

Melton College, York. Safeguarding Policy 2023

Last reviewed: Wednesday, 04 October 2023

Melton College runs courses for families, older adult students (aged 40+) and for juniors. We manage our own Homestay provision, and also run a small hotel in the building next to the College. Our Policy documents relating to Safeguarding are review at least annually by the DSL, Principal and Campus Manager, with the review date shown under the title. It circumstances dictate, the policies are review more regularly, for example in response to an incident or to take account of statute.

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About Melton College, York

Melton College runs courses for families, older adult students (aged 40+) and for young people aged 10~17 (Young-Learners) and 18 and 19 (Young Adults). We manage our own Homestay provision, and also run a small hotel in the building next to the College.

Policy Statement

This Policy should be read in conjunction with the following:

- **Melton College Employee Handbook** *This documents employment practices including the College Whistleblower Policy. It is a restricted document accessible by all staff*
- **Risk assessments** *These are written for all College activities and for the College Campus*
- **College Processes** *These describe the steps taken by staff to ensure the safety and well-being of students in a given situation*
- **College Policies:**
 - **Anti-Bullying Policy**
 - **Online Safety Policy**
 - **Photo and Video Policy**
 - **Staff Code of Conduct**
 - **Junior Student Rules**
 - **Guidance for Gold Course Participants**
 - **Students with Additional Needs Policy**
 - **Staff Recruitment Policy**

Safer Recruitment

The College has a Safer Recruitment Policy for the appointment and induction of new staff. This is available on the College website.

These are reviewed annually in September, and more often if necessary (for example, if an incident or new legislation suggests the need for a review), by the DSL, Principal and Campus Manager, taking into account any feedback from staff and students.

Local Contacts

LADO for York

Website: <https://www.saferchildrenyork.org.uk/>
Phone: 01904 551783
email for queries: lado@york.gov.uk

Multi Agency Safeguarding Hub (MASH)

for urgent queries of a child being at risk
Phone: 01904 551900
email for urgent queries: mash@york.gov.uk

Terminology

Throughout this policy, the Designated Safeguarding Lead (DSL) and Assistant Safeguarding Leads (ASLs) for all issues relating to child protection for Melton College, York are:

Designated Safeguarding lead (DSL)	Jake Millson	safeguarding@meltoncollege.co.uk +447470281372
Assistant Safeguarding Lead (ASL)	Andrew Hjort	principal@meltoncollege.co.uk
Assistant Safeguarding Lead (ASL)	Denise Lloyd	studentservices@meltoncollege.co.uk

The DSL and ASLs are jointly responsible for dealing with day-to-day safeguarding concerns. Staff training and ensuring adequate safeguarding training is in place is the responsibility of the DSL, overseen by the Principal. Recruitment, including Melton College, York's commitment to Safer Recruitment is the responsibility of the Principal.

Safeguarding refers to proactive processes involved in caring for children appropriately, protecting them

from that which is not in their best interests and preventing impairment of children's mental and physical health or development. All adults who work with/provide services for Melton College, York are responsible for ensuring that students are cared for, that there is sufficient warmth, food, access to clean water and hygienic facilities and that they are safe and well.

Child Protection refers to the reactive processes undertaken to ensure that children are protected from harm.

Staff refers to anyone working directly for Melton College, York. Indirectly, in this context, means the term covers outside providers, who provide additional services for the College and Group Leaders. All are expected to comply with Melton College, York's policy and are asked to sign that they agree to do so.

Adults within homestay are covered by parallel homestay documentation.

Gold Course Participants have separate code of conduct. Students on Junior Courses who have reached 18 or reach 18 during their course are included within our Safeguarding Policy (with the obvious acceptance of legal distinction) but are made aware, from booking to induction, of their additional responsibilities towards younger students on their Course.

Child/Children refers to all young people who are not yet 18 years old.

The main guidelines regarding the safeguarding of children are outlined in 'The Children's Act' (1989, updated 2004), 'Every Child Matters' (2004) and 'Keeping Children Safe in Education' (updated 2023).

The relevant parts of this policy are highlighted in the induction of staff, students and Group Leaders.

