

**Introduction to Safeguarding for Homestay Hosts**

The purpose of this safeguarding induction booklet is to support our new homestay hosts and to refresh the understanding of our existing hosts, to increase their awareness of the signs of child abuse. It will help you to know what your role and responsibilities are and what to do if you are concerned about a child (under 18 years of age) in your accommodation. This guide is in addition to the Hosts International guidance on hosting under 18s which can be found in our Homestay Guidebook.

Although this manual is focused on children, they must be applied to any student you host in your home.

**What is Safeguarding and Child Protection?**

**Definitions**

**A child:**

* Any person under the age of 18

**Safeguarding and promoting the welfare of children**:

* Protecting children from maltreatment
* Preventing impairment of children’s health or development
* Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
* Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

**Child protection**:

* Child protection is part of safeguarding and promoting the welfare of children
* It is activity undertaken to protect specific children who are suffering or at risk of suffering significant harm
* All agencies must aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced

**Hosts’ responsibilities**

Homestay hosts have a responsibility to do whatever is reasonable to ensure the safety of young people or vulnerable adults in their care. They also have an obligation to inform us if they feel that the child they are responsible for has disclosed an allegation of abuse, neglect or are in danger to themselves or others.

**What do I look for and how do I know a child or young person is at risk? Recognising concerns, signs and indicators of abuse.**

Safeguarding is not just about protecting children from deliberate harm. It also includes:

* Pupil safety
* Being aware of bullying, racism, harassment and homophobic bullying
* Arrangements around health and safety on educational visits and activities
* Children missing education
* Internet safety

The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any home, institution or community setting, in person, by telephone or on the internet. Abuse can be cultural and be one-sex specific (Female Genital Mutilation or forced circumcision)

Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their own home circumstances change. However, it is important to know the indicators of abuse and to know when to consult further, if abuse is suspected or taking place.

Things to look out for:

* Changes in behaviour
* Changes in physical behaviour
* Noticeably in discomfort
* Noticeably in pain
* Fluctuations in performance
* Withdrawal
* Attention seeking
* Decrease in self-esteem

All of the above could be associated with any child, however if you witness any extreme changes in behaviour (although it may not mean the child is being abused) it may indicate that something is going on their life that you may be able to help with.

**If you have any concerns about the emotional state of the students living with you, contact us.**

**What if I have concerns about another adult?**

If you have concerns about another adult’s behaviour, or allegations arise, it is important that you raise any concerns at the earliest opportunity with Hosts International, so that incidences can be dealt with quickly and fairly. Action must **always** be taken!

**Who must I contact?**

**Title: Designated Safeguarding Lead (DSL) for Child Protection**

**Named person: DSL Andrew Ballam-Davies**

**Mobile telephone: 07836 245277**

**Email: andrew@hosts-international.com**

**Responsible to: Local Authorities**

**Title: Deputy Designated Safeguarding Leads (DDSLs)**

**Named person: DDSL Harsha Brown**

**Mobile telephone: 07789 392816**

**Email:** **harsha@hosts-international.com**

**Responsible to: Andrew Ballam-Davies DSL**

**Named person: DDSL Lavinia Shivdasani**

**Mobile telephone: 07771 626120**

**Email:** **lavinia@hosts-international.com**

**Responsible to: Andrew Ballam-Davies DSL**

**Talking to Children & Young People**

It is important that you know how to respond appropriately to children and adults if they disclose abuse or if you have concerns. If a child has chosen to speak to you it is because they feel that you will listen and that they can trust you. You need to listen to what the child has to say and be very careful not to ‘lead’ the child or influence what they say.

**What to do if a child confides in you about an abusive situation**

* Listen carefully - stay calm
* Ask questions only to understand what the child is telling you – do not use closed (yes or no) questions or put words into child’s mouth, even if the intention is to be helpful
* Re-assure the child and tell them that have done the right thing by coming to you
* Inform them that because of the nature of this information you have to pass it on to a member of Hosts International staff. Tell them exactly who you will be telling if know a name.
* Note the main points carefully: detail dates, times, places, exact words they used and any questions you may have asked them
* Inform our staff within 12 hours of speaking with the child. If this falls under office hours (Monday to Friday, 8.30am-5pm) call our main office number **020 7323 5244**. If the incident happens outside of office hours, please call the emergency number **07799 693566**.

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| --- | --- |
| **DO** | **DON’T** |
| * Stay Calm
* Listen and be supportive
* Tell the child what you will do next
* Record in writing what was said
* Inform the SDP of your concerns immediately: andrew@hosts-international.com
* Contact us for support
 | * Dismiss what the child is telling you
* Ask any leading questions
* Interrogate the child, put ideas in the child’s head, or jump to conclusions
* Stop or interrupt a child who is recalling significant events
* Promise the child confidentially – you must explain that you will need to pass on information to keep them safe
* Express an opinion about the alleged perpetrator of the abuse.
* Just tell the child everything will be “ok”
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We at Hosts International are here to help and support you as much as our students so please call us at any time.

**Training**

In order to help you understand what to do, we recommend the British Council online Basic Safeguarding course. We will provide you will a link for this on request.

Remember, never be embarrassed to call Hosts International if there is something you are concerned about a student in your care.

*Please note that Hosts International Ltd is fully GDPR compliant. For more information, please consult our GDPR Statement*

This document was reviewed Sep 2019

Date of next review Sep 2020

**Hosts International Ltd**

**Safeguarding Reporting Form**

Please complete if there are any safeguarding concerns about an under 18 student. You must complete the boxes in **CAPITAL LETTERS** so there is no misunderstanding

|  |  |
| --- | --- |
| **Date** |  |
| **Student first name** |  |
| **Student surname** |  |
| **Gender** |  |
| **Date of birth** |  |
| **Nationality** |  |
| **Group / individual** |  |
| **Student ID** |  |
| **Name of person noting concern** |  |
| **Role/connection with student** |  |
|  |  |
| **Date and time concern noted** |  |
| **Location** |  |
| **Concern** *(please provide as much detail as possible)* NB: If reporting a disclosure / allegation made by a student, please use this space to describe verbatim (or as close as you can remember) the conversation. Use the other side to write more. |  |
| **Signed** |  |

**Response to concern.** This section to be filled in by the DSL

Do parents / group leader / agent / homestay / other need to be informed?

|  |  |  |
| --- | --- | --- |
| **Response & follow up** | **By whom** *(full name)* | **When** *(date & time)* |
|  |  |  |

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