



**Academic  
Guardians UK**

**CHILD PROTECTION  
POLICY & PROCEDURE**



**Policy**

Child Protection Policy & Procedure

**Summary**

This policy describes Academic Guardians UK response to dealing with students who are suspected of, or are suffering abuse or neglect, or who are at risk of suffering from harm as a result of abuse or neglect. This document details the child protection roles and responsibilities of staff, the procedures for identifying and managing child protection concerns and issues and for mitigating risks to the safety and welfare of students

**Policy Owner**

AGUK (Academic Guardians UK Ltd) Directors

**Date Introduced**

August 2016

Update: March 2018

**Next Review Date:**

March 2019



## 1 Policy

**1.1** This policy is linked to Academic Guardians UK Ltd (AGUK) Safeguarding policy and describes the child protection roles, responsibilities of staff, the procedures for identifying child protection concerns and issues and for mitigating risks to the safety and welfare of students.

**1.2** The aim of this policy is to set out the processes and provisions put in place to ensure all possible steps are taken to:

- Provide a safe environment for all students while under the guardianship of the company (AGUK)
- Effectively and efficiently identify and manage cases where students are at risk or have imminent safeguarding needs
- Promote the importance of safeguarding and child protection across all areas of the business, including all students, paid staff; homestay hosts and part-time workers; agency staff; or anyone working on behalf of Academic Guardians
- Regularly evaluate the processes and management of safeguarding incidents with a view to continuous improvement of our safeguarding and child protection policies and practices

**1.3** This policy focuses on the measures in place for students of any age who are under the care of AGUK.

**1.4** This policy supports AGUK's duty to safeguard and promote the welfare of students. This policy is made with reference to Statutory Guidance for Schools and Colleges on Safeguarding

Children and Safer Recruitment in Education, Department for Education, July 2015; Keeping Children Safe in Education, September 2016 and Working Together to Safeguard Children, March 2015. AGUK policies and processes are in line with the requirements of the Association of Education and Guardianship of International Students (AEGIS), National Minimum Boarding Standards and sector specific training experts. AGUK refers to various expert sources providing advice on child abuse and safeguarding such as the Local Safeguarding and Children's Board, NSPCC website and Bernado's when developing policies, procedures and managing incidents.

**1.5** AGUK is aware of how to access local agency contacts. This includes referrals to Multi Agency Safeguarding Hubs (MASH) and Local Safeguarding and Children's Boards (LSCB) across the country' how to access locally agreed inter-agency procedures, guidance and contact with LSCB members. In addition, the company is aware of the non-emergency reporting procedures via the Local Authority's Children's Services relevant to the area or MASH (via web published telephone numbers), or by telephoning 101 to report a non-emergency. For emergency situations, the company is aware of the need to contact the relevant police force for the area by dialling 999.

**1.6** AGUK contacts for Safeguarding and Child Protection issues and concerns are:  
Designated Safeguarding Lead – Director Andrew Kettle who can be contacted on 0203 515 8880, 07823 321 993 or [andrew@academic-guardians.co.uk](mailto:andrew@academic-guardians.co.uk)  
Deputy Safeguarding Lead – Director Dawn Kettle who can be contacted on 203 515 8880, 07931 954 106 or [dawn@academic-guardians.co.uk](mailto:dawn@academic-guardians.co.uk)



## 2 Child Protection Principles

**2.1** Academic Guardians has a responsibility to protect students that staff or homestay hosts of the organisation that may have contact within the course of their duties or being at the organisation. This policy details the arrangements that the organisation has put in place to provide a safe environment for young people and vulnerable groups. It applies to all students and staff within the organisation.

**2.2** Academic Guardians activities regularly extend to individuals under the age of 18.

**2.3** Certain individuals are disqualified from working with young people and/or vulnerable adults if they hold a regulated position and/or care positions.

**2.4** Academic Guardians seeks to ensure that its policy and procedures comply with statutory duties, reflect guidance and good practice in safeguarding young people and vulnerable adults and that safeguarding arrangements are proportionate and based upon common sense.

