

# Safeguarding Policy for Regent's School of English of Regent's University London

## 1. Introduction

**Purpose:** This policy outlines our commitment to providing a safe environment for all students and staff within Regent's School of English (RSE), which operates within Regent's University London. It combines the safeguarding principles and procedures of both Regent's School of English and the University to ensure comprehensive protection.

**Scope:** This policy applies to all students, staff, and visitors of Regent's School of English. It encompasses obligations under relevant laws and acts, including the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012, the Care Act 2014, and the Counter Terrorism and Security Act 2015.

## 2. Principles

- **Right to Safety:** All individuals have the right to be protected from abuse. This policy upholds the principles of equality, diversity, and inclusion, ensuring protection regardless of age, disability, gender, race, religion, sexual orientation, language, culture, or physicality.
- **Collective Responsibility:** Safeguarding is a collective responsibility. Every student and staff member is responsible for acting in a manner that does not harm others and for reporting any safeguarding concerns.
- **Compliance with British Law:** Our approach to safeguarding and supporting students is underpinned by British values of democracy, freedom and autonomy, mutual respect, and the rule of law.

## 3. Responsibilities of Staff

- **Designated Safeguarding Lead (DSL):** The DSL is responsible for overseeing safeguarding matters and ensuring compliance with this policy. The member of staff responsible for RSE student-related concerns is the Student Support Manager, Katerina Tsitsi. The Business Development Manager, Mauricio Eytel, is the Safeguarding Person. The Director of HR is the DSL for staff-related concerns.
- **Staff Responsibilities:** All staff members must report safeguarding concerns promptly and follow the procedures outlined in this policy.

## 4. Safeguarding

Safeguarding concerns may occur in relation to a member of staff or student who is or may be at risk of harm. Such 'Persons at Risk' can be either an adult (anyone over the age of 18) or a young person (anyone under the age of 18). Where relevant, the different approaches for an adult at risk or a young person at risk will be set out separately below.

We define 'harm' as any conduct which causes, or which could reasonably be foreseen to cause, pain, injury, fear, and/or distress.



Harm can be:

- Physical
- Emotional
- Psychological including radicalisation
- Sexual
- Financial and material
- Neglect including self-neglect
- Discriminatory
- Slavery
- Organisational
- Domestic violence or intimate partner violence

It is not possible to guarantee confidentiality when a safeguarding concern is reported. This is because we have a duty of care to report specific concerns to a relevant authority.

#### Safeguarding Procedures

- **Reporting Concerns:** Concerns about the welfare of an RSE student should be reported to the Student Support Manager. In their absence, those concerns should be reported to the Business Development Manager. In urgent situations where there is a credible risk of harm, concerns should be reported to the Security team immediately.
- **Responding to Allegations:** The policy includes procedures for responding to allegations of harm, including the steps to take when an allegation is made against a member of staff or student. It is not the responsibility of staff to determine the validity of a suspicion or allegation. Every suspicion or allegation of abuse must be taken seriously.
- **Support for Victims:** Support mechanisms are in place for individuals who have experienced abuse or neglect, ensuring they receive appropriate care and assistance.

#### 5. Young People (Under 18s)

- **Admissions and Consent:** Prospective students under 18 must have parental consent before being admitted to an English language course at Regent's School of English. Parents/guardians must complete the Under 18 Consent Form. By signing the Under 18 Consent Form, parent(s)/guardian(s) agree to provide us with up-to-date contact details, including a designated contact person who can be reached in case of an emergency or if there are significant concerns regarding the health or wellbeing of the young person named in the consent form.
- **Identification and Participation:** Young students are issued distinct ID cards with their names written in red, making them easily identifiable by staff members. While all Regent's School of English students have access to activities organised by Regent's University London Student Union, some activities are restricted for under 18s, such as those involving alcoholic drinks.



- Wellbeing Checks: Young students meet on a weekly basis with the Designated Safeguarding Lead or a nominated person in their absence.

#### Cause for Concern

Early identification of students who may be struggling to cope with their studies and/or any other aspect of their life allows us to take prompt action to avoid, where possible, a situation escalating to crisis point.

Common signs that indicate a cause for concern include:

- Indicators of significant stress or anxiety
- Sudden change in behaviour
- Poor attendance, often unexplained
- Poor academic work or a reluctance to engage in activities
- Expressing views that indicate support for extremist or terrorist perspectives (as defined by the Government's PREVENT duty)
- Direct disclosure by a student that they have a problem.

Causes for concern are (broadly) urgent or non-urgent:

**Urgent Cause for Concern** Urgent causes for concern include where there is reasonable belief that a student is or may be:

- At risk of serious harm (whether from themselves or from others)
- Carrying out violence (or threatening violence) to other people or property
- Out of touch with reality (disoriented and/or confused)
- Abusing others
- Homeless or has no safe place to live.

**Non-urgent Cause for Concern** Non-urgent causes for concern include where there is reasonable belief that a student is or may be:

- Depressed, anxious, or experiencing levels of stress that are causing physical symptoms
- Having academic problems as a result of severe personal circumstances
- Having relationship problems
- Homesick, isolated, or lonely
- Experiencing grief
- Having financial and/or housing problems



## 6. Training

All our staff must undergo compliance training, which includes safeguarding and Prevent. The training is available via the e-learning platform of Regent's University London.

Designated Safeguarding Lead and the Designated Safeguarding person must complete the Specialist Safeguarding for designated leads in ELT.

All staff at Regent's School of English who come into contact with under 18s must complete a DBS check.

## 7. Data Protection

- **Confidentiality:** Safeguarding reports are handled with confidentiality, and personal data is shared only when necessary to protect individuals from harm.
- **Data Handling:** Safeguarding information is stored securely and disposed of in accordance with the University's Policy and GDPR.

## 8. Review and Monitoring

- **Policy Review:** This policy is reviewed annually to ensure it remains effective and up-to-date.
- **Monitoring:** The effectiveness of the policy is monitored through regular audits and feedback from students and staff.

## 9. Managing Security Threats

- **ID Card System:** All individuals accessing the premises must use an active and authorised ID access card. Visitors must sign in with Reception. Anyone who does not have an active ID access card and who is not willing to sign in with Reception will be refused entry. All ID access card holders must be prepared to show their card to any member of the University staff who asks to see it; refusal may result in suspension from the premises.



## 10. Additional Policies

- **Online Safety:** Policies on online safety and cyberbullying are included to protect students from digital threats. This information can be found [here](#) and policies can be found [here](#) under the University's code of conduct and [here](#) under the General Misconduct at Regent's.

## 11. Equality and Diversity

- **Equality and Diversity:** The policy promotes equality and diversity, ensuring an inclusive environment for all. This policy can be found [here](#)

## 12. Other contacts

The below information can be used to report a concern.

The City of Westminster Local Authority:

Please call 020 7641 7668 and ask to speak to the Duty Child Protection Adviser

Email: [lado@westminster.gov.uk](mailto:lado@westminster.gov.uk)

Named LADO:

Aqualma Daniel

Safer Organisations Manager & Local Authority Designated Officer (LADO) Kensington and Chelsea and Westminster

Tel : 07870 481712

Email: [Aqualma.Daniel@rbkc.gov.uk](mailto:Aqualma.Daniel@rbkc.gov.uk)

London Borough of Camden Local Authority:

The Designated LADO for Children in Camden is Jacqueline Fearon.

[LADO@camden.gov.uk](mailto:LADO@camden.gov.uk)

Tel: 020 7974 4556

