

# Safeguarding and Child Protection Policy



## Table of changes

Date	Version	Summary of Amendments	Author
05.08.2021	1	n/a	JC
27.09.2021	2	Incorporate changes introduced by KCSIE 2021. Title changed by inserting “child protection”	JC
20 Sep 2022	3	Incorporating changes introduced in KCSIE 2022. Change to CEE	JC
31 May 2023	4	Change to SEE	JC
30 April 2024	5	Introducing changes made to KCSIE 2023, adding flowchart	JC

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Date: 25 March 2024

24h emergency phone line: +44 (0)7796 997780

Review by: 25 March 2025

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## Safeguarding Policy Statement

South England Exchange (SEE) is fully committed to safeguarding the welfare of all the children and young people we work with by taking all reasonable steps to protect them from harm. A child or young person is defined as anyone under the age of 18.

SEE recognises that safeguarding needs to be led from the top. Hence, the director will always have the appropriate safeguarding knowledge and be involved in all safeguarding processes, including having the oversight of arrangements. Although not acting as DSL, she has appropriate training.

SEE will share this policy with the young people we work with and the host families, social services and staff.

The policy is primarily intended for keeping our students safe whilst they are here in the UK. Concerns about safety in their home country will be addressed with our partner organisations.

The safeguarding policy is to be read in conjunction with these policies:

- Anti-bullying policy (including cyberbullying)
- Online safety policy
- Whistleblowing policy
- Complaints procedure
- Health and Safety policy
- The Rules
- Absent and Missing Child policy
- Low level concern policy
- Emergency plan
- Safer recruitment policy
- Anti-radicalisation policy
- Private fostering statement
- Relocation Policy
- Staff and host family code of conduct

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# Safeguarding and Child Protection Policy



- South England International School Staff discipline and sanctions policy

## Legislation and Guidance

This policy is based on the following legislation and guidance:

- Children Act 1989
- Children Act 2004
- Keeping Children Safe in Education (Statutory Guidance for schools and colleges on safeguarding children and safer recruitment) 2023
- Working together to safeguard children (Statutory guidance on inter-agency working to safeguard and promote the welfare of children) 2023

## DBS and Barred List Checks

All members of staff and all members of host families aged 16 and over must be fully DBS checked before they take up employment / hosting. Where appropriate, the check will be of the enhanced type and a Children's Barred List check will be conducted additionally.

## Promoting Children's Wellbeing

SEE will support all students by:

- selecting schools where the curriculum includes social and emotional aspects of learning, drug, alcohol and tobacco education and relationships and sex education
- building a response to online threats, enabling students and host families to learn about the risks of new technologies and social media and to use these responsibly
- building resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views
- providing students with a number of appropriate adults to approach if they are in difficulties
- supporting the child's development in ways that will foster security, confidence and independence
- encouraging development of self-esteem and self-assertiveness while not condoning aggression or bullying
- ensuring that all staff understand their responsibility for safeguarding and know what to do if they have a concern for a child's wellbeing
- liaising and working together with other support services and those agencies involved in safeguarding children
- monitoring school attendance patterns and reviewing and responding to them as part of welfare and protection procedures
- monitoring children who have been identified as having welfare or protection concerns and providing appropriate support.

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## Staff and Host Family Training

All new staff and host families are given an online induction which includes child protection training proportionate to their roles and responsibilities. The training focuses on recognising signs of abuse, how to respond and report concerns, and on e-safety. This training is reinforced through annual updates and annual host family visits. All staff and host families receive safeguarding training at least every three years.

Safeguarding training includes the contents of part 1 of the current version of [Keeping Children Safe in Education](#). Staff are required to familiarise themselves with this document; host families are advised to do the same. Staff without direct contact to children are required to read Annex A of this document only, but are invited to read the more comprehensive part 1.

The Designated Safeguarding Lead (DSL) and her deputy undergo nationally recognised DSL training every two years. In addition, the DSL is qualified to train others in safeguarding matters.

Annual updates are disseminated via SEE's Safeguarding Newsletter.

All child protection training and renewals are recorded in SEE's database.

