

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 is a further member of staff, known as the '*Designated Safeguarding Person*', 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 Person regarding child protection or concerns relating to safeguarding children. The

Designated Safeguarding Lead must decide if the concerns should be communicated to Children's Social Care (City of York Safeguarding Children Board) 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;
- 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 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',
- 'Teachers' Handbook – Code of Conduct',
- 'Policy on Handling of DBS Certificate Information'
- 'Policy on Recruitment of Ex-offenders',
- 'Abusive Behaviour Policy (staff)',
- 'Abusive Behaviour Policy (students)'.

Relevant legislation for reference

- 'Keeping Children Safe in Education' (KCSE) – re-issued by DfE in September 2016 www.gov.uk/government/publications/keeping-children-safe-in-education--2

Policy review

The policy will be reviewed every year by Laura Neale (Director of Studies).

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 Person is Rebecca Dunmore (Accommodation and Welfare Officer)

All three members of staff are available in school. The office number is 01904 636771. Outside school time Laura or Richard can be contacted via the school emergency phone (07531 230261 – weekday, 07808 918876 - weekend).

Documents used to help write the policy

‘Guide to assist providers in writing a safeguarding policy’ – a handout from training course, Advanced Safeguarding for Designated Staff (English UK, March 2015).

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 are issued to all Homestay providers and group leaders and are included in the Student Handbook.

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:

- *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 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 Designated Safeguarding Staff, they should call the NSPCC Whistleblowing Helpline 0800 028 0285.*

Dress Code

A clean, smart and presentable image is expected of staff.

Blue jeans should not be worn whilst teaching, though they may be acceptable for other activities outside the school.

Male teachers should wear a shirt.

Female teachers: please be aware of the different cultures within school and dress accordingly.

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

Extracts from 'Key Elements of Safeguarding':

As adults, homestay providers are a role model for children: their behaviour and attitude will have an impact on our students. The following standards are what we would expect of all adults working with our students who are under 18.

- 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.*
- They must not interact with children in your care if they are under the influence of alcohol or drugs. They have a responsibility not to encourage children to drink alcohol, take drugs or smoke.*
- They should be aware that someone might misinterpret their actions no matter how well-intentioned, and therefore should not spend excessive amounts of time alone with children, away from others.*
- Personal appearance; Homestay providers should be aware that the way they dress can convey certain messages to students. Care should be taken to dress appropriately in order to maintain the respect of students. Homestay providers must be careful to ensure that they are not seen in a state of undress by children in their care.*
- Homestay providers 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 nor allow, or engage in, inappropriate touching of any kind.*
- Homestay providers 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 indoors must allow for complete privacy.*

- *Homestay providers should knock before opening the door to the bedroom of any child in their care and should not enter the child's bedroom without knocking unless in an emergency.*
- *In any electronic contact with students, Homestay providers must pay particular attention to use neutral, un-emotive language that will not be misconstrued.*
- *Homestay providers must not exchange any information with a student that they would not be happy to share with the child's parent or carer.*
- *Homestay providers must ensure that children in their care are not able to access inappropriate content on the internet. Inappropriate content includes websites which display pornographic material, facilitate suicide, or encourage extremism or radicalization.*

Transport

English in York uses *Telecars* and *Streamline* for its taxi transfer service. All taxi driver 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 of staff received safeguarding training to Level 3 in December 2016 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 Children's Social Care (City of York Safeguarding Children Board).

The Designated Safeguarding Person is Rebecca Dunmore (Accommodation and Welfare Officer), who received safeguarding training to Level 2 in March 2017.

The three members of staff are available in the school. The number is 01904 636771. Outside school time Laura or Richard can be contacted via the school emergency phone (07531 230261 – weekday, 07808 918876 - weekend).

If the Designated Safeguarding Staff cannot be contacted, the Local Safeguarding Children Board (LSCB), 'The Children's Front Door', should be contacted on 01904 551900 (out of hours 01609 780780), <mailto:childrensfrontdoor@york.gov.uk>, childrensfrontdoor@york.gov.uk.

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 (1);
- if they are told about something by another person (an adult or a child) (2);
- if a child discloses something to them (3).

English in York will ensure that appropriate action is taken in the event of incidents/concerns of abuse and that support is provided to the individual/s who raise or disclose the concern.

What you should do if you suspect abuse (1)

- i. You must report concerns as soon as possible to any of the Designated Safeguarding Staff who are nominated by English in York to act on their behalf in referring allegations of suspicions of neglect or abuse to the statutory authorities.

You will be asked to complete a form ('Safeguarding Concern Form' or 'Safeguarding Concern Referral Form' and possibly 'Local Area Designated Officer (LADO) Referral Form').

If it is an emergency, and the Designated Safeguarding Staff cannot be contacted, then Children's Social Care (City of York Safeguarding Children Board) or the police should be contacted:

Local Safeguarding Children Board (LSCB), 'The Children's Front Door', 01904 551900 (out of hours 01609 780780),
<mailto:childrensfrontdoor@york.gov.uk>,
www.childrensfrontdoor@york.gov.uk.

If a child is in immediate danger, please dial 999.

- ii. If the suspicions relate to a member of Designated Safeguarding Staff, then the other Designated Safeguarding Staff or Children's Social Care (City of York Safeguarding Children Board) should be contacted.

