection and safeguarding matters
- Application form is completed, which includes explaining any gaps
- Verification of professional qualifications
- Identity verification (including current photographic ID and proof of address)
- Enhanced DBS check
- A separate barred list check if an individual will start work in a regulated activity* before the DBS certificate is available. Such cases will also be referred to the Lite Regal DBS panel to confirm that employment may commence.
- Verification of right to work in the UK
- Interpol/local police and reference checks if staff have lived or worked abroad. If these are unavailable, such cases will be referred to the Study Group DBS panel to confirm that employment may commence.

**Regulated activity includes:*

- a. Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children
- b. Work for a limited range of establishments (known as 'specified places', which include schools and study centres), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly.

"Regular" means carried out by the same person frequently:

"Frequently" means once a week or more often, or on 4 or more days in a 30-day period (or in some cases, overnight).

Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

- c. Relevant personal care or health care provided by/under the supervision of a health care professional:
 - Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing
 - Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Agency and contract staff, including part-time, ancillary and voluntary staff

All agency and contract staff working on study centre premises regularly must have/or have recently had a verified enhanced DBS check. All must have verified references and qualifications, either provided directly to the study centre or assured by their employment agency.

Third party contractors

All third party contractors must either have a verified DBS check in place or be supervised at all times whilst on study centre premises.

8.2 Staff Recruitment

All temporary and permanent full-time and part-time staff, including voluntary staff, and agency and contract staff receive a full Lite Regal induction and a copy of Lite Regal Staff Handbook.

Staff induction includes a detailed description of our policies, procedures, practices and provisions in relation to the safeguarding and welfare of our students. Evidence that all induction procedures have been conducted is retained in personal staff files.

Staff are familiarised with relevant reporting lines and communication channels within the study centre to enable them to effectively raise concerns or issues.

Level 1 child protection training is given as part of the induction of all staff. Further training is role dependent and described in section 8.4.

Staff are informed about the contents of student inductions, Lite Regal Code of Conduct for Students, and expectations for their own conduct.

8.3 DBS Referral when staff leave Study Centre

Lite Regal has a duty to inform the DBS if a member of staff who leaves Lite Regal, Study centre(s) or courses has been involved in a substantiated child protection allegation, or any other incident about which the DBS should be made aware, and will do this promptly.

Lite Regal also has a duty to pass on information transparently to future employers who request references for former members of staff.

8.4 Staff Training

The table below shows the recommended safeguarding and welfare-related training completed by specific members of staff within the Lite Regal Study Centre or Course staff

'Staff' refers to all temporary and permanent full-time and part-time staff, including voluntary staff, and agency and contract staff

Alcohol awareness	<ul style="list-style-type: none"> • Designated Safeguarding & Welfare Lead • Deputy Designated Safeguarding & Welfare Lead • Residential Supervisor(s) Manager(s) and Supervisor(s) • Course Teachers • Homestay Hosts
Offensive weapons	<ul style="list-style-type: none"> • Designated Safeguarding & Welfare Lead • Deputy Designated Safeguarding Lead • Residential Supervisor(s) Manager(s) and Supervisor(s) • Course Teachers • Homestay Hosts
Mental health awareness	<ul style="list-style-type: none"> • Designated Safeguarding & Welfare Lead • Deputy Designated Safeguarding Lead • Residential Supervisor(s) Manager(s) and Supervisor(s) • Course Teachers • Homestay Hosts
Internet and e-device safety	<ul style="list-style-type: none"> • Designated Safeguarding & Welfare Lead • Deputy Designated Safeguarding Lead • Residential Supervisor(s) Manager(s) and Supervisor(s) • Course teachers • Homestay Hosts
Self-harm and eating disorders awareness	<ul style="list-style-type: none"> • Designated Safeguarding & Welfare Lead • Deputy Designated Safeguarding Lead • Residential Supervisor(s) Manager(s) and Supervisor(s) • Course Teachers • Homestay Hosts
Counselling for non-counsellors	<ul style="list-style-type: none"> • Designated Safeguarding & Welfare Lead

	<ul style="list-style-type: none"> • Deputy Designated Safeguarding Lead
Emotional first aid	<ul style="list-style-type: none"> • Designated Safeguarding & Welfare Lead • Deputy Designated Safeguarding Lead
Equality and diversity	<ul style="list-style-type: none"> • All staff
Homestay safety	<ul style="list-style-type: none"> • Designated Safeguarding & Welfare Lead • Deputy Designated Safeguarding Lead • Course teachers • Homestay Hosts
Customer service	<ul style="list-style-type: none"> • All staff

8.5 Staff Conduct

Staff should ensure that their conduct does not pose any risk to the safeguarding or welfare of students and should set them a good example. In addition, staff should not enter into a personal relationship with students, including a friendship online, or take photographs or videos that include students other than for authorised purposes. Authorised photographs and videos of students should never be posted online except where staff have been given permission to do so for the purposes of marketing and official authorisation has been received from the relevant student(s).

