

Safeguarding our students

School Safeguarding Policy



Content Advice

This policy covers all forms of abuse and harm including physical abuse, emotional ill-treatment, sexual abuse, neglect, commercial or other exploitation that results in actual or potential harm. This includes harm caused intentionally or unintentionally, directly or indirectly.

Context

English in York provides English language courses and homestay accommodation to students both over and under the age of 18.

Terminology

For the purposes of this policy 'children' refers to any student under the age of 18.

'Safeguarding' is an umbrella term used to describe the general promotion of welfare of all students; part of safeguarding includes child protection. Child protection is the process of protecting all children especially those identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.

There are three members of staff who take ultimate responsibility for the safeguarding of students, known as the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead. These members of staff have been trained to Specialist Level (formerly Level Three). There are three further members of staff, known as Designated Safeguarding Support Persons, who have been trained to at least Advanced Level (formerly Level Two).

This Safeguarding Policy outlines the procedure to be followed in the event of any child protection concerns. All adults working for English in York in any capacity are expected to fully abide by this policy.

Policy statement

English in York acknowledges the Duty of Care to safeguard and promote the welfare of children. We are committed to ensuring our safeguarding practice reflects statutory responsibilities and government guidance, and that it complies with best practice and British Council requirements.

This policy applies to all staff and homestay providers who act on behalf of English in York and who come directly into contact with children. Every individual has a responsibility to inform the Designated Safeguarding Lead, the Deputy Designated Safeguarding Lead or the Designated Safeguarding Persons regarding child protection or concerns relating to safeguarding children. The Designated Safeguarding Lead must decide if the concerns should be communicated to the local Multi-Agency Safeguarding Hub (MASH) or the police.

English in York will ensure all staff understand their safeguarding roles and responsibilities and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.

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U18s entitlement

Our Safeguarding Policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all children:

- have a positive and enjoyable experience of learning in a safe and supportive environment
- are protected from any abuse whilst participating in any lesson and activity in or outside the classroom.

English in York acknowledges that young international students can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Responsibilities

As part of our Safeguarding Policy English in York will:

- promote and prioritise the safety and wellbeing of all students under 18
- ensure all staff understand their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents / concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment / deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures are widely promoted and are **mandatory** for everyone involved in English in York. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal / exclusion from the organisation.

Associated policies

This policy is associated with the following school policies:

- Policy for Activities and Events Outside School
- Prevent Policy
- Key Elements of Safeguarding' (Homestay Hosts, Group Leaders, Visitors)
- Teachers' Guide – Code of Conduct
- Standard / Enhanced Check Privacy Policy
- Policy on Recruitment of Ex-offenders
- Abusive Behaviour Policy (staff)
- Abusive Behaviour Policy (students)
- Bully and Harassment Policy (staff)

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Relevant legislation for reference

- ‘Keeping Children Safe in Education’ (KCSIE) – last updated by DfE September 2025
https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf
- ‘Working Together to Safeguard Children’ – last updated by DfE December 2023,
https://assets.publishing.service.gov.uk/media/6849a7b67cba25f610c7db3f/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf
- ‘What to do if you’re worried a child is being abused: advice for practitioners’, published by DfE March 2015, <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- ‘Information Sharing’ – by DfE, May 2024
https://assets.publishing.service.gov.uk/media/66320b06c084007696fca731/Info_sharing_advice_content_May_2024.pdf

Policy review

The policy will be reviewed every year by the Designated Safeguarding Lead, the Deputy Designated Safeguarding Leads and the Compliance Coordinator, or more often if guidelines change.

Roles and responsibilities

The Designated Safeguarding Lead is Katy McDonald (Operations & Academic Manager). The Deputy Safeguarding Leads are Miriam Regan (Accommodation Officer) and Zena Jewitt (Groups Coordinator). The Designated Safeguarding Support Persons are Marta Barber (Director of Studies), Louise Lake (Finance Manager) and Linda Simi (Compliance Coordinator).

At least one member of the team can be found on school premises at all times when the school is open. The office telephone number is +44 1904 636 771. Outside school opening hours, Katy, Miriam or Zena can be contacted via the school 24-hour emergency phone (+44 7808 918 876). If another member of the team is manning the emergency phone, they are authorised to contact a member of the safeguarding team immediately if needed.

Policy availability and formats

This policy is available in full on our website. A printed copy can be requested from the office at any time. Condensed versions of the policy (‘Key Elements of Safeguarding’) are issued annually to all homestay providers and group leaders. The policy can be provided as an audio file or in large print on request.

Code of Conduct

English in York has devised a code of conduct to help build a positive relationship with all students in our care and especially those who are under 18. We need to ensure that everyone is aware of our expectations regarding behaviour around children. We believe that this will protect both adults and under 18s from any behaviour/actions which might be misconstrued. Expected conduct is made clear in staff induction and reinforced in the Teachers’ Guide.

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Extracts from the Teachers' Guide:

Code of conduct:

Dress Code

A clean, smart and professional image is expected of staff. Good personal (including oral) hygiene (especially in small classrooms) is very important.

Gifts

Our teachers sometimes receive thank you gifts, such as chocolates or other tokens from departing students. Please speak to the Director of Studies if you feel your integrity could be compromised (lack of honesty in reports, tips prior to testing, general favouritism) by the offer of expensive items at other times.

Values

We expect teachers to show respect to the values of democracy, rule of law, individual liberty and respect and tolerance through their behaviour and classroom management. Please avoid expounding personal views on sensitive subjects.

Role model

Teachers should be mindful that they may be regarded by their learners (particularly younger students) as role models and behave appropriately. The glorification of alcohol or drug abuse, fraudulent or criminal behaviour, and sexual exploits is always unacceptable.

Code of Conduct (under 18s specific):

- *Although we promote the school Social Programme, teachers are otherwise discouraged from privately meeting individual students socially, and are not permitted to socialise with under 18s outside school. One-to-one lessons with adult students may take place outside classrooms with an appropriate risk assessment from the Director of Studies (going for a coffee to practise social English, for example), but teachers may not take an under 18 out of school alone for a class under any circumstances.*
- *Teachers are forbidden from social media or email contact (Facebook, Skype, WhatsApp, Instagram, e-mailing etc) with under 18s.*
- *Under the Sexual Offences Act 2003, it is a criminal offence for any person in a position of trust (which includes all members of school staff) to engage in sexual activity with someone who is under 18 years.*
- *Teachers should be aware that someone might misinterpret their actions no matter how well-intentioned. They must therefore not spend excessive amounts of time alone with children, away from others.*
- *Teachers should use appropriate language with children and young people and challenge any inappropriate language used by a young person, child or an adult.*
- *Whistleblowing: all staff have a legal obligation to inform the Designated Safeguarding Lead or Assistant Designated Safeguarding Lead of any concerns that they may have about any colleague who is not following this code of conduct. All concerns reported will be confidential. If staff have concerns about*

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Designated Safeguarding Staff, they should speak to a School Director where possible, and if this is not suitable, they should call the NSPCC Whistleblowing Helpline on 0800 028 0285 or email help@nspcc.org.uk.

The Accommodation Officer issues 'Key Elements of Safeguarding' to all homestay providers.

Extracts from 'Key Elements of Safeguarding for Hosts'

English in York have developed a Code of Conduct to ensure that everyone is aware of our expectations regarding behaviour around children and adults. We believe that this will protect both adults and under 18s from any behaviour or actions which could be misunderstood. As adults you are a role model for children: your behaviour and attitude will have an impact on our students. The following standards are what we would expect of adults working with our students

Homestay providers:

- should use appropriate language with children and young people and challenge any inappropriate language used by a young person, child or an adult.*
- must never interact with students in your care if you are under the influence of alcohol or drugs. Adults should never encourage students to drink alcohol, take drugs or smoke.*
- must be careful to ensure that you are not seen in a state of undress by students in your care.*
- should never engage in provocative or rough physical games, including horseplay, or do things of a personal nature for a child or a young person that they can do for themselves. You must not allow, or engage in, touching of any kind.*
- should respect an individual's right to privacy. You must be particularly careful to ensure that children enjoy privacy in the bathroom and bedroom whilst they are in your care. All bathrooms should be fitted with a lock that can only be activated from inside the bathroom and windows or glazing in doors must allow for complete privacy. Adults should knock before opening the door to the bedroom of any child in their care and should not enter the child's bedroom unless in an emergency.*
- should pay particular attention in electronic contact with students to use neutral, un-emotive language that will not be misunderstood.*
- must not exchange any information with a student that they would not be happy to share with the child's parent or carer.*
- should ensure that children in their care do not access inappropriate content on the Internet. Inappropriate content includes websites displaying pornographic material, facilitating suicide, or encouraging extremism or radicalisation.*
- should be aware that someone might misinterpret their actions no matter how well-intentioned. They should not spend excessive amounts of time alone with a student away from others.*
- need to know that under the Sexual Offences Act 2003, it is a criminal offence for any person in a position of trust (which includes members of school staff) to engage in sexual activity with someone who is under 18 years.*

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Transport

English in York uses Streamline or Station Taxis for its taxi transfer service. All taxi drivers used have enhanced DBS certificates. Morse Coaches are our preferred coach company, and all drivers have enhanced DBS checks.

