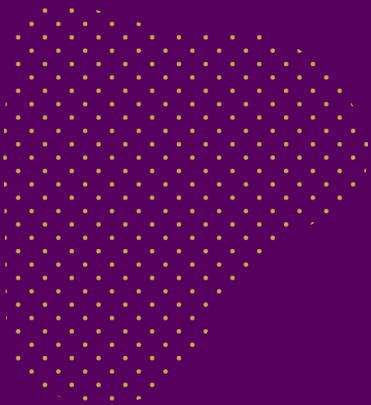


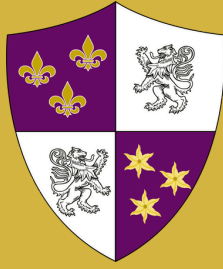
British
Learning
Centre



SHORTENED SAFEGUARDING POLICY

Contains a shortened and summarised formant of the fundamental principles and standards expected of all teaching staff at the British Learning Centre.





**British
Learning
Centre**

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SAFEGUARDING POLICY

British Learning Centre

Policy Consultation & Review

This policy is available on our school website and upon request from the Head of School.

We also inform parents and carers about this policy when their children join our school.

We recognise the expertise our staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff at induction alongside our Staff Code of Conduct, behaviour policy and the safeguarding response to those pupils who are missing from education. In addition, all staff are provided with Part One of the statutory guidance 'Keeping Children Safe in Education', DfE (2022).

The British Learning Centre operates outside the UK but follows UK safeguarding principles alongside Thai laws.

This policy will be reviewed in full by the Head of School on an annual basis.

Designated Safeguarding Lead (DSL):

Mr Ashleigh Bignall – 095 573 5638

Date : 13.8.25

Deputy DSLs:

Mr Rory Hart – 083 156 7819

Emergency Contacts in Thailand:

- Childline Thailand: 1387
- Thai Police: 191
- Ministry of Social Development & Human Security: 1300

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1. Recording form for reporting concern
2. Child body map
3. Induction checklist for staff & volunteers

1. Purpose & Scope

The British Learning Centre (BLC) is committed to safeguarding and promoting the welfare of all children who attend our tuition programmes. This policy applies to all staff, volunteers, contractors, and visitors.

Our aim is to:

- Protect children from maltreatment.
- Prevent impairment of their mental and physical health or development.
- Ensure safe and effective care.
- Enable every student to achieve the best possible outcomes.

This policy covers all sessions, activities, and trips organised by the British Learning Centre, whether in our centres or off-site.

2. Local & Legal Framework

The British Learning Centre operates in Thailand but aligns with UK Department for Education (DfE) guidance for best practice, including:

- [Keeping Children Safe in Education \(KCSIE\)](#) – July 2025
- [Working Together to Safeguard Children](#) (UK) - December 2023
- [Guidance for Safer Working Practices for Adults in Education Settings](#) (UK) - March 2021

This is combined with Thai laws and child protection procedures, including:

- [The Child Protection Act](#) B.E. 2546 (2003)
- [The Penal Code of Thailand](#) – sections relating to offences against children
- [Ministry of Social Development and Human Security guidelines](#)

Where UK processes refer to services not available in Thailand (e.g., LADO, local authority), the British Learning Centre will instead contact:

- Childline Thailand 1387
- Local Police
- Ministry of Social Development and Human Security
- A student's full time school

3. School Ethos

- The welfare of the child is paramount.
- Students must feel safe, valued, listened to, and able to report concerns without fear.
- We operate on the principle of "It could happen here" — any safeguarding concern is taken seriously.
- Safeguarding is embedded into our curriculum, activities, and culture.

4. Roles & Responsibilities

Designated Safeguarding Lead (DSL)

- Mr Ashleigh Bignall – Head of School & DSL
- Responsible for overall safeguarding and child protection.
- Available in person or by phone during all operating hours.

Deputy DSLs

- Mr Rory Hart - Head of School: British Learning Centre: Paradise Park

All Staff & Volunteers

- Must know the signs of abuse and how to report concerns.
- Must follow this policy and the the British Learning Centre's Code of Conduct.

5. Training & Induction

- All new staff receive safeguarding information within 7 days of starting.
- Safeguarding policy sent out to staff annually as a refresher.
- Online safety, recognising abuse, and reporting procedures are included.
- Visitors and volunteers receive this Safeguarding Summary Sheet.

6. Managing Concerns

- Concerns must be reported immediately to the DSL or Deputy DSL.
- A written record must be completed using the BLC Safeguarding Concern Form (appendix 1).
- If there is immediate danger, contact police/Childline first, then inform the DSL.
- No member of staff should investigate an allegation — the role is to report, not determine truth.

7. Physical Contact

At the British Learning Centre, physical contact between staff and students should be avoided at all costs. Maintaining professional boundaries is essential for safeguarding. Physical contact is never routine practice and should only occur when absolutely necessary to prevent immediate harm or ensure safety.

In such rare cases, physical contact must:

- Be appropriate and proportionate.
- Be limited to the minimum required.
- Take place in an open, visible environment.
- Be reported immediately to the DSL and recorded in writing.

8. Working with Parents & Carers

- Parents are informed about our safeguarding policy when a student joins.
- Concerns are shared unless doing so would put the child at greater risk.
- The British Learning Centre will always act in the best interests of the child, even if this means contacting external agencies without parental consent.

9. Safer Recruitment

- All staff undergo identity, qualification, reference, and criminal background checks (Thai police clearance and, where possible, international checks).
- Interviews include safeguarding questions.
- All staff complete the application form.
- All staff must have a professional reference before being employed by the school.
- A Single Central Record of checks is maintained.

