**Practical Safeguarding Guidance for Host Tutors**

**June 2018**

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**This document is provided in support of the full Safeguarding Policy, which is available** [**here**](https://www.dropbox.com/s/53jjl9k7qd0p09g/Safeguarding%20Children%20and%20Young%20People%20Policy%20and%20Procedure%20-%20March%202018.pdf?dl=0)**.**

1. **Introduction**

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. <https://www.nspcc.org.uk/preventing-abuse/safeguarding/>

All Host Tutors have a legal Duty of Care to safeguard students. Safeguarding Duty of Care also covers [Prevent](https://www.elearning.prevent.homeoffice.gov.uk/).

1. **Responsibilities and Duty of Care**

Students arrive in the UK and may find that ‘normal’ life is turned a bit upside down. They may need help understanding that things that are normal in their culture may not acceptable in the UK. Students are given a *Student Code of Conduct* before arrival, but may also need support in adjusting to a new culture. Young Learners may also experience homesickness.

1. **Before Hosting and Teaching Under 18s**

* Read and follow [InTuition’s **Safeguarding Policy**](https://www.intuitionlang.com/wp-content/uploads/2018/04/Safeguarding-Children-and-Young-People-Policy-and-Procedure-March-2018.pdf), available on the Portal.
* Ensure you hold a current, **enhanced DBS Certificate for Child Workforce** (home based role), either issued in last three months or registered on the Update Service. Any members of your household who are over 18 will also need to hold the same type of DBS.
* Complete the [Basic Online Safeguarding Awareness Course](http://www.intuitionlang.com/basic-safeguarding-awareness) and [Prevent Training](https://www.elearning.prevent.homeoffice.gov.uk/) .
* Read, sign and return a copy of the [***Host Tutor Code of Conduct***](https://www.intuitionlang.com/wp-content/uploads/2018/01/Host-Tutor-Code-of-Conduct.pdf).
* Complete and cover **risk assessments** with students before activities / excursions.
* Check the **Parental Consent Form.**
* Know the **signs of abuse** to look out for, and know **who to contact** and when.

1. **How Can Host Tutors help keep Under 18s Safe?**

* Help students understand and assist students to make sensible decisions.
* Set safe and clear boundaries. Be responsible and a good role model. Show care - this can mean ‘tough love’.
* Be interested – respond and react to the student and be alert for situations which might not be straightforward.
* Provide maps and indicate ‘out of bounds’ parts of your local area.
* Remind students to be alert to their surroundings whilst using mobile phones in public, particularly given the prevalence of mobile phone thefts by those on mopeds / push bikes.
* If parents consent to unsupervised free time, the Host Tutor determines the parameters and curfew limits in advance. Under 16s should not be given a house key or left unsupervised for long periods. Under 18s should not be left alone with anyone who has not been vetted.

1. **Best Safeguarding Practice when Hosting and Teaching**

* Avoid sitting or standing in close proximity to the student and avoid all unnecessary physical contact. Apologise immediately if accidental physical contact occurs.
* Touching may be appropriate when a student is in distress and needs comforting – use your professional judgement.
* Avoid any conduct that can be seen as a sexual advance and avoid displays of affection.
* Report any incident that causes you concern to the **Designated Safeguarding Lead (DSL)**. The Safeguarding Reporting Form can be found on the Teachers’ Portal. Maintain your own separate written record.
* Avoid consuming alcohol, smoking or using drugs around students.
* Provide guidance on bedroom / bathroom house rules and behaviour.

1. **Photography and Images**

* Seek consent from the student for photographs to be taken or published and check for parental consent for images (this is on the Parental Consent Form). Use only the student’s first name with an image.
* Ensure students are appropriately dressed and encourage students to say if they are worried about any photographs taken of them.
* Do not post images / videos of students on personal social media accounts.
* If you have CCTV in your home and / or garden, this must be included on your teacher profile. It is a good idea to remind the Placement team of this when offered a course with an under 18.
* Refer to [InTuition’s Privacy Policy](https://www.intuitionlang.com/wp-content/uploads/2018/05/Privacy-Policy.pdf) for further guidance.

1. **Online Safety**

* Host tutors should not connect / friend any students under 18 on social media.
* Teachers should apply filters / blocks before under 18s arrive and set limits and rules for internet usage. Lessons around online safety should be included in the course.
* Guidance is outlined in the [**E-Safety Information and Guidance**](https://www.intuitionlang.com/wp-content/uploads/2018/01/E-Safety-Guidelines-and-Policy.pdf) document which is available on the Portal.
* Remind students that some people may behave online in a way they never would in person. Under 18s may be trusting and believe what they read, making them vulnerable to grooming, sharing personal information and meeting strangers. Not everything is as it seems – it is very easy for people to lie and post false images. Remind the student not to disclose personal information.
* Cyberbullying is common. More than 20% of under 18s in the UK receive unwanted sexual comments or nasty comments online. Support students to learn how to block people online and remind them to tell an adult if unwanted / sexual messages are sent to them. Ensure that they are aware that inappropriate pictures and words online are cyberbullying and not a joke.
* Under 18s may lack well-developed moral and health awareness. Discuss with the potential repercussions of sexting and the health implications of spending too much time online and / or gaming. Things online are forever and may be viewed by strangers and the police. Remind students never to access or share illegal or inappropriate sites. Discuss with them copyright issues and downloading.

