

SAFEGUARDING POLICY

Beet Language Centre believes that it is unacceptable for any student to experience abuse of any kind. In particular, we recognise our responsibility to safeguard the welfare of students aged under 18 and adults at risk of harm. We aim to provide a safe and supportive environment and ensure that all employees and host families working with Beet Language Centre accept and recognise these responsibilities.

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1. The Purpose of this policy is:

- To provide help and support to meet the needs of students as soon as problems emerge
- To protect all students from maltreatment, whether that is within or outside the home or school, including online
- To protect students aged under 18 and adults at risk of harm who are attending Beet Language Centre
- To provide staff and host families with guidance on the procedures they should adopt in case they think a student aged under 18, or an adult may be at risk of harm
- To protect all stakeholders from suspicion of any form of abuse

The policy applies to all staff employed by Beet Language Centre, contractors, interns and all members of host families.

This policy has been developed having regard to best practice and the Keeping Children Safe in Education 2026 – Statutory Guidance for Schools and Colleges.

2. Definitions

Within this policy, the following terms are used:

Under-18: any student or visitor who is under the age of 18 and who is deemed to be a minor by law.

Adult at risk of harm: any student or visitor whose personal circumstances may make them more vulnerable than many other adults. This may be due to a physical disability, a learning difficulty, a low level of English or a lack of knowledge about the locality and customs.

Designated Safeguarding Lead (DSL): a named member of staff, trained to Specialist Safeguarding level, whose responsibility it is to ensure that Beet Language Centre meets the aims of this policy.

Deputy Designated Safeguarding Lead (DDSL): a named member of staff, trained to Specialist Safeguarding level, who can support the DSL and cover in their absence.

Safeguarding Officer (SO): a named member of staff, trained to Advanced Safeguarding level, who can support the DSL and cover in their absence.

Local Authority Designated Officer (LADO): the officer or team of officers involved in the management and oversight of allegations against people that work with children. You can contact them at lado@bcpcouncil.gov.uk

3. Designated Safeguarding Staff

We have a Designated Safeguarding Lead (DSL) who is responsible for implementing the Beet Safeguarding policy and responding to child protection allegations. The Deputy DSL provides cover in the DSL's absence:

Designated Safeguarding Lead: Dawn Landrebe (trained to Specialist level)

Deputy Designated Safeguarding Lead: Marie Morgan (trained to Specialist level)

In addition to the Safeguarding Leads, we also have a Safeguarding Officer:

Safeguarding Officer: Andrew James (trained to Advanced level)

4. Staff Training

We ensure that staff are given training opportunities to ensure that they recognise the symptoms of possible abuse (physical, sexual, emotional and neglect) and how they should respond to suspicions of abuse and how to report welfare and safeguarding concerns.

When a new member of staff joins Beet, they will be invited to have a safeguarding induction with the DSL as part of the onboarding process.

Throughout their employment, staff at Beet are required to complete the online safeguarding course appropriate to their role and provide a copy of their results to the DSL annually.

Additionally, training and updates related to safeguarding are delivered at All Staff Meetings as a way of ensuring that our safeguarding rules and processes are constantly in the minds of staff.

We ensure that all staff are aware of, understand and apply the principles of this Safeguarding Policy in the Code of Conduct for Staff. The Code of Conduct covers matters such as physical contact, developing relationships with students, verbal and written communication and how to manage crushes and infatuation appropriately.

We share information internally and act promptly and professionally to any concerns. Information may also be shared externally where necessary, for example with the Local Authority Designated Officer (LADO), or local authorities.

We ensure that staff are aware of their obligations under the Prevent policy to be aware of any signs of an under-18 or adult at risk of harm being in danger of becoming drawn into extremism or any kind of terrorism-related activity. Staff are required to complete Prevent Awareness training and refresh this every two years.

We ensure a suitably trained Safeguarding Lead or Officer is always available.

