

Safeguarding Policy 2021 – 2022



Contents

About Us	3
Terminology.....	4
Statement	5
Designated Safeguarding Team	6
Codes of Conduct and Guidelines for Staff, Supervisors and Host Families	7
Child Protection Policy.....	9
Recognizing Abuse and its Definitions.....	10
What to do if a Child Reveals Abuse.....	12
Record Keeping.....	12
Reporting and Taking the Right Steps	13
Whistleblowing.....	14
Risk Assessments	15
Safeguarding Children at Events/Activities	16
Missing Student Policy.....	17
Safer Recruitment Procedures	18
Safeguarding Young People and Vulnerable Adults in Homestay Accommodation	20
Private Fostering.....	21
COVID19.....	22
Photography and Video policy	23
Radicalization and the Prevent Duty	24
Safeguarding Contacts and Further Information	25
Legal Framework and Documents.....	26
APPENDIX 1.....	28

About Us

Exeter Homestay UK Limited. We are a small unique family run business that has over 10+ years' experience in the industry with Overseas & International students. We are dedicated to delivering the highest quality educational travel programs and offering excellent homestay accommodation for all students travelling or studying in Exeter.

Our programs offered are for children aged from 13-17 years old, under 12 must be accompanied by an adult at all times and we run throughout June & July for our English Summer and Activity program, and throughout the year for British School integrations and half term holiday and Sports program. Our students will all stay in a suitable homestay family during any program offered, whether the student be with a UK Guardian or an appropriate Group Leader.

We will be working with partners known to us in other areas, in our activities with sport locally Exeter, North Devon and Rams gate from 2021, this will enable us to widen our overall services for our Travel Educational mini stays, Guardianship, Integrations and our Summer School.

Terminology

'Safeguarding' refers to our obligation to look after the welfare of every child, young person and adult in all aspects of their safety and well-being throughout their time with us.

'Child Protection' is an important part of our safeguarding policy and refers to our duty to protect children from direct harm, such as emotional, physical or sexual abuse or neglect.

'Child' and **'Children'** refers to any person under the age of 18

'Designated Safeguarding Lead' (DSL) is a named member of staff who has the lead responsibility for safeguarding and child protection.

'Designated Safeguarding Person' (DSP) is a named member of staff who has Advanced Safeguarding training. However, the ultimate responsibility for child protection remains with the Designated Safeguarding Lead.

'Duty of Care' this is the responsibility of all staff and group leaders to protect under 18's and vulnerable adults from direct harmful behavior.



Statement

We are committed to creating a safe environment in which young people, vulnerable adults and children can feel comfortable and secure regardless of nationality, race, religion, language, ethnicity, age or disability.

We recognize its duty of care to safeguard and promote the welfare of all vulnerable adults, children and young people by protecting them against all forms of abuse including physical, sexual and emotional harm.

Our staff, at all times, will show respect and understanding for all individual's rights, safety and welfare, whilst conducting themselves appropriately.

We are committed to ensuring our safeguarding practice reflects government guidance and complies with best practice and British Council regulatory requirements.

We ensure that management and all staff are trained to a minimum safeguarding level 1 (Basic Awareness) and that students are aware of safeguarding arrangements. This is supported by face to face in house training and support.

Under 18s Entitlement

All students, irrespective of disability, gender, race, nationality, religious belief, sexual orientation, identity or any other consideration, are entitled to protection under the terms of this policy and the laws that guide it.

Adults Responsibilities

This policy is designed to bring strong safeguarding standards amongst everyone. All staff are expected to read this and if they do not understand any part of it, they are to ask a member of the Safeguarding Team for clarification.

Everyone must be vigilant and report any concerns or allegations to the Safeguarding Team

Designated Safeguarding Team

We want to ensure that we can undertake our safeguarding duty of care for every person that engages with the organization.

The following members of staff form the Designated Safeguarding Team

Designated Safeguarding Lead	Carol Daley
Designated Safeguarding Person	Danny Harris

Designated Safeguarding Officers roles: To support staff with safeguarding issues - as well as for taking the operational lead for the day to day safeguarding responsibilities of the organization.

Their core responsibilities include:

- Oversight of the safeguarding policy and procedures - including ensuring compliance and making recommendations for changes and updates
- Personally undertaking (at least once a year) continued professional development training on safeguarding legislation and good practice
- Implementing and monitoring safeguarding and the delivery of its services and activities
- Acting as the first point of contact for any report or suspicion of abuse, or any concern relating to the welfare or safety of a child or adult at risk
- Managing and oversight of any reporting, referrals and sharing of information with other organizations

Codes of Conduct and Guidelines for Staff, Supervisors and Host Families

All staff, supervisors and host families must always act professionally when working for us, they must treat children, young people and adults with the upmost respect and lead by example. Our **Codes of Conduct Policies** can be found on our website, if paper form is preferable this can be requested from a member of staff.

