



**PRESTIGE
GUARDIANS**



**SAFEGUARDING
POLICY**

Prestige Guardians Ltd.

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This Policy was written on 15 April 2022 by Mr Alan MacRae.

It was reviewed on 1 April 2024 and annually thereafter.

Policy statement

Every student should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.

The Guardianship Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and host families to share this commitment.

The Guardianship Organisation will take all reasonable measures to:

- Ensure that it practises safer recruitment in checking the suitability of staff and volunteers and host family members (including staff employed by another organisation) to work with children and young people in accordance with the guidance given in *Keeping children safe in education* (Department for Education (DfE), 2020 (updated 2023).
- Ensure a safe environment for students, which helps to safeguard their interests.
- Treat all students with care and respect according to their needs and without discrimination of any kind.
- Protect each student from any form of abuse, whether from an adult or another student.
- Be alert to the medical needs of students with medical conditions.
- Strike a proper balance between protecting students and respecting the rights and needs of parents/ guardians/ host family members. However, where there is conflict between these requirements the student's welfare will come first.
- Ensure parents/ guardians/ schools and agents have a right to respect and will be consulted and involved in matters, which concern their family, subject to duties of confidentiality where these apply.
- Provide staff members with child protection training, which will include clarification of responsibilities. All staff will receive basic safeguarding training, in the form of an



online training course, and an annual update on safeguarding. Training will be reviewed and renewed every three years.

- Work closely with all agencies and bodies concerned with the protection and welfare of children and any school or college attended by the student to ensure that all allegations of abuse are dealt with justly and promptly.
- Follow the local inter-agency procedures of the Bath and North East Somerset Community Safety and Safeguarding Partnership (Avon Fire and Rescue, Avon and Somerset Constabulary, B&NES Clinical Commissioning Group, B&NES Council and the National Probation Service, Local Safeguarding Children Board, Local Safeguarding Adult Board and the Responsible Authorities Group). <https://www.proceduresonline.com/swcpp/banes/contents.html>
- Be alert to signs of abuse within the Guardianship Organisation, the host family environment or within the school or college attended by the student.
- Deal appropriately with every suspicion or complaint of abuse.
- Ensure that, so far as possible, actions taken to protect a student, do not in themselves cause the student unnecessary distress. Such actions may include consultation with the police, which may result in criminal proceedings.
- Design, and operate procedures, which, so far as possible, ensure that staff/ host family members who are innocent are not prejudiced by false allegations.
- Support students who have been abused in accordance with his/ her agreed child protection plan.
- Design and operate procedures that promote this policy.

Introduction

This document outlines all Prestige Guardians Ltd. (the **Guardianship Organisation**) policy on identifying and responding to concerns regarding the safeguarding and protection of children and young people. This policy, with the associated procedures, provides guidance for all staff who may come across concerns of this nature within the context of their work for the **Guardianship Organisation**. These include:

- All members of the workforce of Prestige Guardians Ltd.
- Host families
- Other individuals, consultants and agencies contracted by Prestige Guardians Ltd.

It also provides information for **students** and their **parents**.



This policy should be read alongside our policies and procedures on:

- Data Protection
- Types of Abuse Policy
- Anti-bullying, E-safety and Cyber-bullying policy
- Anti-Radicalisation Policy
- Online safety policy
- Emergency plan
- Low Level Concerns Policy
- Missing student Policy
- Safer Recruitment Policy
- Staff Code of Conduct
- Whistleblowing Policy

Definition

In relation to children and young people, the Children Act 2004 and the Department for Education (DfE) guidance document: *Working Together to Safeguard Children 2023* (paragraph 2), define safeguarding and promoting children and young people's welfare as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework

The above statutory guidance defines child protection as part of safeguarding and promoting welfare. Safeguarding is the activity that is undertaken to protect specific children who are suspected to be



suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

Legal Framework

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention on the Rights of the Child 1991
- Data Protection Act 1998
- General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679)
- Data Protection Act 2018
- Human Rights Act 1998
- Equality Act 2010
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Keeping Children Safe in Education 2022 (Sep 2023 update)
- Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014 (April 2020 update)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people and carers; HM Government 2015 (updated 2018)
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018 (December 2023 update).



Types of abuse

Further information on types of abuse, and possible indicators of abuse, can be found in the separate document, Types of Abuse Policy.

