Cardiff Academy

POLICY /// STUDENT WELFARE AND SAFEGUARDING

Safeguarding and Child Protection Policy

How Cardiff Academy keeps students safe – especially students under 18 and adults at risk – including the roles of the Designated Safeguarding Lead, how to recognise and report abuse, neglect, exploitation and radicalisation, how allegations against staff are managed, safer working practice, and the specific arrangements for under-18s who do not live with their parents.

REFERENCE	**CA-WEL-01**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Designated Safeguarding Lead**	APPROVED BY	**Board of Governors**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual (and after any serious case or change in guidance)**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**All staff, governors, volunteers, contractors, agents, visiting speakers; students and parents (summary)**	PUBLISHED	**Website (public); staff portal; summary in Student Handbook and Under-18 Information for Parents**

RELATED POLICIES CA-WEL-02 Prevent Duty; CA-WEL-07 Missing Student; CA-WEL-05 Anti-Bullying, Harassment and Sexual Misconduct; CA-INF-03 Online Safety; CA-HR-01 Safer Recruitment; CA-HR-02 Staff Code of Conduct; CA-GOV-10 Whistleblowing; CA-WEL-09 Educational Visits; CA-HSE-04 Site Security and Visitors

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Policy statement

Cardiff Academy is committed to safeguarding and promoting the welfare of all students. We believe that every student has the right to be safe and to be treated with respect, and that **safeguarding is everyone's responsibility**. Every member of staff, governor, volunteer, contractor and agent must act on any concern about the safety or welfare of a student.

Our students are mostly young adults from many countries, many living away from their families for the first time. Some are **under 18** (including students on the International Foundation Year from age 17 and Summer School students aged 12–17), and some adults may be **at risk** because of disability, illness, language barriers, isolation or exploitation. This policy applies to all of them, with additional measures for under-18s.

> **EMERGENCY** If a student is in immediate danger, call 999 first, then inform the DSL.

2 Key contacts

Role	Name	Contact
Designated Safeguarding Lead (DSL)	**Mark Petter, Director of Operations**	029 2003 7434 · mark.petter@cardiffacademy.co.uk
Deputy DSL	**Ann Thomas**	029 2003 7434 · ann.thomas@cardiffacademy.co.uk
Nominated governor for safeguarding	**Chair of the Board of Governors**	via enquiries@cardiffacademy.co.uk
Chief Executive Officer (for allegations against staff)	**Sajid Hussain**	029 2003 7434 · sajidhussain@cardiffacademy.co.uk
Academy 24-hour emergency number	Duty manager	**07484 138497**

External agency	Contact
Cardiff Multi-Agency Safeguarding Hub (MASH) – children and adults at risk	029 2053 6490 (office hours)
Cardiff Emergency Duty Team (out of hours)	029 2078 8570
Local Authority Designated Officer (LADO) – allegations against staff	via MASH, 029 2053 6490
Cardiff Council Education Safeguarding Team (advice)	029 2233 0876 / 0877 / 0878
South Wales Police	999 (emergency) · 101 (non-emergency)
Prevent – South Wales Police / Cardiff Council Prevent Coordinator	101 (South Wales Police Prevent team) · Anti-Terrorism Hotline 0800 789 321
NSPCC Helpline (advice for adults)	0808 800 5000
Childline (for under-18s)	0800 1111
Modern Slavery Helpline	08000 121 700

3 Definitions

- **Child:** anyone under 18.

- **Adult at risk:** an adult who is experiencing or is at risk of abuse or neglect, has care and support needs, and as a result is unable to protect themselves (Social Services and Well-being (Wales) Act 2014, s.126).
- **Safeguarding:** protecting people from abuse and neglect, preventing impairment of their health and development, and taking action so that they have the best outcomes.
- **Abuse:** physical, emotional, sexual and financial abuse, and neglect. It may be committed by adults or by other students, in person or online.
- **Staff:** includes employees, agency and supply staff, volunteers, governors and contractors working with students.
- **Parent:** includes anyone with parental responsibility and legal guardians.

