



CAMBRIDGE
DREAM

Safeguarding and Welfare Policy

2019

Safeguarding and Welfare Policy

Contents

Subject	Page
1. Policy Statement	4
2. Definitions relating to Safeguarding, Welfare and Child Protection	4
3. The Role of the Safeguarding and Welfare Co-ordinator	5
4. Code of Conduct for Adults	5
5. Safer Recruitment	5
6. Health and Safety	5
7. Safeguarding Training	5
8. Disciplinary and Grievance Procedures	6
9. Welfare Provision	6
10. First Aid	7
11. Care in Residential Accommodation	7
12. Supervision of Learners during and outside scheduled Activities and Excursions	7
13. Risk Assessments	8
14. Prevent Duty	8
15. e-Safety	9
16. Procedures regarding Allegations of Abuse	14
17. Anti-Harassment and Anti-Bullying	15
18. National Contacts and Websites	15
19. Policy Management System	15

Safeguarding and Welfare Policy

Appendix 1: Definitions relating to Safeguarding, Welfare and Child Protection

Appendix 2: Code of Conduct for Adults

Appendix 3: Definitions of Misconduct which will give rise to Disciplinary Procedures

Appendix 4: Job Application Form Pages 1-7

Appendix 5: Girton College Risk Management Pages 1 -3

Appendix 6: Prevent Duty – Notice Check Share

Safeguarding and Welfare Policy

1. Policy Statement

Cambridge Dream acknowledges the duty of care to safeguard and promote the welfare of children (under 18s) and is committed to ensuring our safeguarding practice reflects statutory responsibilities and government guidance, and complies with best practice.

Cambridge Dream's safeguarding and welfare policy recognises that the welfare and interests of children are paramount in all circumstances. We are committed to ensuring that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children who attend our programmes:

- are protected from harm and abuse whilst in our care
- have a positive and enjoyable experience in a safe and child-centred environment.

As part of our safeguarding and welfare policy Cambridge Dream will:

- promote and prioritise the safety and wellbeing of children
- protect children from harm and abuse
- operate a safer recruitment process and thoroughly vet all staff to prevent the appointment of any unsuitable individuals
- require all staff to complete an online safeguarding course prior to starting work for Cambridge Dream and re-inforce this training during their induction
- have a clear Safeguarding and Welfare policy and ensure robust safeguarding arrangements and procedures are in operation
- ensure all staff understand their roles and responsibilities in respect of safeguarding
- have a clear code of conduct for all adults and disciplinary procedures to deal with any misconduct
- enable staff to know what to do if they are worried
- ensure appropriate action is taken in the event of incidents/concerns of abuse and ensure support is provided to the individual (s) who raises or discloses the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.

The safeguarding and welfare policy and procedures will be widely promoted and are mandatory for everyone involved in Cambridge Dream. Failure to comply with the policy and procedures will be addressed without delay and may result in dismissal/exclusion from the organisation.

The policy will be reviewed each year or in the following circumstances if they occur sooner:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and the British Accreditation Council
- as a result of any other significant change or event.

2. Definitions relating to Safeguarding, Welfare and Child Protection

Please refer to Appendix 1.

Safeguarding and Welfare Policy

3. The Role of the Safeguarding and Welfare Co-ordinator

Cambridge Dream has a Safeguarding and Welfare Co-ordinator (Keith Welsh), whose role is to:

- safeguard the welfare of our learners by protecting them from physical, sexual or emotional harm
- make this the foremost concern of all Cambridge Dream staff and ensure that all staff understand and adhere to our Safeguarding and Welfare Policy
- support the management team and staff in all matters concerning the welfare of our learners and their own welfare.

4. Code of Conduct

Cambridge Dream has a Code of Conduct for Adults, which applies to all Cambridge Dream staff, as well as the international leaders, who accompany groups of learners to the programme. Please refer to Appendix 2.

5. Safer Recruitment

We follow safer recruitment procedures when recruiting all members of staff. This includes:

- ensuring all new staff undergo an enhanced DBS check
- checking references
- checking the identification of all staff
- checking all gaps in employment records and ensuring these gaps are explained.

Please refer to the Job Application Form in Appendix 4.

6. Health and Safety

A full Health and Safety Policy has been produced which is kept in the Operations Manager's office at Girton College during the programme and is available electronically. Please note that:

- the Health and Safety Law Poster is located in the Porter's Lodge of Girton College
- the procedures for Fire Escape are displayed in every public room and bedroom in the college.

7. Safeguarding Training

The Safeguarding and Welfare policy and the Health and Safety policy are enclosed with job offer letters to staff and are also kept in the website Resources area for reference purposes. All staff will undertake Prospero Teaching's Safeguarding Young People accredited online course prior to the induction weekend. This course is designed to inform staff about the signs and symptoms of child abuse and what to do if they suspect a child is being abused or harmed.

The aims of Cambridge Dream's safeguarding training are to help staff to:

- understand the various types of abuse and neglect
- identify signs of abuse and know what to look for
- know how to ask questions if they suspect a child is being abused
- know what to do if they suspect a child is being abused
- understand the importance of keeping records

Safeguarding and Welfare Policy

- understand the importance of reporting their concerns
- know what happens when concerns are passed to Children's Social Care.

This e-Learning course will be updated as necessary to take account of local and national policy changes.

During the induction weekend, the Safeguarding and Welfare Co-ordinator ensures staff have understood our policies and procedures when dealing with abusive behaviour and other forms of misconduct and know what is expected of them. All adults are told that they need to follow the Code of Conduct for Adults (Appendix 2) and that any misconduct will be dealt with according to the disciplinary and grievance procedures included in the Student Mentor and Course Tutor Handbooks.

