



Burlington School

Excellence in English

Safeguarding and Welfare

Policies and Procedures
for Safeguarding Children
and Vulnerable Adults

Table of Contents

Summary.....	1
Introduction.....	2
Our Principles.....	2
Definition of abuse.....	3
Issues of High Risk in an International Environment	3
1. Preventing radicalisation and extremism	3
2. Child sex exploitation.....	4
3. Female genital mutilation (FGM)	4
Responsibilities of Burlington School Staff and Representatives	5
I. Registration and Administration of students	5
II. General staff responsibilities.....	6
III. Visitors to the school	6
IV. Accommodation	6
V. Representatives of Burlington School.....	7
VI. Students of Burlington School:	7
Recruitment	7
1. Advertising:	7
2. Pre-Employment Checks	7
Training in Safeguarding Under-18s and Vulnerable Adults.....	10
Establishing a Caring Environment.....	10
Child safeguarding Procedures.....	10
Role of the Designated Safeguarding Leads	10
Role of the Welfare Officer	11
Vulnerable Adult Procedures.....	11
Reporting and Monitoring Procedures.....	11
Allegations of Abuse or Inappropriate Behaviour Involving Staff	12
Protected Disclosure: “Whistleblowing”	12
Media Relations	13
Health and Safety.....	13
Code of Conduct for Staff.....	13
Code of Behaviour for Young People.....	13
Data Safeguarding	13
Review.....	13
Appendix 1: Safeguarding Staff	i
Appendix 2: Types of Abuse & how to Identify them:.....	iv
Appendix 3: Appropriate responses and actions.....	vi
Appendix 4: Code of Good Practice for Staff, Students and Volunteers.....	vii
Appendix 5: Code of Behaviour for Young People & Vulnerable Adults.....	x
Appendix 6 Burlington School Statement of Aspiration: The Prevent Duty.....	xi
Appendix 7: Key Safeguarding Contacts	xii
Appendix 8: References	xiii

Summary

Aim	<p>At Burlington School the welfare of our students is paramount. The following policy aims:</p> <ul style="list-style-type: none"> • to ensure that all students aged under 18, and all students classed as “vulnerable”, are protected from potential abuse by staff, representatives, sub-contractors and fellow students of Burlington School; • to inform Burlington School staff, representatives and sub-contractors of their responsibilities when working with children and vulnerable adults; • to highlight our commitment to safe recruitment, selection and vetting of staff, accommodation providers and other suppliers; • to ensure that all staff, representatives and sub-contractors are aware if any student is under 18 and that they are also aware of any consequent special procedure(s) which are applicable; • to ensure that all relevant staff, representatives and sub-contractors are aware of any students classed as “vulnerable”, and aware of any consequent special procedure(s) which are applicable.
Applies to	<ul style="list-style-type: none"> • School Management • Academic Management • Student Support staff • Marketing and Sales staff • Accommodation staff • Teaching staff • Activity Leaders • Homestay providers • Residence managers & staff • External tour operators • Taxi firms • Partner institutions • Welfare Officer
Approved by	Burlington School Legal Adviser
Responsibility for update	Deputy Principal Designated Safeguarding Leads Welfare Officer
Date of approval	January 2016
Proposed date of review	January 2017

[Return to Table of Contents](#)

Introduction

This Policy aims to follow relevant legislation and guidelines, including:

- The Education Act (2002) Section 175ⁱ
- The Children Act (1989 and amendments)ⁱⁱ
- The Children Act (2004)ⁱⁱⁱ
- Working Together to Safeguard Children (2015)^{iv}
- Safeguarding of Vulnerable Groups Guidance (2006)^v
- Safeguarding of Vulnerable Adult Schemes
- Aimsafer: A Framework for Safeguarding Children & Young People in Higher Education Institutions
- Data Protection Act (1988)^{vi}

The Children Act 1989 states the legal definition of a child is ‘a person under the age of 18’.

Section 115(4) of the Police Act (1997)^{vii} states that a person can be considered to be vulnerable if they are “substantially dependent upon others in performing basic physical functions, or his ability to communicate with those providing services, or to communicate with others, is severely impaired, and, as a result, he would be incapable of protecting himself from assault or other physical abuse, or there is a potential danger that his will or moral well-being may be subverted or overpowered”.

[Return to Table of Contents](#)

Our Principles

We believe all students have the right to a safe and secure learning experience. Our principles are as follows:

- The welfare of under-18s and vulnerable adults is central at Burlington School. All under-18s and vulnerable adults have the right to safeguarding from abuse, regardless of their age, gender, disability, racial origin, religious beliefs, sexuality, language, socio-economic status or appearance.
- It is the responsibility of all staff, students and representatives of Burlington School to report any concerns about welfare to the Welfare Officer immediately. The Welfare Officer will deal with the concern following the procedures documented in this policy.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.
- Burlington School will foster a culture where safeguarding is taken seriously through regular staff training and commitment to safeguarding procedures.
- Burlington School will work in connection with the appropriate Local Safeguarding Children Board, and the Police and Social Services where necessary, regarding any issues relating to safeguarding (see [Appendix 7](#) for details of the appropriate Local Safeguarding Children Boards).

[Return to Table of Contents](#)

Definition of abuse

Abuse is the physical, sexual or emotional mistreatment, or neglect of a person, which either deliberately or unknowingly causes harm, threatens the life or violates their rights.

There are four main types of abuse that everybody should be aware of:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

This list is not extensive and sometimes there is a mixture of two or more forms of abuse at any time. It is important that each person familiarises themselves with signs of abuse to help combat it. For this and a more in depth description of the points listed above, see [Appendix 2](#).

Other common types of abuse include:

- Psychological – repeatedly being made to feel unhappy, humiliated, afraid or devalued by others
- Financial or material – stealing or denying access to money or possessions
- Discriminatory – abuse motivated by discriminatory attitudes towards race, religion, gender, disability or cultural background

[Return to Table of Contents](#)

Issues of High Risk in an International Environment

Due to the International nature of students at Burlington School, a number of additional areas are focused on:

1. Preventing radicalisation and extremism

Section 26 of the Counter-Terrorism and Security Act 2015^{viii} places a duty on certain bodies in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. The Prevent Duty (originally the Prevent Strategy)^{ix} was published by the Government in 2011 as part of the overall counter-terrorism strategy, CONTEST.

The Prevent Duty has three specific strategic objectives:

- to respond to the ideological challenge of terrorism and the threat we face from those who promote it;
- to prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support;
- to work with sectors and institutions where there are risks of radicalisation that need to be addressed.^{xi}

Burlington school understands its responsibilities under the Counter Terrorism & Security Act 2015 to prevent people of all ages being radicalised or drawn into terrorism and seeks to meet its obligations in the ways shown below.

See [Appendix 6](#) for more information on the school’s Prevent Duty Statement of Aspiration.

See the [Burlington School Prevent Duty Policy](#) for further information.

[Return to Table of Contents](#)

2. Child sex exploitation

The UK Government has written advice and guidance on Child Sexual Exploitation that states^{viii}:

“Sexual exploitation ... involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, mobile phones) as a result of their performing, and/or another or others performing on them, sexual activities. It can occur through the use of technology without the child’s immediate recognition; e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child’s limited availability of choice resulting from their social/economic and/or emotional vulnerability.”

Child Sexual Exploitation should be regarded as a form of abuse, and should be monitored and reported as outlined elsewhere in this document (see [Reporting and Monitoring Procedures](#) and [Appendix 3: Appropriate Responses and Actions](#) for further information).

