

Safeguarding and Child Protection Policy

This policy is written with reference and in conjunction with:

- Children Act 2004 & 1989
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2024)

Policy Review date: Oct 2026

Introduction

This policy is mandatory for all staff to read and recommended for parents. This policy relates to all students under our care regardless of gender, age, ethnicity, nationality, religion or disability. All children and young people have the right to protection from any kind of abuse and the right to exist in a safe and friendly environment whilst in the care of Univision Education.

The purpose of this policy is to provide staff, volunteers and homestays with the framework they need in order to keep children safe and secure whilst they are in our care. The policy also informs parents, agents and partner schools how we will safeguard their children whilst they are in our care.

Univision Education is a guardianship organisation that cares for students who need to appoint a Guardian because of their age or the wish of their relatives. Univision Education looks after students studying in boarding schools who may on occasions use homestays. To ensure that all staff receive the most up to date information, this policy is reviewed and redistributed annually as standard. Should a significant change take place, the policy is immediately redistributed thereafter.

The following policies accompany our Safeguarding Policy and will be referred to if necessary:

- **Low-Level Concern Policy**
- **Missing Student Policy**
- **Whistleblowing Policy**
- **Safer Recruitment Policy**
- **Anti-Bullying incl. Cyberbullying and Online safety Policy**
- **Welfare, Health & Safety Policy**
- **Mental Health Policy and procedure**

Our 24-hour Emergency Phone Number:

Designated Safeguarding Lead: Hilde Gronsberg +44 (0) 782 869 7699 (English)

Deputy Designated Safeguarding Lead: Karen Chen +44 (0) 748 4915 755 (Mandarin Speaking)

Defined Terms:

1. **Safeguarding** – The process of protecting children and vulnerable adults from harm, abuse, neglect, and exploitation.
2. **Guardianship organisation** - an organisation which provides the service of educational guardianship for international students. The organisation may also be responsible for arranging accommodation for its students at an approved homestay
3. **Child** – Any person under the age of 18.
4. **Vulnerable Adult** – A person aged 18 or over who may be at risk due to age, disability, mental health conditions, or other circumstances that make them more susceptible to harm.
5. **Legal Guardian** - the technical meaning of legal guardian refers to a person who is appointed by a court to care for a child. Legal guardian can also signify a person acting as a testamentary guardian or a guardian of a child's estate.
6. **Homestay/ Host Family** – a household approved and appointed by the guardianship organisation, to provide accommodation for and care of a student when not at school.
7. **Abuse** – Any action that harms or neglects a person's well-being, including physical, emotional, sexual, or financial harm.
8. **Duty of Care** – A legal obligation to ensure the safety and well-being of individuals under an organisation's responsibility.
9. **Neglect** – The failure to provide necessary care, support, or supervision, leading to harm or risk of harm.
10. **Physical Abuse** – The use of force that results in injury, pain, or distress, such as hitting, slapping, or restraining.
11. **Emotional Abuse** – Behaviours that harm an individual's self-esteem or emotional well-being, such as threats, intimidation, or verbal attacks.
12. **Sexual Abuse** – Any form of unwanted sexual activity or exploitation, including assault, harassment, or coercion.
13. **Exploitation** – Taking advantage of an individual for personal or financial gain.
14. **Radicalisation** – The process by which an individual is encouraged to adopt extremist views or participate in terrorism-related activities.
15. **Whistleblowing** – Reporting concerns about unsafe or harmful practices within an organisation.
16. **Disclosure** – When an individual shares concerns about abuse or harm they have experienced or witnessed.
17. **Allegation** – A claim or report that someone has engaged in harmful or abusive behaviour.
18. **Designated Safeguarding Lead (DSL)** – The role of the Designated Safeguarding Lead is specified in the Children Act 2004 and ensures that every organisation has a "named person" for safeguarding children and young people.
19. **Confidentiality** – The principle of keeping sensitive information private, except when disclosure is necessary to protect someone from harm.
20. **Code of Conduct** – A set of rules outlining expected behaviours to ensure the safety and well-being of individuals.
21. **LSP** - The Local Safeguarding Partnership
22. **LADO** - Local Authority Designated Officer
23. **The Multi-Agency Safeguarding Hub (MASH)** - a team which brings together agencies such as The Police and Social Services & Schools (and their information) in order to identify risks to children at the earliest possible point and respond with the most effective interventions.