**2.5** Academic Guardians recognises that it has a duty to help homestay hosts and staff (through guidance, support and training), to promote safe practices to minimise risk to vulnerable individuals and protect students and staff and the organisation from the possibility of false allegations. It is not intended that students and staff should be restricted from normal ways of working, but are advised to consider how an action may be perceived.

**2.6** The following principles underpin our provision and practices in relation to safeguarding and child protection:

- AGUK will provide a safe and secure environment for all students
- Host families and transfer (transport) companies provide a safe and secure environment for all students
- All students will know how to access help, advice and support - confidentially, quickly and easily and will have access to this support 24/7
- AGUK has in place a Designated Safeguarding Lead who has overall responsibility for the safeguarding and welfare of the students
- The Directors of AGUK have overall accountability for the safeguarding and welfare of the students
- All staff share in the responsibility to protect students from harm, remain vigilant in identifying safeguarding and child protection issues and to follow policies and procedures relating to safeguarding and child protection
- Students and staff have effective means by which they can raise child protection concerns or report issues through regular visits, feedback and exeat communications
- Staff have at least one mechanism to be able to contact and communicate with students quickly
- Staff and host families are aware of the medical and/or learning needs of individual students via Student Records and HF03 documents
- Where the students are believed to be at risk of harm or their whereabouts is unknown to AGUK, procedures to locate the student by the safest and quickest means possible, or secure the safety of the student will be activated immediately
- AGUK has procedures in place which enable child protection concerns and incidents to be dealt with promptly and effectively and in line with current relevant legislation



**2.7** The safety and welfare of children or Child Protection, means protecting children from physical, emotional or sexual abuse or neglect where there is an identified risk. Safeguarding is the minimisation of the risk to children from all forms of child abuse including for example:

- child sexual exploitation
- radicalisation and extremism
- female genital mutilation
- physical, emotional, sexual abuse or neglect
- domestic abuse
- online abuse
- bullying and cyber bullying
- child trafficking
- grooming

**2.8** The 5 R's Introduction - Safeguarding, if it is to impact on all aspects of the operational life of organisation providers, must become the informed responsibility of all. All staff, homestay hosts, partners and others have a responsibility actively to make the organisation environment safe and secure for all. To do so, they will find it helpful to consider and act on the **5 R's** -

**Recognition** - The recognition of abuse is not always easy and AGUK acknowledges that its staff are not experienced in this area and will not easily know if abuse is taking place. Indeed, it is not the place of AGUK staff or partners to make such a judgement. However, it is their responsibility

to act on concerns to safeguard the welfare of vulnerable groups.

Whether the abuse may occur in school, on a field trip or whilst with friends or in any other setting in which the student may find themselves, all those playing a role in meeting the students' needs should be aware and informed so that possible abuse can be recognised, investigated and acted on seamlessly and effectively.

Signs and symptoms of abuse of young people and/or vulnerable adults may include direct disclosure. Other people able to identify concerns include tutors, housemasters, staff, colleagues and peers and those offering additional services, such as advisory services.

**Response** - If a vulnerable person says something or acts in such a way that abuse is suspected, the person receiving the information should:

- Not give assurances of confidentiality which cannot be kept but should reassure the vulnerable person that the information will only be passed on to those people who need to know.
- React in a calm but concerned way  
Take what the vulnerable person says seriously
- Keep questions to an absolute minimum only to clarify what the vulnerable person is saying; not to interrogate
- Not interrupt the vulnerable person when they are recalling significant events



- Reassure the vulnerable person that the problem can be dealt with
- Make a full record of what is said and done, though this should not result in a delay in reporting the problem

**Reporting** - If a student is accidentally hurt. For homestay hosts an accident report form must be filled in and sent immediately to  
andrew@academic-guardians.co.uk.  
Or posted to our office address.

- If you are concerned that a relationship is developing that could represent an abuse of trust
- If you are concerned that the student is becoming attracted to you or a colleague who cares for them
- If a student misunderstands or misinterprets something you have done
- If you have had to use reasonable physical restraint to prevent a student harming themselves, or another, or from causing significant damage to property
- If a student makes an allegation of abuse
- If you see any suspicious marks on a student
- If you notice sudden changes in behaviour

**Recording** - A record of the accident should be filled in. This must be as accurate an account as you can. If appropriate ask the person to sign the record and in all cases the person recording it should sign and date the record. A description of any visible physical injury (clothing should not

not be removed to inspect the injury) and any dates, times or places and any other potentially useful information.