Any child or young person can be a victim of sexual exploitation, but children are believed to be at greater risk of being sexually exploited if they:

- are homeless
- have feelings of low self-esteem
- have had a recent bereavement or loss
- are in care
- are a young carer

Signs of child sexual exploitation include the child or young person:

- going missing for periods of time or regularly returning home late
- skipping school or being disruptive in class
- appearing with unexplained gifts or possessions that can’t be accounted for
- experiencing health problems that may indicate a sexually transmitted infection
- having mood swings and changes in temperament
- using drugs and/or alcohol
- displaying inappropriate sexualised behaviour, such as over-familiarity with strangers, dressing in a sexualised manner or sending sexualised images by mobile phone ("sexting")
- they may also show signs of unexplained physical harm, such as bruising and cigarette burns

[Return to Table of Contents](#)

3. Female genital mutilation (FGM)

The UK Government has written advice and guidance on FGM that states^{viii}:

“FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practiced on a child, it is a violation of the child’s right to life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child.

Girls are at particular risk of FGM during school summer holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM.

[Nationalities] that are most at risk of FGM include Kenyans, Somalis, Sudanese, Sierra Leoneans, Egyptians, Nigerians and Eritreans. However women from non-African communities that are at risk of FGM include Yemeni, Kurdish, Indonesian and Pakistani women.”

Signs that a child may be at risk of FGM:

- In conversation a child may talk about FGM.
- A child may express anxiety about a special ceremony.
- The child may talk or have anxieties about forthcoming holidays to their country of origin.
- A parent or guardian requests permission for extended authorised absence for overseas travel.

Burlington School of English has a strictly-enforced attendance policy that does not authorise extended holidays.

If a member of staff believes that a child is at risk of FGM, they must inform the Safeguarding Lead, who will pass the matter on to the local Safeguarding Board.

If it comes to the attention of a staff member that a student has already undergone FGM, consideration needs to be given to any Child Protection implications for younger siblings or extended family members, and they must inform the Safeguarding Lead, who will pass the matter on to the local Safeguarding Board.

[Return to Table of Contents](#)

Responsibilities of Burlington School Staff and Representatives

The Deputy Principal has responsibility for the oversight of the College’s Safeguarding Children and Vulnerable Adults Policy with delegated responsibility to relevant members of the Management Team. The Welfare Officer is responsible for the implementation of the policy, and will liaise directly with the Deputy Principal as deemed necessary.

To ensure the welfare policy is implemented and that we are aware of all under-18s and vulnerable adults at Burlington School, different departments are required to follow guidelines specific to their job role

I. Registration and Administration of students

- Burlington School requires all personal details from students on initial registration to the school to offer the opportunity for the student, parents/guardian or agent to tell us of any medical conditions or educational needs. Arrangements will be made for the appropriate requirements of each individual student.
- Full next of kin details for all students are required prior to arrival in case of any emergency.
- All parents/guardians of any under-18s coming to the school must complete, sign and return a parental consent form, which is sent out when the booking is received.
- Photographs of all under-18s and vulnerable adults are stored to enable easy identification by all staff members [consent for such photographs is obtained through the parental consent form, which is sent out when the booking is received].
- All under-18s are highlighted in class registers: a list of the students, including their photographs, is displayed in the Academic Office and staffroom.
- Teachers will be told in advance if any special requirements are needed for vulnerable adults in their classes.
- Appropriate training is provided to all relevant staff prior to the arrival of students who are classed as vulnerable.

- A meeting is arranged between each student and the Welfare Officer during the student's first week, to check on their welfare, and to discuss the assistance available to them.
- All students must be made aware of the 24-hour emergency phone numbers for welfare and accommodation, and must be made to feel happy to call these numbers at any time (they are listed in the student handbook).

[Return to Table of Contents](#)

II. General staff responsibilities

- **All** staff members have a responsibility for safeguarding under-18s and vulnerable adults.
- Upon acceptance of employment every staff member will have an enhanced DBS check. Employment is conditional on a person having no criminal convictions; this is inclusive of any cautions, reprimands or final warnings. Employees must report any subsequent criminal convictions to the Principal immediately. Failure to do so will result in disciplinary action being taken.
- Within one week of acceptance of employment all employees are expected to complete the E-Learning Introductory Safeguarding Training which can be found at the following address: <http://www.safeguardingchildren.co.uk/e-learning-course.html>
- Teachers are asked to report any absences of under-18s or vulnerable adults to the Welfare Officer and Director of Studies 10 minutes after the start of the lesson, who will then follow the Attendance Policy procedures.
- The Social Programme Organiser will ensure all appropriate Health and Safety risk assessments have been conducted for any trips available to students under 18 or vulnerable adults. A copy of these documents is stored in the welfare folder.
- The Social Programme Organiser will check that all under-18s have the relevant signed parental consent before they book trips with our representative tour companies, or before they arrange activities independently [consent for such activities is obtained through the parental consent form, which is sent out when the booking is received].
- The Social Programme Organiser must ensure that under-18s adhere to any curfews, do not drink alcohol and are protected from potential harm.

[Return to Table of Contents](#)

III. Visitors to the school

- All visitors must report to reception when they enter the school. If they need to enter another part of the school they will be escorted by a member of Management or Security staff.

[Return to Table of Contents](#)

IV. Accommodation

- Students under 18 will not be accommodated with students 18 years and above.
- All agencies must have satisfactory safeguarding policies and practices in place, including the use of DBS checks for homestay providers.
- All homestays are revisited in accordance with British Council requirements (at least every year) to ensure standards are maintained.
- Homestay accommodation that is alleged to fall below the British Council required standard, or to fail to adhere to Burlington School policies, will be reported to the relevant homestay agency, and "blacklisted" by Burlington School.
- All complaints relating to homestay are investigated immediately. In the case of a serious complaint, or if information is passed to the school giving cause for concern, it will be reported to the relevant authorities immediately.
- For students aged 18 and above who are staying in Residential accommodation, the residence must have satisfactory safeguarding policies and practices in place.

[Return to Table of Contents](#)

V. Representatives of Burlington School

- Any tour operators working with Burlington School must have a satisfactory safeguarding policy in place. A copy of any legal documents will be kept at in the Safeguarding file.
- All students under 18 who wish to take part in any tour or activity arranged by our representatives must have the appropriate signed consent [consent for such activities is obtained through the parental consent form, which is sent out when the booking is received].
- Burlington School works with one company to arrange transfers to and from airports on arrival and departure of students; drivers are required to have a DBS check.
- Any under-18s who require a transfer must have signed consent from their parents [consent for this is obtained through the parental consent form, which is sent out when the booking is received.
- If students under 18 are travelling as unaccompanied minors (i.e. without a parent or guardian), the school is informed in advance. In such cases, appropriate supervision is arranged.

[Return to Table of Contents](#)

VI. Students of Burlington School:

We aim to raise awareness among staff and students of welfare, and students are encouraged to report any suspicions regarding the welfare of their fellow students to the Welfare Officer. There is information highlighting signs of abuse and neglect, as well as suspicious behaviour, on display in the School Office.

[Return to Table of Contents](#)

Recruitment

1. Advertising:

All job advertisements must state the following:

- employees are expected to share the school's commitment to safeguarding and promoting the welfare of its students.
- employees must be aware of their responsibilities under legislation regarding Safeguarding, Health and Safety, and the Prevent Duty.
- Burlington School is an equal opportunity employer, and must include the school's Statement of Purpose.