Policy Statement

Safeguarding responsibilities are with every member of staff who will have the appropriate training in place to react to safeguarding concerns. We aim to always ensure that the students in our care experience a caring and secure environment in which they feel safe, respected and valued. If you have any concerns, Univision Education Child Designated Safeguarding Lead (DSL) is Hilde Gronsberg (She is based in Southampton UK), she can be contacted on guardians@univisionltd.co.uk or mobile +44 (0) 782 869 7699. She is fully trained in Safeguarding and will oversee safeguarding training and concerns.

The Safeguarding training is mandatory and renewed every 2 years. Lastly, we ask all of our host families to undertake a free level 1 online safeguarding course.

All staff and homestay families are encouraged to read Keeping Children Safe in Education a link to this can be found [here](#).

Univision Education will also liaise with outside agencies such as the Local Safeguarding Partnership or Multi-Agency Safeguarding Hub.

The Local Safeguarding Partnership (LSP) is made up of the local authority chief executive, the accountable officer of a clinical commissioning group, and a chief officer of police. The core objectives of the LSP are to coordinate local work to safeguard and promote the welfare of children and to ensure the effectiveness of what the member organisations do individually and together. Here is the link to "Keeping Children safe in Education 2024" Guidance document:

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

The Multi-Agency Safeguarding Hub (MASH) is a team which brings together agencies such as The Police and Social Services & Schools (and their information) in order to identify risks to children at the earliest possible point and respond with the most effective interventions.

Whistleblowing Policy

Univision Education is committed to the highest standards of transparency, integrity and accountability. However, any allegations (Concerns about unsafe or harmful practices within an organisation) may be raised by following the Univision Education whistleblowing policy, please contact us to get a copy. Concerns will not result in reprisals in any form.

Emergency Procedure – Please see our website for the Full document.

Univision Education has Emergency Procedures in place to deal with emergencies. For cases of emergency, Univision Education will provide all students, parents, homestays and partner schools with a 24-hour emergency contact number which will connect them to a suitable member of staff who will have the necessary experience and access to any records to assist with their enquiries.

In case of emergencies, you should ring 07828697699 (English) 07484915755 (English and Chinese). Ms Hilde Gronsberg or Mrs Karen Chen will oversee contacting parents, students, schools and host families when an emergency arises.

What is abuse?

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

"Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse. An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it can increasingly happen online. "

Definitions of Abuse

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.

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. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

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 caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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.

Bullying / Cyber-Online abuse

Any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. This can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Please see our "Anti-Bullying incl. Cyberbullying and Online safety Policy".

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 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.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in 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.

Female Genital Mutilation (FGM)

Whilst all staff should speak to the designated safeguarding lead (or a deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific 15 legal duty on teachers.¹³ If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

Child trafficking

Where children are recruited, moved or transported and then exploited, forced to work or sold.

Grooming Children and young people can be groomed online or in the real world, by a stranger or by someone they know - a family member, friend or professional.

Harmful sexual behaviour

Children's sexual behaviour exists on a wide continuum, ranging from normal and developmentally expected to inappropriate, problematic, abusive and violent. Problematic, abusive and violent sexual behaviour is developmentally inappropriate and may cause developmental damage. A useful umbrella term is "harmful sexual behaviour" (HSB). The term has been widely adopted in child protection and is used in this advice. HSB can occur online and/or face-to-face and can also occur simultaneously.

