

## Safeguarding Policy

### 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 individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.

There are two members of staff who take ultimate responsibility for the safeguarding of students, known as the '*Designated Safeguarding Lead*' and the '*Assistant Designated Safeguarding Lead*'. Both members of staff have been trained to Safeguarding Level 3.

There are two further members of staff, known as '*Designated Safeguarding Persons*', who has been trained to Safeguarding Level 2.

Our Safeguarding Policy will outline the procedure to be followed in the event of any child protection concerns. All adults working for English in York in any capacity will be 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 host families 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 Assistant 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.

### **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; and
- 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; and
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be 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 and Group Leaders);
- 'Teachers' Handbook – Code of Conduct';
- 'Standard / Enhanced Check Privacy Policy';
- 'Policy on Recruitment of Ex-offenders';
- 'Abusive Behaviour Policy (staff)';
- 'Abusive Behaviour Policy (students)'

### **Relevant legislation for reference**

- 'Keeping Children Safe in Education' (KCSIE) – last updated by DfE October 2019, <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> ;
- 'Working Together to Safeguard Children' – last updated by DfE February 2019, <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> ;
- '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, July 2018, <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

### **Policy review**

The policy will be reviewed every year by Laura Neale (Director of Studies) or more often if guidelines change.

### **Roles and responsibilities**

The Designated Safeguarding Lead is Richard Hawker (Managing Director), the Assistant Designated Safeguarding Lead is Laura Neale (Director of Studies) and the Designated Safeguarding Persons are Rebecca Dunmore (Accommodation and Welfare Officer) and Pauleen Morrison (Assistant Director of Studies).

All four members of staff are available in school. The office number is +441904 636771. Outside school time Laura or Richard can be contacted via the school emergency phone (+447531 230261 – weekday, +447808 918876 - weekend).

### **Documents used to help write the policy:**

- 'Guide to assist ELT organisations writing and updating a safeguarding policy' – a handout from training course, Advanced Safeguarding for Designated Staff (English UK, November 2019);
- Other handouts from English UK Safeguarding Training Levels 1-3 (English UK, 2019)

### **Policy availability and formats**

This policy is available in full on our website. A printed copy can be requested from the office. Condensed versions of the policy ('Key Elements of

Safeguarding') are issued annually to all Homestay providers and group leaders.

### **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' Handbook.

*Extracts from the Teachers' Handbook:*

### **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 😊*

*Blue jeans or sportswear should not be worn whilst teaching, though they may be acceptable for additional activities outside the school.*

#### **Gifts**

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

#### **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 unacceptable.*

### **Code of Conduct (under 18s specific)**

- *Although we promote the Social Programme, teachers are 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 Pauleen or Laura in the academic office (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.*
- *Teachers are asked not to e-socialise (Facebook, Skype, WhatsApp 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 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 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 Designated Safeguarding Staff, they should call the NSPCC Whistleblowing Helpline 0800 028 0285.*

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

*Extracts from 'Key Elements of Safeguarding':*

*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 or actions which might be misconstrued. 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 who are under 18.*

*Homestay providers:*

- must be careful to ensure that they are not seen in a state of undress by children in their care;*
- should use appropriate language with children and young people and challenge any inappropriate language used by a young person, child or an adult;*
- must not interact with children in their care if they are under the influence of alcohol or drugs. Adults have a responsibility not to encourage children to drink alcohol, take drugs or smoke;*
- should respect a young person's right to privacy. They must be particularly careful to ensure that children enjoy privacy in the bathroom and bedroom whilst they are in their 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 never engage in sexually 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, inappropriate touching of any kind;*
- should pay particular attention in electronic contact with students to use neutral, un-emotive language that will not be misconstrued;*

- *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 are not able to access inappropriate content on the Internet. Inappropriate content includes websites displaying pornographic material, facilitating suicide, or encouraging extremism or radicalization; and*
- *should be aware that someone might misinterpret their actions no matter how well-intentioned. They should not, therefore, spend excessive amounts of time alone with children, 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.*

## **Transport**

English in York uses Telecars and Streamline for its taxi transfer service. All taxi drivers used have enhanced DBS certificates. Glenn Coaches are our preferred coach company and all drivers have enhanced DBS checks.

## **Child Protection**

### **Overview**

English in York recognises that a 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 Assistant Designated Safeguarding Lead**

There are two members of staff who take ultimate responsibility for the safeguarding of students: the Designated Safeguarding Lead (Richard Hawker, Managing Director) and the Assistant Designated Safeguarding Lead (Laura Neale, Director of Studies). Both members have received safeguarding training to 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 Persons are Rebecca Dunmore (Accommodation and Welfare Officer) and Pauleen Morrison (Assistant Director of Studies) who have received safeguarding training to Level 2.