4 Legal and statutory framework

Cardiff Academy is in Wales, and follows the **Wales Safeguarding Procedures**, **Working Together to Safeguard People**, **Keeping Learners Safe (2022)** and the procedures of the **Cardiff and Vale Regional Safeguarding Board**. We also take account of the Prevent duty guidance for England and Wales (2023), the British Council Accreditation UK requirements, and the ISI Educational Oversight standards. Where the Academy delivers provision registered as an independent school, the Independent School Standards (Wales) Regulations 2003 also apply.

5 Roles and responsibilities

5.1 Board of Governors

- Approves this policy and reviews it annually.
- Appoints a **nominated governor for safeguarding**, who meets the DSL at least termly and receives the **annual safeguarding report**.
- Makes sure the DSL has the time, training, authority and resources to carry out the role.
- Makes sure that safer recruitment, training, and allegations procedures are followed.

5.2 Designated Safeguarding Lead

The DSL is a member of the senior leadership team. The DSL:

- leads on safeguarding and Prevent across the Academy
- receives and acts on safeguarding concerns; decides whether to consult or refer to MASH, the police or other agencies; and keeps records
- makes sure every under-18 student has suitable care, living and supervision arrangements and parental consent
- liaises with parents, UK guardians, agents, partner universities and statutory agencies as appropriate
- organises staff training and keeps the training log
- monitors attendance and missing-student cases for safeguarding risk
- reviews online filtering and monitoring with the Head of Operations
- reports termly to the SLT and nominated governor, and annually to the Board
- completes multi-agency safeguarding training at the level required for designated persons (refreshed at least every two years), with annual updates

At least one DSL or Deputy DSL is available (in person or by phone) whenever students are on site or on Academy activities. Arrangements outside term time and for the Summer School are published to staff in advance.

5.3 All staff

All staff must:

- read and confirm that they understand this policy and the Staff Code of Conduct at induction and annually
- complete safeguarding and Prevent training (section 13)
- recognise signs of abuse, neglect, exploitation and radicalisation, and report concerns to the DSL immediately
- follow safer working practice (section 11)
- never promise a student confidentiality where a safeguarding concern arises

6 Recognising abuse and risk

Staff should be alert to the following, recognising that international students may experience particular risks.

Category	Examples relevant to our students
Physical abuse	Unexplained injuries; injuries inconsistent with explanation; fear of going home or to accommodation
Emotional abuse	Excessive control by family, partner or others; humiliation; threats relating to visa or family honour
Sexual abuse and exploitation	Relationships with much older adults; gifts, money or phones from unknown sources; going missing; sharing of nude images; harmful sexual behaviour between students
Neglect	Inadequate food, clothing or accommodation; unmet medical needs; under-18s left without adult care
Financial abuse and exploitation	Debt to agents or third parties; being forced to work; withholding of passport or bank cards
Criminal exploitation	Involvement in drug running ("county lines"), money muling (allowing bank accounts to be used to move money), fraud
Modern slavery and trafficking	Being controlled by others; not knowing their address; unable to leave; passport held by others
Honour-based abuse, forced marriage and FGM	Anxiety about returning home; family pressure about marriage; extended absences; requests for help
Domestic abuse	Controlling or coercive behaviour, including by a partner or family member in the UK
Radicalisation	Changes in behaviour, language or online activity suggesting extremist views (see CA-WEL-02)
Mental health and self-harm	Withdrawal, deterioration in attendance or work, statements of hopelessness, self-harm, suicidal thoughts
Online abuse	Grooming, sextortion, cyberbullying, scams
Child-on-child / peer abuse	Bullying, sexual harassment, sexual violence, upskirting, initiation or hazing violence