Every member of staff must read the Staff Code of Conduct, students the Student Code of Conduct and host families and supervisors must read the Homestay Guidelines.

It is important to value each other and always listen to what the adult, child or young person is saying and recognize and encourage them with praise and respect.

We have a duty to ensure that appropriate behavior is applied to all relationships between adults and children during their stay with us. It is of upmost importance that all staff and additional arms, such as homestays, are clear about what constitutes appropriate behavior.

We insist our staff, hosts, homestays and any adults supervising children respect and behave as exemplified below:

- Treat students and staff with respect and dignity
- Do not discriminate against age, disability, gender, culture, language, religion or race.
- Be aware of appropriate physical interaction if necessary. first aid, sports interaction.
- Use neutral, appropriate language at all times
- Respect young people's right to privacy
- Use praise and be a positive role model

What Staff Must Do

DOs:

- Behave appropriately (actions, language) and dress appropriately (dress appropriately for your role, your appearance can impact positively or negatively on students)
- Work in an open environment
- Be alert for signs of abuse
- Maintain a safe, professional distance in all relationships with students
- Treat young and vulnerable people with dignity and fairly
- Actively prevent learners from accessing any form of inappropriate material, educate students on E-Safety.

Accommodation:

- Inform students in advance if you wish to clean or inspect their bedrooms.
- If sharing the same accommodation with under 18s, prepare a bathroom Rota to ensure they have privacy.

DON'Ts:

- Don't leave any young person alone if they are under your supervision or under 16
- Socialize with young or vulnerable learners on occasions when it does not constitute part of your normal duties (on or offline)
- Use any visual, audio-visual or written material that exposes young people to harm (be it physical, emotional or sexual)
- Give young or vulnerable people prescription drugs or medication (without their parent's consent)
- Drink alcohol, smoke or use drugs when working with under 18s (nor make jokes with reference to them)
- Initiate any form of physical contact or inappropriate engagement with any student.
- Be in a relationship with any student under the age of 21.
- Do not engage in any sexual activity of any sort with a student under the age of 18.

Child Protection Policy

Child Protection and Safeguarding is everyone's responsibility and forms part of the duty of care we give to our under-18s and vulnerable persons. Abuse can come from another child, or an adult and can come in many forms. This means that we need to protect them from harmful behavior, whether it be from physical abuse, emotional abuse or any example of harm, neglect or abuse.

We are committed to protect children and vulnerable adults from harm, whilst developing awareness of what may cause harm to children or vulnerable adults and safeguarding them.

We are committed to the following principles to follow our safeguarding practices:

- That all children, regardless of their age, disability, religion, sexual orientation, gender, race, identity or beliefs, have the right to equal protection from any type of harm or abuse.
- We follow stringent guidelines and procedures for recruitment of staff and homestay providers, including mandatory identity reviews and DBS checks.
- We will share information about child protection and good practices with all staff, students and homestay providers
- We will provide effective management of staff with support and training
- The welfare of the child or vulnerable adult is paramount
- Some children are more vulnerable to harm, as a result of their circumstances, prior experiences, communication needs or level of dependency
- Working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing

It is not for staff to decide if any allegations are true or not. Their role is only to listen, report to the authority as accurately as possible and allow the official procedure to then take over.

All staff will undergo training in Basic Awareness in Child Protection.

If anyone has concerns about a child's safety, they must report to the Designated Safeguarding persons as below.

Designated Safeguarding Lead	Carol Daley
Designated Safeguarding Person	Danny Harris

Recognizing Abuse and its Definitions

Child abuse comes in many forms, the term 'abuse' is an umbrella term, some examples can be ill treatment, neglect or negligent treatment, exploitation or sexual abuse, all of which can affect a child's physical or mental health.

