



BLC Safeguarding Policy (For Junior Summer Programme and Under 18s attending BLC)

Policy Statement

BLC acknowledges its duty of care to safeguard and promote the welfare of all its Under 18 learners (children) regardless of nationality, race, religion, language, ethnicity, age or disability.

BLC is committed to ensuring safeguarding practice reflects statutory responsibilities and government guidance and complies with best practice and British Council regulatory requirements.

We recognise that all children are entitled to be protected and take the responsibility to follow all reasonable steps, to promote safe practice and to protect children from the potential risk of harm.

BLC acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

BLC will:

- Only employ persons suitable to work with children
- Ensure a high standard of professional behaviour exists between staff and children and that all employees are aware of their responsibilities in relation to safeguarding and child protection and know the procedures that should be followed if there is cause for concern
- Ensure all employees are provided with current training on how to protect children in and out of the school and know where to go to find additional information regarding safeguarding
- Refer any child protection concerns to the Bristol Safeguarding Children Board
- Ensure that parents/carers/homestays/group leaders are provided with the schools current Safeguarding Policy and they receive relevant training and information from the school and who to report concerns to
- Ensure that homestay providers who care for children provide a valid Enhanced DBS (Disclosure and Barring Service)

This policy is available in full on the BLC website and available on request.

This policy was adopted by BLC on 4th June 2015 and has been reviewed annually.

It was last reviewed on 8th March 2019

BLC Context

BLC offers a programme for children from 13- 17 years old over 6 weeks in July and August and accepts 16 and 17 year olds on the adult school year round. These students are only permitted to live in a suitable homestay, with a guardian in the UK or appropriate residential accommodation with a group leader (for this purpose, BLC uses Arnos Manor hotel. BLC Under 18 students are not permitted to stay in BLC residences which are for students aged 18 and over). All parents of under 18s must complete a parental consent form for their child at time of application. The parental consent form asks for emergency contact information and medical information for the child. It also outlines BLC school rules for the child to follow and for the parent to be aware of the expected behaviour.

Between September and June, BLC will typically have a handful of students studying on the adult programme, who are aged 16 or 17. During that time however, BLC may also provide courses for groups of students of on average 15 students per group, who are under 18 and studying at the main BLC centre. On average there would be two of these groups during this period. During the summer months of July

and August, the number of students under the age of 18 studying at BLC, increases to approximately 75 students, who are studying on the BLC Junior Summer Programme for 6 weeks from the end of June to mid-August. This policy therefore acts as guidance for all adults associated with BLC, who are working with children on these programmes, to include teachers, administration staff, group leaders, activity staff and hosts.

What is Safeguarding?

Safeguarding is a relatively new term and is associated with promoting welfare in general. It was brought into practice and guidance with the Children's Act 2004 and is a much wider concept than Child Protection.

The statutory definition of safeguarding and promoting welfare is:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those children to have optimum life chances and enter adulthood successfully

Safeguarding covers a wide range of activities and actions taken by a number of different people and agencies. By safeguarding we mean three types of activity:

- Specific action to identify and protect children at risk of suffering significant harm
- Activities directly designed to identify and support children who are vulnerable to poor outcomes and life circumstances
- Ways to improve general health and well-being of all children

Child protection processes are an essential part of the wider work to promote and safeguard children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

Reviewing Policies and Procedures

BLC's policies and procedures will be reviewed on an annual basis or after an incident where it was deemed that they were insufficient. Designated safeguarding lead and Designated safeguarding people will review the policies together in accordance with national developments relating to the welfare and protection of children and young people. If any changes to the policies and procedures are necessary, they will be updated, signed and dated by the Designated Safeguarding Team. This policy is available in pdf format, printed and on the website.

What BLC expects from Adults when teaching, hosting and supervising children

The school has a duty to ensure that appropriate behaviour is applied to all relationships between adults and children during their stay with BLC. It is extremely important that all members of staff and additional arms of the school such as homestays, are clear about what constitutes appropriate behaviour and boundaries. We aim to build trust between children and adults and create a safe school culture. BLC's policies are in place to protect children and also adults from any behaviours/actions which might be misconstrued.

