

École des Copains

Safeguarding Policy

Introduction

Ecole des Copains (EdC) is a registered charity run for the purpose of providing children up to 18 years old with additional French tuition to help them maintain and develop their bilingualism and knowledge of French cultures.

The Charity also offers French classes to some non-French speaking parents of children enrolled at Ecole des Copains.

The Charity number is 1167503. Its activities take place at Hilden Grange Preparatory School, 62 Dry Hill Park Road, Tonbridge, TN10 3BX.

Definitions

Child - Throughout this document, the words 'child' and 'children' refer to the definition provided in The Children Act 1989:

"child" means a person under the age of 18¹.

Parent - Throughout this document, the words 'parent' and 'parents' refer to the definition provided in Section 576 of the Education Act 1996:

- o All natural (biological) parents, whether they are married or not;
- o Any person who, although not a natural parent, has parental responsibility for a child or young person;
- o Any person who, although not a natural parent, has care of a child or young person.

The Charity - throughout this document, the Charity refers to the Charity's governing body. may be designated as « the Charity », « Ecole des Copains », or « we ». We - throughout this document, the word « we » refer to teachers,

¹ The Children Act 1989, Section 105, Children Act 1989.

assistants, volunteers and, above all, the Charity's governing body (committee), the Designated Safeguarding Lead (DSL) and the

Safeguarding and promoting the welfare of children - is defined in Working Together 2018² as:

- o protecting children from maltreatment
- o preventing impairment of children's mental and physical health and development
- o ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- o taking action to enable all children to have the best outcomes

The purpose of this Policy

The Charity considers that its first responsibility and priority are towards the children whilst they are in its care.

We understand that child abuse can be physical, sexual, emotional, neglect, domestic, or a mixture of these, that it can be perpetrated directly or virtually by adults or by children, and we are aware of the signs and symptoms of such abuse. We also understand that we must have due regard to the need to prevent people being drawn into terrorism, and we are also aware of the signs and indicators of extremism or radicalisation.

Thus, the Charity is committed to building a culture of safety in which the children in our care - regardless of their race, gender, religious belief, disability, age, sexual orientation or identify - are protected from abuse, harm and radicalisation.

Therefore, the Charity has adopted the following Safeguarding Children Policy and expects every parent, every committee member, and every adult working or helping at Ecole des Copains to support it and comply with it.

Scope of this Policy

² Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children Reference: DFE-00195-2018.

Individuals who have or may have unsupervised access to any child in our care include:

- o All teachers, paid and unpaid;
- o All classroom assistants, paid and unpaid;
- o All volunteers (for instance, such as the librarian)
- o First aiders
- o The Committee members

The Charity ensures that no individual who is unsuitable to work with children has or may have unsupervised access to any child in our care.

The Charity also ensures that parents are informed about the overarching principles that guide our approach to child protection and safeguarding, in particular any adult who may use the services of Ecole des Copains, such as parents accompanying their children to the 'Club de Jeux' or parents participating in FLE classes.

The Safeguarding Policy and procedure

Line of accountability

The Charity promotes a culture in which teachers, assistants, volunteers and parents feel able to raise concerns and feel supported in their safeguarding role.

The Charity's Committee takes leadership responsibility for the Charity's safeguarding arrangements, including the nomination of a Designated Safeguarding Lead (DSL) and of a Deputy Safeguarding Lead (SL) who are normally in charge of dealing with Safeguarding and radicalisation issues.

It is the duty of everyone to promote and implement wellbeing and safeguarding measures to ensure children are safe and protected from abuse. Therefore, all the teachers, assistants, volunteers and committee members have responsibilities and duties regarding the wellbeing and safeguarding of the children at Ecole des Copains. In particular, they must discuss any concern they may have with the Designated Safeguarding Lead (DSL);

The Charity has a clear line of accountability for reporting any Safeguarding issues:

- o Teachers, assistants, volunteers should report to the DSL or, in her absence, to the SL. However, if the cause for concern is about the DSL and/or the SL, then they may report directly to the Chair of the Committee;
- o The current DSL is Mrs Hélène Stevens;
- o The current SL is Mrs Korriguez Ruaud;
- o If there is cause for concern about the welfare and safeguarding of a child, the DSL will liaise with the Local Safeguarding Children Board (LSCB). The name of Ecole des Copains' LSCB is **Kent Safeguarding Children Board**, whose procedures can be found at <http://www.kscb.org.uk/>
- o If there is cause for concern about the radicalisation of a child, the DSL will contact the Prevent Officer in our local area - currently: Nick Wilkinson who can be contacted at nick.wilkinson@kent.gov.uk .