A list of unacceptable behaviours considered to be misconduct or gross misconduct is included in the Student Mentor Handbook and Course Tutor Handbook. The staff sign a form to say they have read and understood these policies and will put them into practice during the Cambridge Dream programme.

8. Disciplinary and Grievance Procedures

Poor performance or misconduct during the residential programme will be addressed in the following way:

- an initial meeting with the Operations Manager (Keith Welsh) where the concerns will be raised, and then, if no improvement is noted
- a follow-up meeting with the Managing Director (Laura Davies).

Every effort will be made by the company to resolve any staff grievances, misconduct or performance issues, without delay. However, in the event that no satisfactory resolution can be reached, agreements may be terminated by either party by means of one week's notice in writing.

Gross misconduct, if substantiated, may lead to summary dismissal. The safeguarding and welfare of the children in our care is always our primary concern. A list of unacceptable behaviours considered to be misconduct or gross misconduct is included in Appendix 3. The safeguarding and welfare of the children in our care is always our primary concern.

9. Welfare Provision

The Safeguarding and Welfare Co-ordinator (Keith Welsh) has responsibility for welfare provision for under-18s. Please refer to the following documents for specific details of welfare arrangements:

- Safeguarding and Welfare Co-ordinator Handbook – this covers overall safeguarding and welfare provision and areas such as child protection procedures for dealing with abusive behaviour.
- Participant Handbook – this covers areas such as contacting parents/ guardians, illness, safety, separate accommodation for boys and girls and laundry facilities.
- Group Leader Handbook – this covers areas such as responsibility for supervision overnight and during times when participants are not attending timetabled workshops, activities and

Safeguarding and Welfare Policy

excursions.

- Staff Handbooks – these require staff to read the Safeguarding and Welfare policy and the Health and Safety policy and make sure they know who to go to if they have any concerns. They also cover excursion procedures and ‘what to do if’ scenarios for staff responsible for excursions.
- Girton College Risk Management document – this covers security, first aid cover and fire procedures (Appendix 5).

Please note that participants will all be accommodated in single-bedded rooms in one accommodation wing of Girton College. These bedrooms will provide private space for study and relaxation. The course is for 13 to 18 year olds. Any participants who are 18 or over will be accommodated separately from under-18s.

Bathroom blocks are situated on the bedroom corridors for the participants’ use, typically one block of showers / toilets for a corridor of approximately 10 people.

The Porter’s Lodge is at the entrance to the college and provides a first aid kit and trained first aid staff, accessible 24 hours a day if required. CCTV cameras are in operation on remote main doors and throughout the grounds, and a security patrol operates during the night.

10. First Aid

- The Operations Manager (Keith Welsh) is a qualified first aid tutor and has been dealing with first aid incidents for over 20 years on residential programmes for young people.
- Cambridge Dream’s first aid kits are kept in the Operations Manager’s office.
- There is another first aid kit and a first aider at the Porter’s Lodge if required.
- First aid kits will be taken on excursions and are also available during evening activities and sports.

11. Care in Residential Accommodation

- The ratio of residential adults to learners will be at least 1: 8 including the international group leaders and at least 1: 12 not including international leaders.
- The international leaders have been advised that they are responsible for the overnight care and supervision of their participants.
- The Cambridge Dream senior management team is responsible for supervising individual participants who come without a leader.
- In addition, the Cambridge Dream senior management team and student mentors will stay overnight in the same accommodation and can assist with any welfare issues that may arise.
- Laundry facilities are available in the college and the student mentors will instruct learners in the use of these washing and drying machines.

12. Supervision of Learners during and outside Scheduled Activities and Excursions

The Safeguarding and Welfare Co-ordinator is responsible for ensuring that there are suitable supervision arrangements and staffing ratios during all scheduled activities and excursions, both daytime and evenings. Once the class timetables are confirmed, a rota will be established, which

Safeguarding and Welfare Policy

ensures that there are sufficient Cambridge Dream staff (Student Mentors and Course Tutors) to cover all aspects, based on the ratios in the Risk Assessments for each activity, workshop and excursion. This will take into account the age, gender, physical ability, language ability, interests and needs of the participants.

Outside of these scheduled activities and excursions, it is the responsibility of the international leaders to supervise their participants. This has been detailed in both the Participant Handbook and the Leader Handbook and is reaffirmed in the initial leader meeting between the Programme Director (Laura Davies) and the leaders, once they have arrived at the college.

The Cambridge Dream senior management team is responsible for supervising individual participants who come without a leader.

The rules for learners in the Participant Handbook and the Leader Handbook clearly state that participants must never go out of the college on their own and must return directly to their rooms after evening activities. This will be reaffirmed during the group's Welcome Meeting on arrival at Girton College.

All aspects of the supervisory responsibilities of international leaders and Cambridge Dream staff have been detailed in their various handbooks, so all adults will understand them prior to the residential programme.

The Safeguarding and Welfare Co-ordinator will ensure that all Safeguarding and Welfare issues, including supervision, are covered in the staff induction training and monitored throughout the programme.

13. Risk Assessments

Full risk assessments have been carried out for indoor and outdoor facilities, activities and excursions; these are kept in the Operations Manager's office at Girton College and are available electronically on request. Staff and Group leaders are required to sign a Risk Assessment Sign-Off Form to confirm they have read and understood the relevant risk assessments before they supervise or attend specific excursions, workshops or activities.

14. Prevent Duty

Prevent is part of the UK's counter terrorism strategy, preventing people from becoming involved with or supporting terrorism, by using early intervention to encourage individuals and communities to challenge all violent, extremist and terrorist ideology and behaviour.