The four members of staff are available in the school. The number is +441904 636771. Outside school time Laura or Richard can be contacted via the school emergency phone (+447531 230261 – weekday, +447808 918876 - weekend).

If the Designated Safeguarding Staff cannot be contacted, the local Multi Agency Safeguarding Hub (MASH) should be contacted on +441904 551900 (e-mail: [mash@york.gov.uk](mailto:mash@york.gov.uk)). Outside office hours, at weekends and on public holidays contact the emergency duty team telephone: +441609 780780 (e-mail: [edt@northyorks.gov.uk](mailto:edt@northyorks.gov.uk)).

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

### **Recognising signs of abuse**

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 recur:

- unexplained bruises or injuries – particularly if these appear inconsistent with the explanation;
- untreated injuries;
- asking to move class;

- 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);  
or
- if a child discloses something to them.

What you should do if you are concerned about a child? (adapted from English UK Level 1 training manual)

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.

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; 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 you should do if a child comes to you and tells you that they are being abused? *(adapted from English UK Level 1 training manual)***

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?'; and

- 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; and
- 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.

### **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; and
- 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; and
- 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](mailto:mash@york.gov.uk)). Outside office hours, at weekends and on public holidays contact the emergency duty team telephone: +441609 780780 (e-mail: [edt@northyorks.gov.uk](mailto:edt@northyorks.gov.uk)); or

- the NSPCC (National Society for the Prevention of Cruelty to Children) Helpline +44800 800 5000.

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

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 will be asked to complete a 'Local Area Designated Officer (LADO) Referral Form' (see appendix) and the Local Area Designated Officer will be contacted. Details of any allegation will be kept securely. Under no circumstances should any Designated Safeguarding Staff, or any other member of the organisation, attempt to carry out any investigation. The role of the Designated Safeguarding Lead and Assistant Designated Safeguarding Lead is to collect the exact details of the allegations or suspicion and to provide this information to the child protection agencies who will investigate the matter under the Children Act 1989 [www.legislation.gov.uk/ukpga/1989/41/contents](http://www.legislation.gov.uk/ukpga/1989/41/contents).

### **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 online. 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.

## **Training**

The Designated Safeguarding Lead is responsible for ensuring all adults have appropriate training. Teachers and school administrative staff have Level 1 Safeguarding training, the Designated Safeguarding Persons have Level 2 Safeguarding training and the Designated Safeguarding Lead and Assistant Designated Safeguarding Lead have been trained to Safeguarding Level 3.

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 Level 1 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 Admin meetings. A 'Safeguarding thought of the week' is displayed in the Teachers' Preparation Room.

Homestay providers receive basic awareness training as part of their induction pack. 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 host families who will have substantial access to children, the school will:

- carry an enhanced level DBS certificate unless one exists that has been undertaken for a similar role in the last 3 months;
- 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>);
- where a member of staff is not able to provide a satisfactory check (including where the check is delayed or has not arrived in time), the school will undertake a Barred List (people who are not permitted to work in a regulated activity with children and / or vulnerable adults) check (via Teachers' Pensions – school subscribes annually for access

to the list) and ensure that the person is not allowed to supervise under 18s alone (= regulated activity). If the person has been in teaching work since 2012, a Prohibited List check (a list of struck-off teachers or education workers, deemed inappropriate to work with under 18s) will also be carried out (via Employer Access Team, [gts\\_enquiries@education.gov.uk](mailto:gts_enquiries@education.gov.uk), phone 0207 593 5394). Appropriate measures will be agreed to ensure the safety of the young people on a risk-assessed basis by the Designated Safeguarding Lead and the Assistant Designated Safeguarding Lead;

- ask all 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);
- ask all staff to complete a Level 1 Safeguarding training course online <https://accreditation-uk.english.britishcouncil.org/>;
- 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.);
- 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; and
- ensure all staff read, understand and agree to the school's Safeguarding Policy (see Sign-off sheet in the appendix) and related policies.

### **Single central record**

The DBS log is saved in *G/Course Management* separately as a password-protected spreadsheet.

### **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 a guide to students of all ages about 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 ratios (i.e. more supervision). Where students under the age of 18 are involved, the number of supervising staff may increase.

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'.

### **Missing students**

All students are advised to contact the school if they are ill or are going to be late. Students under 18 are required to sign in at school on arrival in the morning. Any student under 18 who is fifteen minutes late to any teaching block and has not called the school is contacted by one of the Designated Safeguarding Persons.

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 / or the school via the emergency numbers.