2. Pre-Employment Checks

The following checks must be carried out before a new employee starts work:

References

Candidates are asked to provide two referees at interview or upon receipt of a conditional job offer. Ideally, these should include:

- The candidate's current or most recent employer.
Please note that a candidate's current employer must not be approached without the permission of the candidate.
- A recent previous employer in the same field.
- A relevant academic reference, such as CELTA Trainer.
- A supervisor for a voluntary position in a related field.

If the candidate is unable to provide two references from the above list, Burlington School will accept one of the above plus a character reference from a professional known to the candidate, such as a teacher.

The reference request form is based on the job description and person specification, and is emailed to the referees as soon as the conditional offer has been accepted and permission granted to contact the referees. In cases of urgency, the referees may be contacted by telephone, but the call must still be backed up by a written confirmation.

If the referee returns a factual reference, giving only the basic details of employment, the HR representative of the school should follow this up with a telephone call or email requesting further details.

Enhanced DBS Check

The Disclosure and Barring Service (DBS) makes decisions about who will be barred from working with children and vulnerable adults. Regulated activity (i.e. work that a barred person must not do) includes, but is not limited to:^{xiv}

- unsupervised teaching, training or instruction of children or vulnerable adults.
- unsupervised care or supervision of children or vulnerable adults.
- provision of advice or guidance on well-being to children or vulnerable adults.
- driving a vehicle only for children or vulnerable adults.

As all employees are required to take part in regulated activity, it is Burlington School policy to require applicants to disclose any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) as part of their application. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website^{xv}. **However certain types of posts, particularly those that involve working with children or adults in a vulnerable position or other positions of trust or sensitive areas, are exempt from these provisions, and in these cases all convictions, cautions, reprimands or final warning that will not be filtered in line with the current guidance must be declared.**

Consequently, all staff must undergo an enhanced DBS check before commencement of employment. Staff must be informed of the DBS Update Service^{xvi}, which ensures the DBS Disclosure will be kept up to date, and remove the need for further enhanced checks. Applications for the Update Service must be made within 19 calendar days of the issue of the Disclosure.

If the DBS has not arrived before the commencement of employment, the candidate may start work on condition that they do not engage in regulated activity (they must work under constant supervision and have no access to children). In addition, the school **must** ensure that the candidate is not on the Barred List, a list maintained by the DBS of individuals who are barred from working with children.^{xvii}

The DBS cannot access criminal records held overseas. Therefore, any applicant who has lived outside the UK for a period of more than 6 months within the last 5 years will be required to submit a police check from the country of residence for that period^{xviii}. If this is not available in English, a certified translation must also be provided.

A 'satisfactory' check is defined as having no criminal convictions (including cautions, reprimands and final warnings) relevant to the post. Should the school be informed of a previous conviction which does not indicate a direct threat to the safety of the students, Burlington School will interview the staff member to garner more information.

Burlington School will consider any convictions which have been recorded in terms of the following:

- Nature, seriousness and relevance of the offence

- How long ago the offence occurred
- If the offence was a one-off or part of a history
- Circumstances of the offence being committed
- Country of conviction
- Decriminalisation

If the Deputy Principal and School Legal Adviser consider that there is no threat, a rationale will be provided and kept on file stating the reasons.

All staff must report any subsequent criminal convictions to the Deputy Principal. Failure to do so will result in disciplinary action being taken.

Prohibition Order Check

Some individuals may not have broken the law or done anything to appear on the DBS Barred List, but for a number of reasons they may be deemed inappropriate to work with children or young people, and be placed on the Prohibited List for life^{xx}. All applicable staff^{xx} must be checked against this list.^{xxi}

Individuals may have Prohibition Orders in place for a number of reasons, including, but not limited to:

- serious departure from the personal and professional conduct elements of the latest teachers' standards, as published by, or on behalf of, the Secretary of State^{xxii}.
- misconduct seriously affecting the education and/or well-being of pupils, eg failure to report suspicions of abuse.

Disqualification by Association disclosure

The Childcare (Disqualification) Regulations 2009 are made under section 75 of the Childcare Act 2006 and set out the circumstances in which an individual will be disqualified for the purposes of section 75 of the Act^{xxiii}.

Government guidance for Keeping children safe in education^{xxiv} states that school staff are potentially disqualified from working in a school, when they "live or work in the same household" as someone who is barred from working with children or young people, even if they would not otherwise be disqualified themselves. It adds that Schools must ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision.

Disqualification by association only applies to staff working with or managing the education of children up to the age of 5 at any time, or working with or managing the supervision of children up to the age of 8 in relation to activities that take place outside the school day.

Burlington School offers courses for children of 4 years and over. Consequently, staff are asked to provide this information on a self-disclosure form prior to commencement of work. Although the declaration is not mandatory, the school must keep the declaration, whether completed or not, on the employee's file, and the date of issuing the form must be kept on a central list.

All prospective employees must also complete the following training modules before an unconditional offer is made and a contract issued:

- Basic Prevent E-Learning^{xxv}
- Basic Safeguarding Awareness E-Learning^{xxvi}

Full internal and/or external training will be organised for these as soon as possible after commencement of employment.

See the [Burlington School Recruitment, Selection and Retention Policy](#) for further information.

[Return to Table of Contents](#)

Training in Safeguarding Under-18s and Vulnerable Adults

- It is compulsory for all staff members to take the E-Learning Introductory Safeguarding Training within one week of acceptance of employment. All staff members are expected to retake this course every 3 years but are encouraged to remind themselves of the signs of abuse on a regular basis.
- Burlington School aims to have two staff members who have attended Specialist Safeguarding Training in each campus, one of whom is the Welfare Officer, as well as a Child Protection Officer responsible for all campuses.
- If staff members have any questions or worries about the Safeguarding Policy they can speak to the Welfare Officer or other staff members with Specialist training.

[Return to Table of Contents](#)

Establishing a Caring Environment

All staff are responsible for making Burlington School a safe and caring environment for all, including young people and vulnerable adults.

A caring environment is one:

- in which the health, safety and welfare of young people has been assessed and met
- in which staff are aware that abuse can and does happen, and take measures to minimise the risk of it happening.
- where there is a sound and known reporting system for any incident
- where staff take reasonable and practical precautions to avoid any suspicions of abuse being brought against them.

[Return to Table of Contents](#)

Child safeguarding Procedures

Where under-18s are concerned there are statutory responsibilities for any organisation to follow regarding the safety of young people. Burlington School has a Welfare Officer who is responsible for the safeguarding of all students at the school, including under-18s.

- Any concerns regarding the welfare of under-18s must be reported to the Welfare Officer immediately and the relevant course of action will be taken.
- Any incidents and outcomes will be recorded by the Welfare Officer in line with the Data Protection Act.
- All staff should be aware of the appropriate responses and actions when a student volunteers information to them. Please see appendix 2 for advice.
- All staff should be aware that in accordance with statutory requirements where child safeguarding issues are involved, it is not possible to offer confidentiality to a person under 18 as any disclosures must be reported.

[Return to Table of Contents](#)

Role of the Designated Safeguarding Leads

The role of the Child Protection Officer is:

- To monitor and update the Safeguarding Policy and any relevant documents and files.
- To deal with administration where a case is reported to the authorities.
- To support the Welfare Officers in the implementation of the policies.
- To support and advise the Welfare Officers on a day-to-day basis

The Child Protection Officer should be trained to at least Level 2 in Safeguarding.

