



Buckwood Overseas Summer School Safeguarding Policy and Procedures

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Buckwood Overseas Summer School

1. Policy Statement

Buckswood Overseas Summer School acknowledges the duty of care to safeguard and promote the welfare of pupils and students and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice standards, Accreditation UK requirements, Keeping Children Safe in Education 2024, Working Together to Safeguard Children 2023 and Prevent Duty Guidance, 2023.

The proprietor, staff and volunteers are under a legal duty to:

- Protect children from abuse;
- Be aware of the terms and procedures of this Policy and to follow them;
- Know how to access and implement the procedures in this Policy, independently if necessary;
- Keep a sufficient record of any concerns, discussions and decisions in accordance with this Policy; and
- Report any matters of concern in accordance with this Policy.

Safeguarding and promoting the welfare of children is defined in 'Keeping Children Safe in Education, 2024', as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes.

Buckswood Overseas Summer School adopts a whole-school approach to safeguarding and recognises that safeguarding and promoting the welfare of children is everyone's responsibility.

The safeguarding arrangements at Buckswood Overseas Summer School are underpinned by two key principles:

- Safeguarding is everyone's responsibility, and
- All professionals should ensure their approach is based on a clear understanding of the needs and views of pupils and students.

This policy applies wherever staff and volunteers are working with pupils and students even if this is away from Buckswood Overseas Summer School, for example an educational visit.

Buckswood Overseas Summer School will:

- Ensure we practice safer recruitment in checking the suitability of staff and volunteers (including staff employed by another organisation) to work with pupils and students. All employees are subject to enhanced DBS checks including a barred list check
- Follow the inter-agency procedures of the East Sussex Safeguarding Children Partnership;
- Be alert to the signs of abuse in Buckswood Overseas Summer School and from outside and to protect each pupils and students from any form of abuse, whether from an adult or another pupils and students;
- Deal appropriately with every suspicion or allegation of abuse and support pupils/students who have been abused in accordance with their agreed child protection plan;
- Design and operate procedures which, so far as possible, ensure that teachers, staff and others who are innocent are not prejudiced by false allegations;
- Be alert to the needs of pupils and students with physical and mental health conditions;
- Operate robust and sensible health and safety procedures and operate clear and supportive policies on drugs, alcohol and substance misuse;
- Assess the risks of pupils and students being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology, based on an understanding of the potential risk in the local area;
- Identify pupils or students who may be vulnerable to radicalisation, and know what to do when they are identified;
- Ensure that School premises are as secure as circumstances permit; and
- Consider and develop procedures to deal with any other safeguarding issues which may be specific to individual pupils and students in Buckswood Overseas Summer School or in the local area.

2. Related Policies

Buckwood Overseas Summer School's Child Protection and Safeguarding Policy and Procedures has due regard to the following legislation, guidance and advice:

- Children Act 1989
- Children Act 2004
- Data Protection Act 2018
- United Nations Convention on the Rights of the Child (1989)
- Equality Act 2010
- Counter-Terrorism and Security Act 2015
- Keeping Children Safe in Education (2024)
- Prevent Duty Guidance (2023)
- Working Together to Safeguard Children (2023)
- Boarding Schools National Minimum Standards (2022)
- Guidance for Safer Working Practice for Adults Working with Children and Young People (2022)
- Relationships Education, Relationships and Sex Education and Health Education (DfE 2019, updated guidance still current)

3. The Designated Safeguarding Lead(s)

Buckwood Overseas Summer School has appointed a member of staff to take lead responsibility for safeguarding and child protection. They have the necessary status, authority, training, resources and support to provide advice and support to other staff on child welfare and child protection matters.

The ultimate lead responsibility for child protection, as set out above, remains with the Designated Safeguarding Lead.

Parents may contact the Designated Safeguarding Lead on the telephone numbers listed in relation to any safeguarding concerns. If preferred, parents may discuss concerns in private with their child's Teacher, House Tutor or the Head of Department who will notify the Designated Safeguarding Lead in accordance with these procedures.

4. Training

Buckswood Overseas Summer School will ensure that all staff members including the Summer School Director and volunteers undergo safeguarding and child protection training at induction and at least every two years thereafter.

All staff members including the Summer School Director are provided with a copy of this policy and procedures and Part 1 and Annex B of the most recent issue of KCSIE and are required to confirm in writing that they have read and understand these and any subsequent updates.