Symptoms of Abuse

The signs of child abuse aren't always obvious, and a child might not tell anyone what's happening to them. Some of the things to look out for:

- Acts out excessive violence with other children.
- Lacks social skills and has few if any friends.
- Significantly underweight but eats well when given food.
- Reluctant to go to school.
- Is reluctant to get changed for sports etc.
- Wets or soils the bed.
- Drinks alcohol regularly from an early age.
- Is concerned for siblings or peers without explaining why.
- Becomes secretive and reluctant to share information.
- Talks of running away.
- Shows challenging/disruptive behaviour at school.

Raising a safeguarding concern

Staff and host families should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. This should not prevent staff or host families from having a professional curiosity and speaking to a DSL if they have concerns about a child.

When a safeguarding concern is raised, Univision Education guarantee to:

- Ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide.
- Provide support to staff that are aware or are the subject of the concern.
- Not prematurely jump to any conclusion until a full investigation has taken place internally or with the support of outside agencies.
- Make sure records are kept and those concerned are kept up to date during the investigation.
- Take appropriate action once the investigation has concluded.

Staff and homestays are reminded that any safeguarding information must be kept confidential.

Prevent Guidelines:

https://www.legislation.gov.uk/ukdsi/2015/978011133309/pdfs/ukdsiod_978011133309_en.pdf

Your Local Guardian will be your main point of contact but in addition anyone can contact the DSL's as below:

Hilde Gronsberg +44 (0) 782 869 7699 (24hr line) (English); hilde.gronsberg@univisionltd.co.uk

Karen Chen +44 (0) 748 4915 755 (Mandarin Speaking); karen.chen@univisionltd.co.uk

If there is a safeguarding concern regarding a member of Univision Education, we would encourage you to contact a Univision Education DSL but you may also contact the Local Authority Designated Officer (LADO) in Hampshire where our Head Office is based.

Further information on the Hampshire LADO can be found here:

1. Telephone: Tel: 0300 555 1384 / 01962 876364
2. Email: child.protection@hants.gov.uk
3. <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations>

The DSLs will decide how and with whom information will be shared. In most cases your Univision Education DSL will liaise with the DSL at the child's school and potentially the Police and Social Services depending on the severity of the concern. Parents will always be informed of any safeguarding concern that is raised. Agents will be informed unless Univision Education are not authorised by an

outside agency, this tends to only happen in cases where the LSP / MASH wish to undertake an investigation before any information sharing can happen.

Any concern that is an immediate risk to the child will be referred to the Police without parental consent. All safeguarding concerns (even low-level concerns & if no further action is needed) are archived in full in a student's file on the Univision Education system and a record of the concern is entered into our online safeguarding folder which is password protected only accessible by Hilde Gronsberg and Karen Chen.

Records should include:

- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached and the outcome

Cases are closed marked with the following outcome:

Substantiated:

- there is sufficient evidence to prove the allegation

Malicious:

- there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation

False:

- there is sufficient evidence to disprove the allegation

Unsubstantiated:

- there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence

Unfounded:

- to reflect cases where there is no evidence or proper basis which supports the allegation being made.

Responding to a child making an allegation of abuse

Safeguarding is the responsibility of ALL members of staff & host families. All staff & host families are in a position of trust, and therefore all are required to take a shared responsibility to safeguard children and young people. All staff & host families will be made fully aware of their duties in safeguarding students and responding to allegations of abuse or neglect. The role of a Local Guardian is to build a trusted

relationship with their students which will facilitate communication in the event that one of their students will need to disclose anything.

Any member of staff or host family with an issue or concern relating to child protection, including but not limited to allegations of child abuse, should discuss it immediately with the Designated Safeguarding Lead (DSL) on +44 782 869 7699.

Anyone who hears an allegation of abuse against or has concerns about the behaviour of another member of staff must report the matter immediately to a DSL. If the DSL is unavailable, or involved in an allegation, the matter must be referred immediately to another DSL. Univision Education has two DSLs working from head office.

