

Sickness and absence policy.

If you need to take time off during your period of work then your pay will be recalculated to deduct the time from your next payment.

As we are constantly factoring in staff to student ratios it is very important for us to hear about any sickness or absence as soon as possible.

To report a period of time off, please contact your co-ordinator. If you are unable to contact your co-ordinator then please contact the campus manager.

Depending on the nature of your sickness we may require you to stay off campus, if that is the case then this will be at your own expense.

Your co-ordinator or the campus manager will be in regular contact with you to organise a return date and time.

If you are absent for a week or more, then we may be forced to fill your position with an alternative member of staff.

Anti- radicalisation policy.

It is essential that staff are aware and can identify students that may be vulnerable to radicalisation and know what to do once they have been identified.

Protecting children from the risk of radicalisation should be seen as part of schools' and childcare providers' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

The general risks affecting children and young people may vary from area to area, and according to their age.

Samiad are in an important position to identify risks within a given local context. It is important that Samiad understand these risks so that we can respond in an appropriate and proportionate way. At the same time Samiad staff should be aware of the increased risk of online radicalisation. If a member of staff has a concern about a student, they should discuss this with the Designated Safeguarding Lead, and where deemed necessary, with children's social care.

Designated Safeguarding Lead – Jade Bartlett 0121 250 5738

Children's social care - 0121 303 1888 or for out of hours 0121 675 4806

Disciplinary/Complaints procedure

Once a grievance or complaint is received or issue raised, the line manager of the employee in question will work alongside a senior manager to carry out the following procedure:

Gather the facts of the case/problem:

Speak with employees/customers regarding the case/problem and gather evidence.

Inform the employee of the case/problem:

An email, letter or witnessed conversation explaining a complaint has been received or issue highlighted. This will take place within 24 hours of the case/problem being highlighted. The employee will be informed of a date for the meeting to take place to discuss the case/problem, this will vary depending on the severity and complexity of the case/problem.

Hold a meeting to discuss the case/problem:

At the meeting the employer should explain the complaint against the employee and go through the evidence that has been gathered. The employee should be allowed to set out their case and answer any allegations that have been made. The employee should also be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses. They should also be given an opportunity to raise points about any information provided by witnesses. Where an employer or employee intends to call relevant witnesses, they should give advanced notice that they intend to do this.

The employee can invite a companion to attend the meeting with them.

Decide an appropriate action and inform the employee of the action in person and in writing where necessary.

Within 24 working hours of the meeting a decision will be made.

Where a formal warning, suspension or dismissal is required allow the employee the opportunity to appeal.

All appeals must be made in writing within 48 working hours of the initial decision.

All appeals will be considered within 48 hours of receiving the written appeal. Appeals are reviewed by a different manager and director within the business.

Safeguarding policies

Safety and welfare of children, or Child Protection, means protecting children from physical, emotional or sexual abuse or neglect.

Samiad is committed to the protection of all children in its care. We aim to always ensure that the students in our care experience a caring and secure environment in which they feel safe, respected, and valued. If you have any concerns, Samiad's Safeguarding Lead is Jade Bartlett, mobile 07957 903 746. She is fully conversant with the action required to receive complaints of abuse, to investigate those complaints and to record and report them to the appropriate authority.

1. To make all personnel and the students in our care aware of the need to report allegations and suspicions of child abuse to the CPC.
2. To promote a policy of trust, openness and clear communication between students, school and Samiad staff so that student welfare is the top priority.
3. To investigate any reported allegation or suspicion of child abuse in accordance with the principles and guidelines set out in the Child Protection Policy of the Association for the Education and Guardianship of International Students (AEGIS);
4. To maintain links with the appropriate governmental authorities with jurisdiction in matters pertaining to child welfare.
5. To support the student's development in ways that will foster security, confidence, and independence.
6. To provide an environment in which students feel safe, secure, valued, and respected, and feel confident, and know how to approach adults if they are in difficulty, believing they will be effectively listened to.

We recognise that a child who is abused or witnesses' violence may feel helpless and humiliated, may blame themselves, or find it difficult to develop and maintain a sense of self-worth, so we recognise that all matters relating to safeguarding are confidential. However, all staff – including host families – must be aware that they have a professional responsibility to share information with other agencies to safeguard children. All staff and host families must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. Our procedures will be annually reviewed and updated. Any deficiencies or weaknesses in the procedures will be remedied without delay.

The 24-hour Childline Service continues to be available on 0800 1111. All calls are free and confidential, and trained counsellors will help any young person with any problem.

Staff code of conduct

Safeguarding is everyone's responsibility and all staff are expected to share in our commitment to promoting and safeguarding the welfare of children and young people.

Samiad is responsible for children and young people, and therefore has a duty of care to safeguard them. A strictly professional relationship must be maintained with all students, both during and after the programme. Staff must familiarise themselves with all Samiad policies and guidance notes relating to safeguarding and must comply with the following:

- Staff should, as far as is reasonably practicable, avoid any physical contact with all students (personal / sexual relationships between Samiad staff and students on Samiad courses within any part of the Samiad group are strictly forbidden and would constitute gross misconduct).
- Staff should avoid being alone in a room with a closed door with a student under the age of 18.
- Staff must not permit a student under the age of 18 to consume alcohol and should not consume alcohol in the presence of under 18s who are students of Samiad.
- Staff must not provide students under the age of 18 with any personal contact details.
- Alcohol is not to be consumed on any Samiad campus.
- Staff must not accept current or former students who are under the age of 18 as 'Contacts' or 'Friends' on social networks or photo-sharing sites, including offering 'limited profiles' access. If a student requests access, this should be politely but firmly declined. Staff must not attempt to contact current or former students under the age of 18 via their own social network websites.
- Staff must conduct the appropriate risk assessments for under 18s when organising events / trips which include students under the age of 18.
- Staff must report any concerns about the welfare of a student under the age of 18 to the Designated Safeguarding Lead.
- Staff must not favour one student over another. All students must be treated fairly and equally.