



JACT Durham Greek & Latin Summer School

JACT Summer Schools Trust (JSST)

Company reg: 07331184

Registered charity: 1137562

Safeguarding & Child Protection Policies

The JACT Durham Greek & Latin Summer School takes the safety and welfare of all the students on its course extremely seriously. The prime concern at all times is the best interests of the child. It is the responsibility of all the tutors and other staff on the course to report any concerns they have about child protection or welfare to the Course Director, as the Designated Safeguarding Lead.

What we do to keep students safe:

The JACT Durham Greek & Latin Summer School will ensure that:

- The tutors and staff are aware that they have a responsibility to report any concerns that they have about any student to the Safeguarding Lead at once.
- The tutors and staff each year are briefed at the initial staff meeting, as their annual training, on their role in ensuring the safety of the children on the course.
- The tutors and staff must read the Child Protection & Safeguarding policy and the government document 'Keeping Children Safe in Education – September 2023', whose guidance the JACT Durham Greek & Latin Summer School follows as a matter of best practice; all will sign a document at the initial meeting to confirm that they have read both documents and that they were present at the briefing.
- The policy is available on the website to be read by parents and students as well.
- The students and parents are aware of who the Safeguarding Lead is at the summer school and encourage them to report any concerns to this person at once.
- Any serious concerns are passed on by the Safeguarding Lead to the appropriate Local Authority Designated Officer.
- It follows safe recruitment procedures, in which it is stressed to potential tutors that we take child protection and safeguarding extremely seriously, that they will be required to submit a CV, undergo a DBS check, and provide a referee who will be explicitly asked to state whether there have been any concerns to do with safeguarding about the person.
- All staff have a DBS check at least every 10 years if they are employed continuously in a school/college teaching U18 students and every 3 years otherwise.
- Visiting lecturers and other visitors who have not been DBS checked are accommodated separately from students and will be accompanied when with the students.

Safeguarding children is everyone's responsibility. If you see or hear anything that worries you, no matter how small, please contact:



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The Designated Safeguarding Lead (DSL) Tony Potter (Course Director)

Tel: 07990 534939

Email: tony.durham.lgss@gmail.com

The Deputy DSL, Molly Orme (Pastoral Director)

Tel: TBC

Email: molly.durham.lgss@gmail.com

If you cannot contact any of the above, or you are dissatisfied with the way that they have dealt with your concerns, you should contact the Chair of the JACT Summer Schools Trust and Nominated Trustee for Safeguarding, Judith Mossman: judith.mossman@coventry.ac.uk or the relevant external agency, such as Durham County Council: 03000 267 979. If the concern is about the welfare of a student over 18 years of age, contact Durham Safeguarding Adults Partnership, using the same number: 03000 267 979.

Procedure for Reporting a Concern

Concerns for the safety and wellbeing of children can arise in a variety of ways and in a range of situations. For example, a child may report or show signs of abuse, someone may hint that a child is at risk or that a colleague is an abuser, or someone may witness abuse.

There are four main types of abuse, which are physical abuse, sexual abuse, emotional abuse, and neglect. It is not always easy to recognise a situation where abuse may occur or has taken place and Summer School staff are not likely to be experts at such recognition.

However, each person has a responsibility to act if they have any concerns about someone's behaviour towards a child. It is important that the recipient of any complaint or accusation that a child has been or is being abused listens carefully without making or implying any judgment as to the truth of the complaint or accusation.

To ensure that all of the details of an allegation are captured for any future investigation, a detailed record should always be made at the time, or as soon as possible after the matter is raised. This record should preserve the actual words of the disclosure as closely as possible.

Staff must not promise complete confidentiality when a concern is raised or an accusation made. This is because the summer school owes a duty of care to its staff and students that cannot be fulfilled unless we act on the basis of all information provided.



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However, at all stages, only those people who need to be made aware of an incident or concern, whether internal or external to the summer school, should be informed.

Where an individual suspects or is informed that a child has been, is being or could be harmed, it is not the responsibility of that person to decide whether abuse has taken place. Instead, the individual aware of these suspicions or allegations must contact the Safeguarding Lead (or Deputy Safeguarding Lead) immediately for guidance and assistance on the action that must be taken. The Safeguarding Lead must inform Durham County Council Children's Services within 24 hours of the allegation. If the Course Director is unavailable or the allegation concerns the Course Director, the Deputy Safeguarding Lead or Chair of the JACT Summer Schools Trust must be contacted.

Action Following the Reporting of a Concern

Where a complaint of abuse is reported, the Designated Person will contact the relevant external agencies (including Durham CC's Children's Services and the police) within 24 hours. If the concern/complaint relates to events occurring before the course itself, the Designated Person will contact the student's school and the local authority involved as appropriate.

If an individual cannot find the Course Director or DDSL or is dissatisfied with the action that they have taken, they should contact external agencies directly. Such situations may require external agencies to investigate the matter and determine any necessary action. In such circumstances, the Summer School will cooperate fully in any investigation and follow their advice on whether to notify the relevant staff at the institution attended by a student and/or inform the student's parents/guardian. In the case of children, parents will always be informed unless there is reason to believe that informing them would increase the risk of harm to the student. No internal investigation can take place until contact has been made with the appropriate external agencies.

The summer school has a legal duty to refer an individual to the DBS if they have been removed from working in regulated activity with children and/or adults because they caused harm to children/adults or posed a risk of causing harm. The duty to refer is absolute and overrides any concerns about data protection.

The DSL and DDSL should work together to complete the DBS referral form found on the DBS's web pages, as soon as possible after the person concerned is removed from working in regulated activity.

Any enquiries made by the media about possible allegations of abuse regarding children should be referred to the Course Director immediately.