A concern against the management of Univision Education should be forwarded to AEGIS (Association for the Education and Guardianship of International Students) +44 (0) 1453 821293. At no point should an attempt be made to investigate the situation. This will be undertaken by NSPCC/Social Services and/or the Police as necessary.

All concerns or disclosures of abuse should be acted upon.

Staff should know the 5 Rs':

- Recognise signs of vulnerability
- Respond to student concerns
- Record student concerns
- Report student concerns
- Refer student concerns

How to respond to a disclosure

Stay calm, sometimes issues are raised which, whilst seemingly complex, are generally safeguarding matters and not necessarily a child protection issue. These matters should be responded by offering a supportive response and where necessary or relevant, refer them to the Local Guardian & DSL.

When a student self-discloses a matter that constitutes a potential or alleged situation of abuse, the staff member must take the student to a private place within view but out of ear-shot of other people. Promises of confidentiality must not be given. Tell the student that you have a duty to pass on the information, only to those who need to know.

- Listen carefully to what is said
- Do not interview them, but ask what happened, keep questions to a minimum and obtain sufficient facts to understand what is being alleged
- Allow the child to continue at their own pace
- Ask questions for clarification only and always avoid asking leading questions (questions that suggest a particular answer).
- Do not make assumptions or offer explanations
- Remember that an allegation of child abuse may lead to a criminal investigation, so do not attempt to personally investigate any allegations of abuse
- Reassure the child that they have done the right thing in telling you

- Tell them what you will do next and with whom the information will be shared with a DSL at Head Office in Southampton
- Please refer to our “Mental Health Policy and procedure” for how Univision Education will support an international student presenting mental health issues (including potential removal from School).

Recording a report

A call must be made to notify a Univision Education DSL and the head of pastoral care at the school. A full incident report must be made as soon as possible detailing the nature of the allegation. Record in writing everything that was said, using the child's own words. Note place, date, time, and names of persons to whom the information was given.

Do not confront any person against whom an allegation has been made. The DSL will guide you in dealing with any allegation or suspicion of abuse, and if applicable, report allegations and incidents of abuse to the LADO (Local Area Designated Officer) at the local County Council Children's Social Services.

Univision Education recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It also recognises that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within a centre, shall do so with sensitivity and will act in a careful, measured way and in accordance with our procedures.

If you are ever in doubt as to what to do, please consult a member of the Safeguarding Team at Head Office.

Child on Child abuse.

All staff should be aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of school or college and online.

All staff and homestays should be clear as to Univision Education's policy and procedures with regard to child-on-child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it.

All staff should understand that even if there are no reports in their schools/colleges or homestays, it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff or homestays have any concerns regarding child-on-child abuse they should contact the one of the Designated Safeguarding Leads.

It is essential that all staff understand the importance of challenging inappropriate behaviours between children that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Signs of child-on-child abuse:

- 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 sexual violence)
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone 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 their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm, and
- 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).

Allegations against students

If a student under Univision Education's responsibility is accused of abusing another student who is not under our care, the following procedures will apply:

1. If the accused student is under Univision Education's responsibility and the alleged victim is also within our care, we will take all necessary steps to ensure the safety and well-being of both students, including the one facing the accusation.
2. Should it be deemed necessary for the student to be interviewed by the police in relation to the abuse allegation, Univision Education will ensure the following parties are informed:
 3. Parents of the students
 4. Legal guardian
 5. Student's school/s or college
6. Univision Education will ensure that the student is supported during the interview by an appropriate adult
7. If the school decide that it is necessary to suspend the student during the investigation, Univision Education will provide support, assistance and accommodation, where possible.

What to do if there is a concern about a member of staff or homestay?