## **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; and
- 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**

The Assistant Designated Safeguarding Lead, Laura Neale, and the Designated Safeguarding Persons, Pauleen Morrison and Rebecca Dunmore, have first aid training. York Associates International, which shares the building, also has two trained first aiders: Helen Cherry and Liliya Brezina. First aid kits are available on every floor in the school building.

## **U18 behaviour and discipline**

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

*Extract from 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; or*
- *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; or*
- *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.

### **Visitors**

All school visitors are required to sign in at reception, where they are given a visitor lanyard and a Code of Conduct Leaflet about their expected behaviour on the premises.

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. In the student self-study area, information is displayed about how to be safe online, particularly when using social media. 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 victims to report any incidences. During induction or pre-arrival, all students are asked to read and sign rules pertaining to e-conduct.

### **Radicalisation and extremism - Prevent**

All staff and homestay providers are aware of our Prevent Policy. Level 1 training is mandatory for all staff and teachers.

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).

## **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. 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); or
- 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)**

Extract from [www.local.gov.uk](http://www.local.gov.uk):

*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.*

Any suspicions with regard to CSE should be reported to the Designated Safeguarding Staff.

## **Female Genital Mutilation (FGM)**

This is the removal of female genitalia, and is practised in many countries worldwide. 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, and report it directly to the police.



## Appendix

### Honour Based Violence

Extract from [www.saferchildrenyork.org.uk](http://www.saferchildrenyork.org.uk):

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.

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; or

## Appendix

- 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.

## Upskirting

Extract from <https://www.gov.uk/government/news/upskirting-know-your-rights>:

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 new law will capture 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. We want victims to know and be confident that reports to the police will be taken seriously.

Perpetrators will face two years in prison. By criminalising this distressing practice, it is hoped that it deters people from committing the crime. 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.

## Appendix

Safeguarding Concern Form (which would be issued by the Designated Safeguarding Team)



|

### Safeguarding recording form

Please complete if there are any safeguarding issues that concern you about an under 18 student. You must complete the boxes in bold; the other information can be filled in by Designated Staff.

<b>Date</b>	
<b>Student first name</b>	
<b>Student family name</b>	
<b>Gender</b>	
<b>Date of birth</b>	
<b>Nationality</b>	
<b>Group / individual</b>	
<b>Student ID</b>	
<b>Name of person noting concern</b>	
<b>Role/connection with school</b>	
<b>Date and time concern noted</b>	
<b>Location</b>	
<b>Concern</b> <i>(please provide as much detail as possible)</i>  NB: If reporting a disclosure / allegation made by a student, please use this space to describe verbatim (or as close as you can remember) the conversation. Use the other side to write more.	
<b>Signed</b>	

**Response to concern.** This section to be filled in by the DS.  
Do parents / group leader / agent / homestay / other need to be informed?

<b>Response &amp; follow up</b>	<b>By whom</b> <i>(full name)</i>	<b>When</b> <i>(date &amp; time)</i>

Appendix

Safeguarding Concern Referral Form (which would be issued by the Designated Safeguarding Team)



**FORM FOR CHILD IN NEED AND SAFEGUARDING REFERRALS TO CHILDREN'S SOCIAL CARE**

Please send the completed form to [childrensfrontdoor@york.gov.uk](mailto:childrensfrontdoor@york.gov.uk) or if you are using secure email then [childrensfrontdoor@york.gcsx.gov.uk](mailto:childrensfrontdoor@york.gcsx.gov.uk)

If at any time you have reasonable concern that a child or young person has suffered significant harm or may be at immediate risk of suffering significant harm, telephone Children's Social Care immediately to discuss your concerns with a Social Worker on 01904 551900 or contact the Police if you feel the child is at imminent risk. You should then complete this form to confirm your referral within 24 hours of your telephone call.

Section A: The Child or Young Person being Referred (If you are referring more than one child, please complete this for one of the children in detail)					
Family Name:		First Name(s):			
D.O.B (or expected date of delivery):		NHS Number:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unborn	
Home Address:		Postcode:		Telephone:	
Current Address (if different from above):		Postcode:		Telephone:	
Child/young person's ethnicity:		Black or Black British		Mixed	
<input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> White any other background		<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background		<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> Any other mixed background	
		Asian or Asian British		Other Ethnic Groups	
		<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background		<input type="checkbox"/> Chinese <input type="checkbox"/> Any other Ethnic Group <input type="checkbox"/> NOT KNOWN	
Child/young person's first language or preferred means of communication:		Is an interpreter or signer required?		<input type="checkbox"/> No <input type="checkbox"/> Yes Details:	
Child/young person's religion		Child/young person's nationality:		Immigration status:	
Is the child/ young person disabled?		<input type="checkbox"/> No <input type="checkbox"/> Yes		Is the child/ young person adopted?	
				<input type="checkbox"/> No <input type="checkbox"/> Yes	
Is the child/ young person privately fostered? A private fostering arrangement is essentially one that is made privately for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative (grandparent, brother, sister, uncle/ aunt or step-parent), with the intention that it should last for 28 days or more. Private foster carers may be from extended family, a friend of the family, the child's friend's parents or someone willing to privately foster.					
				<input type="checkbox"/> No <input type="checkbox"/> Yes	

