

### The English Experience Safeguarding Policy – Summary Document

The English Experience welcomes students from different countries, cultures and backgrounds; all students are 18 years of age or under (young learners). The school is committed to safeguarding and believes that all young learners, without exception, are entitled to protection from harm, regardless of age, gender, ethnicity, disability, sexuality or belief. The school therefore recognises its duty of care to these young learners throughout their stay and has in place policies and procedures to ensure their wellbeing.

#### Purpose of the Policy

- To provide a safe and secure environment for the young learners who visit our school
- To provide all staff, group leaders and hosts with the key principles and appropriate information to ensure this safe and secure environment is maintained

#### Keeping Students Safe

The English Experience is committed to a safer recruitment policy and aims to restrict unsupervised access to students to those who have been correctly vetted. All responsible adults must provide an Enhanced Disclosure and Barring check (DBS) before working with any of our young learners.

#### Essential Code of Conduct

Our Essential Code of Conduct, listed below, sets the standards for the way we work in all areas of our organisation. All responsible adults involved with our school must understand and adopt these standards with the overall aim of building mutual respect and creating a welcoming and positive atmosphere, both for our students and everyone involved with The English Experience. Building on the Essential Code of Conduct, there are specific Codes of Conduct in place for different roles within the organisation, from students through to teachers, which are available in the relevant literature.

#### The English Experience:

- encourages an atmosphere of common understanding and tolerance amongst everyone we work with; all responsible adults which includes staff, group leaders and homestay hosts, as well as all students.
- executes all courses offered in our publicity to the highest standard with the best possible value for money.
- ensures the school always offers a secure and safe environment.
- offers training and development to ensure all involved are confident and competent in their roles.
- expects that all those involved will work for the overall benefit of the organisation.

#### Recognising Signs of Abuse

The organisation recognises that the length of the stay of most of the young learners in our care and the language barrier involved mean it can be difficult to recognise signs of abuse. However, it is the responsibility of all responsible adults working with the organisation to recognise and react appropriately to signs of abuse. Some signs might be that the young learner:

- seems underfed
- has bruises or injuries in unusual places
- talks about violence at home
- acts in age-inappropriate sexual ways

Please familiarize yourself with the more detailed information within the relevant handbook.

#### What to do if you have a safeguarding concern:

To report a safeguarding concern regarding a young learner from The English Experience, you must specifically ask to speak to one of our Designated Safeguarding People named below. Please do not discuss any details of your concern with anyone else.

Designated Safeguarding Lead **Sylvia Davies** (PA & Welfare Officer), and Designated Safeguarding People; **Lauren Higginson** (Director of Studies), **Karen Dack** (Accommodation Officer) and **Carol Syder** (Director).

Monday to Friday (08:30-17:00) - **01603 622300**

Out of hours - **07775707951**

#### What to do if a young learner wants to tell you something

If a young learner starts to tell you something that you think is a safeguarding concern:

- Tell them that you want to ensure that they are safe.
- Do not promise to keep anything a secret – tell them you will have to pass on what they tell you in order to keep them safe.
- Listen to what they have to say but try not to ask any questions.
- Contact The English Experience and speak to one of our Designated Safeguarding People as soon as possible.
- Do not talk to anyone else about the concerns raised by the young learner