

Bellevue Education International Ltd.

Safeguarding our Learners and Staff

This Policy Applies to Bellevue Education International Ltd.

BELLEVUE APPRENTICESHIPS

Reviewed November 2025
by
Steven Wade and David Williams

Next Review - July 2026

Policies, Procedures, Guidance and Documentation Relating to Safeguarding Learners
Should you require any further information please contact the designated safeguarding officers
Steven Wade or David Williams

Safeguarding Children Policy

Policy Statement

All people have a right to fulfil their potential. They are entitled to:

- Have their basic needs met
- Be as physically and mentally healthy as possible
- Gain the maximum benefit possible from good quality educational provision
- Live and exist in safe environments free from harm
- Experience emotional well-being
- Become competent in looking after themselves, to manage and cope with everyday living with the support of others
- Have as positive an image of themselves as is possible, along with a secure sense of identity irrespective of whether they have different or individual needs
- Develop interpersonal skills and confidence

Bellevue Education International Ltd. is committed to helping learners achieve their full potential and in doing so will take an active part in the support of learners, their families and other children connected to or associated with the Company.

The company acknowledges that this can only be done by:

- All staff, visitors and learners accepting their responsibility no matter what their status, role or professional qualifications;
- Effective communication and information sharing across the Company , and necessary with external agencies;
- All staff made up to date with developments as identified by national and local initiatives, guidance and protocols
- Regular staff training on child protection and safeguarding issues in line with new legislation and local authority requirements.

This policy and related procedures follow the guidance provided in “Working Together to Safeguard Children” (2015)- last updated February 2019, the “Framework for the Assessment of Children in Need and Their Families” (2000), the “Children Act” (1989 and 2004), ‘Keeping Children safe in Education (September 2020) and “What to do if you are worried a child is being abused” (2003). Guidance has also been taken from ‘The Childcare Act’ (2006 and 2016) due to the nature of the training delivered within Early Years environments. This policy adheres to the guidelines and procedures produced by the Nottinghamshire Children and Young Peoples’ Department and its Safeguarding Children Board.

Purpose and Objectives

It is the Company policy to ensure that guidelines, procedures, training and personal support are in place so that staff and learners can confidently identify and respond appropriately to concerns relating to the safety of children. It will ensure that designated personnel will be available to assist staff who identify concerns and that all concerns will be treated seriously.

No matter what the source of the information, the company will adopt the following procedure to ensure consistency. The procedure will consist of three steps:

- Information gathering
- Analysis
- Action

It will ensure that all concerns about children are recorded accurately and where possible in the language given by the source of the concern. It will be stored securely and in line with the Company archiving policy.

Coverage and Scope

This policy applies to the support of children and young people up to their 18th birthday as defined by the Children Act 1989 (and 2004). For those young people reaching their 18th birthday who need continuing services and support, this can be extended to their 25th birthday.

In the context of working in Further Education, where the majority of individuals are over the age of 16, it is important to recognise that whilst the law allows consensual sexual activity at the age of 16, if the child requires help and support the lawful nature of the activity does not stop intervention.

Examples of this may be:

- Children who despite their legal age are vulnerable because of disability;
- Children in relationships with much older individuals or individuals in a position of authority and trust
- Children who may be at risk of sexual abuse or exploitation;
- Children who are parents;
- Children whose emotional needs mean they are unlikely to be able to protect themselves despite their legal age.

Definitions

The Company adopts the definition of harm as laid down by the Department of Health as follows:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family, institution or community setting; by those known to them or, more rarely by a stranger. They may be abused by an adult or by adults or another child or children.

Physical Abuse: - This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse: - This is the persistent emotional ill treatment of a child that can cause severe long lasting effects on a young person's emotional development. It may involve, for instance, conveying to a young person that they are worthless, unloved and inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child in participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It might involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

Neglect: - This is the persistent failure to meet a young person's basic physical and/or psychological needs which is likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born neglect is failing to provide adequate food, shelter and clothing, failing to protect a young person from physical or emotional harm or danger, failing to ensure adequate supervision, including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It can also include neglect of, or unresponsiveness to, a young person's basic emotional needs.

Domestic Violence: - Prolonged and/or regular exposure to domestic violence can have a serious impact on a young person's development and emotional well-being, despite the best efforts of the parent who may be the victim, to protect the young person. Young people's exposure to parental conflict, even where actual violence is not present can lead to serious anxiety and distress. Young

people are like to show signs of stress because of domestic violence. This may result in behavioural problems, depression, and a tendency to aggression or withdrawal.