Child Protection Overview

English in York recognises that responsibility for child protection must be considered in all areas of the business. This includes processes for the recruitment and training of all staff, teachers, homestay providers and sub-contractors such as cleaners and transport providers.

We understand that children need to feel safe and secure and need to know that there is always someone they can talk to if they are worried. We ensure that all adults are aware of the Designated Safeguarding Staff for child protection, and how to contact them.

Designated Safeguarding Lead and Deputy Designated Safeguarding Lead

There are three members of staff who take ultimate responsibility for the safeguarding of students: the Designated Safeguarding Lead (Katy McDonald, Operations & Academic Manager) and the Deputy Designated Safeguarding Leads (Miriam Regan, Accommodation Officer and Zena Jewitt, Groups Coordinator). All members have received safeguarding training to Specialist Level (formerly Level 3) and have the knowledge and skills in recognising and acting on child protection concerns. They will act as a source of advice and will be responsible for coordinating action internally and liaising with the local Multi-Agency Safeguarding Hub (MASH) or the police.

The Designated Safeguarding Support Persons are Marta Barber, Director of Studies, Louise Lake, Finance Manager, and Linda Simi, Compliance Coordinator, who have received safeguarding training to at least Advanced Level (formerly Level 2).

At least one member of the team can be found on school premises at all times when the school is open. The office telephone number is +44 1904 636 771. Outside school opening hours, Katy, Miriam or Zena can be contacted via the school 24-hour emergency phone (+44 7808 918 876). If another member of the team is manning the emergency phone, they are authorised to contact a member of the safeguarding team immediately if needed.

If for any reason, the Designated Safeguarding Staff cannot be contacted, the local Multi-Agency Safeguarding Hub (MASH), City of York Safeguarding Children Partnership, should be contacted on +44 (0) 1904 551900 (e-mail: mash@york.gov.uk). Outside office hours, at weekends and on public holidays contact the emergency duty team telephone: + 44 (0) 300 131 2131 (e-mail: edt@northyorks.gov.uk).

If a child is in immediate danger, contact North Yorkshire Police on 999.

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Recognising signs of abuse

Everyone who comes into contact with young people needs to be alert to the possible indications that they have suffered or are suffering abuse. The signs listed below may have alternative explanations but are all a concern, especially if several occur or if they recur:

- unexplained bruises or injuries – particularly if these appear inconsistent with the explanation
- untreated injuries
- asking to move class for no clear reason
- attention seeking or over compliance
- attempted suicide / self-harm / self-mutilation
- aggression to others / violent outbursts
- poor peer relationships
- inappropriate sexual remarks or behaviour
- pregnancy
- eating disorders
- depression / low self-esteem /self-depreciation
- alcohol or drugs abuse
- lying / delinquency / stealing
- poor personal hygiene
- history of running away
- reluctance to go home
- fear of parents being contacted

(Further information on types of abuse is given in the appendix.)

When adults need to respond

Adults need to respond:

- if they notice something themselves
- if they are told about something by another person (an adult or a child)
- if a child discloses something to them

What should you do if you are concerned about a child? (adapted from English UK training)

Don't investigate things yourself, even small concerns; report them to the Designated Safeguarding Staff. They may already know things about the child that you do not, and your concern adds to their picture and could be very useful and helpful.

If you see or hear something, if you suspect something, or even if you have a small worry that something isn't right, you need to report it, even if you don't have any proof.

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Sometimes people wonder if they need to tell, especially about small things. You must always tell, even if you think your concern is only small. It is wrong not to tell. Your small piece of information might be part of a larger picture that the Designated Safeguarding Team have; it could help them to properly safeguard a child.

You may be asked to complete a Safeguarding Concern form (see appendix), which will be stored securely by the Designated Safeguarding Staff.

What should you do if a child comes to you and tells you that they are being abused? (adapted from English UK training)

It is normal to feel overwhelmed and confused in this situation. Child abuse is a difficult subject that can be hard to accept and even harder to talk about. Children who are abused are often threatened by the abuser to keep it a secret. Because of this, telling an adult takes a great amount of courage.

Children have to work with a lot of issues, including the fear that no one will believe them. If a child decides to disclose something to you, it is important to remain calm and to show them support.

Here are some guidelines to help in a situation where a child tries to tell you about abuse.

Receive

You should:

- listen quietly, carefully and patiently. Do not assume anything – do not speculate or jump to conclusions. Do not show shock or disbelief
- accept what is being said without judgement
- remember that an allegation of child abuse may lead to a criminal investigation, so do not do anything that may harm a police investigation. Do not investigate, interrogate or decide if the child is telling the truth. Let the child explain to you what happened in their own words, and do not ask leading questions
- ask open questions like 'Is there anything else that you want to tell me?'
- communicate with the child in a way that is appropriate to their age, understanding and preference. This is especially important for children with disabilities and when working with different languages.

Reassure

You should:

- reassure the child that they have done the right thing by telling you. Do not make promises that you cannot keep, e.g. 'Everything will be all right now'
- reassure the child that they did nothing wrong and that you take what they are saying seriously
- be careful not to promise confidentiality – never agree to keep secrets. You have a duty to report your concerns
- tell the child that you will need to tell some people, but only people whose job it is to protect children
- tell the child that you know how difficult it must have been to talk. It takes a lot for an abused child to talk about it.

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Record

You should:

- make some very brief notes at the time and write them up in detail as soon as possible
- keep your original notes in case there is a criminal investigation and they are needed later
- record the date, time, place, words used by the child and how the child appeared to you – be specific. Record the actual words they used, including any swear words or slang
- record statements and observable things, not your interpretations or assumptions – keep it factual.

React

You should:

- explain what you have to do next and who you have to talk to. Do not ask the child to repeat what they have told you to another member of staff
- report what you have been told to the Designated Safeguarding Team, who have had special training in how to deal with child protection issues. You will be asked to complete a 'Safeguarding Concern Referral Form' (see appendix), which will be stored securely by the Designated Safeguarding Team.

Remember

- If a child needs urgent medical attention due to abuse, for example serious injury following physical abuse, contact medical services immediately. Reporting the incident can happen after medical treatment has been organised.
- If you hear about abuse that has happened a long time ago (historical abuse), you still report it.
- If you hear about abuse that happened / is happening in another place, even in another country, you report it. Some children from overseas will talk about abuse at home because they feel safe during their visit to the UK. They can still be helped, as authorities in the UK have links with authorities in other countries.
- If you find out about child protection issues, you must not talk about them to anyone apart from the Designated Safeguarding Staff or the authorities. The information is confidential; it is not something to be discussed with colleagues, friends and neighbours. If you are asked about it, you need to tell people that you can't talk about it.
- If you have followed the reporting procedures set by English in York but feel that the Designated Safeguarding Team are not dealing with a child protection issue properly, you can contact:
 - The local Multi Agency Safeguarding Hub (MASH) on +441904 551900 (e-mail: mash@york.gov.uk).
 - Outside office hours, at weekends and on public holidays contact the emergency duty team telephone: +44 (0) 300 131 2131 (e-mail: edt@northyorks.gov.uk)
 - The NSPCC (National Society for the Prevention of Cruelty to Children) Helpline +44 (0) 808 800 5000 (between 10:00 and 16:00, Monday to Friday).

If a child is in immediate danger, contact North Yorkshire Police on 999.

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Allegations against a member of staff

Where there are allegations that a child has been put in danger of abuse or has suffered abuse owing to the actions of a member of staff, you should first raise your concerns with the Designated Safeguarding Lead (DSL). The DSL will consider the matter and determine whether the threshold for making a referral to the 'Local Area Designated Officer (LADO) has been met. If the DSL believes the threshold has been met, the referral must be made within one working day, using the LADO Referral Form (see appendix).