All staff members and volunteers will receive regular updates via email, e-bulletins and/or staff meetings, as required and at least annually, to ensure they understand and keep up to date with any developments relevant to their role so they:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- Have a working knowledge of how the local authority conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- Have access to and understand Buckswood Overseas Summer School's safeguarding and child protection policy and procedures;
- Are alert to the specific needs of pupils and students and those with special educational needs;
- Are able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support Buckswood Overseas Summer School with regards to the requirements of the Prevent Duty; and
- Encourage a culture of listening to pupils and students taking account of their wishes and feelings.
- The Designated Safeguarding Lead will be trained according to the latest training requirement every two years and any updated training needs during this time.
- All new staff are required to complete Induction Training with the Designated Safeguarding Lead including Part 1 and Annex A of KCSIE and

Prevent Training.

- All staff complete the Accreditation UK online safeguarding training.
- All staff receive safeguarding and child protection training at induction, in line with KCSIE guidance, and receive regular updates thereafter.

5. Security of School Premises

Buckswood Overseas Summer School will take all practicable steps to ensure that School premises are as secure as circumstances permit.

Buckswood Overseas Summer School has a visitor recording system at Reception. All visitors must sign in upon arrival and sign out on departure and will be escorted by a member of staff or an appropriately vetted volunteer whilst on Buckswood Overseas Summer School premises. All visitors will be given a name badge with the title 'Visitor' which must be clearly displayed and work at all times whilst on Buckswood Overseas Summer School premises.

All visitors to the boarding houses must sign in and report to Buckswood Overseas Summer School Main House Reception and obtain a visitor badge immediately on arrival, and must observe the necessity to be kept under sufficient staff supervision during their visit. They must sign out when leaving the premises.

6. Confidentiality and Information Sharing

Buckswood Overseas Summer School and staff understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupils and students and staff involved but also to ensure that information being released into the public domain does not compromise evidence.

Buckswood Overseas Summer School will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of pupils and students. Buckswood Overseas Summer School will co- operate with police and children's social care to ensure that all relevant information is shared for the purposes of child protection investigations under Section 47 of the Children

Act 1989.

Where allegations have been made against staff, Buckswood Overseas Summer School will consult with the Local Authority Designated Officer(s) and, where appropriate, the police and children's social care to agree the information that should be disclosed and to whom.

7. Monitoring and Review

The Designated Safeguarding Lead(s) will ensure that the procedures set out in this Policy and the implementation of these procedures are updated and reviewed regularly, working with the Proprietor as necessary and seeking contributions from staff.

Any child protection incidents at Buckswood Overseas Summer School will be followed by a review of these procedures by the Designated Safeguarding Lead and a report will be made. Where an incident involves a member of staff, the Local Authority Designated Officer will be asked to assist in this review to determine whether any improvements can be made to Buckswood Overseas Summer School's procedures. Any deficiencies or weaknesses in regard to child protection arrangements at any time will be remedied without delay.

The Designated Safeguarding Lead carries out an annual evaluation of policies, procedures, training, recruitment and any incidents arising. The Deputy Designated Safeguarding Lead will review all the above, check all records and remedy any deficiencies without delay.

The Summer School Director will undertake an annual review of this Policy and Buckswood Overseas Summer School's safeguarding procedures, including an update and review of the effectiveness of procedures and their implementation and the effectiveness of inter-agency working. The review will address how Buckswood Overseas Summer School ensures that this Policy is kept up to date; staff training on safeguarding; referral information; issues and themes which may have emerged in Buckswood Overseas Summer School and how these have been handled; and the contribution Buckswood Overseas Summer School is making to multi-agency working in individual cases or local discussions on safeguarding matters. The review

will consider independent corroboration, such as inspection of records or feedback from external agencies including the Local Authority Designated Officer(s).

8. Child Protection and Safeguarding Procedures

The child protection training provided to staff considers the types and signs of abuse and neglect that staff must be aware of as outlined in Appendix 2.

Staff should refer to the guidance in Appendix 3 in the event of receiving a disclosure from a child and for guidance about recording concerns.