Below are key behaviours that BLC expects from all Adults:

- Be an excellent role model; by maintaining the highest standards of personal behaviour at all times
- Be aware of appropriate physical interaction; if contact is necessary e.g. first aid, then explain to the child what the contact is for and change your approach if they seem uncomfortable
- Use appropriate language
- Don't discriminate against a child due to age, gender, disability, culture, language, racial origin or religious belief
- Be vigilant and aware of how actions can be misinterpreted by children
- Dress appropriately around children
- Educate children on E-Safety and the possible dangers of social media and the internet

BLC promotes an equal opportunity environment. Adults are expected to react should students display disrespectful behaviour towards each other or members of staff, this includes: verbal abuse, harassment, bullying, actual or threatened violence, damage to personal property. Any such behaviour should be reported to the Designated Safeguarding Lead or any Designated Safeguarding Person.

All adults should also make sure the students respect the property at BLC.

A few of the specific behaviours BLC expects from hosts:

- Knock before entering a child's room, this makes them aware you wish to enter and doesn't invade their privacy
- Ensure privacy in the house by installing locks on all toilets and bathroom doors
- Promoting E-Safety in the house, access to restricted TV channels and parental controls that can be put in place on the Wi-Fi
- Dress appropriately, especially at night time and coming out of the bathroom after a shower
- Teach the student some local safety, you are the best person to advise where they should and shouldn't go in your neighbourhood. Also showing them the way to the bus stop and how to catch the bus, this will be daunting for them in a new country
- Always provide your mobile number, so the student can contact you at any time

Further information will be provided to all homestays and employees of BLC. The documents for the hosts are entitled 'The Guide for Hosting under18s'.

BLC's chosen transportation companies also acknowledge the need to safeguard children, therefore all drivers are DBS checked. BLC staff members are not permitted to transport any student.

BLC Child Protection

Policy Statement

BLC aims to offer a safe environment in which children can learn and develop. Children, young people and vulnerable adults involved with BLC programmes have the right to protection from harm. BLC will



seek to ensure the safety and protection of all children, young people and vulnerable adults involved in its activities through adherence to this Child Protection Statement.

BLC ensures that its employees understand their responsibilities when working with children. All members of staff are given training on the guidelines that are detailed in the organisation's safeguarding procedures and code of conduct. All members of staff understand their duty to report concerns that arise about a child, or a fellow employee's conduct towards a child/young person. Parents, group leaders and hosts are provided access to all guidelines and procedures.

Please see Appendix 1 for BLC's complete Child Protection Policy.

Safeguarding Training

BLC's Designated Safeguarding Lead (DSL) is Hayley Robinson, Director of Studies. She is responsible for ensuring all BLC staff members and ancillary adults are trained appropriately and holds a Level 3 Safeguarding Certificate.

Seonaid Birkett is the Designated Safeguarding Lead 24/7 cover, completed Advanced safeguarding for designated lead, level 3 training.

Olya Rusecka, Accommodation Officer has completed Advance safeguarding for designated staff , level 2 training.

All staff at BLC hold a Level 1 Safeguarding Certificate, and Under 18 hosts and Group Leaders are provided with information that outlines BLC procedures and expectations. The DSL is also available to speak with hosts and group leaders to provide further guidance.

All members of BLC staff are Level 1 trained. Level 1 training will take place on appointment and be updated annually. In addition, there will be a staff training session at least annually, in advance of the summer season, or if any changes to the policies and procedures are necessary. Updated information will be sent to Under 18 hosts and group leaders when junior groups are booked and when an under 18 is placed in a homestay throughout the year. Refresher training will take place before any intake of groups of children which is to include all responsible staff. We will ensure the participants have good understanding of the Basic Awareness training, during the refresher sessions. The training certificates will be kept on file by appropriate line managers.

All BLC employees are given a copy of the Safeguarding Policy on appointment, as part of the induction process, and have access to the updated version via the BLC website.