Local Safeguarding Children Board (LSCB), 'The Children's Front Door', 01904 551900 (out of hours 01609 780780) – ask for the **Local Authority Designated Officer (LADO)**,
<mailto:lado@york.gcsx.giv.uk> If you do not have secure email, contact 01904 551783 to make your referral or seek advice.

If a child is in immediate danger, please dial 999.

You will be asked to complete forms ('Safeguarding Concern Referral Form' and 'Local Area Designated Officer (LADO) Referral Form', which are stored in *G/Course Management/Safeguarding* and in *Teachers' Docs/Policies/Safeguarding* on the teacher drive).

- iii. Suspicions should not be discussed with anyone, other than those named above.
- iv. We would hope that an individual would use this procedure. However, it is the right of any individual to make direct referrals to the child protection agencies if they feel that the organisation has not responded appropriately to their concerns.

**What to do if an allegation of abuse is made by a 3rd party (child or adult)
(2)**

- i. In the event of allegations of abuse, report the situation to the Designated Safeguarding Lead or the Assistant Designated Safeguarding Lead, who will contact Children's Social Care (City of York Safeguarding Children Board).
- ii. 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.

What to do if a child talks to you about abuse (3)

- i. Stay calm, listen and give the child the chance to say what they want to say.
- ii. Reassure the child that they have done the right thing by speaking to you.
- iii. Don't promise to keep secrets. Advise the child 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.
- iv. Make a note immediately of what the child has said, writing down exactly what the child has said, what you said in reply, when they said it and what was happening immediately beforehand. Record dates and times of the events and when the record was made. Keep all notes secure.
- v. Report your discussion as soon as possible to the any Designated Safeguarding Staff.
- vi. Complete the 'Safeguarding Concern Form' or 'Safeguarding Concern Referral Form' given to you by Designated Safeguarding Staff.
- vii. Once a child has talked about abuse the Designated Safeguarding Lead or Assistant Designated Safeguarding Lead must consider if it is

safe for a child to return to a potentially abusive situation. On a rare occasion it might be necessary to take immediate action to contact Children's Social Care (City of York Safeguarding Children Board) and/or the police to discuss putting into effect safety measures for the child so that they do not return home.

- viii. All 'Safeguarding Concern-' and 'Safeguarding Concern Referral Forms' will be stored securely by the Designated Safeguarding Staff.
- ix. 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' and the Local Area Designated Officer will be contacted via Children's Social Care (City of York Safeguarding Children Board). Details of any allegation will be kept securely.

The same procedures will be followed if a child is accused of abuse.

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.

An allegation is information which indicates that an adult may have:

- behaved in a way that has / may have harmed a child;
- possibly committed a criminal offence against a child or related to a child;
- behaved towards a child in such a way that indicates s/he would pose a risk of harm if working closely or regularly with a child.

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.

Definitions

Child Sexual Exploitation (CSE)

Extract from 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.

Honour Based Violence

Extract from 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 include:

- 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;
- 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.

Training

The Designated Safeguarding Lead is responsible for ensuring all adults have appropriate training. All adults (teachers, homestay providers, cleaners, transport providers) have Basic Awareness training (Level 1), the Designated Safeguarding Person has Advanced Safeguarding training (Level 2) 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 expected 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.

Homestay providers receive basic awareness training as part of their induction pack.

Safer recruitment

English in York will 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;
- where a member of staff, group leader or adult member of a homestay household 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 check and ensure that the person is not allowed to supervise under 18s alone. 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 staff to complete a Level 1 Safeguarding Children training course online (<https://galleryteachers.com/services/safeguarding-basic-awareness-online-training/>);
- 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;
- ensure all staff read and understand the school's Safeguarding Policy and related policies.

Single central record

Notes pertaining to pre-appointment checks are kept on our electronic database, 'Schoolworks'. 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 a risk assessment to highlight the potential hazards to students during unsupervised time in York. They receive this 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 under 18 about staying safe in York which states what they should and should not do during unsupervised time 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 be updated to reflect any changes and is therefore a dynamic evolving risk assessment.

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 higher or lower ratios. Where students under the age of 18 are involved, the number of supervising staff may need to be increased.

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 who does not sign in and has not called the school is contacted by the Accommodation and Welfare Officer.

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. 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 the following information is given:

- the names of staff responsible for safeguarding;
- who to consult if they have a problem with their classes, accommodation or personal issues;
- curfew times where appropriate;
- school rules;
- the legalities of buying cigarettes, alcohol, visiting pubs, taking drugs etc

Under-18 welfare tutorials

The Welfare and Accommodation Officer (the Designated Safeguarding Person) will ensure that she speaks to every student under 18 on a weekly basis.

First aid

The Assistant Designated Safeguarding Lead, Laura Neale and the Facilities and Support Officer, Al Surdhar, have first aid training. 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*
- *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.

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. All homestay providers are referred to e-safety in the 'Key elements of safeguarding' document.

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).

Appendix

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);
- ensure access to appropriate medical care or treatment.

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

I, _____ have read and
understood English in York's Safeguarding Policy, February 2018.

I understand that all members of staff are responsible for the safeguarding of
young people.

Signed: _____

Position: _____