

CHILD PROTECTION POLICY

Introduction

This document is the Child Protection Policy for **Alliance Française d'Oxford**, which will be followed by all members of the organisation and followed and promoted by those in the position of leadership within the organisation.

The purposes of the Alliance française d'Oxford

1. to advance the education of the general public in the subject of the French Language and French culture in Oxford and the surrounding area;
2. to bring together those who desire to contribute towards the understanding and enjoyment of French culture and language;
3. to foster greater mutual understanding between England and France by encouraging linguistic and cultural interactions.

The purpose of this policy

We know that being a young person makes them vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the activities carried out by the organisation are transparent and safeguard and promote the welfare of all young people.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

We recognise that

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse

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- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support and training
- recruiting staff and volunteers safely, ensuring all necessary checks, including DBS checks, are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

SAFEGUARDING POLICY

BEGINNING/END OF CLASS:

- At the beginning of class, a parent or other adult guardian must accompany each student under the age of 11 into the building to the door of the 1st Floor where a staff member will welcome them.
- A parent or other adult guardian (if not parent or guardian on the registration form, we will need a written permission, please see below) must pick up each student under the age of 11 shortly after the end of the class. If for any reason there may be a delay in collecting a child at the end of the class, please let us know. We can only provide supervision for children during and shortly after course times
- Any derogation to this policy will have to be made in writing to the manager director@af-oxford.org AND the courses manager courses@af-oxford.org
- We assume your child, once in their first year of secondary school **and/or over 11 years old**, is authorised to arrive at and leave the AF de Oxford unaccompanied, please let us know by ticking the appropriate box in the registration box to confirm this.

SUPERVISION DURING CLASS:

- The teacher in charge of the class will record student attendance and will supervise students at all times for the duration of the scheduled class.
- If you wish your child to leave early, please let us know in advance (to courses@af-oxford.org or by phone). Please also let us know about any absences.
- Any concerns about the behaviour of other students should be reported to the teacher or to Louise Richard courses@af-oxford.org

SUPERVISION DURING BREAKS:

- Where there is a break in the middle of a class, we advise that students under the age of 18 remain on the premises and cannot accept any responsibility for any incident which occurs if the student exits the Alliance française d'Oxford premises.
- Where a child does not have parental consent to arrive/leave alone, we will not permit them to leave the premises during a break.

TOILET FACILITIES:

- There are separate staff and students toilets in the Alliance Française de Oxford. Only one person can use one toilet at a time. Please note that children may have to go to the student toilets unaccompanied whilst on the premises and staff are not able to supervise them during this time.

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ALLERGIES / SPECIAL DIETARY NEEDS:

- The parent/guardian should let the Alliance française d'Oxford know, using the form above, about any allergies, intolerances or special dietary restrictions.
- Where the student wishes to bring their own snack onto the Alliance française d'Oxford premises, we request **no nuts**.
- Students should not share snacks around the class without the prior authorisation of the teacher, who will be aware of the dietary information provided by parents/guardians.

GENERAL TERMS OF OUR CODE OF CONDUCT FOR CHILDREN CLASSES

General code of conduct

The Alliance française d'Oxford staff, teachers and volunteers will adhere to Code of Conduct with children and young people of the Alliance française d'Oxford.

The Alliance française d'Oxford staff, teachers and volunteers will abide by the Child Protection Policy and Procedure.

Code of conduct for online classes

The Alliance française d'Oxford provides a service to the public by allowing children and adolescents to access its classes. Persons under 18 years of age must be **supervised by a parent or guardian**, who must ensure the following:

- The child understands that although they are at home, **they must behave in a manner similar to what would be expected at school**, in terms of behaviour, appropriate language, and respect for teachers and classmates.
- **The child's image will be visible to the teacher and other students:** they must be **appropriately dressed**, attend the online classroom from a location where the parent can maintain supervision, and ensure that the **background to their image is reasonably neutral** and that no items or elements appear in the image which violate their privacy or could offend other participants.
- **All other householders should be aware that the child is in an online classroom** and should try to avoid appearing in the image or the audio.
- Children should be aware that they are in public and should **observe basic internet safety guidelines:** they should not share personal information such as their address or social media profile information. The teacher will at no point request this information.
- Microphones and cameras should be disabled once the class has concluded and during break times.

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Supervision during Class

The teacher in charge of the class will record student attendance and will directly supervise students for most of the duration of the scheduled class as long as they remain in the online classroom. The parent/guardian will receive an email notification from the Alliance in the event that their child does not attend class or attends only a portion of their class.

The safeguarding lead and the administrative team will have access to the online classroom and will check in on the classes periodically, like they would in a school-based class.

Although they may not take part in the class, parents/carers should also feel free to sit in with the students or observe periodically if they like, refraining from intervening, just as they would with a tutor visiting their home.

A “record” function is available within the educational software to the classroom moderator (teacher) – for privacy and data protection reasons we will not be using this function.

Connecting to the class

When downloading the software, to protect the child’s privacy, **we recommend that parents of children aged 12 and under use their own contact details, and not the child’s**. The email address given during the registration will be used to send the online software information.

Children over 12 may use their own email addresses for the software connection. Children should feel free to write their first name only when entering the classroom, but must use their real first name so that they can be identified by the teacher.

Please be aware that your teacher will send a meeting link by email to the parents’ email address for the first connection at least, which you should not share, since it could allow unauthorised persons to temporarily enter the classroom.

Communication outside class

A parent and child over 12 years old may decide whether the teacher may use the child’s email address to send class materials such as exercises and the class plan, in which they should inform the teacher. If they do use the child’s address, they will place the parent in copy in all communications. Otherwise, the teacher will communicate materials directly with the parent by email.

Where we have a concern about a child, we will follow this up using our safeguarding framework (the teacher will consult with the safeguarding lead and they will decide together on an appropriate course of action). If we do have any concerns, you can expect that we will communicate with you or report to the relevant authorities as necessary.

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