10. Specific Safeguarding Risks

The British Learning Centre recognises the following as specific risks for our setting:

- Online safety and inappropriate digital contact.
- Abuse occurring outside BLC (in main school, home, or online).
- Mental health concerns.
- Bullying, including cyberbullying.
- Sexual harassment or exploitation.

Staff are trained to identify, record, and report these concerns promptly.

11. Record Keeping & Confidentiality

- All safeguarding records are kept securely and separately from academic files.
- Access is restricted to DSL and authorised safeguarding staff.
- Records include a summary of concern, actions taken, and outcomes.

12. Policy Review

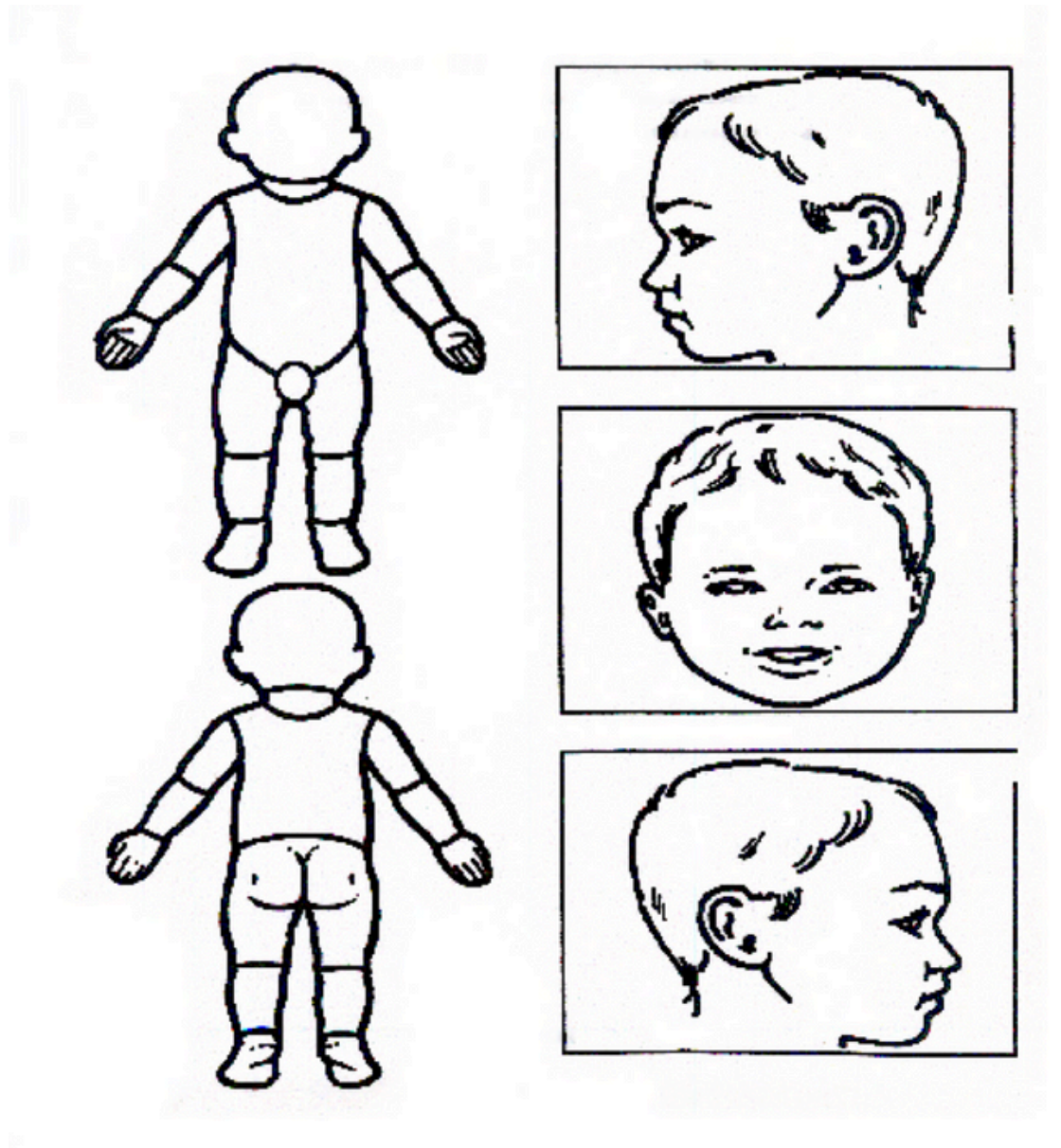
- Reviewed annually by the Head of School/DSL.
- Updated immediately if legislation or guidance changes.

Staff, volunteers and regular visitors are required to complete this form and pass it to Ashleigh Bignall (DSL) if they have a safeguarding concern about a child in our school.

Name of Child	Child's Date of Birth	Your Name

Nature of concern/disclosure	
<p>Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.</p>	
<p>Time & date of incident:</p> <p>Who are you passing this information to?</p> <p>Name:</p> <p>Position:</p> <p>[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]</p> <p>[Make it clear if you have raised a concern about a similar issue previously]</p>	
<p>Signature:</p> <p>Date:</p> <p>Time:</p>	

Child's body map:



Indicate clearly where the injury was seen and attach this to the Recording Form.

Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern which will be supplied with this sheet.

If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation or low-level concern about a member of staff, a child's foster carer or a volunteer should be reported immediately to the Head of School. If an allegation is made about the Head of School you should pass this information to the authorities.

The people you should talk to in school are:
Designated Safeguarding Lead (DSL): Mr Ashleigh Bignall
Contact Number: 0955735638

At the British Learning Centre we strive to safeguard and promote the welfare of all of our children.