If it is unclear whether the threshold for notification to LADO is met, the DSL will consult with the LADO by completing the notification form to share information and support their decision-making.

The DSL must notify the LADO before undertaking any internal investigations into the conduct of the staff member. The LADO will involve any other agencies as required, including the police, social care, and regulatory bodies. The LADO will provide guidance on the procedure for carrying out an internal investigation. (Information adapted from North Yorkshire Safeguarding Children Partnership website

(<https://safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/managing-allegations-against-those-who-work-or-volunteer-with-children-3/>).

Record keeping

English in York will ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.

English in York will ensure that all data about students is handled in accordance with the requirements of the law. Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know. Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or at risk of harm, their duty is to forward this information without delay to any Designated Safeguarding Staff. All child protection concerns are recorded and stored securely by the Designated Safeguarding Staff.

Any allegation of abuse will be recorded and kept securely. It will only be accessible to the Designated Safeguarding Staff and if necessary, an external agency. The records will be kept for a minimum of 3 years.

If concerns have been raised about an adult who works with children, a copy of these concerns will be kept within the individual's HR file, accessible only to the safeguarding team and school Senior Management. A copy of the record will also be made available to the individual concerned. These records will be retained until the individual reaches their normal retirement age or for 10 years, whichever is longer.

Records will be retained for the same amount of time regardless of whether the allegations were unfounded. However, if it is found that any allegations are malicious the record will be destroyed immediately.

Information will be retained even if the person stops working for English In York.

(Source: NSPCC storage guidelines https://learning.nspcc.org.uk/media/3324/child-protection-records-retention-and-storage-guidelines_june_2023.pdf).

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Training

The Designated Safeguarding Lead is responsible for ensuring all adults have appropriate training. Teachers and school administrative staff have Basic Safeguarding Awareness training. The Designated Safeguarding Persons have Advanced Safeguarding training as a minimum, and the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads have completed Specialist Safeguarding Training. Basic Safeguarding Awareness training is refreshed annually. Advanced and Specialist Safeguarding training is refreshed biennially.

Training is undertaken at the point of induction for staff and teachers. Our Safeguarding Policy is given to all staff, who are required to sign to say that they have read and understood it in full during their first week. The Basic training is available online and all staff and teachers complete it and produce their certificate prior to or during their induction. Safeguarding is discussed regularly in Teachers' meetings and Administration meetings.

Homestay providers receive basic awareness training as part of their induction pack and updated information is circulated annually.

Safer recruitment

English in York strives to prevent the employment / deployment of unsuitable individuals.

When employing teachers and other staff including homestay providers who will have substantial access to children, the school will:

- ask all teacher applicants to complete a self-declaration to disclose any convictions, cautions, reprimands or final warnings that are not 'protected' by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013).
- ensure that two references are checked and that any gaps in previous employment history are accounted for. Reference requests for any person likely to have contact with under 18-year-olds will include a question about their suitability to work with young people under the age of 18. Teacher references are sought from current / former line managers and / or academic tutors / supervisors. Where this is not possible, a character reference is requested from a reputable member of the community. If no other second referee can be found, a reference will be requested from someone who has known the candidate for a considerable amount of time.
- carry out an enhanced level DBS certificate with children's barred lists.
- require agents / schools or group leaders accompanying groups with students under the age of 18 to provide confirmation or evidence that the group leaders have current police good conduct certificates or similar from their country of origin (International Criminal Records check Directory is available to download on <https://www.britishcouncil.org/education/accreditation/information-centres/care-children>).
- ask all staff to complete a Basic Safeguarding Awareness training course online, e.g. the free course at <https://www.saferchildrenyork.org.uk/> or the British Council course at <https://accreditation-uk.english.britishcouncil.org/>.

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- confirm identity to establish that applicants are who they claim to be (through official documents) and have the appropriate status to work in the UK.
- ensure all staff read, understand and agree to the school's Safeguarding Policy and related policies.

Delayed Suitability Checks

Our guidelines for safer recruitment are that:

- at least 2 references will be asked for and all references are followed up.
- all gaps in CVs must be explained satisfactorily.
- proof of identity and (where applicable) qualifications is required.
- reference requests will ask specifically whether there is any reason that the candidate should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18
- appropriate suitability checks are required prior to confirmation of appointment
- a declaration of convictions is required

Occasionally it may not always be possible to complete all recruitment checks in good time; for example, in cases where recruitment and the starting date are very close. We will always have:

- a full CV
- an interview with 2 people
- proof of identity and the right to work in the UK
- a suitability declaration

We will always attempt to get 2 appropriate references. However, where this is not immediately possible we will consider employing the person as long as other checks and the interview do not identify any issues. Sometimes this may be because the referee is not immediately available.

In cases where there are new teachers and for any reason we have not managed to complete the recruitment process outlined above and referenced in our Safer Recruitment Policy, we will:

- check and confirm right to work, proof of identity and proof of address.
- interview the teacher with 2 people.
- at interview scrutinise the candidate's CV and ask them to explain any gaps.
- ask the candidate to complete a declaration of suitability.
- apply for a DBS check as soon as the candidate is offered work
- ideally allocate the teacher to a class of over 18s but understand this may not always be possible.
- ensure the teacher is not allocated any one-to-one lessons with students of any age under any circumstances before their DBS is returned.

If it is unavoidable that the teacher is allocated to a class of under 18's, The Director of Studies (DoS) or a member of the safeguarding team will speak to the class at the end of the first lesson with the new teacher to allow

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students to raise any concerns. Subsequently the DoS or a member of the safeguarding team will speak to the class at least once every second day until the DBS is returned.

Single Central Record

The Staff Identity and DBS log is saved in [..\HR RESTRICTED\STAFF CENTRAL RECORD.xlsx](#) and accessible only to selected senior members of staff.

Risk assessments

Risk assessments are central to our safeguarding procedures for under 18s. We produce risk assessments for all excursions and social activities.

Group leaders are issued with risk assessments for all trips organised by school and also one to highlight the potential hazards to students during unsupervised time in York. They receive these documents via e-mail prior to their arrival and again upon arrival, during induction, so that they can sign to say they have received and agree with the risk assessment.

We provide students of all ages a guide to staying safe in York.

Risk assessments for excursions and social activities are given to the person responsible for leading the event prior to it happening. This person is asked to read the risk assessment and sign to say it has been understood. They pass on any relevant information to students take the assessment with them to add any additional information that may be relevant for future trips. The risk assessment is then updated to reflect any changes and is therefore a dynamic, evolving document.

Supervision ratios for activities outside school

As a guide, an appropriate supervision ratio is one staff member to every twenty students, except where the nature or duration of the external event requires a smaller ratio (i.e. more supervision). Where students under the age of 18 are involved, the number of supervising staff may increase, on a case-by-case basis.

The leader will have a list of names and contact numbers for all students. Departure times and meeting points are agreed on arrival. Please refer to the English in York 'Policy for activities and events outside school'.

Identifying under 18s

Wearing a lanyard with ID card around the neck at all times on school premises is one of our rules. It is critical for the safety of everyone that all members of the school community fully commits to this rule.

The wearing of the lanyard and ID card is compulsory and must be worn at all times when on the premises. The lanyard should be worn around the neck, on the front of the body and on the outermost piece of clothing. If an individual is unable to wear the lanyard around their neck for medical, physical or other reasons, they will be provided with an alternative identifying mechanism. All students under 18 years are identified by a purple lanyard.

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Missing students

All students are advised to contact the school if they are ill or are going to be late. Teachers are required to complete the class register within the first 20 minutes of each teaching block. Any student marked absent on the register will be telephoned by a member of Admin staff within 30 minutes from the teaching block start, with priority given to students aged under 18. If contact cannot be made with a student under 18, their homestay host or emergency contact will also be contacted.

Students under 18 have a curfew in place, which is agreed to prior to arrival (on the parental consent form). This is the latest time that they are permitted to return to the home-stay at night, usually 22:30. If the student does not return by the curfew, the host will initially try to make contact with the student. If contact cannot be made, the host will then contact the group leader and the school via the emergency number.

Welfare provision

All staff and homestay providers have a Duty of Care to students.