All staff working with pupils and students should maintain an attitude **'It could happen here'** where safeguarding is concerned. When concerned about the welfare of a student, staff members should always act in the best interests of the student. **If staff are ever unsure, they must always speak with the Designated Safeguarding Lead.**

Early Help

1. Buckswood Overseas Summer School understands that providing early help is more effective in promoting the welfare of pupils and students than reacting later. Early help means providing support as soon as a problem emerges at any point in a student's life from the foundation years through to the teenage years.
2. Buckswood Overseas Summer School's safeguarding training includes guidance about the early help process and prepares all staff to identify students who may benefit from early help. Staff are mindful of specific safeguarding issues and those students who may face additional safeguarding challenges.
3. Any staff member who considers that a student may benefit from early help should in the first instance discuss this with the Designated Safeguarding Lead. The Designated Safeguarding Lead will consider the appropriate action to take in accordance with the East Sussex Safeguarding Children Partnership referral threshold document and will support staff in liaising with other agencies and setting up an inter-agency assessment as appropriate.
4. Action may include putting in place a Pastoral Care Plan which provides

the ability to monitor the pupil's/student's welfare over a period of time. The Pastoral Care Plan may involve the use of Buckswood Overseas Summer School's team or other external professionals and will be discussed and reviewed by the Safeguarding Officer and further action taken in accordance with this Policy as necessary.

5. If early help is appropriate, the matter will be kept under review and consideration given to a referral to children's social care if the pupil's/student's situation does not appear to be improving.

Concerns about a pupil's/student's welfare

1. If a member of staff is concerned about a student's welfare, the matter should be reported to the Designated Safeguarding Lead(s) as soon as possible. See Appendix 4 for the procedures for dealing with allegations against staff and volunteers.
2. On being notified of a concern the Designated Safeguarding Lead(s) will consider the appropriate course of action in accordance with the East Sussex Safeguarding Children Partnership referral threshold document. Such action may include early help or a referral to children's social care.
3. If it is decided that a referral is not required, the Designated Safeguarding Lead(s) will keep the matter under review and consideration given to a referral to children's social care if the pupil's/student's situation does not appear to be improving.
4. Staff are reminded that normal referral procedures must be used when there are concerns about children who may be at risk of being drawn into terrorism.
5. In accordance with these procedures, if a member of staff has a concern about a pupil or student, there should be a conversation with the Designated Safeguarding Lead(s) to agree a course of action where possible. However, any member of staff can make a referral to children's social care. If a referral is made by someone other than the Designated Safeguarding Lead(s), the Designated Safeguarding Lead(s) should be informed of the referral as soon as possible.

If a pupil or student is in immediate danger or at risk of significant harm

1. If a student is in immediate danger or is at risk of significant harm, a referral should be made to children's social care and/or the police immediately or within one working day.

2. Anybody can make a referral in these circumstances.
3. If a referral is made by someone other than the Designated Safeguarding Lead, the Designated Safeguarding Lead should be informed of the referral as soon as possible.
4. Parental consent is not required should there be reasonable grounds to believe that the child is at risk of significant harm.

Female genital mutilation

Staff must report to the police known cases of female genital mutilation (FGM) in under 18s. See Appendix 2 for further information about FGM and this reporting duty.

Making a referral

1. The relevant contact information is set out in section 9 of this Policy. If the referral is made by telephone, this should be followed up in writing.
2. Confirmation of the referral and details of the decision as to what course of action will be taken should be received from the local authority within one working day. If this is not received, the Designated Safeguarding Lead (or the person that made the referral) should contact children's social care again.
3. Where relevant, Buckswood Overseas Summer School will co-operate with the Channel panel and the police in providing any relevant information so that each can effectively carry out its functions to determine whether an individual is vulnerable to being drawn into terrorism. Buckswood Overseas Summer School will respond to requests for information from the police promptly and in any event within five to ten working days.

Dealing with allegations against teachers, staff and volunteers

1. Buckswood Overseas Summer School's procedures for dealing with allegations against teachers, staff and volunteers who work with students (see Appendix 4) reflect KCSIE statutory guidance and should be used in all cases in which it is alleged that a teacher or member of staff (including volunteers) has:
 - behaved in a way that has harmed a pupil or student, or may have