1. **Reporting Concerns and Allegations - Who to Contact and How**

* If the child is in immediate danger, call the Police on 999 / 112.
* **Any safeguarding concerns and allegations should be raised with the Designated Safeguarding Lead (DSL), currently Evelyn Feeney, Host Tutor Manager, as soon as possible.**
* **If the DSL is on leave, another designated member of staff will manage any safeguarding matters. They may be contacted via the same channels as the DSL.**
* It can be difficult to distinguish between a general welfare concern and a safeguarding concern. If in doubt, contact the DSL on:
* **Phone (safeguarding matters only) +44 (0)7821 684 578**
* **Email** [**dsl@intuitionlang.com**](mailto:dsl@intuitionlang.com)

Complete the relevant sections on the **Safeguarding Recording Form** (available on the Portal), sign and email to [**dsl@intuitionlang.com**](mailto:dsl@intuitionlang.com). The DSL will then take over and add to the record, as required. There is a need to maintain confidentiality – witnesses should not talk to anyone about the matter as it is a child protection issue.

1. **Child Abuse**

Abuse can be causing harming a child or failing to prevent harm. It is usually done to a child by an adult, but there can also be peer-to-peer abuse or abuse by a stranger (for example, online). It usually happens in the home or a place a child attends regularly. It is less common for it to happen in public places by random adults.

Host Tutors have a duty to look out for other’s behaviour and report anything inappropriate (whistleblowing). Such Host Tutors will be supported and confidentiality will be maintained if they do.

There are four broad categories of abuse:

* Physical
* Sexual
* Emotional
* Neglect

Some indicators of abuse include:

* Unexplained injuries
* A child describing an abusive act that happened to them
* Another child telling you of their concern for a friend
* Sexually explicit behaviour in games / activities
* Serious distrust of adults
* Difficulty socialising / making friends

**Child Sexual Exploitation (CSE)** is a form of sexual abuse where children are exploited for money, power or status. Consent cannot be given in such circumstances, even when the child believes they have. It may occur online and does not have to involve physical contact. Some indicators of CSE include:

* Unexplained gifts or new possessions.
* Associating with other young people involved in exploitation.
* Older boyfriends or older girlfriends.
* Pregnancy or STIs.
* Misuse of alcohol or drugs.
* Missing for long periods of time or regularly coming home late.
* Missing classes or dropping out of school.

**Female genital mutilation is a crime in the UK. You have a legal duty to report it if you become aware that it has happened to an under 18**.

**Bullying** is wilful and repeated behaviour which has the purpose of making another person unhappy. It can be physical, emotional, name-calling, showing a lack of respect for another’s property or excluding someone from a social group. It is sometimes obvious, sometimes subtle. Be aware of changes in a student’s behaviour, particularly signs of withdrawing socially. Discuss your concerns with the DSL.

1. **How to Respond if an Under 18 Makes a Disclosure**

All stakeholders have a legal and moral obligation not to keep to themselves concerns regarding the potential abuse of a child.

If a student who is under 18 discloses sensitive information to you:

* Receive
* Reassure
* React
* Record

**Receive:**

Stay calm, listen to the child and accept what is being said. Take it seriously.

**Reassure:**

Thank the child for sharing the information with you and reassure them that they have done the right thing.

Explain to them that you must share the information with some people whose job it is to protect and help children.

Reassure them that they are not in trouble and that you cannot keep this information a secret.

**React:**

Do not push for more information or ask leading questions. Do not ask the child to repeat what they have told you to another person.

Discuss your concerns as soon as possible with the DSL who will then report to the Local Authority Designated Officer (LADO) in your area.

**Record:**

Make a note of what the child has said, using the actual words, where possible. If necessary, use a body chart to record any bruises or marks that a child shows you. Be objective. Record observations and statements, not assumptions or interpretations.

Complete a **Safeguarding Recording Form** (available on the Portal) and email it to [dsl@intuitionlang.com](mailto:dsl@intuitionlang.com). Keep all notes made.

If you are not happy with how the concern is being managed, you can contact the LADO at your Local Safeguarding Children Board (LSCB) and report your concerns directly.

1. **Prevent**

Prevent is a UK Government strategy to reduce the risk of people becoming involved in violent extremism and / or supporting terrorism. It applies to all forms of extremism: racism, far-right ideology, religious, homophobia and applies to all students, not just under 18s.

Prevent centres on core British Values:

* Democracy
* Rule of Law
* Individual liberty
* Respect and tolerance for those of different faiths and beliefs

All UK teachers need to complete the online Prevent training course, which can be accessed by [clicking here](https://www.elearning.prevent.homeoffice.gov.uk/).

InTuition Languages’ Prevent Lead is Lucy Maylum. She can be reached on [learn@intuitionlang.com](mailto:learn@intuitionlang.com) or on 0207 739 44 11

**Safeguarding Recording Form**

Please complete if there are any safeguarding issues that concern you about a student who is under 18. **You must fill in the boxes in bold**; the other information can be filled in by the Designated Safeguarding Lead (DSL). Email the completed form to [dsl@intuitionlang.com](mailto:dsl@intuitionlang.com). The DSL can be contacted on +44 (0)7821 684 578.

|  |  |
| --- | --- |
| **Date** |  |
| **Student first name** |  |
| **Student family name** |  |
| **Gender** |  |
| Date of birth |  |
| Nationality |  |
| Student ID |  |
| Dates of course |  |
| **Name of person noting concern** |  |
| **Role / connection to school** |  |
| **Date concern noted** |  |
| **Time concern noted** |  |
| **Location** |  |
| **Concern**  (please provide as much detail as possible)  NB: If reporting a disclosure / allegation made by a student, please use this space to describe verbatim (or as close as you can recall) the conversation. Use the other side of this page to write more. |  |
| **Signature** |  |

To be completed by Designated Staff:

**Response to Concern**

Do parents / agent / host tutor / other stakeholder need to be informed?

|  |  |  |
| --- | --- | --- |
| **Response + Follow Up** | **By whom (full name)** | **When (date + time)** |
|  |  |  |