

Learner Safety and Safeguarding Policy

1. Purpose

1.1. Kensio House Therapeutic Academy is committed to providing a physically, emotionally and psychologically safe environment for all learners.

1.2. The purpose of this policy is to:

- protect learners from harm, abuse, neglect, bullying and unsafe situations
- establish safeguarding responsibilities for staff and stakeholders
- ensure consistent procedures for supervision, reporting and intervention
- promote emotional wellbeing and learner dignity
- maintain a safe therapeutic educational environment

1.3. The safety and wellbeing of learners remains the highest priority at all times.

2. Scope

2.1. This policy applies to:

- all learners
- educators
- therapists
- support staff
- management
- volunteers
- visitors
- parents and guardians
- external service providers operating on school premises

3. Policy Statement

3.1. Kensio House recognises that learners may be vulnerable due to emotional, developmental, behavioural, sensory, cognitive or psychological needs.

3.2. All learners have the right to:

- feel safe
- be treated with dignity and respect

- learn in an emotionally and physically secure environment
- be protected from harm, abuse, neglect, bullying and exploitation
- access support when feeling unsafe or distressed

3.3. All adults on campus share responsibility for learner safety and safeguarding.

4. Supervision and Duty of Care

4.1. Learners must be appropriately supervised at all times during:

- lessons
- transitions
- break times
- outings
- transport supervision
- extracurricular activities
- events and assemblies

4.2. Learners may not be left unsupervised in classrooms, bathrooms, corridors, playgrounds or school areas where supervision is reasonably required.

4.3. Staff members must remain alert and actively supervise learners rather than engaging in distractions such as personal cell phone use.

4.4. Particular care must be taken with learners who:

- are emotionally dysregulated
- are sensory seeking or impulsive
- may wander or abscond
- require additional behavioural support
- experience anxiety or emotional distress

5. Emotional and Psychological Safety

5.1. Kensio House is committed to maintaining an emotionally safe therapeutic environment.

5.2. Learners may not be:

- humiliated
- shamed
- mocked
- threatened
- intimidated
- emotionally harmed
- isolated inappropriately

5.3. Staff are expected to:

- use calm and regulated communication
- de-escalate conflict appropriately
- maintain therapeutic boundaries
- support learner dignity
- respond to distress compassionately and professionally

5.4. Any concerns relating to self-harm, suicidal ideation, severe anxiety, trauma or emotional crisis must immediately be reported to management and the therapeutic team.

6. Bullying, Harassment and Peer Safety

6.1. Bullying, cyberbullying, harassment, intimidation, exclusion and aggressive behaviour are strictly prohibited.

6.2. This includes:

- physical bullying
- verbal bullying
- emotional bullying
- social exclusion
- online harassment
- discriminatory behaviour
- threats or intimidation

6.3. All reports of bullying or unsafe peer interactions must be taken seriously, investigated promptly and documented appropriately.

6.4. Learners are encouraged to report concerns to a trusted staff member without fear of punishment or retaliation.

6.5. Reporting of Bullying and Safety Concerns

6.5.1. Kensio House Therapeutic Academy encourages learners, parents and staff to report concerns relating to bullying, harassment, intimidation, unsafe behaviour or learner wellbeing.

6.5.2. The school may provide a learner safety or bullying report box or other informal reporting mechanisms to allow learners to raise concerns safely and confidentially.

6.5.3. While anonymous or informal reports may assist the school in identifying concerns, monitoring patterns or implementing preventative support measures, the school's ability to conduct a full formal investigation may be limited where insufficient information is provided.

6.5.4. In cases involving serious allegations, repeated incidents, disciplinary action, safeguarding concerns or situations requiring formal intervention, a formal written complaint and incident report must be submitted in accordance with the school's Incident Reporting Procedures and Guidelines.

6.5.5. Formal investigations will generally only proceed where:

- sufficient detail is provided
- the complainant is identifiable where required
- the matter falls within the school's jurisdiction and scope of supervision
- the school is reasonably able to investigate the allegation fairly and procedurally

6.5.6. The school reserves the right to determine the appropriate level of response, intervention or investigation based on the nature, severity and available evidence relating to the reported incident.