- **Physical Abuse:** This could be presented as unexplained bruises, burns, bites or cuts. Which could have been caused by hitting, shaking, throwing, burning, scalding or any other physical harm to a child. Harm can also be caused by deliberately inducing illness in a child. The child may cover up their symptoms by wearing clothes to cover injuries or refuse to undress for sports or other similar activities.
- **Emotional Abuse:** Can be apparent through bullying, causing children to feel frequently frightened or in danger. It may also be shown through sudden speech disorders, self-depreciation, overreaction to mistakes, extreme passivity or aggression.
- **Sexual Abuse:** Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Activities can 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. It must be noted that women can also commit acts of sexual abuse, as can other children. Be aware of children becoming withdrawn or clingy, having unaccountable fear or dread of certain places or people, acting in an inappropriate sexual way with objects or with peers, and/or becoming secretive.
- **Neglect:** Neglect is a persistent failure to meet a child's basic physical or psychological needs and which will impact on their health or development. Signs of possible neglect could include frequent hunger and stealing or begging for food, badly dressed in dirty clothes, poor appearance and personal hygiene i.e., unwashed with unbrushed hair, often tired and may abuse drugs or alcohol.

Other Forms of Abuse with a Zero Policy

In addition to the types of abuse mentioned above, below are some other specific types of abuse that staff must be aware of. Any causes for concern are to be reported to the DSL.

- **Bullying:** Bullying is abusive and will not be tolerated, bullying can include one or more of the four core categories of abuse as listed above - sexual abuse, emotional abuse physical abuse and/or neglect. For this reason, bullying in all its forms has been included our Safeguarding Handbook. If any such behaviour arises, this should be reported to the Designated Safeguarding Lead or Designated Safeguarding Person
- **Cyberbullying:** Bullying can happen anywhere, including online. It can be repeated over a long period of time, or a single instance, and can hurt a child both physically and emotionally. Bullying online can happen in various ways and through many platforms, including social media networks, games and mobile phones, and is often referred to as cyberbullying. It can often be intense and overwhelming for a child, as they can feel there is no escape as it can happen wherever they are, day or night, and can often be unseen by anybody else.
- **Child Sexual Exploitation (CSE):** CSE is a form of Sexual Abuse, whereby under 18s are exploited to engage in sexual activity in return for money, gifts, drugs, affection or status. CSE does not always involve physical contact and can happen online or involve pressure from peers or cyber bullying. Signs to look out for could be having a much older boyfriend/girlfriend, appearing with unexplained gifts or new possessions, misusing drugs or alcohol, associating with others involved in exploitation.
- **Female Genital Exploitation (FGM):** FGM is a practice that can cause severe and long-lasting damage to a person's physical and mental health. It is carried out for religious, cultural, or social reasons, despite there being no medical reasoning for this to be carried out. It is a criminal offence if done in the UK. Staff should be aware that a person who has suffered FGM may ask for help without fully explaining the problem due to fear.

What to do if a Child Reveals Abuse...

Writing a Report After a Disclosure

If a member of staff, guardian or homestay provider receives a disclosure from a child regarding abuse, they must fully record this and try to recall everything that was said. You can use any format to record the information, whilst bearing in mind the below tips...

DO

- Listen and take time
- Write down immediately what the child has said
- Reassure the child that he/she is right to tell
- Explain to the child what will happen next and reassure them of your support
- Be clear that, that in order to help the child, the information cannot be kept to yourself
- Be honest
- Have your signature witnessed and dated

DON'T

- Show shock or try to silence
- Alert the perpetrator
- Ask any leading questions
- Keep the secret or agree to keep the secret, or otherwise make any promises you cannot keep
- Jump to conclusions

If a member of staff has suspicions of abuse, but no verbal disclosure or evidence, they should contact the Designated Safeguarding Lead or Person in confidence to discuss.

Record Keeping

All records, information and confidential notes should be kept by the Designated Safeguarding Lead in separate files in a locked room or in secure electronic files. Our formal template can be found at the end of this document ([Appendix 1](#)). It is expected all members of staff report their concerns via this method. The Designated Safeguard Lead will securely store these files for as long as required, the reports will only be used if requested for further information by the Police or local safeguarding boards.

Reporting and Taking the Right Steps

Dealing with Adult Allegations

We will ensure that any allegations made against staff or our provided services (homestay, residence, transport) will be dealt with swiftly and in accordance with these procedures:

- Ensure that any Under 18 is safe and away from the person against whom the allegation is being made.
- The Named Person for Safeguarding should be informed immediately. In the case of an allegation involving the Named Person, the Deputy will be responsible for the investigation or an independent person. (Note: the independent person will be a staff member within the organisation that is in a senior position and believed to be independent of the allegations being made).
- The named person will contact the Devon Safeguarding Children's Board (MASH) for advice on how to proceed with the situation. (Outside of working hours our emergency number can give advice and/or in the event of an emergency situation arising, the police)
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible.
- It is vital that the report is an accurate description.
- The report must be made available for the police or social services, if they request.