As a summer school provider, Cambridge Dream includes Prevent Duty in our Safeguarding Policies and Procedures. It is essential that Cambridge Dream staff are able to identify students who may be vulnerable to radicalisation or extremism and know what to do if they are identified.

Individual factors or behaviours associated with vulnerability (see below) may not present a problem when seen in isolation, but when they are taken together or appear to form a pattern, this may give cause for concern. Appendix 6 explains what to look out for and what to do if you have a concern.

Safeguarding and Welfare Policy

Key Terms

Radicalisation: The process where someone has their vulnerabilities or susceptibilities exploited towards crime or terrorism – most often by a third party with their own agenda.

Extremism: Vocal support 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.

Factors and behaviours associated with vulnerability

Factors that may contribute to vulnerability include:

- underachievement
- extremist influences
- identity confusion
- pressure from peers
- victim or witness to race or religious hate crime
- rejected by peer, faith or social group or family
- may possess literature related to extreme views
- experience of poverty, disadvantage or social exclusion
- recent religious conversion
- an event or series of traumatic events - personal / global /national

Examples of behaviours attached to vulnerability include:

- withdrawn
- short tempered
- scripted speech
- new found arrogance
- fixated on a subject
- saying inappropriate things/ a call to violent action
- asking inappropriate questions
- closed to new ideas or conversations
- tattoos
- change in language
- angry / depressed
- change of routine
- new circle of friends
- absence
- uncharacteristic change of appearance

15. e-Safety

The guidance below has been produced to support any member of staff who may have to deal with an e-Safety incident. This is covered in the Safeguarding and Child Protection briefing during the induction training weekend for staff. An e-Safety incident may fall into one of the following categories:

Safeguarding and Welfare Policy

Inappropriate conduct:

- posting material on social networks which contravenes company guidelines
- inappropriate use of work email/internet
- inappropriate use of a mobile phone or electronic device
- password and account misuse (e.g. use of someone else's password or login).

Accessing unsuitable content:

- downloading and / or viewing illegal material
- downloading or viewing material unsuitable to the workplace
- deliberately accessing content that expresses extreme or racist views.

Inadvisable contact:

- giving away too much information
- breaching client privacy
- sending unsettling or threatening messages - cyberbullying
- grooming behaviour or inappropriate contact with young people
- misrepresentation and defaming.

Loss of confidential data

- as a result of theft or loss of computer, laptop or memory stick.

First response to an e-safety incident

- **Step 1: Preserve** the evidence
- **Step 2: Pass it on** – seek help or support
- **Step 3: Prevent** it re-occurring

Immediate action will involve making a judgement on the seriousness of the incident, preventing children coming into contact with unsuitable material and seeking appropriate help and support. Dealing with an incident may involve outside agencies or may be resolved by the Cambridge Dream's Senior Management Team and internal disciplinary procedures. In the first instance, advice should be sought from the Safeguarding and Welfare Co-ordinator (Keith Welsh). Once the situation has been dealt with, then a full review will need to be initiated to take any action required to prevent the situation happening again.

Each of these steps is dealt with in more detail below:

Step 1: Preserving the evidence

If the incident involves the unacceptable, inappropriate or possibly illegal use of a computer, mobile phone or camera, then it is important to preserve any evidence, which may be currently on the device. Make sure that children or young people do not come into contact with the device. In particular, the discovery of indecent images or videos involving children should always result in taking advice from the police.

Immediate action to take:

Turn off the monitor screen to prevent it being seen by bystanders or confiscate the device and prevent it being used again. Lock it away. N.B. Cambridge Dream reserves the right to confiscate

Safeguarding and Welfare Policy

and examine the contents of a mobile phone or device if they believe it has been used for any purpose which breaks our rules on Safeguarding and Welfare.

Preserving technical evidence:

When preserving evidence, it is advisable to seek technical support first and to have any actions either witnessed or supervised so that the chain of evidence can be corroborated. In addition, make sure a record is kept of the step-by-step actions taken.

If the device is on:

- Take photos or video of the screen rather than printing it out unless the photograph would be of an indecent image of a child under 18, in which case taking a photograph would itself count as a criminal offence.
- Save open files, emails or messages to external media.
- Avoid saving things locally (to local disk or internal memory).
- Do not shut down the computer (which can remove evidence such as search history information and temporary files).
- Seek technical advice.

If the device is off:

- Make an external examination and take photos.
- Do not start the computer/device.

- Lock it away.
- Seek technical advice.

If the content is on a shared network, then the device should be taken out of service until an investigation can be completed by a technically competent person. N.B. Someone acting in a technical capacity, with written instruction and supervision in a case that may become a criminal investigation has a defence in law, when necessarily handling these materials to preserve evidence, see: http://www.iwf.org.uk/assets/media/hotline/SOA2003_mou_final_oct_2004.pdf

Step 2 - Pass it on – seek help or support to decide if the incident needs to be referred to other agencies (LADO, Police, CEOP – see definitions below)

First contact with an incident could be:

- something witnessed on a computer, mobile phone or camera
- a statement made by the victim
- information from a bystander or witness about events or pointing to evidence that something untoward has happened
- hearsay (rumour) about a potential situation
- noticing an anomaly in a search history.

Depending on the incident and the setting in which it occurred, report it to:

- the Programme Director (Laura Davies)
- the Safeguarding and Welfare Co-ordinator (Keith Welsh)
- Local Authority Designated Officer (LADO)
- Police 101 (see later guidance)

Safeguarding and Welfare Policy

- Technical support
- Child Exploitation and Online Protection Centre (CEOP).

