

### Introduction

We, the Proprietor, Management and Staff of Language Studies International (LSI) fully recognise the responsibilities we have to safeguard all under 18 students in our care. We recognise that all staff, accommodation providers and students, including volunteers, have a full and active part to play in protecting our under 18 students from harm. This policy applies to all staff, accommodation providers and volunteers working for Language Studies International (LSI).

All staff believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the learning of English for the individual.

This policy is drawn up in accordance with Cambridgeshire local safeguarding agency and in compliance with the DfE guidance: “Keeping Children safe in Education April 2014, which replaces Safeguarding Children and Safer Recruitment in Education/Every Child Matters (From January 2007)

The aims of this policy are:

- To practise safe recruitment in checking the suitability of staff and volunteers to work with students (Including DBS checks where appropriate)
- To practise safe recruitment in checking the suitability of accommodation providers, including those provided through agencies, to work with and host students (Including DBS checks where appropriate)
- To raise the awareness of both teaching and non-teaching staff, accommodation providers and volunteers, of the need to safeguard students, including raising awareness of signs of bullying, radicalisation and extremism.
- To ensure that all staff maintain appropriate behavior and follow Language Studies International (LSI) procedures and Standards of Behaviour when in contact with students; important not only in safeguarding students, but also in protecting staff from wrongful accusation.
- To establish a safe environment in which students can stay, learn and develop.
- To emphasise the need for good channels of communication between all members of staff and accommodation providers, including volunteers.
- To maintain an appropriate level of separation between students under 18 on Young Learner’s Programmes and adult students when Young Learner and Adult programmes are running concurrently on a shared site. This does not apply to students aged 16 or 17 on the regular adult programme. No students under 16 are to be admitted onto the

Adult programme under any circumstances. No students 18+ are to be admitted onto the Young Learner's Programme under any circumstances. .

- To maintain an appropriate level of separation between students under 16 and students 18+ in any accommodation provided by the school and during any activities organised by the school (or sub-contractors). This also applies in the case of closed groups.
- To put in place a structured procedure within the company to be followed in cases or suspected cases of abuse or other safeguarding issues.
- To develop and promote effective working relationships and channels of communication with other agencies, including the Police and Family Services.

The emphasis of this Safeguarding Policy is on prevention. However, we recognize that there may be occasions when staff, students, or external contacts have concerns about potential or actual harm to under 18 students. This policy makes provision for such complaints, ensuring any such concerns can be acted on appropriately.

### Procedures

Our school procedures for safeguarding students will be in line with national guidance and the Cambridgeshire Student Protection Procedures under the auspices of the Cambridgeshire Local Safeguarding Students Board (LSCB).

We will ensure that:

- We have a Designated Safeguarding Lead (Academic Manager Agnes Gulczynska) who undertakes regular training (a minimum of two days every two years) in Safeguarding, Student Protection and Inter-Agency working and has successfully completed a Safeguarding Students, Designated Person, level 3 training programme.
  - She will liaise with local statutory students' agencies as appropriate.
  - All members of staff, accommodation providers, volunteers & staff from external & supply agencies are aware that she is the Designated Safeguarding Lead, responsible for student protection matters.
- Phil Scherb is the alternate Designated Safeguarding Lead, responsible for Safeguarding in Agnes Gulczynska's absence. He has successfully completed a Safeguarding Students, Designated Person, level 3 training programme with the NSPCC. He will undertake regular training in Safeguarding, Student Protection and Inter-Agency working for at least two days every two years.
- Safer recruitment practices will be followed at all times for in-house staff:
  - All members of staff with regular unsupervised access to students are subject to enhanced DBS clearance.
  - Identity checks include sight of original passport, qualifications, utility bill, bank statement and driving license.
  - Two references are sought and checked, gaps on CVs investigated and self- declarations signed. To Whom It May Concern are not accepted.