If a student has sustained an injury and you are unsure what to do please contact NHS Direct (helpline) on **111** Alternatively contact the office on **0203 515 8880**. Alternatively, you can call your family doctor if it is within surgery hours and there is an available appointment. Serious accidents please go straight to your nearest A&E.

**Referral** - Any concerns should be reported immediately to the Designated Safeguarding Lead.

- The Designated Safeguarding Lead will alert the necessary bodies to take the appropriate action using the appropriate referral processes
- Every effort should be made to maintain confidentiality. Suspicions must not be discussed with anyone else other than those nominated above
- The Designated Safeguarding Lead has the responsibility to act on behalf of AGUK in dealing with allegations or suspicion of abuse or neglect. This will include collating details of the allegation or suspicion and referring the matter to the appropriate statutory authorities. For matters where advice is required, the local area's Children Services or MASH will be contacted for expert guidance. For matters that are not deemed necessary for reporting to a statutory agency, the appropriate parties will be updated, for example the student, parents or school.



## 3 The Designated Safeguarding Lead (DSL)

Within the company this is the person who is responsible for receiving concerns about the safety and welfare of children and young people

### 3.1 The Designated Safeguarding Lead (DSL) will:

- be accountable for the organisation's safeguarding practice
- ensure that safeguarding is afforded utmost priority within the organisation
- ensure there is a staff structure in place to fulfil safeguarding responsibilities
- develop organisation wide procedures, practice and guidance for safeguarding, ensuring procedures are in place for managing allegations, safeguarding, and safe recruitment practices
- ensure that secure records of safeguarding concerns are stored and shared appropriately
- ensure that monitoring review systems are in place to incorporate new guidance and legislation and to test out existing systems
- be trained to identify signs of abuse and when it is appropriate to make a referral
- ensure AGUK Safeguarding & Child Protection Policies are along with all other policies updated and reviewed regularly
- refer cases of suspected abuse or allegations to the relevant investigating agencies
- act as a source of support, advice and expertise within the organisation

when deciding to make a referral by liaising with relevant agencies

- ensure each student of staff and other relevant partners have access to and understands the Safeguarding policy
- ensure all staff have induction training covering Safeguarding and can recognise and report any concerns immediately should they arise
- to maintain links with the appropriate agencies who have a statutory responsibility to deal with child welfare and child protection concerns

## 4 Child Protection Procedures

**4.1** All members of the AGUK team are aware of their role to play in safeguarding children and identifying concerns early to allow us to provide early help. Members of the AGUK team who are acknowledge as being part of the wider safeguarding system within the operation include school staff, host families, Local Co-ordinators and transfer companies.

**4.2** Staff members are aware of the system within the company which supports safeguarding and child protection including the policy, staff behaviour and who the Designated Safeguarding Officers are. All staff members receive appropriate child protection and safeguarding training, which is regularly updated.

**4.3** All staff must respond promptly to any safeguarding concerns and submit their concerns in writing as per the child protection policy – Indicators of child abuse in response to concerns and



receipt of a suspected report of child abuse by the Designated Safeguarding Lead.

**4.4** All reports to AGUK from Local coordinators, schools, students and parents are initially regarded as children in need. The Deputy Safeguarding Lead is notified. The record is created in the student record file for the incident to be effectively managed, the safety of the student to be maximised and any risk to be minimised. Any report pertaining to child protection will be automatically classified as highest priority.

**4.5** The information is evaluated on the day of receipt and a decision made and recorded regarding the next course of action and/or outcome. This could include no further action, AGUK emergency meeting to decide on future actions, or emergency action to protect a child through the statutory authorities (example police or social services) where there is a risk to the life of a child or the possibility of serious immediate harm.

**4.6** Where a crime may have been committed the police must be informed at the earliest opportunity, and they will decide whether to commence a criminal investigation. Reporting the matter to the police must be recorded in the student file.



