

## Table of Contents

Safeguarding and Child Protection Policy and Procedures	2
1. Purpose and Aims .....	2
2. Staff Recruitment .....	3
3. Training and Induction .....	4
4. Roles and Responsibilities .....	5
5. Safeguarding Concerns .....	8
6. Child Protection Procedures .....	9
7. Regulatory Framework .....	13
8. Appendix	
Reporting Flow	
Incident report - Staff completion	
Incident report - DSL Completion	

## Safeguarding and Child Protection Policy and Procedures

Below is the Safeguarding and Child Protection Policy and Procedures for SAMIAD British Summer School, aligned with the "Keeping Children Safe in Education 2024" (KCSIE 2024) guidelines.

### 1. Purpose and Aims

At SAMIAD, safeguarding is our top priority. We are committed to providing a safe and supportive environment where all children can learn, grow, and thrive, free from harm or abuse.

Our approach to safeguarding follows the principles set out in *Working Together to Safeguard Children* and *Keeping Children Safe in Education (September 2024)*. This means we are dedicated to:

- Protecting children from harm and maltreatment.
- Promoting their mental and physical well-being.
- Taking action to give every child the best possible experience.

We encourage open conversations and want all children to feel comfortable speaking to us about any concerns they may have. As part of this, we will:

- Always put the welfare and best interests of the child first, considering their individual needs, background, and circumstances.
- Ensure that all staff and volunteers understand their safeguarding responsibilities and are fully trained to act on any concerns.

We take a whole-company approach to safeguarding, recognising that it is everyone's responsibility. Every member of staff, volunteer, and partner working with us has a duty to create a safe and supportive environment where children can thrive.

## 2. Staff Recruitment

We ensure that adequate staffing resources are in place to meet the needs of both children and staff. To protect children from harm, all staff, volunteers, and host families undergo a rigorous recruitment process that includes:

- **Enhanced DBS Checks** – Ensuring no history of child-related offences. No staff member can begin work until a clear DBS check is verified.
- **Identity Verification** – Passport/ID checks on arrival to school.
- **Two Professional References** – Confirming suitability to work with children, including past safeguarding concerns, if any.
- **Mandatory Safeguarding Training** – Comprehensive training covering child protection, recognising signs of abuse, reporting procedures, Prevent Duty, online safety, and mental health awareness.
- **Code of Conduct Agreement** – Outlining professional boundaries, expected behaviour, and safeguarding responsibilities. All staff must sign and adhere to this agreement.
- **Ongoing Training & Refreshers** – Annual safeguarding training updates to ensure all staff remain aware of new guidance, policies, and risks.
- **Probationary Period & Monitoring** – New staff undergo a probationary period with performance monitoring and additional safeguarding checks.
- **Whistleblowing Policy** – Staff are trained and encouraged to report any concerns regarding safeguarding practices or behaviour that may pose a risk to children.

**No staff member starts work until all safeguarding checks are completed and verified by the DSL.** For full details, please refer to the **SAMIAD Safer Recruitment Policy**.

## 3. Training and Induction

At SAMIAD, we recognise the unique nature of seasonal employment and the critical importance of safeguarding training for all staff and volunteers. Our training and induction process ensures that every team member is fully prepared to uphold the highest standards of child protection during their time with us.

### Induction Training

#### Initial Online Training:

Before starting their roles, all new recruits must complete an online safeguarding and child protection training module.

This covers:

- Understanding SAMIAD's safeguarding policies and procedures.
- Recognising signs of abuse, neglect, and exploitation.
- How to report concerns or incidents.
- Individual roles and responsibilities in keeping children safe.

#### Assessment:

After completing the training, participants must pass an assessment to confirm their understanding.

### Ongoing Updates

#### Weekly Briefings:

As a summer school, our environment is fast-paced with high weekly student turnover, so the DSL will provide weekly updates to all staff and volunteers, covering:

- Any changes to safeguarding policies or procedures.
- Key concerns or safeguarding issues (while maintaining confidentiality).
- Reminders of safeguarding principles and best practices.
- Opportunities for staff to ask questions or seek guidance.

#### Advanced Training for DSL and Deputy DSL

The DSL and Deputy DSL will undertake advanced safeguarding training every two years (level 3) to ensure they remain up to date with the latest legislation and best practices.

### Continuous Improvement

## Feedback Mechanism:

We encourage staff and volunteers to provide feedback on training and induction so we can continue to improve.