7. Safeguarding and Protection from Abuse

7.1. Kensio House has zero tolerance for:

- physical abuse
- emotional abuse
- sexual abuse
- neglect
- exploitation
- grooming
- inappropriate conduct towards learners

7.2. Any staff member who becomes aware of:

- suspected abuse
 - neglect
 - exploitation
 - inappropriate conduct
 - concerning behaviour
- must immediately report the matter to management.

7.3. Confidentiality may be limited where a learner's safety or wellbeing is at risk.

7.4. Failure to report safeguarding concerns may result in disciplinary action.

8. Visitors and Parent Conduct

8.1. All visitors must report to reception upon arrival and sign in.

8.2. Visitors may not:

- approach learners without permission
- remove learners from class without authorisation
- engage in threatening or inappropriate conduct
- photograph learners without permission

8.3. Parents and guardians are expected to conduct themselves respectfully and in a manner that protects learner wellbeing and emotional safety.

8.4. Any adult behaviour that compromises learner safety may result in restricted access to the school premises.

9. Digital and Online Safety

9.1. Learners must use technology responsibly and safely.

9.2. The school may intervene where online conduct negatively affects learner wellbeing, safety or the school environment.

9.3. Learners may not:

- cyberbully others
- share harmful or inappropriate content
- record others without consent
- access inappropriate material on school devices or networks

10. Health and Medical Safety

10.1. The school will take reasonable steps to maintain a clean and safe environment.

10.2. Medical information, allergies, medication requirements and emergency contacts must be provided by parents.

10.3. Incidents, injuries and medical emergencies must be reported immediately.

10.4. Emergency procedures and evacuation drills will be conducted regularly.

11. Reporting Procedures

11.1. Learners may report safety concerns to:

- educators
- Heads of Department
- therapists
- management
- designated safeguarding staff

11.2. All incidents relating to learner safety must:

- be documented
- be escalated appropriately
- receive follow-up intervention where necessary

11.3. Serious incidents may require:

- parent meetings
- therapeutic intervention
- disciplinary procedures
- external referrals

- legal reporting where required by law

12. Confidentiality

12.1. Information relating to learner wellbeing and safeguarding will be treated confidentially.

12.2. Information will only be shared with relevant professionals where necessary to protect the learner or comply with legal obligations.

13. Training and Awareness

13.1. Staff members will receive training on:

- safeguarding
- learner supervision
- emotional regulation
- reporting procedures
- crisis response
- bullying prevention
- therapeutic support strategies

13.2. Learners may receive age-appropriate education relating to:

- personal safety
- emotional wellbeing
- boundaries
- online safety
- reporting unsafe situations

14. Scope and Limitations of School Safeguarding Responsibility

14.1. Kensio House Therapeutic Academy is committed to taking all reasonable steps to safeguard learners while they are:

- on school premises
- under school supervision
- participating in authorised school activities, outings or events
- engaged in school-related programmes or transport supervision where applicable

14.2. While the school may provide support, guidance, referrals or intervention where concerns are brought to its attention, the school cannot supervise, investigate, monitor or control:

- incidents occurring outside of school supervision
- private interactions between learners/parents off campus
- family matters occurring outside of school
- conduct occurring on private property or social settings outside school jurisdiction

- learner interactions outside official school activities
- private online communication occurring outside school platforms and supervision

14.3. The school's responsibility is therefore limited to matters that:

- occur within the school environment or under school supervision
- directly impact learner safety and wellbeing at school
- reasonably require school intervention in order to maintain a safe educational environment

14.4. Where off-campus matters are reported and are believed to impact learner wellbeing, safety or functioning within the school environment, Kensio House may:

- provide emotional support
- facilitate meetings with parents or guardians
- recommend therapeutic or external support services
- implement reasonable school-based safety measures where appropriate
- escalate matters to relevant authorities where legally required

14.5. Parents and guardians remain primarily responsible for the supervision, conduct, safety and wellbeing of learners outside of school supervision and premises.

15. Policy Review

15.1. This policy will be reviewed annually or earlier where required.

15.2. Feedback from learners, staff, parents and relevant stakeholders may be considered during policy review.

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Approved By: School Directors