- Potential staff are advised that we are a safer recruiter and that these steps will be taken.
- Enhanced DBS are housed securely online. There is also a single centralised register of all staff, including supply staff. Please see *LSI Safer Recruitment Policy 2018 for full details*.
- Written confirmation sought from all external agencies that their staff, (when given regular unsupervised access to students in our care), have been appropriately screened and that all checks have been carried out on their staff's identity, references, right to work in the UK and their suitability to work with students.
- Student behavioural policies and student contracts implemented to work against bullying. Posters and signage to promote awareness of bullying for students. This includes cyber bullying.
- Staff training and documentation to raise awareness of the signs of bullying. This to be done at induction and included in the three year safeguarding refresher training.
- All staff to be given this Safeguarding Policy and Part 1 of Keeping Children Safe in Education (April 2014).
- Homestay Hosts who host students under 18 to be given this policy, and the additional guidance in Hosting Students Aged Under 18.
- Scheduling and staffing to ensure that as far as possible students under 18 on Young Learners programmes do not come into extended unsupervised contact with Adult students (when on a shared campus). This does not apply to students aged 16 or 17 on the regular adult programme. No students under 16 are to be admitted onto the Adult programme under any circumstances. No students aged 18+ to be admitted onto the Young Learner's Programme under any circumstances. .
- Accommodation to be allocated so as to avoid housing students under 16 with students over 18. On a case by case basis accommodation of students under 18 with students over 18 to be carefully considered and a recording of decision and suitability made (risk assessment).
- Social/Cultural/Leisure Activities to be organised to ensure that as far as possible students on Young Learners Programmes do not come into extended unsupervised contact with Adult students. No students aged 18+ will be permitted to attend activities where students aged under 16 are present, or where the activity is part of the designated Young Learner's Programme. No students under 16 are permitted to attend adult course activities. This includes groups and closed groups where the group should be advised of this prior to booking. This does not apply to students aged 16 or 17 on the regular adult programme.
- Allegations against LSI staff reported to LSI management immediately. Set procedures in place for management response established to protect both the student and the adult. (Details below)

- Our procedures will be regularly reviewed and up-dated.
- All new members of staff and adult volunteers will be given basic Safeguarding training and will be alerted to the proper procedures as part of their induction into the school. They will also be given a copy of this policy. All permanent staff will receive updated training every three years. Homestay hosts who host or plan to host students under 18 to be given this policy, basic safeguarding training and be subject to the Safer Recruitment Policy as part of their preparation or initial recruitment Further guidance to be provided in Information for Accommodation Providers for Under 18s, as needed and at biennial re-inspection visits.

## **Responsibilities**

The Designated Safeguarding Lead works together with the Proprietor, Mr. David Immanuel and Senior Management Advisors, Mr. Roy Immanuel and Mr. Phil Scherb, all of whom have successfully completed a Safeguarding Students, Designated Person, level 3 training programme with the NSPCC. Mr. Phil Scherb, Director of Education and Compliance, performs an annual review of the Safeguarding documentation and an on-site inspection of the school to ensure that relevant staff training is appropriate and up to date. Mr. Phil Scherb reports his findings to the Designated Safeguarding Lead in each school and the proprietor, Mr. David Immanuel.

### **The proprietor is responsible for:**

- Conducting an annual review of the school's safeguarding, Student Protection policies and procedures and of the efficiency with which the related duties have been discharged.
- Ensuring that any deficiencies or weaknesses in Safeguarding, Student Protection arrangements are remedied without delay.
- Approving amendments to safeguarding, student protection arrangements in the light of changing regulations or recommended best practice.
- The Proprietor, Mr. David Immanuel has a legal duty to respond to requests from the ISA for information he holds.

### **The Designated Safeguarding Lead is responsible for:**

- Adhering to Cambridgeshire LSCB and national guidance, Cambridgeshire Student Protection Procedures, and school procedures with regard to referring a student if there are concerns about possible abuse;
- Ensuring that all Student Protection takes place and that all staff and host families are aware of their needs to safeguard students under 18 at all times.
- Keeping written records of concerns about a student even if there is no need to make an immediate referral;

- Ensuring that all such records are kept confidentially and securely and are separate from student records;
- Operating safer recruitment procedures (including DBS checks and compliance with Independent Schools Standards Regulations).
- Ensuring that any deficiencies or weaknesses in Safeguarding, student protection arrangements are remedied without delay.
- Supporting students.

### Safer Employment Practices

Language Studies International (LSI) complies with all legal and regulatory requirements for safer recruitment and employment of all staff. All posts, including those involving accommodation, which have a clear need for direct access to students are subject to criminal records clearance. In accordance with ISI/Accreditation UK guidelines, all staff with regular, unsupervised access to students and young people up to age 18 must have DBS checks. Written confirmation of appropriate screening is sought from supply agencies and external organisations prior to commencing work. Further identification checks are carried out upon arrival.

