



Haileybury International Summer School Safeguarding Policy

Policy date:	March 2026
Date of next review:	March 2027
Owner:	Chief Financial and Operations Officer
Leadership Team:	Operations Leadership Team (OLT)
Intended audience:	Summer School Pupils, Parents, Staff
Location:	Summer School Website and Summer School Staff Handbook

1. Scope and purpose

- 1.1. Haileybury International Summer School ('Summer School') is a residential school for 11 to 16 year-olds. We seek to maintain a safe and supportive environment for the children in our care. We accept and recognise our responsibilities as follows:
 - to safeguard the welfare of children who join the Summer School; and
 - to develop continually an awareness of any issues which might harm these children.
- 1.2. We will endeavour to safeguard children as follows:
 - by adopting child protection guidelines and accepted procedures;
 - by providing children and staff with codes of behaviour and ensuring they understand what those are; and
 - by sharing information and acting promptly and professionally to any concerns.
- 1.3. The nominated Safeguarding Officer (Welfare Officer) for Summer School is William Haughton can be contacted on **07467 754486**.
- 1.4. Other members of the Summer School Safeguarding Team are:
 - Allison Ivory - 01992 706 413
 - Jonnie Howorth - 01992 706496
- 1.5. All members of the Child Protection Team update their knowledge and skills and undertake appropriate training at least annually and in accordance with the requirements set out in the government's 'Keeping Children Safe in Education' (KCSIE) (September 2025) and 'Working Together to Safeguard Children' (December 2023).
- 1.6. The Summer School commits to reviewing this policy every 12 months and will seek to involve staff and pupils in its development.
 - This policy applies to all children attending our courses regardless of gender, ethnicity, nationality, disability, sexual orientation or religion.
 - A 'child' or 'pupil' in the context of this policy refers to anyone under the age of 18 who will attend, is attending or has attended Haileybury International Summer School.
 - 'Safeguarding' refers to our commitment to reduce risk and provide appropriate general care for children.
 - 'Child Protection' refers to our commitment to protect children from any kind of abuse.
 - This policy covers all employees and any other adults involved in delivering courses for children in our care.
 - The Summer School will take all reasonable steps to ensure that adults who work with our pupils but are not directly employed by the Summer School (e.g. transport contractors, sports coaches) have enhanced DBS certificates and are aware of our code of conduct.
 - This policy applies to both real-world and online environments.

2. Our principles

- All children have the right to be treated with respect and to be safeguarded from harm.
- We welcome pupils from all backgrounds and will not permit discrimination by pupils or staff

on the grounds of religion, gender, sexual orientation, or ethnicity. We will show particular sensitivity to pupils from territories in the midst of internal or international conflict.

- Adults working with our pupils must recognise the trust placed in them by children and must treat this trust and this power with the highest responsibility.
- Any sexual relationship or activity by an adult involving a child or any attempt to encourage this ('grooming') is unacceptable and will lead to disciplinary and legal action.
- All children have the right to say 'No' if any person tries to do something that they feel is wrong.
- All children have the right to be supported against bullies.
- All children must feel they can tell an adult about any incident that frightens or confuses them or makes them unhappy.
- All children must know that if they go to an adult for help, they will be listened to seriously and supported.

3. Our Expectations of pupils (Pupil Code of Conduct)

3.1. We expect pupils to:

- Treat each other and staff with respect regardless of age, gender, colour, race or religion.
- Participate in the academic and recreation programme to the best of their ability.
- Mix and speak English among the different nationalities on the course.
- Follow school rules and obey all reasonable instructions and requests from staff.
- Talk to us if there is a problem so that we can try to help.

4. Child protection

4.1. Child abuse is most often used to describe ways in which children are harmed with damage to their physical or mental health. There are four broad categories of abuse as follows:

- Physical: through hitting, shaking, squeezing etc.
- Sexual: through inappropriate physical contact, the taking of indecent images of children, or the encouragement of sexual activity by children for the purpose of adult gratification.
- Emotional: through persistent lack of affection, unrealistic adult demands, and verbal bullying, including cyber-bullying.
- Neglect: failing to provide basic needs of food, proper clothing, and safe supervision.

4.1 Identifying child abuse can be challenging to identify as it has various forms. Below are some typical indicators to watch for:

- unexplained injuries;
- a child describing an abusive act that has happened to them;
- another child telling you of their concern about a friend/fellow pupil;
- sexually explicit behaviour in games/activities;
- serious distrust of adults; and/or
- difficulty in making friends/socialising with other children.