Concerns that must be reported

Teachers, assistants, volunteers understand the importance of listening to the children and respecting them. They understand that, in case a child reveals a serious cause for concern, they cannot be promised that what they revealed will be kept secret and not reported;

In particular, teachers, assistants, volunteers, parents should discuss with the DSL if they notice or are aware of:

- o significant changes in a child's behaviour;
- o deterioration in a child's general wellbeing;
- o unexplained bruising, marks or signs of possible abuse or neglect;
- o children or parents' comments which give cause for concern, including expressing extremist views;
- o any reasons to suspect neglect or abuse outside the school, for example in the child's home;
- o Unexplained and/or frequent absences;
- o If necessary, the DSL may refer the matter directly to the LSCB.
- o Instances of bullying or behaviour that are observed in class or during break time

Mobile phones

For Safeguarding reasons, children are not allowed to use a mobile phone whilst attending École des Copains. This applies to all children.

Parents

Ecole des Copains promotes a culture of cooperation with the parents to ensure the wellbeing and education of the children. Thus, parents are required:

- Provide the names and contact details of any adults who is authorised to collect the child at the end of sessions;
- In case the parents cannot collect their child and need to designate another adult, communicate with Ecole des Copains at contact@ecoledescopains.com to communicate the name and contact details of the said person, and also an agreed password that can be used to confirm the identify of the person collecting the child;
- In case of shared custody, to specify when each parent has custody and inform us of which parent is to collect the child and when;
- No child will not be released into the care of an adult if we have reason to believe this person is under the influence of drugs or alcohol.

Parents are also encouraged and expected to notify the DSL or the SL or the Chair of any concerns they have about their child that may result from their activities at Ecole des Copains. The DSL will keep a record of such report. In particular, parents in this situation will be invited to:

- Report to the DSL, or in her absence, to the SL;
- If the issues is with the DSL or the SL, report to the Chair of the Committee:
- Report any inappropriate behaviour and/or excess one-to one attention displayed by any adult working or helping with the children
- Report any inappropriate comments, such as sexual comments, made to a child;

- o Report any inappropriate sharing of images
- o Following discussion, the DSL/SL may refer the matter to the LSCB.

Parents attending the Club de Jeux

Children under 4 years may participate to the Club de Jeux sessions. Parents must accompany and supervise their child at all times, as the Club the Jeux consists in helping parents develop interaction in French with their own child.

Parents are under the supervision of the group leader who ensures Safeguarding and Health & Safety are implemented and respected;

Parents do not take responsibility for children other than their own.

No child is left without their own parents attending them.

Teachers, assistants and volunteers ensure these adults are only in attendance during their session, and only in the areas where their activity is taking place.

Parents attending the FLE classes

The French class for adults (FLE classes) take place in the front building.

To avoid interaction between the children and FLE students, we ask the latter to restrict their presence to their classroom.

If they attend the 1st session, they must leave premises immediately after their session has ended;

If they attend the 2nd session, they only arrive at the school for their session and not before;

Teachers, assistants and volunteers ensure these adults are only in attendance during their session, and only in the areas where their activity is taking place.

Online Safeguarding

The Charity has invested in Google Classroom platform to safeguard children and adults. Consequently:

- o Teachers, assistants and volunteers must use their Ecole des Copains' email address to communicate with the parents;
- o Each child is provided with an Ecole des Copains' email address which they must use if they wish to communicate with their teacher or peers;
- o The Administrator, who is also the SL, has access to the whole platform and can check that no unwanted or suspicious activity is taking place online;
- o In case sessions are to be conducted virtually, Ecole des Copains has adopted a Code of Conduct ('Online Etiquette') that teachers, assistants, volunteers, parents must read and to which they agree to comply;
- o Children are explained the Online Etiquette and also expected to respect it;
- o During online sessions, the DSL and the SL are given access to all the sessions, so they can supervise the online activity and ensure the Online Etiquette and Safeguarding measures are implemented and respected;
- o Screenshots and recording are forbidden and therefore deactivated;
- o The teachers control access to their sessions. At the end of the session, they close their session so children can no longer access it without supervision;

The teachers, assistants and volunteers receive training and, if necessary, are supervised during online sessions, to ensure safeguarding rules for online activities are implemented and respected.