[Return to Table of Contents](#)

Role of the Welfare Officer

The role of the Welfare Officer is:

- To receive information about events that are planned in Burlington School that may involve young people or vulnerable adults, and plans that indicate how safeguarding will be covered.
- To receive information from any staff, volunteers, children, parents or carers who have child safeguarding concerns and record it.
- To liaise with the Deputy Principal and Designated Safeguarding Leads over all such concerns.
- To assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate.
- To consult initially with a statutory child safeguarding agency to test out any doubts or uncertainty
- To make a formal referral to a statutory child safeguarding agency or the police.
- To record statements from any member of staff who feels that a young person has indulged in inappropriate behaviour or made sexually suggestive comments or approaches.
- To record all information in writing in accordance with the Data Protection Act.

The Welfare Officer should be trained to at least Level 1 in Safeguarding.

See [Appendix 1](#) for further information.

[Return to Table of Contents](#)

Vulnerable Adult Procedures

- Before students start at the school any information regarding potential vulnerability should be collected from agents or the individual and Burlington School will put in place any necessary measures to meet their needs.
- Burlington School staff members and their representatives will work together to identify any students they believe to be a vulnerable adult whilst they are studying at the school. If there are any concerns they should contact the Welfare Officer immediately and the appropriate support measures will be put into place.
- Any special arrangements and concerns will be recorded by the Welfare Officer in line with the Data Protection Act.

[Return to Table of Contents](#)

Reporting and Monitoring Procedures

All members of staff should be aware that they have a responsibility to safeguard children and vulnerable adults. If a concern is raised they should not keep the information to themselves. They should inform the Welfare Officer immediately to ensure as much information is recorded as possible. Vital information could be missed if this is not done.

- Any concerns about the wellbeing and welfare of a child or vulnerable adult should be reported to the Welfare Officer.
- It is the duty of staff to inform only, not to investigate - this is the role of the Welfare Officer and, where appropriate, the Police and Social Services.
- In the event that the Welfare Officer is not available any concerns should be raised with a member of staff with Specialist Safeguarding training and they will follow the correct procedure for the situation.
- Safeguarding issues will take priority over any other work a person has.
- All concerns will be recorded by the Welfare Officer and kept in accordance to the Data Protection Act.
- The Welfare Officer will consult the relevant authorities if they need any advice or support.

[Return to Table of Contents](#)

Allegations of Abuse or Inappropriate Behaviour Involving Staff

- Allegations involving any staff member should be reported to the Deputy Principal and the Welfare Officer instantly. All information will be collected and the relevant procedures will be followed.
- The Welfare Officer will contact the Local Authority Designated Officer (LADO) who is part of the Local Safeguarding Children Board and follow the advice and suggested actions they provide.
- Whilst a complaint is being investigated the member of staff will be suspended, and if the complaint is upheld the staff member will be dismissed and any relevant authorities informed immediately.
- It should be noted that whilst a young person can consent to sexual activity once they reach the age of 16, the Sexual Offences (Amendment) Act 2000 makes it a criminal offence for a person to engage in any kind of sexual activity with a person under 18 where the adult is in a position of trust.

[Return to Table of Contents](#)

Protected Disclosure: “Whistleblowing”

If an employee reports certain types of wrongdoing in the workplace, they are a whistleblower. The wrongdoing disclosed will usually be something they have seen at work, though not always. It must be in the public interest and must affect others, such as the general public. Whistleblowers are protected by law if they report any of the following:

- a criminal offence has been committed.
- you believe someone is covering up wrongdoing.

If you have any concerns, but you are not sure you are protected, you should seek advice from a legal practitioner, a trade union or the Citizens’ Advice Bureau^{xxvii}.

What is the Procedure for Whistleblowing?

If you want to raise your concerns, you should speak or write to one of the following:

- The Deputy Principal and/or the Proprietor of Burlington School.
- A Prescribed Person or Body.^{xxviii}

If you report your concern to the media, in most cases you will lose your legal rights and protections.

You can raise your concerns anonymously but it may not be taken further if you do not provide all the information that is required. Alternatively, you can give your name but request confidentiality, and the person or body should make every effort to protect your identity.

When you raise your concern:

- Your employer or the Prescribed Person or Body will listen to your concern and decide if any action is needed. You may be asked for further information.
- You must say straight away if you want to request confidentiality.
- You will not have a say in how your concern is dealt with.
- Your employer or the Prescribed Person or Body may keep you informed about the action they take, but will not reveal details that compromise the confidence of other people.

If you report your concerns to the school and are not satisfied with how they have been handled, or if you believe the wrongdoing is still going on you can speak or write to one of the following:

- A Prescribed Person or Body.^{xxix}
- Acas^{xxx}.
- The whistleblowing charity Public Concern at Work^{xxxi}.
- Your trade union.

See the [Burlington School Protected Disclosure \(Whistleblowing\) Policy](#) for further information.

[Return to Table of Contents](#)

Media Relations

For any Burlington School activity involving young people, parents or guardians must be given the opportunity to refuse permission for photographs, videos or other images to be made of their children and for the children to be interviewed by press, broadcasters or other media.

[Return to Table of Contents](#)

Health and Safety

All staff, students, representatives and sub-contractors of Burlington School must be made aware of Health and Safety requirements and be prepared to abide by them.

[Return to Table of Contents](#)

Code of Conduct for Staff

All staff must be familiar with the Burlington School Code of Conduct for Staff (see [Appendix 3](#))

[Return to Table of Contents](#)

Code of Behaviour for Young People

All staff must be familiar with the Burlington School Code of Behaviour attached as [Appendix 4](#). Parents/carers of children participating in Burlington School activities must be made aware of the Code of Behaviour.

[Return to Table of Contents](#)

Data Safeguarding

It should be noted that although technically a “child”, consent is still required from young people in the same way as for an adult with regard to matters of data protection.

[Return to Table of Contents](#)

Review

This policy and procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the safeguarding of children and vulnerable adults or any changes within Burlington School
- Following any issues or concerns raised about the safeguarding of children or vulnerable adults within Burlington School
- In all other circumstances, at least annually
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[Return to Table of Contents](#)

Appendix 1: Safeguarding Staff

The following are the key Safeguarding staff at Burlington School:



Eliane Tomasi

Accommodation & Welfare Officer
accommodation@burlingtonschool.co.uk



Phil Bloomfield

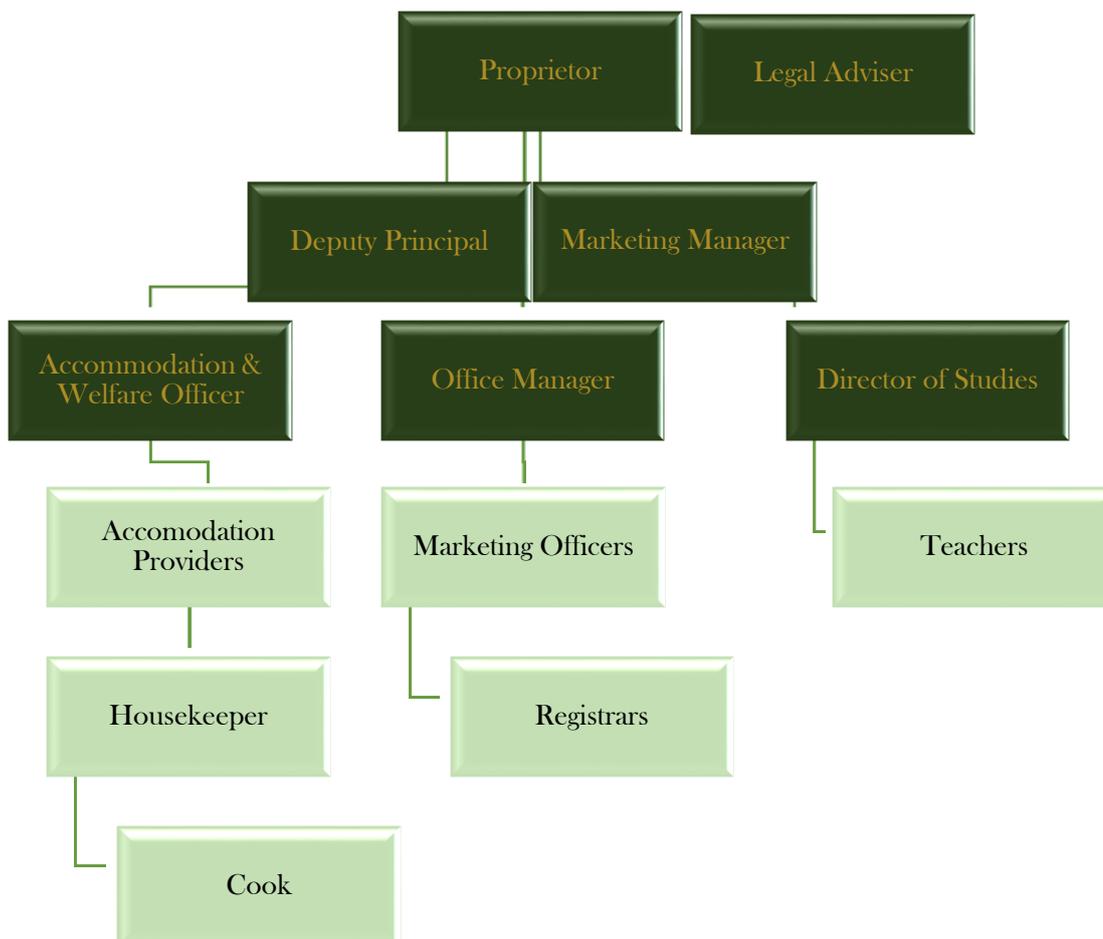
Deputy Principal
 Prevent Lead Person
dos@burlingtonschool.co.uk



George Barnbrooke

Marketing Manager
 Prevent Lead Person
marketing@burlingtonschool.co.uk

Reporting Structures and Roles of Staff:



Name	Position	Safeguarding and Welfare Responsibility
Isabella Anders	Proprietor	To oversee the implementation of the policies and procedures relating to Safeguarding and Welfare.
Timothy Deal	Legal Adviser	To ensure the policies and procedures relating to Safeguarding and Welfare are carried out according to the law. To inform the Proprietor and Lead Persons of any changes to legislation.

Name	Position	Safeguarding and Welfare Responsibility
Eliane Tomasi	Accommodation & Welfare Officer	<p>Welfare Officer</p> <p>To receive information about events that are planned in Burlington School that may involve young people or vulnerable adults, and plans that indicate how safeguarding will be covered.</p> <p>To receive information from any staff, volunteers, children, parents or carers who have child safeguarding concerns and record it.</p> <p>To liaise with the Deputy Principal and Designated Safeguarding Leads over all such concerns.</p> <p>To assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate.</p> <p>To consult initially with a statutory child safeguarding agency to test out any doubts or uncertainty</p> <p>To make a formal referral to a statutory child safeguarding agency or the police.</p> <p>To record statements from any member of staff who feels that a young person has indulged in inappropriate behaviour or made sexually suggestive comments or approaches.</p> <p>To record all information in writing in accordance with the Data Protection Act.</p> <p>To ensure that all accommodation staff, representatives and subcontractors are fully trained in their rights and responsibilities relating to Safeguarding and Welfare and the Prevent Duty.</p> <p>To ensure that all accommodation staff, representatives and subcontractors are fully compliant with their duties under the Safeguarding and Welfare legislation and Prevent Duty.</p> <p>To offer support and advice to all accommodation staff, representatives and subcontractors as required.</p>
Phil Bloomfield	Deputy Principal	<p>Designated Safeguarding Lead</p> <p>Lead Person for Prevent</p> <p>To ensure the policies and procedures relating to Safeguarding and Welfare and the Prevent Duty are adhered to across all departments on a day-to-day basis.</p> <p>To liaise with the other Lead Person over reports of incidents or suspicions.</p> <p>To liaise with the local Safeguarding Children Board and Prevent Engagement Team as required.</p> <p>To report incidents and suspicions to the local Safeguarding Children Board and Prevent Engagement Team and/or the Police as required.</p> <p>To ensure all staff, representatives and sub-contractors are fully trained in their rights and responsibilities relating to Safeguarding and Welfare and the Prevent Duty.</p> <p>To ensure all students are aware of their rights and responsibilities relating to Safeguarding and Welfare and the Prevent Duty.</p> <p>To deal with all cases relating to the Prevent Duty involving individuals under the age of 18.</p>

George Barnbrooke	Marketing Manager	<p>Designated Safeguarding Lead</p> <p>To ensure the policies and procedures relating to Safeguarding and Welfare and the Prevent Duty are adhered to across all departments on a day-to-day basis.</p> <p>To liaise with the other Lead Person over reports of incidents or suspicions.</p> <p>To liaise with the local Safeguarding Children Board and Prevent Engagement Team as required.</p> <p>To report incidents and suspicions to the local Safeguarding Children Board and Prevent Engagement Team and/or the Police as required.</p> <p>To ensure all staff, representatives and sub-contractors are fully trained in their rights and responsibilities relating to Safeguarding and Welfare and the Prevent Duty.</p> <p>To ensure all students are aware of their rights and responsibilities relating to Safeguarding and Welfare and the Prevent Duty.</p> <p>To deal with all cases relating to the Prevent Duty involving individuals under the age of 18.</p>
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Name	Position	Safeguarding and Welfare Responsibility
Barbara McCanlis	Director of Studies	<p>To ensure that all academic staff, representatives and subcontractors are fully trained in their rights and responsibilities relating to Safeguarding and Welfare and the Prevent Duty.</p> <p>To ensure that all academic staff, representatives and subcontractors are fully compliant with their duties under Safeguarding and Welfare legislation and the Prevent Duty.</p> <p>To offer support and advice to all academic staff, representatives and subcontractors as required.</p>

Kamila Swiderska	Office Manager	<p>Lead Person for Prevent</p> <p>To ensure that all administrative and marketing staff, representatives and subcontractors are fully trained in their rights and responsibilities relating to Safeguarding and Welfare and the Prevent Duty.</p> <p>To ensure that all administrative and marketing staff, representatives and subcontractors are fully compliant with their duties under Safeguarding and Welfare legislation and the Prevent Duty.</p> <p>To offer support and advice to all marketing staff, representatives and subcontractors as required.</p>
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Name	Position	Safeguarding and Welfare Responsibility
See Appendix 6	Teachers	To be vigilant for and to report to a Lead Person any instances of the signs of concern outlined in Appendix 3 .
See Separate List	Accommodation Providers	To be vigilant for and to report to a Lead Person any instances of the signs of concern outlined in Appendix 3 .
Barbara Kudzia Beata Duzyk	Housekeepers	To be vigilant for and to report to a Lead Person any instances of the signs of concern outlined in Appendix 3 .
Irena Kudzia	Cook	To be vigilant for and to report to a Lead Person any instances of the signs of concern outlined in Appendix 3 .
Natacha Fazzio Valentina Ananyeva	Marketing Officers	To be vigilant for and to report to a Lead Person any instances of the signs of concern outlined in Appendix 3 .
Sergio Borges Edward West	Registrars	To be vigilant for and to report to a Lead Person any instances of the signs of concern outlined in Appendix 3 .