4.2. The last two might appear naturally as Summer School is a new and strange environment for visiting children, sometimes from very different cultures. Be alert also to the possibility of (undiagnosed) autism.

5. How to react if you suspect child abuse

5.1. Always tell the nominated Safeguarding Officer, Director of Studies or a member of staff if:

- you notice any physical or behavioural signs;
- you suspect an adult is a threat to a child in some way; and/or
- a child tells you they are being abused.

5.2. If a child does confide in you, react calmly as follows:

What to do	What not to do
<p>Stay calm. Listen, hear and believe. Give time to the person to say what they want. It may help to remember TED: Tell me, Explain to me, Describe to me. Reassure them that they have done the right thing in telling you. Explain that you will need to inform the Nominated Safeguarding Officer in order to provide the best possible support. Act immediately in accordance with the procedure in this policy. Record in writing as near verbatim as you can what was said as soon as possible. Report to the Nominated Safeguarding Officer immediately</p>	<p>Don't panic or over-react. It is unlikely that the alleged victim is in immediate danger Don't probe for more information. Questioning the participant may affect how the disclosure is received at a later date. Don't make assumptions, don't paraphrase and don't offer alternative explanations. Don't promise to keep secrets or that everything will be OK (it might not). Don't delay or try to deal with it yourself: listen and refer, don't investigate. Don't make negative comments about the alleged abuser. Don't 'gossip' with colleagues about what has been said to you. Don't make a child repeat a story unnecessarily.</p>

6. Bullying

6.1. Bullying - the deliberate and repeated act of causing another person to be unhappy - is perhaps the likeliest threat to a child's wellbeing on our courses and is not tolerated.

7. If you suspect bullying:

1. Investigate all reports, however seemingly trivial.
2. Ensure that all reports of suspected bullying are recorded in the Incidents Book. Ensure also that the follow-up and resolution/consequence is recorded.
3. Once it has been established that bullying has taken/is taking place, refer the incident to the Nominated Safeguarding Officer, who will explain to the person acting unkindly that their actions are unacceptable and tell them the effect it has had on another/others.
4. Ask them to consider an appropriate way of putting things right and, if necessary, support them in carrying out an apology.
5. Ensure that any apology/reconciliation is made with staff present so that it can be

accurately recorded.

6. Alternatively, bring both parties (bully and bullied) together for a 'no blame' meeting. The aim is to clarify the situation through discussion and allow both sides to work out a solution that is satisfactory to them both. This will be logged and signed by a staff member.
7. Send details to the Nominated Safeguarding Officer, who will inform the parents of both parties what has happened and how it has been resolved.
8. If, after this meeting, the bullying continues, then it must be seen as deliberate or that the perpetrator (for example, if suffering from fits of anger) is unable to control himself or herself. The Nominated Safeguarding Officer will take immediate action to protect the bullied person and begin procedures to restrict the bully's activities. The Nominated Safeguarding Officer will keep parents of both parties fully informed.
9. Any further incidents of bullying by the same person will result in them being sent home as soon as possible.

8. Electronic contact with children

- 8.1. Staff must exercise the same discretion and maintain the same professional distance in any electronic contact with children (anyone under 18) as they would in normal day-to-day life. Electronic contact includes telephone communications (including texting) and online environments. In particular:
 - Never initiate electronic contact with a child unless for clear pedagogical purposes that have been sanctioned by the Nominated Safeguarding Officer.
 - If a child contacts you electronically, keep your tone friendly, professional and neutral.
 - Avoid situations that involve the exchange of personal information, personal photos, virtual gifts or the use of any application that suggests or encourages the sharing of personal feelings.
 - If a child seeks to develop an inappropriate personal relationship with you electronically, do nothing to encourage this; inform the Nominated Safeguarding Officer and send a copy of any relevant communications.
 - If a child confides sensitive information to you electronically, such as details of abuse, react as shown in the table in Section 5. Record the details and send a copy of all relevant communications to the Nominated Safeguarding Officer
 - While a school may have good reasons to create an online social community, social forums such as Facebook present particular risks. Staff should not initiate or accept 'friendship' requests from children, however innocent these requests may seem, as this provides access to photos and other intimate details of each other's personal lives.