If staff have a safeguarding concern or an allegation is made about another member of staff or homestay harming or posing a risk of harm to children, then:

- This should be referred to a DSL immediately
- a. In the event of a concern/allegation about a DSL, or a situation where there is a conflict of interest in reporting the matter to a DSL, this should be reported directly to the Local Authority Designated Officer(s) (LADOs) [0300 555 1384](tel:03005551384)/ out of hours emergency number [0300 555 1373](tel:03005551373) .
- b. Email: child.protection@hants.gov.uk
- If staff have a safeguarding concern or an allegation about another member of staff or homestay that does not meet the harm threshold, then this should be shared in accordance with the school or college low-level concerns policy. (Please see Univision Education's Low-level concerns Policy for more information))

Self-reporting

From time to time an individual may find him/herself in a situation which might appear compromising to others or which could be misconstrued. Equally, an individual may for whatever reason have behaved in a manner which on reflection he/she considers falls below the standard set out in the Code of Conduct. Self-reporting in these circumstances is encouraged as it demonstrates both awareness of the expected behavioural standards and self-awareness as to the individual's own actions or how they could be perceived. As such, the guardianship organisation sees self-reporting of low-level concerns as an important means of maintaining a culture where everyone aspires to the highest standards of conduct and behaviours.

For more information, please see our Low-Level Concerns Policy.

Duties of a Host family

Each member of staff and host family members must:

1. Be aware of the safeguarding policy and follow the advice, procedures, and guidance within it
2. Do everything reasonable to keep children safe
3. Report any matters of concern to the DSL as soon as practically possible. Keep a comprehensive and concise record of any significant complaints, issues or concerns and pass to the DSL for correct storing on our systems.
4. Current AEGIS minimum guidelines are for host family safeguarding training to be refreshed every three years.

Host family and Staff Contact / Staff and Student Contact

Staff and host families will endeavour to keep physical contact to a minimum and should consider the following guidelines, from the **Host Family Handbook**:

1. Staff and host families should not engage in inappropriately physical contact of any kind
2. Staff and host families should under no circumstance supply or give tobacco or drugs to students. Controlled medication must be pre-agreed between school, host, student's family, and Univision Education before it can be dispensed. Alcohol should only be given in accordance with UK law (sale, supply, and consumption), in moderation and with written parental consent in advance.
3. Staff and host families should avoid situations where they are alone with students in rooms which are inaccessible to others.
4. Staff and host families must respect and regard the student's bedroom as a private space. Staff and host family members should only visit the student's room for specific responsibilities (e.g. cleaning) or duty of care. Should the student be present at these times the door should be left open and make sure another member of the family made aware of the necessity for entering the student's room.
5. Staff and host families involved in transporting individual students should exercise caution and, where possible, ask the student to travel in the back seats of the car.

Safeguarding Information - safeguarding information is available in all our handbooks. All handbooks detail our emergency contact details to ensure contact with a member of staff can be made at any time. Student handbooks are all discussed with new and existing students.

Safeguarding contact details are circulated to schools and host families.

Duties of staff:

Each member of the host family must:

1. Do everything reasonable to keep children safe
2. Be aware of Univision Education Safeguarding Policy and follow the advice within this policy
3. Report any matters to the DSL as soon as possible. Keep comprehensive and concise record of any significant complaint, conversation or event and written reports of all correspondence should be handed to the DSL so that paperwork can be stored appropriately
4. Each staff member must undertake appropriate safeguarding training at regular intervals. AEGIS guidance requires that training is renewed every three years.

Radicalisation and Prevent

From 1 July 2015 all schools must have regard to the statutory guidance issued under section 29 of the Counterterrorism and Security Act 2015, paragraphs 57- 76 of the guidance are in relation to schools and childcare providers, and states that schools should have due regard to the need to prevent people from being drawn into terrorism". Univision Education look to support and follow the guidance and if concerned will follow safeguarding procedures and refer to the local Safeguarding Children's Partnership's guidance on Prevent.