Bullying: Staff should also be mindful of the threat of bullying. Young people are vulnerable to bullying, which is deliberately hurtful and harmful behaviour, usually repeated over a period of time from which it is difficult to defend themselves. It can take many forms but the three main types are:

Physical – (For example, hitting, kicking, theft, extortion)

Verbal – (For example, racist or homophobic remarks, threats, name-calling)

Emotional – (For example, isolating an individual from the activities and social acceptance of other young people).

The damage inflicted by bullying must not be under-estimated; it can cause considerable distress, affect the young person's health and development and cause significant harm. Therefore, staff should also report suspicions or allegations regarding bullying to their line manager who must investigate and possibly invoke the Child Protection procedures.

FGM (Female Genital Mutilation)

According to the NHS, FGM is 'also known as "female circumcision" or "cutting", and by other terms such as sunna, gudniin, halalays, tahur, megrez and khitan, among others. FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts. It is illegal in the UK and is child abuse. It's very painful and can seriously harm the health of women and girls. It can also cause long-term problems with sex, childbirth and mental health problems.' <https://www.nhs.uk/conditions/female-genital-mutilation-fgm/>

All staff receive full training on FGM.

Prevent Duty

Prevent duty training is mandatory for all staff at Bellevue Education International Ltd.. This includes information on radicalisation, extremism and the signs of this taking place with the young people we support and work with.

Prevent duty outlines how to recognise the signs of this taking place, and who to contact to prevent radicalisation. More detail can be found in the companies Prevent Policy.

The wider concept of safeguarding

All staff members working at Bellevue Education International Ltd. must also take into consideration the wider concept of safeguarding, and understand that we must safeguard individuals from:

- Child sexual exploitation (CSE) (Working Together to Safeguard Children" (2015)- last updated February 2019)
- Child criminal exploitation (CCE) (Working Together to Safeguard Children" (2015)- last updated February 2019)
- Extremism and radicalisation (Counter-Terrorism and Security Act 2015.)
- Mutilation- Burning, tattooing, physical punishment for cultural or religious practices (Serious Crime Act 2015)
- Online safety/Cyber bullying/ Grooming
- Child on child sexual violence (Sexual Offences Act 2003- renewed 2012)
- Forced Marriage (The Anti-social Behaviour, Crime and Policing Act 2014)
- Sexual Harassment or sexting (Equality Act 2010)
- 'Upskirting' (Voyeurism Offences Act 2019)
- Domestic Violence (Domestic abuse Bill 2019)
- Hate crime (Equality Act 2010)
- Modern slavery/ trafficking (Modern slavery act 2014- Updated 2019)
- Children's Mental health and wellbeing, and healthy relationships

Staff are responsible for reporting any of these concerns to the designated safeguarding officer immediately, and discussions regarding any concerns are also held at each assessor monthly 121 meeting.

Policy expectations

All members of staff working within Company in whatever role will be accountable to this policy, and have a responsibility to take seriously all concerns that come to their attention. The member of staff identifying the concern will, as a matter of professional duty, pass that concern onto the appropriate named members of staff within the related procedures.

All employee will engage with this policy during induction and be encouraged to actively promote the policy and themes throughout their daily working activity.

Learners or children, who have concerns about other children or the behaviour of adults towards them, can use this policy to ensure that they are taken seriously.

Placement providers and subcontractors must be informed about this policy and deal with any concerns reported to them in line with this policy by contacting the designated member of staff.

Given the company's commitment to ensuring the welfare of its learners and children, information will be given to staff and learners at induction and in the relevant literature, to outline that commitment. This information must emphasise:

- The legal obligations of the company and of individuals
- The importance of learner and staff concerns being taken seriously
- The need for concerns and action taken to be recorded
- The rules associated with confidentiality and disclosure
- That parents may have to be consulted unless this will cause further harm to the child
- How staff are supported in implementing the procedures

It is recognised that the Company has many diverse groups of learners eg learners with learning difficulties or those who have English as their second language, and the application of this policy will need to be sensitive to their differing needs.