Appendix 2: Types of Abuse & how to Identify them:

Physical abuse:

Physical abuse is the deliberate physical harm of a person. This includes:

- Hitting
- Throwing
- Burning
- Smothering
- Shaking
- Poisoning
- Drowning

Physical harm may also be caused when a parent, carer or other adult fabricates or deliberately induces illness in a child.

Physical signs to look for which might indicate a victim of physical abuse:

- Bruising
- Broken bones
- Bite Marks
- Scarring
- Burns/ Scolds

Physical abuse can also affect the emotional wellbeing of a person. Some signs are listed below:

- Depression and Anxiety
- Aggression and Violence
- Problems with relationships and socialising
- Hiding injuries with clothing
- Being distant and withdrawn

Sexual abuse:

Child sexual abuse involves forcing or enticing a child or young person to take part in sexual activities or encouraging them to behave in a sexual way. The list below shows different types of sexual abuse:

- Physical contact, including assault by penetration- Including rape and oral sex
- Paying for the sexual services of a child or encouraging them into prostitution or pornography.
- Encouraging children to watch or look at pornographic images.
- Encouraging a child to engage in sexual activity of any form.
- Intentionally engaging in sexual activity in front of a child, or not taking precautions to protect children from being exposed to sexual activity by others.
- Physical contact, including non-penetrative acts- Including masturbation, kissing, rubbing and touching outside of clothing.
- Meeting a child following sexual 'grooming', or preparation, with the intention of abusing them.

It is important to remember that sexual abuse is not solely perpetrated by adult males. Women and other children can also commit these offences.

Signs of Sexual abuse are listed below:

- Sudden change in behaviour and school performance
- Depression and withdrawal
- Alluding to secrets they cannot reveal
- Receipt or possession of unexplained gifts or money
- Displays of affection which are sexual and age inappropriate
- Incontinence/ Bed wetting
- Tendency to need constant reassurance
- Has physical symptoms such as pregnancy

Neglect

Children suffer from neglect if they are not provided with their essential needs. Here is a list of types of neglect:

- Inadequate amount of food, clothing or shelter
- Failure to provide a child with the emotional support they need
- Little or no access to appropriate medical care or treatment
- Failure to ensure adequate supervision
- Failure to protect a child from physical harm

Signs that may indicate neglect are listed below:

- Excessive hunger
- Poor personal hygiene
- Inadequate clothing
- Low self esteem
- Poor relationships with peers
- Frequently tiredness
- Untreated medical conditions
- Frequent non- attendance at school
- Poor dental hygiene
- Loss of weight or being constantly under weight

Emotional abuse

Emotional abuse is the severe and persistent ill treatment which adversely affects a child's emotional health and development. Emotional abuse is likely to occur alongside physical abuse, sexual abuse and neglect. Types of emotional abuse are as follows:

- Humiliating or criticising a child
- Expecting too much from a child, like pushing them too hard
- Failing to promote a child's social development, such as not encouraging them to make friends
- Disciplining a child with degrading punishments
- Exposing a child to upsetting situations, for instance domestic abuse
- Constantly ignoring a child, and not giving them the attention they need

Signs of emotional abuse can be found below:

- Over reaction to mistakes
- Sudden speech disorders
- Lack of ability to engage in conversations, and is awkward in social situations
- Drug, alcohol or solvent abuse
- Self-isolating behaviour
- Low self esteem
- Aggressive behaviour
- Excessive need for approval, attention and affection
- Slow progress at school

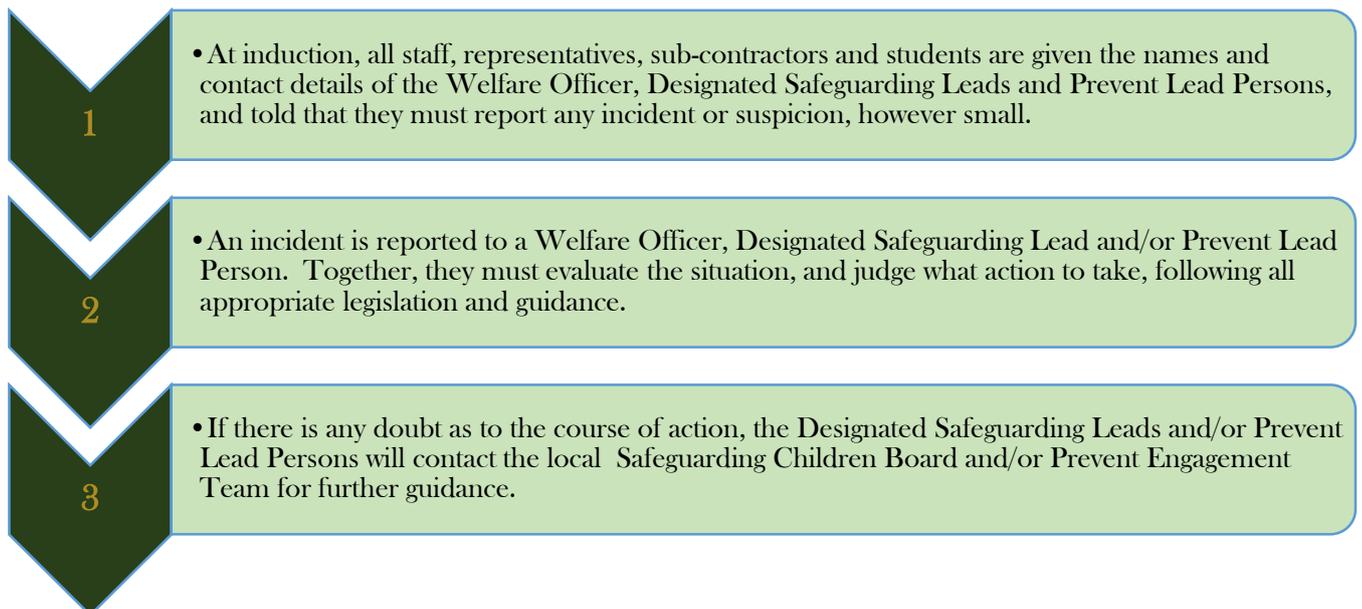
[Return to Table of Contents](#)

Appendix 3: Appropriate responses and actions.

The following guidelines are for the use of Burlington School staff and representatives to ensure good practice if an under 18 or vulnerable adult volunteers information about abuse. It will help to protect against false allegations.

- Treat all under-18s and vulnerable adults with the same respect as all other students.
- Ensure that whenever possible there is more than one adult present if you in an area with under-18s or vulnerable adults. Do not spend excessive time alone with them, away from other people.
- Challenge all unacceptable behaviour and report all allegations or suspicions to the Welfare Officer immediately.
- If you are offered information listen carefully and without judgement, but please exercise caution when discussing sensitive issues.
- If you need to share the information please explain to the student that is what you intend to do.
- Do not promise to keep any of the information a secret.
- Do not promise that you can solve the problem - if the problem persists, you will be seen to have broken the child's trust.
- Reassure the child or vulnerable adult that they have done the right thing in disclosing the information and tell them you believe them.
- Make time for the student to talk to you, do not rush them and do not ask them leading questions, it is not our place to investigate.