Visitors are invited to read a brief summary of our commitment to Safeguarding, and our expectations of them, as visitors, when signing in.

Defining Child Abuse

The term "child abuse" is used to describe ways in which children and young people are harmed – usually by adults – with damage to their physical or mental health.

- **Physical abuse:** through hitting, shaking, squeezing, administering inappropriate drugs etc or allowing activities that are disproportionate with the child's physical development
- **Sexual abuse:** through inappropriate touching or contact with a child and through any form of bodily contact that has a sexual content
- **Emotional abuse:** through persistent lack of love and affection, constant shouting, taunting and bullying or adult demands for unrealistic expectations to be met.
- **Neglect:** through failure to meet a child's basic needs, e.g. food, warm clothing, safety

Note, these are primary forms of abuse. There are many other forms of abuse. More information is available in the appendices

Context 'Safe and Happy Language Learning'

Melton College, York runs face-to-face Courses for young learners (10–17, young adults aged 18 and 19 and older adults (40+) This transition from Young-Learner to Young Adult is set out very clearly in publicity. For example, the fact that Students aged 16 and older may share classes with students aged 18 and 19.

Melton College, York believes everyone involved in the College, but especially our junior students, should feel secure, valued and listened to at all times.

Melton College, York is committed to safeguarding children from direct and indirect harm and is

responsible for safeguarding children in its care. The welfare of the child is paramount and all have a legal duty of care to safeguard children as carefully as a responsible UK parent would. All children, without exception, have the right to protection from abuse, regardless of age, culture, gender, language, racial origin, disability, sexual identity or beliefs.

A central part of keeping children safe is having clear procedures for supervision, and clear guidelines for what students can do when unsupervised. These need to be appropriate to the age of the child.

Roles and Responsibilities

All staff have a safeguarding responsibility. The DSL leads a team, all adults are part of that team. All staff are required to read the full set of safeguarding and related documents. The Staff Code of conduct has a special relevance and, like all the documents, is accessible online and is, in addition, displayed in the staffroom

The role of the DSL is explained to staff, students and Group Leaders as appropriate via induction, posters, meetings etc.

Onsite, it is our responsibility to follow good practices for Health and Safety, fire safety and to have adequate first aid provision and training.

There is a member of staff on duty, 24/7 and they have safeguarding training and, if needed, access to either the DSL or one of the ASLs.

Contextual Safeguarding

This is referring to guidance you give to students to help them stay safe beyond the gates. So, travelling to and from, guidance for free time etc

Our responsibility for most children starts on arrival at the airport and ends at the security gate at the airport. Where we provide transfers, it is our responsibility to ensure these are efficient and safe and are performed by appropriate people.

All off-site risk assessments contain a Safeguarding section, even if there are no issues of concern/to address. An example of a concern might be being “unchaperoned amongst strangers during free time on excursions”.

Our provision of Accommodation is a shared responsibility with our Homestay providers, but one where we take the lead to set out and monitor best practice.

All children in our care where we do not have the immediate, physical access to a parent or carer must be covered by our Parental Consent Letter, which sets out where we will act in the best interests of a child in an emergency.

Group Organisers and Group Leaders

All Organisers and Leaders are made aware of our commitment to Safeguarding and they have access to all our Policies. Suitability assurance checks are required for Organisers and Leaders, this is, obviously, especially important where children not in their group are present in the College.

Additional information for Organisers and Leaders is available on our website: <https://www.melton-college.co.uk/info-page/information-for-...nd-group-leaders/>

Raising Concerns

If staff have any concerns about malpractice, especially inappropriate staff behaviour with children within

Melton College, York, they are legally required to raise it immediately with the DSL, or with the Principal (ASL) if the concern involves the DSL. Staff who report concerns will not be penalised and their report will remain confidential.

If they do not feel this is appropriate, or they feel that their concerns are ignored, they should raise them immediately with the National Society for the Prevention of Cruelty to Children (NSPCC) Whistleblowing Helpline 0800 028 0285. This is separate from the protection afforded by general whistleblowing legislation, as covered by the Employee Handbook.

