



# STONYHURST

## Language School

### Welfare and Safeguarding Policy (Parent's & Group Leader's Version)

#### 1. Policy Statement

i. Location. Stonyhurst, Clitheroe, Lancashire. ii. Age range. 10-16, boys and girls, small number of visually impaired. The Tennis Academy students will come under the umbrella of the Language School as regards Safeguarding and Child Protection. iii. Accommodation provided is based on 5 centres, all on site, offering single or twin rooms, with en-suite or adjacent facilities.

All adults who work with or who have contact with SLS students would be expected to abide by this policy, and accept their responsibility to safeguard the students and provide a safe environment for them.

#### Designated Staff

Child Protection Officer	Course Director	Matthew Siegal
Deputy C.P.O	Director Of Studies	Stephen Culhane
Safeguarding Lead	Executive Director	Alan Roberts
Deputy DSL	Enterprise Office Manager	Katie Greenwood
	Enterprise Director	Rebecca Cowley
	Human Resources	Sharon Mallinson

#### Statement of Intent

As the Stonyhurst Language School prospectus emphasizes, it is our firm commitment at Stonyhurst to ensure that each pupil is cared for spiritually, morally, socially, physically and intellectually as a unique individual. The wellbeing of our students is at the very heart of our philosophy and integral to that is the importance of safeguarding all students. It is an inclusive policy for all. We are committed to establish and maintain an ethos where students feel secure and are encouraged to talk and listen, and ensure that they know that there are always adults in the School whom they can approach if they are worried or are in difficulty. In addition we would seek to create an atmosphere where tolerance and respect are viewed as important.

#### 2. The Rights of Children

The United Nations' Convention on Children's Rights applies to everyone under 18 years of age and was ratified by the Government of the United Kingdom in December 1991.

The School is particularly mindful of the Children Act 1989 and the Rights for Children that this Act enshrines with special reference to Children being educated in a residential setting.

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### 3. Safeguarding (Child Protection) Policies.

- a. These will apply to all adults and students, learning and working at Stonyhurst Language School and their relationships both on and off campus. It is important that the adults accept that they have a responsibility to read and understand these policies and take appropriate action whenever necessary as part of their legal duty of care.
- b. All teachers and activity leaders will have a current and up to date level 1 Safeguarding (2018), and will receive further advice and training during Induction. The SMT will have a current and up to date level 2. (2018)
- c. The Safeguarding Structure- individual responsibilities and channels of communication are in place. The Safeguarding and associated policies are reviewed annually.

### Professional Confidentiality when dealing with possible abuse.

Confidentiality is the norm in regard to child protection issues in the Language School. The purpose of this is to benefit those involved in any specific case, both victim and accused. This means that the incident must not be discussed with anyone other than the designated staff.

### What to do if approached by a student wishing to speak about a Child Protection issue.

There are procedures in place identifying how staff must respond to a student who wishes to talk about a child protection issue, and what action should be taken.

### 4. Child Protection Policies in place.

- a) Anti-bullying Policy
- b) Abuse and Neglect
- c) Child sexual exploitation
- d) Female genital mutilation
- e) Radicalisation and “The Prevent Duty”
- f) Cyberbullying
- g) Sexual, Sexist and Transphobic Bullying
- h) Homophobic Bullying
- i) Disablist Bullying

### 5. Student Absences Procedure

There is procedure for dealing with a ‘missing student’ during the day, night or during an excursion.

### 6. Excursion.

There is a policy in place which details the procedures followed before, during and after an excursion. The emphasis is placed on frequent registrations, generous supervision by staff, and appropriate risk assessments.

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### 7. Guidance for Staff/ Code of Conduct.

There is a code of conduct for the benefit and protection of all staff and students. It serves as a means of protection by highlighting what is acceptable behaviour to be encouraged, and those situations or actions which might create problems. Its observance will help to establish an appropriate level of trust and mutual respect as well as a safe school culture. The codes of conduct for staff and students will be further discussed at both staff and student induction.

### 8. Staff/Student Relationships/Interaction

- a. Appearance. Staff should always be appropriately dressed whether on or off duty, during the day, in class or during activities or when on night duty. They should also be aware of what the students are wearing and if they have a concern should speak to a member of the SMT. Students come from a variety of cultures and we must be sensitive toward this whilst ensuring the acceptability of appearance.
- b. Use of alcohol/drugs/cigarettes. Staff will be informed that the use of any of these on or off campus is an exclusion offence for students. This information will be relayed to students via their handbook, induction and the joining pack.
- c. The ban applies equally to adults. The only drugs allowed are those which are on prescription for a particular health issue.

### 9. Student Privacy

There are specific instructions relating to overnight procedures in the staff handbook and in the appendix. In general staff may only enter occupied student accommodation in an emergency or if there is cause for concern.

### 10. Student Relationships

Relationships between boys and girls in the School are an important feature of learning to mature as responsible and considerate young men and women.

An important part of the education we try to give our pupils is that they should all, in the words of the College Mission Statement, "recognise their own dignity" and that they should "show one another respect and courtesy at all times". Trust is an essential feature of the community in which we live, but in order to assist pupils the following regulation must be complied with:

*Boys and girls are expected to conduct themselves in a cultivated and mature fashion and to refrain from inappropriate physical contact in public.*

Ignoring this directive will lead to public correction by the member of staff who sees the offence and referral to the Course Director.

