

Safeguarding Policy for under 18 Students & Adults at Risk 2020/ 2021 A short guide

There is one document of which all LanguageUK staff and homestay providers need to be familiar:

1. LanguageUK Safeguarding Policy for Under 18 and Adults at Risk 2020. Which includes a safe working practice.

The above document has been distributed to all staff and homestay providers and they are available via our website. If you are unsure how to access them, please see your line manager. A hard copy of each of these documents is also available for reference in the administration office.

This key document is to be used for reference, but they contain some critical areas that you must understand, including your responsibilities as a member of staff or a homestay provider.

These are:

1. That you have a responsibility to act (in accordance with the guidance) on any suspicion, concern or disclosure that may suggest a person is at risk of harm.
2. That you are aware of the systems, policies, and procedures within LanguageUK which support safeguarding.
3. That you are aware of who the safeguarding leads within LanguageUK are.
4. That you are aware of action you need to take if you have a concern that a person may be at risk of harm or if you have concerns about the actions or behaviour of a member of staff or a homestay provider.

What to Do if You Suspect a Person is at Risk of Harm

The policy refers in detail to the action you should take if you suspect a person is at risk of harm. You must be aware that if you have a concern the matter should be referred to the Designated Safeguarding Leads (DSL) as soon as possible.

If, at any point, there is a risk of immediate serious harm to a person, a referral should be made to the local authorities Kent Safeguarding Board immediately. Anybody can make a referral. If the person's situation does not appear to be improving the staff member/homestay provider with concerns should press for reconsideration.

What to Do if You Have a Concern About a Member of Staff/homestay provider.

Allegations against staff should be reported immediately to the DSL who will liaise with the **LADO County Local Authority Designated Officer** If an allegation relates to the Principle or DSL, this should be reported to the Vice Principal Ece Inan for Safeguarding who will report to LADO.

Safeguarding and Child Protection Policy Key Personnel

Designated Specialist Safeguarding Lead (DSL) Verity Sessions and Ece Inan

07956992354/verity@languageuk.com

Verity Sessions and Ece Inan has overall responsibility for safeguarding as detailed above. In addition, she will ensure this policy is updated annually, compliant with legislation, is fully embedded within LanguageUK and is effective in protecting and supporting the wellbeing of U18 and Adults at risk. She will report any concerns to the Principle/vice principle of LanguageUK.

Designated safeguarding Person Joanna Galek, Joanna Sessions and Noel Ensoll

accommodation@languageuk.com

joanna@languageuk.com

nensoll@languageuk.com

These members of staff will support the DSL in all safeguarding functions as above and cover her on occasions where necessary.

Vice Principal/ Ece Inan

einan@languageuk.com

Sarah from HR will ensure LanguageUK safer recruitment policy is implemented and all safeguarding training is up to date. She will report any concerns to the Principal.

Written September 2020