24-hour emergency contact number

The 24-hour emergency contact number is +44 7702596819

The DSL has a phone provided by the College: +44 7470281372

The DSL also has a confidential (to the DSL and the Principal) email: safeguarding@meltoncollege.co.uk

Students (and parents) are made aware of the 24-hour emergency contact number in the following ways:

- As part of the Joining Instructions (on the 'Permission to Travel' letter and the 'Parental Consent' letter)
- It is printed on the back of all student ID cards
- On the website
- At induction
- On excursion introductions
- For adults, using WhatsApp

Procedure for Reporting a Safeguarding Concern/Incident

All staff have a responsibility to ensure that students are well and happy and that any concerns and incidents are reported to the DSL.

We have different reporting procedures for:

- Minor Concerns
- Low Level Concerns
- Major Concerns -Child Protection issues, involving actual or suspected abuse, are **always** a major concern.

Minor Concerns (regarding Students)

What is a Minor for/with a student? A Minor concern includes, but is not limited to, the following:

- Medical problem e.g. headache, cold
- Homesickness
- Disruptive behaviour, including persistent teasing and other behaviours which may become bullying
- Punctuality
- Inappropriate language
- The expression of inappropriate views

Minor – Reporting Procedure

Minor concerns should be raised with the DSL directly or via the secure Safeguarding email. With minor concerns, it will probably be appropriate to involve the departments, e.g. Academic or Accommodation, if the concern has a clear and direct connection, for example, not eating, personal hygiene, disruptive behaviour.

Low Level Concerns (Staff)

The term 'Low Level' does not mean that it is insignificant, it means that the behaviour by, or towards, a child does not meet the threshold of an allegation of abuse (as defined below). A Low Level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' – that a staff member may have acted in a way that is inconsistent with the Staff Code of Conduct. Examples of such behaviour could include:

- being over friendly with children (or for a child with much younger children)
- having favourites
- taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Humiliating children

Staff are encouraged and should feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

All Low Level concerns must be recorded in writing and stored in the confidential section of SharePoint. The DSL must be contacted immediately so that the course of action can be discussed. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible. The record will be kept on file in accordance with our Data Protection Policy.

It is important that written records are kept so that any patterns of behaviour regarding the staff member can be identified and addressed as necessary. It will also help us identify any wider issues that may be present across the organisation which can be dealt with, e.g. through improved training or policy changes.

Please note: Low Level concerns will not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. It follows that a low-level concern which relates exclusively to safeguarding (and not to misconduct or poor performance) will not be referred to in a reference. However, where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it will be referred to in a reference.

Low Level Concerns – Reporting Procedure

Low Level concerns should be reported completing a 'Low Level Concern Report Form', accessed through the Melton College, York website or, if the member of staff has a 'Bright' account, from 'Bright'. This can be downloaded and completed. Completed forms should be sent securely to the DSL.

The DSL will then take appropriate action (e.g. asking the staff member for more detail, speaking to the student directly, informing parents/representatives, keeping an eye on the student to see if there are other concerns or to monitor if the issue escalates). All reports must be acknowledged and action taken, including 'no action required' must be recorded.

If in doubt about how to proceed, the member of staff should contact the DSL immediately.

Major Concerns

What is a major concern?

A major concern includes, but is not limited to, the following:

- Child Protection concern – report of abuse or suspected abuse

- Mental or Physical health issue e.g. eating disorder, self-harm, mention of suicide
- Suspicion of radicalisation
- Bullying

Mental and Physical Health

The College has clear provision for first aid and procedures for dealing with physical health issues. Staff need to also be aware of mental health issues as, apart from the well-being of the child, they can in some cases be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Therefore, a mental health concern is also a safeguarding concern requiring immediate action.

Major Concerns – Reporting Procedure

Staff should report Major concerns by completing a 'Major Concern Report Form', accessed through the Melton College, York website or, if the member of staff has a 'Bright' account, from 'Bright'. This can be downloaded and completed. Completed forms should be sent securely to the DSL.

The staff member may choose to complete the form in conjunction with the DSL (or ASL if the DSL is not available).

The DSL saves the form in the (confidential) Safeguarding folder in SharePoint.