Student Welfare Induction

On the first morning in school, all students receive a welfare induction where they are given:

- the names of staff responsible for safeguarding
- the names of who to consult if they have a problem with their classes, accommodation or personal issues (photos are also shown / staff are introduced)
- curfew times where appropriate
- school rules
- the legalities of buying cigarettes, alcohol, visiting pubs, taking drugs etc.

Under-18 welfare tutorials

Every student under 18 is spoken to by a Designated Safeguarding Person on at least a weekly basis.

First aid

English In York has three trained First Aiders. They are Operations & Academic Manager Katy McDonald, Admissions Manager Katie Jackson and Administration Assistant Cameron Schmid. First aid kits are available on every floor in the school building. The nearest Defibrillator Device is located in Jorvik Medical Practice, next door to the school building. Marta Barber, Director of Studies, is trained in Mental Health First Aid.

U18 behaviour and discipline

The Student Handbook highlights the behaviour we expect from students and the disciplinary systems which exist.

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Extract from the Student Handbook:

Policy regarding discipline and exclusion of students:

English in York expects a mature approach to attendance and timekeeping; and that students and staff will treat each other politely and with respect. Any behaviour which adversely affects the opportunity to learn, or which makes others uncomfortable, will be viewed seriously. This may include:

- *repeated or extended absences or lateness*
- *inappropriate behaviour or language related to nationality, ethnicity, age, disability or gender*
- *damage to property.*

We will investigate and act on any occurrences or complaints, as follows:

Discipline 5 STEPS:

1. *Discussion*
2. *Verbal warning by Management*
3. *Written warning by Management to students (A copy will be forwarded to parents or sponsors where appropriate.)*
4. *Final written warning by Management to students (A copy will be forwarded to parents or sponsors where appropriate.)*
5. *Expulsion (Please note that no refund will be given. Students or their parents must arrange immediate return to country of origin, at own expense.)*

In the event of gross misconduct, we reserve the right to terminate your course with immediate effect. If you break any UK laws we will also inform the police.

The 5-step procedure stated above will not apply in instances of:

- *use / possession of drugs on site*
- *alcohol consumption on site*
- *violence (threatened or actual)*
- *theft*
- *possession of weapons*

Airport transfers

English in York accepts independent students aged 16 and 17. Students under 18 are strongly advised at the point of booking to use our airport transfer service. This is highlighted both in the Student Handbook and in the Under 18s Guidance and Consent Form. All students receive school 24-hour emergency contact details before travelling. English in York uses Streamline or Station Taxis for its taxi transfer service. All taxi drivers used have enhanced DBS certificates.

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Visitors

All school visitors are required to sign in at reception, where they are given a visitor lanyard and asked to read the Safeguarding Information for Visitors handout. (see Appendix).

Staff members are asked to be vigilant concerning the behaviour and whereabouts of individuals identified by their visitor lanyard.

E-safety

The company's internet network is filtered: websites which display pornographic material, facilitate suicide, or encourage extremism or radicalization cannot be accessed. All homestay providers are referred to e-safety in the 'Key elements of safeguarding' document. Posters on how to deal with cyberbullying are displayed in every classroom and these encourage students to report any concerns.

Radicalisation and extremism - Prevent

All staff and homestay providers are aware of our Prevent Policy. Prevent Awareness training is mandatory for all staff and teachers and is refreshed annually. The UK Government's Prevent Referral Training is undertaken by all members of the Designated Safeguarding Team biennially.

English in York promotes acceptance and tolerance of a range of views through its course materials (lessons on culture, politics, travel, lifestyle), classroom management approach (voting, co-operative working, debating, sharing views and experiences), and social programme calendar (an evening at an Arabic restaurant, a tour around York Minster, a visit to an Indian night market, a Salsa dance social, a Christmas party, school Eid celebrations).

English In York's detailed Prevent Policy can be found in the appendix of this document.

(policy ends)

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APPENDIX (1) DEFINITIONS AND SUPPORT

Definitions of Abuse

Abuse

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical Abuse

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institution or community setting by those known to them, or more rarely by a stranger. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

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They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, and is likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child Sexual Exploitation (CSE)

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition, for example being persuaded to post sexual images on the internet or mobile phones without immediate payment or gain. In all cases, those exploiting the child or young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social, economic and/or emotional vulnerability.

Female Genital Mutilation (FGM)

Female Genital Mutilation comprises all procedures involving the removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. It is illegal in the UK and all staff, homestay providers and other adults working with students should make the Designated Persons aware of any suspicions they have with regard to FGM so it may be reported to the police.

Honour Based Violence

Honour based violence is the term used to describe murders in the name of so-called honour, sometimes called 'honour killings'. These are murders in which predominantly women are killed for perceived immoral behaviour, which is deemed to have breached the honour code of a family or community, causing shame. Although rare, men can sometimes be the victim of honour killing, either committed by members of the family of a woman with

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whom they are perceived to have an inappropriate relationship, or by the members of their own families, sometimes connected to homosexuality or disability diagnosis.

Professionals should respond in a similar way to cases of honour violence as with domestic violence and forced marriage (i.e. in facilitating disclosure, developing individual safety plans, ensuring the child's safety by according them confidentiality in relation to the rest of the family, completing individual risk assessments etc).

Honour based violence cuts across all cultures and communities, and cases encountered in the UK have involved families from Turkish, Kurdish, Afghani, South Asian, African, Middle Eastern, South and Eastern European communities. This is not an exhaustive list.

The perceived immoral behaviour which could precipitate a murder includes:

- inappropriate make-up or dress
- the existence of a boyfriend
- kissing or intimacy in a public place
- rejecting a forced marriage
- pregnancy outside of marriage
- being a victim of rape
- inter-faith relationships or
- leaving a spouse or seeking divorce.

Murders in the name of 'so-called honour' are often the culmination of a series of events over a period of time and are planned. There tends to be a degree of premeditation, family conspiracy and a belief that the victim deserved to die.

Incidents which may precede a murder include:

- physical abuse
- emotional abuse, including:
- house arrest and excessive restrictions
- denial of access to the telephone, internet, passport and friends
- pressure to go abroad: victims are sometimes persuaded to return to their country of origin under false pretences, when in fact the intention could be to kill them.

Children sometimes truant from school to obtain relief from being policed at home by relatives. They can feel isolated from their family and social networks and become depressed, which can on some occasions lead to self-harm or suicide.

Families may feel shame long after the incident that brought about dishonour occurred, and therefore the risk of harm to a child can persist. This means that the young person's new boy/girlfriend, baby (if pregnancy caused the family to feel 'shame'), associates or siblings may be at risk of harm.

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Modern Slavery

The term modern slavery covers the use of slavery, servitude, forced or compulsory labour and use of human trafficking. This also covers exploitation which includes:

- Sexual exploitation
- Removal of organs
- Securing services by force, threats or deception
- Securing services from children and vulnerable persons

Modern Slavery is a hidden crime and violation of fundamental human rights. It takes various forms, such as slavery, servitude, debt bondage, child labour, forced or compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another to exploit them for personal or commercial gain

Most children reported as victims of Modern Slavery are in the 16-17-year-old age category, yet they can be of any age, including the very young. Vulnerable adults are also commonly victims of modern slavery.

Upskirting

Upskirting is a highly intrusive practice, which typically involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks (with or without underwear). It can take place in a range of places, e.g. British Transport Police have seen a rise of reports on public transport.

The law captures instances where the purpose of the behaviour is to obtain sexual gratification, or to cause humiliation, distress or alarm. Anyone, and any gender, can be a victim and this behaviour is completely unacceptable. Upskirting is distressing and a humiliating violation of privacy for victims.

Upskirting, where committed to obtain sexual gratification, can result in the most serious offenders being placed on the sex offenders register. Victims of upskirting will be entitled to automatic protection, e.g. from being identified in the media (so they won't be able to publish any identifying details such as names, addresses or photos). The Voyeurism (Offences) Act, which was commonly known as the Upskirting Bill, was introduced on 21 June 2018. It came into force on 12 April 2019.

Help & Support

If you have been affected by any issues raised in this policy, and would like to talk to someone, you can contact these organisations for free, confidential advice and support:

- The Survivors Trust: <https://thesurvivorstrust.org/>
- The National Association for People Abused in Childhood: <https://napac.org.uk/>
- Safeline National Male Survivor Helpline: <https://safeline.org.uk/>
- Hourglass (Supporting Older People at risk of abuse or neglect): <https://www.wearehourglass.org/>
- Victim Support: <https://www.victimsupport.org.uk/>
- Karma Nirvana (Working to end honour-based abuse in the UK): <https://karmanirvana.org.uk/>

For urgent support, call The Samaritans on 116 123 (available 24 hours a day)

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APPENDIX (2) REPORTING FORMS

Safeguarding Concern Form (issued by the Designated Safeguarding Team)



Recording Form for Safeguarding Concerns

Staff must complete this form and pass it to DSL if they have a safeguarding concern about a student in our school. Any staff member may complete this document if they have a concern about the welfare of a student. If you are unsure and require further guidance to enable submission, please speak to the DSL.