## Policy Review:

This training policy will be reviewed annually, or sooner, if necessary, in line with new guidance, legislation, or feedback.

By implementing these thorough training and induction procedures, SAMIAD ensures that all staff and volunteers are well-equipped to safeguard and promote the welfare of the children in our care.

Created	Jade Bartlett	October 2024	*Completed*
Pre Summer Review		April 2025	
Annual Review		October 2025	

## 4.Roles and Responsibilities

At SAMIAD safeguarding is everyone's responsibility. All staff, volunteers, and management teams play a vital role in ensuring the safety and well-being of every child in our care.

Designated Safeguarding Lead for Samiad	Jade Bartlett Jade@samiad.com	<b>Summer Schools</b> Box Hill Caterham Oratory
Deputy Safeguarding Lead for Samiad	Charlie Torr Charlie@samiad.com	<b>Summer Schools</b> Trent College School Wells Cathedral Bromsgrove School
Welfare Co Ordinator's		
Box Hill School	Marco Malherbe	
Caterham School	Esme Feasey	
Oratory School	Emma Feeley	
Trent College School	Macey Wheldrake	
Wells Cathedral School	Remy Hannah	
Bromsgrove School	Michela Tyler	

Statutory agencies		
Surrey Safeguarding Children Partnership	0300 470 9100 <a href="mailto:cspa@surreycc.gov.uk">cspa@surreycc.gov.uk</a>	Box Hill Caterham
Children's Single Point of Access (CSPoA)	0118 9373641 <a href="mailto:cspoa@brighterfuturesforchildren.org">cspoa@brighterfuturesforchildren.org</a>	Oratory
Multi Agency Safeguarding Hub (City MASH)	0115 876 4800	Trent College
Somerset safeguarding children (MASH)	<a href="http://somersetsafeguardingchildren.org.uk">somersetsafeguardingchildren.org.uk</a> 0300 123 2224	Wells
Worcestershire Safeguarding Family front door	01905 822666	Bromsgrove

## Emergency Services (Police)

- **Phone Number:** 999 (Emergency)
- **Role:** In cases of immediate threat or danger to a child's safety, call 999 for emergency police assistance.

## National Society for the Prevention of Cruelty to Children (NSPCC)

- **Phone Number:** 0808 800 5000 (Free 24/7 Helpline)
- **Email:** [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- **Role:** The NSPCC provides confidential advice and support on safeguarding matters for children, young people, and adults.

## All Staff and Volunteers:

- Must be familiar with this safeguarding policy and actively uphold its principles.
- Have a duty to be vigilant and proactive in promoting the welfare of students.
- Must report any concerns regarding abuse, neglect, or child welfare to the Designated Safeguarding Lead (DSL) immediately.

## Designated Safeguarding Lead (DSL):

- Oversees all safeguarding matters within the company.

- Manages referrals and liaises with external agencies such as social services and police.
- Provides advice, guidance, and support to staff on safeguarding issues.

#### Management Team:

- Ensures effective implementation of safeguarding policies and procedures.
- Supports the DSL in maintaining a strong safeguarding culture within the school.
- Reviews and updates safeguarding measures as necessary.

#### Area Mangers:

- Holds ultimate responsibility for safeguarding within SAMIAD.
- Ensures compliance with statutory requirements and best practices in safeguarding.

#### Managing Safeguarding and Child Protection

All staff must have an awareness of safeguarding risks that can put children in danger, including:

- Substance misuse (drugs and alcohol).
- Online risks, including the sharing of explicit images or videos.
- Signs of mental health struggles such as self-harm, depression, or eating disorders.

#### Staff Responsibilities:

- **Be vigilant** – always be alert to signs of harm or neglect.
- **Listen to children** – create an open and supportive environment where students feel comfortable discussing concerns.
- **Observe behavioural changes** – look out for signs of distress, withdrawal, or concerning behaviour.
- **Report concerns immediately** – any suspicions or disclosures of abuse must be reported to the Welfare Coordinator and DSL without delay.

- **Do not investigate yourself** – all concerns should be referred to the appropriate safeguarding professionals who have the authority to act.
- **Whistleblowing** – if you have concerns about the behaviour of a colleague or volunteer, you must report it.
- **Recognise child-on-child abuse** – be aware that abuse can occur between students and act accordingly.

At SAMIAD we take safeguarding extremely seriously. Every staff member plays a crucial role in creating a safe and protective environment for all children in our care.