To deter unsuitable people from applying for positions in our organization, the hiring process, including job postings and interviews, ensures that candidates know LSI is committed to safeguarding students in our care and is a Safer Recruiter.

### Group Leaders

- Where Group leaders either accompany or will have sustained unsupervised contact with students under 18, LSI will require that identity checks and DBS checks are carried out.
- In cases where the group leader is not a British national or has been living outside of the country for a sustained period, a Certificate of Good Conduct/Police Clearance Certificate or equivalent from the country of residence will be required in lieu of DBS checks.
- Clear agreements (Group Leader Agreement) will be in place to ensure that Group Leaders are clear as to their responsibilities for their group on a case by case basis agreed in advance in writing with the school. Guidance detailing the level of care expected will be provided. This includes but is not limited to provision of meals and supervision.
- Group leaders will only be responsible for students from their own group.
- Group leaders to be given a copy of this policy and provided with a link to basic safeguarding training.
- Where group leaders are organising their own activities, LSI will provide a checklist and a briefing covering the following:
  - Suggested supervision ratios.

- A customisable risk assessment.
- Advice about travelling to and from activities.
- Agreed curfew times and free time guidelines.

### Host families

- Host families hosting students under 18 will be subject to the Safe Recruiting policy and procedures, as a minimum requiring DBS checks and two character references. This will apply to all adult residents in the host household, either through answering YES on Q66, or in having separate checks.
- Host families hosting students under 18 will be given extra guidance to raise awareness and identify the signs of abuse and bullying. This guidance will include who to contact should they have any concerns. See Hosting Students Aged Under 18. Host families will also be made aware of curfew times and rules for what students under 18 may do outside of scheduled activity time. They will be aware of actions to take and procedures to be taken with the school should this not be adhered to.
- Parents and guardians will be made aware in writing through the booking process of which meals will be provided for students under 18.
- Any accommodation agencies used by LSI will be bound by the same conditions and procedures and written agreement will be sought from the management.
- Accommodation to be allocated so as to avoid housing students under 18 with students 18+. On a case by case basis, requests for accommodation of students under 18 with students 18+ to be carefully considered and a recording of decision and suitability made (risk assessment).
- Students ages under 16 will not be housed with students aged 18+. Exceptions may be made in the case of siblings where written consent is sought from the parents, a risk assessment carried out and a written record of a decision kept.

### Residential Accommodation

- Students under 18 on adult courses will not generally be accommodated in residential accommodation. Where an exception may be made, a risk assessment will be carried out and a written record of a decision kept. In addition, all residential providers must meet or exceed all standards laid out in the Safeguarding Policy and the Safer Recruitment Policy.
- Students under 18 on Junior Courses (12-17) in residential accommodation will be allocated rooms sensitively, with consideration given to their age and gender.
- Students under 18 on Junior Courses (12-17) in residential accommodation will be allocated rooms grouped together in separate wings/clusters as appropriate, where there is otherwise an increased chance they may come into contact with other residents aged 18+.

- All wardens/supervisors on such programmes will be subject to the Safer Recruitment policy.
- At least one member of staff to be first aid trained. A first aid kit is to be held on site. An arrangement to be made with a local doctor in the case of emergencies.
- When renting residential accommodation, written confirmation will be sought that suitable checks have been carried out by the owners into the suitability of their staff who may come into contact with students under 18.
- Parents and guardians will be made aware in writing through the booking process of which meals will be provided for students under 18.
- Staff supervision to be provided at the ratio of 1:20 for 12-17 year olds.

### Parents/Guardians

- All parents/guardians of students under 18 will be made aware in writing of periods when their child will not be supervised by LSI during their stay.
- All parents/guardians of students under 18 will be required to complete a Parental Consent form prior to booking confirmation. This lays out in writing the responsibilities of LSI and the supervision, level of care and support to be provided, and agrees a curfew time.
- Any parents/guardians wishing to take part in any activities or parts of a school programme will not be permitted to do so unless they have, as a minimum, been subjected to the checks as per the Safer Recruitment Policy.
- All parents/guardians of students under 18 will be made aware of the LSI Code of Conduct and disciplinary procedures and that in the event of an expulsion, they will be responsible for immediate repatriation
  - LSI will, however, always ensure that expelled students under 18 continue to be safeguarded until repatriation has taken place.

### All Staff are aware of:

- The contents of the Safeguarding Students Policy and have the opportunity to ask questions in relation to policy & procedures.
- Guidelines for staff, to ensure that their behavior and actions do not place students or themselves at risk of harm or of allegations of harm to a student (for example one to one tuition, conveying a student by car, engaging in inappropriate electronic communication with a student, giving personal contact details and so on). This is outlined in the Standards of Behaviour, signed by all staff.
- Procedures for dealing with abuse by one or more students against another.
- The need to support/monitor any student as required.
- Procedures for dealing with accusations of abuse.

### Supporting Students

Language Studies International (LSI) is committed to equal treatment for all students regardless of an individual's race, ethnicity, sexual orientation, social background or special educational needs. We aim to create a friendly, caring and perceptive environment in which every individual is valued and the core values of democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs are supported and promoted. Language Studies International (LSI) will support all students by:

- Encouraging self-esteem and confidence whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Providing clear guidelines to students and their parents on what behavior is unacceptable and will result in disciplinary measures and expulsion from the course; bullying, incidents of racism or attacks on ethnicity, sexual orientation, social background or special educational needs, illegal activity or dangerous behavior that may cause harm to the student or to others.
- Providing a forum for students under 18 to raise issues with management in addition to the open door policy through regular tutorials, learning journals and student council meetings.
- Promoting core values of democracy, rule of law including democracy, individual liberty and mutual respect and tolerance of different faiths and beliefs.
- The above supported by and in conjunction with
  - DES Policy
  - Behaviour, Discipline, Attendance and Exclusion Policy.

### Illness

- All students on the Young Learner's Programme will have Health Insurance included in the cost of the course.
- Any students under 16 falling ill will be supervised either in the Homestay, or within a sickbay on school premises.
- LSI will not be responsible for keeping or administering medicine to any students unless through written agreement. In such cases, written instructions for administering medicines must be provided.
- In the event that parents/guardians cannot be contacted, LSI will act in 'loco parentis' in the event of a medical emergency.

### Physical Intervention

- Staff must only ever use physical intervention as a last resort, and at all times, it must be the last resort.
- Like all schools, we reserve the right for all staff to use reasonable force to control or restrain a student in specific circumstances. The Education and Inspections Act 2006 enables school staff to use "Such force as is reasonable in



the circumstances to prevent a pupil from doing or continuing to cause personal injury to any person including the pupil themselves.”

- We understand that physical intervention, the nature of which causes injury or distress to a student, may be considered under student protection or disciplinary procedures.

## Data

- LSI understands its obligations when processing personal data under the GDPR.
- LSI is required to process data of students under 18 and their parents/guardians in order to enforce its Safeguarding Policy.
- LSI will provide details of its data processing procedures in plain, transparent language to parents/guardians of those under 18 through its Privacy Statement.
- Active consent to process personal data as laid out in the Privacy Statement will be sought, and in the case of students under 18, the active consent of the parents/guardians.
- Whilst students under 18 and their parents/guardians have the right to withhold consent to all or some of their data being processed, LSI reserves the right to refuse to enrol a student under 18, where the withholding of data prevents the effective implementation of the Safeguarding or other key policies.
  - Illustrative examples: parents’ contact details, student date of birth.
- Whilst students under 18 and their parents/guardians have the right to request data be deleted or amended at any time, LSI reserves the right to terminate the enrolment of a student under 18 where the deleting of data prevents the effective implementation of the Safeguarding or other key policies.
  - Illustrative examples: student medical information, parents’ contact details.
- Please see LSI Data Processing Policy for full details.