Information Required	Enter Information Here
Full name of student	
Age (if known)	
Class (group) level (if known)	
Your name and position in the school	
Nature of concern/disclosure <i>Please include where you were when the individual made a disclosure, what you saw, who else was there, what did the individual say or do and what you said.</i> <i>[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]</i> <i>[Make it clear if you have raised a concern about a similar issue previously]</i>	
Time & date of incident:	
Name and position of the person you are passing this information <u>to</u> ?	
Your Signature	

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Safeguarding Concern Referral Form (issued by the Designated Safeguarding Team), 1 of 3



City of York Childrens Services Contact Form

Please identify which are of need is relevant to this child. All contacts will be screened by Multi Agency Safeguarding Hub.

Childrens Services	Disabled Children's Service	Prevent & Radicalisation	Targeted Intervention
YES/NO	YES/NO	YES/NO	YES/NO

All child(ren) in the household									
Forename	Surname	Date of Birth	Gender	Referring (Select Yes or No)	Contact number	Ethnicity	Religion	NHS Number	
			Choose an item.	Choose an item.		Choose an item.	Choose an item.		
			Choose an item.	Choose an item.		Choose an item.	Choose an item.		
			Choose an item.	Choose an item.		Choose an item.	Choose an item.		
			Choose an item.	Choose an item.		Choose an item.	Choose an item.		
Address									
Child(ren)'s first language or preferred means of communication			Is an interpreter or signer required?		Choose an item.				
					Details:				
Nationality									
Does the child(ren) have a disability?		Choose an item.		Details:					
Is the child(ren) privately fostered?		Choose an item.		Is the child(ren) adopted?		Choose an item.			
Family Network Details.									
Who would the child say is the most important person in their life?									
Who would the parent/carer say are the most helpful people in their life?									
Forename	Surname	Date of Birth	Gender	Parental Responsibility (please tick if yes)	Address (if different from above)	Contact Number	Ethnicity	Religion	Relationship to referred child(ren)
			Choose an item.	Choose an item.			Choose an item.	Choose an item.	
			Choose an item.	Choose an item.			Choose an item.	Choose an item.	
			Choose an item.	Choose an item.			Choose an item.	Choose an item.	
			Choose an item.	Choose an item.			Choose an item.	Choose an item.	

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Safeguarding Concern Referral Form (issued by the Designated Safeguarding Team), 2 of 3



Consent			
<p>If a practitioner believes a child is at risk of significant harm, they have a duty to make a referral. These referrals do not require consent, but it is good practice to inform an adult with parental responsibility that the referral is being made, UNLESS doing so would place the child at risk of significant harm or may lead to the loss of evidence. For all other referrals consent should always be sought from an adult with parental responsibility for the child (or from the child themselves if they are competent) before passing information about them to relevant services.</p>			
Has consent been obtained?	Choose an item.	Which children has consent been given for?	
If consent has not been obtained, please provide reasons.		Have you informed the parent/carer/child about the reason for this referral? If not, why not.	
Views of parent on the referral?		Views of child/ren on the referral?	
Who has consent been obtained from?			
Reason for referral – worries			
What have you seen, heard or been told at makes you worried for the child/ren?			
How has the child/ren been hurt, frightened or impacted by the things you have observed?			
Who in the family or child's network have you spoken to about your worries?			
Reason for contact – strength and safety			
Describe the times you know of when the parent/carers are caring for the child(ren) well?			
What are all the good things you know happening in the child and family's life?			
What are the times the worries have been there, but someone has done something to help keep the child/ren safe and supported?			
What do you feel needs to change to help the child/ren?			

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Local Area Designated Officer (LADO) Referral Form (Issued by the Designated Safeguarding Team), 1 of 5



CONFIDENTIAL

LADO – Referral / Consultation Request form

Please complete in order to make a referral to LADO or request a consultation with LADO.

Please complete this form when there is an allegation that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child; or
- Possibly committed a criminal offence against, or related to a child; or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

To be completed electronically and emailed to lado@york.gov.uk (secure email address)

To be submitted to LADO within 24 hours and before starting any internal investigations.

If there is an immediate risk of harm to a child, please also make a referral to MASH and/or police.

Please note: if there are multiple incidents to note, please break each one down clearly with date and detail. If the incident concerns more than one child, each child must be named on the same form. If the allegation is made against more than one person, then each person should be named.

Referrer Contact Details:	
Referral Date:	
Referrer's Name:	
Referrer's Organisation:	
Referrer's Working Sector: <i>(please state)</i>	
Please further specify the team:	
Referrer's Position: <i>(Full title of your role)</i>	
Telephone / Mobile number:	
Email Address:	

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Local Area Designated Officer (LADO) Referral Form (Issued by the Designated Safeguarding Team), 2 of 5

Person of Concern in a Position of Trust Details			
Name: <i>(name of person must be identified)</i>			
Date of Birth (DOB):			
Home address of person of concern:			
Contact details:			
Telephone / Mobile number:			
Email address:			
Composition and relationship of all children and adults (including vulnerable adults) residing or regular visitors to the home / immediate family <i>(include step-children/grandchildren/private fostering arrangements etc)</i>			
Name	DOB/age	Gender	Relationship to Person of Concern?
Identify contact with any other children or vulnerable adults e.g. any volunteer role or other jobs <i>(please specify if vulnerable child or adult)</i>			
Specific Needs: <i>(if known)</i> <i>(State equality and /or diversity matters)</i>			
Is the Person aware of the allegations/concerns:			

Person of Concern Employment / Volunteering Information	
Working Sector: <i>Education, Social Care, Fostering, Residential, Early Years, Voluntary Sector, Transport, Health, Police, Sport, Faith or Other (please state)</i>	
Name and address of work / employment /voluntary establishment: <i>e.g. name of school, organisation, voluntary body, fostering agency etc.</i>	
Occupation and job title: <i>(please indicate whether they have a specific role with children. Include brief description of roles and responsibilities. Please also include any management or supervisory roles)</i>	
Have there been any previous concerns? <i>(please give details including low level concerns)</i>	

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Local Area Designated Officer (LADO) Referral Form (Issued by the Designated Safeguarding Team), 3 of 5

Victim(s) Details							
Name	Address	DOB	Gender	Parent/Carers Name and Address	Legal Status/	Disability / Special Needs	
Is the victim a family member of the person of concern?					Yes	No	Unknown
Is the child known to Social Care?					Yes	No	Unknown
If yes, please provide details incl. Local Authority, Social Worker's name and whether or not they have been informed							
If not known to social care, has a referral been made to MASH?					Yes	No	
Link to MASH referral form https://www.saferchildrenyork.org.uk/cyscp-1/report-concern-child-young-person#mref							
What is the child/Young persons view/comments?							
What are the parent/carers view?							

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Local Area Designated Officer (LADO) Referral Form (Issued by the Designated Safeguarding Team), 4 of 5

Person of interest demonstrated behaviour which is consider they have....		
Please tick all relevant.		
Behaved in a way that has harmed a child or may have harmed a child <i>(Harm Threshold)</i>	<input type="checkbox"/>	
Possibly committed a criminal offence against or related to a child <i>(Criminal Threshold)</i>	<input type="checkbox"/>	
Behaved towards a child(ren) in a way that indicates they may pose risk of harm to children <i>(Transferable Risk Threshold)</i>	<input type="checkbox"/>	
Behaved in a way that indicates they may not be suitable to work with children <i>(Suitability Threshold)</i> <i>(This can be in relation to actions in their private life where they have behaved in a way which indicates they may not be suitable to work / volunteer with children)</i>	<input type="checkbox"/>	
Is this an historical abuse allegation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DETAIL OF CONCERN:		
Date and Time of Incident:		
Place of Incident:		
Category of Harm: <i>Physical; Sexual; Emotional; Neglect; Suitability</i>		
Has the child sustained an injury? <i>(Please provide details)</i>		
Were there any witnesses to the incident / CCTV? <i>(Please provide details)</i>		
Description of the incident, using full names of persons involved, and resulting allegation / concerns raised with LADO: <i>(please provide detail of the incident / attach a copy of incident report / statements / body map)</i>		
What actions have been taken to date including safeguards for all children? <i>(Please note if there are immediate safeguarding risks for a child, then contact the Multi-Agency Safeguarding Hub (MASH) or the responsible Team Manager for the child. If there are significant immediate concerns about the safety of a child, you should contact police on 999. If you believe a crime has occurred, you should also contact and report to police.)</i>		

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Local Area Designated Officer (LADO) Referral Form (Issued by the Designated Safeguarding Team), 5 of 5

Has a Section 47 Strategy Meeting taken place? (Please provide details)	

Other Agencies / Professional Involved?