5. Safer Recruitment Policy (Staff)

We ensure that all applicants for employment by Beet Language Centre are interviewed and asked to explain why they left previous positions, explain any gaps in their CVs, and provide at least two references, one of which should be written; all such references will be followed up.

It will be made clear to applicants that the work, either paid or voluntary, involves working with young people and is exempt from the Rehabilitation of Offenders Act 1974. Beet Language Centre excludes known abusers. Enhanced DBS (Disclosure and Barring Service) checks will be required from any new appointments at the Centre. DBS checks will also be renewed for teachers that have been away from the school for a period of 1 year or more and records of the full initial recruitment checks will be retained on personnel files. Staff returning to work at the Centre from Scotland or Northern Ireland after a break of more than three months must provide a reference from the most recent employer (if different from the reference given on first recruitment).

All permanent staff are signed up to the Update Service, and a status check is carried out annually.

For teachers arriving from overseas, international DBS checks are conducted, or letters of good conduct required from the police in that country when a DBS is deemed to be impractical or of little value in identifying risk. Additional references will be sought if it has not been possible to obtain a relevant police certificate. Reference checks from the most recent employer will also be required. A British DBS check will also be done for overseas teachers who have at some point been resident in the UK, however long ago. For staff who work abroad during the year and return to the Centre to work in subsequent years, a reference from their latest employer in the intervening period must be provided.

If a DBS check for a member of staff has not cleared before the start date, or if it has not been possible to obtain a letter of good conduct or equivalent for an overseas teacher, the Centre will apply especial rigour to the scrutiny of other suitability checks, and the member of staff will not be allowed to engage in unsupervised activity with under-18s. We will then conduct a risk assessment: the member of staff can start work provided there is no reasonable alternative to the appointment and the risk assessment assures the Safeguarding Lead and Board of Directors that there is no risk to under-18s. The risk assessment considers whether:

- there is a reasonable alternative to that member of staff starting work
- the impact on service delivery of not allowing that member of staff to start work would be significant and counter to the interests of students
- they can be assigned to workspaces where they would not have unsupervised access to U18s. For instance, the member of staff can only work in public areas visible to other members of staff: teachers, for instance, will only be allocated to classrooms which are in public view
- other pre-appointment suitability checks have been unequivocally satisfactory. This means solid references will have come through from the current employer and one previous employer/college and been followed up with positive confirmation

We ensure that all appointments are subject to a probationary period and will not be confirmed unless Beet Language Centre is confident that the applicant can be safely entrusted with young people and adults at risk of harm.

6. Safer Recruitment (Homestay Providers)

We ensure that a home-based enhanced DBS check is carried out for all homestay providers, which includes all persons who normally live at the address aged 18 or over. This check will be valid for 3 years. If a DBS check has not cleared, under-18s will not be placed with that homestay.

All new homestay providers are required to provide two references, at least one of which is followed up by way of a telephone call.

All persons normally living at the address aged 16 or over are required to complete a Declaration of Suitability Form (CHILDREN ACT 1989 (PART 9)). These forms are updated every two years.

7. Safeguarding Procedures

Under-18s are identified by their green lanyards and are highlighted on the class lists displayed next to reception and in the canteen.

The Designated Safeguarding Lead or Safeguarding Officer will lead a section of the induction on the first day of an under-18's stay, giving an overview of rules and procedures in place to safeguard under-18s. If only a small number of Under-18s join on any given Monday, they will be invited to meet with the DSL or SO for a more personalised briefing.

All 16- and 17-year-old students (unless they are accompanied by a Group Leader) must attend a Safeguarding meeting in the first break every Friday with the Designated Safeguarding Lead or Safeguarding Officer. These meetings are a chance to ask about any general welfare and accommodation issues and to understand the students' plans for the weekend and remind them about curfews and keeping in contact with their homestay hosts.