Regardless of the level of investigation that follows, we will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures.

Dealing with Student/Junior Allegations

We have zero tolerance for student-to-student abuse. We expect all students to follow the Student Code of Conduct (*which can be found online on our website*) and be aware of the impact of their personal behaviour.

In the case of an incident being reported, the Designated Safeguarding Lead will investigate, and if deemed necessary, report to the police or local social services. The student against whom the allegations have been made, may be temporarily suspended whilst the incident is being dealt with, whether or not the incident happened on or off our premises.

If the student is under 16, they will be separated from other students and monitored while the relevant guardian is contacted.

In the case of an allegation against an under 18 students, the Group Leader or Guardian for the child will be contacted and involved in the investigation as support/representation for the accused.

We will contact the homestay where the student being investigated is staying, and if necessary, can look at moving the child to another host, or to an accommodation where they can be monitored more closely by the Group Leader.

The Designated Safeguarding Lead will decide on the appropriate action to be taken with advice provided by the Devon Safeguarding Team. The student's Guardians/Group Leader will be advised and kept in regular contact whilst the incident is being investigated.

Whistleblowing

Staff are required to report to the manager if they suspect a fellow member of staff to be engaging, or have engaged, in any inappropriate or illegal activity. Our [Whistleblowing Policy](#) can be found online, or directly requested from a senior member of staff.

Confidentiality and support will be given to any staff member who raises such concerns.

For staff who do not feel able to raise concerns regarding child protection failures internally, the NSPCC Whistleblowing Helpline is 0800 028 0285, 8:00 AM to 8:00 PM,

Monday to Friday; email: help@nspcc.org.uk

Risk Assessments

Assessment of risk is the process of examining what could possibly cause harm to adults at risks, staff members, volunteers or others. A serious approach is given to assessing and managing possible risks to our student's safety.

Risk assessments do not have to be complicated. The detail contained in them should be relevant to the level of risks involved. In most cases risk assessments lead to clarification and documenting of protocols and procedures that are already in place.

Our aim is to make sure we have done as much as we can to minimize or manage the risk of anyone coming to harm.

To ensure this, we write risk assessments to cover potential hazards to students and staff, covering activities on and off site and other health and safety matters (please also refer to our [Health and Safety Policy](#))

Risk assessments are regularly reviewed by staff and are read carefully by activity leaders and other staff alike, so they have appropriate instruction and information on their students.

Students are also made aware of risks and their responsibility in keeping them to a minimum through our [Student Handbook](#), Online Safety Information and other policies which can all be found on our website.

The information obtained through this process and the action agreed will then be shared, as and if appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular child or of pupils generally.

Homestay Fire Risk Assessment and Gas Safety

If you have a paying guest in your home, you have a responsibility to keep them safe. This includes updating gas safety certificates/annual gas service records, which must be certified by Registered Gas Safe engineers, and carrying out a fire risk assessment of the home every 12 months.

All homestays providers need to refer and abide to our **Fire Risk Assessment and Gas Safety** information, which is available on our website which outlines their responsibility about fire and gas safety in the home. Please also refer to our [Health and Safety policy](#), which can be found on our website, for further information.

Safeguarding Children at Events/Activities:

There are three kinds of events/activities:

- 1) Those open to adults and children of all ages
 - 2) Those for children accompanied by a 'parent'
 - 3) Those for unaccompanied children, which are sometimes run alongside other events/activities.
- At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
 - At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
 - At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents
 - Both event and activities are to be defined broadly to include any occasions where we will be providing a service.

Parental Authority

Schools frequently need a parent or guardian to sign for parental permission for you to participate in school activities and excursions. Our policy is to forward these to your parents for approval if the cost is over 20 GBP, and / or if the activity is strenuous or potentially dangerous. Otherwise, we will sign, unless your parents have indicated otherwise on the Application Form

Ratios ^{}(during Covid19)**

The following staff to student ratios apply during activities:

1:6 (under 8s) ^{**}

1:10–15 (8–10s) ^{**}

1:15–20 (11+) ^{**}

We would exceed these ratios if the safety and welfare of the students required it. There should be enough supervisors to deal with an emergency at all times.

First Aid

The trained First Aiders are the only people allowed to administer first aid to any student. If Group Leaders for under 18s hold First Aid Certificates and this has been validated by us, it is acceptable for them to administer First Aid. All homestay hosts must have a First Aid kit and know their responsibilities in the case of a fire.