(It is important that you provide full details to prevent delay in processing this referral – e.g. Social Worker, School, Health, etc)

Name	Designation	Agency	Tel number / Email

<p>LADO Rationale and Actions <i>(to be completed by the LADO)</i></p> <p>Description of concern:</p> <p>Is LADO threshold met at this time?</p> <p>If threshold not met, is it conduct/behaviour or standards of care?</p> <p>Agreed Actions:</p> <p>Any further role for LADO?</p>

Return to: Please complete and return to lado@york.gov.uk (this is a secure email account)

For advice please contact:
 LADO Office – 01904 551783. Please leave a message as the number is not manned at all times but we will aim to respond within one working day and the account is checked daily.

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APPENDIX (3) – SUPPORTING DOCUMENTS

Safeguarding information for visitors (given to all visitors when signing in), 1 of 2

Safeguarding our students

Information for visitors

Welcome to English In York

We are committed to safeguarding and promoting the welfare of children and young adults. We expect all staff and visitors to share this commitment. This leaflet contains information about expectations of you when you are visiting the school. If you are unclear about anything, please speak to one of the Designated Safeguarding Team.

Safeguarding Team

The Designated Safeguarding Team are:

- **Katy McDonald** - Designated Safeguarding Lead
- **Miriam Regan** - Deputy Designated Safeguarding Lead
- **Zena Jewitt** - Deputy Designated Safeguarding Lead
- **Louise Lake** - Designated Safeguarding Support Person
- **Linda Simi** - Designated Safeguarding Support Person



Please sign in on arrival and collect your visitor's badge. Your badge must be worn at all times to avoid being challenged by staff. On departure, please sign out and return your badge to reception.

Visitor Code of Conduct

- Treat everyone with respect
- Provide an example you would wish others to follow
- Remember someone else may misinterpret your actions no matter how well intended
- Do not jump to conclusions without checking
- Do not permit abusive activities such as bullying or ridiculing
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes
- It is best not to do anything for a child that he or she can do for him/herself
- Always tell someone if a child touches you or speaks to you inappropriately

If you are concerned about the conduct of a member of staff during your visit, immediately inform a member of the Designated Safeguarding Team.

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Safeguarding information for visitors (given to all visitors when signing in), 2 of 2

Safeguarding our students

Information for Visitors

What should I do if I'm worried about a child?

If you become concerned about:

- something a child says,
- marks on a child,
- changes in a child's behaviour or demeanour,

please report these concerns to the class teacher or a member of school staff who, if appropriate, will pass the information on to one of the school's Designated Safeguarding Leads. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

What do I do if a child discloses they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- Listen carefully to the child, particularly what is said spontaneously
- Remember not to show shock or disbelief
- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep
- Reassure the child that you will tell the teacher or someone else who will be able to help them
- Do not interrogate or ask leading questions
- Reassure the child that it is not their fault; stress that it was right to tell
- Record carefully what the child says in their words including how and when the account was given
- Date, time and sign the record and pass this on to one of the Designated Safeguarding Team
- Be aware of your feelings about abuse and find someone to share your feelings with once the procedures have been completed

Health, Safety & Security

Fire: in the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit to where you are based.

Accidents and illness: all accidents, regardless of severity, must be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.

Photography: you must not take photographs within the school building under any circumstances, but particularly where children are present.

Safeguarding our students

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Safeguarding Information for Hosts (issued to all homestay providers), 1 of 4

Safeguarding our students

Information for Homestay Hosts



English in York acknowledges that young international students can be particularly vulnerable to abuse and we recognise our Duty of Care to safeguard the welfare of all students, especially those under the age of 18. We recognise that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all children have an entitlement to be protected.

English in York practises safer recruitment in line with current legislation and British Council requirements. All staff have enhanced disclosure (DBS) checks and receive training in safeguarding. We expect that all Homestay hosts who have responsibility for or access to our students, especially those aged under 18, will read and adhere to this summary of English in York's Safeguarding Policy. Failure to comply with these policy and procedures will ultimately result in being removed from the school register of hosts.

English in York have developed a Code of Conduct to ensure that everyone is aware of our expectations regarding behaviour around children and adults. We believe that this will protect both adults and under 18s from any behaviour or actions which could be misunderstood. As adults you are a role model for children: your behaviour and attitude will have an impact on our students. The following standards are what we would expect of adults working with our students.

Code of Conduct

Homestay providers:

- should use appropriate language with children and young people and challenge any inappropriate language used by a young person, child or an adult.
- must never interact with students in your care if you are under the influence of alcohol or drugs. Adults should never encourage students to drink alcohol, take drugs or smoke.
- must be careful to ensure that you are not seen in a state of undress by students in your care.
- should never engage in provocative or rough physical games, including horseplay, or do things of a personal nature for a child or a young person that they can do for themselves. You must not allow, or engage in, touching of any kind.
- should respect an individual's right to privacy. You must be particularly careful to ensure that children enjoy privacy in the bathroom and bedroom whilst they are in your care. All bathrooms should be fitted with a lock that can only be activated from inside the bathroom and windows or glazing in doors must allow for complete privacy. Adults should knock before opening the door to the bedroom of any child in their care and should not enter the child's bedroom unless in an emergency.
- should pay particular attention in electronic contact with students to use neutral, un-emotive language that will not be misunderstood.

Safeguarding our students

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Safeguarding Information for Hosts (issued to all homestay providers), 2 of 4

Safeguarding our students

Information for Homestay Hosts



Homestay providers (continued):

- must not exchange any information with a student that they would not be happy to share with the child's parent or carer.
- should ensure that children in their care do not access inappropriate content on the Internet. Inappropriate content includes websites displaying pornographic material, facilitating suicide, or encouraging extremism or radicalization.
- should be aware that someone might misinterpret their actions no matter how well-intentioned. They should not spend excessive amounts of time alone with a student away from others.
- need to know that under the Sexual Offences Act 2003, it is a criminal offence for any person in a position of trust (which includes members of school staff) to engage in sexual activity with someone who is under 18 years.

At English In York, the trained designated Safeguarding Team are:

Katy McDonald	Operations & Academic Manager	Designated Safeguarding Lead
Miriam Regan	Accommodation Officer	Deputy Designated Safeguarding Lead
Zena Jewitt	Groups Coordinator	Deputy Designated Safeguarding Lead

All Designated Safeguarding Staff are available in the Administration Office. The school telephone number is: **00 44 (0) 1904 636 771** and is available from 08:30 to 17:00, Monday to Friday. Outside these hours a member of staff can always be contacted on the school emergency line: **00 44 (0) 7808 918 876**.

Concerns about a child

Don't investigate things yourself, even small concerns; report them to the Designated Safeguarding Staff. They may already know things about the child, and your concern adds to their picture and could be very useful and helpful. If you see or hear something, or even if you have a small worry that something isn't right, you need to report it, even if you don't have any proof.

Sometimes people wonder if they need to tell, especially about small things. Yes, you **must** always tell, even if you think your concern is only small. Your small piece of information might be part of a larger picture that the Designated Safeguarding Team have. and it could help them to properly safeguard a child.