- harmed a pupil or student;
 - possibly committed a criminal offence against or related to a pupil or student; or
 - behaved towards a pupil or student in a way that indicates he or she would pose a risk of harm to pupils or students.
2. Buckswood Overseas Summer School has a duty of care to its employees and will ensure that anyone facing an allegation are provided with effective support and a named contact if they are suspended.
 3. The Local Authority Designated Officer (LADO) (or team of officers) has responsibility for the management and oversight of allegations against people that work with children. The LADO will be informed immediately and in any event within one working day of all such allegations that come to Buckswood Overseas Summer School's attention.
 4. Buckswood Overseas Summer School provides all staff and volunteers with guidance to ensure that their behaviour and actions do not place pupils and students or themselves at risk of harm or of allegations of harm to a pupil or student. This guidance is contained in the Staff Handbook and includes information on additional safeguarding arrangements where staff engage in one-to-one teaching and meetings with pupils and students.
 5. All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in Buckswood Overseas Summer School's safeguarding regime and that such concerns will be taken seriously by the Summer School Director. In addition, the NSPCC helpline (0800 028 0285 or help@nspcc.org.uk) is available for staff who do not feel able to raise concerns about child protection failures internally.

Dealing with allegations made against other pupils and students

1. Abusive behaviour by pupils and students will be taken seriously and staff should recognise that pupils and students are capable of abusing their peers and will not be tolerated or passed off as "banter" or "part of growing up". Examples of behaviour which may raise safeguarding concerns include:
 - violence, including gender-based violence
 - threatening or intimidating behaviour
 - blackmail
 - misconduct of a sexual nature, including indecent exposure or

- touching or serious sexual assaults
 - sexting
 - encouraging others to engage in inappropriate sexual behaviour
 - any form of inappropriate behaviour by an older student towards a younger or more vulnerable pupil
 - bullying, including cyberbullying
2. Buckswood Overseas Summer School has anti-bullying procedures in place in order to minimise peer on peer abuse, a bullying incident will be treated as a Child Protection issue should a child be at risk. Students are taught at all stages of Buckswood Overseas Summer School about acceptable behaviour and how to keep themselves safe. Risk assessments are carried out and appropriate action taken to protect pupils and students identified as being at risk including risks arising from behaviour in boarding houses.
 3. Allegations against students should be reported in accordance with the procedures set out in this Policy.
 4. A student against whom an allegation of abuse has been made may be suspended from Buckswood Overseas Summer School during the investigation.
 5. Buckswood Overseas Summer School will take advice from children's social care on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all students involved including the student or students accused of abuse.
 6. If it is necessary for a student to be interviewed by the police in relation to allegations of abuse, Buckswood Overseas Summer School will ensure that, subject to the advice of children's social care, the student's parents are informed as soon as possible and that the student is supported during the interview by an appropriate adult. In the case of students whose parents are abroad, the student's Education Guardian will be requested to provide support to the student and to accommodate him/her if it is necessary to suspend him/her during the investigation.
 7. Where an allegation is made against a student, both the victim and the perpetrator will be treated as being at risk and safeguarding procedures in accordance with this Policy will be followed. Appropriate support will be provided to all students involved, including support from external services as necessary.

Missing Students/Students missing from education procedures

All staff are informed of the separate procedure to be used for searching for, and if necessary, reporting any student missing from school together with the procedures for identifying and responding to students who go missing from education.

Informing Parents

1. Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the Designated Safeguarding Lead (DSL) will need to consult the Local Authorities Designated Officer (LADO), children's social care and/or the Police before discussing the details with parents. In all cases, the DSL will be guided by the East Sussex Safeguarding Children Partnership referral threshold document.
2. In relation to Channel referrals, the Designated Safeguarding Lead will consider seeking the consent of the student (or their parent/guardian) when determining what information can be shared. Whether or not consent is sought will be dependent on the circumstances of the case but may relate to issues such as the health of the individual, law enforcement or protection of the public.
3. For details about the disclosure of information where an allegation has been made against a member of staff, volunteer or the Summer School Director see Appendix 4.

9. Essential Local Safeguarding Contact Details for East Sussex

Local Authority Designated Officer (LADO)

Use this for allegations about staff, volunteers, or adults working with children.

- Email: lado@eastsussex.gov.uk
- Referrals should normally be made using the **LADO referral form on the East Sussex County Council website**
- Telephone advice can be obtained via the **Children's Safeguarding Unit / SPoA: 01323 464222**

Single Point of Advice (SPoA)

Use this for concerns about a child's safety or wellbeing — not staff-related.