1. Channel - Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from the school or college may be asked to attend the Channel panel to help with this assessment. An individual's engagement with the programme is entirely voluntary at all stages.

2. FGM + FGM mandatory reporting duty

FGM - Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. This procedure is typically performed on girls between the ages of 4 and 13 but on some cases, it is performed on new-born infants or on young women before marriage or pregnancy. If, we as a school, are concerned that a child may be at risk of FGM we will follow the local Safeguarding Partnership guidance following the referrals procedure.

FGM mandatory reporting duty - Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. Members of Univision Education staff and host families should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

3. County Lines - As set out in the Serious Violence Strategy, published by the Home Office, County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

4. Contextual Safeguarding - Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm and risk beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent- child relationships.

Child Incident reporting form (Form included below)

1. This form comprises part of Univision Education Safeguarding Policy and should be used in conjunction with the whole safeguarding policy
2. This form is designed to be completed by any member of staff or host family who receives information raising child protection concerns either observation or direct disclosure, or from a student or another source.
3. The purpose of the form is to ensure sufficient information is recorded at the outset. This does not have to be completed during the initial conversation but should be completed as soon as practically possible.
4. This form does not replace the necessity to inform the DSL or DDSL verbally

Our 24-hour Emergency Phone Number:

Designated Safeguarding Lead: Hilde Gronsberg +44 (0) 782 869 7699 (English)

Deputy Designated Safeguarding Lead: Karen Chen +44 (0) 748 4915 755 (Mandarin Speaking)

Child Incident reporting form

to be completed by a member of staff or host family, see form below:

Remember:

1. ask "open" questions and not leading questions, that is, a question which suggests its own answer
listen carefully and keep an open mind
2. do not take a decision as to whether or not the alleged abuse or neglect has taken place.

Reporting form

Please complete in black pen	
Date	
Time	
Place	
Member of staff present and position	
Full name of pupil(s)	
<p>Before proceeding have you reassured the child that you are there to help them, but you cannot guarantee absolute confidentiality and that you may have to pass on information to the Designated Safeguarding Lead, Hilde Gronsberg, who will ensure the correct action is taken. (Please circle the appropriate response)</p>	
<input type="radio"/> Yes	<input type="radio"/> No
<p>Ask the child to explain their concern or allegation and record details of the matter in the space below. Use a separate sheet if necessary and then attach to the form.</p>	
<p>A non-exhaustive list of the details to be included:</p> <ul style="list-style-type: none"> • what was said or done, by whom, to whom and in whose presence • when the incident took place and where • whether the child wishes their parents [or legal guardian] to be informed. 	
<p>Any additional comments or evidence:</p> <p>Details may include, for example, any concerns you may have about signs of abuse, emotional ill-treatment or neglect from outside of School.</p> <p>Please also include a note of any other evidence, for example, written notes, items of clothing or mobile phone messages relating to the matter.</p>	
<p>Any suspicion or complaint of abuse must be reported to the Designated Safeguarding Lead, Mrs Hilde Gronsberg or in their absence, the Deputy Designated Safeguarding Lead.</p>	
<p>DO NOT investigate the matter, as this could prejudice the investigations of outside agencies.</p>	
<p>Where the concern or allegation is made against the Head, you must immediately inform your local Safeguarding Partners. (See Appendix 1 for more info)</p>	
<p>Please record what action you have taken and when:</p>	

Full name of member of staff	
Signature	

Appendix 1:

Univision Education is based in Southampton, Hampshire and the LSP details for them are:

Hampshire Safeguarding Children Partnership

- a) Website: <https://www.hampshirescp.org.uk/>
- b) Telephone: 01962 876355
- c) [Online Safeguarding Form](#) - This form is for reporting concerns
- d) Email address: hscp@hants.gov.uk
- e) Local authority Designated Officer (LADO)
- f) Telephone: Tel: 0300 555 1384 / 01962 876364
- g) Email: child.protection@hants.gov.uk

Important websites:

- Hampshire Safeguarding Children's Partnership's guidance on Prevent.
(<https://www.hampshirescp.org.uk/professionals/toolkits/prevent/radicalisation-and-extremism/>)
- Hampshire Safeguarding Children's Partnership's guidance on Female Genital Mutilation
(<https://www.hampshirescp.org.uk/resources/fgm-information/>)

Univision Education have students across the UK, here are an overview of the various county's

Safeguarding partnerships details: (Please note that the counties we work with might change, so please contact us should there be some information missing or you have any questions.)