In order to properly assess concerns and take appropriate action it will be necessary to discuss concerns with colleagues and other relevant staff within the company or other related organisations. Legislation makes it clear that it is acceptable to exchange information as long as the information is accurate, adequate, relevant, not excessive, has the necessary consents and is in line with the legal duty to prevent harm to children. This will also comply with the General Data Protection Regulations (The Data Protection Act 2018).

Organisation and Responsibility

To ensure the implementation of this policy, the following key members of staff have been identified to assist in the process of assessment and decision making.

A. The Designated Staff

- Steven Wade (Group Education Director) and David Williams (Education Director) are responsible for: supporting and assisting staff and learners who are reporting concerns about learners; liaising with and making referrals to, Children & Young People's Departments as appropriate. The Group Education Director is also responsible for the Company Anti-bullying procedures and the coordination and organisation of the Company internal learner support services.
- The Designated safeguarding officers are responsible for: supporting and assisting staff or learners making referrals; receiving and processing concerns related to the behaviour of staff; vetting of staff including undertaking DBS checks; developing the Staff Code of Conduct.
- In the absence of Steven Wade and David Williams, concerns should be reported to Mark Malley (CEO). If the concern is related to the behaviour of a member of staff and the Group Education Director is not available then the concern should be reported directly to Mark Malley.

- B. Line Managers/directors need to be aware of this policy as all or any staff can consult with them in confidence for advice about how to proceed.
- C. All teaching and support staff, visitors and contractors, or other operators working on the company site are responsible for taking any concern or disclosure about the safety of young people seriously and reporting their concerns as per the attached procedures.
- D. All staff must have relevant training for safeguarding and Prevent as stated in their contract of employment during their probation period. This is supported and monitored by Steven Wade and David Williams.

Quality and Monitoring

It is Company policy to ensure that all staff are briefed during their induction, have access to regular training, and that designated personnel have regular contact with consultants and Local Authority Social Care Departments with to ensure that guidelines and procedures meet with nationally agreed recommendations.

The policies and procedures will be examined on an annual basis for accuracy and updated on a regular basis.

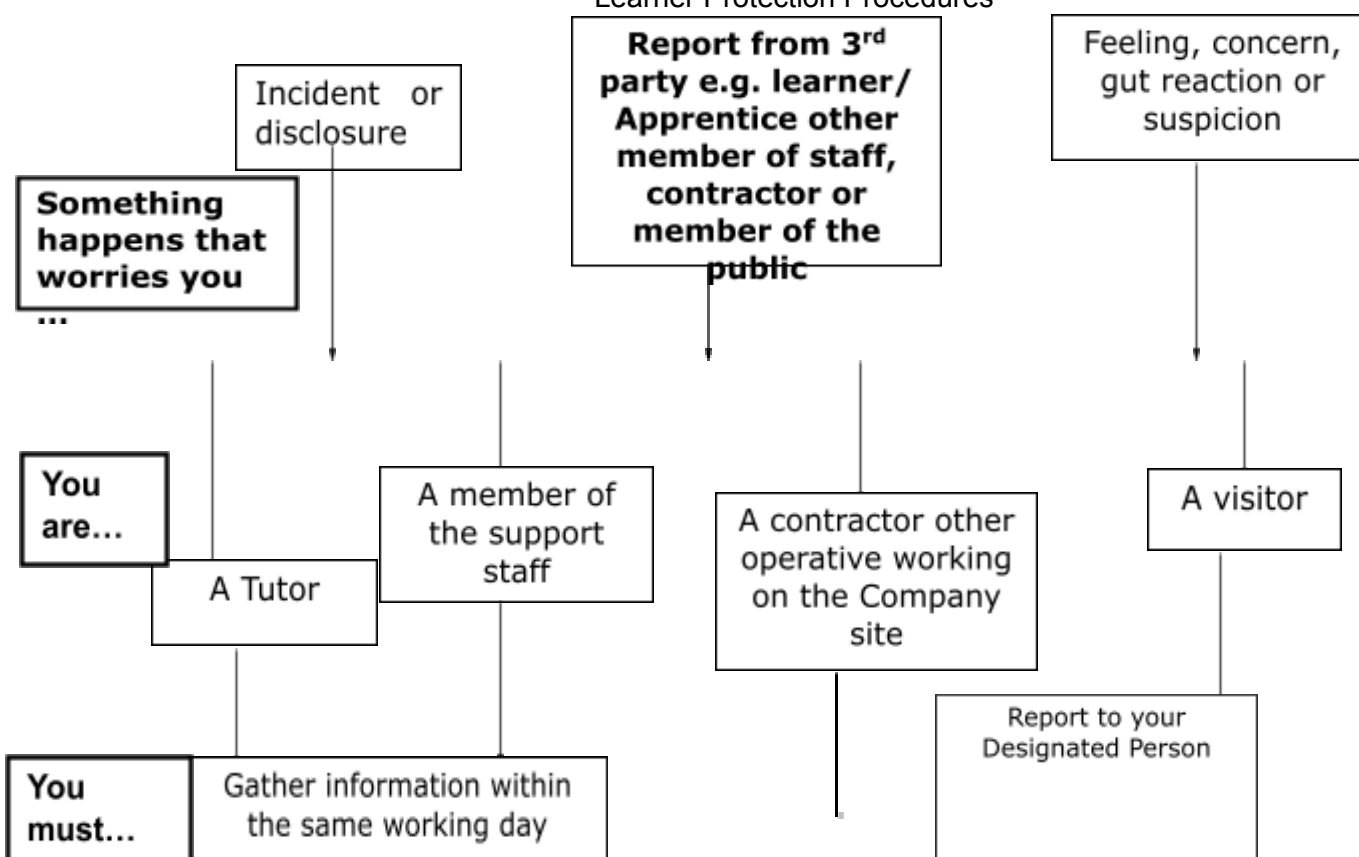
All staff will be notified of any changes and updates to this policy, and will be required to keep an updated CPD log including safeguarding updates.