The Academic team identifies under-18s and adults at risk of harm on the class register. Teachers are required to alert the Safeguarding Officer or Safeguarding Lead if there are any welfare concerns, including general demeanour, ability to keep up with work, lateness, tiredness, or being withdrawn. Students who are enrolled at Beet for five weeks or more receive a tutorial with a teacher, at which time they are asked questions regarding welfare and accommodation. Relevant feedback from these pastoral questions is forwarded to the Accommodation and Welfare team for individual follow-up.

We ensure that there is a range of inclusive activities within the Social Programme for students of all ages. The weekly plan shows suggested activities and indicates if any activity is not suitable for under-18s with an '18+' symbol.

Students aged under 18 are considered in the Code of Conduct for Staff, all social activities and risk assessments.

Parents/guardians of students aged under 18 must sign a Letter of Consent to Travel prior to their arrival at Beet (see Section 7 below).

We inform homestay providers of the expected time of arrival of under-18s and method of travel and take all steps possible to ensure that we have the relevant information prior to travel.

Curfew

Students under 18 must return to the homestay by 23:00 Sunday to Thursday inclusive and by midnight on Friday and Saturday nights.

Absenteeism

Under-18s are reported absent to the academic management team or the accommodation team at the beginning of the first lesson and steps taken to ascertain the whereabouts and safety of the student are taken by the Accommodation and Welfare department. Calls are made both to the student and the homestay family within twenty minutes and recorded on Teams.

In cases of repeated absence of an under-18, the Designated Safeguarding Lead or Safeguarding Officer will meet with the student to ascertain the reason for the absences and whether there are causes for concern; the outcome is recorded on the student's file on the Class system and the parents informed.

Accommodation

Under-18s must stay with Beet-approved homestay providers unless a risk assessment satisfies the school that they will be adequately safeguarded in other accommodation. To meet this requirement, the alternative accommodation would typically need to meet the following requirements:

- the under-18's parent or legal guardian would need to provide consent to all details of the arrangement
- the under-18 would need to be staying with a family member whose relationship to the under-18 can be properly evidenced
- the family member would need to produce a police check from their country of origin
- the accommodation arrangements must ensure safe transport to and from the school
- the family member would need to show how the under-18 will be properly supervised during their stay

8. Digital Safeguarding

At Beet, we recognise that digital technologies, online platforms, social media, and Artificial Intelligence (AI) tools provide significant benefits and offer a useful connection to family and friends at home. We also recognise that these technologies can pose a risk of harm in terms of abuse, exploitation, harm, discrimination and in appropriate content.

Any concerns relating to digital safety, online behaviour, cyber security, misuse of AI, or potential safeguarding risks must be reported immediately to the DSL. Concerns will be taken seriously, investigated promptly, and managed in accordance with safeguarding, data protection, and disciplinary policies.

9. Parental Consent

At the time of enrolment of an under 18, parents/legal guardians (either directly or via the agent) will be issued with a Letter of Consent to Travel, which they must complete and return for review by the Accommodation and Welfare team prior to the student's departure from their home country.

Parents/legal guardians must provide emergency contact details for the duration of the student's stay and details of any travel arrangements that they have made for their child.

Parents/legal guardians must confirm that they and their son/daughter have read and understood the rules that apply to 16- and 17-year-olds studying at Beet Language Centre; that they have given permission for their child to have unsupervised time after classes and at the weekend; that all medical conditions and allergies / intolerances have been declared in order for these to be made known to the homestay host.

Specific, additional, parental/ guardian consent is required if the student wishes to stay overnight at any place other than their homestay, together with details of the accommodation, who the student will be travelling with and the travel arrangements made.

10. PREVENT duties

PREVENT was introduced by the UK government as part of the Counter Terrorism and Security Act 2015. Although we are not required by law to have a full Prevent policy, Beet Language Centre seeks to protect its staff and students from being drawn into terrorist activity of any kind.

We therefore insist on all our employees and homestay families completing the online PREVENT training, which is about safeguarding our staff and students to keep them both safe and within the law. The Prevent duty is not about preventing students from having political and religious views and concerns. The government has defined extremism as 'vocal or active opposition to fundamental British core values.'