1. Surrey Safeguarding Children Partnership

- a) Website: <https://surreyscp.org.uk/>
- b) Telephone: 0300 470 9100
- c) [Safeguarding Form](#)
- d) Email: wsscp@westsussex.gov.uk
- e) Local authority Designated Officer (LADO):
 - a. Telephone: 0300 123 1650 (option 3)
 - b. Email LADO@surreycc.gov.uk

2. West Sussex Safeguarding Children Partnership

- a) Website: <https://www.westsussexscp.org.uk/>
- b) Telephone: 01403 229900 (weekdays), 0330 222 6664 (weekends), 07711 769657 (on duty social worker)
- c) [Safeguarding Form](#)
- d) Email: wsscp@westsussex.gov.uk
- e) Local authority Designated Officer (LADO):
 - f) Telephone: 0330 222 6450
 - g) Email LADO@westsussex.gov.uk

3. Somerset Safeguarding Children Partnership

- a) Website: <https://somersetsafeguardingchildren.org.uk/>
- b) Telephone: 0300 123 2224
- c) [Safeguarding Form](#)
- d) Email: childrens@somerset.gov.uk
- e) Local authority Designated Officer (LADO):
Email sdinputters@somerset.gov.uk

4. Wales Safeguarding Children Partnership

- a) Website: <https://www.safecic.co.uk/scb-wales>
 - a. Telephone: 01379 871091
 - b. [Safeguarding Form](#) (a map to locate your area)
 - c. Email: info@safecic.co.uk
- b) Local authority Designated Officer (LADO):
 - a. Anglesey: 01248 725 888 / 01248 353 551 (out of hours)
 - b. Gwynedd: 01758 704 455 / 01248 353 551 (out of hours)
 - c. Conwy: Social Services: 01492 575111 / Out of Hours: 0300 1233079
 - d. Denbighshire: 01824 712200: Monday – Friday 9am – 5pm / 0345 053 3116: out of hours
 - e. Flintshire: 01352 701 000 / 0345 053 3116 (out of hours)
 - f. Wrexham: 01978 292 039 / 0345 053 3116 (out of hours)

c) North Wales Safeguarding Board

Telephone: 01824 712903, Email: regionalsafeguarding@denbighshire.gov.uk

5. Berkshire Safeguarding Children Partnership

- a) Website: <https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/>
- b) Telephone: BWSCP@brighterfuturesforchildren.org
- c) [Safeguarding Form](#)
- d) Email: triage@wokingham.gov.uk
- e) Local authority Designated Officer (LADO):
 - The Wokingham LADO can be contacted via email on LADO@wokingham.gov.uk.
 - The Reading LADO can be contacted via email on 0118 937 2684 or LADO@brighterfuturesforchildren.org
 - The West Berkshire LADO can be contacted via email on LADO@westberks.gov.uk

6. London Safeguarding Children Partnership

- a. Website: <https://chscp.org.uk/>
- Hackney: **Hackney Multi-Agency Safeguarding Hub / 0208 3565500 / MASH@hackney.gov.uk**
- City of London: **City of London Children's Social Care & Early Help / 0207 3323621 / children.duty@cityoflondon.gov.uk**

Emergency Duty Team:

After 5pm contact the **Emergency Duty Team / 0208 3562710**

- a) [Safeguarding Form](#) <https://chscp.org.uk/worried-about-a-child/>