- Phone: 01323 464222
- Email: 0-19.SPOA@eastsussex.gov.uk
- Opening hours: Monday–Thursday: 8:30am–5pm, Friday: 8:30am–4:30pm
- Website: [SPoA – East Sussex County Council](#)

Emergency Duty Service (EDS) Out-of-Hours

For urgent safeguarding concerns outside office hours:

- Phone: 01273 335905 or 01273 335906

Police – Immediate Danger

- Emergency: 999
- Non-emergency: 101

NSPCC Whistleblowing Advice Line

Use this if staff or volunteers feel unable to report internally.

- Phone: 0800 028 0285
- Email: help@nspcc.org.uk

Prevent

The Department for education has published The Prevent duty. Departmental advice for educational establishments and childcare providers at: <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

Female Genital Mutilation (FGM)

Link to DFE multi agency practice guidelines for female-genital-mutilation (April 2016) <https://www.gov.uk/government/publications/multi-agency->

statutory-guidance-on-female- genital-mutilation. Staff should be aware of new mandatory reporting requirements with regards to known cases of female genital mutilation (FGM) which require teachers to personally report to the police cases where they discover that an act of FGM appears to have been carried out. Further details can be found Part 1 and Annex B.

Appendix 1

Designated Safeguarding Lead Role and Responsibilities

The Designated Safeguarding Lead for Buckswood Overseas Summer School is Neil McLoughlin who can be contacted on summerschool@buckswood.co.uk or by phone on 07749096168.

The Deputy Designated Safeguarding Lead for Buckswood Overseas Summer School is Sue Blackman who can be contacted on summerschool@buckswood.co.uk or by phone on 07749096168.

In accordance with Annex B of KCSIE the main responsibilities of the Designated Safeguarding Lead are:

A. Managing referrals

- Refer cases of suspected abuse to the local authority children's social care as required;
- Support staff who make referrals to the local authority children's social care;
- Refer cases to the Channel programme where there is a radicalisation concern is required;
- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or has left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

B. Work with others

- Liaising with the Deputy Designated Safeguarding Lead to inform them of issues especially ongoing enquiries under section 47 of the Children

Act 1989 and police investigations;

- As required, liaise with the Case Manager and the Designated Officer(s) (DO) at the local authority for child protection concerns (all cases which concern a staff member);
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise of staff.

C. Raise awareness

- The Designated Safeguarding Lead(s) should ensure this Policy is known, understood and used appropriately;
- Ensure Buckswood Overseas Summer School's child protection and safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the proprietor regarding this;
- Ensure Buckswood Overseas Summer School's child protection and safeguarding policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of Buckswood Overseas Summer School in this, and
- Link with the East Sussex LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

D. Safeguarding file

Where pupils or students leave Buckswood Overseas Summer School ensure their safeguarding file is transferred to the new school or college as soon as possible. This should be transferred separately from the main student file, ensuring secure transit and confirmation of receipt should be obtained.

E. Training

The Designated Safeguarding Lead has undertaken training to provide them with the knowledge and skills required to carry out the role. This training includes Prevent awareness training and will be updated at least every two years. In addition, their knowledge and skills will be refreshed at regular intervals, at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and

intervention, for example through locally agreed common and shared assessment processes such as early help assessments;

- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- Ensure each member of staff has access to and understands Buckswood Overseas Summer School's child protection and safeguarding policy and procedures, especially new and part time staff;
- Are alert to the specific needs of children in need, those with special educational needs and young carers;
- Are able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support Buckswood Overseas Summer School with regard to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children pupils and students from the risk of radicalisation;
- Obtain access to resources and attend any relevant or refresher training courses; and
- Encourage a culture of listening to students and taking account of their wishes and feelings, among all staff, in any measures Buckswood Overseas Summer School may put in place to protect them.

Appendix 2 Definitions of Abuse

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

Emotional abuse is the persistent emotional maltreatment of a child such that it causes severe and persistent adverse effects on the child's emotional development. It may involve:

- making a child feel worthless, unloved or inadequate
- only there to meet another's needs
- inappropriate age or developmental expectations
- overprotection and limitation of exploration, learning and social interaction

- seeing or hearing the ill treatment of another, e.g. domestic abuse
- making the child feel worthless and unloved – high criticism and low warmth
- serious bullying (including cyberbullying)
- exploitation or corruption.