## Mechanisms

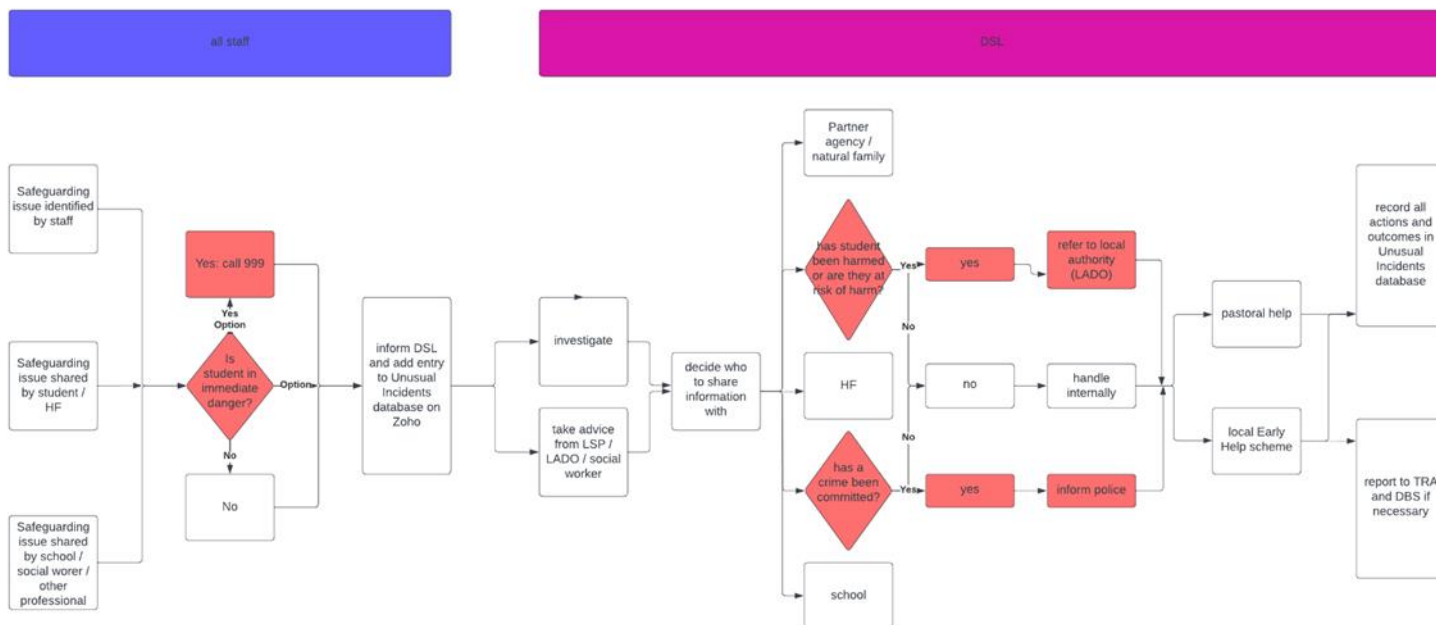
It is essential that we all adhere to our safeguarding policy, which is based on 6 fields. This policy ensures that processes are correct and transparent. This protects everyone involved.



# Safeguarding and Child Protection Policy



## Process Flowchart



## Recognition

In order to keep young people safe, we must be able to recognise risks. All staff members are required to know the definition and common signs of abuse and keep an open mind to the possibility it is occurring.

(source: Keeping Children Safe in Education 2023 pp.10-11):

**“Abuse:** 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. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.”

**“Physical abuse:** a form of abuse which 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 or carer fabricates the symptoms of, or deliberately induces, illness in a child.”

**“Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and 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

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11 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 from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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, although it may occur alone."

**"Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children."

**"Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs."

Staff are required to ask themselves regularly if all aspects of emotional abuse can be ruled out. The student exchange specific issue of whether a student is being treated differently to other members of the family must be included in this reflection. Signs to look out for include, but are not limited to:

- unexplained changes in behaviour or personality
- mental health concerns
- becoming withdrawn, seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent/ host parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body
- poor appearance and hygiene
- regular illness and infections
- signs of self-harm or injuries such as frequent cuts or burns
- eating disorders
- drug taking
- alcohol abuse
- producing, collecting and publishing nude images and videos
- deliberately missing school

It must be remembered that children with Special Educational Needs or poorer English language skills may be disproportionately impacted and/or more prone to certain types of abuse whilst simultaneously not showing clear outward signs. Staff should also bear in mind that the language barrier may make it more difficult for some students to report incidents.