How and When to respond:



[Return to Table of Content](#)

Appendix 4: Code of Good Practice for Staff, Students and Volunteers

The following guidelines are intended to be a common sense approach that both reduce opportunities for the abuse of young people and vulnerable adults and help to protect staff, students and volunteers from any false allegation.

You should:

- treat all young people and vulnerable adults with respect and respect their right to personal privacy;
- ensure that, whenever possible, there is more than one adult present during activities or that you are within sight or hearing of others;
- exercise caution when discussing sensitive issues with children or vulnerable adults;
- exercise caution in initiating any physical contact with a young person or vulnerable adults;
- operate within the guidance offered by this Code;
- challenge all unacceptable behaviour and report all allegations or suspicions of abuse;
- avoid becoming personally involved in a student's personal affairs;
- be aware that personal web profiles on social media can be viewed by anyone and therefore should be especially cautious about public web profiles and privacy settings.

You should not:

- establish or seek to establish social contact with under-18s during or after the course;
- give personal email addresses or personal phone numbers to students under 18;
- communicate via email, text, phone, social networking sites, blogs, web pages or messaging services with under-18s;
- post photos or videos of students under 18 on any social networking sites;
- distribute (by any means) images or information about students of any age;
- spend excessive time alone with young people or vulnerable adults away from others;
- take young people or vulnerable adults alone in a car journey, however short;
- take young people or vulnerable adults to your home;
- engage in physical or sexually provocative games including horseplay;
- allow or engage in inappropriate touching of any form;
- make over-familiar or sexually suggestive comments or approaches to a young person or vulnerable adult even as a 'joke';
- let allegations, over familiar or sexually suggestive comments or approaches made by a young person or vulnerable adult go unchallenged or unrecorded;
- do things of a personal nature that young people or vulnerable adults can do for themselves;
- take photographs, videos or other images of a young person without the express permission of their parents.

Under 18s seeking contact with staff:

- If an under 18 seeks to establish social contact, the member of staff must exercise his/her professional judgement and be aware that such social contact could be misconstrued.
- Staff must seek advice from a line manager if students do try to establish contact and copy such communications to the line manager.

Appropriate social contact (electronic or otherwise):

- Staff must maintain neutral, friendly relationships with students while avoiding exclusivity or overfamiliarity.
- Staff must resist any attempt by a student to develop an overfamiliar or exclusive social relationship.
- If a student confides sensitive personal information staff have a duty to listen and respond in a professional manner in accordance with organisational guidelines.

Electronic Contact

- Staff must use only their school email address for any electronic contact with a student before, during or after a course.
- In any electronic contact with students staff must pay particular attention to use neutral, unemotive language that will not be misconstrued.

- Staff must not exchange any information with a student that they would not be happy to share with the child's parent or carer.
- Staff must avoid the exchange of personal information, personal photos, virtual gifts or the use of any application that suggests or encourages the sharing of personal feelings.
- Staff should be aware that personal information about them may be available in various forms online. Staff should be particularly cautious about their public web profiles and privacy settings.
- Staff should attempt to find ways of setting up and maintaining separate 'personal' and 'professional' electronic profiles.
- Any use of social network sites with under-18s is forbidden.
- Staff must not initiate or agree to 'friendship' requests or similar with students that will result in the sharing of personal information, photos, status updates, etc.

Duty to Report

- Staff have a duty to report to the Welfare Officer and their Line Manager any actual or perceived inappropriate development of a relationship between a student and staff, electronic or otherwise.
- Any sensitive information communicated by a student to a member of staff, electronic or otherwise, must be reported to the Welfare Officer and their Line Manager.

Failure to Comply

- Non-compliance with the above policy will result in disciplinary procedures.
- Employers have a duty to remove an individual from regulated activity where there is risk of harm to children.
- Employers have a 'duty to refer' to external authorities* any suspicion or allegation of inappropriate contact by an individual engaged in regulated activity where there is risk of harm to children.

*ISA, police, local child protection authorities

The following is the Code of Conduct as stated in the Employee Handbook:

Core Behaviours and Characteristics

Burlington School has developed a set of Core Behaviours and Characteristics, which illustrate what we hope all our staff to be. It is a person who:

- demonstrates openness and honesty;
- is willing to understand others' points of view;
- treats everyone with respect, trust and dignity;
- is transparent and open in communicating information;
- organises, expresses and communicates ideas clearly, verbally and in writing;
- takes responsibility for their own actions and behaviours whilst working in a team;
- understands the contribution their role makes to the overall success of the school;
- understands how their role and others' work together for the good of the school.

Conduct

The conduct of staff should enhance the reputation of the school at all times.

All staff are expected to:

- behave in a professional manner at all times;
- treat all others equally and fairly in line with our [Diversity and Equality Statement](#);
- behave in ways that respect people's age and background;

All staff are expected **not** to:

- use obscene or offensive language in front of students or colleagues;
- volunteer details of the company or its finances to students;
- ask or volunteer details of private and personal issues to students.

Dress

Appearance is a part of professionalism, and members of staff should dress appropriately to the role they hold.

All staff are expected to:

- dress appropriately for a professional workplace, with no jeans, trainers or old, dirty or damaged clothes
- dress with consideration to others' feelings and cultures.

Media, Social Media and Communications

Communications on behalf of the school should only be made by senior management. Any communications which may jeopardise the reputation of the school will be treated as a disciplinary matter.

Staff are not permitted to:

- make statements to the media as if on behalf of the school: if staff members are asked to make such statements, they should refer the questioner to their line manager;
- use the Burlington School name or brand for personal communication;
- make comments on public fora designed to diminish the reputation of the school, its students or its staff or representatives.

Relationships

For the protection of students and staff, we have guidelines for relationships with students.

All staff are encouraged to:

- maintain separate personal and professional profiles on social media;
- encourage communication through the school rather than personally;
- consider at all times the importance of maintaining trust between staff and students.

All staff are encouraged **not** to:

- mix with students outside the normal school day or Social Programme;
- not to exchange telephone numbers or email addresses with current students;
- not to befriend current students on social media.

Burlington School regards trust and respect between members of staff and student as key to the success of the school. We recognise therefore that any inappropriate relationship between a member of staff and student may seriously damage the educational experience of the student and that of their peers, may generate conflicts of interest, result in inequality of treatment, may damage relationships with other individuals and stakeholders, and may damage the reputation of the school, potentially leading to litigation or prosecution.

In light of this, the school considers it to be a breach of professional ethics for staff members to have romantic or sexual relationships (even if consensual), with a student for whom they have, or are in the future likely to have, responsibility of any kind. You are expected to make serious efforts to prevent any romantic or sexual relationship from occurring with a student. If such a relationship does arise in spite of such serious efforts, you must immediately advise your line manager of the situation so that all responsibilities for the student may be transferred to an alternative member of staff. Similarly, you should not accept responsibility for a student with whom you have had a previous, or have an existing, relationship.

Failure to immediately report any sexual or romantic relationship with your line manager will be deemed a serious breach of Company Policy and will result in disciplinary action being taken.

It is highly inappropriate to form social relationships with students under the age of 18. Doing so is in breach of the school's [Safeguarding and Welfare Policy](#), and will be treated as a disciplinary matter.