Safer Recruitment

BLC is committed to ensuring all adults who come in to contact with under 18 learners have the appropriate checks and minimum level of safeguarding training required to be deemed fit to be around children.

This entails Enhanced DBS checks for all BLC staff, homestays and taxi/bus drivers. Group Leaders are expected to have suitable checks completed in their country of origin and their agency acknowledges this via the Group Agreement.

The school includes the following statement in its recruitment materials: ‘BLC acknowledges its duty of care to safeguard and promote the welfare of all its Under 18 learners (children). BLC is committed to ensuring safeguarding practice reflects statutory responsibilities and government guidance and complies with best practice and British Council regulatory requirements.’

At interview, BLC safeguarding policies will be discussed and expectations that all staff members will be Level 1 trained. Applicant’s knowledge and previous experience of Safeguarding in other institutions will be assessed.

The following list is required for all BLC Staff in advance of appointment:

- Enhanced DBS check (BLC will carry out its own check for all newly appointed staff)
- Identity checks to establish that applicants are who they claim to be e.g. through birth certificate, passport, new style driving licence etc.
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment including telephone confirmation if appropriate
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.
- In case of a delayed suitability check an employee will be asked to complete a Declaration regarding suitability to work with under 18s

In the confirmation of appointment email or letter, the employee will be asked to complete the online training in advance of his or her first day, and read the BLC Safeguarding Policy.

At induction the Safeguarding policy and reporting procedure will be discussed and questions answered. The new staff member will sign the Safeguarding policy as part of the induction process to say they have read and understood. Staff members will undergo ongoing training as part of development.

Where a person’s Enhanced DBS shows an offence, BLC may make an exception at the Director’s discretion where the offence is minor and unrelated to Safeguarding/Child Protection and not recent.

Delayed suitability checks for staff

In cases where suitability checks are delayed, BLC will undertake a Barred list check in advance of the placement, as well as a risk assessment. The member of staff will be asked to complete and sign a self declaration and will not be allowed to work with under 18s unsupervised.

For a British national returning to the UK after working overseas where the authorities have not provided a certificate of good conduct, we request a DBS check for their UK records and check ID, qualifications, information on CVs and references. We may also specifically request an additional reference from an employer who has seen the employee working with under 18s.

For overseas nationals, we document what action has been taken to obtain a check and why it has not been possible, take additional care with other checks such as ID, qualifications, employment history and references.

Once the above is in place the DSL will decide whether the person is suitable for the role and what level of supervision will be required for the member of staff. This will be included in the risk assessment.

We do not allow U18 students to stay in homestays without a DBS.

Welfare and Implementing Safeguarding

Around the school

All under 18s attending the adult school are identified by the 'Under 18s' note on the internal system and clearly marked on the teachers' class registers. The under 18s are expected to sign in every morning with the student support staff on the ground floor. If a student does not sign in they will be contacted.

For the group stays it is first the Group Leader's daily responsibility to identify if a student is missing, prior to the start of the lessons. Group leaders are responsible for the initial morning headcount which is then confirmed by the operations team on the ground floor and the Academic team on the first floor. There is also a daily classroom check completed at the start of the lesson by one of the operations team members.

If at any time a child is unaccounted for this will be identified by the group leader, activity leader, teacher or homestay. The first point of contact is the group leader. The group leader should try and contact the student in the first instance. If unsuccessful, they need to report this to the Operations team. If the child is without a group leader, the activity leader, teacher or homestay need to try contact the student directly and then report this to the Operations team to follow up.

Scheduled Activities

13- 17 year olds on scheduled activities (excluding classroom teaching) both on-site and off-site, will be supervised at a ratio of at least 1:15. Group leaders and other adults travelling with junior groups will be responsible only for students in their own group. The BLC Activity Leader/teacher will always have a list of the students' names and be responsible for the ratios and risk assessments for each activity. This also covers under 18s who attend the Adult Social Programme.

