



London Suzuki Group International Summer School at Bryanston - Safeguarding Policy

1. Our Safeguarding policy

This policy applies to all staff, including the board of trustees, paid staff, teachers, teaching assistants, trainees, volunteers and sessional workers, agency staff, students or anyone working on behalf of the London Suzuki Group (LSG) at the LSG International Summer School at Bryanston.

The purposes of this policy are:

- to protect children, young people and vulnerable adults who receive services from the LSG. This includes the children of adults who use our services and those attending LSG events; and
- to provide staff, teachers and volunteers with the overarching principles that guide our approach to child protection.

The LSG believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them and promotes their welfare.

2. Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2015
- Health and Social Care Act 2008
- Other relevant government guidance on safeguarding children

3. Our commitment to Child welfare

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989;
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare;
- the rights, wishes and feelings of children, young people, vulnerable adults and their families will be respected and listened to; and
- those people in positions of responsibility within the organisation will work in accordance with the interests of children, young people and vulnerable adults and follow this policy.

We will seek to keep children and young people safe by:

- valuing them, helping them, listening to and respecting them;
- adopting a code of conduct for staff, teachers and volunteers: see Appendix 1;
- developing an effective e-safety policy and related procedures: see Appendix 2;
- ensuring that all staff have an enhanced DBS check;
- providing a copy of this policy to staff, teachers and volunteers who have access to children;
- Principles of safer recruitment will be adhered to through recruiting staff, teachers and volunteers safely (see Appendix 3);
- requiring all LSG teachers and paid staff to agree to abide by this policy; and
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

4. **Recognition of abuse and/or neglect:**

If through our work a child or adult discloses that they are being abused or harmed then it is our duty to follow the safeguarding procedures of the London Suzuki Group and the Local Safeguarding Procedures of the area within which you are working. Likewise, if you observe a child being hurt or harmed while carrying out your work, you are required to following the safeguarding procedures. Within the LSG International Summer School at Bryanston the Designated Safeguarding Lead is Sarah Mundy.

To be clear about what constitutes abuse and neglect the following definitions are provided:

- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child/vulnerable adult.
- **Emotional abuse** is the persistent emotional ill treatment of a child/vulnerable adult such as to cause severe and persistent adverse effects on their emotional development and well-being. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.

With children and vulnerable **emotional abuse** may feature age or developmentally inappropriate expectations being imposed on a person. These may include interactions that are beyond the person's capabilities, as well as overprotection and limitation of exploration and learning, or preventing the person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. This may relate to institutional abuse and it is the duty of any employee or associate with the practice to report any care settings which are employing punitive or disempowering methods. In the first instance this will be to the clinical lead most appropriate unless the person is deemed to be in immediate danger and then the person must take immediate action as described. It may involve serious bullying, causing the person to frequently feel frightened or in danger, or the exploitation or corruption of children and vulnerable adults which can occur in any context. Some level of **emotional abuse** is involved in all types of ill treatment of a child or vulnerable adult though it may occur alone.

- **Sexual abuse** involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children/vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of their health and/or development.

With respect to children, **neglect** may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger

- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Further information on the signs and symptoms of abuse is available from the NSPCC.

We also adhere to the Essential Standards to Safeguard Adults at risk of harm.

5. Essential standards to safeguard adults at risk of harm and abuse

The CQC has published under Section 23 of the Health and Social Care Act 2008 a guide to compliance called *Essential standards of quality and safety* (CQC, 2009b). One section deals in particular with safeguarding adults from abuse.

In summary, the provider is responsible for:

- *Prevention*: take action to identify and prevent abuse from happening in a service;
- *Appropriate response*: respond appropriately when it is suspected that abuse has occurred or is at risk of occurring;
- *Guidance*: ensure that government and local guidance about safeguarding people from abuse is accessible to all staff and put into practice;
- *Restraint*: make sure that the use of restraint is always appropriate, reasonable, proportionate and justifiable to that individual;
- *De-escalation*: only use de-escalation or restraint in a way that respects dignity and protects human rights, and where possible respects the preferences of people;
- *Diversity and safeguarding*: understand how diversity, beliefs and values of people who use services may influence the identification, prevention and response to safeguarding concerns;
- *Protection of other people*: protect others from the negative effect of any behaviour by people who use services;
- *Deprivation of liberty*: where applicable, only use Deprivation of Liberty Safeguards (DoLS) when it is in the best interests of the person who uses the service and in accordance with the Mental Capacity Act 2005.
- In addition, the guidance states that, in order to safeguard people, providers need to consider effective leadership, personalised care, promotion of rights and choices (CQC, 2009b, Outcome 7); please see the NHS guidance on spotting signs and symptoms of abuse in vulnerable adults.