## 5. Safeguarding Concerns

At SAMIAD Summer School, we are committed to ensuring the safety and well-being of all our students and staff. To address and manage safeguarding concerns effectively, we adhere to the following procedures:

- **Reporting:** We ensure that all children and adults are aware of how to report concerns about staff or volunteer actions, including allegations of abuse.
- **Investigation:** We follow established guidelines when investigating any complaint that a member of staff or volunteer has harmed a child. This includes adhering to disclosure and recording procedures, treating all allegations with the utmost seriousness.
- **Recognising Abuse:** We acknowledge that abuse can manifest in various forms—physical, emotional, sexual, and neglect. Changes in a child's behaviour or play may indicate such abuse, and we investigate any concerns promptly.
- **Awareness of Specific Issues:** We are vigilant regarding other safeguarding issues, including:
  - Child Sexual Exploitation
  - Female Genital Mutilation
  - Bullying (including cyber-bullying)
  - Drug Misuse
  - Fabricated or Induced Illnesses
  - Faith Abuse



- Gender-Based Violence/Violence Against Women and Girls
- Mental Health Issues
- Radicalisation
- Sharing Nudes and Semi-Nudes
- Teenage Relationship Abuse
- Child-on-Child Abuse
- Trafficking

## 6. Child Protection Procedures

At SAMIAD, we are committed to ensuring the safety and well-being of all students and staff. If a child or adult discloses abuse, staff members should follow these procedures taught to them in their training:

- Listen Carefully: Allow the individual to speak freely without interruption.
- Stay Calm and Controlled: Maintain composure; do not display distress or shock.
- Avoid Promising Confidentiality: While offering support, inform the individual that you cannot guarantee complete confidentiality, as certain disclosures may require reporting.
- Reassure the Individual: Assure them that they are not at fault and that seeking help is the right course of action.
- Avoid Leading Questions: Do not ask questions that suggest a particular answer; let the individual provide their account in their own words.
- Document the Disclosure: Record the details promptly, noting the date, time, place, nature of the disclosure, and any other relevant information.
- Report to the Designated Safeguarding Lead (DSL): Share the information with Jade Barlett DSL as soon as possible by calling +44 7495119224 or emailing [jade@samiad.com](mailto:jade@samiad.com). If Jade is not onsite at the time you also need to report to the Area Manager and Welfare Coordinator straight away.

We are committed to safeguarding and promoting the welfare of all students. Recognising the critical importance of identifying signs of abuse, neglect, and exploitation, we ensure that all staff are trained to detect and respond appropriately to such concerns.

## Indicators of Abuse, Neglect, and Exploitation

Staff should be vigilant for the following signs:

- **Physical Abuse:** Unexplained injuries, bruises, burns, or fractures; frequent hospital visits; reluctance to seek medical treatment.
- **Emotional Abuse:** Excessive withdrawal, fearfulness, anxiety, low self-esteem, or developmental delays.
- **Sexual Abuse:** Inappropriate sexual behaviour or knowledge for their age; difficulty walking or sitting; torn, stained, or bloody clothing; unexplained pain or itching in the genital area.
- **Neglect:** Poor hygiene; malnutrition; unattended medical needs; lack of appropriate clothing; frequent absences from school.
- **Child Sexual Exploitation (CSE):** Receiving gifts or money from unknown adults; associating with older individuals; engaging in sexual activities in exchange for food, shelter, or other resources.
- **Bullying (including Cyberbullying):** Unexplained injuries; lost or destroyed clothing or belongings; frequent headaches or stomach aches; changes in eating habits; declining academic performance.
- **Mental Health Issues:** Changes in mood; withdrawal from social interactions; decline in academic performance; self-harm or talk of self-harm.
- **Radicalisation:** Sudden changes in behaviour; expressing extremist views; associating with known extremists; withdrawal from family and friends.

For a comprehensive list of indicators, staff should refer to the "Keeping Children Safe in Education 2024" guidelines.

At SAMIAD, we take all concerns regarding the conduct of staff or volunteers seriously. If you have any concerns about the behaviour of a staff member or volunteer, or if an allegation of abuse is made against them, it is imperative that you report this immediately to the Designated Safeguarding Lead Jade Bartlett by calling +44 7495119224 or emailing [jade@samiad.com](mailto:jade@samiad.com) or you can contact Samiad Directors Alex Hopkins +44 7415 705927 and Phil Taylor +44 7761 248537 who are also DSL Trained.

Informing parents and carers we prioritize the safety and well-being of all students. In the event of an allegation of abuse made by a child, it is our standard practice to inform

the child's parents or carers, including group leaders, unless doing so would place the child or the subsequent investigation at risk.