Unaccompanied children

BLC will only place unaccompanied under 18s in homestay accommodation, we request full contact information if not placed in accommodation by the school. Under 18s on the adult school may only do the intensive English course. This is to ensure the core hours of the day are accounted for.

Unaccompanied under 18s on the Junior Summer Programme will be supervised by the BLC Activity Leader, their classroom teacher will also be responsible for notifying if they are absent from school. Students who travel alone will need parental consent to do so. It is advised they book a transfer through BLC to ensure their safety if they are making their own way to accommodation.

E-Safety

BLC provides guidelines to under 18s in the form of an induction sheet (JSP) and code of conduct (Adult School). Information is also provided to Group Leader's in order for them to recognise behaviours.

First Aid

The trained First Aiders are the only people at BLC allowed to administer first aid to any student. If Group Leaders for under 18s hold First Aid Certificates and this has been validated by BLC, it is

acceptable for them to administer First Aid. All BLC homestays must have a First Aid kit and know their responsibilities in the case of a fire.

Homestay Gas Certificates and Fire Safety

All homestays have been provided with the following document - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11085/payingguests.pdf which outlines their responsibility about fire safety in the home. Please refer to the BLC Health and Safety policy for further information.

Radicalisation and Extremism

BLC recognises its duty to prevent radicalisation and extremism. BLC seeks to educate students about acceptance and tolerance on a range of views. It acknowledges that people think differently and believe different things. This is acceptable as long as these thoughts and beliefs are reasonable and do not extend to hurting and denigrating those with different beliefs. In the case that BLC suspects or is made aware of any kind of radicalisation among students this will be reported to the police.

PREVENT was introduced by the UK government as part of the Counter Terrorism and Security Act 2015. (<https://www.gov.uk/government/publications/prevent-duty-guidance>)

Prevent duty is:

- A government strategy to reduce likelihood of people becoming involved in violent extremism and/or supporting terrorism
- Prevent applies to all forms of extremism: racism, far-right ideology, religious extremism, homophobia
- It involves everyone and applies to everyone, not just under 18s

The government has defined extremism as 'vocal or active opposition to fundamental British core values.'

The core British values are:

- 1) Democracy
- 2) The rule of law
- 3) Individual liberty
- 4) Mutual respect and tolerance of those with different faiths and beliefs and of those without faith.

The above values are explained to the students in induction and as part of curriculum.

All staff and homestay families have a duty to be aware that vulnerable adults or children may be drawn into extremism or are in danger of being radicalised. We inform all our employees and



homestay families about PREVENT duty. All concerns about any student being drawn into any kind of terrorism as a consequence of radicalisation, no matter how trivial, must be reported.

The point of contact for reporting any potential issues or concerns is the Operations Manager who is BLC Designated Safeguarding Person and well as Prevent Lead.

APPENDIX 1

Named Person(s) for Safeguarding

BLC has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers to consult with.

The named persons for Safeguarding within BLC are: Hayley Robinson and Seonaid Birkett

Work telephone number: 01179292233

Mobile number: 07903336818

The role and responsibilities of the named person(s) are:

- Make themselves (and any deputies) known to all staff (posters with DSL and DSP)
- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that an Under 18 or vulnerable adult may be subject to abuse or neglect
- Ensure that any concerns about an Under 18 or vulnerable adult are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed
- The Named Person(s) will record any reported incidents in relation to Under 18s/vulnerable adult or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential

What to do if you are worried about a child

When worrying changes are observed by you or passed on/disclosed to you in regards to an Under 18's behaviour, physical condition or appearance you should:

- Initially talk to the child about your observations. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay?", but never use leading questions.
- Listen carefully to what the child has to say and take it seriously; never investigate or take sole responsibility for a situation where a child makes a disclosure.
- Always explain that any information they have given will have to be shared with others.
- Notify a member of the Safeguarding team.
- Record what was said as soon as possible after any disclosure; If you who received the allegation or have the concern, complete a report and ensure it is signed and dated.