Missing Student Policy

As your child's dedicated guardian, we always need to know their whereabouts. If a child under 18 goes missing from school or homestay accommodation and we cannot reach them, we will report them to the police as a missing person. Staff, homestays, guardians and group leaders must always inform us if there are any changes to the students plans. Host families are expected to report unexplained student absences or other situations affecting student safety to us immediately. If a student is reported to us as missing, we will take all necessary actions to locate the student.

More information about homestay accommodation and the services provided can be found in the [Student Handbook](#), which is available to download from our website.

Safer Recruitment Procedures

We follow safer recruitment practices and ensures all roles involving responsibility for, or those with substantial access to under 18s will have thorough suitability checks, for example checks with the Disclosure and Barring Service (DBS). These roles include, but not limited to teaching, administration, social activities and management staff.

Our Safer Recruitment Policy can be found online on our website.

All adult members of any homestay who wish to host under-18s also undergo a DBS check before they are able to start hosting them.

In order to implement Safer Recruitment, we will provide the following elements through its recruitment process -

Job and role description: For every vacancy, a clear job description and clear role profile will be produced, outlining the tasks that the successful applicant will be required to undertake. Where there is a requirement for a DBS check, this will be made clear to all applicants early in the recruitment process, for example in the job advertisement, or on the application form.

CV: All applicants will be required to supply an up-to-date CV, with any gaps in employment history explained. Applicants will also provide contact details of 2 suitable referees (including former employers) which will be checked prior. The referees will be asked specifically about your suitability to work with children.

Safeguarding: All employees will be expected to share our commitment to safeguarding and protecting of all children and adults. They will be supplied with a copy of this Safeguarding Policy, and it can also be found online on our website.

Identity Checks: All successful applicants will be required to supply photographic identification, as well as one other form of identification, which will be from the prescribed list of acceptable documents for DBS check.

Select and Interview: We will have a face-to-face interview with all short-listed applicants after identifying and verifying their ID documentation and upon receipt of all references

Appointed applicants: To make a conditional job offer, if passing all employment checks. All applicants at this stage will be required to show evidence for right to work and verification of address only original documents will be given.

Qualification and Training Certificates: Where qualifications or certificates are a condition of the employment, these must be supplied and approved. All staff will have had a Level 2/3 safeguarding training/certificate in place.

Disclosure and Barring Service Check: every applicant who is made an offer of employment, or volunteering, must undergo an advanced DBS check. Or have and supply evidence of a current valid enhanced DBS check. They will also be required to subscribe to the DBS update service. If they are not eligible for the UK DBS, they must produce an overseas equivalent. New staff who are taken on before their DBS check has arrived will be allowed to take up their post if necessary, but they will be barred from working with under 18s until the DBS is verified.

Applicants with a criminal record: Having a criminal record does not disqualify a candidate, instead we have to look closer to decide if it will impact their role or most importantly the students and people around them. We would have to look further at the seriousness and nature of the offence committed, the frequency and age of the offence/offences, and the concealment during the application process. The decision will be discussed with at least two members of staff to promote an even judgement and will be openly discussed with the candidate. Advice from outside sources can be sought if needed. Once a decision is made it must be recorded in the Staff Records and signed off.

Probation Period: All job offers will be conditional on the successful completion of a probationary period being completed

Staff Central Records: A record of staff is kept maintaining a record of all pre-appointment checks. This is kept up to date by any member of staff involved in the recruitment process.

The Staff Central Records will include:

- Identity: Name, address ID evidence (photo), evidence of check made and date
- Start date
- Job Role
- Qualifications – copies of, with notes
- DBS certificate – Disclosure number, date issued, type, evidence of check and date
- Barred list check (part of enhanced DBS) – evidence of check and date
- Overseas Police check (if necessary)
- Right to work in UK (if necessary)
- Restriction check for teachers who've worked in EEA countries (if necessary)
- At least 2 references

Safeguarding Young People and Vulnerable Adults in Homestay Accommodation

The utmost care and attention are given to students placed in our homestay accommodation. We have had over 10 years' experience in this industry and pride ourselves on our homestay service. The following rules are in force when placing students:

- All students under the age of 18 are placed in homestays. All adult members of homestays must have an up-to-date DBS check.
- Under-18s are not placed in a homestay with other students who are over the age of 18.
- A responsible and DBS-checked adult must always be present, especially overnight
- The students in homestay will be given strict guidelines to follow, which include curfew times, as follows.
 - 15 and under Must be accompanied by an adult member of the host family
 - 16 & 17 Must return by 10pm at the latest
 - 18 and over Must return by 11pm at the latestStudents are also told to always have the host families and our phone numbers on them at all times in case of a problem or delay in returning home.
- Under-18s are never placed with single hosts of the opposite gender.