7 Responding to a concern or disclosure

7.1 If a student tells you something

- **Listen** calmly; let the student talk; do not show shock or disbelief.
- **Reassure** the student that they were right to tell you and that it is not their fault.
- **Do not promise confidentiality** – explain that you will need to tell the DSL to help keep them safe.
- **Ask only open questions** (for example "Tell me...", "Explain...", "Describe...") to clarify; do not investigate or ask leading questions.
- **Record what was said, in the student's own words, as soon as possible, as a safeguarding concern on the Cardiff Academy app, with date, time, place, people present, and your name.**
- **Report** to the DSL immediately – and in any case **the same day**. If the DSL is unavailable, report to a Deputy DSL or the Principal.
- If there is an immediate risk, call 999.

7.2 What the DSL will do

1. Assess the information, consulting MASH or the Education Safeguarding Team for advice where needed.
2. Decide on action: a **referral** to MASH (children or adults at risk) or the police; support within the Academy; or monitoring. Referrals are made by phone and confirmed in writing (Duty to Report form) within **24 hours**.
3. Under the Wales Safeguarding Procedures, the concern is **reported** where a child is at risk of abuse or neglect. Staff and the DSL do not need parental consent to report a concern, and parents are not told where this could put the student at further risk.
4. For adults, the DSL will normally discuss the concern with the student and seek their consent to share, unless the adult lacks capacity, others are at risk, a crime has been committed, or the risk is serious.
5. Record all actions and decisions, including decisions not to refer and the reasons.
6. Make sure the student is supported and that the person who raised the concern receives feedback as appropriate.
7. If any member of staff disagrees with the DSL's decision, they may refer directly to MASH. Anyone can make a referral.

8 Allegations against staff, volunteers and contractors

8.1 What counts as an allegation

An allegation is where a person who works with students has:

- behaved in a way that has harmed, or may have harmed, a student
- possibly committed a criminal offence against or related to a student
- behaved towards a student in a way that indicates they may pose a risk of harm
- behaved in a way that indicates they may not be suitable to work with children or adults at risk (including behaviour outside work)

8.2 Procedure

1. Report the allegation **immediately to the Principal**. If the allegation is about the Principal, report to the **CEO or Chair of the Board**. If it is about the DSL, report to the Principal.
2. The Principal (or CEO/Chair) must **not investigate** but will consult the **LADO** within **one working day** and follow the Wales Safeguarding Procedures for professional concerns.
3. Decisions on suspension or other measures are taken in consultation with the LADO and HR. Suspension is not automatic and is a neutral act.
4. The person concerned is informed as agreed with the LADO and police and is offered support.
5. Following any investigation, the Academy considers disciplinary action. Where a person is dismissed, or would have been dismissed had they not resigned, because they harmed or posed a risk of harm to a student, the Academy will **refer them to the DBS** (and to the Education Workforce Council where the person is registered with it).
6. Records of allegations are kept confidentially in the person's file until normal retirement age or for 10 years, whichever is longer. Unfounded, false or malicious allegations are not recorded on references.
7. The Academy informs ISI, the British Council and partner universities of serious allegations as required (Standard 62).

8.3 Low-level concerns

Staff behaviour that does not meet the threshold above but is inconsistent with the Staff Code of Conduct (for example being over-friendly, giving personal contact details, favouritism, inappropriate language or social media contact) must still be shared with the Principal. Low-level concerns are recorded, addressed with the staff member, and reviewed for patterns.

9 Students under 18

9.1 Admission and consent

- Parents complete the **Under-18 Parental Consent Form** before arrival, covering: consent to study and the programme; emergency contacts and UK guardian; medical information and consent to emergency medical treatment; consent to leave the premises during the day and to take part in activities; photographs; and acknowledgement of Academy rules and this policy.
- Student visa holders under 18 also provide the Home Office parental consent letter.

9.2 Living and care arrangements

The Academy does not provide or arrange accommodation. Every student under 18 must live with:

- a parent or legal guardian; or
- a close relative (aged over 18) approved by the parents; or
- in other suitable accommodation, where a **UK-based guardian** has been appointed by the parents and the DSL has approved the arrangement.

