



St Edmund's College Summer School: Child Protection & Welfare

1. Introduction

Our children's welfare is the most important thing to us. We do everything we can to make sure that our students are happy, safe and secure.

2. Our Staff

We do complete background checks on everyone who works for us each summer, including checking criminal records and past employment references. All of our staff must complete Child Protection training, and we have a Welfare Manager whose full-time job is to make sure that our children are as happy as they can be.

3. Our Security

Our campus is not open to the public. All children and staff must wear lanyards containing ID cards with their names and photographs on them; anyone found on the site without one is challenged immediately. We know who everyone is on the campus at all times. We also have CCTV in all public areas.

4. Staff and Student Relations

It is important that our students feel that they can trust our staff and feel relaxed around them. However, it is also important that there is some professional distance between the children and the adults who work with them. Our staff will not ask the children for personal contact information, or discuss age-inappropriate topics with them. We do not share personal telephone numbers with the children, nor the last names of the majority of the teachers and house parents. Our staff will never be alone in a closed room with a child (apart from the Infirmary Nurses).

5. Our Procedures

- We register the children during the day at least every 2.5 hours. If a child is not present, then all of the staff are alerted immediately and everyone starts looking for them.
- Every weekday morning the staff all meet with the managers to talk about the children that they work with and if they think there is anything to worry about.
- The Summer School has a Designated Safeguarding Lead, Mr Lee Hawkes; and a Deputy Designated Safeguarding Lead, Ms Monique de Comarmond. They are in charge of making

sure that any concerns about child welfare and protection are acted upon, and that all of the staff working in the Summer School know exactly what to do and look out for.

- The Director, Academic Manager, Residential Manager and Welfare Manager meet with student representatives at a Student Council meeting every week to talk about the students' comments and concerns.

Last Updated by Lee Hawkes, February 2019