

Anglo International Student Centre

Safeguarding and Child Protection Policy

POLICY STATMENT

Anglo International Student Centre recognises our statutory and moral responsibility to promote and safeguard the welfare of all children. We acknowledge that "it could happen here". We make every effort to guarantee that adults and students feel respected, valued, secure, and safe, and feel confident to talk if they are worried, believing they shall receive effective listening.

The purpose of this policy is to provide homestays, volunteers and staff with the framework they need in order to keep children secure and safe whilst they are in our care. The policy also informs partner schools, agents and parents how we shall safeguard their children whilst they are in our care. This policy is based on guidance from the most recent versions of Working Together to Safeguard Children and KCSIE. It also makes use of guidance from the NSPCC website.

KEY SAFEGUARDING CONTACT DETAILS

Role	Name	Contact Number	Email
Designated Safeguarding Lead (DSL) 24hr Emergency Contact	Hao Yu (Phoenix)	07311329630	phoenix@sino-uk.org

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CHILD PROTECT PRINCIPLES

The following principles underpin our provisions and practices in relation to safeguarding and child protection:

- Anglo International Student Centre shall provide a secure and safe environment for all students.
- Transfer companies and homestays receive expectation to uphold a supportive and safe setting for students at all times.
- All students should feel protected, secure, and safe from harm.
- Students must know who to turn to for help or advice, and be able to access confidential support easily, encompassing 24-hour bilingual assistance.
- The company director has overall responsibility for student welfare and safeguarding.
- All volunteers, homestays, and staff must share responsibility for addressing and identifying safeguarding concerns and follow the company's child protection procedures.
- Students and staff should have effective and clear ways to raise child protection issues.
- Staff should have reliable methods of quickly contacting students.
- Staff should be aware of students' learning or medical needs through the Student Record, with relevant information shared with homestays on a need-to-know basis.
- Where a student is missing or thought to be at risk, staff must immediately follow the Missing Student Procedure to locate the student safely and quickly.
- The organisation has clear procedures in place to manage child protection concerns in alignment with legislation.

Anglo International Student Centre maintains commitment to the protection and safeguarding of all children in its care. We carry out thorough checks on those who work with us, and expect all homestays, volunteers, and staff to prioritise student welfare.

Safeguarding is everyone's responsibility, whether you are a contracted, full-time, part-time, or agency member of staff---or even if your role doesn't involve regular contact with students. The same duty applies to third-party providers and homestays.

When a safeguarding concern arises, Anglo International Student Centre shall take the child's feelings and views into account before deciding on services and actions. We guarantee students have accessible and clear information---such as in our handbook or on emergency cards---on how to raise a concern, and we make sure they understand their concerns shall receive taking seriously and sensitively.

Homestays and staff should remember that children might not be ready to talk about neglect or abuse, or might not recognise that they're receiving harm. Staff should maintain professional curiosity and speak to the DSL when they have concerns.

It is important that trusted relationships receive establishment so students feel comfortable communicating openly.

Child protection refers to safeguarding children from neglect or abuse where there is a known risk.

Safeguarding encompasses reducing the risk of:

- Child sexual exploitation
- Child-on-child abuse
- Radicalisation and extremism
- Female genital mutilation (FGM)
- Physical, emotional, or sexual abuse and neglect
- Domestic abuse
- Online abuse
- Bullying and cyberbullying

Our goal is to ensure that students are always in a caring, secure environment where they feel safe, respected, and valued. To achieve this, Anglo International Student Centre commits to:

1. Ensuring senior leadership has appropriate safeguarding knowledge and oversees implementation.
2. Providing role-specific training for staff and homestays.
3. Promoting clear and honest communication between students, Anglo International Student Centre staff, schools, and homestays to prioritise wellbeing.
4. Responding to all reports or suspicions of abuse in line with our internal safeguarding procedures.
5. Applying safer recruitment processes and enhanced DBS checks for all who work directly with students.
6. Maintaining strong relationships with statutory agencies responsible for child welfare.

If you believe that a child in your care may be suffering any form of abuse or neglect, report your concern at once and in confidence to the DSL or deputy if absent using the contact details in this policy.

SUPPORTING PROCEDURES AND DOCUMENTS

This policy should be read alongside the following supporting policies and guidance documents:

- Anti-Bullying Policy (including cyberbullying)
- Anti-Radicalisation Policy
- Online Safety Policy
- Emergency Procedure (including the organisation's approach to foreseeable emergencies such as a pandemic)
- Low-Level Concerns Policy
- Missing Student Policy
- Safer Recruitment Policy
- Staff and Homestay Code of Conduct
- Whistleblowing Policy

GOVERNMENT GUIDANCE

- Keeping Children Safe in Education (2025)
- Working Together to Safeguard Children (2023)

KEEPING CHILDREN SAFE IN EDUCATION

Part one of *Keeping Children Safe in Education (2025)* provides essential safeguarding guidance for volunteers, homestays, and staff working with children. Whilst it receives writing primarily for colleges and schools, the guidance is also applicable to host families and guardianship organisations. Anglo International Student Centre advises all relevant volunteers, homestays, and staff who interact with children to read this document. It can receive access here:

[Keeping children safe in education \(2025\) – GOV.UK](#)

Annex A of the document is a shortened version of Part One. Staff who do not work directly with children may read Annex A in place of the full section.