8.6 Visitors to Study Centre

Prior authorisation for visitors, including third party contractors, to the study centre(s) should be arranged whenever possible. When this is not possible, the Lite Regal Director(s)/Management Staff and other relevant staff should be informed of the visit as soon as possible after the visitor arrives.

Staff who bring visitors, including third party contractors, onto the premises are responsible for them throughout their visit and must sign them in, ensure that they receive and wear a study centre visitors' badge and lanyard, and chaperone them during their visit. Visitors who have a verified DBS check in place do not need to be chaperoned.

Staff must ensure that visitors/third-party contractors carrying out works in the study centre, for whom they are responsible, wear the appropriate safety clothing and equipment and display the appropriate safety signage. Staff are also responsible for ensuring that all related risk assessment requirements are met.

8.7 Group Leaders

There will be a systematic process to ensure adults accompanying students on Lite Regal courses have undergone appropriate suitability checks in their home country in line with Accreditation U.K. guidance.

All Accompanying adults will be required to declare their suitability to work with children on arrival and will also receive a copy of the Lite Regal *Code of Conduct* for students.

8.8 Residential Supervision

The Lite Regal Student Services and Welfare Lead is responsible for the safeguarding and welfare of the students whilst they are or should be in residential accommodation. This residential accommodation could be Lite Regal Accommodation, Course Accommodation or Homestay Accommodation.

The Residential Accommodation for students of Lite Regal consists of the Accommodation that Lite Regal sublets from the Universities/Colleges where the course is being held for the duration of the course and sometimes Homestay Accommodation arranged by Lite Regal.

8.9 College, Course and Homestay Accommodation

The University accommodation that is used by Lite Regal is contracted out to Lite Regal and is managed by the Manager/Conferencing Manager of the particular University that Lite Regal College uses for its summer courses.

All boarder / residential students that stay at the University Accommodation with Lite Regal College will have a Residential Supervisor that will be that will be resident within the University Accommodation to provide Pastoral

care to the students. Residential Supervisors will receive all information and training regarding the safeguarding and welfare of the students and have an enhanced DBS check, which is verified by the Lite Regal College.

8.10 Off-Site Visits

A risk assessment in relation to each visit must be completed at least 72 hours before the visit takes place. This procedure must be followed for every single visit, even if the circumstances or destination of a visit appear to be the same as those of a previous visit.

Staff taking students off-site should inform the Lite Regal Management/course Management Team of the details of the visit, including the names of all students involved. If students will not be returning to their residence or homestay at the usual time, the Lite Regal Management/Course Management Team must also be informed.

8.11 Student Induction

All students are given a welcome pack and have a series of inductions when they first arrive at Lite Regal Study centre(s) or begin a course.

Handbooks and inductions cover the following areas:

- Lite Regal Code of Conduct for Students
- Expectations of student behaviour and attitude to their studies
- Specific rules, guidelines and procedures relating to general welfare and safeguarding, security, health and safety and to study centre residences
- Information on other key study centre policies and procedures
- A guide to who's who in the study centre
- Information about study centre facilities and resources, and extra-curricular activities
- Information relating to their academic programme and studies
- Information about the local area, use of local facilities and activities and places of interest outside of the study centre
- Information on study centre-based and independent services available to offer advice on safeguarding and welfare matters and to support safeguarding and welfare needs that may arise
- Information and assistance to support their financial, medical, social, cultural and religious need

8.12 Student Attendance and whereabouts

Staff should know the whereabouts of all students during the study centre or course day and during the hours of curfew.

The following rules apply to students with regard to attendance and whereabouts:

- All students should attend all of their timetabled study centre or course activities and require advance authorisation for absence unless they are unwell or unable to attend due to an accident/incident and have reported this to the Lite Regal staff
- All residential students should be in their residence in accordance with age-specific curfews during the course unless permission for absence has been given by Lite Regal management
- Any student who needs to go away in course time for any reason requires advance permission, although circumstances may mean that very short notice is given

Monitoring attendance and whereabouts

Lite Regal staff conduct morning and afternoon roll-calls regular roll calls throughout the course of the day. In addition, students are paired up with another student whom is their 'student buddy' throughout the duration of the course.

When applicable, students are also given an identity card that they swipe to enter and exit study centre buildings where access control is in operation.