The DSL should write 'see Major Concerns Report Form' on the comments section of the student's profile on the system but will not include other details.

Having read the report, the DSL will decide on the next steps. The DSL may decide that the report warrants immediate action, including reporting the situation to the authorities. All reports must be acknowledged and action taken, including 'no action required' must be recorded.

Child Protection Policy – Reporting a Child Protection Issue

In the event of abuse being reported, staff must reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Receive, Respond, Reassure, Record, Report

What to do if child abuse is suspected			
Step 1	If physical or behavioural indications are noticed.	If a child informs a staff member that he or she is being abused in some way.	If it is suspected that an adult is a threat to a child in some way or a third party informs a responsible adult about suspicions they may have.
Step 2	Contact the DSL and tell them of your suspicion.	React calmly. Listen to and reassure the child. Record the information immediately, making note of exactly what the child has told you using their words (not your interpretation). Do not promise confidentiality to the student or ask any direct questions. Tell the child that others will only be informed if there is a need.	Maintain surveillance of the adult and contact the DSL to discuss your suspicions.
Step 3	Confidentiality must be maintained in all cases. Do not discuss with anybody except the DSL. Use the Major Concerns Reporting Form to record what was witnessed/disclosed, what aroused suspicions and any action taken. Dates and times must be included.		
Step 4	The DSL must contact the Principal or Campus Manager by phone immediately to discuss the situation, and save the completed form to the confidential folder on SharePoint.		
Step 5	The DSL and Principal or Campus Manager will discuss the next appropriate steps, which may include contacting the Local Safeguarding Children Partnership (LSCP) or Local Authority Designated Officer (LADO) for advice.		
Step 6	Child Protection information will be stored and handled in line with General Data Protection Regulation 2018 principles: information is to be accurate, kept no longer than necessary and secure at all times.		
Step 7	Melton College, York, in conjunction with the external authorities if they have been consulted, decide on how/whether to involve the parents/guardians.		
Step 8	The DSL will record the decision made and the next steps.		
Step 9	The DSL will monitor the situation and seek further assistance if necessary or until no further action is needed.		
Step 10	Any incidents will be reviewed to see if changes to policies, procedures or staff training need to be made immediately or before the next set of courses.		

The contact details for the LSCP are displayed in the East Room and staff room so that staff may contact them directly if they feel it is necessary. Staff may also contact the NSPCC whistleblowing helpline if they believe their concerns have been ignored – 0800 028 0285.

Allegation of Abuse Made Against a Member of Staff

An allegation of abuse is when a staff member has:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates he or she may pose a risk of harm to children
- Behaved or may have behaved in a way that indicates he or she may not be suitable to work with children

If an allegation is made against a staff member, this must be dealt with swiftly and confidentially. The person raising the concern should report it to the DSL immediately, who will then contact the LADO and take their advice before investigating further. Each staff member involved must create a written record using the Major Concerns Reporting Form.

If a staff member is dismissed because he/she is considered unsuitable to work with children, Melton College, York will report to the Barring Service within one month of leaving. A referral to the Teaching Regulation Agency (TRA) may also be necessary. A clear and comprehensive summary of any allegations made against a member of staff, and all details leading to and including a resolution, will be kept on the confidential personnel file and will be retained until the member of staff reaches retirement age, or for a period of 10 years after the allegation has been made. Melton College, York will provide information regarding an allegation for the purposes of future references and Disclosure and Barring Services (DBS) disclosures.

Allegations Made Against a Student

Certain behaviours may fall into the area of safeguarding; for example: pre-planned violence, threats and intimidation or blackmail, indecent touching or sexual assault, forcing others to watch pornography or to take part in sexting.

If a safeguarding allegation is made against a student, similar procedures will be followed as outlined in 'Reporting a Child Protection Issue'.

The main concern will be the safety of the abused. At the same time, Melton College, York will appoint a staff member (DSL/ASL) to support the alleged under-18-year-old abuser through any contact with local authorities or the Police should that become necessary.

Forms of abuse where the perpetrator may be another child are expanded on in the appendix.

Educating Students About Safeguarding

Students at Melton College, York are made aware of the term 'safeguarding' and what it means for them – in an age-appropriate manner.

They are made aware of how to keep themselves safe from local dangers such as traffic, crowded areas of the city, and things to be aware of during excursions as part of their induction and the lessons which are delivered before Lessons Out and excursions. These are also outlined on the excursion handouts that students are given before a trip. They are encouraged to safeguard each other and be responsible and helpful towards peers.

Students are made aware that they must report any safeguarding concerns relating to themselves or another student to a member of staff. It is made clear that they will be listened to and taken seriously.

Appendix A Melton College Staff with Safeguarding Training

Staff	Basic	Advanced	Lead
Jake Millson			✓
Andrew Hjort			✓
Denise Lloyd			✓
Mark Harris		✓	
Lace Gent		✓	
Katie Davis		✓	
Richard O'Neil	✓		
Rich Barker	✓		
Oscar Powell	✓		
Matt Schlag	✓		
Mike O'Rourke	✓		
Matthew Hallett	✓		

Staff repeat Basic training every year unless they have, in the meantime, taken a higher level of training. Advanced and Lead training were refreshed a minimum of every three years (changed to two years on advice taken during the 2023 review) or if deemed necessary by the DSL and Principal

Basic training is online using a course provided by The British Council for use in AccreditationUK schools (and elsewhere) Advanced Training is online or face to face. The provider of choice being EnglishUK. Lead training is exclusively provided by English UK, as are refresher courses.

Safeguarding is always an item at briefing meetings. In addition, training is provided regularly, especially after the annual review in September. Safeguarding forms a key part of induction.

Homestay providers are encouraged to take the basic course and have access to all College Policies, as well as contact with our DSL. Safeguarding is always discussed during initial visits and inductions.

Appendix B More Detailed Information on Abuse Types

Child-on-Child (formerly known as Peer-on-Peer) abuse

- Abuse is not only done by adults against children. Under 18s, notably teens, abuse their peers.
- Gang violence, gender-based violence – particularly against girls, hate and revenge crimes, bullying in all its forms are often done by peers to each other.
- Staff to be trained to understand child-on-child abuse; how it may manifest itself in your organisation and signs to notice/look for.

Teenage relationship abuse

- Typically starts with two teens in a consensual close relationship.
- However, if one is very needy and the other starts to dominate and manipulate their needy partner, it becomes an abusive relationship.
- Signs may include: repeated insults/put downs, stopping partner from seeing friends/family, checking partner all the time (texts/social media), forced sexual activity, physical violence, taking money, controlling what partner wears.
- The dominant partner will probably use threats, humiliation and intimidation to harm or 'punish' the other one.

Harmful Sexual Behaviour (HSB)

Harmful Sexual Behaviour (HSB) includes Sexual Violence and Sexual Harassment. HSB is developmentally inappropriate sexual behaviour displayed by children which may be harmful or abusive

It can include:

- Inappropriate or unwanted touching
- Pressuring, forcing or coercing others to perform or take part in sexual acts or share nude images
- Sharing sexual images of a person without their consent
- Sexual or sexist name calling
- Rumours about students' sexual activity
- Taking a picture under a person's clothing, without their consent: "upskirting" (a criminal offence)

Sharing Nudes or Semi-Nudes (Sexting or 'youth-produced sexual imagery')

Guidance identifies that, in most cases, this is a safeguarding issue rather than a criminal one, even though there are laws around it.

- Making, possessing, and distributing any imagery of someone under 18 which is indecent is illegal. This includes imagery of yourself if you're under 18
- An image covers photographs, videos and streaming
- Indecent is not succinctly defined in law, but would probably include the following images
 - a naked young person / a topless girl / an image displaying genitals
 - sex acts including masturbation / overtly sexual images even if wearing underwear
- Sharing sexual images between under 18s is illegal and risky, but often the result of teenage curiosity. Young people need education and safeguarding support rather than criminalisation.
- Adults sharing sexual imagery of under 18s is child abuse and must be reported to the police

When dealing with allegations made against a student it will be equally if not more important to reassure victims and avoid not victim blaming etc.

Preventing Radicalisation and Extremism

Radicalisation means someone is being encouraged to develop extreme views or beliefs in support of terrorist groups and activities. Whilst this is not a high-risk area for Melton College, York, staff need to be aware that 'it could happen here'.

Any concerns relating to radicalisation or extremism should be reported to the DSL in the same way as any other safeguarding concern.

Indicators of radicalisation or extremism:

Outward appearance

- Becoming increasingly argumentative
- Refusing to listen to different points of view
- Unwilling to engage with students who are different
- Becoming abusive to students who are different
- Embracing conspiracy theories
- Sympathetic to extremist ideologies and groups

Online behaviour

- Spending a lot of time online or on the phone
- Accessing extremist online content
- Joining or trying to join an extremist organisation

The following measures are in place to minimise the risk of radicalisation:

- Staff and students are made aware of Melton College, York's values and core British Values and the importance of living harmoniously in an international community, in which all members should show tolerance and respect of other nationalities and religions. Staff are expected to challenge any statements made that are counter to core British Values.
- Staff and students are encouraged to raise any concerns they have about radicalisation and extremism with staff.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Staff need to be aware of CSE and CCE, although we recognise they are unlikely to occur in the context of our courses, as the students are only with us for a short time and are supervised by Melton College, York and our homestay providers.

CSE and CCE are defined as forms of abuse where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity.

CSE and CCE can affect children, both male and female, and can include children who have been moved (commonly referred to as trafficked) for the purpose of exploitation and/or through violence or the threat of violence.

The abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (i.e. increased status) of the perpetrator or facilitator.

The abuse may be a one-off or a series of incidents and range from opportunistic to complex organised abuse.

Abuse can happen online as well as in person.

CCE includes recruitment of children and young people to deal and traffic drugs or money, often between urban and rural areas (county lines), shoplifting or pick-pocketing. Children can become trapped in this kind of exploitation as they build up drug debts and are threatened with violence towards themselves or their family if they try to leave the gang/county line. The imbalance can be due to age, as well as other factors like gender, sexual identity, cognitive ability, physical strength, status, or access to economic or other resources.

Children may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however, staff should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration or non-penetrative acts. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse, including via the internet.

CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media.

CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

Domestic Abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

So-Called 'Honour'-Based Abuse (HBA)

So-called HBA encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.

Infringements may include, but are not limited to, a girl having a boyfriend, rejecting a forced marriage, interfaith relationships, inappropriate dress or make-up, kissing in a public place etc.

Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. Whatever the motivation, these are abuse according to UK law.

In a language school context, signs might be a decline in engagement/behaviour/performance, depression or a family member keeping a close eye on a student.

FGM

Non-medical, partial or total removal of external female genital organs, typically done to young girls from African countries. This is illegal if done in the UK, or if a UK resident is taken overseas to have it done.

Staff should speak to the DSL if they have any concerns about FGM but there is a specific legal duty on teachers. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the Police.

Visit the government website for more information <https://www.gov.uk/government/collections/female-genital-mutilation>

Serious Violent Crime

Staff need to be aware of the signs that students may be involved in serious violent crime, i.e. increased absence from school, friendships with older individuals or groups, a decline in academic performance, signs of self-harm, signs of assault, unexplained injuries, unexplained gifts or new possessions.

Appendix C Protocol for Appointment without full DBS clearance

1. Following an offer and acceptance of employment, employees should not normally commence working at the school until full clearances of all relevant pre-employment checks, including DBS clearance, have been received and checked.
2. Any decision for employment to commence prior to receipt of full pre-employment checks can only be taken by the Principal, following a risk assessment based on the nature of work, the level of exposure to children/young people and the information provided on the application form.
3. The contract of any employee appointed prior to receiving clearance should remain subject to this condition being met. Until such time as the DBS clearance is received, the employee will remain subject to robust control measures of which they will be notified, including any teaching or supervision of students being restricted to students over 18 years.
4. The Principal is responsible for monitoring the individual until clearance is received and ensuring progress on the DBS check is pursued at least every 14 days. The Principal remains accountable for this decision until the DBS clearance has been granted.