#### **When to Inform Parents:**

- **No Risk to Investigation:** If informing the parents or carers does not compromise the safety of the child or hinder the investigation, we will promptly notify them of the allegation.

#### **When Not to Inform Parents:**

- **Risk to the Child:** If there is a concern that informing the parents or carers could lead to harm or further abuse of the child.
- **Risk to the Investigation:** If notifying the parents or carers could interfere with the investigation, such as alerting potential perpetrators or witnesses.

#### **Procedure for Informing Parents:**

1. **Assessment:** The Designated Safeguarding Lead (DSL) will assess the situation to determine the appropriateness of informing the parents or carers.
2. **Consultation:** If necessary, the DSL will consult with relevant authorities, such as local safeguarding partners or social services, to ensure that informing the parents or carers is in the best interest of the child.
3. **Notification:** If deemed appropriate, the DSL will contact the parents or carers to inform them of the allegation, providing support and guidance as needed.
4. **Documentation:** All actions taken, including the decision to inform or not inform the parents or carers, will be thoroughly documented.

#### **Support for Parents and Carers:**

We understand that receiving such information can be distressing. Therefore, we offer support to parents and carers by:

- Providing clear information about the safeguarding process.
- Offering access to counselling services.
- Assisting in connecting with external support organizations.

We recognise the unique vulnerabilities of international students and are committed to providing a safe and supportive environment that respects and accommodates cultural and language differences.

## **Cultural Sensitivity and Support**

We understand that international students may face challenges in adapting to a new cultural and educational setting. To address this, we:

- **Language Support:** Provide English language assistance to ensure effective communication and academic success, some of our staff speak many languages to help with this.
- **Cultural Celebrations:** Encourage the sharing of diverse cultural traditions through events and activities, fostering an inclusive community.

## **Safeguarding Practices**

We are committed to safeguarding all students:

- **Awareness of Vulnerabilities:** Recognise that international students may be more susceptible to certain risks, such as exploitation or isolation.
- **Support Systems:** Establish clear channels for reporting concerns, ensuring that students feel safe and supported in expressing any issues they encounter.
- **Staff Training:** Ensure that all staff are trained to understand and address the specific needs and challenges faced by international students.

## **Integration and Well-being**

To promote the well-being and integration of all our students, we:

- **Mentorship Programs:** Pair international students with mentors to provide guidance and support throughout their time at the summer school.
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- **Feedback Mechanisms:** Implement regular check-ins by our welfare team and surveys to gather feedback from students, ensuring their voices are heard and their needs are met.

By implementing these measures, SAMIAD strives to create an environment where students feel valued, safe, and supported throughout their educational experience.

## 7. Regulatory Framework

SAMIAD Summer School, our safeguarding policies and practices are built upon the key UK legislation and guidance outlined below, ensuring a comprehensive and legally compliant approach to safeguarding the welfare of children.

- **Children Act 1989 and 2004:** We use these Acts to guide our child protection practices. We have listed the local authorities, to safeguard children and promote their well-being. These acts ensure that we are proactive in acting where concerns about a child's safety or welfare arise.
- **Education Act 2002:** This Act shapes our commitment to safeguarding in the educational setting. It ensures that we have clear responsibilities regarding the education and welfare of children, reinforcing our duty to protect students within our care, attending SAMIAD Summer School.
- **Working Together to Safeguard Children 2018:** This guidance supports collaborate with other professionals and organisations to safeguard children effectively, outlining how we should respond to concerns and how we cooperate with other agencies to provide the best support for children at risk.
- **Keeping Children Safe in Education 2024:** We follow the principles outlined in this guidance to ensure that all staff, volunteers, and leaders at SAMIAD are fully trained in safeguarding and child protection. This document informs our staff recruitment procedures, ensuring safer recruitment practices, as well as our policies for responding to safeguarding concerns.
- **The Prevent Duty 2015:** This guidance ensures we fulfil our duty to prevent children from being drawn into extremist views or behaviour. At SAMIAD Summer School, we incorporate this duty by fostering an inclusive, respectful environment and providing staff with the tools to identify potential risks and intervene appropriately.
- **Sexual Offences Act 2003:** We follow the principles set out in this Act to understand and respond to sexual abuse, involving children. This helps guide our procedures for handling allegations of sexual abuse, ensuring that all concerns are treated with the utmost seriousness and in line with legal requirements.