All staff and homestay families have a duty to understand that adults at risk of harm or children may be drawn into extremism or are in danger of being radicalised and how to recognise when it may be happening. All concerns about any student being drawn into any kind of terrorism because of radicalisation, no matter how trivial, must be reported.

11. Social Activities

Excursions

If any of the students booked on an excursion are under 18, the Social Organiser will, if they feel there is an increased risk to those students, speak to the Excursion Leader [EL] and one of the Safeguarding Leads to assess the risk of that student joining the excursion and whether additional members of staff should be assigned.

Under-18s are clearly identified on the passenger list by a member of the administration team. Phone numbers are written on the passenger list for all students participating.

The Excursion Leader double checks on the coach to make sure that all under-18 students are present.

If a student marked as under 18 fails to arrive in the morning for the excursion, the Excursion Leader first calls the student's mobile or homestay number. If there is no response, the Excursion Leader calls the Beet emergency number. It is then the responsibility of the Designated Safeguarding Lead [DSL] to follow up the student's absence, as the coach will leave without the missing student.

The Excursion Leader should check the mobile number of all under-18 students and ensure all students have their mobile number.

All students under 18 will have the option of staying with the Excursion Leader or teacher throughout the day. However, they will be allowed free time on excursions if the Excursion Leader feels that the location and level of activity are suitably conducive. If this is the case, the Excursion Leader will follow the 'unaccompanied young learners on excursion protocol':

- Under-18s must always stay in groups of at least 3 Beet students.
- Under-18s are instructed to remain within a central area so that they are able to return to the pick-up point at the correct time.
- Under-18s are told to text or call the Excursion Leader at a specified time, at which time the Excursion Leader will check that everything is OK and remind the student of the coach departure time.

If the student does not contact the Excursion Leader at the specified time, the EL will call the student. If there is no reply, the EL will call the number of other students within that group.

Every individual in a group containing an under-18 will be told that if an under-18 becomes separated from that group, it is the responsibility of everyone in the group (including the person who has become separated) to contact the Excursion Leader immediately.

Excursion Leaders should stay in a central location and be available to help if necessary.

At the designated meeting time the Excursion Leader is responsible for checking the list to ensure that all under-18 students have returned.

Should anyone under 18 fail to return on time, the Excursion Leader should try to contact the missing student(s). The coach should wait a maximum of 20 minutes and then depart. One Excursion Leader (even if they are the only leader on the excursion) will remain at the place from where the coach left and ring the Beet emergency line. The teacher will also continue to attempt to contact the student and inform the local police.

Supervision Ratios (Staff to Under-18 Students)

BEET maintains a minimum supervision ratio of **1 responsible adult for every 15 students aged 16–17** during organised social activities and excursions.

This is a **minimum safeguarding requirement**. The Risk Assessment for an individual activity or excursion may require a higher level of supervision depending on the nature and location of the activity, the needs of the students or other relevant risks.

Where students aged 16–17 form part of a larger group containing adult students, **the 1:15 under-18 supervision ratio must still be maintained**.

For excursions, separate minimum staffing levels also apply according to the total number of students attending:

- **1 teacher:** up to 35 students
- **2 teachers:** 36–49 students
- **3 teachers:** 50–75 students

Where the general excursion staffing requirement and the under-18 supervision ratio result in different staffing requirements, **the higher level of supervision must be provided**.

For example, an excursion involving 40 students would require at least two teachers because of the overall excursion staffing requirement, even if only a small number of students were under 18. Conversely, an excursion involving 30 students would normally require one teacher, but if 16 or more of those students were under 18, at least two responsible adults would be required to maintain the 1:15 under-18 supervision ratio.

An appropriate accompanying Group Leader may count as a responsible adult for the purposes of maintaining the 1:15 ratio when supervising members of their own group.

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Staffing and supervision arrangements must always be considered as part of the activity or excursion Risk Assessment.

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