6. What this policy covers:

This policy will provide you with information on the process if there is a safeguarding concern. It contains:

- What to do if there is a safeguarding concern
- What to do if a child or adult discloses abuse
- Consulting about your concern
- Making a referral
- Allegations against adults who work with children
- Confidentiality

7. What to do if there is a safeguarding concern

Immediate action to ensure safety:

Immediate action may be necessary at any stage in involvement with children and families or vulnerable adults.

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child/adult to the nearest Accident and Emergency Department.
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via their powers to use Police Protection.

8. What to do if a child or adult discloses abuse

A child, young person or vulnerable adult may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations you must:

- Listen carefully to them. DO NOT directly question them.
- Give them time and attention.
- Allow them to give a spontaneous account; do not stop them if freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, their presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's or adult's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure them that:
 - they have done the right thing in telling you
 - they have not done anything wrong
- Tell them what you are going to do next and explain that you will need to get help to keep him/her safe.
- DO NOT ask them to repeat his or her account of events to anyone.

It is good practice to be as open and honest as possible with parents/carers about any concerns. However, you MUST NOT discuss your concerns with parents/carers in the following circumstances, as this might place the child/adult or yourself at immediate risk:

- where sexual abuse or sexual exploitation is suspected
- where organised or multiple abuse is suspected (complex, organised or multiple abuse)
- where fabricated or induced illness is suspected
- where female genital mutilation (FGM) is the concern
- in cases of suspected forced marriage

8.1 Historical Abuse

Often abuse is disclosed significantly after it has occurred; this could be down to many factors for example, grooming, fear of retribution or control by the abuser. Should this occur, we would expect you to follow the guidelines above and contact the relevant designated person within the London Suzuki Group as there may still be risk that the perpetrator has continuing access to children and vulnerable adults.

9. Consulting about your concern

Your observations of a child or vulnerable adult, or information you have received may be concerning even though the person has not spoken to you directly.

It is good practice to ask a child or vulnerable adult why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action. This will need to take into account the communication methods and abilities of the person.

If you are concerned about a child or vulnerable adult you must share your concerns. You should talk to Sarah Mundy, who is Designated Lead for Safeguarding.

You should consult with your local Children's Social Care Duty & Investigation Team in the area where the child resides, in the following circumstances:

- when you remain unsure after internal consultation as to whether child protection concerns exist
- when there is disagreement as to whether child protection concerns exist
- when you are unable to consult promptly or at all with your designated internal contact for child protection

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Children's Social Care or the Police should progress.

10. Making a referral

A referral involves giving Children's Social Care or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

Parents/carers should be informed if a referral is being made except in the circumstances outlined in section 8.

However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Children's Social Care about how and when the parents should be approached and by whom.

- If your concern is about harm or risk of harm from a family member or someone known to the children, you should make a telephone referral to the Children's Social Care Duty & Investigation Team in the area where the child resides
- If your concern is about harm or risk of harm from someone not known to the child or child's family, you should make a telephone referral directly to the Police and consult with the parents.
- If your concern is about harm or risk of harm from an adult in a position of trust there are a number of avenues depending on who you are concerned about that may be relevant including the General Medical Council, Ofsted and/or Local Area Designated Officer. Please see section 11 for further details.
- If your concern is that a child or family need additional help or support, you should contact the appropriate Local Authority Child & Family Services Team

For vulnerable adults referrals will be made in accordance with the Vulnerable Adults Policy for the local service related to where the individual lives. In some settings this will be a Multi-Agency Protection Team, and in others this will be a dedicated vulnerable adult's team.

10.1 Information required when making a referral:

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the name of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family e.g.: GP, Health Visitor, School.
- The nature of the concern and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.
- Whether the consent of a parent with Parental Responsibility has been given to the referral being made.

Action to be taken following the referral

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to the Children's Social Care Duty & Investigation Team following the referral (within 48 hours - and using the multi-agency referral form).

Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

11. Allegations against adults who work with children or vulnerable adults

If you have information which suggests an adult who works with children or vulnerable adults (in a paid or unpaid capacity) 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 in a way that indicates s/he is unsuitable to work with children or vulnerable adults

You should speak immediately with Child Protection Officer (CPO)/the vulnerable adults lead who has responsibility for managing allegations. The CPO will consult with/make a referral to the LADO (Local Authority Designated Officer), Safeguarding Unit, or with the relevant Local Authority. (If the Safeguarding lead within the organisation is implicated in the concerns you should discuss your concerns directly with the Local Safeguarding Children Unit.)

12. Confidentiality

Any records made in relation to a referral should be kept confidentially and in a secure place. Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child's safety.

Any concern that a child with which the LSG has contact is suffering from any kind of abuse from a parent or carer should be reported wither to the NSPCC (who can be called on 0808 800 5000 – calls are free from landlines and most mobiles) or to the Child Protection Services arm of your local authority.

13. Reporting Concerns to LSG

Any concern that a member of staff, teacher or anyone associated with the LSG has breached these guidelines should be reported immediately to Sarah Mundy on facilities_manager@lsginternationalsummerschool.co.uk or in her absence to Ms Melissa Gamage, parent trustee, melissagamage@protonmail.com or Anne Beitel Thomas, teacher trustee, annethomasviolin@gmail.com, 07943 823 256.

Reviewing this policy

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 3rd June 2022

Appendix 1: Code of Conduct

All staff, teachers and volunteers working with children in relation to the LSG International Summer School at Bryanston are required:

- to read and be aware of the Safeguarding Policy;
- to read and be aware of Bryanston School's Code of Conduct: <https://www.bryanston.co.uk/attachments/download.asp?file=4119&type=pdf>;
- to value, help, listen to and respect children;
- to share any concerns they may have concerning the treatment of any child by an LSG teacher or by staff, teachers and volunteers working with children in relation to an event organised by the LSG with the LSG and with appropriate agencies; and
- to be sensitive concerning situations such as where an individual is left alone with a child, and ensure that where they arise this is with appropriate parental consent.

The LSG is not responsible for and does not control conduct at events organised by teachers who are members of the LSG that are not LSG events, but it encourages its teachers to apply the same rules to such events.

Appendix 2: e-safety Policy

The LSG will take all reasonable steps to ensure that its website and use of email and social media is not used in any way that could prejudice children's welfare. To this end:

- We will not tolerate any traffic on the LSG website or in any email or social media posting on behalf of the LSG which could prejudice the welfare of any child including but not limited to any bullying.
- We will not allow any images of children to appear on the LSG website or in any social media that sexualises children or where the child's guardian has refused consent.
- We will not provide contact details for any children to any person except with the explicit consent of the parent and in accordance with relevant data protection legislation. It will guard against doing this inadvertently by means of circulating "cc" lists of recipients of communications.

Any concern that the LSG website includes any material in breach of this policy should in the first place be reported Sarah Mundy or in her absence to Ms Melissa Gamage, parent trustee, melissagamage@protonmail.com or Anne Beitel Thomas, teacher trustee, annethomasviolin@gmail.com, 07943 823 256.

The LSG is not responsible for and does not control the websites, email and social media output of teachers who are members of the LSG, but it encourages its teacher members to apply the same rules to such communications.

Appendix 3: Recruitment Policy

The LSG will when recruiting teachers as members of the LSG and when recruiting staff, teachers and volunteers working with children in relation to an event organised by the LSG take reasonable steps to ensure that such people are suitable to work with children in the role in which they would be working.

Teachers and Staff

Except as mentioned below, the LSG website will when first recruiting any teacher as members of the LSG and any paid staff working with children ensure that it has received a copy of an up-to-date Disclosure and Barring Service (DBS) check or that it has received confirmation from another employer that that employer has obtained such a check.

Where the teacher or paid staff member is not usually resident in the UK, the LSG will adopt ad hoc procedures to satisfy itself as to the suitability of the candidate.

Volunteers

The LSG will take an ad hoc, risk-based approach when recruiting any volunteers or unpaid staff whose role may involve working with children having regard in particular to

- the duration of the role; and
- whether it is likely that the person might be left alone with a child

This may involve obtaining a DBS and/or obtaining character references from those who know the volunteer in question. The LSG will keep records of what checks were made.

The LSG is not responsible for and does not control conduct at events organised by teachers who are members of the LSG that are not LSG events, but it encourages its teacher members to apply the same rules to such events.