All the following incidents indicate the need to consult external support:

a. Concerns about the safety or well being of a child:

If there is a concern for the safety or well being of a child, because there are suspicions, signs or symptoms of child abuse or harm, the normal Safeguarding Children Board Procedures must be followed.

b. Concern with regard to the behaviour of someone who works with children:

This may be because that person has:

- behaved in a way which has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child (e.g. by being abusive or grooming a child for later abuse)
- behaved towards a child or children in a way which indicates that he/she is unsuitable to work with children
- has viewed or taken pictures of children or young people which make you feel uncomfortable.

The Local Authority Designated Officer (LADO) must be informed.

c. Concerns about criminal behaviour:

The following triggers should result in the police being contacted:

- actual harm caused by violence, abuse or harassment or evidence that has occurred or is being incited or planned, including menacing behaviour, incitement, grooming or accessing indecent images
- theft or damage to property, including property kept online, and denial of service or access
- serious fraud and identity theft, including serious breaches of copyright
- distribution or possession of obscene or hateful materials
- self-harm or severe distress caused by repeated acts which in isolation may not appear significant, e.g. cyberbullying.

d. A civil offence (which may also constitute an illegal act):

These are generally managed by the Cambridge Dream disciplinary procedures or settled in the courts without police intervention. Triggers might include:

- data protection or privacy breaches (e.g. resulting from loss of a laptop or memory stick)
- professional or personal misconduct or negligence
- libel, slander, defamation and misrepresentation
- breaching acceptable use policies.

e. Other types of incidents:

Other cases may breach the internal disciplines of acceptable use, behaviour or contract without falling into the categories of abuse, criminal or civil offence, and so can be dealt with by the Senior Management Team.

Collecting evidence and recording the incident:

The contact details of any other witnesses should be noted and a written record made of what has been said and seen. Ensure that conversations are timed and dated.

Safeguarding and Welfare Policy

Technicians

A technician may be asked by Cambridge Dream to help respond to an incident (using the power the employer has to investigate employees under the Regulatory and Investigatory Powers Act) or by the police. Acting under consented rights* (see below) or with a written instruction, a technician may be asked to:

- collect evidence – hard disk, screen prints, a mobile phone, logs, records or other instrumentation, and statements
- examine what has been collected to find evidence – e.g. look for files on a hard disk, numbers from a phone, etc.
- treat or help recover from any harm caused – e.g. remove viruses, recover a system from a backup
- give a statement as evidence – e.g. describing any work carried out on the hard disk, recovery of files from a backup and /or provision of encryption keys, calls to the ISP or emails to SNS provider, witness to a conversation or action taken
- apply sanctions, such as removing internet privileges or restricting access on the computer network.

Step 3 - Prevent re- occurrence of the event by considering what action could be taken to prevent future similar incidents

Review policy and procedure

In order to act lawfully, it is vitally important that actions are agreed by the Safeguarding and Welfare Co-ordinator, who will have explicit responsibilities in their job description (and associated competence).

Acceptable Use and/or Acceptable Behaviour Policy, or Contract agreed by leaders, Cambridge Dream staff and participants in the setting must therefore include clauses that cover:

- searching and monitoring of technology used in the setting
- confiscation of technology whilst on the residential premises
- privacy expectations, interception of communication and use of personal data in the setting
- limits on what, where and when technology can be used and what for
- how infringements will be handled, including expected sanctions.

*In each case, the policies should state who is authorised to act if there is a breach of policy and in what way. This then allows those named (or those filling the stated roles) to act lawfully because they have been “**consented rights**”.

Online Support for e-Safety Issues

- **Child Exploitation and Online Protection Centre** <http://www.ceop.police.uk/>
- **Cybermentors** <http://cybermentors.org.uk/>
- **Childline** <http://www.childline.org.uk/>

Providing Support for the Victim

Where an incident has involved the victimisation, harassment, alarm or distress of a participant or member of staff, support for the victim should be provided. Where the victim is a participant, we will liaise with the accompanying leaders/contact the participant’s family or carers to agree a

Safeguarding and Welfare Policy

suitable way forward.

The Safeguarding and Welfare Co-ordinator should:

- ensure that the perpetrator is educated about the impact of their actions on the victim
- ensure a fully documented case history of the incident is recorded and stored securely
- where material has been posted online about a victim, provide support in getting the material removed either through discussion with the poster of the material or contact with the service provider
- consider 'restorative practices' procedures or other avenues to support the victim, e.g. Cybermentors or Childline.

16. Procedures regarding Allegations of Abuse

Please see Appendix 1 for definitions of abuse. Should a member of staff have a concern that abuse has occurred or is likely to have occurred, the following actions should be taken in conjunction with the safeguarding and welfare co-ordinator:

1. Contact as soon as possible **one** of the following agencies:
 - Child Protection Team Duty Social Worker
 - The local police station
 - An officer of the National Society for the Prevention of Cruelty to Children on 0800 800500.

All Cambridge Dream staff will agree to liaise and co-operate with the Cambridgeshire Social Services regarding any allegations of abuse or neglect affecting a relevant child.

2. Written records of allegations of abuse or neglect should be taken, as well as any action that is taken in relation to that allegation.
3. Staff will ensure that they take into consideration that it may be necessary to protect relevant children following an allegation of abuse or neglect. Staff will therefore request guidance from the duty social worker, as to whether they are able to contact the parent or carer of the child concerned following a referral or allegation of abuse. Staff will be made aware that social services may not wish a child's parents / carers to be contacted in certain circumstances.
4. If a child tells one of the staff that they or another child or young person is being abused, the staff member will:
 - show that they have heard what the child is saying, and take their allegations seriously
 - encourage the child to talk, but will not prompt them or ask leading questions
 - not interrupt when a child is recalling significant events and will not make a child repeat their account
 - explain what actions must be taken, in a way that is appropriate to the age and understanding of the child
 - write down what they have been told and use the exact words where possible
 - make a note of the date, time, place and people who were present at the discussion
 - report any concerns immediately to the duty social worker. It is better to have discussed the staff member's concerns with somebody with the experience and responsibility to make an assessment of the situation.