Additional information:

This policy should be read in conjunction with:

- Online Safety Policy
- Whistle Blowing Policy
- Bullying and Harassment Policy
- Safer Recruitment Policy
- Prevent Policy
- Prevent reporting procedure

Learner Protection Procedures



Learner Incident Report

Please use this form to report to the Company any incident or disclosure relating to child protection, child in need, vulnerable adult or behaviour

Learner Name

Course

Learner ID _____ Date of Birth

Address

Contact telephone No

Name of Parents/Guardians

Parents'/Guardians' Address

Parents'/Guardians' Contact No

Source (X or ✓)

Direct from Learner ☐

Referral ☐ From _____ Date _____

Complaint ☐ From _____ Date _____

Phone Call ☐ From _____ Date _____

Description of issue/incident *(continue on separate sheet if necessary)*

Signed _____ Date _____

Role _____

REFERRAL ACTION *(date, time and contact details)*

Children or Adult Services

Police or other agency

Parents/Guardians/Employers/School (if appropriate)

Other Company Staff eg Mentors, Additional Support

HR (if member of staff is implicated)

Outcome and feedback *(Ongoing action with dates)*

Signed _____ Date _____

Role _____

Online Safety Policy

Online Safety and Appropriate Use of IT Policy

Introduction

Bellevue Education International Ltd. understands its responsibility to educate its participants in relation to Online Safety issues. The organisation is committed to ensuring that the programme conducts its operations in such a way that participants are equipped with the appropriate skills, behaviours and critical thinking skills to enable them to remain safe and act legally when using the internet and related technologies in any context or circumstances.

Objectives

Policy Objectives:

- To protect the interests and safety of Bellevue Education International Ltd. learners
- To ensure that all employees and participants adhere to the IT usage rules to prevent any viewing or downloading of unsuitable material such as pornography, extremism, terrorism and anti - British web sites.
- To prevent unauthorised access to / loss of / sharing of personal information
- Prevent the risk of being subject to grooming by those with whom they make contact on the internet
- To ensure learners are aware of the risk of sharing / distribution of personal images without an individual's consent or knowledge including images of 'Upskirting' (Voyeurism Offences Act 2019)
- To protect learners from cyber bullying

Responsibilities

Bellevue Education International Ltd. strives to ensure that all participants are adequately safeguarded from potential security threats and misuse. It is critical therefore that all employees and participants comply with this policy and support its objectives.

The Designated Safeguarding officers Steven Wade and David Williams will ensure that policy and safe practices are embedded in operations and activities and that team members receive suitable CPD to enable them to carry out their Online Safety roles and responsibilities.