Staff also need to be aware that young people may not always be ready or know how to tell someone about the situation they find themselves in, or indeed not experience the situation as harmful. Staff should maintain a professional curiosity and report any concerns to the DSL. The best way to facilitate communication about sensitive issues is for staff and host families to build good relationships with students before and during their stay.

## Specific forms of abuse

Abuse can take many forms. The following have been defined by the government as specific issues (source: Keeping Children Safe in Education 2023, pp12ff:

**“Child on child abuse”**: children or young people abusing each other. This can include bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse in intimate personal relationships between children sometimes known as “teenage relationship abuse”); physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm – this may include an online element which facilitates, threatens and / or encourages physical abuse; sexual violence such as rape, assault by penetration and sexual assault – this may include an online element which facilitates, threatens and / or encourages physical abuse; sexual harassment such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse; causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party; consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery); upskirting which typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element) .”

Child on child abuse: signs to look out for:

- frequent disappearance of belongings
- unexplained injuries
- feigning illness when having to go to school
- problems with eating and sleeping
- trying to obtain more money than normally

**“Child sexual exploitation (CSE) and child criminal exploitation (CCE)”**: Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity, in exchange for something the victim needs or wants, and /or for the financial advantage or increased status of the perpetrator or facilitator and / or through violence or the threat of violence. CSE and CCE can affect children, both male and female, and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

**CCE:** Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence, or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to. It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

**CSE:** CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media. CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

Signs of CSE to look out for include:

- avoiding people they know
- sexually transmitted diseases
- pregnancy fears

Signs of CCE to look out for include, in addition to the common signs listed above:

- staying away from the host family often
- travelling frequently without reasonable explanation
- possession of unexplained money or goods
- keeping frequent company with older persons
- being secretive
- using new slang words and acquiring gang-style clothing / tattoos

**“Domestic Abuse”:** Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

**“Female Genital Mutilation”:** Whilst this specific type of abuse may be less frequent given the European cultural backgrounds of the vast majority of BIS's students, staff should nevertheless keep an open mind towards the problem. A common alarm signal is the sudden temporary removal of a female student from school with no or insufficient explanation given. Upon return, the



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female student may display uncommon fear of being seen naked by others, have difficulty standing or sitting, spend more time on the toilet than normally, or appear anxious, depressed and quiet. If a teacher discovers that an act of FGM has been carried out on a girl under the age of 18, the teacher must report this to the police.

**“Mental Health”**: All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Education staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Schools and colleges can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy, and speaking to the designated safeguarding lead or a deputy.

**“Serious Violence”**: Whilst common risk factors for being a victim of or being involved in serious violent crime include being male, frequently being absent or excluded from school, having a history of offending and having experienced maltreatment as a young child, staff and families should nevertheless look out for the following signs among all pupils:

- frequent absences from school
- change in relationships
- relationships with older individuals or groups
- significant decline in performance
- signs of self-harm
- significant change in wellbeing
- unexplained injuries
- signs of assault
- unexplained gifts and new possessions

## Students absent from education

It must be remembered that missing school repeatedly or over a prolonged period of time may point to a safeguarding issue. This can be any form of abuse as a consequence of which the student is unable or prefers not to go out, or it can be rooted in a mental health issue which may need exploring. Of course, there may be other reasons, too, or a mixture of reasons. Where such attendance patterns are happening, the DSL should seek to understand the causes by speaking to the student and / or school and the host family. Please also refer to SEE’s Absent and missing child policy.

## Raising Concerns

Where a student, host family or staff member wishes to tell us about a situation, they can do so in person, by telephone or email. Any staff member can be approached, but the people best equipped to deal with safeguarding concerns are SEE’s DSL Eve Crow and deputy DSL Andrew Cliffin. Their contact details can be found in the footer of this document. Students can speak to a trusted adult who can help them to report their concerns to us. All information will be taken seriously.