The full steps for this process can be found at the end of this document (Appendix 2)

Recognising the Signs and Symptoms of Abuse

Possible signs or symptoms of abuse:

- a child or young person alleges that abuse has taken place or that they feel unsafe;
- a third party or anonymous allegation is received;
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago or in their country of residence;
- a report is made regarding the serious misconduct of a worker towards a child or young person.

Different types of abuse

PHYSICAL ABUSE: unexplained bruises, cuts or burns. Wearing clothes to cover injuries, even in hot weather.

EMOTIONAL ABUSE: May involve bullying, causing children frequently to feel frightened or in danger. Overreaction to mistakes, or constant self-depreciation. Signs of extremes of passiveness or aggression.

SEXUAL ABUSE: Acting in an inappropriate sexual way with objects or peers. Becoming withdrawn or clingy. Unaccountable fear/dread of particular places or people. Being secretive.

NEGLECT: Often hungry, may beg or steal food. Badly dressed in clothes that need washing. Poor appearance and personal hygiene – unwashed, hair not brushed. Lacks needed medical or dental care. Often tired, may also abuse alcohol or drugs.

Writing a report after a disclosure

You can use any format to record information after a disclosure with a child. Try to recall everything that was said and please keep in mind the below tips:

DO

- Listen and take time
- Reassure the child that he/she is right to tell
- Be honest with the child
- Be clear that, in order to help the child, you cannot keep this information to yourself:
- Explain to the child what will happen next, and reassure that you will support them
- Write down immediately what the child has said. Have your signature witnessed and dated

DON'T

- Show shock or try to silence
- Ask leading questions
- Keep the secret or agree to keep the secret, or make promises you can't keep
- Jump to conclusions
- Alert the perpetrator

BLC's formal template can be found at the end of this document (Appendix 3). It is expected all members of staff report their concerns via this method. The Child Protection Officer will securely store these files for as long as required, the reports will only be used if requested for further information by the Police or local safeguarding boards.

Managing Allegations made against a member of Staff, Group Leader or Homestay

BLC will ensure that any allegations made against staff or BLC provided services (homestay, residence, transport) will be dealt with swiftly and in accordance with these procedures:

1. Ensure that that the Under 18 is safe and away from the person against whom the allegation is made.
2. The Named Person for Safeguarding should be informed immediately. In the case of an allegation involving the Named Person, the Deputy will be responsible for the investigation or an independent person. (Note: the independent person will be a staff member within the organisation that is in a senior position and believed to be independent of the allegations being made).
3. The named person (if appropriate) will contact the Bristol Safeguarding Children Board for advice on how to proceed with the immediate situation. (Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.)
4. The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support during this process but must not complete the report. This report must be made available on request from either the police and/or social services.
5. Regardless of whether a police and/or social services investigation follows, BLC will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures.

Managing allegations made against a fellow child or adult student

BLC expects all students to follow the student code of conduct and are expected to have regard for the impact of their personal behaviour. Therefore BLC has zero tolerance for abuse against another student.

If an incident is reported, the student against whom the allegation has been made will be suspended from BLC immediately until further notice, if there is deemed to be a reasonable probability of their guilt and regardless of whether the incident has occurred either on or off BLC premises. The Designated Safeguarding Lead will explain to the student that no decisions have been made and it is in the interests of both students concerned to take this action while the incident is being investigated. If the student is under 16, they will be separated from other students and monitored while the relevant guardian is contacted.

In the case of an allegation against and under 18 student, the Group Leader or Guardian for the child will be contacted and involved in the investigation as support/represent the accused. BLC will contact the homestay where the student being investigated is staying and look to move the child depending on severity of the allegation. If the homestay is unwilling to house the student, he/she will be moved to where the group leader is residing temporarily.

The steps used in Appendix 2 will be performed in order to investigate the allegation.

The Designated Safeguarding Lead will decide on the appropriate action to be taken with advice provided by the Bristol Safeguarding Board, not ruling out exclusion. Notification of the decision or further

meeting to discuss matters with the student/guardian will be advised. The meeting will be arranged by the Designated Safeguarding Lead. The student is not allowed on BLC premises until this is complete.