Before the student arrives, the DSL reviews the proposed arrangements using the **Under-18 Welfare Arrangements Form** (address, name of responsible adult, relationship, contact details, guardian details, and how the student will travel to and from the Academy). The DSL may ask to meet the responsible adult or guardian. If arrangements are unsuitable, the offer is not confirmed until they are resolved. Any change of address must be notified to the Academy before it happens.

Where the Academy becomes aware that a student under 16 (or under 18 if disabled) is living with someone who is not a close relative for more than 28 days (private fostering), the DSL will notify Cardiff Council children's services.

9.3 Supervision and contact

- Students under 18 are identified on registers and on the student record, and their attendance is checked at every session (CA-ADM-04).
- They may leave the premises during the day only with parental consent and must sign in and out.
- They are not given access to adult-only activities (for example events where alcohol is available).
- The DSL makes contact with each under-18 student at least once in the first week and then at least fortnightly, and with parents or guardians at least half-termly and whenever there is a concern.
- Parents receive the **Under-18 Information Pack**, including this policy summary, the 24-hour emergency number and the name of the DSL.
- Summer School students are supervised at all times in line with the Summer School supervision ratios and risk assessments.

9.4 Mixing with adult students

Under-18 students study alongside adult students. All students are made aware at induction of appropriate behaviour, including that adults must not form sexual relationships with, give alcohol to, or invite under-18s to adult-only venues or their homes. Concerns are reported to the DSL.

10 Specific safeguarding issues

10.1 Child-on-child (peer-on-peer) abuse and sexual harassment

All allegations of sexual violence, sexual harassment or harmful sexual behaviour between students are taken seriously and reported to the DSL, who will assess risk, support all students involved, and refer to the police and MASH where appropriate. This links with CA-WEL-05.

10.2 Mental health, self-harm and suicide risk

Concerns about a student's mental health, self-harm or suicidal thoughts are safeguarding concerns and are reported to the DSL immediately. The DSL works with the student, GP, NHS crisis services and, for under-18s, parents. If there is immediate risk to life, call 999.

10.3 FGM

Any concern that a student has undergone or is at risk of FGM must be reported to the DSL immediately. Where the statutory duty applies, a known case involving a girl under 18 must be reported to the police (101) by the professional concerned.

10.4 Prevent

Concerns about radicalisation are handled under CA-WEL-02.

10.5 Missing students

Students under 18 or adults at risk who are missing are handled immediately under CA-WEL-07.

10.6 Online safety

Online risks and filtering and monitoring are covered in CA-INF-03.

11 Safer working practice

Staff must:

- maintain professional boundaries at all times, in person and online
- communicate with students only through Academy channels (CA-INF-03)
- avoid being alone with a student in a closed room; where one-to-one meetings are necessary, use a room with a vision panel or leave the door open and tell a colleague
- never give students lifts in their own vehicles, or visit students' accommodation, without prior approval from the DSL and appropriate safeguards
- never engage in any sexual or romantic relationship with a student. It is a criminal offence for a person in a position of trust to engage in sexual activity with a person under 18 in their care, and such conduct with any student is gross misconduct
- not give gifts to individual students, or accept significant gifts (CA-GOV-05)
- use physical contact only when necessary and appropriate (for example first aid)

12 Safer recruitment

All staff, governors and volunteers are recruited in line with **CA-HR-01 Safer Recruitment Policy**, including enhanced DBS checks with barred list checks for regulated activity, references, identity and right-to-work checks, overseas checks, and recording on the **Single Central Record**. At least one member of every recruitment panel has completed safer recruitment training. Contractors and visitors are managed under CA-HSE-04.