Safeguarding our students

School Safeguarding Policy



Safeguarding Information for Hosts (issued to all homestay providers), 3 of 4

Safeguarding our students

Information for Homestay Hosts



Recognising symptoms of abuse

The four areas of abuse are sexual, physical, emotional and neglect. Everyone who comes into contact with young people needs to be alert to the possible indications that he/she has suffered or is suffering abuse. The signs listed below may have alternative explanations but are all a concern, especially if several occur or if they are repeated:

- Unexplained bruises or injuries, especially if these do not match with the explanation
- Untreated injuries
- Asking to move class without explanation
- Alcohol or drugs abuse
- Eating disorders
- Inappropriate sexual remarks or behaviour
- Attempted suicide / self-harm / self-mutilation
- Attention seeking or over compliance
- Poor personal hygiene
- History of running away or reluctance to go home
- Fear of parents being contacted.
- Lying / delinquency / stealing
- Depression / low self-esteem / self-depreciation
- Pregnancy
- Poor peer relationships
- Aggression to others / violent outbursts

Procedure for Reporting Allegations or Suspicions of Abuse

If a child is in immediate danger, dial 999

It is a legal requirement to disclose cases of abuse or allegations of abuse to the Designated Safeguarding Staff without delay. All suspicions or allegations of abuse must be taken seriously. If any member of staff has suspicions, they should contact one of the Designated Safeguarding Staff.

If a child or young person starts to talk to you directly, you should allow them to continue talking, following the guidelines below.

- never guarantee absolute confidentiality; Child Protection will always have precedence over any other issue.
- endeavour to meet the child in a semi-public or visible space if possible.
- listen to the child, rather than question him / her directly.
- offer him / her reassurance without making promises; take what the child says seriously.
- allow the child to speak without interruption.
- accept what is said – it is not your role to investigate or question.
- do not overreact.
- alleviate feelings of guilt and isolation, while passing no judgement.
- advise that you will try to offer support, but that you must pass the information on.
- explain what you have to do and who you have to tell.
- record the discussion accurately, as soon as possible after the event. Use the child's words or explanations – do not rephrase in your own words in case you have misunderstood what the child was trying to say.
- the designated Safeguarding Staff at English In York should then be contacted as soon as possible.

Safeguarding our students

School Safeguarding Policy



Safeguarding Information for Hosts (issued to all homestay providers), 4 of 4

Safeguarding our students

Information for Homestay Hosts



Radicalisation and extremism - Prevent

The aim of Prevent is to stop people from becoming terrorists or supporting terrorism. Prevent also extends to supporting the rehabilitation and disengagement of those already involved in terrorism.

The Prevent duty requires specified authorities such as education, health, local authorities, police and criminal justice agencies (prisons and probation) to help prevent the risk of people becoming terrorists or supporting terrorism. The duty helps to ensure that people who are susceptible to radicalisation are supported as they would be under safeguarding processes.

English in York promotes acceptance and tolerance of a range of views through its course materials (lessons on culture, politics, travel, lifestyle), classroom management approach (voting, co-operative working, debating, sharing views and experiences), and social programme calendar (an evening at an Arabic restaurant, a tour around York Minster, a visit to an Indian night market, a Salsa dance social, a Christmas party, school Eid celebrations).

English In York supports British Values. Fundamental British Values underpin what it is to be a citizen in a modern and diverse Great Britain valuing our community and celebrating the diversity of the UK. These 4 fundamental British values are:

- Democracy
- Rule of Law
- Respect & Tolerance
- Individual Liberty

Radicalisation can be really difficult to spot. Signs that may indicate someone is being radicalised include:

- Isolating themselves from family and friends
- Unwillingness or inability to discuss their views
- Increased levels of anger
- Talking as if from a scripted speech
- Sudden disrespectful attitude towards others
- Increased secretiveness, including internet use

All staff are aware of our Prevent Policy and training on Prevent obligations is mandatory for all staff and teachers. If you have concerns regarding a student, contact a member of the Designated Safeguarding Staff at English in York as soon as possible.

Useful sources of information:

[City of York Safeguarding Children Partnership](#)
[UK Government Prevent Duty Guidance](#)
[NSPCC Safeguarding Children Resources](#)

Safeguarding our students

School Safeguarding Policy



Safeguarding Information for Group Leaders (issued to all group leaders), 1 of 4

Safeguarding our students



Information for Group Leaders

English in York acknowledges that young international students can be particularly vulnerable to abuse and we recognise our Duty of Care to safeguard the welfare of all students, especially those under the age of 18. We recognise that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all children have an entitlement to be protected.

English in York practises safer recruitment in line with current legislation and British Council requirements. All staff have enhanced disclosure (DBS) checks and receive training in safeguarding. We expect that all Group Leaders who have responsibility for or access to under 18s will read and adhere to this summary of English in York's Safeguarding Policy. Failure to comply with these policy and procedures will ultimately result in being removed from the school.

English in York have devised a **Code of Conduct** to ensure that everyone is aware of our expectations regarding behaviour around children and vulnerable adults. We believe that this will protect both adults and under 18s from any behaviour or actions which could be misunderstood. As adults you are a role model for children: your behaviour and attitude will have an impact on our students. The following standards are what we expect from all adults working with our students.

Group Leaders:

- should use appropriate language with children and young people and challenge any inappropriate language used by a young person, child or an adult.
- must never interact with students in their care if they are under the influence of alcohol or drugs. Adults should never encourage students to drink alcohol, take drugs or smoke.
- should never engage in provocative or rough physical games, including horseplay, or do things of a personal nature for a child or a young person that they can do for themselves. They must not allow, or engage in, touching of any kind.
- should pay particular attention in electronic contact with students to use neutral, un-emotive language that will not be misunderstood.
- must not exchange any information with a student that they would not be happy to share with the child's parent or carer.
- should ensure that children in their care do not access inappropriate content on the Internet. Inappropriate content includes websites displaying pornographic material, facilitating suicide, or encouraging extremism or radicalization.

Safeguarding our students

School Safeguarding Policy



Safeguarding Information for Group Leaders (issued to all group leaders), 2 of 4

Safeguarding our students

Information for Group Leaders



- should be aware that someone might misinterpret their actions no matter how well-intentioned. They should not spend excessive amounts of time alone with a student away from others.
- need to know that under the Sexual Offences Act 2003, it is a criminal offence for any person in a position of trust (which includes members of school staff) to engage in sexual activity with someone who is under 18 years.

At English In York, the trained designated Safeguarding Team are:

Katy McDonald	Operations & Academic Manager	Designated Safeguarding Lead
Miriam Regan	Accommodation Officer	Deputy Designated Safeguarding Lead
Zena Jewitt	Groups Coordinator	Deputy Designated Safeguarding Lead

All Designated Safeguarding Staff are available in the Administration Office. The school telephone number is: **00 44 (0) 1904 636 771** and is available from 08:30 to 17:00, Monday to Friday. Outside these hours a member of staff can always be contacted on the school emergency line: **00 44 (0) 7808 918 876**.

Concerns about a child

Don't investigate things yourself, even small concerns; report them to the Designated Safeguarding Staff. They may already know things about the child, and your concern adds to their picture and could be very useful and helpful. If you see or hear something, or even if you have a small worry that something isn't right, you need to report it, even if you don't have any proof.

Sometimes people wonder if they need to tell, especially about small things. Yes, you must tell, even if you think your concern is only small. It is wrong not to tell. Your small piece of information might be part of a larger picture that the Designated Safeguarding Team have, and it could help them to properly safeguard a child.

Recognising symptoms of abuse

The four areas of abuse are sexual, physical, emotional and neglect. Everyone who comes into contact with young people needs to be alert to the possible indications that he/she has suffered or is suffering abuse. The signs listed below may have alternative explanations but are all a concern, especially if several occur or if they are repeated:

Safeguarding our students

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Safeguarding Information for Group Leaders (issued to all group leaders), 3 of 4

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- Unexplained bruises or injuries, especially if these do not match with the explanation
- Untreated injuries
- Asking to move class without explanation
- Alcohol or drugs abuse
- Eating disorders
- Inappropriate sexual remarks or behaviour
- Attempted suicide / self-harm / self-mutilation
- Attention seeking or over compliance
- Poor personal hygiene
- History of running away or reluctance to go home
- Fear of parents being contacted.
- Lying / delinquency / stealing
- Depression / low self-esteem / self-depreciation
- Pregnancy
- Poor peer relationships
- Aggression to others / violent outbursts

Procedure for Reporting Allegations or Suspicions of Abuse

It is a legal requirement to disclose cases of abuse or allegations of abuse to the Designated Safeguarding Staff without delay. All suspicions or allegations of abuse must be taken seriously. If a Group Leader has suspicions, they should contact one of the Designated Safeguarding Staff.

If a child or young person starts to talk to you directly, you should allow them to continue talking following the guidelines below.

