



BRITANNIA
INTERNATIONAL ACADEMY®

SAFEGUARDING POLICY

Statement of Purpose

1. **Britannia International Academy** (the Organisation, *we, our* or *us*) is committed to preventing and responding to risks of harm to, and promoting the welfare of, all children that we work with (i.e. as Britannia International Academy's clients). These individuals are referred to as the '*Beneficiaries*' of this Safeguarding Policy.
2. We recognise the importance of this commitment to safety and welfare and, further, are committed to safeguarding all Beneficiaries without discrimination due to an individual's age, disability, race, religion or belief, sex, gender reassignment, pregnancy or maternity leave status, marriage or civil partnership status, or sexual orientation.
3. This Safeguarding Policy is based on the safeguarding laws of England, Wales, and Scotland, including related guidance issued by the UK Government and relevant governmental departments, agencies, and public bodies. If this Policy is at any time inconsistent with this body of law, **Britannia International Academy** will act to meet the requirements of up-to-date safeguarding laws in priority to the requirements set out in this Policy.
4. **Britannia International Academy** has implemented this Safeguarding Policy in order to meet its obligations as an organisation working with children.
5. Any questions in relation to this Policy should be referred to **Adina Tulbure** in the first instance, by emailing mrstulbure@britacademy.uk or by contacting **07823603136**.



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Scope of this Safeguarding Policy

6. This Policy explains key aspects of how **Britannia International Academy** prevents harm in relation to its Beneficiaries via its practices and its Staff Members' conduct.
7. This Safeguarding Policy covers the organisation and operation of all of **Britannia International Academy's** activities involving children (our *Relevant Activities*). These primarily include:
 - a. Tutoring children online on ClassIn.
8. This Policy's guidelines and obligations apply to all individuals working for or acting on behalf of **Britannia International Academy** in the UK at all levels, including senior managers, officers, employees, consultants, trainees, homeworkers, part-time and fixed-term workers, casual workers, agency workers, volunteers, and interns (collectively '*Staff Members*').
9. This Policy does not form part of any contract of employment or similar, and **Britannia International Academy** may amend it at any time at its absolute discretion.

Defining Safeguarding

10. *Safeguarding* is an umbrella term that refers to work (including practices and procedures) aimed at preventing or responding to harm or risks of harm posed to vulnerable individuals, and at promoting these individuals' wider welfare. Safeguarding is particularly important for children and adults at risk. For safeguarding purposes, children are individuals under the age of 18. This Policy specifically deals with safeguarding children.



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11. The commitments and practices contained in this Safeguarding Policy apply to the safeguarding of **Britannia International Academy's** Beneficiaries from harm caused by either:
 - a. The activities and practices of **Britannia International Academy** and the conduct of its Staff Members; or
 - b. People and situations outside of **Britannia International Academy's** and its Staff Members' control, where Staff Members are aware of, ought to be aware of, or reasonably suspect the risks posed by a situation.
12. For the purposes of this Policy, a *Safeguarding Concern* is any conduct or situation that is known or reasonably suspected by a Staff Member or another party that risks violating the safeguarding commitments set out above.

Key Measures Committed to Safeguarding Beneficiaries

13. **Britannia International Academy** is committed to implementing and maintaining the following measures:
14. Ensuring that Staff Members are trained to, and encouraged to, report any Safeguarding Concerns that they identify, following the safeguarding reporting procedures set out below.
15. Ensuring that all Staff Members listen to safeguarding-related queries and concerns raised by Staff Members, Beneficiaries, or relevant third parties with respect and professionalism, and assist with reporting concerns appropriately.
16. Ensuring that all reported Safeguarding Concerns are dealt with by appropriate individuals and teams in accordance with **Britannia International Academy's** procedures.



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17. Implementing and maintaining comprehensive, accessible, fair, and efficient safeguarding procedures, including:
 - a. Fair and objective handling of allegations, including those made against Staff Members;
 - b. Secure handling of protected disclosures in line with whistleblowing law.
18. Appointing **Adina Tulbure** as the individual responsible for managing safeguarding policies and procedures within **Britannia International Academy**.
19. Following appropriate recruitment processes, including:
 - a. Conducting relevant pre-employment checks (including DBS checks);
 - b. Ensuring safeguarding training is completed prior to contact with Beneficiaries;
 - c. Adhering to organisational recruitment policies.
20. Providing appropriate safeguarding training to all Staff Members relevant to their role, including training on identifying abuse, responding to disclosures, reporting procedures, and safeguarding resources.
21. Ensuring that all safeguarding-related information is handled securely and in accordance with data protection law, including GDPR and the Data Protection Act 2018, and **Britannia International Academy's** data protection policies.
22. Promoting transparency and awareness of safeguarding procedures among Beneficiaries and Staff Members.
23. Regularly reviewing safeguarding policies and procedures to ensure compliance with current safeguarding law and organisational needs.



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Staff Members' Responsibilities

24. All Staff Members have a responsibility to promote the safety and wellbeing of **Britannia International Academy's** Beneficiaries and must comply with safeguarding laws and organisational policies.
25. Staff Members must contribute appropriately to safeguarding measures and seek guidance from **Adina Tulbure** if unsure of their responsibilities.
26. Staff Members must participate fully in safeguarding training.
27. Staff Members must never act in a way that risks harm to Beneficiaries, including abuse, sexual activity with minors, or exploitation.
28. All Safeguarding Concerns must be reported, regardless of whether they involve Staff Members, Beneficiaries, or external parties.

Procedures: Reporting

29. Staff Members will be trained to identify Safeguarding Concerns.
30. Safeguarding Concerns should be reported by contacting the safeguarding lead.
31. Alternative reporting routes may be used where necessary, including contacting emergency services where there is an immediate risk of harm.



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Procedures: Investigation and Response

- 32. Safeguarding Concerns will be handled promptly and lawfully by appropriate individuals within **Britannia International Academy**.
- 33. Reporting Staff Members will be kept appropriately informed, subject to confidentiality requirements.
- 34. Any breaches of this Policy will be addressed fairly and in accordance with employment law.
- 35. External referrals will be made only where appropriate and in line with legal requirements.

Supporting Documents and Other Protections

- 36. **Britannia International Academy** maintains additional supporting documents, including safeguarding training plans and online safety procedures.
- 37. This Policy operates alongside other organisational policies, including the Data Protection and Data Security Policy.
- 38. All safeguarding documentation is available on request from HR or relevant line managers.



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