13 Training

Who	Training	Frequency
All staff, volunteers and governors	Safeguarding awareness (Wales Safeguarding Procedures, recognising and reporting, this policy, Code of Conduct, online safety) and Prevent awareness	At induction and refreshed at least every **2 years**, with annual updates
DSL and Deputy DSLs	Designated safeguarding person training (multi-agency), Prevent lead training	At least every **2 years**, with annual updates
Nominated governor	Governor safeguarding training	On appointment and every 3 years
Recruitment panel members	Safer recruitment training	Every 3 years
Agents, homestay or guardian partners	Briefing on Academy safeguarding expectations	On appointment and annually

The DSL keeps a training log.

14 Information for students and parents

Students receive age-appropriate safeguarding information at induction: who the DSL is, how to report a concern (including anonymously), healthy relationships and consent, online safety, personal safety in Cardiff, and how to get help out of hours. Posters showing the DSL's photograph and contact details are displayed around the premises.

15 Records and information sharing

- Safeguarding records are factual, dated, signed, and kept securely and separately from the main student file, with restricted access.
- When a student under 18 moves to another education provider, the DSL transfers the safeguarding file securely within **five working days** and keeps a record of transfer.
- Information is shared in line with the Wales Safeguarding Procedures and data protection law. Data protection is never a reason not to share information needed to protect a student.
- Retention periods are set out in CA-INF-01.

16 Partner universities and progression

Where a student under 18 progresses to a university, or where a significant ongoing safeguarding concern exists, the DSL considers, with the student (and parents where appropriate), what information should be shared with the university's safeguarding or wellbeing team to support a safe transition.

17 Monitoring and review

The DSL produces an **annual safeguarding report** for the Board, including the number and types of concerns, referrals, allegations, training compliance, Single Central Record audit outcomes and actions. The nominated governor reviews the Single Central Record termly. This policy is reviewed annually and after any serious case review, and whenever legislation or statutory guidance changes.

Compliance mapping

This policy has been written to meet, and to evidence, the following external requirements. Inspectors and university partners can use this table to locate the relevant provisions.

ISI Educational Oversight (PFE) standards	Standard 40 (appropriate safeguarding arrangements, regularly reviewed); Standard 41 (shared premises); Standards 54–56 and 62–65 (suitability of staff, declarations and referrals); Standard 57 (safeguarding policy available)
British Council Accreditation UK criteria	S1 (safeguarding policy for under 18s with a named lead); S2 (policy known to all adults, with training); S3 (parental consent including medical); S4 (recruitment checks); S5–S6 (supervision during and outside the programme); S7 (accommodation or alternative arrangements); S8 (contact with parents); W3 (procedures for abusive behaviour)
UKVI Student sponsor guidance	Student sponsor guidance – arrangements for students aged 16–17, parental consent and care arrangements

University partner due diligence	Partner due diligence – safeguarding policy for under-18s and adults at risk; DSL and training; LADO procedures
Legislation and statutory guidance	Children Act 1989 and 2004; Social Services and Well-being (Wales) Act 2014 (Parts 7 and 9); Wales Safeguarding Procedures (2019, updated); Working Together to Safeguard People (Welsh Government statutory guidance); Keeping Learners Safe (Welsh Government, 2022); Education Act 2002 (s.157 where provision is registered as an independent school); Safeguarding Vulnerable Groups Act 2006; Counter-Terrorism and Security Act 2015; Serious Crime Act 2015 (FGM); Modern Slavery Act 2015; Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020; Sexual Offences Act 2003 (abuse of position of trust); UK GDPR and DPA 2018

Document control

Version	Date	Author / reviewer	Summary of changes
0.9	Pre-2026	Various	CA Safeguarding Policy (2025); CA BC Safeguarding Policy (2025); Appendix 1 – Safeguarding Policy for under 18 foreign students; Homestay Provision for Under 18s; Information for parents under 18
1.0	October 2026	Designated Safeguarding Lead	New policy written for university partnerships, ISI Educational Oversight and British Council Accreditation UK. Supersedes all previous versions.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		