Section B – Household Details					
If you are also referring a sibling of the child in Section A who is under the age of 18 years, please list them in this section and indicate that you are also referring them. Please also list the names and details of all children (under 18) and adults who are currently residing in the home.					
Family Name	First Name	DOB	Age	Relationship to the Child in Section A	Also referring to CSC (must be under 18)
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes

Section C – Consent to make Referral to Children's Social Care		
Permission should always be sought from an adult with parental responsibility for the child/young person before passing information about them to Children's Social Care, UNLESS seeking permission would place the child at risk of significant harm or may lead to the loss of evidence for example destroying evidence of a crime or influencing a child about a disclosure made. If a child is at immediate risk of significant harm, a referral to Children's Social Care SHOULD NOT BE DELAYED whilst consent is sought.		
Has consent been obtained by you for a referral to Children's Social Care	<input type="checkbox"/> No <input type="checkbox"/> Yes	Date obtained:
If yes, what is the Parent/Carer/Child's view of the referral:		
If no, explain the immediate risk of significant harm that has prevented you from obtaining consent:		

Appendix

Local Area Designated Officer (LADO) Referral Form (which would be issued by the Designated Safeguarding Team)

Restricted

CITY OF YORK COUNCIL SAFEGUARDING UNIT  
LADO REFERRAL FORM

To be completed electronically and emailed to [lado@york.gcsx.gov.uk](mailto:lado@york.gcsx.gov.uk)

Please note: a separate form must be completed for each incident.  
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.

Information about the person against whom the allegation has been made

Family Name:		Given Name:		Date of Birth:	
Job Title / Role:		Sex:		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Ethnicity:					

Home address of person:	
Are there any children resident at the person's home <u>address</u> . If yes give name(s) and date(s) of birth:	
Does the person have any other contact (through work/volunteering) with vulnerable individuals (child/adult), please name and give <u>location</u> :	

Name of person's employer/Business Name and Address including postcode (include school name if applicable):	
Name of Senior Manager / Person dealing with the allegation:	
E-Mail address:	
Telephone Number:	

Have any allegations or concerns been made against this person previously. If so, please give details:	
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Restricted

**Information about any child(ren) identified**

Family Name:		Given Name:		Date of Birth:	
Home Address (including postcode):			Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Name of Parent/Carer:			Tel No:		
Any special circumstances: e.g. CP, LAC, disability					

**Information about the allegation or concern**

Date, time and location of incident:	
--------------------------------------	--

**Description of allegation or concern** (please provide as much information as possible including details of any injuries/harm and any witnesses to the incident and any action taken)

--

**Details of person completing this form**

Name:		Date:	
Job Title:		Direct telephone number:	

## Welcome to



### Information for Visitors

We are committed to the welfare of our learners, some of whom are under 18. We ask visitors to:

- sign in and out at the office;
- keep to the professional boundaries of their visit;
- be mindful of their behaviour in our international educational environment;
- report to the office immediately if you are concerned about the welfare of anyone in the building.



### Information for Visitors

**Emergency:** If you hear the fire alarm, please evacuate the building. Do not re-enter until you are told it is safe to do so. The assembly point is over the road opposite our front gate, under the sign for "Aldwalk".

**Fire:** If you discover a fire, activate the alarm by breaking the glass on the break-glass points situated on each stair case.

**Accidents:** All accidents must be reported to the office where first aid will be administered and help given.

**Smoking:** Smoking is only permitted at the front of the garden.

**Toilets:** Ladies' toilets are located on the first floor and men's are on the top floor.

**Security:** Keep valuables with you at all times.





## Information for Visitors



We are committed to the welfare of our learners, some of whom are under 18. We ask visitors to:

- sign in and out in the reception area;
- keep to the professional boundaries of their visit;
- be mindful of their behaviour in our international educational environment; and
- report to a member of staff immediately if they are concerned about the welfare of anyone in the building.

**Emergency:** If you hear the fire alarm, please evacuate the building. Do not re-enter until you are told it is safe to do so. The assembly point is over the road opposite our front gate, under the sign for “Aldwalk”.

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Appendix

Sign-off sheet

I, \_\_\_\_\_ have read and  
understood English in York's Safeguarding Policy, March 2021.  
I understand that all members of staff are responsible for the safeguarding of  
young people.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_