9. If an adult is accused of abuse

- 9.1. The Summer School will:
 - Immediately remove the adult from all possible contact with pupils.
 - Carry out immediate investigations and inform the child's parents.
 - If there is evidence to support the allegation, the matter will be referred to the Local Authority Designated Officer (LADO) and the NSPCC, who will advise on the next steps. This may include criminal prosecution and the informing of referees, and the Disclosure and Barring Service.
 - Inform the School DSL of the findings of the investigation and actions taken.

10. Other welfare considerations

10.1. Prevent

'Prevent' is a government strategy to stop people from becoming involved in violent extremism and/or supporting terrorism. It also aims to promote positive British core values, namely democracy, the rule of law, individual liberty, mutual respect and tolerance of other beliefs, race and sexual orientation. In the Summer School context, our compliance with Prevent is largely covered by our codes of conduct and by our day-to-day enactment of British core values.

10.2. Risk assessments

Activity and excursion risk assessments are kept in the activity planning room. Other risk assessments are provided to staff as necessary. Please read the ones that apply to your job in the Summer School. A risk assessment must also be carried out and a form completed for each new recreational activity you organise or take part in.

10.3. Supervision ratios

An adequate adult presence must be always maintained. There is a comprehensive duty rota for staff working with the age group for the Summer School (11 to 16 year olds), which are:

- Staff: Pupil ratios in the school are 1:5
- Staff: Pupil ratios for pupils on excursions are 1:7
- Staff: Pupil ratios for pupils on trips in a single site are 1:12

10.4. Excursions

Basic guidelines and 'what to do if' risk assessment for all excursions is contained in the document 'Haileybury International Summer School Excursions (Visits) Policy'. This is displayed in the staff room.

10.5. Arrival house meeting

All pupils have house meetings the evening of arrival, during which they are reminded to hand in any medicines. They are reminded of expected standards of behaviour, including the need to tell someone if they have a problem.

10.6. Fire practice

Emergency building evacuation procedures will be explained to staff at induction. More information is available in the Haileybury International Summer School Fire Safety Policy.

10.7. First Aid / medical

A list of qualified first aiders is created via iSAMS, published to staff on the intranet/portal and displayed on notice boards around the campus. More information can be found in the Haileybury International Summer School First Aid and Care of Unwell Pupils Policy and Procedures

10.8. Effective communications

A Nominated Safeguarding Officer lives on campus during the summer and is contactable 24-hours a day by mobile phone. Staff have the use of two-way radios to enable quick and effective communication, including emergency communication. Training is given at induction. All

pupils are given distinctive backpacks and ID badges that include an emergency contact number; pupils must wear these on excursions.

10.9. Training

All Summer School staff are required to sign to say that they have read and understood this Safeguarding Policy and agree to the Summer School Staff Code of Conduct. Further clarification on safeguarding and child protection will be given at induction.

Useful telephone numbers/contact details

Local Authority Designated Officer (LADO) Hertfordshire:

- To report concerns regarding a child: 0300 123 4043
- For general enquiries: 01992 588 757 or adminHSCPHSAB@hertfordshire.gov.uk

The National Society for the Prevention of Cruelty to Children (NSPCC):

- Helpline: 0808 800 5000 or help@NSPCC.org.uk
- General enquiries: 0207 825 2505
- Website: www.nspcc.org.uk

Childline UK: 0800 1111 (www.childline.org)

Disclosure and Barring Service (DBS): 03000 200 190
(www.gov.uk/government/organisations/disclosure-and-barring-service)

Samaritans: 116 123 (www.samaritans.org.uk)

11. **Related documents**

- Haileybury Safeguarding Children and Child Protection Policy
- Safer Recruitment: describes how we extend child protection to employment policies.
- Emergency Plan: describes how we aim to respond in critical situations such as a coach crash or armed intruder on campus.
- Summer School Excursion (Visits) Policy: contains advice on 'what to do if' situations on excursions.

Version history		
Date	Reviewed by	Notes
August 2021	Summer School Director	New policy
April 2024	Summer School Director and Commercial Operations Director	Reviewed
May/ June 2025 March 2026	Commercial Operations Coordinator Summer School Operations Manager Health and Safety Team Commercial Operations Director	Reviewed and updated
March 2026	Operations Leadership Team	Reviewed and approved