

Safeguarding

What this policy covers

BSL First is committed to protecting service users against all forms of abuse. You have a responsibility towards service users to ensure that they are protected from abuse.

This policy sets out BSL First's approach to ensuring the safeguarding of minors on our courses. It also sets out the responsibilities of staff for reporting suspected abuse and the procedure for doing so.

What is "abuse"?

Abuse is a violation of an individual's human or civil rights by another person and may consist of a single act or multiple acts. As well as physical and psychological abuse, acts of neglect or an omission to act may amount to abuse. Abuse may also occur when a child or vulnerable adult is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent.

Children attending courses

Children, defined as any person under the age of 18, may enrol on a British Sign Language course up to Level 3. Children cannot enrol on a course at Level 3 or above. Children who wish to enrol on a course must have written permission from an appropriate adult, e.g. parent or guardian.

All minors must be supervised by an appropriate adult, e.g. parent or guardian, at all times during class. Minors must not attend a class unsupervised. The teacher is responsible for checking that the child has an appropriate adult present during class. If the child attends without appropriate supervision, the teacher must instruct the child to leave the class.

Minors must not share their personal contact details with other students under any circumstances. All communication between BSL First teachers and administration must be done through a nominated appropriate adult, e.g. parent or guardian. BSL First management will only hold the contact details of the appropriate adult on file.

Regulation of teaching staff

All teaching staff must provide a satisfactory Enhanced Disclosure with a barred list check from the Disclosure and Barring Service in order to teach a class with a minor present.

If a teacher appears on the Barred List, BSL First will investigate whether they can continue to be employed in activities that are not regulated activities, but BSL First reserves the right to dismiss you or to refuse you employment.

If a teacher is added to a barred list during their current employment, BSL First will be legally obliged not to allow them to continue to engage in regulated activity, including teaching classes with vulnerable adults or children present. This may mean that BSL First cannot continue to employ the teacher

If BSL First receives notification that a teacher has been barred, BSL First will investigate whether the teacher can continue to be employed in activities that are not regulated activities, but in these circumstances BSL First reserves the right to dismiss the teacher without notice.

BSL First's duty to refer information

By law, BSL First has a duty to refer certain information to the Disclosure and Barring Service. This includes:

- If the Business has dismissed an individual because he or she has harmed, or may harm, a vulnerable adult or child.
- If an individual has resigned from employment in circumstances where there is a suspicion that he or she has harmed, or may harm, a vulnerable adult or child (this will apply where an allegation has been made and the employee resigns before BSL First can take disciplinary action).
- If BSL First has suspended an individual and has reason to think the employee has engaged in "relevant conduct" or has harmed, or may harm, a vulnerable adult or child, or has received a caution or a conviction for, a relevant offence.

Procedure

All staff and students must remain vigilant at all times of the risk of abusive behaviour from different sources including members of their family, other students and teaching staff.

If teachers suspect that a student has been subjected to abuse, they should refer the circumstances to their manager (or another manager if appropriate) for full investigation.

If the alleged perpetrator of abuse is another employee, the circumstances will be investigated fully under the Business' Disciplinary Procedure.

If necessary, BSL First will refer details of the circumstances to the Disclosure and Barring Service.

If, following full investigation of the circumstances, BSL First determines that the perpetrator should be dismissed, the perpetrator's details will be referred to the Disclosure and Barring Service.