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Students, host families, social workers, natural families, partner organisations, schools and staff are encouraged to raise concerns about policy, procedures and personnel. If we have a gap in our system, we want to know about it and address the problem. A no blame approach will always be applied.

If a staff member's or host family member's conduct has fallen short of the required standards or if a situation has arisen that could appear to be compromising or be misconstrued, they are required to report this to the DSL for recording. It will help clarify the issue and document their view.

Please also see the Whistleblowing Policy.

## Role Definition

Designated Safeguarding Lead (also acting as Prevent Lead): Eve Crow, 07795 842565, [eve@southenglandexchange.org](mailto:eve@southenglandexchange.org)

Deputy Safeguarding Lead: Andrew Cliffin, 07850 332614, [andrew@southenglandexchange.org](mailto:andrew@southenglandexchange.org)

The DSL and her deputy

- act as sources of support and advice to all students, staff members and host families
- refer all cases to the LADO and LSP where necessary
- liaise with LADO and LSP in all safeguarding matters
- ensure all records are accurate, complete and kept confidential
- request information about existing child protection and welfare concerns in the student's home country from the partner agencies abroad
- liaise with partner agencies abroad and where necessary, request that they co-ordinate approaches with the natural parents, schools and safeguarding authorities in the student's home country
- work with staff to facilitate relocations (new host families)

Talking to the organisation in their home country, natural parents, guidance counsellor, social services is often not the most effective route but it may never be discouraged.

## Response

**If a child is in immediate danger, call 999 without delay.**

The way we respond when young people confide is crucial. Staff are required to remain sensitive and calm, reassure the student, keep them that they are safe, were right to tell, are not to blame and are being taken seriously. They must keep the student safe, let them talk, ensure a positive experience and tell the student what will happen next. Staff

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should never question unless for clarification, make promises they cannot keep, rush into actions that may be inappropriate, make/pass a judgment on alleged abuser, take sole responsibility. Staff must never give the impression that the student is creating a problem by reporting the situation.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm. Discretion will always be applied.

Any unusual incidents must be reported immediately and in writing to the DSL. Families, staff and students can do so by email or post, although an initial phone conversation is encouraged. Staff members use the *unusual incident form*. All fields on this form are encrypted for added security when they are being stored in Zoho's database. If a child is in immediate danger, the reporting person must call 999 without delay.

SEE will inform and take advice from LSP, LADO or police, and, where the concern regards a school or club setting, their safeguarding lead. Where SEE feels it wants to differ from this advice, the reason for the deviation must be documented. Further help can be sought from organisations such as the NSPCC.

Decisions must take into account the position of the host family and school / club, where applicable. Safeguarding the student will be the paramount factor. The student's wishes and feelings must be taken into account when deciding which action is to be taken and which services are to be provided. SEE will work closely with the local authorities involved in the case. Together, they will decide

- how to protect the victim (risk assessment)
- if other individuals are at risk and how to protect them (risk assessment)
- how and if to investigate
- whether to approach the alleged perpetrator
- whether other authorities such as the police should be informed
- which information can be shared
- how to manage public interest, if any
- resulting actions regarding the perpetrator
- how to support the victim (including early help, referral to social care)

The DSL must decide whether to inform the partner organisation abroad, natural family, host family, police and enter that decision and the reason for it on the unusual incident report. Any further developments must be communicated without undue delay to all parties who have been informed of the issue.

It must be remembered that SEE has a duty of care not only towards its students but also towards all employees.

One student should never be aware of another student's affairs.

For allegations against a member of staff please refer to the Whistleblowing policy and SEI's staff discipline and sanctions policy which shall be applied to these cases.

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## Reporting

If a crime is alleged to have been committed, SEE will involve the police.

If a person in regulated activity has been dismissed due to a safeguarding issue or would have been had they not resigned, it is SEE's legal duty to refer this to the Disclosure and Barring Service.

## Specific procedures for child-on-child abuse

SEE aims to prevent child-on-child abuse by integrating students from all backgrounds and nationalities on cultural trips. All students are made aware of the safeguarding policy and the anti-bullying policy. Host families are equally informed about the relevant policies on the website and through the Host Family handbook.