Behaviour of an explicitly sexual nature is strictly forbidden and will lead either to suspension or permanent exclusion at the discretion of the Course Director.

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### 11. Use of transport

--Travel by taxi/coach. Stonyhurst Language School uses firms which have drivers who are DBS checked. Written evidence has been obtained. All coach excursions will be supervised by suitably qualified staff.

-- Travel by car. We would only use the Health Centre vehicle which is maintained by the College. We would provide another member of staff as an escort if appropriate. This would be the case if a student was taken to the hospital or doctors, for example, and was in pain or distress.

### 12. Whistleblowing

There is a whistleblowing policy in place.

### 13. General Welfare Provision. An Overview

- i. All members of staff have a role to play in delivering the welfare provision, not only as a responsible adult but also in their particular role within the Language School and in loco parentis.
- ii. The Senior Management Team (SMT) is made up of the Course Director, Director of Studies, Director of Activities, Director of Pastoral Care, the School manager and the Designated Safeguarding Lead. They have collective responsibility for the whole spectrum of the Language School as well as for specific targeted area.
- iii. Supervision. We provide a high level of supervision 24/7, and this both provides a degree of comfort for students, and a person who can be spoken to.
- iv. A generous staffing ratio will help to provide support to the students be that in class or during activities. Ratios for activities are determined by a risk assessment which means that more staff will be provided if the risk is higher. The ratio is normally 1:12 but can be 1:3
- vii. There is an on call rota for the SMT to ensure that a Duty Manager is always available during the day for students and staff to approach.
- viii. All medical conditions are noted by the School and the nurse. Allergies are reported to relevant staff and the catering manager so that special meals can be prepared. To help the students a notice is fixed to the back of their ID to identify them and the allergy.

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### 14. Conduct and Behaviour Policy

- i. Rules and procedures are detailed in the staff/student handbooks, in the information pack to parents and also in associated welfare policies. This information will form part of the induction process for staff and students.
- ii. Grounds for exclusion or suspension, sanctions and acceptable behaviour will also form part of the process. Responses to situations for adults are in place as regards behaviour and child protection issues. The Safeguarding Structure provides the information on the channels of communication for more serious issues. Incidents will be noted on the student file and parents contacted if felt necessary.
- iii. **First Aid and Medical Procedures.**

Procedures are in place to deal with any health or medical concerns that might arise during the day or night.

- i. The nurse will be on site normally between 5pm and 7pm on most days. On excursion days this will move to between 6pm and 8pm to accommodate the return of the students.
- ii. First aiders are available on site 24/7 and will also accompany the students on excursions.
- iv. A list of qualified staff is available in the SLS office.  
Staff are aware of who to contact.

### 15. Fire Safety

- i. All students will be made familiar with the fire alarms procedures. At the beginning of each Course there will be a fire drill supervised by the SLS staff. There will be one drill for the main school to cover leaving a classroom and another in the evening to practise leaving the accommodation. In each bedroom there will be a notice to explain what to do in clear English. A leaflet will be provided containing this information on arrival.

### 16. Use of Risk Assessments

1. Premises.  
An assessment is carried out by College staff on all areas that are used by the Language School, and is reviewed and amended if necessary by SLS staff. Students are informed of the potential problems around the school, in classrooms/IT rooms and are instructed as to what they should and should not do.

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### 2. Activities/Entertainment

- i. The DoA is responsible for producing the relevant risk assessments. Where there is felt to be an extra risk, the supervision will be higher. Before activities the students are gathered together so that relevant information can be passed on. This is repeated before the activity begins. The Director of Activities will discuss with their staff the procedures to follow.
- ii. .Excursion.
  - i. Each excursion will have been assessed beforehand and the dangers identified. A venue risk assessment is obtained if possible to check their input and to ensure that there are no contradictions.
  - ii. There is a pre excursion meeting for information to be delivered to staff. Instructions to students are given prior to departure and on arrival by SLS staff and venue instructors where appropriate.

### 17. Supervision

1. SLS is well staffed allowing us to provide generous supervision linked to the risk assessments which identify potential dangers
2. Overnight supervision is 1-20 for 13-16 years and 1-10/1-15 for 10-12 year old students. Where possible, each accommodation floor will have its own duty staff. The ratio does not include the House Parent or any other staff who may be using accommodation amongst the students. The younger boys and girls and anyone thought to be vulnerable are identified so that duty staff are aware of them. Rooms occupied by duty staff are identified by a notice on the door. Staff are issued with guidelines detailing their role and responsibilities.
3. Movement around the school is supervised as far as is possible, normally on the basis of 1-20 or better. Breaks and changing after activities are supervised.
4. Supervision ratios.
  - i. Classes would have a maximum of 1-12 and an average of 1-8/10
  - ii. Activities and evening entertainment would follow the appropriate ratios depending on the level of risk.
  - iii. Off campus. We would verify the venue's ratio was acceptable, and the group would also have SLS supervision at the recommended level.
  - iv. Excursions would have - Young Juniors. (10-13yrs) 1-10. Juniors (13-16) 1-12.
  - v. Shopping. Young juniors 1-8, juniors 1-10. Extra staff can be drafted in, and arrangements

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