Safeguarding and Welfare Policy

Should an allegation be made against a member of our staff, Cambridge Dream will ensure that concerns are discussed with the local authority duty social worker and that our disciplinary procedures will be brought into place. In addition, where a worker fails to report an incident of abuse, or suspected abuse, disciplinary proceedings may be instituted.

17. Anti-Harassment and Anti-Bullying

Under the Health and Safety at Work Act 1974 we have a duty to provide our staff with a safe place and system of work. This includes a workplace free from harassment and bullying which may, in certain circumstances, also amount to unlawful discrimination. We are also responsible for ensuring that workers are not harassed, bullied or discriminated against on the grounds of their sex, sexual orientation, marital status, gender reassignment, race, religion, colour, nationality, ethnic or national origin, disability, HIV positive/AIDS status or age. Cambridge Dream is committed to identifying and eliminating all forms of harassment, intimidation and bullying.

As Safeguarding and Welfare Co-ordinator, you must ensure that both staff and participants know that if they feel they are being bullied or harassed, they must immediately tell you and that you have procedures to deal with this, as set out in our Anti-Harassment and Anti-Bullying Policy, which is to be found in the Cambridge Dream office in Girton College.

18. National Contacts and Useful Websites

- Police (Non-emergency 101)
- CEOP (Child Exploitation and Online Protection) <http://ceop.police.uk>
- Professionals Online Helpline – 0844 381 4772 www.saferinternet.org.uk/helpline
- An officer of the National Society for the Prevention of Cruelty to Children on 0800 800500
- Official Home Office E-Learning Training on Prevent - <https://www.elearning.prevent.homeoffice.gov.uk/edu>
- Prospero Teaching's Safeguarding Young People accredited online course: <https://prosperoteaching.com/free-accredited-online-safeguarding/>
- Think U Know (CEOP) resources and information: www.thinkyouknow.co.uk

19. Policy Management System

The Operations Manager / Safeguarding and Welfare Co-ordinator (Keith Welsh) has overall responsibility for developing, reviewing, revising, approving and disseminating the **Safeguarding and Welfare Policy**. The relevant job holder is responsible for monitoring the effective implementation of the policy in their own area of responsibility. The effectiveness of this policy and associated arrangements is reviewed annually under the direct supervision of the Managing Director.

Policy Management Chart

Date written: 5th March 2015	Date to be reviewed: 1st October 2019
Responsible person: Keith Welsh	Approved by: Laura Davies

Safeguarding and Welfare Policy

Document to be read alongside: Health and Safety Policy	First operational: July 2015
Previously reviewed: 21st August 2016, 28th May 2017, 2nd October 2017, 16th March 2018, 1st October 2018, 13th April 2019	Changes Made: Inclusion of Prevent Duty Updated Online Safeguarding course for all staff Minor changes affecting layout
Current Version: Version 7_2019	

Appendix 1: Definitions used in this Document relating to Safeguarding, Prevent, Welfare and Child Protection

Child

According to the Children Acts 1989 and 2004 respectively, a child is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989. Every child can potentially be hurt, put at risk of harm or abused, regardless of their age, gender, religion or ethnicity. For the purposes of safeguarding Cambridge Dream's summer course participants, a child is any young person attending the programme.

Safeguarding and Welfare

Safeguarding legislation and government guidance says that safeguarding means:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcome.

For the purposes of this document, safeguarding children and promoting the welfare of children are defined by Cambridge Dream in the above terms.

Safeguarding Legislation

In England, the law states that people who work with children have to keep them safe. This safeguarding legislation is set out in The Children Act (1989) and (2004). It also features in the United Nations Convention on the Rights of the Child (to which the UK is a signatory) and sets out the rights of children to be free from abuse. The Government also provides guidance in their document Working Together to Safeguard Children 2013. Jobs that involve caring for, supervising or being in sole charge of children or adults require an enhanced DBS check (previously called an enhanced CRB check).

This includes checking whether someone is included in the two DBS 'barred lists' (previously called ISA barred lists) of individuals who are unsuitable for working with children and adults. It is against the law for employers to offer a job to someone or allow them to volunteer for this kind of work if they know they are on one of the barred lists.

Child Protection

Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. This is a part of safeguarding and promoting welfare.

What's the difference between Safeguarding and Child Protection?

Safeguarding is a broader term than child protection. It encompasses all the elements set out above and is what a school / organisation should do for all children; child protection is part of this definition and refers to activities undertaken to protect specific children who have been harmed or are at significant risk of being harmed. Policies and procedures for child protection are, therefore, included in the safeguarding policy and procedures.

Abuse and Abusive Behaviour

Abuse and abusive behaviour can take many forms:

Physical Abuse

This 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 feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.

Emotional Abuse

This is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children.

Sexual Abuse

This involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

This is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

Cambridge Dream takes all allegations of abusive behaviour extremely seriously. Our procedures for dealing with abusive behaviour are set out in our Safeguarding and Welfare Policy. All Cambridge Dream staff must have completed Prospero Teaching's Safeguarding Young People accredited online course prior to the induction weekend. The Safeguarding and Welfare Co-ordinator will cover Safeguarding and Child Protection in more detail with all staff during induction training to ensure they are aware of what to look for and what action to take.

Prevent

Prevent is part of the UK's counter terrorism strategy, preventing people from becoming involved with or supporting terrorism, by using early intervention to encourage individuals and communities to challenge all violent, extremist and terrorist ideology and behaviour.