Abuse can be:

- Bullying:

Bullying is defined as 'behaviour by an individual or group, usually repeated over time, which intentionally hurts another individual or group either physically or emotionally' (DfE definition). Repeated bullying usually has a significant emotional component, where the anticipation and fear of being bullied seriously affects the behaviour of the victim.

Bullying may take the form of any of the following types of abuse:

- 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 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.

- 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.

- Financial and Material:

This could involve theft, fraud, exploitation or the misuse of property, possessions or benefits.

- Discrimination

This may include racist, sexist, ageist, homophobic, religious or disability related and other forms of harassment.

- Radicalisation

Defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups. Further information can be found in our Anti-Radicalisation Policy document. Our Prevent Lead is Miss Leonor Liz-Losada.



Signs of abuse

Possible signs of abuse include (but are not limited to):

- The student says he or she has been abused or asks a question which gives rise to that inference.
- There is no reasonable or consistent explanation for a student's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries.
- The student's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the student's behaviour.
- The student's development is delayed.
- The student loses or gains weight.
- The student appears neglected, e.g. dirty, hungry, inadequately clothed.
- The student is reluctant to go home or back to the host family home, or has been openly rejected by his or her parents, guardians or host family.

Designated Safeguarding Lead

We have appointed Miss Leonor Liz-Losada, the Director, to be the Designated Safeguarding Lead (DSL) for child protection for Prestige Guardians Ltd. The DSL is a Guardianship Coordinator of the Guardianship Organisation and can be contacted on 01225 859998 or 07551 081009. In the event that the DSL is not contactable please contact the Operation officer of the Guardianship Organisation. Any concerns or observations regarding the safety or welfare of a student should be reported without delay to the DSL.

In the event that the DSL is unavailable, the Deputy DSL is Mark Stricklin who can be contacted on 01225 859998 or 07715 123299.



The main responsibilities of the DSL are:

- to advise and act upon all suspicion, belief and evidence of abuse reported to him/her.
- to be the first point of contact for host families, parents, guardians, students, the Guardianship Organisation's staff and external agencies in all matters of child protection.
- to co-ordinate child protection procedures within the Guardianship Organisation.
- to maintain an ongoing training programme for all of the Guardianship Organisation's staff and host families.
- to monitor the keeping, confidentiality and storage of records in relation to child protection.
- to liaise as necessary with the DSLs for child protection appointed by the Schools or colleges attended by students and the relevant child protection officers appointed by the Social Services Department (Local Authority Designated Officers (LADOs)).
- to keep parents / guardians informed of action to be taken under these procedures in relation to their child in consultation with the school or college and Designated Officers for Allegations.
- if requested, to monitor records of students who are subject to a child protection plan to ensure that this is maintained and updated as notification is received and to liaise with other professionals to ensure that these children are monitored.
- where appropriate, to take part in child protection conferences or reviews.

Personnel

All personnel will undergo an enhanced Disclosure and Barring Service (DBS) Check as well as the barred list check. An enhanced DBS check (also called disclosure) has no official expiry date. Any information included is accurate at the time the check was carried out. It is recommended good practice that a new check is carried out every 3 years.

Note: it is illegal to engage someone to work with children or vulnerable adults if they are in the DBS 'barred list'.



Students

UK or Foreign nationals studying in UK who will normally be under the age of 18, or reaching the age of 18 during the school year. Parents of these students will have granted Prestige Guardians certain responsibilities and completed and signed a Guardianship Agreement.

It is the duty of the **student** to assist in their own safeguarding and guidance on how to comply is included in the student handbook.

Parents

Parents or legal guardians of **Students**, who are not normally resident in UK.

We will work closely with the parents and promote open communication except where this may endanger the **student**.

Staff

Staff are employees of the **Guardianship Organisation**, and have unsupervised access to **students**, their information and data as follows:

The Director, Miss Leonor Liz-Losada who is **Guardian** for all students, and is the **Designated Safeguarding Lead**.

Administrative staff, who have no direct contact with **students**, **Parents** or schools but have access to **students**, **parents** and **host families** information and data.

Specialist staff and contractors, who have no direct contact with **students**, but have access to **students** information and data.