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Neglect is the persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, it may involve a parent failing to:

- provide adequate food, clothing and shelter, including exclusion from home or abandonment
- protect a child from physical and emotional harm or danger
- ensure adequate supervision, including the use of inadequate care givers
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. Activities may involve physical contact, including penetration of any part of the body, or non-penetrative acts. They may include non-contact activities, such as involving children looking at or in the production of sexual images, including on the internet, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation is also sexual abuse; it involves children and young

people receiving something, for example accommodation, drugs, gifts or affection, as a result of them performing sexual activities, or having others perform sexual activities on them. It could take the form of grooming of children, e.g. to take part in sexual activities or to post sexual images of themselves on the internet.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

All staff should have an awareness of safeguarding issues (see list below). Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truancy and sexting put children in danger:

- Bullying including cyberbullying
- Children missing education
- Children missing from home or care
- Child sexual exploitation (CSE)
- Domestic violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Hate Crime
- Mental health
- Missing children and adults strategy
- Private fostering
- Preventing radicalisation
- Relationship abuse
- Sexting
- Trafficking
- Online safety
- Child criminal exploitation
- County lines
- Serious violence

- Upskirting
- Sharing nudes and semi-nudes

Although the DfE's guidance *What to do if you're worried a child is being abused* (2015) remains available, staff are primarily guided by *Keeping Children Safe in Education* (2023). The NSPCC and local safeguarding board websites also provide up-to-date information, resources, and signs of abuse.

Keeping Children Safe in Education Annex A provides further information on

- Children missing education
- Child sexual exploitation (CSE)
- Female genital mutilation (FGM)
- Forced marriage
- Radicalisation and the Prevent duty
- Special educational needs and disabilities

Buckwood Overseas Summer School shall inform the applicable local authority of any student who is going to be added to or deleted from Buckwood Overseas Summer School's admission register at non-standard transition points in accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024. This will assist the local authority to:

- fulfil its duty to identify children of compulsory school age who are missing from education; and
- follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation.

Buckwood Overseas Summer School shall inform the applicable local authority of any student who:

- fails to attend School regularly; or
- has been absent without Buckwood Overseas Summer School's permission for a continuous period of 10 school days or more, at such intervals as are agreed between Buckwood Overseas Summer School and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with this Policy if any absence of a pupil from Buckswood Overseas Summer School gives rise to a concern about his/her welfare.

Child Sexual Exploitation

Child sexual exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Female genital mutilation (FGM)

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

There is a range of potential indicators that a child or young person may be at risk of FGM. Guidance on the warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 38-41 of the Multi-agency statutory guidance on FGM, 2016 (pages 59-61 focus on the role of schools).

All staff must be aware of the requirement for teachers to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions.

It will be rare for teachers to see visual evidence, and they should not be examining pupils. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the Designated Safeguarding Lead and involve children's social care as appropriate.

If the teacher is unsure whether this reporting duty applies, they must refer the matter to the Designated Safeguarding Lead in accordance with this policy. See the Home Office guidance Mandatory Reporting of Female Genital Mutilation – procedural information for further details about the duty.

Guidance published by the Department for Health also provides useful information and support for health professionals which will be taken into account by Buckswood Overseas Summer School's staff.

Forced marriage

Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage.

The Multi-agency statutory guidance and Multi-agency practice guidelines: Handling cases of forced marriage (2014) provide detailed warning signs (see pp12–14). These remain the primary reference, supported by the **Forced Marriage Unit's guidance**, legal standards under the Anti-Social Behaviour, Crime and Policing Act 2014, and key safeguarding principles such as the **"One Chance Rule"**.

Staff should speak to the Designated Safeguarding Lead if they have any concerns.

Handling case of forced marriage focuses on the role of schools in detecting and reporting forced marriage and the Forced Marriage Unit can be contacted on 020 7008 0151 or fm@fco.gov.uk for advice and information.

Radicalisation and the Prevent Duty

Buckswood Overseas Summer School has a legal duty to have due regard to the need to prevent people from being drawn into terrorism.

Buckswood Overseas Summer School aims to build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. Being drawn into terrorism includes not just violent extremism but also nonviolent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. Buckswood Overseas Summer School is committed to providing a safe space in which children, young people and staff can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

Buckswood Overseas Summer School has adopted the Government's definitions for the purposes of compliance with the Prevent duty:

Extremism: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas"

Radicalisation: "the process by which a person comes to support terrorism and forms of extremism leading to terrorism"

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. In particular, outward expressions of faith, in the absence of any other indicator of vulnerability, will not be regarded as a reason to make a referral to Channel.