As a summer school provider, Cambridge Dream includes Prevent Duty in our Safeguarding Policies and Procedures. It is essential that Cambridge Dream staff are able to identify students who may be vulnerable to radicalisation or extremism and know what to do if they are identified.

Radicalisation: The process where someone had their vulnerabilities or susceptibilities exploited towards crime or terrorism – most often by a third party, who have their own agenda.

Extremism: Vocal support 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.

Appendix 2: Code of Conduct for Adults

Terms of reference

Child: Any child or young person on the residential programme

Adult: Any employed or self-employed staff of Cambridge Dream and any leader accompanying the group of international learners.

Our overriding aim is to protect all children and adults connected with Cambridge Dream. This document describes the standards of conduct that Cambridge Dream staff and the group's international leaders should follow. The code of conduct is designed to protect the children in our care, but also to ensure that adults avoid any compromising situations where there could be a misunderstanding or malice which may put the adult at risk of accusation.

In all activities, staff and leaders are required to be aware that physical contact with a child or young person may be misinterpreted. Whilst we understand that in some other cultures physical contact may be viewed differently, we ask all adults on our courses to understand that we are operating within a British culture. Any physical or manual touching required should be provided openly and if this is in a sporting situation, it should be in accordance with the guidelines provided by the appropriate National Governing Body.

Adults are expected to dress appropriately at all times. For Cambridge Dream staff, this means wearing their uniform when on duty, but for off-duty staff and leaders, we would ask you to be considerate to the sensitive age of our students and avoid revealing too much flesh (low tops / shorts / miniskirts). This is especially important for residential staff staying in accommodation close to participants.

In all dealings with children and young people in our care, adults should never:

- play rough physical games or sexually provocative games
- share a room with a child
- enter a child's room unless it is absolutely necessary and if entering a child's room must do so accompanied
- allow or engage in any form of inappropriate touching
- allow children or young people to use inappropriate language without challenging it
- make sexually suggestive comments even in jest
- reduce a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- give personal contact details to children, including mobile number, home phone or e-mail address
- use social media (e.g. facebook or twitter) or any other mobile or web-based communication channels (e.g. texts, emails) to send messages to children.

In all dealings with children and young people in our care, adults must:

- behave appropriately at all times and maintain professional boundaries
- be vigilant and act immediately if they become aware of any behaviour that gives a cause for concern
- give constructive rather than negative feedback
- take special care when discussing sensitive issues with children or young people
- be sensible with regards to the use of mobile devices, digital cameras, videos, webcams, websites and blogs
- be sensible during any time off with regards to socialising and alcohol consumption and especially when returning to sleep in accommodation where there are participants staying.

If in doubt, check with the Operations Manager (Keith Welsh) or the Programme Director (Laura Davies)

Appendix 3: Definitions of Misconduct which will give rise to Disciplinary Procedures

Misconduct

The following are examples of matters that will normally be regarded as misconduct:

- minor breaches of company policies or procedures
- minor breaches of your job agreement
- minor damage to, or unauthorised use of, company and college property or facilities
- poor timekeeping or time wasting
- unauthorised absence from work
- refusal to follow instructions
- obscene language or other offensive behaviour
- negligence in the performance of your duties
- smoking in no-smoking areas.

This list is intended as a guide and is not exhaustive.

Gross Misconduct

Gross misconduct is a serious breach of your job agreement, which, if substantiated, may lead to summary dismissal. The following are examples of matters that will normally be regarded as gross misconduct:

- conviction for any criminal offence
- serious or deliberate breaches of company policies or procedures
- serious or deliberate breaches of your offer letter
- causing loss, damage or injury through serious negligence
- actual or threatened physical violence, harassment or bullying
- theft or fraud
- deliberate and serious damage to company and college property or facilities
- deliberately accessing internet sites containing pornographic, offensive or obscene material
- bringing the company or college into disrepute
- being under the influence of alcohol, illegal drugs or other substances during working hours
- repeated or serious disobedience of instructions, or other serious act of insubordination
- unauthorised use or disclosure of confidential information or personal data
- giving false information in order to gain work or other benefits
- making untrue allegations in bad faith against another worker
- victimising another worker who has raised concerns, made a complaint or given evidence under the grievance procedure, disciplinary procedure or otherwise
- serious misuse of our information technology systems

This list is intended as a guide and is not exhaustive.

The company's Disciplinary Procedures in relation to misconduct and gross misconduct are set out in page 6 of this document.

2019 APPLICATION FORM

Student Mentor

Thank you for enquiring about working with Cambridge Dream Limited this summer. In order to process your application, we require you to complete and return the application form below, **along with your complete, up-to-date CV.**

Please use black ink or type and ensure all sections are completed. Please email the form and CV to the Programme Director, Laura Davies, at laura@cambridgedream.com. If your application is successful, you will be invited to attend a Skype interview. All applicants will be informed of the outcome of their application.

Thank you.