- never guarantee absolute confidentiality; Child Protection will always have precedence over any other issue.
- endeavour to meet the child in a semi-public or visible space if possible.
- listen to the child, rather than question him / her directly.
- offer him / her reassurance without making promises; take what the child says seriously.
- allow the child to speak without interruption.
- accept what is said – it is not your role to investigate or question.
- do not overreact.
- alleviate feelings of guilt and isolation, while passing no judgement.
- advise that you will try to offer support, but that you must pass the information on.
- explain what you have to do and who you have to tell.
- record the discussion accurately, as soon as possible after the event. Use the child's words or explanations – do not rephrase in your own words in case you have misunderstood what the child was trying to say.

The Designated Safeguarding Staff at English in York should then be contacted as soon as possible.

If a child is in immediate danger, dial 999

Safeguarding our students

School Safeguarding Policy



Safeguarding Information for Group Leaders (issued to all group leaders), 4 of 4

Safeguarding our students

Information for Group Leaders



Radicalisation and extremism - Prevent

The aim of Prevent is to stop people from becoming terrorists or supporting terrorism. Prevent also extends to supporting the rehabilitation and disengagement of those already involved in terrorism.

The Prevent duty requires specified authorities such as education, health, local authorities, police and criminal justice agencies (prisons and probation) to help prevent the risk of people becoming terrorists or supporting terrorism. The duty helps to ensure that people who are susceptible to radicalisation are supported as they would be under safeguarding processes.

English in York promotes acceptance and tolerance of a range of views through its course materials (lessons on culture, politics, travel, lifestyle), classroom management approach (voting, co-operative working, debating, sharing views and experiences), and social programme calendar (an evening at an Arabic restaurant, a tour around York Minster, a visit to an Indian night market, a Salsa dance social, a Christmas party, school Eid celebrations).

Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include:

- Isolating themselves from family and friends
- Unwillingness or inability to discuss their views
- Increased levels of anger
- Talking as if from a scripted speech
- Sudden disrespectful attitude towards others
- Increased secretiveness, including internet use

All staff are aware of our Prevent Policy and training on Prevent obligations is mandatory for all staff and teachers. If you have concerns regarding a student, contact a member of the Designated Safeguarding Staff at English in York as soon as possible.

Useful sources of information:

[City of York Safeguarding Children Partnership](#)
[UK Government Prevent Duty Guidance](#)
[NSPCC Safeguarding Children Resources](#)

Safeguarding our students

School Safeguarding Policy



English In York Prevent Policy (issued to all staff), 1 of 4

Safeguarding our students

Prevent Policy



Policy Statement

This Prevent Duty Policy outlines the responsibilities of English In York in fulfilling our duty to prevent individuals from being drawn into terrorism. This policy is designed to ensure that English In York creates a safe and inclusive environment that promotes respect for diversity, critical thinking, and the prevention of radicalisation and extremism.

The policy will provide guidance to all staff members, students, and visitors on recognising signs of radicalisation and extremism and reporting concerns promptly. This policy has been developed in conjunction with The English In York Safeguarding policy.

English In York aims to create a safe and inclusive learning environment while fulfilling our legal obligation to prevent radicalisation and extremism. It is the responsibility of every member of our school community to support the principles outlined in this policy and work together to ensure a safer future for all.

What is the Prevent Duty?

The Prevent duty is part of the UK Government Counter Terrorism Strategy, CONTEST. Under the Prevent duty, 'specified authorities' are required to give 'due regard to the need to prevent individuals from being drawn into terrorism'. This applies to specified authorities including further education institutions, local authorities, health, police and criminal justice agencies. Prevent extends its reach to support the rehabilitation and disengagement of individuals already involved in terrorism. Those required to implement Prevent Duty aim to safeguard and support vulnerable individuals from becoming terrorists or supporting terrorism. Prevent sits alongside long-established safeguarding duties to protect people from a range of other harms and helps ensure that people who are susceptible to radicalisation are supported as they would be under safeguarding processes.

Responsibilities

English In York has a Designated Safeguarding Lead who is also the Prevent Lead, supported by the Designated Safeguarding Team, regarding any Prevent concerns and referrals. They receive appropriate training on the Prevent Duty and further Prevent courses annually to ensure they maintain up-to-date knowledge.

The Designated Safeguarding Lead is Katy McDonald (Operations & Academic Manager). The Deputy Safeguarding Leads are Miriam Regan (Accommodation Officer) and Zena Jewitt (Groups Coordinator). The Designated Safeguarding Support Person is Linda Simi (Compliance Coordinator).

Safeguarding our students

School Safeguarding Policy



English In York Prevent Policy (issued to all staff), 2 of 4

Safeguarding our students

Prevent Policy



At least one member of the team can be always found on school premises when the school is open. The office telephone number is +44 1904 636 771. Outside school opening hours, Katy, Miriam or Zena can be contacted by calling the school 24-hour emergency phone (+44 7808 918 876). If another member of the team is manning the emergency phone, they are authorised to contact a member of the safeguarding team immediately if needed.

British Values

English In York supports British Values. Fundamental British Values underpin what it is to be a citizen in a modern and diverse Great Britain, valuing our community and celebrating the diversity of the UK. The four Fundamental British Values are:

- Democracy
- Rule of Law
- Respect & Tolerance
- Individual Liberty

Team member Responsibilities

- All staff and teachers must undergo Prevent training to recognize signs of radicalisation and extremism.
- Staff and teachers should be vigilant in identifying and reporting concerns related to radicalisation or extremism.
- Teachers must ensure classroom discussions are balanced, respectful, and promote critical thinking.
- Staff and teachers should be aware of students' behaviour and engagement, reporting any changes to the Designated Prevent Lead.

Student Responsibilities

- Students are encouraged to report any concerns related to radicalisation or extremism to any member of staff, who will report to the Designated Safeguarding Lead.
- Students should engage in respectful dialogue and be open to diverse perspectives within the school community.

Training and Awareness

English In York provides annual Prevent training for all staff and teachers and biennial Prevent Referrals training for the Designated Safeguarding Team to raise awareness of the signs of radicalisation, extremism, and the importance of reporting concerns.

Safeguarding our students

School Safeguarding Policy



English In York Prevent Policy (issued to all staff), 3 of 4

Safeguarding our students

Prevent Policy



The staff and teachers will promote tolerance, diversity, and critical thinking within the school and learning environment. School DSL's attend fortnightly safeguarding meetings where updates are discussed and shared.

Reporting Concerns

Any team member or student who has concerns related to radicalisation or extremism should report them immediately to the Designated Safeguarding Lead or another member of the Safeguarding team. All reports will be treated confidentially, and anyone reporting concerns will be protected from victimisation.

Signs of Radicalisation

Signs of radicalisation can be difficult to spot. Signs that may indicate someone is being radicalised include:

- Isolating themselves from family & friends
- Unwillingness or inability to discuss their views
- Increased levels of anger
- Increased secretiveness, including internet use
- Sudden disrespectful attitude towards others
- Talking as if from a scripted speech

Support and Referral

English In York will provide support for individuals at risk of radicalisation or extremism. The Designated Safeguarding Lead will coordinate appropriate interventions and will involve external agencies if necessary. The Safeguarding Lead will have resources and referral forms available to them to be able to make suitable referrals when necessary.

Risk Assessment

The school will conduct risk assessments annually, as good practice requires or in the event of any incidents to evaluate the effectiveness of this policy in preventing radicalisation and extremism.

Monitoring and Review

This policy will be reviewed annually, or immediately in the event of a Prevent incident or change in legislation dictates, to ensure its effectiveness and compliance. English In York will cooperate with external agencies and authorities involved in counterterrorism and extremism prevention.

Safeguarding our students

School Safeguarding Policy



English In York Prevent Policy (issued to all staff), 4 of 4

Safeguarding our students

Prevent Policy



Policy Availability and Formats

This policy is available in full on our website. A printed copy can be requested from the office at any time. The policy can be provided as an audio file or in large print on request. Condensed versions of the policy ('Key Elements of Safeguarding') are issued annually to all homestay providers and group leaders.

References

Counter-Terrorism and Security Act 2015 ([Link to UK Govt Legislation 2015](#))

Counter Terrorism and Boarder Security Act 2019 ([Link to UK Govt Legislation 2019](#))

Prevent Duty Guidance for England and Wales, 2023 ([Link to UK Govt Prevent Duty Guidance](#))

Prevent and Channel Factsheet, 2024 ([Link to UK Govt Factsheet](#))

Making a Prevent Referral, 2023 ([Link to UK Govt Referral Guidance](#))