



# English by the sea... for adults and juniors

The Towers, Hawley Square, Margate, Kent, CT9 1PH, England  
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## Safeguarding and Student Welfare Policy

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## 1. Policy statement

English in Margate (EiM) has a duty of care to provide a safe environment for all students, and staff, including homestay host and service providers. It is EiM's responsibility to protect students under 18 and vulnerable adults against all forms of harm and to have policies and procedures in place to keep them safe and in a supportive environment at all times.

This policy is made available to all staff, students, hosts and all service providers.

## 2. Key Safeguarding Staff

All members of staff at EiM and hosts are required to take training in safeguarding to the level of Basic Awareness (level 1).

If a student, host, group leader or member of EiM staff has any concern about the welfare of a student they should report it to a Designated Safeguarding Person straight away.

- Designated Safeguarding Lead (DSL) – Kay Spittlehouse: Accommodation Officer with overall responsibility for safeguarding and child protection. Basic, Advanced and Specialist safeguarding training.
- Deputy Designated Safeguarding Person (DDSP) - Lily Berrill-Gould: Social Organiser and Activity Leader. Basic and Advanced safeguarding training.

## 3. Staff - Policies for Safe Recruitment

### 3.1 Staff - recruitment and suitability

EiM has safe recruitment procedure for all members of staff (managers, teachers and ancillary staff). All applicants will be asked to provide the following:

- An updated CV (any periods of time not accounted for on the CV will need to be explained).
- Original copies of qualification certificates awarded for training and study will be checked and copied, and the copies dated and signed.
- Original ID documents such as passport or driving license will be shown during the interview stage.
- At least two references must be given at the interview stage or shortly afterwards, which will be followed up and which will include a question regarding the applicant's suitability to work with students under 18 or vulnerable adults.
- A signed contract and code of conduct.



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### **3.2 Staff - DBS (Disclosure and Barring Service)**

- Managers, teachers and ancillary staff are required to be in possession of a recent (less than 3 months old) DBS certificate. The EiM Accommodation officer will need to see this and note relevant details. If a new certificate is required, the police check will be paid for by EiM.
- In the unlikely event that a member of staff is employed while waiting for DBS clearance, they will not be allowed to work with or be with students under 18 if unsupervised. A risk assessment evaluating the reasons to start work before clearance is received will also be required.
- It is recommended that all members of staff join the update service. Records of DBS certificate numbers and expiry dates are kept in the staff records and DBS checks are renewed every 3 years.
- In addition to DBS checks, we will require police checks for applicants who have lived or worked overseas within 3 years prior to the appointment and for a period of at least 6 months.

### **3.3 Maintaining a safe and supportive environment at the school**

In order to provide a safe and supportive environment for students under the age of 18 and for all other students, EiM will ensure that the following measures are in place:

- All permanent staff are trained in Basic Safeguarding Awareness (Level 1) and Prevent.
- All temporary staff will be inducted to the school's safeguarding procedures and will be asked to read them and sign a document stating they have read and understood them.
- All members of staff are given an identity lanyard to be worn at all times on the school premises and when conducting activities and trips off the school premises.
- All members of staff are familiar with EiM's safeguarding policy and procedure.
- It is made clear to both staff and students who they can approach in case they have concerns or allegations regarding the well-being of students under the age of 18 or any other students.
- All staff should ensure they avoid putting themselves in a vulnerable position such as suspicion of abuse by following the guidelines in this document and advice from the DSL. All adults who come into contact with children should consider their behaviour very carefully and avoid unnecessary physical contact, especially that which could be deemed inappropriate, such as hugging. Any child protection issue or sign of abuse — physical, emotional or sexual abuse, or neglect — should be reported to the DSL, who will refer the matter to the police or the Local Authority Designated Officer (LADO).
- Health and Safety measures are regularly assessed (at least annually) and periodic checks are carried out. Staff are also informed who they should report any Health and Safety concerns to.



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- Risk assessment of the premises are regularly updated (at least annually) and periodic checks are carried out .
- All rules regarding the restrictions for students under the age of 18 are made clear both to members of staff, group leaders and to students.
- Parents or legal guardians have returned a consent form which clearly states the minor has been made aware of the restrictions with regards to curfew times, activities that can or cannot be carried out, e-safety and behaviours that may break the law in the UK, especially the purchasing and consumption of alcohol and tobacco and other forbidden items.
- All students receive a student card with details of the emergency numbers they can phone and should feel secure and confident to contact this number in the knowledge that they will be listened to.
- Make sure that group leaders work with the DSL to ensure the safety of the students.
- Both the DSL and the DSP have access to the contact numbers for parents/legal guardians and/or group leaders at all times.

## **4. Homestay – Policies and safe recruitment**

### **4.1 Suitability of homestay hosts who accept vulnerable students and students under 18**

Before any homestay host is accepted, they must first be visited by the accommodation officer, who will carry out an initial inspection of the home and an interview with the main host. During the interview, safeguarding related issues will be discussed.