Protecting people from being drawn into terrorism

The *Channel Duty Guidance* (under the Counter-Terrorism and Security Act 2015, updated April 2025) outlines a range of vulnerabilities that may increase a person's risk, including peer pressure, bullying, family tensions, criminal involvement, hate crime, low self-esteem or identity, and political grievances.

Example indicators that an individual is engaged with an extremist group, cause or ideology include:

- spending increasing time in the company of other suspected extremists;
- changing their style of dress or personal appearance to accord with the group;
- day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause;
- loss of interest in other friends and activities not associated with the extremist ideology, group or cause;
- possession of material or symbols associated with an extremist cause (e.g. the swastika for far-right groups);
- attempts to recruit others to the group/cause/ideology; or
- communications with others that suggest identification with a group/cause/ideology.

Example indicators that an individual has an intention to cause harm, use violence or other illegal means include:

- clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills;
- using insulting or derogatory names or labels for another group;
- speaking about the imminence of harm from the other group and the importance of action now;
- expressing attitudes that justify offending on behalf of the group, cause or ideology;
- condoning or supporting violence or harm towards others; or
- plotting or conspiring with others.

Protecting children from the risk of radicalisation is part of Buckswood Overseas Summer School's 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 DfE's 2015 briefing note, *How social media is used to encourage travel to Syria and Iraq*, remains the official guidance on online radicalisation for schools. It identifies extremist propaganda strategies used on social media and advises safeguarding leads, governors, teachers, and IT staff on protecting at-risk pupils.

Special educational needs and disabilities

Buckswood Overseas Summer School welcomes pupils with special educational needs and disabilities and will do all that is reasonable to ensure that Buckswood Overseas Summer School's curriculum, ethos, culture, policies, procedures and premises are made accessible to everyone.

Additional barriers can exist when detecting the abuse or neglect of pupils with a special educational need or disability creating additional safeguarding challenges for those involved in safeguarding and promoting the welfare of this group of children.

Buckswood Overseas Summer School is mindful in particular that:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the pupil's special educational need or disability without further exploration
- pupils with a special education need or disability can be disproportionately impacted by bullying without outwardly showing any signs
- there may be communication barriers which are difficult to overcome to identify whether action under this policy is required

Appendix 3

Guidance for staff and volunteers on suspecting or hearing a complaint of abuse or neglect

Receiving a disclosure

A member of staff or volunteer suspecting or hearing a complaint of abuse

or neglect:

- must listen carefully to the child and keep an open mind. The member of staff should not take a decision as to whether or not the abuse has taken place
- must not ask leading questions, i.e. a question which suggests its own answer
- must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass on the information in accordance with this Policy so that the correct action can be taken
- must keep a sufficient written record of the conversation. The record should include:
 - the date and time;
 - the place of the conversation; and
 - the essence of what was said and done by whom and in whose presence; and must be signed by the person making it, using names and not initials.

All other evidence, for example, scribbled notes, mobile phones containing text messages, clothing, and computers, must be kept securely with the written record (see below) and passed on when reporting the matter in accordance with this Policy.

Recording the concern

Staff must record all concerns about a child in writing.

Records should be factual and signed and dated, with the name of the signatory clearly printed in writing. Records should include:

- the child's details: name, date of birth, address and family details
- date and time of the event / concern
- the action taken and by whom
- the name and position of the person making the record

Anyone who has a concern regarding child protection should put the concern in writing, then date, sign and submit it to the Designated Safeguarding Lead. The record can be completed after an initial discussion

with the Designated Safeguarding Lead and completed with the Designated Safeguarding Lead where appropriate.

Appendix 4

Dealing with allegations against teachers, the Summer School Director, volunteers and other staff

Buckswood Overseas Summer School's procedures

Buckswood Overseas Summer School's procedures for dealing with allegations made against staff will be used where the teacher, the Summer School Director, other member of staff or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if he or she work regularly or closely with children

Any allegations not meeting these criteria will be dealt with in accordance with the East Sussex Safeguarding Children Partnership procedures. Advice from the Designated Officer (LADO) will be sought in borderline cases.

All such allegations must be dealt with as a priority without delay. The Designated Officer (LADO) will be informed immediately and in any event within one working day of all allegations that come to Buckswood Overseas Summer School's attention and appear to meet the criteria in paragraph above.

Allegations against a teacher who is no longer teaching and historical allegations will be referred to the police.