Safeguarding training

The Charity provides the DSL and the SL with sufficient time, funding, support and training to fulfil their Safeguarding duties and responsibilities effectively.

The Charity also provides all teachers, assistants and volunteers with sufficient and regular training to fulfil effectively their duties and responsibilities concerning Safeguarding and prevention of radicalisation.

The aims of this training are for any teacher, assistant and volunteer to be aware of signs of harm, abuse and radicalisation, and to feel able to raise concern to the relevant persons (DSL, LS or Chair of the Charity) and/or bodies (the Police, the local Prevent Officer, or the Local Safeguarding Children Board (LSCB)).

Teachers, assistants and volunteers receive Safeguarding training about:

- o The paramount importance of putting the child's needs, welfare and safety at the heart of the safeguarding system;
- o The importance of listening to children and respecting them;
- o The core legal requirements, and the necessity to contribute to any actions that may be needed to safeguard and promote the welfare of children;
- o Their individual safeguarding role and responsibilities, and their limits;
- o Being alert to the children's needs and any risks of harm that potential abusers, whether adults or children, may pose to the children;
- o The requirement to record appropriate information, and with whom to share it in a timely fashion and according to the following reporting line;

Teachers, assistants and volunteers are also informed of their obligation to provide supervision at all time. They ensure children are not left unsupervised, particularly during break time.

In addition, teachers, assistants and volunteers comply with mandatory training consisting in:

- o Each year, the mandatory reading of Part 1 and Annex B of Keeping Children Safe in Education (KCSIE) and the taking a test to evaluate their knowledge about safeguarding;
- o At least every three year, attend formal face to face training on Safeguarding and Prevent;
- o Agreeing the Charity's Code of Conduct
- o All committee members to read the national statutory guidance document: Working Together to Safeguard Children 2018 and What to do if you are Worried about a Child is being Abused - Advice for Practitioners 2015

Safe recruitment

Ecole des Copains has a safe recruitment policy concerning teachers, assistants and any volunteers who will or may work regularly with the children and may be without supervision when in contact with the children. This recruitment policy includes:

- o The obligation for newly recruited individuals to produce a satisfactory Enhanced DBS check;
- o Teachers, assistants and volunteers who may work with the children are interviewed by either the DSL, the SL or a member of the committee who have completed a Safer Recruitment in Education Training.
- o Ensuring that all new teacher, assistant or volunteer receives mandatory induction about their safeguarding responsibility and the procedures to be followed if anyone has any concerns about a child's safety or welfare;

Contact details

Nominated child protection lead

Name: Mrs H  l  ne Stevens

Phone/email: college@ecoledescopains.com

Deputy child protection lead(s)

Name: Mrs Korriguez Ruaud

Phone/email: contact@ecoledescopains.com

Trustee/Senior lead for safeguarding and child protection

Name: Mrs Rachel Wallis

Phone/email: president@ecoledescopains.com

Useful contacts

NSPCC Helpline

0808 800 5000

Kent Safeguarding Children Board

0300 042 1126

kscmp@kent.gov.uk

Prevent

Immediate concerns - call Police on 999
Make a report : prevent@kent.gov.uk

Female Genital Mutilation

If the person is in immediate danger, call 999
Non-emergency, call 24/7 number: 101.
Call the national FGM helpline on 0800 028 3550.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: **08 February 2022**

This reviewed Safeguarding policy is signed by the Charity's Chair and by the Designated Safeguarding Lead.

The chair

Name : *Rachel Wallis*.....

Date: *29 Sept 2022*.....

Signature : *Rachel Wallis*

The Designated Safeguarding Lead

Name : *Hélène Stevens*.....

Date: *27 Sept 2022*.....

Signature : 