SEE has a no-tolerance approach to child-on-child abuse. It should never be passed off as "banter", "just having a laugh", "part of growing up" or "boys being boys" as this can lead to a culture of unacceptable behaviours and an unsafe environment for children. It is recognised that males are more likely to be perpetrators and females victims, but all forms of abuse are unacceptable and will be dealt with. Everyone is encouraged to come forward and report incidents. Abuse often goes unreported because victims and bystanders feel they will not be supported. It is assumed that sexual harassment happens, even in the absence of any reports.

In the alleged case of child-on-child abuse, SEE will make an immediate risk and needs assessment, taking into account the risk to the victim, their protection and support, the risk to the alleged perpetrator and to all other community or host family members. The needs of all persons concerned, including their physical and mental wellbeing and their continued education, will be taken into account. In cases involving sexual violence or harassment, this requires particular sensitivity. On this basis, it will be decided how to process whilst the case is being investigated. For example, it may be expedient to separate alleged perpetrator and victim.

Decisions are taken after considering the following factors: the wishes of the victim, the nature of the incident (is it a crime?), the respective ages of the students, any imbalance between the children (such as age, maturity, confidence, ability), the fact whether the incident is a on-off case or part of a pattern of abuse, the presence of continued risk to the victim or other persons and the wider community context).

Sanctions may include ending the programme for the aggressor.

Reporting: it may be felt that the case can be managed internally if the persons involved do not need early help intervention but would benefit from pastoral support provided by the DSL. If this is not deemed sufficient, early help must be sought from the local authorities. Where a child has been harmed, is at risk of harm or is in immediate danger, SEE's DSL will inform the LADO (see contact details at the end of this policy). If a crime has been committed, SEE will inform the police in cooperation with the LADO. Only where a child is in immediate serious danger, staff are encouraged to call 999 themselves.

The victim will be supported throughout the process and after by SEE working closely with the local authority's social services.

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## Specific procedures for allegations against staff or host family members

If allegations are made against a member of staff, the procedure set out in the Staff discipline and sanctions policy of SEE's affiliate South England International School will apply: see <https://southenglandinternational.com/policies/>. Please also see SEE's Whistleblowing Policy and Low-Level Concern Policy. Allegations should be made known to the director. Where this is inappropriate, for example because the director is involved in the allegations or is subject thereof, the allegations should be made known to the LADO (for contact details see end of this policy).

Where allegations of harmful conduct are made against a member of a host family, it may be necessary to immediately relocate the student whilst SEE is investigating the allegations. SEE will take into account the wishes of the student and the circumstances of the individual case when deciding about a relocation.

Investigations will be conducted by senior staff members of the company. Both the source of the allegation and the target will be given the opportunity to present their view. Where possible, SEE will hear witnesses and take into account other evidence to establish the facts.

If the allegation is found to be true or if reasonable doubts cannot be dispersed, SEE will not place students in this host family again.

If the allegation can be dealt with under the Low-Level Concern Policy, please see there.

## Early help / referrals for teenagers and Young People

All staff must be aware of the early help processes for teenagers and Young People in their area. They can be accessed through the local LSP website, see at the end of this policy.

## Records

SEE keeps the following records:

Type	To include	Where kept	Retention period
Safeguarding policy	All policy changes	Current: on website Old versions: on Google Drive	10 years
Concerns and incidents	Summary of concern How was it followed up? Decision taken	Unusual incident form on Zoho, paper records in safe.	10 years unless concern is found to be false or malicious in

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	Reasons for decision Outcome		which case the record will be deleted
Staff and HF training	Date Level Renewal training	Zoho Database (host families) Google Drive (staff)	10 years
DBS and Barred List Checks	Date Type of check Certificate number Result of risk assessment if certificate has an entry	In SEE's account on <a href="http://www.ukcrbs.co.uk">www.ukcrbs.co.uk</a> Summary of outcome on Zoho HF database Risk assessments on Google Drive	10 years for date, certificate number, type of check and result; DBS certificates and details of convictions never more than 6 months. UKCRBS has own retention period

For data protection relating to records please see SEE's Data protection policy.

## Information Sharing

Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting children's welfare, including their educational outcomes. Information can be shared without consent where it is not possible or reasonably expected to gain consent or where gaining consent would place a student at risk.