Personal Information	
Position applied for: Student Mentor	
Title: (Dr /Mr / Ms/ other)	
First Name:	
Middle Name:	
Surname:	
Permanent address (year-round postal contact):	
Current/temporary address (e.g. overseas) if applicable:	
Home telephone number:	Mobile number:
Email address:	Skype™ name:
Nationality:	National Insurance Number:
Do you hold a current Disclosure and Barring Service (DBS) certificate? Yes / No *	If yes, please give the name of the organisation who issued it, the date and reference number:
Have you previously worked on any type of residential course for young people? Yes / No * If yes, please say when and where:	

APPLICATION FORM Student Mentor

Dates			
Are you available to work between Sunday 7th and Saturday 20 th July 2019?		Yes / No *	
Are you available to work between Sunday 21 st July and Saturday 3 rd August 2019?		Yes / No *	
Are you available to attend an induction on Friday 5 th (from midday) and on Saturday 6 th July 2019?		Yes / No *	
Qualifications			
<u>Qualification</u>	<u>Title</u>	<u>Institution/Awarding body</u>	<u>Date (due to be) completed</u>
PGCE:			
Degree (s) studied or completed:			
'A' Level Subjects and Grades:			
CELTA/DELTA *			
Other Relevant Qualification(s):			
Do you hold a First Aid Qualification? Yes / No * If yes, please give details below:			
<u>Title of Qualification</u>	<u>Awarding Body/Training Provider</u>	<u>Expiry date</u>	

*Please delete as appropriate

APPLICATION FORM Student Mentor

Employment History

Please attach a copy of your updated CV. It must contain your FULL employment history and account for any gaps. We may contact previous employers if you have worked with children.

Referees

Please give contact details for two referees who can be contacted on your behalf. For the student mentor position, a university/school, employer or personal reference is acceptable.

Your referees should be able to comment on your suitability to work with children (under 18s).

Name:

Name:

Address:

Address:

Telephone:

Telephone:

Email:

Email:

Relationship to you:

Relationship to you:

Further Information

What are your reasons for applying for this job?

APPLICATION FORM Student Mentor

What makes you an ideal candidate for this role?

Please state below any information you would like to add in support of your application, for example if you have any qualifications or experience in sports, music, art/crafts, drama, social media writing, debate and/or teaching:

APPLICATION FORM Student Mentor

General Declaration	
I declare that:	
<ul style="list-style-type: none"> • I have read and understood the job description. • The information I have given on this form and elsewhere in connection with my application is accurate and true and I am aware that deliberate falsification or withholding of information will result in the withdrawal of any offer made before commencement, or will result in the termination of my job if discovered while working for Cambridge Dream. • I am able to provide photographic identification in the form of either a valid passport or driving licence. This will be checked at interview/induction. • I have given a full and accurate history of my employment and I am happy to account for any gaps in my CV. • I am in possession of the certificates which I claim to hold and in the event of a position being offered, I will provide originals and copies as requested at my induction. • To the best of my knowledge I am medically fit to take up this post and do not know of any reason, medical or otherwise, that would not allow me to carry out the full duties and responsibilities of the post if it were to be offered to me. • I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body. • I understand that data contained in this form may be disclosed to trusted third parties, for quality assurance and inspection purposes. • I give my consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, training and absence records (Data Protection Act 1998). • I am willing for Cambridge Dream to keep my records on their database and to contact me about future vacancies for the next three years unless I inform them otherwise. • I understand that all positions within Cambridge Dream involve working with children and as such these positions are exempt from the Rehabilitation of Offenders Act (ROA) 1974. • I am happy to complete a confidential declaration (below) to include details of any criminal convictions, cautions, reprimands, final warnings and any other information that may be relevant to my suitability for the post. I understand too that a DBS Enhanced Disclosure check will be sought if I am offered a position with Cambridge Dream. • I have the legal right to live and work in the UK. • I give my consent to Cambridge Dream Limited requesting references from the referees I have provided and to contacting previous employers if my role with them involved working with children. 	
Signed:	Signed:
Full name:	Full name:
Date:	Date:

APPLICATION FORM Student Mentor

Declaration of Suitability to Work with Children (under 18s)

To be completed by all applicants and returned with this application form.

Because of the sensitive nature of the duties you will be expected to undertake, you are required to disclose details of any criminal record and undergo an Enhanced DBS Disclosure Check. Only relevant convictions and other relevant information will be taken into account. The post that you have applied for is exempted from the *Rehabilitation of Offenders Act 1974*, which means all convictions, cautions, reprimands and final warnings on your records need to be disclosed.

NB: A person who makes, with respect to themselves, any statement which is false, may be dismissed or have an offer withdrawn.

Have you ever:	Yes	No
• Been convicted of any offence against a child?		
• Had any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?		
• Had a child removed from your care by order of a court?		
• Been proven negligent whilst supervising children during activities / courses organised by another organisation?		
• Been on List 99, disqualified from work with children or subjected to sanctions imposed by a regulatory body?		
• Had a prohibition order or injunction imposed on you at any time?		
• Been convicted by the courts or cautioned, bound over, reprimanded or given a final warning by the police?		

If you have answered “yes” to any of the above questions, please provide information on a separate page about the circumstances and the dates involved. I agree that the Police may disclose to Cambridge Dream all and any previous reprimands, final warnings, convictions and offences that I may have, including any record of reprimands, of previous conduct or offences. I understand that the Police will reveal spent and current convictions, reprimands and cautions.

I declare that I have not withheld any information relevant to the above and understand that Cambridge Dream will require an Enhanced DBS Disclosure Check.

Signed:	
Full name:	
Date:	

Appendix 4: Job Application Form Page 7

Safeguarding and Welfare Statement

Cambridge Dream believes that the welfare and interests of children are paramount in all circumstances. We are committed to ensuring that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children who attend our programmes:

- are protected from harm and abuse whilst in our care
- have a positive and enjoyable experience in a safe and child-centred environment.

To make sure this happens, Cambridge Dream will:

- prioritise the safety and wellbeing of children
- operate a safer recruitment process and thoroughly vet all staff
- require all staff to complete safeguarding training
- have a clear Safeguarding and Welfare policy and ensure all staff are trained in this
- have a clear code of conduct for all adults and disciplinary procedures to deal with any misconduct.

Appendix 5: Girton College Risk Management Page 1

RISK Management: Cambridge Dream Ltd Summer School July 2015 Girton College

Description of the Event

Full Board Accommodation for Summer School course run by Cambridge Dream Ltd Students have lessons on site and are resident at Girton College. Students will be accompanied by supervisors at meal times. Accommodation is for male and female students and there should be course supervisors in residence on the same corridors/wing.