In addition, the following people are not **staff**, but are listed here for safeguarding purposes, include:

- **Drivers** and **accompanying adults**, who have direct contact with **students**. **Drivers** may have unsupervised contact while transporting **students** to and from airports, schools and



other locations. **Accompanying adults** will normally accompany **students** who are under the age of 14 or have additional needs.

- **Host Families**, who have direct and unsupervised contact with **students**. **Host families** may have more than one **student** staying at the same time, who may be from the same or another **Guardianship Organisation**.
- **Local coordinators** may be used where a large number of **students** require accommodation who will arrange matching between **students** and **host families** and will come into contact with a number of students. They may be host families themselves.

Further, there may be others who come into contact with **students**, for example **students** and **staff** of **other Guardianship Services**, who may share transport arrangements.

Contact with students

Staff, **host families** and **drivers** will endeavour to keep physical contact with the **student** to a minimum and should conform with the following guidelines:

- The physical integrity of the students will be respected at all times. Staff and host family members may not engage in inappropriate physical contact of any kind.
- Under no circumstances may a **staff** member give alcohol, tobacco or drugs to students.
- **Staff** members will prudently avoid situations in which they are alone with **students** in rooms or areas which are locked or made inaccessible to others.
- **Student's** bedroom must always be regarded as private space and staff members may never visit a student in his or her bedroom or dormitory except when exercising specific responsibilities or duty of care. In this case, doors should be left ajar or another **staff** member made aware of the course of action being followed.
- **Staff** involved in transporting students will exercise prudence if transporting **students** individually and will inform the office in cases where such transport is unavoidable.



Complaints and Allegations

1. Initial Procedure when abuse is suspected or a complaint is made

A staff member suspecting or hearing a complaint of abuse should report all allegations or complaints of abuse to the DSL, or if the complaint involves the DSL, to the Project Manager of the Guardianship Organisation.

Details of procedures for reporting allegations against staff or other students are given below and in the flow chart to be found at the end of this Handbook.

Staff should:

- Listen carefully to the **student** and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place.
- Not ask leading questions, that is, a question which suggests its own answer.
- Reassure the student but not give a guarantee of absolute confidentiality. The **staff** should explain that they need to pass the information to the DSL who will ensure that the correct action is taken (please note that the giving of information to others, who have an obligation to receive the information for the purpose of protecting a child, is not a breach of confidentiality).
- Keep a sufficient written record of any conversation regarding the suspected abuse. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the DSL as soon as possible.
- Attempt to safeguard and preserve all available evidence, (for example, notes, mobile phones containing text messages, clothing, computers).
- As soon as reasonably practicable after making a report to the DSL, complete the Reporting Form which can be found at the end of this policy.
- Immediately provide a safe environment for the student if necessary.



- Once the DSL has been informed of the allegations or complaints of abuse, the staff suspecting or hearing of the abuse should continue to pass on any further information that has become known but should not carry out any further investigations into the incident as this may prejudice the investigations of external agencies.

Parents and others who suspect abuse or hear a complaint of abuse involving a Prestige Guardians Ltd. student should also inform the DSL straight away.

2. Action taken by the Designated Safeguarding Lead when abuse is suspected or a complaint is made

The action to be taken will take into account:

- The local inter-agency procedures of the Bath and North East Somerset Community Safety and Safeguarding Partnership.
 - The nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to social services or the police.
 - The child's wishes and feelings. However, there may be times when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a student's wishes.
 - The wishes of the complainant's parents or guardians provided they have no interest which is in conflict with the student's best interests and that they are properly informed. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some circumstances. If the DSL is concerned that disclosing information to parents would put a child at risk, he or she will take further advice from the relevant professionals before making a decision to disclose.
 - Duties of confidentiality, so far as applicable.
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- All staff and homestays 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 from having a professional curiosity and speaking to the DSL if they have concerns about a child.

If the DSL considers that it is likely that a student has suffered significant harm, or that a child may be at risk of significant harm, a referral to social services will be made without delay (and in any event within 24 hours). If the initial referral is made by telephone; the DSL will confirm the referral in writing to social services within 24 hours. If no response or acknowledgment is received



within three working days, the DSL will contact social services again.

If there is room for doubt as to whether a referral to an external body should be made, the DSL will consult with the Child Protection Advisers on a no names basis without identifying the family.