All of our homestay families are given our [Homestay Guidelines](#) to follow, which can be found on our website.

More information on Homestays and Student rules and regulations can be found in our [Student Handbook](#), which can be found on our website.

Student Travel

For transfers between the airport and school, or between the host family and school, we have a team of designated and reliable drivers available to meet students and take them to the arranged address in the UK. If we have booked a driver for you to travel, please be certain to keep your mobile switched on so that we can contact you. If you are travelling by car in the UK, you must use a seat belt. Travel by rail and coach can be arranged for economical long-distance transfer. UKG will check timetables, book tickets, and arrange for an escort if required (children under 16 years of age are not allowed to travel unaccompanied).

For more information, please refer to our [Travel and Transport Policy](#), which covers in more depth, and can be found on our website.

Private Fostering

Private fostering is an arrangement whereby a child under the age of 16 (or 18 if the child has a disability) (S. 66 Children Act 1989) is placed for 28 consecutive days or more in the care of someone who is not the child's parent(s) or a 'connected person'

If a homestay host can answer yes to all the following points below, then they come under the umbrella as a 'Private Fosterer'...

- The stay is for 28 days or more
- The child is under 16, or under 18 if disabled
- The child is not living with a close relative (close relative is defined as parents, legal guardians, grandparents, stepparents through marriage, aunts, uncles but not great aunts and uncles, cousins or family friends)
- The arrangement was made privately and not through the local authority

We will be in touch with Devon County Council to inform them of any Private Fostering arrangements taking place, this will usually happen at least 6 weeks before the arrangements start, as part of our Safeguarding Procedure and Devon County Councils safeguarding legislation.

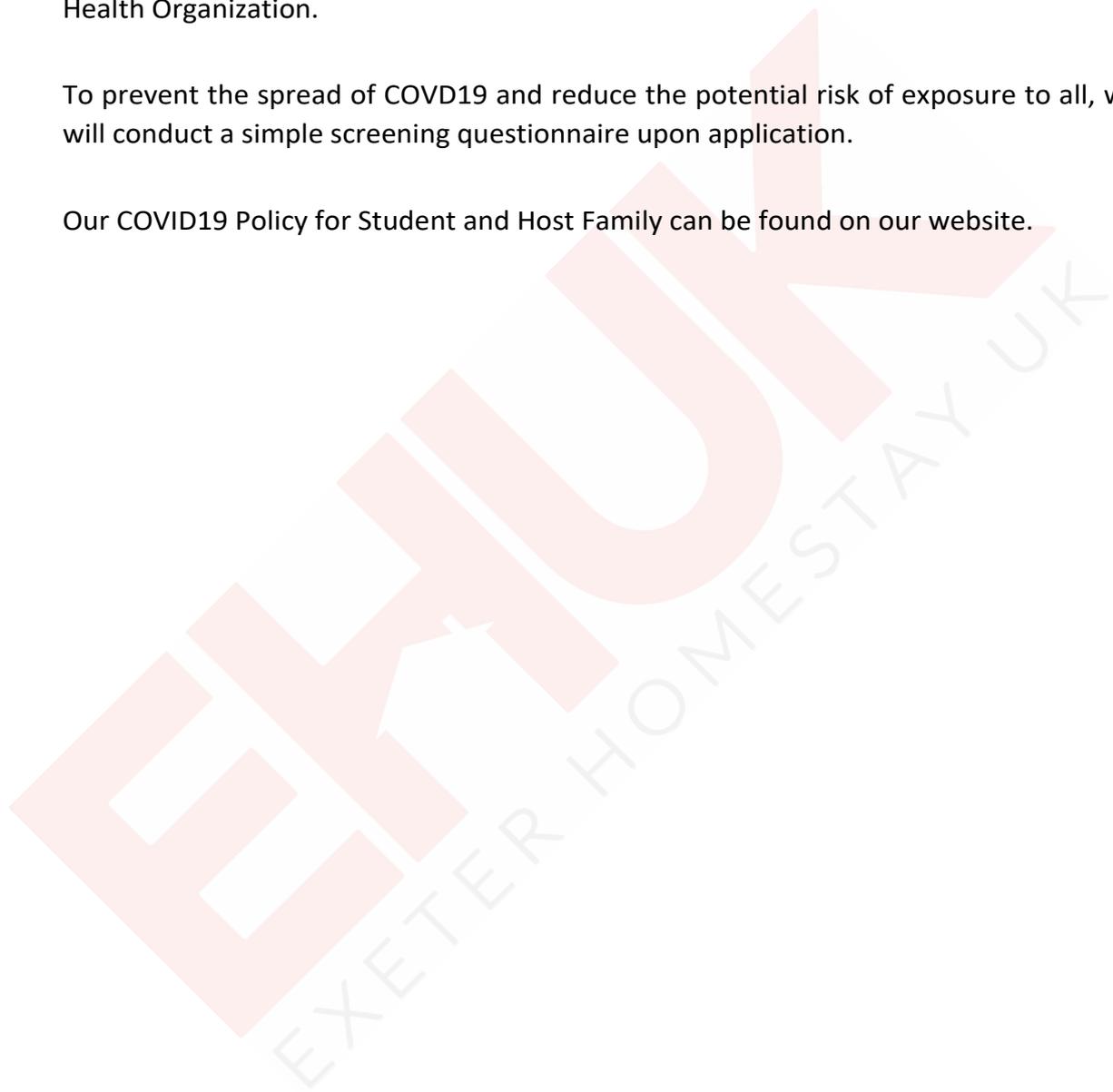
For further information about private fostering, you can go to www.devon.gov.uk/privatefostering

COVID19

The safety of our Employees, Families, Student's, and visitors remains Exeter Homestay's overriding priority. As the coronavirus disease 2019 (COVID19) outbreak continues to evolve and spreads globally, Exeter Homestay are monitoring the situation closely and will periodically update company guidance based on current recommendations from the Centers for Disease Control and prevention and the World Health Organization.

To prevent the spread of COVID19 and reduce the potential risk of exposure to all, we will conduct a simple screening questionnaire upon application.

Our COVID19 Policy for Student and Host Family can be found on our website.



Photography and Video policy

We are committed to ensure that all our students are kept safe and that everyone responsible for juniors takes all necessary steps to prevent inappropriate images from being taken; and that innocent images are not used inappropriately.

Appropriate photographic and video controls are essential to good safeguarding practice.

Photography and Video Use Rules:

- Parents, careers and guardians will be permitted to take appropriate photographs and footage of their children.
- If we wish to take photographs or footage of a junior student, a **Parental & Child Consent Form** will always be used.
- Where possible and appropriate we will also obtain a junior's permission to use their image.
- No images will be used without consent.
- We will avoid using children's names in captions.
- Where permission has been granted, we will only use images of children in a suitable dress to reduce the risk of inappropriate use.
- We are very aware that certain activities **e.g.**, swimming, gymnastics and athletics presents much greater risk of potential misuse and will therefore risk-assess appropriately in relation to permission to photograph such activities.
- We will take all steps necessary to ensure that a child who is under care proceedings is protected and ensure that their image is not placed in the public domain. This will be achieved through requesting appropriate information on the **Parental & Child Consent Form**.
- All images and footage taken will focus on the activity and not the child.
- Unsupervised access to children - or a child - on a one-to-one photo shoot will not be permitted.
- Images and footage will represent diversity.
- We will not permit - and will take all steps necessary to prevent - images or footage being taken in changing rooms, showers or toilets.

- **Use of professionals:** Where we may engage with professionals to take images or footage it will be clear at the outset and all-in line with our Photography & Video Policy.

Our full [Photography and Video for Juniors Policy](#) can be found on our website.

Radicalization and the Prevent Duty

We understand its duty to prevent radicalization and extremism amongst its students and staff, we promote an acceptance and tolerance of all views but understand that people can think differently. And in some cases, thoughts and beliefs can extend to the extreme and extend to hurting those with different beliefs. If any member of staff suspects this to be the case with any student, this must be reported to the Designated Safeguard Lead and/or to the police.

We recognize the Governments PREVENT Duty and promotes that all members of staff and homestay providers are aware and understand it.

The Prevent Duty is part of the Counterterrorism & Security Act 2015 and commenced with effect on 1st July 2015.

Under the Prevent Duty, all schools and childcare providers are considered specified authorities and therefore must have due regard to the need to prevent people being drawn into terrorism.

How do we implement PREVENT?

- Raising awareness and educating.
- Promoting equal opportunity and tackling discrimination to learn to understand others, to value diversity and promote shared values.
- Promoting a safe and supportive international environment via clear expectations of accepted behaviors and those, including radicalization and extremism, that will not be tolerated.
- Promoting British values, culture and traditions, including democracy, the rule of law, individual liberty and respectful tolerance of different faiths or beliefs.
- Providing information and Student Handbook on arrival.
- Recognizing the signs:
 - students talking about exposure to extremist materials or views outside school
 - changes in behavior, e.g., becoming isolated
 - fall in standard of work, poor attendance, disengagement

For more information or to raise any concerns - Anti-Terrorist Hotline: 0800 789 321

For our full Prevent Duty Policy, please refer to our website where this can be found in full to download.

Safeguarding Contacts and Further Information

The following numbers of local external Safeguarding and Child Protection bodies are listed below in case of need:

Local External Safeguarding Contacts – for further support of advice

Safeguarding Children’s Board
Devon County Council
Mash Secure
Landline: 0345 155 1071
mashsecure@devon.gov.uk
Safeguarding Adults Board
Devon County Council
Care Direct
Landline: 0345 155 1007
mashsecure@devon.gov.uk
Local Police Station
Police Station
Exeter
Emergency dial 999
non-emergency dial 101

Useful Telephone Numbers and Websites:

NSPCC: 0808 800 5000 - www.nspcc.org.uk

Child-line: 0800 1111 - www.childline.org.uk

EHUK Child Protection Co-Ordinator, Carol Daley: 01392 314541

EHUK - Child Protection, out of hours: 07513871084

NSPCC Whistleblowing Advice Line: 0800 028 02

Extra Information for Disclosure by an Over 18-Year-Old

If the person making the disclosure is over 18 years of age, we can also recommend the following agencies that may also be able to help and advise:

www.napac.org.uk - National Association for People Abused in Childhood (NAPAC): NAPAC can provide support for the person who has been abused, as well as other family members and friends, as well as advice on additional help. In addition, NAPAC can advise and support us whilst we are providing support to the abused person...

www.samaritans.org - Samaritans: The Samaritans is a telephone service that provides confidential support for people experiencing distress or despair. They are available 365 days a year, 24/7.

Child Abuse: Non-Recent Abuse

www.rapecrisis.org.uk - Rape Crisis: This agency provides a directory of local support services.

In other situations, if a staff member feels that a person is in immediate danger, then the police should be contacted without delay on 999

Legal Framework and Documents

This policy takes into consideration the following **legislation and guidance**:

- Keeping Children Safe in Education 2018
- Children and Social Work Act 2017
- The Children Act 1989
- Children Act 2004
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- The Data Protection Act

Associated Policies *(which can all be found on our website)*

- Staff Code of Conduct
- Student Code of Conduct
- Child Protection Policy
- Child Safeguarding Policy
- Safer recruitment Policy
- First Aid and Medical Policy
- Behavior and Discipline Policy
- Anti-Bullying Policy
- Fire Safety Policy
- Online Safety Policy
- Prevent Policy
- Equal Opportunities Policy
- Health & Safety Policy
- Homestay Guidelines

Additional Safeguarding Documentation

for further detailed information on all of the following -

- Safeguarding handbook
- Safer Recruitment policies and procedures
- Child Safeguarding policies and procedures
- Adults at Risk Safeguarding procedures
- Safer Activities policies and procedures
- Recording, Storing and Sharing Information policies and procedures
- Additional Safeguarding policies and procedures
-

Please refer to our working partnership's safeguarding handbook from [Exeter City Community Trust](#)

Reviewing Procedures and Policies

Our policies and procedures will be reviewed on an annual basis or in response to an incident where it was evident that they were insufficient, or there are changes in legislation. If any changes to the policies and procedures are necessary, they will be updated, signed and dated by the Designated Safeguarding Lead.

APPENDIX 1

RECORDING CONCERNS ABOUT, OR ALLEGATIONS OF, CHILD ABUSE DOCUMENT

DO

- *Listen and take time*
- *Write down immediately what the child has said*
- *Reassure the child that he/she is right to tell*
- *Explain to the child what will happen next and reassure them of your support*
- *Be clear that, in order to help the child, the information cannot be kept to yourself*
- *Be honest*
- *Have your signature witnessed and dated*

DON'T

- *Show shock or try to silence*
- *Alert the perpetrator*
- *Ask any leading questions*
- *Keep the secret or agree to keep the secret, or otherwise make any promises you cannot keep*
- *Jump to conclusions*

Name of Person Completing the Report	
Date of Report	
Name of Vulnerable Child, Young Person or Adult.	
Name of Group (if appropriate)	
Home Address (if known)	
Age and Date of Birth (if known)	
Contact Telephone Numbers	
REPORT (continue on separate sheet if necessary)	
Action Taken / Advice Given:	
Sign and Print Name	

Hand this report directly to the Designated Safeguarding Lead (unless the allegation relates to this person). This report must be kept with the Named Child Protection. For office use only. Date sent