Facilities

Parking is available in Mares Run Visitor Car park.

Visitor Toilets are located just inside the Old Kitchens entrance

Bathroom blocks on corridors for student's use – typically one block of showers/toilets for a corridor of approx. 10 people

General Notes

Under 18s who are on the College premises as part of a Summer School are the responsibility of their teachers at all times. Cambridge Dream Ltd must provide the Porters' Lodge with emergency contact details, including out of hours contact and at all times there should be a named person whom the College can contact.

Nature, Length and Frequency of Contact with College Staff

All College staff are issued with guidelines on dealing appropriately with children. These include avoiding unnecessary physical contact, avoiding being alone with children, avoid divulging or soliciting personal contact details and being careful to avoid suggestive or inappropriate remarks or being over-familiar. Due to the nature of our role as an HE Institute for those over 18, not all staff are CRB checked.

There will be contact with College staff as follows:

Contact with	Nature	Risk
Lodge	General enquiries, sales, emergency evacuation, first aid , signing in and out, accident & incident reporting	MED
Catering	Meals Service: approx. 5 minutes during service of breakfast, lunch and dinner	LOW
Cleaners	None anticipated: the students will be absent during cleaners' working hours	NONE
Maintenance	Possible refurbishment works to be carried out in Summer 2015. This will mean restricted areas which must not be entered at any time. Advance warning of which areas will be given and areas clearly sign posted	MED
Gardeners	None anticipated	NONE
Conference	Minimal: the students will be in lessons a large part of conference staff working hours	LOW
Management	Minimal: the students will be in lessons a large part of conference management working hours	LOW

Appendix 5: Girton College Risk Management Page 2

Health and Safety Issues

Hazard	Action in place & additional controls to reduce risk	Risk
Young Students in an unfamiliar environment	Resident Supervisor takes responsibility for students and will supervise and assist students as required. The College will issue plans to show where each student is accommodated. Students to be roomed in close proximity to each other and their supervisor. Duty Porter to be notified of contact details for Resident Supervisor. Lodge will have a delegate list with all room numbers College staff are not permitted to solicit personal contact details from underage students, so any contact details such as mobile phone numbers must be provided by Cambridge Dream Ltd Or resident supervisor.	Low
Fire/Emergency requiring evacuation	During opening induction, and via information leaflets issued at the Porter's Lodge, students must be made aware of escape routes, the assembly point and evacuation procedure. Fire precautions are in place, eg automatic fire detection and fire extinguishers provided and serviced annually. Appropriate signage on fire precautions and escape routes is displayed throughout the buildings and in all bedrooms. Smoking is prohibited except in the designated smoking area, near to the Maintenance building and opposite the Visitor entrance.	Med
Accident or Emergency	College staff cannot administer medicines but in case of incident the duty porter (a qualified first aider) will be called to assess and will summon the emergency services if necessary in consultation with the resident supervisor. If the resident supervisor summons the emergency services, the duty porter needs to be informed so as to be able to meet and direct the services. All accidents & incidents are recorded by the duty porter & notified to the HSE where appropriate.	Low
Illegal use of Alcohol and other Substances	The appropriate College staff will be notified of the presence of underage students on the premises Students to be informed, via Cambridge Dream Ltd guidance notes, of college policies concerning the illegal use of alcohol and other substances	Low
General slips, trips, and falls,	Warning notices are issued if floors are wet or slippery during cleaning. Staff are trained to avoid and remove any obstructions or hazards such as cables. Students must not run through the corridors and should take particular and very special care on staircases.	Low
Road Accident	The College driveways are used frequently by traffic and there are no barriers preventing people walking into the path of traffic.	Med
Electrical Safety	All portable electrical appliances are PAT tested each year. Rooms are fitted with RCB sockets so that unsuitable or unsafe equipment will not work if plugged in.	Low
Control of entry/security	Late night entry and exit is controlled through the Porter's Lodge and CCTV operates on any main doors which are remote from the Lodge. CCTV is also in operation throughout the College grounds. There are security patrols during the night time Residents are requested to keep rooms locked. Ground floor windows should be locked when residents are not in the room.	Low

Appendix 4: Girton College Risk Management Page 3

General Safety and Security	The College is rarely troubled by security issues, but sensible precautions should be taken, eg items of value should not be left in parked cars or public areas There are regular security patrols during the weekends	Low
-----------------------------	--	-----

Medical, disability or behavioural difficulties

Hazard	Action	Risk
Dietary requirements/allergies	All allergies and special diets to be notified to College Catering, via the Conference Office, in advance of the event. Last minute or out of hours notifications must be given in writing to the duty porter to pass on to the catering department, with a copy to the Conference Office.	Low
Medical conditions	Cambridge Dream Ltd is responsible for obtaining (and, where appropriate, notifying the College in advance of the event) details of any medical condition or disability which may require adjustments or specific emergency procedures.	Low
Appropriate Behaviour	The College expects that visitors will behave at all times in a manner appropriate for Girton's primary purpose as a place of higher education learning and research. This means, in particular, keeping noise levels to a minimum please.	Low

College Contact Details

General and Emergency Enquires	(Lodge)	01223 338899
Conference Office	01223 338975	conferences@girton.cam.ac.uk
Kitchens	01223 338965	catering@girton.cam.ac.uk

Appendix 6: Prevent Duty – Notice Check Share

PREVENT DUTY: Notice Check Share

If you have a concern:

As in any situation, if you judge that there is imminent danger call 999.

In other circumstances, here is the process that should be followed:

