



## **Cambridge International Academy**

### **Student Welfare and Safeguarding Policy**

#### **POLICY STATEMENT**

Cambridge International Academy Ltd is committed to promoting the welfare of all its students. It is the duty of all staff and associates / partners to play an active role in ensuring this.

All staff / partners involved in the delivery of our courses / programmes and related services such as excursions and accommodation are expected to be aware of their duty to report concerns.

#### **PRINCIPLES**

Cambridge International Academy's policies and procedures are based upon the following two core principles:

Creating and maintaining a positive, supportive and secure environment where learners feel safe and valued,

Taking all allegations seriously, and responding to them swiftly and appropriately.

There are four main elements to the policy:

Ensuring that Cambridge International Academy Ltd practices safe recruitment in checking the suitability of our staff and partners to work with students,

Ensuring awareness of safeguarding issues amongst our staff and partners,

Developing and implementing procedures for identifying and reporting any safeguarding issues,

Establishing a safe environment in which students on our courses / programmes can learn and develop, and where they are able to talk to, and be listened to by, trustworthy staff who have been appropriately checked and approved.

#### **DUTY TO REPORT**

All members of the staff at Cambridge International Academy Ltd, including full time, part-time, associate staff and partners are responsible for safeguarding and promoting the welfare of our students.

All staff:

All staff / partners coming into contact with our students in their work have a duty to safeguard and promote the welfare of those students.



All staff / partners will be checked with respect to their understanding of their responsibilities and, if necessary, trained appropriately.

Failure to comply with these responsibilities will be seen as a serious matter, leading to re-evaluation of the staff / partner role in our courses / programmes with the possibility of termination of cooperation in the case of serious breaches.

The 'Designated Student Welfare and Safeguarding Officers' of Cambridge International Academy Ltd are its Directors:

Dr Jonathan Fearon-Jones and Ms Lijia Zhang

They are responsible for providing support and advice on student welfare and safeguarding issues with respect to the courses / programmes organised by Cambridge International Academy.

Other aspects of their roles include:

Obtaining information from staff / partners who have concerns relating to the safeguarding of students, and the recording of this information,

Assessing this information quickly and carefully and asking for further information where appropriate,

Making referrals to appropriate statutory protection agencies or the police without delay.

**The Cambridgeshire Local Safeguarding Children Board (LSCB)** has the purpose to ensure that children and young people feel safe and cared for in Cambridgeshire by ensuring that organisations work together to safeguard children and promote their welfare.

**Website:** [www.cambridgeshire.gov.uk/lscb/](http://www.cambridgeshire.gov.uk/lscb/)

**Email:** [LSCB@cambridgeshire.gov.uk](mailto:LSCB@cambridgeshire.gov.uk)

**Telephone:** 01480 373522

**Fax:** 01480 376377

**Address:** Cambridgeshire LSCB, Scott House, 5 George Street, Huntingdon, PE29 3AD

What to do if someone discloses a student welfare / safeguarding issue

In all cases in which a student discloses issues relating to safeguarding and / or welfare the informed member of staff / partner should contact one of the 'Designated Student Welfare and Safeguarding Officers' immediately and complete a 'Student Welfare and Safeguarding Alert Form' (see below).

All staff to which a student discloses issues that may be related to safeguarding and / or welfare must keep a written record of concerns, as above. Such records must be kept securely, separate from the main student files, and in locked locations.



Allegations of abuse against members of staff:

Allegations of abuse, or concerns raised, against Cambridge International Academy Ltd staff or associates and / or its partners will always be treated seriously.

The allegation must always be referred to a 'Designated Student Welfare and Safeguarding Officer' who will take the appropriate steps to ensure the safety of the student, and any others who may be at risk.

If the allegation or concern is directed against a 'Designated Officer' it should be reported directly to the Cambridgeshire Local Safeguarding Children Board (contact details above).

Reporting Cases to the Disclosure and Barring Service

Cambridge International Academy Ltd has a duty to make reports and provide relevant information to the Disclosure and Barring service (DBS) where there are grounds for believing, following an investigation, that an individual is unsuitable to work with children or vulnerable adults, or may have committed misconduct. The responsibility for reporting cases to the DBS lies with the 'Designated Student Welfare and Safeguarding Officer'.

## **SAFE RECRUITMENT OF STAFF**

Cambridge International Academy Ltd undertakes to ensure that the staff / partners whom we organise and run our courses and programmes in cooperation with are fit to work in our students' learning environments. We also endeavour to ensure that we do not employ staff or contract with partners who may pose a risk to our students.

Cambridge International Academy Ltd has systems in place to prevent unsuitable people from working with our young people and to promote safe practice. These systems apply to all new staff and require the following checks to be made on appointment:

A minimum of two references, satisfactory to Cambridge International Academy Ltd, one of which should be from a previous employer,

Documentary evidence checks to confirm nationality, residency and "right to work" status,

Enhanced DBS Disclosure as appropriate,

Documentary evidence of qualifications.

For individuals who have lived outside of the UK, further checks are carried out, where appropriate, if a DBS Disclosure is not felt to be sufficient to establish suitability to work with young people.



## Cambridge International Academy

### Student Welfare and Safeguarding Alert Form

This form is to be used by anyone who wishes to report concerns about a student who i) has disclosed an allegation of abuse to them ii) they suspect may be / have been the subject of abuse. Please complete it as soon as possible and forward it to the Designated Student Welfare and Safeguarding Officer. If you do not have all the information asked for please fill in the parts you can and pass it on within the same working day. **Please do not delay.**

<b>1. Your Details</b>	
Name:	
Position:	
Email:	
Phone:	
Address:	
<b>2. Details of Alleged Victim</b>	
Name:	
Email:	
Phone:	
Address:	
<b>3. Details of the Alleged Perpetrator (if known)</b>	
Name:	
Email:	
Phone:	
Address:	
<p style="text-align: center;"><b>4. Please give details of the incident or disclosure.</b></p> <p>Try to be as factual as possible, using the alleged victims own words. Detail any action taken (including medical intervention, etc). <b>Continue overleaf as necessary</b></p> <p><b>Incident details: Date</b> _____ <b>Time</b> _____ <b>Location</b> _____</p>	