Information will be shared with the local authorities and the police if and when they are fulfilling a legal obligation to investigate and support.

Host families, staff, partners and schools will be informed only if there is an immediate need to know. The recipient of such information shared by SEE must keep their knowledge confidential.

## List of defined terms

- Child / Young Person- anyone under the age of 18
- Child protection - preventing and responding to violence, exploitation and abuse against children
- Safeguarding - action that is taken to promote the welfare of children and protect them from harm, e.g.: protecting children from abuse and maltreatment, preventing harm to children's health or development, ensuring children grow up with the provision of safe and effective care.
- "DSL" – Designated Safeguarding Lead: a senior member of staff who takes lead responsibility for safeguarding. The DSL receives regular specialist training to enable them to carry out their duties. The DSL or their deputy is available 24h on the phone. It is the DSL's duty to provide advice to staff, host families and students, to liaise with authorities and to make decisions for the safety of students such as relocations, seeking medical help, organising support of any kind. SEE's DSL is Eve Crow (07795 842565,

Date: 25 March 2024

24h emergency phone line: +44 (0)7796 997780

Review by: 25 March 2025

Designated Safeguarding Lead: Eve Crow - Tel: 07795 842565 - email: [eve@southenglandexchange.org](mailto:eve@southenglandexchange.org)  
Deputy Designated Safeguarding Lead: Andrew Cliffin – Tel: 07850 332614 – [andrew@southenglandexchange.org](mailto:andrew@southenglandexchange.org)

South England Exchange Ltd., 12 Russell Mews, Brighton BN1 2HZ - [www.southenglandexchange.org](http://www.southenglandexchange.org)

# Safeguarding and Child Protection Policy



[eve@southeastexchange.org](mailto:eve@southeastexchange.org)), her deputy is Andrew Cliffin 07850 332614, [andrew@southeastexchange.org](mailto:andrew@southeastexchange.org))

- “LSP” – Local Safeguarding Partner
- “LADO” Local Authority Designated Officer”

Quick guide to local authority contacts: <https://www.gov.uk/report-child-abuse-to-local-council>

## List of LSP contact details

### BERKSHIRE

West Berkshire:

[child@westberks.gov.uk](mailto:child@westberks.gov.uk)

Phone No (West Berkshire Child Protection Line): 01635 503090 (out of hours: 01344 351999)

Address: West Berkshire Local Safeguarding Children’s Board, West Berkshire Council, West Street House, Newbury, RG14 1BD

Reading:

Brighter Futures for Children, Bridge Street, Reading RG1 2LU

[CSPOA@brighterfuturesforchildren.org](mailto:CSPOA@brighterfuturesforchildren.org)

Tel: 0118 937 3641 (out of hours: 01344 351999)

### DORSET

Bournemouth, Christchurch and Poole:

BCP MASH (Bournemouth and Poole Multi Agency Safeguarding Hub): 01202 123334, or out of hours: 01202 738256

[childrensfirstresponse@bcpcouncil.gov.uk](mailto:childrensfirstresponse@bcpcouncil.gov.uk) or [childrensoohs@bcpcouncil.gov.uk](mailto:childrensoohs@bcpcouncil.gov.uk)

Dorset other locations:

Children’s Advice and Duty Service (ChAD): 01305 228558

Mash Dorset Police: 01202 222 222

### KENT

KSCMP (Kent Safeguarding Children Multi-Agency Partnership): Room 2.71, Sessions House, Maidstone, ME14 1XQ

[frontdoor@kent.gov.uk](mailto:frontdoor@kent.gov.uk)

out of hours: 03000 419191

### OXFORDSHIRE

Oxfordshire MASH: 0345 050 7666, out of hours: 0800 833 408

### SOMERSET

[childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)

Tel No for DSLs: 0300 123 3078, otherwise 0300 123 2224

### SUFFOLK

Suffolk Safeguarding Partnership, Endeavour House, 8 Russell Road, Ipswich IP1 2BX