DEFINITIONS

Term	What this means
Safeguarding and promoting the welfare of children	Protecting children from maltreatment; preventing impairment of mental and physical health or development; ensuring children grow up with safe and effective care; and taking action to enable the best outcomes.
Child Protection	A specific aspect of safeguarding referring to the action taken to protect children suffering or at risk of significant harm.
Designated Safeguarding Lead (DSL)	The person appointed to lead on safeguarding matters in an organisation, trained to a higher safeguarding standard.
Prevent	A strand of the UK government's counter-terrorism strategy aimed at preventing radicalisation.
Local Safeguarding Partnership (LSP)	A multi-agency body replacing Local Safeguarding Children Boards (LSCBs), involving local authorities, police, and health services.
LADO	Local Authority Designated Officer responsible for overseeing allegations against adults working with children.
Children	All individuals under the age of 18.

WHAT IS ABUSE AND NEGLECT?

- Recognising the signs of abuse and neglect is crucial for early intervention. All staff and homestays should be familiar with indicators and speak to the DSL or deputy if unsure.
- Abuse, neglect, and safeguarding concerns often involve multiple, overlapping factors. They rarely fit into one category.
- *Contextual Safeguarding*: Staff, volunteers, and homestays should consider risks outside the family or school context—such as peer abuse, exploitation, county lines, or online harm.
- Technology is increasingly central in safeguarding concerns. Children may face risks both online and offline. Abuse may include harassing messages, non-consensual sharing of images, or exposure to inappropriate content.
- Children may also perpetrate harm online toward peers, including through group chats or digital media.

All concerns—no matter how uncertain—should be shared with the DSL or deputy if absent without delay.

TYPES OF ABUSE AND NEGLECT

(Adapted from Keeping Children Safe in Education, 2025)

Abuse is a form of maltreatment of a child. A person may abuse or neglect a child by causing harm or by failing to act to prevent harm. Harm may include non-physical ill-treatment, such as the emotional impact of witnessing abuse. Children can be abused in a family, institutional, or community setting, by known individuals or, more rarely, by strangers. Abuse can occur wholly online, or technology may be used to facilitate offline abuse. Abuse may be committed by adults or by other children.

Physical abuse involves actions such as hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. It may also include inducing illness or fabricating symptoms of illness in a child.

Emotional abuse is the persistent maltreatment of a child that causes severe and adverse effects on emotional development. This could involve making a child feel worthless, unloved, or only valued when meeting someone else's needs. It may include not allowing the child to express themselves, imposing inappropriate expectations, overprotection, limiting learning opportunities, or preventing social interaction. Witnessing the abuse of others, serious bullying (including cyberbullying), and exploitation also fall under emotional abuse. All forms of maltreatment involve some degree of emotional abuse.

Sexual abuse includes forcing or enticing a child to engage in sexual activities, whether or not the child is aware of what is happening. This may include contact acts (e.g., rape, oral sex, touching) or non-contact acts (e.g., exposing children to sexual content or encouraging inappropriate behaviour). Sexual abuse can take place online or offline and is not limited to adult males—women and other children may also be perpetrators. The sexual abuse of children by other children is a recognised safeguarding concern. Staff must be aware of their organisation’s policies for managing such cases.

Neglect is the ongoing failure to meet a child’s basic physical and/or psychological needs, likely to result in serious impairment of the child’s health or development. It may occur during pregnancy (e.g., due to maternal substance misuse), or after birth, such as failing to:

- Provide adequate food, clothing, or shelter (including exclusion or abandonment);
- Protect from physical and emotional harm or danger;
- Ensure appropriate supervision (including unsuitable caregivers);
- Provide access to medical care or treatment;
- Respond to a child’s emotional needs.

All staff and homestays should understand the indicators of abuse and neglect and raise concerns promptly with the DSL or deputy if absent if in doubt. Abuse rarely occurs in isolation—multiple issues may overlap, and safeguarding responses must be comprehensive and contextual. (For specific types of abuse, please see the additional information at the end of this policy.)

SIGNS OF ABUSE AND NEGLECT

(Based on guidance from the NSPCC: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>)

This section provides guidance on common signs that may indicate abuse or neglect. More detailed information on specific forms of abuse—including child sexual exploitation, trafficking, criminal exploitation, domestic abuse, FGM, grooming, non-recent abuse, and online abuse—is also available on the NSPCC website.

Common signs may include:

- Unexplained changes in behaviour or personality
- Becoming withdrawn or anxious
- Sudden aggression or irritability
- Lack of social skills or few/no friends
- Poor relationship with parent or caregiver
- Knowledge of adult topics inappropriate for age
- Running away or going missing
- Consistently wearing clothes that cover the body

These signs do not always indicate abuse. However, persistent or multiple concerns should always be reported.

Concerning behaviour from adults responsible for children should also be noted and reported where there is concern for a child's wellbeing.

Indicators of Physical Abuse

- Bruises, burns, scalds, bite marks
- Fractures or broken bones
- Poisoning symptoms (vomiting, drowsiness, seizures)
- Breathing problems from suffocation or drowning
- Head injuries in infants (e.g., swelling, fractures, unusual behaviour)

Indicators of Emotional Abuse

- Low self-esteem or confidence
- Difficulty managing emotions or forming relationships
- Inappropriate behaviour or knowledge for their age
- Extreme emotional outbursts
- Social withdrawal or lack of friendships

Indicators of Sexual Abuse

Emotional and behavioural signs:

- Fear of being alone with certain individuals
- Sexualised language or behaviour
- Nightmares or bed-wetting
- Substance misuse or self-harm
- Disordered eating

Physical signs:

- Genital injuries, pain, discharge, STIs, or pregnancy

Online sexual abuse indicators

- Increased secrecy around internet use
- Change in mood after going online
- New contacts or phone numbers

Children may also give subtle hints about abuse. These should always be taken seriously.

Indicators of Neglect

Poor hygiene and appearance:

- Dirty, smelly, or unwashed clothes
- Inappropriate clothing for the weather
- Constant hunger or no lunch money

Health and development concerns:

- Anaemia, poor muscle tone, dental issues
- Missed medical appointments or vaccinations
- Regular illness or infections
- Untreated injuries or unexplained accidents

Behavioural or emotional changes:

- Aggression, clinginess, anxiety, or depression
- Difficulty concentrating
- Absenteeism or disengagement from school
- Signs of self-harm or substance misuse

Family or living conditions:

- Poor housing or unsafe living conditions
- Being left alone or caring for siblings unsupervised

All signs should be considered in context. When in doubt, speak to the DSL or deputy if absence immediately.

PROCEDURES

When new homestays, volunteers or staff join our organisation, they receive information of the safeguarding arrangements in place, the name of the DSL and how to share concerns with them. Please note that the usual reporting channel is via the DSL, however anyone can make a referral direct to the LADO or LSP. The contact details receive inclusion in this document.

Anglo International Student Centre shall self-report to AEGIS by promptly informing them of any significant safeguarding concerns, instances where behaviour falls below expected standards, or incidents that could receive perception as compromising or subject to misinterpretation. This shall receive doing through formal communication channels to guarantee compliance with safeguarding regulations and transparency.

Actions to be followed if there are concerns about a child or young person

- All homestays and staff members have a duty to respond to and identify suspected/actual abuse or disclosures of abuse. Any homestay, volunteer or member of staff who receives an allegation or disclosure of abuse, or suspects that abuse may have occurred must report it immediately to the DSL (or, in their absence, the deputy).
- Where there is risk of immediate harm, concerns shall receive referral immediately by telephone to the Police or LSP.
- Less urgent concerns or requests for support, encompassing for Early Help, shall receive sending by the DSL to the LSP.
- The DSL may also seek advice from another appropriate agency or Social Care about a concern, if we are unsure how to respond to it.
- The DSL shall refer any safeguarding concerns that relate to an incident in school to the school. Concerns shall receive referral to the school DSL. If an allegation receives making against a member of school staff, the guardianship organisation shall check the school policy to see who to refer such matters to. This is usually the Head of the School. If the allegation involves the Head, then usually the Chair of Governors should receive information.
- Where a concern is not seen to reach the threshold for a referral, the DSL shall keep the concern on file and shall monitor the situation. Should the concern escalate, a referral shall receive making to the LSP.
- Wherever possible, we shall share any safeguarding concerns, or an intention to refer a child to Children's Social Care, with carers or parents. However, we shall not do so where it is felt that to do so could place the child at greater risk of harm or impede a criminal investigation. On occasions, it may be necessary to consult with the Police and/or LSP for advice on when to share information with parents/carers.
- If a homestay or member of staff continues to have concerns about a child and feels the situation is not receiving addressing or does not appear to be improving, the homestay or

staff member concerned should press for re-consideration of the case with the designated safeguarding lead.

- If, for any reason, deputy if absence or DSL is not available, or you do not feel that your concern is receiving taking seriously, this should not delay appropriate action receiving taking. Any individual may refer to the Police or LSP where there is actual or suspected risk of harm to a child. The contact details receive inclusion at the beginning of this policy.
- Full records of action taken and reports shall receive maintenance by the DSL and securely stored in a specific safeguarding file.

Child-on-Child Abuse

All homestays and staff should be aware that children can abuse other children (often referred to as child-on-child abuse) and that it can happen both outside and inside of college or school and online. That may mean it happens whilst students are in the care of homestays. It is important that all homestays and staff recognise the signs and indicators of child-on-child abuse and know how to respond to and identify reports.

All homestays and staff should understand that even if there are no reports in their organisation, it does not mean it is not happening---it may be the case that it is just not receiving reporting. As such, if homestays or staff have any concerns regarding child-on-child abuse, they should speak to the designated safeguarding lead (or deputy).

Anglo International Student Centre adopts a zero-tolerance approach to abuse. It is essential that all homestays and staff understand the importance of challenging inappropriate behaviours between peers, many of which receive listing below, that are actually abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just having a laugh," "just banter," "boys being boys," or "part of growing up," can lead to a culture of unacceptable behaviours, an unsafe environment for children and---in worst case scenarios---a culture that normalises abuse and discourages children from reporting.

It receives recognition that it is more likely that girls shall be victims and boys perpetrators, but all child-on-child abuse is unacceptable and shall receive taking seriously.

Child-on-child abuse is most likely to encompass, but may not be limited to:

- Bullying (encompassing discriminatory and prejudice-based bullying, and cyber bullying)
- Abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- Physical abuse such as biting, shaking, kicking, hitting, hair pulling, or otherwise causing physical harm (this may encompass an online element which encourages, threatens and/or facilitates physical abuse)
- Sexual violence, such as sexual assault, assault by penetration and rape (this may encompass an online element)

- Sexual harassment, such as online sexual harassment, sexual comments, remarks, and jokes, which may be standalone or part of a broader pattern of abuse
- Causing someone to engage in sexual activity without consent
- Non-consensual and consensual sharing of semi-nudes and nudes (also known as youth produced sexual imagery or sexting)
- Upskirting
- Initiation/hazing type rituals and violence (encompassing online elements)

Preventative Measures Against Child-on-Child Abuse

- Regular training for staff and homestays
- Educating students through our handbooks and through discussion
- Providing students with clear guidelines within the Student Handbook on how to raise a concern
- Fostering effective channels of communication so that students feel comfortable approaching their homestay carer or guardian with any concerns
- Effective communication between the DSL or deputy if absence and the DSLs in schools where students are placed

In the event of a report of child-on-child abuse, staff and homestays should inform the DSL or deputy if absence as soon as possible.

How students can raise a concern

- It is important that students understand that any concern they raise will be treated seriously.
- Students will be encouraged to talk to any trusted adult, including school staff, their parents, homestay carer, their guardian or the guardianship organisation DSL or deputy if absence. This will be explained to them verbally, with a written reminder included in the Student Handbook.

Responding to and Managing Allegations

- All reports of child-on-child abuse shall receive making on a case-by-case basis with the deputy if absence or DSL taking a leading role, using their professional judgement and supported by other agencies such as the police or social care as required.
- Homestays and staff receive expectation to follow the procedures outlined within this policy.
- Where a report encompasses an online element, Anglo International Student Centre shall follow advice on confiscation, screening and searching. Homestays or staff must not forward or view images unless unavoidable and only if another member of staff (preferably the DSL) is present. (See DfE guidance Section 2.10 for the appropriate procedure.)
- The DSL shall notify the DSL of the school that the student attends as soon as possible.

Risk Assessment

When there has been a report of sexual violence, deputy if absence or DSL shall make an immediate needs and risk assessment. For reports of sexual harassment, the need for a risk assessment shall receive consideration on a case-by-case basis. The assessment should consider:

- The victim, especially their protection and support
- The alleged perpetrator
- All other children (and, if appropriate, homestay family members) residing at the homestay

Risk assessments will be recorded electronically and kept under review. DSL or deputy if absence will ensure they are engaging with their LSP.

Support for Students Involved in Child-on-Child Abuse

Anglo International Student Centre shall support students who have been involved in child-on-child abuse. This may include:

- Maintaining regular contact with the student(s) to check on their welfare
- Providing staff and homestays with relevant information (on a need-to-know basis)
- Liaising with the student's school to provide coordinated support
- Making available details of helplines and specialist support organisations

Management of the report

The DSL will decide how each case of child-on-child abuse should be managed, in line with LSP thresholds. Depending on the severity, a report may be managed by:

- Internal management (including liaison with the school DSL where appropriate)
- Early help
- Referral to the LSP where a child is at risk or has been harmed
- Referral to the police in cases involving serious sexual offences

Anglo International Student Centre expects all homestays and staff to understand and follow the procedures in this policy. Addressing inappropriate behaviour early can prevent future incidents of abuse.

Allegations Involving Adults in a Position of Trust

Allegations that meet the harm threshold

The following applies if it is alleged that anyone working, volunteering, or hosting students for Anglo International Student Centre:

- Has behaved in a way that has harmed a child or may have harmed a child;
- May have committed a criminal offence against or related to a child;
- Has behaved towards a child or children in a way that indicates they may pose a risk of harm;
- Has behaved or may have behaved in a way that indicates they may not be suitable to work with children (this is referred to as transferable risk).

In such cases:

- Anglo International Student Centre will follow the statutory guidance outlined in Part 4 of the most recent edition of *Keeping Children Safe in Education*.
- Allegations must be reported to the company director, who will act as the designated case manager. The director will contact the Local Authority Designated Officer (LADO) immediately and follow their instructions. No internal investigation should take place at this stage.
- If the allegation concerns the company director, the LADO should be contacted directly.
- Where an individual is removed from regulated activity due to harm or risk of harm to a child, a referral will be made to the Disclosure and Barring Service (DBS).
- Historical allegations will be referred directly to the police.

Allegations that do not meet the threshold (Low-Level Concerns)

Anglo International Student Centre's Low-Level Concerns Policy outlines how concerns that do not meet the harm threshold are to be managed. The Staff Code of Conduct provides guidance on professional boundaries expected of all staff, volunteers, and homestays.

A low-level concern refers to any behaviour that:

- Is inconsistent with the Staff Code of Conduct, including conduct outside of work;
- Is not serious enough to require referral to the LADO.

Examples of low-level concerns may include:

- Being overly familiar or friendly with children;
- Showing favouritism;
- Taking photographs of students using a personal mobile phone;
- Spending time alone with a student in a secluded area;
- Using inappropriate, sexualised, intimidating, or offensive language.

Such behaviour may be unintentional, thoughtless, or misunderstood—or it may represent an early warning sign of a deeper issue. All low-level concerns must be reported to the DSL or director. Our Low-Level Concerns Policy provides further detail on how these will be recorded, reviewed, and acted upon.

Learning from allegations and concerns

Following a substantiated allegation, the case manager and LADO will review the case to identify any improvements to procedures and policies, including:

- The decision to suspend and its justification;
- How the suspension was managed and whether support was needed on reinstatement;
- Whether future similar cases could be managed differently.

Even where an allegation is determined to be unfounded, false, malicious, or unsubstantiated, the case manager and, if involved, the LADO should still review the matter for lessons learned.

Receiving a disclosure from a child or young person

If a student discloses abuse:

- Always take the disclosure seriously and ensure the child feels safe.
- Reassure the child and confirm they are being listened to.
- Do not promise confidentiality—you are required to share the information to protect them.
- Record the disclosure in detail as soon as possible.
- Ask open questions only (e.g. “tell me,” “describe,” “explain”) and avoid leading or investigative language.
- Avoid asking “why,” “how,” or “what happened”—leave this to trained professionals.
- Call 999 if the child is in immediate danger.
- Notify the DSL or deputy if absence within 24 hours.
- If out of hours, contact the designated emergency safeguarding number.

Sharing safeguarding information

Safeguarding information will be shared with other professionals or agencies on a strict need-to-know basis, including:

- Anglo International Student Centre team members and homestays;
- School DSLs;
- Social care services, safeguarding partners, and other appropriate agencies.

Staff and homestays are expected to maintain confidentiality in accordance with the organisation’s Data Protection Policy. UK GDPR and the Data Protection Act 2018 do not prevent information being shared when it is necessary to protect a child.

Staff and homestays must never promise to keep safeguarding concerns secret.

The DSL OR DDSL will determine who needs access to any safeguarding information and share it only with those who have a legitimate need.

Whenever possible, Anglo International Student Centre will seek consent from parents/carers before making a referral to social care—unless doing so places the child at increased risk or could jeopardise a police investigation.

Role of the DSL

The Designated Safeguarding Lead (DSL) holds primary responsibility for child protection and safeguarding, encompassing online safety, within Anglo International Student Centre. This responsibility receives clear stating in their job description, and the DSL receives granting the necessary standing and authority within the organisation to fulfil these duties effectively.

The DSL is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required.
- Support homestays and staff in making referrals to children's social care.
- Refer cases with radicalisation concerns to the Channel programme (this responsibility may also receive holding by the Prevent Lead, if different from the DSL).
- Support homestays and staff with referrals to the Channel programme, where needed.
- Refer cases to the police where a crime may have received committing.
- Act as a key point of contact with the three safeguarding partners.
- Liaise with the Anglo International Student Centre owner or managing director to keep them informed of safeguarding issues.
- Coordinate with homestays and staff on matters relating to digital wellbeing, safeguarding, and safety, and work with external agencies as appropriate.
- Serve as a source of expert guidance and advice for all homestays and staff.
- Promote effective information sharing both internally and with relevant professionals, agencies, safeguarding partners, and schools.
- Foster a culture of listening to students, guaranteeing their feelings, concerns, and voices receive acknowledging and considering.
- Recognise the barriers students may face when approaching adults and take active steps to build open communication and trust.
- Guarantee safeguarding policies receive understanding, implementing, and are accessible to all relevant parties.
- Review and update the child protection policy annually and oversee regular reviews of safeguarding procedures in partnership with senior leadership.
- Guarantee the child protection policy is available to stakeholders on the Anglo International Student Centre website.
- Engage with safeguarding partners to keep homestays and staff informed about updates to local safeguarding procedures and training opportunities.

Contact Details For DSL and emergency contact

Role	Name	Contact Number	Email
Designated Safeguarding Lead (DSL) 24hr Emergency Contact	Hao Yu (Phoenix)	07311329630	phoenix@sino-uk.org

Prevent

Anglo International Student Centre has a dedicated Prevent and Anti-Radicalisation Policy that outlines procedures for responding to and identifying concerns about radicalisation. A copy of this policy is available upon request.

Prevent Lead Contact Details

Name	Contact Number	Email
Hao Yu (Phoenix)	07311329630	phoenix@sino-uk.org

Record Keeping

Anglo International Student Centre maintains commitment to maintaining accurate, thorough, and clear records for all child protection and safeguarding matters. These records are vital for guaranteeing an effective, coherent, and timely response to concerns and for providing an auditable trail of actions taken in relation to the welfare of a child.

All actions, decisions, disclosures, and concerns must receive documentation in writing, regardless of whether a referral is ultimately made. Records shall receive keeping confidentially and securely, in a location separate from students' academic files. Hard copies shall receive storing in a locked filing cabinet, whilst digital records shall receive keeping in an access-controlled, secure, and encrypted system. Only the deputy if absence and DSL shall have authorised access to these safeguarding records.

Each safeguarding file must contain:

- A chronological and full account of all concerns raised, encompassing dates, times, and individuals involved;
- A comprehensive and clear summary of the disclosure or concern, written in objective, factual language;
- Records of all discussions, encompassing those with other professionals, parent/carer, or the student, noting who was present and the key points discussed;
- The rationale for any decisions made, encompassing whether or not to refer to an external agency;
- A log of all actions taken, by whom, and when;
- Correspondence and documents exchanged with external agencies, encompassing police, social care, or local safeguarding partners (LSP);
- Copies of meeting minutes, referral forms, and any interventions or plans agreed;
- Any follow-up actions and the outcomes of these, as well as closure information, if applicable.

Records shall receive dating, signing (or digitally verified), and updated in a timely manner. A separate safeguarding file shall receive creating for each student where concerns exist, and a marker shall receive placing on the student's main file to indicate that a safeguarding file exists. Files shall receive retention in accordance with child protection regulations and data retention.

Information shall only receive sharing on a strictly need-to-know basis to protect the student's welfare, in alignment with data protection legislation and Anglo International Student Centre's safeguarding and confidentiality policies. Where any volunteer, homestay, or staff member is unsure about recording procedures, they must consult the deputy if absence or DSL for guidance.

Training and Updates

Anglo International Student Centre maintains commitment to guaranteeing all homestays, volunteers, and staff receive appropriate safeguarding training based on their role. A record of all safeguarding training undertaken shall receive maintenance.

DSL Training

The Designated Safeguarding Lead (DSL) must complete advanced safeguarding training delivered in person by a recognised provider, such as the NSPCC, AEGIS, or the Local Safeguarding Partners (LSP). This training must receive renewal at least every two years. Additional topical safeguarding updates shall receive attending as appropriate throughout the year.

Staff Safeguarding Training

All other staff members, encompassing volunteers and administrative staff, receive requirement to complete Level 2 safeguarding training every two years. This training may receive delivery online or face-to-face and must cover core principles of child protection, responding to disclosures, reporting procedures, and recognising signs of abuse.

Homestay Host Training

All homestay hosts must complete safeguarding training annually. This shall be based on the "Safeguarding for Homestay Hosts" course provided by the British Council or an equivalent approved course. The DSL shall guarantee hosts understand the specific responsibilities of their role, how to raise a concern, and Anglo International Student Centre's expectations in safeguarding matters. In addition, Anglo International Student Centre encourages all homestays and staff to self-report situations where their actions may receive misinterpretation or fall short of professional standards. A confidential system is in place for logging and escalating these incidents for review. These shall receive addressing promptly to uphold safeguarding standards

Whistleblowing

Anglo International Student Centre has a dedicated Whistleblowing Policy that outlines procedures for raising concerns about potential breaches of the law, misconduct, or poor practice by others working within the organisation, managers, or colleagues. This policy offers protection for individuals who report concerns in good faith and guarantees that reports shall receive taking seriously, receive investigating appropriately, and that whistleblowers shall not face retaliation.

Local Safeguarding Partnerships (LSPs)

Anglo International Student Centre works in close collaboration with Local Safeguarding Partnerships (LSPs) and follows statutory guidance under Working Together to Safeguard Children. All partner schools have their own safeguarding policies, which encompass their designated LSP contacts and are available on their respective websites.

If a safeguarding concern arises whilst a student receives placement in a homestay outside of their school's local authority area, Anglo International Student Centre shall identify and liaise with the relevant local LSP for that region. The appropriate LSP's referral procedures and guidance shall receive following.

The following link provides a central list of LSPs across the UK:

<https://www.safecic.co.uk/your-scb-acpc/55-free-downloads-and-safeguarding-links/61-safeguarding-children-board-links>

Local authority contact details for areas where Anglo International Student Centre operates shall receive listing in an appendix or safeguarding contact table. In cases where contact details are unavailable or unclear, staff shall escalate concerns by calling the local police (999 in urgent cases or 101 for non-emergency). This applies across Scotland, Wales, and England. In Scotland, non-emergency referrals can also be made to local children's social work teams via their local authority website, or to the Scottish Children's Reporter Administration:

<https://www.scra.gov.uk/contact-us/>

In Wales, contact should be made with the local child protection services through the appropriate local authority website. A summary of these will be included in the policy's reference section.

Local LSP and LADO Contact Details

As part of our safeguarding responsibilities, it is important that hosts know how to contact their local safeguarding partners (LSP). Because hosts live in different areas, please use the UK government's official website <https://www.gov.uk/report-child-abuse-to-local-council> to find the appropriate local authority safeguarding contact details based on your location. If you are unsure or need assistance, please contact our organisation directly for guidance.

Region	Local Safeguarding Partnership (LSP) / LADO Contact Information
Eastbourne	East Sussex (for Eastbourne) 0-19.SPOA@eastsussex.gov.uk or 01323 464222
West Sussex (for areas outside of Eastbourne)	West Sussex Local Authority Designated Officer: LADO@westsussex.gov.uk or 0330 222 6450

Liaison with Parents, Agents, and Partner Schools

- Anglo International Student Centre may need to share confidential safeguarding information with the Designated Safeguarding Lead (DSL) at the college or school a student attends. When a student transfers to a new institution, relevant safeguarding records may receive sharing with the DSL of the new college or school to support continuity of protection and care.
- Whilst Anglo International Student Centre strives to maintain open communication and transparency with parents, the organisation retains the right to contact the police or Local Safeguarding Partnership (LSP) without informing parents, if it receives judging to be in the best interest of the child.
- Safeguarding information shall not normally receive sharing with agents unless it is necessary to protect a student. In such cases, information shall receive disclosure on a strict need-to-know basis and with the clear understanding that it must remain confidential.

Further Detail on Specific Types of Abuse

The following guidance is adapted from *Keeping Children Safe in Education* and has been edited where appropriate to reflect the guardianship context. For additional detail, including other types of abuse, refer to Annex B of the latest edition of *Keeping Children Safe in Education*.

Safeguarding Issues

Staff and homestays should be alert to behaviours that may indicate a student is at risk of harm. These may include substance misuse, missing education, involvement in serious violence (including county lines activity), radicalisation, and the consensual or non-consensual sharing of nudes or semi-nude images/videos. Key issues to be aware of include:

Child Criminal Exploitation (CCE)

CCE involves individuals or gangs exploiting a power imbalance to coerce, manipulate, or deceive a child into criminal activity. This may be in exchange for goods, protection, status, or due to threats or violence. CCE can affect both boys and girls and often includes the movement of drugs or money (commonly referred to as 'county lines'), but may also involve other illegal activities such as theft, assault, or weapons carrying.

Victims may be coerced with threats or become indebted, creating cycles of entrapment. They may appear to act willingly, making the exploitation less obvious. Girls may experience different forms of coercion, and their vulnerability to both criminal and sexual exploitation should not be underestimated.

Further guidance on CCE can be found in Annex B of *Keeping Children Safe in Education*.

Child Sexual Exploitation (CSE)

CSE is a form of sexual abuse where a child is coerced into sexual activities in exchange for attention, protection, money, or other benefits. It may involve physical sexual contact, but also includes non-contact forms such as grooming, the production or distribution of sexual images, and online abuse.

CSE may occur over time or be a single event. Some children may be unaware that they are being exploited, believing they are in a consensual relationship. CSE affects all genders and can include older children who may legally be able to consent to sex but are nevertheless being abused or manipulated.

Additional definitions, signs, and responses to CSE are outlined in Annex B of *Keeping Children Safe in Education*.

Serious Violence

Indicators of involvement in or risk from serious violent crime include unexplained absences, changes in peer groups, new possessions, injuries, or signs of coercion. Risk factors include frequent absences, exclusion, prior victimisation, or early criminal behaviour. Anglo International Student Centre staff

and homestays should consult *Preventing Youth Violence and Gang Involvement* and *County Lines Guidance* for further advice.

Children Missing from Education

Repeated or prolonged absence can indicate multiple safeguarding risks including abuse, exploitation, or mental health crises. Staff must report such concerns to the student's school, which will follow its missing education protocol.

County Lines

County lines refers to drug trafficking operations using children to transport and store drugs, often involving coercion and violence. Indicators include travel to unfamiliar areas, unexplained wealth, or possession of burner phones. Children may also be found in 'trap houses' or asked to conceal drugs internally. Further guidance is available via the Home Office.

Modern Slavery and the National Referral Mechanism

Modern slavery involves human trafficking and forced exploitation. It includes sexual exploitation, forced labour, criminality, and organ removal. Staff should consult the *Modern Slavery Statutory Guidance* and refer any concerns via the National Referral Mechanism (NRM).

Cybercrime

Cybercrime involves criminal activity using computers or networks. Examples include illegal hacking, denial-of-service attacks, or creation of malware. Some young people may unknowingly become involved. The DSL may refer to the *Cyber Choices* programme where appropriate. More resources are available at the National Cyber Security Centre and NPCC.

Mental Health

All Anglo International Student Centre homestays and staff must be aware that mental health difficulties may, in some cases, signal that a student has suffered or is at risk of suffering exploitation, neglect, or abuse.

Whilst only trained professionals should make formal mental health diagnoses, homestays and staff are well-placed to observe students in their daily lives and to identify concerning behaviour.

Recognising significant emotional changes, patterns of distress, or withdrawal is critical to early intervention.

Adverse childhood experiences, encompassing trauma, neglect, or abuse, can significantly affect a child's mental health throughout their development. It is essential that all homestays and staff understand how these experiences may influence a student's academic progress, emotional wellbeing, and behaviour.

Anglo International Student Centre encourages homestays and staff to access professional support and guidance when responding to and identifying students with potential mental health concerns.

Resources include:

- The AEGIS Quality Standards, which provide a Mental Health Support List (Appendix 10);
- The Department for Education's guidance on *Mental Health and Behaviour in Schools*;
- Public Health England's "Every Mind Matters" campaign, which includes lesson plans and wellbeing resources that may be useful for guardianship organisations.

If a mental health concern also raises safeguarding issues, homestays and staff must take immediate action. This encompasses following the Child Protection and Safeguarding Policy and informing the DSL without delay.

There may be situations where Anglo International Student Centre receives asking by a school to remove a student due to mental health concerns. In such instances, Anglo International Student Centre shall liaise closely with the school to determine the most appropriate support plan for the student.

Before removing a student from a school setting for mental health reasons, the student's school shall receive asking to complete the Student Removal Form (see Appendix 2). This guarantees the organisation has a clear understanding of the rationale and background for the request, enabling Anglo International Student Centre to provide appropriate follow-up support and care for the student.

Anglo International Student Centre shall pay due consideration, and a full risk-assessment shall receive undertaking prior to taking guardianship of a student with mental health issues to guarantee that the student's needs can receive meeting. Where students require medication for a mental health concern whilst with a homestay Anglo International Student Centre shall provide homestays with written instructions on a medication form. Homestays should record the times and dates any medication receives giving on the form provided. This form should receive return to the guardianship

office after the student's stay.

Sexual Violence and Sexual Harassment Between Children

Sexual violence and sexual harassment can occur between children of any age or gender, both in person and online. It may also involve groups of children targeting individuals or other groups. These incidents can be profoundly distressing and may affect a student's emotional wellbeing, school experience, and academic progress, particularly when the alleged perpetrator is part of the same school environment.

Such behaviour is never acceptable. Staff and homestays must ensure that students reporting these experiences are taken seriously, supported appropriately, and never made to feel ashamed or at fault. Sexual violence and harassment exist on a continuum and may overlap. Staff and homestays must be vigilant in identifying and responding to all incidents.

Certain student groups may be more vulnerable, including girls, children with SEND, and LGBTQ+ children.

Staff and homestays must:

- Challenge inappropriate sexual behaviours and language;
- Make clear that such behaviours are not tolerated;
- Never dismiss behaviour as “banter” or “part of growing up”; and
- Intervene in physical acts such as touching or lifting clothing that may be sexually motivated.

What is Sexual Violence?