Reporting an allegation

The reporting requirements for allegations against a teacher, the Summer School Director, volunteer or other member of staff are set out below. In all cases, the member of staff making the allegation may consider discussing his/her concerns with the Designated Safeguarding

Lead (or Deputy Designated Safeguarding Lead if the report is in regards to the Summer School Director) and making a referral via him/her. The only circumstances in which this would not be appropriate is if the allegation is against the Designated Safeguarding Lead.

Where an allegation or complaint is made against any member of staff (other than the Summer School Director), the Designated Safeguarding Lead or a volunteer, the matter should be reported immediately to the Summer School Director (or Deputy Designated Safeguarding Lead) without informing the member of staff first. The allegation will be discussed immediately with the Local Authority Designated Officer (LADO) before further action is taken. Where appropriate, the Summer School Director will consult with the Deputy Designated Safeguarding Lead.

Where an allegation or complaint is made against the Summer School Director, the matter should be reported immediately to the LADO directly without notifying the Summer School Director first. The allegation will be discussed immediately with the Designated Officer (LADO) before further action is taken.

If it is not possible to report to the Summer School Director in the circumstances set out above, a report should be made immediately to the Deputy Designated Safeguarding Lead. The Deputy Designated Safeguarding Lead will take action in accordance with these procedures and will as soon as possible inform the Summer School Director.

The person taking action in accordance with the procedures in this Appendix is known as the "Case Manager".

Disclosure of information

The Case Manager will inform the accused person of the allegation as soon as possible after the Designated Officer (LADO) has been consulted.

The Parents or carers of the student(s) involved will be informed of the allegation as soon as possible if they do not already know of it. They may also be kept informed of the progress of the case, including the outcome of any disciplinary process. The timing and extent of disclosures, and the terms on which they are made, will be dependent upon and subject to the laws on

confidence and data protection and the advice of external agencies.

Where the Designated Officer (LADO) advises that a strategy discussion is needed, or the police or children's social care need to be involved, the Case Manager will not inform the accused or the parents or carers until these agencies have been consulted and it has been agreed what information can be disclosed.

The reporting restrictions preventing the identification of a teacher who is the subject of such an allegation in certain circumstances will be observed.

Further action to be taken by Buckswood Overseas Summer School

A school has a duty of care towards its employees and as such, it must ensure that effective support is provided for anyone facing an allegation. Buckswood Overseas Summer School will take action in accordance with Part four of KCSIE and Buckswood Overseas Summer School's employment procedures.

Where a member of boarding staff is suspended pending an investigation of a child protection nature, arrangements for alternative accommodation away from students will be made for the member of staff.

Ceasing to use staff

If Buckswood Overseas Summer School ceases to use the services of a member of staff or volunteer because they are unsuitable to work with children, a settlement agreement (formerly known as a compromise agreement) will not be used and a referral to the Disclosure and Barring Service will be made promptly if the criteria for referral are met. Any such incidents will be followed by a review of the safeguarding procedures within Buckswood Overseas Summer School.

If a member of staff or volunteer tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by Buckswood Overseas Summer School in accordance with this policy and a referral to the Disclosure and Barring Service will be made promptly if the criteria for referral are met.

Separate consideration will be given as to whether a referral to the National College for Teaching and Leadership should be made where a teacher has been dismissed, or would have been dismissed had he/she not resigned, because of unacceptable professional conduct, conduct that may bring the profession into disrepute, or a conviction at any time for a relevant offence.

Malicious allegations

Where an allegation by a student is shown to have been deliberately invented or malicious, the Summer School Director will consider whether to take disciplinary action.

Where a parent has made a deliberately invented or malicious allegation the Summer School Director will consider whether to require that parent to withdraw their child or children from Buckswood Overseas Summer School on the basis that they have treated Buckswood Overseas Summer School or a member of staff unreasonably.

Whether or not the person making the allegation is a pupil or a parent (or other member of the public), Buckswood Overseas Summer School reserves the right to contact the police to determine whether any action might be appropriate.

Record keeping

Details of allegations found to be malicious will be removed from personnel records.

For all other allegations, full details will be recorded on the confidential personnel file of the person accused.

An allegation proven to be false, unsubstantiated or malicious will not be referred to in employer references. In accordance with KCSIE, a history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious will also not be included in any reference.

Buckswood Overseas Summer School will retain all safeguarding records and relevant personnel records for so long as reasonably required.