Sexual or romantic relationships with students under the age of 18 will result in summary dismissal and the matter being reported to the police and local Safeguarding Children Board

[Return to Table of Contents](#)

Appendix 5: Code of Behaviour for Young People & Vulnerable Adults

Burlington School is a language school for the education of students, including children aged under 18. All people visiting Burlington School, either privately or with an organised group, are expected to respect Burlington School, its staff, students and its buildings and grounds.

Burlington School seeks to offer visitors a safe and caring environment. In return, you must:

- respect the rights and dignity of each other and of the staff and other helpers;
- respect the rules of Burlington School.

- Smoking is banned in all buildings at Burlington School and is only allowed within outdoor areas specifically designed for this practice.
- All rules and safety/emergency procedures such as fire drills must be followed.
- Participants in organised events are expected to attend all timetabled activities unless they have been granted specific leave of absence.
- Inappropriate physical intimacy among participants is not permitted.
- Serious incidents of misbehaviour such as fighting, racial/sexual abuse, damage to property, indecent language and failure to obey instructions will normally lead to expulsion from the activity and Burlington School.

[Return to Table of Contents](#)

Appendix 6 Burlington School Statement of Aspiration: The Prevent Duty



Burlington School Statement of Aspiration: The Prevent Duty

Under our responsibility to the Prevent Duty, Burlington School and its staff, representatives and subcontractors aspire to:

- **promote** a safe and supportive international environment with clear and explicit expectations of acceptable behaviour, such as respect, tolerance and non-discrimination.
- **promote** a safe and supportive international environment with clear and explicit expectations of unacceptable behaviour, such as discrimination, expression of extremist views or bullying.
- **promote** Core British Values at all times within the school, by
 - ⇒ **conducting** ourselves professionally at all times and leading by example.
 - ⇒ **promoting** the values with notices throughout the school.
 - ⇒ **incorporating** British culture and values into our teaching.
 - ⇒ **encouraging** an atmosphere of respect and understanding.
 - ⇒ **encouraging** students to engage with democracy through the student council.
- **challenge** radical or extremist views in any context in an appropriate way, countering arguments with Core British Values.
- **protect** our students, staff and representatives by filtering IT equipment and internet access, with clear rules on accessing extremist or terrorist websites and use of social media to exchange extremist views or material.
- **protect** our students, staff and representatives by monitoring noticeboards and leaflets in the school to ensure there is no material promoting extremist or terrorist thinking.
- **protect** our students, staff and representatives by checking representatives and sub-contractors to ensure that no extremist speakers or organisations use the school to distribute material or expound their views.
- **develop** critical awareness and thinking among students, staff and representatives to counter extremist beliefs, especially those expressed online.
- **take an interest** in students' background, home circumstances and friendship groups, as such interest will make it easier to spot changes in behaviour.
- **support** any students identified as vulnerable.
- **be vigilant** in noticing any signs of radical or extremist behaviour, and reporting such concerns to a Prevent Lead Person immediately.
- **be ready** to react when world or local events cause upset and the likelihood of conflicting feelings being expressed.

The Lead Prevent Persons at Burlington School are:

Name	Position	email	Phone
Phil Bloomfield	Deputy Principal	dos@burlingtonschool.co.uk	020 7736 9621 07858 625673
Kamila Swiderska	Office Manager	manager@burlingtonschool.co.uk	020 7736 9621

Further information can be found in our Prevent Duty Policy or by visiting https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Appendix 7: Key Safeguarding Contacts

Burlington School

Name	Position	Contact
Phil Bloomfield	Deputy Principal Prevent Lead Person	Email: dos@burlingtonschool.co.uk Tel: 020 7736 9621 Mobile: 07858 625673
Kamila Swiderska	Office Manager Prevent Lead Person	Email: manager@burlingtonschool.co.uk 020 7736 9621

LBHF Local Safeguarding Children Board

Organisation	Contact
Hammersmith & Fulham LSCB	Email: familyservices@lbhf.gov.uk Tel: 020 8753 6600
London Safeguarding Children Board	See http://www.londonscb.gov.uk/contacts/referrals.html for telephone of individual borough safeguarding boards.

LBHF Prevent Engagement Team

Name	Position	Contact
Pinakin Patel	Head of Prevent	Email: pinakin.patel@lbhf.gov.uk Secure email: pinakin.patel@lbhf.gcsx.gov.uk Tel: 0208 753 5727
Simon McTurk	Designated Schools Prevent Officer	Email: simon.mcturk@lbhf.gov.uk Secure email: simon.mcturk@lbhf.gcsx.gov.uk Tel. 020 8753 6918
Jake Butterworth	Prevent Officer (Programme and Projects)	Email: jake.butterworth@lbhf.gov.uk Secure email: jake.butterworth@lbhf.gcsx.gov.uk Tel: 0208 753 5843 Mobile: 07747 781 056

Emergency Services

Name	Position	Contact
Non-Emergency Situations		Tel: 101
Emergency Situations		Tel: 999

English UK

Name	Position	Contact
Huan Japes	Deputy Chief Executive (Professional Services)	Email: huan@englishuk.com Tel: 020 7608 7967

[Return to Table of Contents](#)

Appendix 8: References

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- ⁱ <http://www.legislation.gov.uk/ukpga/2002/32/section/175>
- ⁱⁱ <http://www.legislation.gov.uk/ukpga/1989/41/contents>
- ⁱⁱⁱ <http://www.legislation.gov.uk/ukpga/2004/31/contents>
- ^{iv} <https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>
- ^v <http://www.legislation.gov.uk/ukpga/2006/47/section/59>
- ^{vi} <http://www.legislation.gov.uk/ukpga/1998/29/contents>
- ^{vii} <http://www.legislation.gov.uk/ukpga/1997/50/contents>
- ^{viii} <http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted>
- ^{ix} https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf
- ^x <https://www.gov.uk/government/publications/counter-terrorism-strategy-contest>
- ^{xi} https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf
- ^{xii} https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278849/Safeguarding_Children_and_Young_People_from_Sexual_Exploitation.pdf
- ^{xiii} http://wnc.equalities.gov.uk/publications/cat_view/143-policy-documents/90-violence-against-women.html
- ^{xiv} https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/316179/Regulated_Activity_in_relation_to_Children_DfE_.pdf
- ^{xv} <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>
- ^{xvi} <https://www.gov.uk/dbs-update-service>
- ^{xvii} <https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>
- ^{xviii} <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- ^{xix} https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/224727/Teacher_misconduct_the_prohibition_of_teachers.pdf
- ^{xx} Only staff with Qualified Teacher Status (QTS) are recorded on the Prohibited List
- ^{xxi} Accessed via employer.access@education.gsi.gov.uk
- ^{xxii} https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301107/Teachers_Standards.pdf
- ^{xxiii} <http://www.legislation.gov.uk/uksi/2009/1547/contents/made>
- ^{xxiv} <https://www.gov.uk/government/publications/keeping-children-safe-in-education-2>
- ^{xxv} <https://www.foundationonline.org.uk/>
- ^{xxvi} <http://www.safeguardingchildren.co.uk/learning-improvement/nyscb-basic-awareness-elearning>
- ^{xxvii} <https://www.citizensadvice.org.uk/>
- ^{xxviii} https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf
- ^{xxix} https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf
- ^{xxx} <http://www.acas.org.uk/index.aspx?articleid=1410>
- ^{xxxi} <http://www.pcaw.org.uk/contact-us>