Where the DSL decides not to refer the concerns to the relevant authorities, the person who raised the concern will be given a clear written statement of the reasons why the Guardianship Organisation is not taking action. The person will be advised that, if they remain concerned, they are free to consult with, or to report to, the relevant authorities. There will be no retribution or disciplinary action taken against a member of staff for making such a report, provided it is done in good faith.

We encourage whistleblowing in the following instances:

- someone's health or safety is in danger
- actions that negatively affect the welfare of children (not only Prestige Guardians students)
- a criminal offence
- not obeying the law
- covering up wrongdoing
- damage to the environment

Further information on this can be found in our Whistleblowing Policy.

3. Allegations against Guardianship Organisation staff

The Guardianship Organisation's procedures for dealing with allegations against Guardianship Organisation staff aim to balance the need to protect students from abuse and the need to protect staff from false and unfounded allegations. Where appropriate, these procedures follow the guidance in the DfE guidance *Keeping children safe in education*, DfE, 2020.

Suspension (of staff) will not be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure:



- the safety and welfare of the student or students concerned.
- the need for a full and fair investigation.

Detailed guidance is given to staff to ensure that their behaviour and actions do not place students or themselves at risk of harm or allegations of harm to a student. This guidance is contained in the Prestige Guardians Ltd. staff handbook and throughout this policy.

All staff are required to report to the Guardianship Coordinator (Designated Safeguarding Lead), any concern or allegations about the Guardianship Organisation's practices or the behaviour of colleagues which are likely to put students at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report, provided that it is done in good faith.

If the Guardianship Organisation ceases to use the services of a member of staff because they are unsuitable to work with children, a compromise agreement will not be used and there will be a prompt and detailed report to the Disclosure and Barring Service (DBS) or other relevant body as determined by future legislation. Any such incidents will be followed by a review of the safeguarding procedures within the Guardianship Organisation.

If a member of staff tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the Guardianship Organisation. Resignation will not prevent a prompt and detailed report being made to the DBS or other relevant body as determined by future legislation, in appropriate circumstances.

4. Allegations against students

If a student for whom we have responsibility is accused of abuse against another student for whom we have responsibility, we will take all appropriate action to ensure the safety and welfare of both students, including the student accused of abuse.

If it is necessary for a student to be interviewed by the police in relation to allegations of abuse, we will ensure that, in consultation with the student's school or college, parents or guardians are informed as soon as possible and that the student is supported during the interview by an appropriate adult.



If the school or college decide that it is necessary to suspend the student during the investigation, we will provide appropriate support and assistance.

These procedures will also apply as appropriate if a student for whom we have responsibility is accused of abuse against any other student for whom we do not have responsibility.

Data Protection, Confidentiality and Information Sharing

The Guardianship Organisation will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of the students. We will co-operate with police and social services to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 in accordance with the requirements of *Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children* (HM Government, December 2023).

Except in exceptional circumstances we will always notify the school attended by the student of any concerns relating to a student's safety or welfare.

Any personnel who have access to any information relating to students and parents are subject to regulations protecting that data. Information must not be divulged to any person unless a student is at risk if the information is not shared. If in any doubt the advice of the DSL should be sought. Further information can be found in our Data Protection Policy.

Monitoring

Following any child protection incidents involving students for whom the Guardianship Organisation has responsibility, the DSL will review this policy and the procedures and will make a prompt report to the Project Manager.

In addition, the DSL will monitor the operation of this policy and its procedures and will make an annual report to the Project Manager.

The Project Manager will ensure that any deficiencies or weaknesses in regard to child protection arrangements at any time are remedied without delay.



Contact numbers

If you have any concerns regarding a child, please contact the Designated Safeguarding Lead in the first instance however, you can also make a referral directly to the Community Safety and Safeguarding Partnership in your area. All contact details for your area are included in the staff/student handbook.

If you have any concerns or would like to make a referral relating to an allegation of a staff member please contact the Designated Safeguarding Lead in the first instance however, you can also make a referral directly to the Bath and North East Somerset Council LADO.