During the initial inspection and the application period of a new host, the following documents are required:

- An initial registration form (completed by the accommodation officer during the first visit).
- To sign a Homestay Contract and Agreement. (This agreement contains guidelines and rules related to accommodating students under 18 and a code of conduct).
- A fire risk assessment and fire escape description.
- A gas safety inspection certificate.
- A signed copy of the declaration of suitability to work with students under 18.
- At least two references which will be followed up and which will include a question regarding the applicant's suitability to work with students under 18 or vulnerable adults.
- The main host/carer will be required to complete a basic safeguarding awareness training course and provide a copy of the certificate to the accommodation officer.



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### **4.2 Homestay - DBS (Disclosure and Barring Service)**

- Everyone in the homestay household over the age of 18 is required to be in possession of a recent (less than 3 months old) DBS certificate. The EiM Accommodation officer will need to see this and note relevant details. Under no circumstances will a student who is under 18 be placed with a host until the DBS checks or updates on the main host have been cleared.
- Records of DBS certificate numbers and expiry dates are kept in the homestay records and DBS checks are renewed every 3 years.

### **4.3 Maintaining a safe and supportive environment at the homestay**

In order to provide a safe and supportive homestay environment for students under the age of 18 and for all other students, EiM will ensure that the following measures are in place:

- All homestays are inspected regularly (at least once every two years).
- Students under the age of 18 are not placed with students aged 18 or above.
- Hosts are aware of the EiM's safeguarding policy and procedure.
- Hosts are given guidance on appropriate behaviour and interaction with students under 18. All hosts should ensure they avoid putting themselves in a vulnerable position, such as suspicion of abuse, by following the guidelines in this document and advice from the DSL. All hosts who come into contact with children should consider their behaviour very carefully and avoid unnecessary physical contact, especially that which could be deemed inappropriate, such as hugging. Any child protection issue or sign of abuse — physical, emotional or sexual abuse, or neglect — should be reported to the DSL, who will refer the matter to the police or the Local Authority Designated Officer (LADO).
- Hosts are aware of who they can contact in case of concerns about students under the age of 18.
- Hosts are aware of who they can contact in case of concerns about any students.
- Hosts are given clear rules, advice and guidelines for hosting students under 18. This includes curfew times in the evening, e-safety, illegal purchases and consumption of alcohol, drugs and tobacco.
- EiM will match students with hosts according to their needs such as diet, gender and cultural background.
- EiM will provide accurate information to students, parents and agents regarding the accommodation provision prior to the student's arrival.
- Students are given clear advice on how to behave at the homestay including rules, regulations and curfew times in the evening.



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## 5. Service Providers

- All contractors working for the school to transport children will provide annual written evidence that their staff have been properly DBS checked.
- If for any reason a member of staff is required to transport a child in their car or the school minibus they will:
  - Take all the required health & safety measures.
  - Avoid being alone in a car with a child as far as possible; if not possible, inform the DSP when the last child has been dropped off.
  - Ensure they have appropriate insurance cover.

## 6. Group leaders appointed by the agency or school

- The agency or school will be required to check the suitability of the group leaders to work with students under 18, and EiM will require confirmation of this.

## 7. Maintaining a safe environment during activities and excursions

In order to provide a safe and supportive environment for students under the age of 18, and for all other students, during activities and excursions, EiM will ensure that the following measures are in place:

- Risk assessments of the different activities are regularly updated (at least annually) and periodic checks are carried out.
- Students under the age of 18 are made aware of the activities that they can or cannot take part in.
- Curfew times are respected both on evenings when organised activities take place and on evenings when students are unsupervised. Prompt contact will be made with the homestay host in case of lateness.
- The main activity leader and group leaders will always have access to the contact numbers for parents/legal guardians and/or group leaders.
- The main activity leader will always have access to a basic first aid kit.

## 8. E-safety

In order to ensure safe use of internet resources, access to inappropriate content, including extremist websites as laid out in the EiM Prevent Policy, is blocked on EiM student wi-fi] by specific filters. Students are informed of this at induction. Homestay hosts are also made aware of the e-safety policies and clear guidelines are set out in the homestay agreements, including times when internet access ought to be restricted for students under the age of 18.



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## **9. Safeguarding Action**

Upon receipt of a disclosure from a student or of a report of concern or allegation by another person (student, staff, group leaders or host), the DSL and the DSP will take immediate action, following the steps identified below.

### **9.1 Procedure for reporting concerns and allegations**

- 1) Information about a concern or allegation is received.
- 2) In case of an emergency, 999 is promptly contacted.
- 3) In any other case, the DSL or DSP ensures the alleged victim is not in a situation of immediate danger.
- 4) The DSP and DSL consider all factors and take the decision to:
  - a. Not take further action – decisions and reasons for it are recorded
  - b. Take further action.
- 5) If further action is required, a safeguarding concern form is completed.
- 6) The form is passed on to the LADO
- 7) A response is received from the LADO and further action is taken accordingly.
- 8) Procedures are reviewed in case changes need to be implemented

## **10. Record-keeping**

The DSL ensures a record of all concerns and action taken is always up to date. It is important that:

- Records are as clear and accurate as possible.
- Records only contain factual information.
- Records are written.
- Records are kept confidential.

## **11. Policy monitoring and reviewing**

The DSL and DSP will review the safeguarding policies and procedures annually or in case of action taken.

## **12. Confidentiality**

Throughout investigations following disclosures, concerns and allegations, the confidentiality of both the alleged victim and of the alleged offender will be paramount.