The designated officers will ensure that participants receive regular, meaningful Online Safety education. Such activities will be provided in the following ways:

- Educating all participants on the dangers of technologies that may be encountered; including cyber bullying, radicalisation and staff must be aware of reporting procedures and prevent duty.
- Making participants aware of where and how to seek help if they experience problems when using the internet and related technologies
- Encouraging participants to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside work and the Apprenticeship programme
- Providing advice, guidance and information on safe, legal and acceptable internet use
- Detailing the effective and safe use of the internet in research, including the skills of: knowledge, location, retrieval and evaluation.

Company directors will ensure that the ICT infrastructure is safe and not open to misuse or attack.

Employees

All employees will receive Online Safety information through side by side training as part of their induction and will be provided with a copy of this policy. They are responsible for ensuring that all digital communications with participants are on a professional level only and that ICT usage and activities are monitored in activities including: classroom-based delivery, workshops and learning events.

Participants

All participants will receive Online Safety information, advice and guidance as part of their training with the use of side by side training modules.

It is crucial that participants understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so. Specific guidance is therefore provided at induction and information of the contact details for designated officers is on their OneFile account.

Blogging & Social Networking

- Blogging is defined as writing a personal online journal that is frequently updated and intended for general public consumption. Social networking is defined as sharing your interests, information and emotions in an online forum with other employees. Common social networking sites include but are not limited to Facebook, YouTube, LinkedIn, Twitter and Bebo.
- Blogging by employees and participants, whether using the company's property and systems or personal computer systems, is subject to the terms and restrictions set out in this policy.
- Employees and participants should not under any circumstances use the company's systems to participate in any internet chat room, post messages on any internet message board or set up or log text or information on a blog for non-business-related reasons, even in their own time.
- Employees and participants should not, under any circumstances, use Bellevue Education International Ltd. systems to access or participate in any social networking sites for non-business-related reasons during work hours. However, subject to compliance with the terms of this policy on acceptable use, access may be granted to certain sites which individuals may be able to access for work or learning purposes. However, we reserve the right to block access to social networking sites from within the network if considered appropriate. If you accidentally connect to a social networking site outside of permitted periods, you must disconnect immediately. If you consider that you need to access such a site during break times for a business-related purpose, please contact your Manager to seek assistance.
- Employees and participants shall not engage, even in their own time, in any blogging or social networking that involves bullying, extremism views, anti - Britishness or harassment of, or making disparaging or derogatory comments about any employees or other participants or customers.

Internet

- Bellevue Education International Ltd. will ensure that the use of Internet derived materials by employees and participants complies with copyright law.
- Participants will be taught how to be critically aware of materials they may see or are shown and how to evaluate and validate information before accepting its accuracy.

Monitoring

- Bellevue Education International Ltd. reserves the right to routinely monitor all users for the purpose of ensuring that the organisation's rules are being complied with, investigating wrongful acts, or complying with any legal obligation.
- Any breach of this policy is likely to result in sanctions being applied or disciplinary action being taken. A serious breach of this policy may be considered to amount to gross misconduct or dismissal.
- The following are non - exhaustive examples of the type of behaviour which may be regarded as gross misconduct:
 1. Posting confidential company, client or supplier information online;
 2. Any form of harassment, bullying, extremism grooming, radicalisation or discrimination against any of our employees, participants, workers, suppliers, clients or customers;
 3. Making derogatory, damaging or offensive comments or statements about any of our employees, participants, workers, suppliers, clients or customers;
 4. Online posting of personal data or information which you have obtained from Bellevue Education International Ltd. about another employee or worker, without their consent;
 5. Any activity that may bring Bellevue Education International Ltd. into disrepute or damage or lower the company's reputation.

All employees and participants are encouraged to be vigilant and aware of potential illegal activity or misuse. The Safeguarding officer should be contacted immediately if any such activities may appear to be involved, including:

1. Child sex abuse images;
 2. Adult material that potentially breaches the Obscene Publications Act;
 3. Criminally racist material;
 4. Other criminal conduct, activity or material
- Complaints of internet misuse by participants will be dealt with by the Safeguarding Officer and recorded as a Safeguarding issue;
 - Complaints about employee's misuse must be referred to the Safeguarding Officer who will liaise with the Quality Manager to investigate fully.

Equality Impact Assessment

This policy has been assessed for its impact on equal opportunities and has been informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities legislation.

Additional information

This policy should be read in conjunction with:

- Safeguarding Policy
- Whistle Blowing Policy
- Bullying and Harassment Policy
- Safer Recruitment Policy
- Prevent Policy
- Prevent reporting procedure