Residential Supervisors and Homestay hosts, conduct checks on students' whereabouts where a curfew is in place and in accordance with individual students' care plans or disciplinary-related sanctions. In addition, students swipe or sign in and out of study centre residences where access control is in operation.

Homestay providers check that their students are back in their home by curfew and remain at home.

Further information can be found in *Lite Regal Attendance Policy and Procedures*.

Any student whose whereabouts cannot be accounted for immediately invokes *Lite Regal Missing Person Procedures*, further information about which can be found in section 8.13.

8.13 Missing Person Procedures

If staff or homestay providers cannot account for the whereabouts of a student, *Lite Regal Missing Person Procedures* are immediately invoked.

Early stages include attempting to contact the student and the 'student buddy' and any known friends or local guardians, and searching study centre premises, including the student's bedroom, and surrounding areas, if applicable. If a student cannot be found, the situation is escalated to the Lite Regal management, their deputies or to the person holding the emergency phone if the incident occurs outside of study centre hours.

Police will be contacted if the student cannot be contacted within a 4-hour window, or earlier if there is reason to be particularly concerned about the student's welfare.

8.14 Student Conduct and Discipline

All students are encouraged to behave in a positive way, and responsible behaviour is noticed and acknowledged by staff. As guidance for all students, they are asked to follow a student code of conduct. Students who choose not to follow the code will be subject to *Lite Regal Disciplinary Policy and Procedures*.

This code and the associated behaviour policies are rigorously upheld by staff to safeguard the welfare of all students and staff and to prevent potentially harmful behaviour from escalating.

8.15 E- Safety

The study centre recognises that e-safety is an area of growing concern. Whilst the study centre and/or Course cannot exert full control over how students choose to conduct themselves online and using electronic devices, maximum effort is made to guide students in making good choices. In addition, certain measures are put in place to prevent the use of electronic devices and the internet for specific potentially harmful purposes.

Please refer to *Lite Regal E-Safety Policy* for further details.

8.16 Anti-Bullying

Lite Regal has a zero-tolerance policy on bullying, which applies to students and staff. Steps are taken to prevent it from occurring as well as to eradicate it if it does.

There is a well-developed programme of activities and provisions in place to promote social development and integration and equality and diversity amongst the student population.

Staff are encouraged to look out for signs of bullying and report any concerns or issues to the Lite Regal management and/or course *Designated Safeguarding Lead*.

Staff encourage students to report any concerns they have about themselves or fellow students to any member of staff they feel comfortable confiding in.

8.17 Equality and Diversity

All members of the study centre and course community are expected to be familiar with our policy on equality and diversity and to uphold the principles set out within it. In addition, everyone is encouraged to take a role in promoting equality and embracing diversity.

8.18 Alcohol use and illegal substances

The student code of conduct gives students specific rules with regard to the use of alcohol and is clear that illegal substances should not be solicited, sold, used or brought onto Lite Regal and/or course premises at any time. Student misconduct with regard to alcohol and illegal substances is dealt with through *Lite Regal Student Disciplinary Policy and Procedures*.

Students are enabled to raise issues or concerns with staff, about themselves, fellow students or members of staff, through *Lite Regal Policy on Enabling Students to Raise Problems and Concerns*.

Staff can report any concerns they have about students in accordance with *Lite Regal Policy on Reporting of Concerns or Allegations of Harm to Students*.

8.19 Monitoring for and recognising signs and symptoms of abuse and neglect

All staff complete Level 1 child protection training

Staff are expected to be able to recognise signs of physical, sexual and emotional abuse and neglect and report these as soon as possible to the *Designated Safeguarding Lead*.

Excerpt from *Keeping Children Safe in Education, 2014*

Abuse: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging

children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Staff should also be able to identify signs of other potential child protection issues, such as bullying, gang violence, children running away, child exploitation, and children forced to undergo arranged marriage or female genital mutilation. Information on these and other issues can be found in the latest *Department for Education* guidance set out in *Keeping Children Safe in Education*.

8.20 Raising and reporting concerns – students

Lite Regal has put in place a range of means through which students in need can seek help, support, advice or information on any safeguarding or welfare matter.

All students have class teachers with whom they will have lessons/tutorials/study sessions with if they are at Lite Regal and with whom they can talk 1:1 on request. Lite Regal Residential Supervisors are also accessible to listen to and direct students concerns appropriately.

Student communal areas and notice boards provide students with up-to-date information on independent sources of information, support and advice. This is also all provided in the Lite Regal Student Handbook that students are all given at the beginning of the course.

8.21 Raising and reporting concerns – staff

Staff play a vital role in identifying possible child protection issues and preventing them from escalating.

Staff are encouraged to help students to overcome issues or concerns themselves, if appropriate, or report them as soon as possible to other staff who are more experienced in dealing with them. Staff are also encouraged to report fellow staff that they feel pose a potential threat to the welfare of students.

If a child is believed to be at risk of harm, staff are trained to report this to the *Designated Safeguarding Lead* immediately. Staff should also immediately remove a student from a harmful situation when it is safe and practical to do so.

8.22 Reporting students at risk

If a child is believed to be at risk of harm, staff are trained to report this to the *Designated or Deputy Designated Safeguarding Lead* immediately. The *Designated and/or Deputy Designated Safeguarding Lead* escalates this straight away to the LADO and local police. If the *Designated Safeguarding Lead* or their *Deputy* cannot be reached immediately, for example if the risk is identified outside of study centre hours, the member of staff involved should report the case to the Lite Regal Management straight away.

Contact details for the LADO covering this study centre can be found in appendix 2.

8.23 Supporting students in need

We recognise that our students are, in general, more likely to need additional support due to the fact that the vast majority are a long way from home and experiencing a new culture and environment.

The study centre arranges lots of activities around the students' timetables to promote integration and a community feeling for students. Provisions are put in place to accommodate specific needs and we ensure that opportunities to forge friendships with other students are plentiful and accessible.

Staff monitor for potential issues and report any concerns they have. Students are also enabled to identify any needs they have that are not being met by talking to any member of study centre staff, providing feedback via student surveys.

Student communal areas and notice boards provide students with up-to-date information on other independent sources of information, support and advice.

8.24 Supporting vulnerable students

Some students may be more vulnerable to harm than others, for example students under the age of 16 and students with special educational needs, disabilities or chronic medical conditions, including students who are adults.

All students are requested to complete a pre-arrival health declaration. Advice and support is also available for students with identified or possible special educational needs.

8.25 Prevent – awareness and referral

Prevent is part of a Government initiative to develop a robust counter terrorism strategy – CONTEST. The Prevent strategy seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views
- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with a wide range of sectors where there are risks of radicalisation which needs to be addressed, including education, criminal justice, faith, charities, the internet and health

Lite Regal Study Centres and courses like ours are asked to focus on the risks of violent extremism, which represents the greatest threat at national level, while recognising that other forms of violence and extremism can and do manifest themselves within colleges and other training settings.

For the purposes of this strategy, violent extremism in the name of ideology or belief is defined as violence, incitement to violence, terrorism, incitement to terrorism, or other activities that may result in violent behaviour or terrorist activity in the name of an ideology or a set of beliefs.

Lite Regal recognises the positive contribution it can make towards protecting its students from radicalisation to violent extremism. To minimise the risk of this eventuality, Lite Regal promotes:

- mutual respect and tolerance of those with different faiths and beliefs
- tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures
- respect for other people
- an acceptance that other people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour
- understanding of the importance of identifying and combatting discrimination

There is no typical profile for a person likely to become involved in extremism. If there are concerns that a student, through changes in behaviour and language, are showing signs of becoming radicalised and involved in an organisation which could ultimately harm the student and Lite Regal then this needs to be reported to the Lite Regal Management and they will seek advice from the LADO.

8.26 Working with Parents and guardians

Parents/guardians are consulted about the specific needs of students who are chronically unwell, have special educational needs or disabilities, or are identified as being vulnerable in some other way.

In addition, parents are contacted early on in disciplinary procedures, especially where there is an issue with a student's attendance, if a student is missing residential curfews, or for any other issue that poses a risk to a student and/or their peers.

8.27 Wider safeguarding and welfare support

Lite Regal provisions and practices, outlined in this section, are bolstered by the external networks and support the study centre has put in place for students.

Lite Regal has established working relationships with local police, GP practices, Social Care/Children's Services, and ensures that students are aware of how to access external services that can offer additional or specialist support.

In addition, the study centre *Designated Safeguarding Lead* quickly engages the support of the *Local Authority Designated Lead (LADO)* and the police when they are concerned that a child is at risk.

Contact details for the LADO covering this study centre can be found in appendix 2.

8.28 Supporting staff involved in child protection cases or the subject of allegations

Lite Regal takes seriously its duty of care to all those who are involved in child protection issues, whether it is reporting a concern, acting as a witness or indeed being the subject of an allegation. Staff members who are directly implicated or involved in a reported issue, will be provided with a named contact, obtainable from Lite Regal Management and/or Human Resources, who will provide each individual with confidential support, and progress updates where appropriate.

If you are the subject of an allegation, Lite Regal's primary duty of care must be to protect all students. It may therefore be considered necessary to transfer a staff member to alternative duties, or to suspend an individual, in the short-term, whilst a thorough investigation is undertaken. Where accused of inappropriate behaviour, staff will always be given the opportunity to explain the situation and their actions. Staff and students can be assured that decisions will never be taken lightly.

There will be no detrimental action taken against staff whom raise or are the subject of genuine concern that turns out to be unfounded. If staff are subject to malicious allegations, then they can be assured that this will be dealt with under the disciplinary procedure.

8.29 Confidentiality and reporting and recording information

Records and reports pertaining to child protection issues are stored securely by Lite Regal Management and/or staff with access restricted to those who need to know their content in order to ensure a holistic approach to the management of student safeguarding and welfare.

Students are advised that information they share may need to be shared with third parties where there may be a risk of harm to others.

8.30 Data protection

As part of Lite Regal, Lite Regal needs to collect and use certain types of information about people with whom it deals in order to operate. This includes personal information about current, past and prospective employees, suppliers, clients/customers, professional advisors and administrators, and other organisations with whom it communicates.

In addition, it may occasionally be required by law to collect and use certain types of information to comply with the requirements of Government departments for business data. This personal information should be dealt with properly in the matter it is collected, recorded and used, and this will be in line with UK data protection legislation.

Lite Regal is registered with and a member of the UK Information Commisionars Office (ICO) as required by UK law.

8.31 Lite Regal Study Centre(s) and Courses self-evaluation

Lite Regal monitors the implementation and outcomes of each of its policies and procedures on an annual basis and carries out critical reviews and revisions to ensure that they are fit for purpose and that areas for improvement are identified. In reviewing the document, we will also take into account feedback from staff and students; including those students under 18 years of age. This document will be reviewed in conjunction with the Lite Regal Directors & Management, whom are responsible for compliance.

8.32 Student Pre-Existing Medical Conditions

Lite Regal understand that some students have certain pre-existing medical conditions that might require prescription medicine/pills. Parents / Students are asked on enrolment with Lite Regal to declare any pre-existing medical conditions, allergies and prescription medicines/pills that their children have and/or what medicine he/she should be taking.

The Lite Regal policy is that Student will be responsible for the taking and storage of their medicine as described by their GP.

Lite Regal will require all parents to sign a Medical Condition Statement concerning the above before arrival.

Appendix 1 – Lite Regal E-Safety Policy

Lite Regal E-Safety Policy

The overall aim of this Lite Regal policy is establish and maintain robust standards and safeguarding procedures for all students and staff (full-time, part-time and contracted) of Lite Regal in the use of ICT-based technologies.

The main areas of risk for the Lite Regal students and community can be summarised as follows:

Content

- Exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language), substance abuse
- Lifestyle websites (e.g. pro-anorexia/self-harm/suicide sites)
- Hate sites (including sites promoting radicalisation or violent extremism)
- Social media and website postings referring to the school and/or any members of its community
- Content validation: how to check authenticity and accuracy of online content

Contact

- Grooming
- Cyber bullying in all forms (towards any members of the school community)
- Incitement to radicalisation or violent extremism
- Identity theft (such as 'hacking' of profiles on social media) and sharing passwords

Conduct

- Privacy issues, including disclosure of personal information
- Digital footprint and online reputation
- Health and well-being (e.g. amount of time spent online or gaming)
- Sending and receiving personally intimate images, also referred to as SGII (self-generated indecent images)
- Copyright (little care or consideration for intellectual property and ownership – such as music and film)

Staff – Student E-Relationships

- The Internet and/or web and/or Social Networks have brought people closer together and made communication quicker, easier with the ability to be more private as well. Lite Regal Staff are reminded of their professional duties and the need to maintaining correct, professional boundaries from the students. If a Member of Staff is having problems with this their professionalism dictates that they must inform Lite Regal management so the problem can be solved.

This policy sets clear expectations and procedures to minimise these risks. It applies to all members of the Lite Regal community (including students, staff, volunteers, parents and visitors) who have access to and are users of Lite Regal and/or associated parties (including Study Centres, Residential Accommodation Homestays) ICT systems both within and outside of Lite Regal course and study time.

Lite Regal has a responsibility to regulate the online behaviour of students and staff when they are on and off the Lite Regal premises and course premises and can take disciplinary measures for inappropriate behaviour. This pertains to instances of cyber bullying and other e-safety incidents covered by this policy which are linked to membership of Lite Regal whether they take place in or out of Lite Regal supervision. Lite Regal will inform parents of incidents of inappropriate e-safety behaviour.

All students and staff sign an *Acceptable Use Policy* as part of the School/Course entry paperwork. This is also posted on the Lite Regal website and is included in the induction and training for new staff including contract staff.

Reporting Concerns

Any safeguarding concerns regarding e-safety should always be reported to the Lite Regal Safeguard Lead and/or Deputy Safeguard Lead and/or Course Leader and/or any other Lite Regal staffing member. Complaints of Cyber-bullying are dealt with in accordance with our Anti-Bullying policy.

Lite Regal encourage all staff and students to be vigilant in reporting issues, knowing that they will be dealt with quickly and sensitively through the Lite Regal Procedures. Support is actively sought from other agencies/bodies if needed in dealing with e-safety issues. This includes contacting the police if one of our staff or students receives online communication that Lite Regal consider particularly disturbing or breaks the law.

Appendix 2

This section contains an overview of our child protection policies, practices and provisions, structured in a way that reflects the child protection duties of the study centre outlined in the *Department for Education* guidance on *Keeping Children Safe in Education* shown in section 5 above.

‘The role of the school or study centre’

GUIDANCE OBJECTIVE	LITE REGAL STUDY CENTRE AND COURSE PRACTICES AND PROVISIONS
<p>Everyone who comes into contact with children and their families has a role to play in safeguarding children</p>	<ul style="list-style-type: none"> • All staff and homestay providers are made aware of their duties to protect all students and their specific duties around the protection of children • Staff are enabled to inform the study centre <i>Designated Safeguarding Lead</i> of any behaviour by colleagues that threatens the welfare or safety of a child • Staff are enabled to identify potential child protection issues and differentiate students at risk and in need through the training they receive, and are requested to report any concerns they have about the welfare or safeguarding of a student in accordance with policy and procedures • All staff, including long-term voluntary, agency and contracted staff who directly interact with students, complete level 1 child protection training at least every 3 years, and receive on going in-depth training around study centre safeguarding and welfare policies and procedures • The Lite Regal <i>Designated Safeguarding Lead (DSL)</i> completes level 3 child protection training at least every 2 years • All potential permanent employees have full reference and DBS checks before they are recruited to the staff • All agency and contracted workers and other visitors on study centre premises are DBS-checked or supervised at all times whilst on site • All homestay providers and their household members over 16 years of age are DBS-checked before students are placed with them • Homestay providers attend in-study centre training and written guidance on the safeguarding and welfare of students in their care.
<p>School and study centre staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating</p>	<ul style="list-style-type: none"> • All staff are made aware of their duties to protect all students and their specific duties around the protection of children through this policy • Staff are enabled to inform the study centre <i>Designated Safeguarding and Welfare Lead</i> of any behaviour by colleagues that threatens the welfare or safety of a student • Staff are enabled to identify potential child protection issues and differentiate students at risk and in need through the training they receive, and are requested to report any concerns they have about the welfare or safeguarding of a student in accordance with policy and procedures • Staff monitor the whereabouts of students during the study centre day and as relevant to all residential curfews; attendance is taken at every lesson and at morning and afternoon roll-calls and students absent without permission trigger missing person procedures; <i>Residential Supervisors</i> and

	<p>homestay providers monitor boarder whereabouts and curfews and trigger missing person procedures if a boarder is unaccounted for</p> <ul style="list-style-type: none"> • Management and course staff (teaching & non-teaching) are informed about the signs and symptoms of abuse or harm to students and monitor for these • All students have a <i>Course Leader</i> and access to a <i>Welfare Lead</i> and <i>Residential Supervisor</i> with whom they are encouraged to discuss or report any concerns or incidents • All staff are aware of the study centre's <i>Designated Safeguarding & Welfare Lead (DSL)</i> and deputy and the procedures for reporting child protection concerns and incidents.
<p>Schools and colleges and their staff form part of the wider safeguarding system for children (<i>Working Together to Safeguard Children, 2013</i>)</p> <p>Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm</p>	<ul style="list-style-type: none"> • The study centre <i>Designated Safeguarding Lead (DSL)</i> has clearly established links with and processes for reporting children at risk to the <i>Local Authority Designated Lead (LADO)</i>, <i>Local Safeguarding Children Board (LSCB)</i> and the police • <i>Social Care/Children's Services</i> visit all homestay students aged under 16 years <i>in situ</i> to assess provisions and safeguarding measures in place and to ensure the welfare of students is supported outside the study centre • Contact details for external support services on a range of safeguarding and welfare matters are provided to students.
<p>Each school and study centre should have a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.</p>	<ul style="list-style-type: none"> • The study centre has a <i>Designated Safeguarding Lead (DSL)</i> and deputy who have clearly established links with the <i>Local Authority Designated Lead (LADO)</i>, <i>Local Safeguarding Children Board (LSCB)</i> All staff are aware of who fulfils the roles of the study centre <i>Designated Safeguarding Lead (DSL)</i> and deputy and are supported by them to understand and follow safeguarding and welfare procedures • Staff receive on-going training from Lite Regal on welfare policies and procedures to safeguard students.

‘The role of school, study centre and/or course staff

GUIDANCE OBJECTIVE	LITE REGAL STUDY CENTRE AND COURSE PRACTICES AND PROVISIONS
<p>The <i>Teacher Standards, 2013</i> state that teachers, including head teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties</p> <p>All school and study centre staff have a responsibility to provide a safe environment in which children can learn</p>	<ul style="list-style-type: none"> • All academic staff, including long-term voluntary, agency and contracted staff, complete level 1 child protection training at least every 3 years, must read and sign the most recent version of <i>Keeping Children Safe in Education</i>, and receive ongoing in-depth training around study centre safeguarding and welfare policies and procedures • The study centre <i>Designated Safeguarding & Welfare Lead (DSL)</i> completes level 3 child protection training at least every 2 years • All potential permanent employees have full reference and DBS checks before they are recruited to the staff • All voluntary, agency and contracted workers have full

	<p>reference and DBS checks before they are recruited to the staff</p> <ul style="list-style-type: none"> • All staff are made aware of their duties to protect all students and their specific duties around the protection of children through this policy • Staff are enabled to inform the study centre <i>Designated Safeguarding Lead</i> of any behaviour by colleagues that threatens the welfare or safety of a student • Staff are enabled to identify potential child protection issues and differentiate students at risk and in need through the training they receive, and are requested to report any concerns they have about the welfare or safeguarding of a student in accordance with policy and procedures • Staff have a responsibility to report safeguarding and welfare concerns reported by students in accordance with policy and procedures • Staff monitor the whereabouts of students during the study centre day and as relevant to all residential curfews; attendance is taken at every lesson and at morning and afternoon roll-calls and students absent without permission trigger missing person procedures; <i>Residential Supervisors</i> and homestay providers monitor boarder whereabouts and curfews and trigger missing person procedures • Lite Regal Safeguarding & Welfare policy • Study Group Staff Induction Policy • Study Group DBS Policy • Lite Regal Supervision and DBS Policy for Ancillary, Contract and Volunteer Staff • Lite Regal Policy on Reporting of Concerns or Allegations of Harm to Students • Lite Regal Policy on Enabling Students to Raise Problems and Concerns • Lite Regal Attendance Policy • Lite Regal Code of Conduct for Students • Lite Regal Student Disciplinary Policy and Procedures • Study Group Data Protection Policy if a boarder is unaccounted for • Staff have a responsibility to enforce <i>Lite Regal Code of Conduct for Students</i>, promote positive behaviour and discipline students for misconduct • <i>Personal Tutors</i>, teaching staff, and residential and medical staff are informed about the signs and symptoms of abuse or harm to students and monitor for these and report them in accordance with policy and procedures • All students have a <i>main teacher</i> and access to a <i>Welfare Lead</i> and <i>Residential Supervisor</i> with whom they are encouraged to discuss or report any concerns or incidents • All staff are aware of the study centre's <i>Designated Safeguarding Lead (DSL)</i> and deputy and the procedures for reporting child protection concerns and incidents • All staff have a responsibility to ensure that unauthorised people do not enter study centre premises and to challenge or report suspicious behaviour.
<p>All school and study centre staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant</p>	<ul style="list-style-type: none"> • All staff are made aware of their duties to protect all students and their specific duties around the protection of children through this policy • Staff are enabled to inform the study centre <i>Designated</i>

<p>harm. All staff then have a responsibility to take appropriate action, working with other services as needed</p>	<p><i>Safeguarding Lead</i> of any behaviour by colleagues that threatens the welfare or safety of a student</p> <ul style="list-style-type: none"> • Staff are enabled to identify potential child protection issues and differentiate students at risk and in need through the training they receive, and are requested to report any concerns they have about the welfare or safeguarding of a student in accordance with policy and procedures • Staff have a responsibility to report safeguarding and welfare concerns reported by students in accordance with policy and procedures • Staff monitor the whereabouts of students during the study centre day and as relevant to all residential curfews; attendance is taken at every lesson and at morning and afternoon roll-calls and students absent without permission trigger missing person procedures; <i>Residential Supervisors</i> and homestay providers monitor boarder whereabouts and curfews and trigger missing person procedures if a boarder is unaccounted for • <i>Personal Tutors</i>, teaching staff, and residential and medical staff are informed about the signs and symptoms of abuse or harm to students and monitor for these and report them in accordance with policy and procedures • All students have a <i>Personal Tutor</i> and access to a <i>Welfare Lead</i> and <i>Residential Supervisor</i> with whom they are encouraged to discuss or report any concerns or incidents • All staff are aware of the study centre's <i>Designated Safeguarding Lead (DSL)</i> and deputy and the procedures for reporting child protection concerns and incidents.
<p>In addition to working with the designated safeguarding lead staff members should be aware that they may be asked to support social workers to take decisions about individual children.</p>	<ul style="list-style-type: none"> • Staff are made aware of escalation procedures when child protection issues are identified • Staff are not trained child protection experts or advisors but will provide social workers with factual information upon request

'What school, study centre and/or course staff need to know'

GUIDANCE OBJECTIVE	LITE REGAL STUDY CENTRE AND COURSE PRACTICES AND PROVISIONS
<p>All staff members should be aware of systems within their school or study centre which support safeguarding and these should be explained to them as part of staff induction. This includes: the school's or study centre's child protection policy; the school's or study centre's staff behaviour policy (sometimes called a code of conduct); and the designated safeguarding lead</p>	<ul style="list-style-type: none"> • All staff receive a thorough induction that includes training on policies and procedures and must read and sign the most recent version of <i>Keeping Children Safe in Education</i> • Refresher training and policy and procedure update training is given according to a training plan and as needed, respectively.
<p>All staff members should also receive appropriate child protection training which is regularly updated</p>	<ul style="list-style-type: none"> • All staff, including voluntary, agency and long-term contracted staff who directly interact with students, complete level 1 child protection training at least every 3 years, and receive ongoing in-depth training around study centre safeguarding and welfare policies and procedures

	<ul style="list-style-type: none"> The study centre <i>Designated Safeguarding Lead (DSL)</i> completes level 3 child protection training at least every 2 years.
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What school and study centre staff should look out for'

GUIDANCE OBJECTIVE	LITE REGAL STUDY CENTRE AND COURSE PRACTICES AND PROVISIONS
All school and study centre staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection	<ul style="list-style-type: none"> All staff, including voluntary, agency and long-term contracted staff who directly interact with students, complete level 1 child protection training at least every 3 years, and receive ongoing in-depth training around study centre safeguarding and welfare policies and procedures The study centre <i>Designated Safeguarding Lead (DSL)</i> completes level 3 child protection training at least every 2 years.
Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child	<ul style="list-style-type: none"> Personal Tutors work closely with students and are requested to look for and report any signs of harm or potential harm to students Work to embed study centre safeguarding and welfare policies and procedures is ongoing with all staff Staff concerned about the welfare of a child are requested to report their concerns promptly, and report concerns about fellow members of staff even if they are not substantiated.

'What school and study centre and/or course staff should do if they have concerns about a child'

GUIDANCE OBJECTIVE	LITE REGAL STUDY CENTRE AND COURSE PRACTICES AND PROVISIONS
<p>If staff members have concerns about a child they should raise these with the school's or study centre's designated safeguarding lead.</p> <p>This also includes situations of abuse which may involve staff members. The safeguarding lead will usually decide whether to make a referral to children's social care, but it is important to note that any staff member can refer their concerns to children's social care directly. Where a child and family would benefit from coordinated support from more than one agency (for example education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help</p>	<ul style="list-style-type: none"> All staff are made aware of their duties to protect all students and their specific duties around the protection of children through this policy Staff are enabled to inform the study centre <i>Designated Safeguarding Lead</i> of any behaviour by colleagues that threatens the welfare or safety of a student Staff are enabled to identify potential child protection issues and differentiate students at risk and in need through the training they receive, and are requested to report any concerns they have about the welfare or safeguarding of a student in accordance with policy and procedures Staff concerned about the welfare of a child are requested to report their concerns promptly, and report concerns about fellow members of even if they are not substantiated.

<p>assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor</p>	
<p>If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately.</p> <p>Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point</p>	<ul style="list-style-type: none">• This is clearly stated in this Safeguarding & Welfare Policy.

Appendix 3

Lite Regal Procedure for Reporting a Child Protection and/or Safeguarding Policy Concern

Appendix 4

Contact information for the Lite Regal Cambridge *Local Authority Designated Lead* LAD0

Name	Cambridge Local Authority Designated Officer
Address	Cambridgeshire LSCB, Scott House, 5 George Street, Huntingdon, PE29 3AD
Telephone Number	+44 (0) 1480 373522
Email	CB@cambridgeshire.gov.uk
Emergency Telephone Number	+44 (0) 1480 373522



LITE Regal
EDUCATION

Lite Royale College Ltd

STAFF DECLARATION

I have received and read the Lite Regal Education – Child Protection and Safeguarding document and the Welfare policies and procedures. I have received or have access to a copy of the Lite Regal Staff Handbook.

Name _____

Job title _____

Date _____

Signature _____