## Standards of Behaviour

*The standards of behaviour set out below are presented to all staff at Language Studies International (LSI) that come into direct and unsupervised contact with students. All staff must agree to and sign the document below as part of the employment process.*



### Staff Code of Conduct / Standards of Behaviour

*LSI has a robust recruitment and safeguarding policy in place to safeguard our students from harm and protect staff from wrongful accusations. The standards below apply to all staff at LSI who come into direct and unsupervised contact with students. Although these procedures are primarily intended to safeguard students under the age of 18, they apply to students of all ages, unless specified.*

*If you work with students, you are in a position of trust. It is important that you acknowledge the influence you have on students' development and take care to ensure your behaviour is appropriate at all times. This is important not only in safeguarding students, but also in protecting yourself from wrongful accusation.*

- I understand that LSI welcomes students and staff from many different cultures and backgrounds. I therefore agree not to discriminate, insult or make inappropriate comments based on gender, orientation, race, age, nationality, religion etc. I understand the need to be sensitive to all of these issues during any and all contact with staff and students.
- I agree to pay particular attention to the age, experience and cultural background of the student, and whether this makes him or her more vulnerable. I will also take into account any physical or mental disability, and whether this makes him or her more vulnerable.
- I understand that relationships of a sexual nature between staff and students are forbidden. Any such relationships will result in dismissal.
- I will avoid sexually suggestive behaviour, or any physical contact likely to cause fear or embarrassment to the student, regardless of their age.
- I agree to challenge aggressive or sexually suggestive behaviour from the student.
- I will avoid unnecessary or inappropriate situations in which no other adult is present (with the exception of planned situations, such as language classes, of which other staff members have knowledge).
- If it is necessary to spend unscheduled time alone with a student under the age of 18, I agree to inform the Designated Safeguarding Lead and/or the School Principal immediately.
- I understand that contact through social networking websites (Facebook/Twitter/WhatsApp etc) with any students under the age of 18 is forbidden. Any such relationships will result in dismissal. *LSI also strongly recommends that staff do not have relationships with any students over the age of 18 through social networking sites.*
- I will not give my personal contact details (including mobile phone) to any students under 18. *LSI strongly recommends you do not give any personal details to any students.* LSI has mobile phones you can use in the event of trips etc.
- I agree not to photograph/video students with my personal electronic equipment without the express permission of a member of the management.
- I agree to keep accurate records of attendance and to inform the office immediately if students Under 18 miss any of my classes.
- I will not convey students under the age of 18 alone by car.
- I understand the need to dress appropriately and present a smart, clean and professional image. Jeans, trainers and shorts would not normally be considered appropriate.

- I understand that taking or being under the influence of alcohol or illegal drugs while working for or representing LSI is forbidden and will result in dismissal, barring certain social activities where moderate drinking may be permitted with the express agreement of the school.
- I have been informed of and understand my duty to challenge radicalization and extremism under Prevent. I have completed or will complete on-line Prevent training for practitioners.
- I have read and understood the Staff Handbook and the LSI Safeguarding Policy and Part one of Keeping Children Safe in Education regarding students aged Under 18.

### **Allegations against LSI staff or concerns about the wellbeing of a child**

- We understand that a student may make an allegation against a member of staff.
- If such an allegation is made, the member of staff receiving the allegation will immediately inform the Designated Safeguarding Lead (Agnes Gulczynska). If the Designated Safeguarding Lead is absent, the allegation should be reported to the alternate Designated Safeguarding Lead (Phil Scherb).
- The Designated Safeguarding Lead should record any information about dates, times, location and potential witnesses.
- If the allegation made to a member of staff concerns the Designated Safeguarding Lead, the person receiving the allegation will immediately inform the Director of Education and Compliance, Mr. Phil Scherb.
- If a member of staff has any concerns about the wellbeing of a student under 18, they should inform the Designated Safeguarding Lead (Agnes Gulczynska) immediately. In the absence of the Designated Safeguarding Lead, they should inform the alternate Designated Safeguarding Lead (Phil Scherb)

### **Referrals:**

- In response to disclosures or general concern for the wellbeing of a child, referrals to social services or to the police will not be made independently by the Designated Safeguarding Lead but will be subject to consultation with the Local Authority Designated Officer (LADO) tel.01223 727 967. Senior Management should also be made aware of the allegation or concern. Consultation may also be sought from the NSPCC.
- In case of referrals, LSI will contact the Local Authority Designated Officer. In case of serious harm, the police should be informed from the outset.
  - Relevant Contact Telephone Numbers:
    - Student Protection –0345 045 5203
    - Local Authority Designated Officer – 01223 727 967
    - Cambridgeshire Emergency Duty Team- 01733 234724
    - NSPCC 0808 800 500
    - Childline 0800 1111
    - Police Child Protection Team 101