### Referral form for Suspicions or Allegations of Abuse of a Young Person

This form is for DSL use only. Please complete as soon as possible after receiving information that causes suspicion or an allegation of the abuse of an individual. This must be passed to the relevant authorities as soon as possible after completion.

Note: Confidentiality must be maintained always. Information must only be shared on a need to know basis i.e. only if it will protect the vulnerable person. Do not discuss this incident with anyone other than those who need to know.

Continue a separate sheet of paper if required and attach securely to this form.  
Details of person making report

<b>Name:</b>
<b>Position:</b>
<b>Contact telephone numbers:</b>

#### Details of Individual spoken to

<b>Name:</b>
<b>Date of Birth:</b>
<b>Address:</b>
<b>Contact telephone number:</b>
<b>Names and address of parents/guardian/carers:</b>

#### Details of person raising the concern

<b>Name:</b>
<b>Position:</b>
<b>Date of Birth:</b>
<b>Address:</b>
<b>Relationship to individual/vulnerable adult:</b>



If you are reporting this alleged incident on behalf of someone else, please provide details of that person:

<b>Name:</b>
<b>Position:</b>
<b>Address:</b>
<b>Contact telephone number:</b>
<b>Date this person advised you of alleged incident:</b>
<b>Record here the information you were given from this person about the alleged incident:</b>

**Details of the alleged incident**

<b>Date of alleged incident:</b>
<b>Time:</b>
<b>Place:</b>
<b>Names and addresses of witnesses:</b>
<b>Describe in detail what happened (Please use additional paper if required):</b>



Describe in detail visible injuries/bruises and concerning behaviour of the individual/vulnerable adult, if any (use diagrams if this helps you to describe) (Please use additional paper if required):

Was the individual/vulnerable adult asked what happened: YES/NO

If yes, record exactly what they said in their own words and any questions asked if the situation needed clarifying (Please use additional paper if required):

Details of action taken

Detail what action, if any, has been taken following receipt of this information:

ONLY AFTER SEEKING ADVICE FROM THE POLICE/SOCIAL WORK DEPARTMENT, were the child/ young person/ vulnerable adult's parent's/guardian/carers contacted?



**Details of external agencies contacted**

<b>Police</b>	<b>Police station contacted:</b>  <b>Name and contact number:</b>  <b>Advice received:</b>
<b>Social Work Department</b>	<b>Social Work Dept:</b>  <b>Name and contact number:</b>  <b>Advice received:</b>
<b>Other</b>	<b>Name of organisation:</b>  <b>Name and contact number:</b>  <b>Advice received:</b>

**Other information**

Record any other information you have about this matter (it is important that all information is passed on even that which you think is not important or helpful).

**Signature:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Where a referral has been made to the Police and Social Work Department a copy of this form must be sent to them as soon as possible



APPENDIX 4 – Incident Report form

Name of Host Family or Staff Member:
Address where incident took place:
Exact area/room where incident took place:
Date of incident/accident:
Name of injured person:
School address of injured person:
Nature of incident/injury and extent of injury:
Give details of how and precisely where the incident took place. <i>Describe what activity was taking place:</i>
Give details of full action taken during any first aid treatment:
What happened to the injured person following the incident/accident:

All the above facts are a true record of the accident/incident:

Signed:

Date:

Name:



## **APPENDIX 5 – Other Relevant Legislation, Guidance and Codes of Practice**

Statutory Guidance for Schools and Colleges on Safeguarding Children and Safer Recruitment in Education, Department for Education, July 2015  
Keeping Children Safe in Education, July 2015  
Working Together to Safeguard Children, March 2015  
The Children Act 1989  
UN Convention on the Rights of the Child (ratified by UK Government 1991)  
The Police Act 1997  
The Data Protection Act 1998  
The Human Rights Act 1998  
Public Interest Disclosure Act 1998  
Protection of Children Act 1999  
Criminal Justice and Court Services Act 2000  
Education Act 2002  
Sexual Offences Act 2003  
Every Child Matters 2003  
The Children Act 2004  
What to do if you're worried a child is being abused (DfES 2003)  
Aim Higher....Aim Safer: A Framework for Safeguarding Children and Young People in HEIs (2005)