Depending on the outcome of the investigation, the school may exercise its option for immediate expulsion, subject to approval by BLC's Director.

Other types of abuse

The seasonal influx of under 18 learners at BLC requires that there is an additional awareness of abuse such as child sexual exploitation and female genital mutilation, but this is currently only required at a minimal level. Knowledge in this area is the responsibility of the Designated Safeguarding Lead and training is provided to BLC staff when required.

Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you speak to the appropriate organisations that can listen to and record your concern, and then take appropriate action.

In Bristol, these are the numbers that you can ring for advice and to make a referral:

- During office hours (8.30 - 5.00 Monday to Thursday, 4.30 on Friday) call Frist Response Bristol **-0117 903 6444** to refer any child in need, including child protection concerns.
- At all other times, Children's Social Care Emergency Duty Team - **01454 615 615**
- If you have reason to believe that a child is at immediate risk of harm, contact the police on **999**.

NSPCC Child Protection Helpline

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: **0808 800 5000**.

APPENDIX 2

Stages to Follow if you are Worried about an Under 18

When worrying changes are observed in an Under 18's behaviour, physical condition or appearance staff will:

Stage 1

- Initially talk to the Under 18 about their observations. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay?", but never use leading questions;
- Listen carefully to what the young person has to say and take it seriously;
- Never investigate or take sole responsibility for a situation where an Under 18 makes a disclosure;
- Always explain to children and young people that any information they have given will have to be shared with others;
- Notify the organisation's Designated Safeguarding Lead;
- Record what was said as soon as possible after any disclosure;
- The person who receives the allegation or has the concern should complete a report and ensure it is signed and dated;
- Respect confidentiality and file documents securely.

Stage 2

- The Named person(s) will take immediate action if there is a suspicion that an Under 18 has been abused or likely to be abused. In this situation the Named Person will contact the police and/or Bristol's local authority. If a referral is made direct to the Bristol Safeguarding Children Board, this must be followed up in writing.
- The Named Person can also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC 24 hour National Child Protection Helpline on 0808 800 5000.

APPENDIX 3:

Recording and managing confidential information.

RECORDING CONCERNS ABOUT, OR ALLEGATIONS OF, CHILD ABUSE

DO

- Listen and take time
- Reassure the child that he/she is right to tell
- Be honest with the child
- Be clear that, in order to help the child, you cannot keep this information to yourself:
Explain to the child what will happen next, and reassure that you will support them
- Write down immediately what the child has said. Have your signature witnessed and dated
- Report to the BSCB

DON'T

- Show shock or try to silence
- Ask leading questions
- Keep the secret or agree to keep the secret, or make promises you can't keep
- Jump to conclusions
- Alert the perpetrator

<i>Name of Person completing Report</i>	
<i>Date of Report</i>	
<i>Date and place of observations or incident</i>	
<i>Name of Group (if appropriate)</i>	
<i>Address of Under 18</i>	
<i>Name and Date of Birth of Under 18</i>	
REPORT <i>(Continue on Separate Sheet if necessary)</i>	

<i>Action Taken/Advice Given</i>	
<i>Signed</i>	
<i>Please Print Name</i>	

Hand this report directly to the Designated Safeguarding Lead (unless the allegation relates to this person).

This report must be kept with the Named Child Protection.

For office use only

Copy to BSCB (tick)

Date sent

As a school we handle considerable confidential data and this is protected by the Data Protection Act 1998. Under law no data should not be shared or distributed to any third party without written consent of the individual. All other resources, materials and projects produced by the school remain the property of the BLC and should not be disclosed to any third party. Any breach of these conditions may result in disciplinary action and we will take appropriate measures against unlawful processing of personal data.

As e-mail is not a totally secure system of communication and can be intercepted by third parties. Both external and internal e-mail should not be used in relation to confidential matters. Whilst BLC recognises that children/young people/vulnerable adults have the right to confidentiality, we reserve the right to share information with the relevant authorities if we believe there is the risk of significant harm. As a result we cannot promise confidentiality when a disclosure is made.