Tel: 0808 800 4005

Online via contact form: <https://suffolksp.org.uk/concerned/#Public>

Date: 25 March 2024

24h emergency phone line: +44 (0)7796 997780

Review by: 25 March 2025

*Designated Safeguarding Lead:* Eve Crow - Tel: 07795 842565 - email: [eve@southeastexchange.org](mailto:eve@southeastexchange.org)  
*Deputy Designated Safeguarding Lead:* Andrew Cliffin – Tel: 07850 332614 – [andrew@southeastexchange.org](mailto:andrew@southeastexchange.org)

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# Safeguarding and Child Protection Policy



## SUSSEX

### West Sussex

- West Sussex Safeguarding Children Partnership – Integrated Front Door
- Email: [wschildrenservice@WestSussex.gov.uk](mailto:wschildrenservice@WestSussex.gov.uk)
- Telephone: 01403 229900; out of hours: 0330 222 6664 and 07711 769657

### East Sussex

- East Sussex Safeguarding Children Partnership, East Sussex County Council, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1SG
- [ESSCP.Contact@eastsussex.gov.uk](mailto:ESSCP.Contact@eastsussex.gov.uk); Telephone: 01273 481544

### Brighton and Hove

- [BHSCP.admin@brighton-hove.gov.uk](mailto:BHSCP.admin@brighton-hove.gov.uk)
- Chris Robson
- 01273 292379

## WILTSHIRE

Wiltshire Safeguarding Children Board, Wiltshire Council, 2nd Floor, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

Tel: 0300 456 0108 (out of hours: 0300 456 0100)

[MASH@wiltshire.gov.uk](mailto:MASH@wiltshire.gov.uk)

## WORCESTERSHIRE

Derek Benson: [DBenson@worcestershire.gov.uk](mailto:DBenson@worcestershire.gov.uk)

Family Front Door Referral Team: 01905 822666

Out of hours: 01905 768020

## List of LADO contact details

### BERKSHIRE

#### West Berkshire:

[lado@westberkshire.gov.uk](mailto:lado@westberkshire.gov.uk)

Tel: 01635 503153

#### Reading:

Sue Darby

[lado@brighterfuturesforchildren.org](mailto:lado@brighterfuturesforchildren.org)

Tel: 0118 937 2684

### DORSET

#### Bournemouth, Christchurch and Poole:

Tel: 01202 817600 and 01202 456744

[LADO@bcpcouncil.gov.uk](mailto:LADO@bcpcouncil.gov.uk)

#### Other Dorset areas:

[lado@dorsetcouncil.gov.uk](mailto:lado@dorsetcouncil.gov.uk)

01305 221122

### KENT

Tel: 03000 41 08 88 (out of hours: 03000 419191)

[kentchildrenslado@kent.co.uk](mailto:kentchildrenslado@kent.co.uk)

### OXFORDSHIRE

[lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk)

Date: 25 March 2024

**24h emergency phone line: +44 (0)7796 997780**

Review by: 25 March 2025

*Designated Safeguarding Lead:* Eve Crow - Tel: 07795 842565 - email: [eve@southenglandexchange.org](mailto:eve@southenglandexchange.org)  
*Deputy Designated Safeguarding Lead:* Andrew Clifflin – Tel: 07850 332614 – [andrew@southenglandexchange.org](mailto:andrew@southenglandexchange.org)

South England Exchange Ltd., 12 Russell Mews, Brighton BN1 2HZ - [www.southenglandexchange.org](http://www.southenglandexchange.org)



# Safeguarding and Child Protection Policy



Team tel: 01865 810603

## SOMERSET

sdinputters@somerset.gov.uk

Tel: 0300 123 2224

## SUFFOLK

LADO@suffolk.gov.uk

Tel: 0300 123 2044

## SUSSEX

Brighton and Hove

LADOenquiries@brighton-hove.gov.uk

West Sussex

0330 222 6450 or 01403 229900

LADO@WestSussex.gov.uk

East Sussex

0-19.SPOA@eastsussex.gov.uk

or via online form:

<https://www.eastsussex.gov.uk/children-families/professional-resources/allegations/referrals/form-lado-referral>

## WILTSHIRE

LADO@Wiltshire.gov.uk

Tel: 0300 456 0108

## WORCESTERSHIRE

Tel: 01905 846221

LADO@worcschildrensfirst.org.uk