



Brighter English Safeguarding Policy

Purpose and Aims

The purpose of Brighter English's Safeguarding Policy is to provide protection for the children and young people who use our online services. The policy aims:

- To ensure that all children using our services are safe and protected from harm.
- To provide staff with the overarching principles that guide our approach to child protection.
- To provide guidance on procedures for teachers in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

Safeguarding at Brighter English is considered everyone's responsibility and as such our school aims to create the safest environment within which every child has the opportunity to achieve their full potential. Brighter English recognises the contribution we can make in ensuring that all children who use our services feel that they will be listened to and appropriate action taken.

We recognise that it is always unacceptable for a child or young person to experience abuse of any kind and it is our responsibility to safeguard the welfare of all children and young people. We are committed to teaching practices which protect them.

Principles

The welfare of the child/young person is paramount. Brighter English recognises that:

- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for teachers
- Ensuring all staff are properly checked to make sure they are safe to work with the children who attend our school, including enhanced DBS checks
- Ensuring all staff have undertaken Safeguarding Training
- Sharing information about child protection and good practice with children, parents and teachers

Brighter English should also ensure the following:

- That the safeguarding policy is made available to parents and carers on our website
- To be aware of the Prevent Duty 'to have due regard to the need to prevent people from being drawn into terrorism and to follow the government's 'Prevent' policies, if we have any concerns.
- That a Safeguarding Designated Officer is appointed who has lead responsibility for dealing with all safeguarding issues in our School. The Safeguarding Designated Officer is Katy Staplehurst (Course Director).
- The safe and appropriate use of technology and online equipment
- The development and implementation of effective e-safety procedures

E-Safety

The welfare of the children/young people who come into contact with our services should govern our approach to the use and management of electronic communications technologies.

The use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them.

We will seek to promote e-safety by:

- Supporting and encouraging the young people using our service to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others
- Dealing firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse)
- Informing parents and carers of incidents of concern as appropriate
- Reviewing and updating the security of our information systems regularly
- Providing adequate physical security for ICT equipment
- Ensuring that usernames, logins and passwords are used effectively
- Using only official email accounts provided with the consent of the client
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Examining and risk assessing any emerging new technologies before they are used

Teacher online code of conduct

All teachers who work for Brighter English are required to adhere to the following code of conduct:

- Teachers will conduct online tutoring either in a workplace or location that does not expose personal information or access to inappropriate background content
- Teachers will be dressed appropriately in a manner that would be suitable for their attendance at a school in person
- Teachers will keep their video stream 'on' for the duration of their sessions
- Teachers will not record video, still images or audio without students' consent
- Teachers will conduct their sessions without disruption (mobile phones should be set to silent and away from gaze)

Student online code of conduct

- Students will take part in online lessons either in a workplace or location that does not expose personal information
- If broadband speed permits, students will keep their video stream 'on' for the duration of their sessions
- Students will have any mobile phones on silent and out of gaze during sessions
- Students will not record video, still images or audio of any lessons without their teacher's consent

What to do if you are concerned

All Child Protection concerns need to be acted on immediately. If you are concerned that a child may be at risk or is actually suffering abuse, you must tell our Safeguarding Designated Officer Katy Staplehurst (+44 7565133621, katy@brighterenglish.com). If a child makes a disclosure or allegation of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully
- Reassure them that they have done the right thing in telling you
- Do not investigate or ask leading questions
- Let them know that you will need to tell someone else
- Do not promise to keep what they have told you a secret
- Inform your Safeguarding Designated Officer as soon as possible
- Make a written record of the allegation, disclosure or incident, which you must sign, date and record your position

Review

We are committed to reviewing our Safeguarding and Child Protection policies and associated good practice regularly. This policy was adopted by Brighter English in May 2020.

Date to be reviewed: May 2021