Sexual violence refers to offences under the Sexual Offences Act 2003, including:

- Rape – Non-consensual penetration with a penis.
- Assault by Penetration – Non-consensual penetration with any object or part of the body.
- Sexual Assault – Non-consensual sexual touching.
- Causing someone to engage in sexual activity without consent – Including coercing a child into sexual acts with another person or alone.

Consent means having the freedom and capacity to choose. A child under 13 cannot legally consent to any sexual activity. The age of consent is 16.

What is Sexual Harassment?

Sexual harassment is unwanted conduct of a sexual nature that violates dignity or creates a hostile, degrading, or sexualised environment. It can occur online or offline and may involve:

- Sexual comments, jokes, or name-calling
- Inappropriate touching or display of sexual images
- Online behaviour such as sending explicit content, sexting, or upskirting (a criminal offence)

Responding to Reports

The response to any disclosure must be immediate, supportive, and non-judgmental. Staff and homestays must follow the reporting process as outlined in *Keeping Children Safe in Education* (KCSIE), Part One, and consult the DSL without delay.

So-Called 'Honour'-Based Abuse

So-called 'honour'-based abuse (HBA) includes crimes and incidents committed to protect or defend the perceived honour of the family or community. This includes female genital mutilation (FGM), forced marriage, breast ironing, and other harmful practices. These acts often involve collective family or community pressure and can include multiple perpetrators.

All forms of HBA are considered abuse and must be treated as such. Staff and homestays must recognise the complexity and risks involved and respond in accordance with safeguarding protocols. If there is any concern that a child may be at risk or has been a victim of HBA, staff or homestays must immediately report this to the DSL. The safeguarding lead will follow national and local procedures and liaise with police and children's social care as appropriate.

Female Genital Mutilation (FGM)

FGM refers to any procedure involving the partial or total removal of external female genitalia or other injury to female genital organs for non-medical reasons. It is illegal in the UK and a severe form of abuse.

All staff and homestays must report concerns about FGM to the DSL or deputy if absent. Teachers have a specific legal duty to report to the police if they discover that an act of FGM appears to have been carried out on a girl under 18.

Forced Marriage

A forced marriage occurs when one or both individuals do not freely consent and pressure, threats, or coercion are involved. It is a criminal offence in England and Wales. Guardianship staff may become aware of warning signs and must act swiftly. The Forced Marriage Unit offers support and can be contacted on 020 7008 0151 or via fm@fcdo.gov.uk.

Domestic Abuse

Under the Domestic Abuse Act 2021, children who experience or witness the effects of domestic abuse receive recognition as victims in their own right. Abuse can take the form of coercive and controlling behaviours, economic, sexual, emotional, or physical. It can happen between family members or between former or current partners.

Children may witness or experience domestic abuse either in homestays or at home. This may encompass teenage relationship abuse or abuse directed at parents. Anglo International Student Centre recognises the lasting and wide-reaching impact that domestic abuse can have on children's development and emotional wellbeing. Safeguarding procedures must receive following in all such cases.

Online Safety

Safeguarding students from online risks is a core priority. Risks are classified into four areas:

1. **Content** – Exposure to harmful or inappropriate content (e.g., pornography, fake news, racism, self-harm, suicide, extremist views).
2. **Contact** – Harmful online interactions (e.g., grooming, exploitation, peer pressure, impersonation).
3. **Conduct** – Risky or harmful online behaviour (e.g., sexting, cyberbullying, sharing explicit content).
4. **Commerce** – Financial risks (e.g., phishing, gambling, online scams).

If there is concern that a student or staff member has been affected by an online commercial scam or phishing attempt, Anglo International Student Centre will report this to the Anti-Phishing Working Group (<https://apwg.org/>).

Further detail is outlined in Anglo International Student Centre's Online Safety Policies. Regular online safety training is provided to all staff, homestays, and volunteers to promote awareness and prevention.

REVIEW

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 13th November 2025

Signed: Hao Yu (Phoenix)

APPENDIX 1 : INCIDENT FORM

CHILD PROTECTION RECORD – Report of a Concern

Date of record:		Date of incident:	
Name of referrer:		Role of referrer:	
Student name:			
Details of concern:	<i>use initials for other children / young people involved, unless there is a specific need to name them in full</i>		
	<i>contemporaneous notes, if taken, may be attached to this form</i>		
Reported to:		Role of person reported to:	
Signed:			

For DSL use

Action taken:	
Advice sought:	<i>from whom and what was advice given</i>
Concern / referral discussed with parent?	<i>If not, state reasons why – if yes, note discussion with parent/carer</i>
Referral made?	<i>If not, state reasons why – if yes, record to whom and any action agreed</i>
Feedback to referring member of staff or homestay:	
By whom	
Response to / action taken with student:	
By whom	
Name and contact of key workers:	
Name and contact details of GP:	
Other notes / information / concerns:	
Any other action required:	

APPENDIX 2 : STUDENT REMOVAL FORM

In order for us to support our student as best as possible, we would appreciate it if you could complete the following student removal form. Please note that a representative of Anglo International Student Centre shall not be able to collect the student until this form has received completion and return to us by email: phoenix@sino-uk.org

School Name	
Student Name	
Date of Birth	
Reason for request of removal	
Has the student been assessed by a medical professional?	<input type="checkbox"/> Yes, date of assessment: No <input type="checkbox"/>
Please provide a summary of assessment if applicable.	
Is the student at risk of harm to themselves?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the student a risk to others?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the school followed its mental health and child protection policies and procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide a copy of any relevant policies and procedures.
Any other additional information we should be made aware of	
Name	
Position	
Date	