



## Safeguarding Policy – A quick guide for BSC Team

BSC Education Ltd is committed to safeguarding and promoting the welfare of all our students including children and adults at risk and expects all members of the BSC team to share this commitment. At BSC, student protection is our number one priority. All of the BSC team are required to take shared responsibility for the safeguarding and safety of any young people and adults at risk in school. Here is a quick guide to our Safeguarding Policy:

**What is Safeguarding?** Safeguarding is the process by which we protect the health, wellbeing, human rights and welfare of children and adults at risk, enabling them to live free from harm.

### Recognising Abuse

Due to their circumstances, our students are particularly vulnerable to abuse. It is all of the BSC team's responsibility to know the different types of abuse and be able to recognise the signs:

Primary Forms of Abuse: These include Sexual Abuse, Physical Abuse, Emotional Abuse and Neglect.

Secondary Forms of Abuse: These include Radicalism & Fundamentalism, Female Genital Mutilation, Child Sexual Exploitation, Honour Based Violence, Sexting, Peer on Peer Abuse, Bullying and Cyber Bullying, Teenage Relationship Abuse.

**What are my responsibilities?** All of the BSC team should understand that safeguarding students is paramount and takes priority over any other workload. It is the duty of the BSC team to inform only not to investigate – this is the role of the Police and Social Services.

### Who do I speak to if I have a concern?

HR & Safeguarding Manager: they are responsible for supporting BSC in ensuring that we meet our duty of care to all students and staff by ensuring best practice is followed.

Safeguarding Lead and Deputy Safeguarding Lead: They are the designated people responsible for implementing the safeguarding policy at a local level and they are the point of contact for all students. Contact details for all SLs and DSLs can be found in the Safeguarding Policy.

### Reporting a concern:

1. Be alert to signs of abuse.
2. If the student decides to talk to you, listen carefully and remain calm. Do not promise confidentiality to the student.
3. Take notes if appropriate.
4. Report your concerns to the Safeguarding Lead or the Deputy Safeguarding Lead in your centre.
5. Fill in a Safeguarding Report.
6. Do not share what has been said with anybody who does not need to be involved.

**IMPORTANT:** Please note that this is only a guide to our Safeguarding Policy and it does not include full information about our Safeguarding Responsibilities and Procedures. All of the BSC Team is responsible for being familiar with the full Safeguarding Policy, including all Appendixes.

### British Study Centres

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