- Cambridgeshire Students and Young People’s Services – 01733 234724 Monday –Friday 8am-8pm
  - Students’s Social Care Services 0845 045 5203 and out of these hours 01733 234 724
- If anyone employed by Language Studies International (LSI) is deemed unsuitable to work with students, and thus their services are no longer required, the company will report to the Independent Safeguarding Authority (ISA) within one month of that person leaving. Any such report will include evidence about the circumstances as far as possible. The contact address is ISA, PO Box 181, Darlington DL1 9FA (tel 0300 123 1111). Language Studies International (LSI) is aware that failure to make a report constitutes an offence.
  - In any and all such cases, LSI will not enter into any compromise agreements.
  - Language Studies International (LSI) knows that it is an offence under the Vetting and Barring Scheme (VBS) to employ or take on as a volunteer in an ISA regulated activity anyone who is barred from such an activity. It is an offence not to refer to the ISA details of anyone who is removed from regulated activity, or who leaves while under investigation for allegedly causing harm or posing a risk of harm.

### **Staff support**

- In line with current procedures, a member of staff accused of abuse may be suspended from duty with pay, pending investigation and subject to bi-weekly internal review. Where possible, appropriate alternative duties will be carried out by the staff member accused, and suspension seen as a last resort.
- A suspension does not imply guilt: it is for the protection of both the student and the adult.
- If an allegation is not substantiated and the person returns to work, Language Studies International (LSI) will support that person.
- Language Studies International (LSI) will keep a written record of all allegations, resulting inquiries and outcomes.

*For more information please see **Dealing with Allegations of Abuse – Staff Guide**. This is available in the staffroom and register folders.*

### **Allegations against other students**

We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school’s Conduct Policy.

### **Safeguarding allegations**

- Occasionally, allegations may be made against students by others in the school, which are of a safeguarding nature.
  - Safeguarding issues raised in this way may include:
    - physical abuse
    - emotional abuse
    - sexual abuse and sexual exploitation.
- It is likely that to be considered a safeguarding allegation against a pupil, some of the following features will be found:
  - The allegation:
    - is made against an older student and refers to their behaviour towards a younger or a more vulnerable student
    - is of a serious nature, possibly including a criminal offence
    - raises risk factors for other students in the school
    - indicates that other students may have been affected by this student
    - indicates that young people outside the school may be affected by this student.

Examples of safeguarding issues against a student could include:

- Physical Abuse
  - Violence
  - Forcing other students to use drugs or alcohol
- Emotional Abuse
  - blackmail or extortion
  - threats and intimidation
- Sexual Abuse
  - indecent exposure, indecent touching or serious sexual assaults
  - forcing others to watch pornography or take part in sexting
- Sexual Exploitation
  - encouraging other children to attend inappropriate parties
  - photographing or videoing other children performing indecent acts

### What to do

- When an allegation is made by a student against another student, members of staff should consider whether the complaint raises a safeguarding concern and should discuss it with the Designated Safeguarding Lead/Alternate DSL.
- A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances.
- The DSL should contact social services to discuss the case. It is possible that social services are already aware of safeguarding concerns around

this young person. The DSL will follow through the outcomes of the discussion and make a social services referral where appropriate.

- The DSL will make a record of the concern, the discussion and any outcome and keep a copy in the files of both students' files.
- If the allegation indicates a potential criminal offence has taken place, the police should be contacted at the earliest opportunity and parents informed (of both the student being complained about and the alleged victim).
- It may be appropriate to exclude or suspend the student being complained about for a period of time in line with the school's behaviour policy and procedures.
- Where neither social services nor the police accept the complaint, a thorough school investigation should take place into the matter using the school's usual disciplinary procedures.

This policy is reviewed annually.

Last reviewed by Phil Scherb April 2018

Next review April 2019

See also:

- *Safeguarding Students and Safer Recruitment in Education Policy*
- *Dealing with Allegations or Suspicions of Abuse – Staff Guide*
- *Standards of Behaviour*
- *Code of Conduct*
- *Keeping Children Safe in Education - Part 1*
  - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/418687/Keeping\\_children\\_safe\\_in\\_education\\_part\\_1\\_only.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418687/Keeping_children_safe_in_education_part_1_only.pdf)
- *Anti-Radicalisation and Extremism Policy (PREVENT)*