The telephone numbers of the key personnel to contact in Bath and North East Somerset Community Safety and Safeguarding Partnership and Prestige Guardians Ltd. are as follows:

Designated Safeguarding Lead - Leonor Liz-Losada	01225 859 998 or 07551 081009 (24 Hours)
Deputy Designated Safeguarding Lead – Mark Stricklin	01225 859 998 or 07715 123299 (24 Hours)
Project Manager - Alan MacRae	01249 712014 or 07854 469981
LADO: (B&NES)	01225 396810
MASH (B&NES)	<i>0300 123 2224 or childrens@somerset.gov.uk</i>
Child Protection Advisers (B&NES)	0300 247 0201
Children and Families Assessment and Intervention Team:	01225 396312 or 01225 396313 or dami_howard@bathnes.gov.uk
Emergency Duty Team Out of Hours Contact:	01454 615165
NSPCC Helpline:	0808 800 5000

In the first instance please contact the Designated Safeguarding Lead. For advice regarding a child please contact the Child Protection Advisers. For a direct referral regarding a child please contact Children and Families Assessment and Intervention Team. For a direct referral regarding a person who works with children (i.e. behaved in a way that has harmed, or may have harmed, a child. possibly committed a criminal offence against children, or related to a child) please contact the LADO.

If a child is in immediate danger or is at risk of serious significant harm, the practitioner should contact the Police (999) and refer to MASH (The Multi-Agency Safeguarding Hub enables the sharing of information between services so risks to children can be identified at an early stage) as soon as possible



Child protection incident reporting form

1. Introduction

- 1.1 This form comprises part of the Organisation's Child Protection suite of documents and should be read in conjunction with the Child Protection Policy.
- 1.2 This form is designed to be completed by any member of staff who receives information raising child protection concerns either through observation or direct disclosure, from a student or from another source. The purpose of this form is to ensure that an adequate amount of information is recorded at the outset. This form must be completed as soon as possible after the information is received even where this happens away from the Guardianship.

Do not allow the completion of the form to delay notification of the concerns to the Guardianship Organisation's **Designated Safeguarding Lead (DSL)** but pass the completed form to the DSL or the Operations Officer of the Guardianship Organisation if the DSL is unavailable, as a matter of urgency.
- 1.3 The Guardianship Organisation's DSL for child protection is Leonor Liz-Losada.
- 1.4 The LADO for Prestige Guardians Limited is Bath and North East Somerset Council LADO



2. Data protection information notes

- 1.1 The Guardianship Organisation holds personal information about students in order to safeguard and promote their welfare, promote the objects and interests of the Guardianship Organisation.
- 1.2 The content of this form, when completed, will contain personal information which is subject to the provisions of the Data Protection Act 1998. Students, and in certain circumstances their parents or guardians, have the right to request access to personal information about them held by the Guardianship Organisation, including the content of this form, although exemptions may apply depending on the circumstances. Legal advice should be sought before any information of this nature is disclosed to students, parents or guardians.
- 1.3 The Guardianship Organisation will keep this record confidential, password protected and stored in the organisation's cloud, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. For example, where, in the professional opinion of the DSL, it is deemed necessary we may share this information with the social services or the police for the purpose of child protection investigations.



To be completed by a member of staff

Remember:

- ask "open" questions and not leading questions, that is, a question which suggests its own answer.
- listen carefully and keep an open mind.
- do **NOT** take any decision as to whether 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 student(s)	
Before proceeding have you reassured the student that you are there to help them but you cannot guarantee absolute confidentiality? Have you explained that you may need to pass the information on to the Designated Safeguarding Lead Leonor Liz-Losada who will ensure the correct action is taken?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ask the student 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.	



A non-exhaustive list of the details to be included:

- what was said or done, by whom, to whom and in whose presence.
- when the incident took place and where.
- whether the student wishes their parents [or legal guardian] to be informed.

Any additional comments or evidence



Details may include, for example, any concerns you may have about signs of abuse, emotional ill-treatment or neglect.

Please also include a note of any other evidence, for example, written notes, items of clothing or mobile phone messages relating to the matter.



Any suspicion or complaint of abuse must be reported to the Designated Safeguarding Lead, Leonor Liz-Losada, or if the complaint involves a member of staff or host family, to the Designated Safeguarding Lead or the Operations officer of the Guardianship Organisation.

DO NOT investigate the matter, as this could prejudice the investigations of outside agencies.

Where the concern or allegation is made against the DSL, you must immediately inform the Project Manager of the Guardianship Organisation, without first notifying them.

Please record what action you have taken and when

Full name of member of staff

Signature

