

Devon Educational Holidays Ltd
(Devon Homestay)
Safeguarding & Child Protection Policy

A. Policy Statement

A1) Context

Devon Educational Holidays Ltd (Devon Homestay) welcomes international students through various schools, colleges, universities, agents, and families, placing them with homestay hosts and house share accommodations across the UK. We recognise our fundamental duty of care to all students, especially those under 18, who are living away from home without their usual support networks. This safeguarding policy reflects our commitment to safeguarding the welfare of every student.

A2) Terminology

- **Safeguarding:** Protecting children appropriately and preventing harm.
- **Child Protection:** Protecting children from abuse.
- **Abuse:** All forms of mistreatment, neglect, sexual abuse, or emotional harm that jeopardise a child's health, survival, development, or dignity.
- **All adults:** Refers to all individuals interacting with students, including group leaders and homestay hosts.
- **Designated Safeguarding Lead:** Staff member responsible for child protection and safeguarding.

A3) Under 18s Entitlement

We acknowledge:

- The child's welfare is paramount.
- All children, regardless of age, have the right to equal protection.
- Partnership with children, parents, homestay providers, agencies, leaders, and teachers is vital in promoting welfare.

A4) Adult's Responsibilities

This Policy applies to all Devon Educational Holidays Ltd (Devon Homestay) staff, including homestay hosts, volunteers and anyone representing us. All adults must read and follow the policy and procedures outlined here.

A5) Recruitment Policy

We aim to safeguard under 18s by cooperating closely with our partner schools and homestay hosts. This includes:

- Valuing, respecting, and listening to students.
- Implementing child protection guidelines and codes of conduct for adults.
- Safely recruiting staff and homestay providers with necessary checks.
- Sharing child protection information with students, parents, and adults.
- Reporting concerns and involving parents and students as needed.
- Providing effective management through recruitment policies, supervision, support, and training.

**Devon Educational Holidays Ltd
(Devon Homestay)
Safeguarding & Child Protection Policy**

A6) Policy Review

We ensure that this policy is effectively communicated, understood, and adequately resourced for implementation.

A7) Roles and Responsibilities

Responsibilities:

- **Under 18s:** Understand the policy and report concerns if necessary.
- **Adults:** Comply with the policy.
- **Designated Persons:** Responsible for overseeing child protection standards and practices.

B. Code of Conduct

B1) Overview

Devon Educational Holidays Ltd (Devon Homestay) recognises the importance of creating a safe environment based on trust, safeguarding staff and students from inappropriate behaviour. This is achieved through adhering to the policies, robust procedures, and appropriate training.

B2) Setting Standards

Our code of conduct includes guidelines for interaction, appearance, handling intoxicants, IT and social networks, accommodation, and transport. We expect all adults representing Devon Educational Holidays Ltd (Devon Homestay) to set a positive example, cultivate respect, and ensure a secure environment.

B3) Interaction

- Maintain professional boundaries and act appropriately.
- Avoid making suggestive or inappropriate remarks.
- Do not communicate directly with U18s via email or text without parental consent.
- Do not engage in grooming behaviours.
- Minimize one-to-one situations with U18s.
- Ensure physical contact respects clear boundaries.
- Take precautions when in one-to-one settings with U18s.

B4) Appropriate Appearance

Present an appearance that promotes professionalism, is role-appropriate, non-offensive, and respectful.

B5) Alcohol, Drugs, and Smoking

- Do not consume or provide intoxicants to U18s.
- Do not work under the influence of intoxicants or drugs.

**Devon Educational Holidays Ltd
(Devon Homestay)
Safeguarding & Child Protection Policy**

B6) IT and Social Networks

- Do not share personal social media details with U18s.
- Do not take images or videos of U18s on personal recording devices.

B7) Accommodation

- Abide by accommodation rules and guidelines.
- Respect U18s' privacy and seek permission when entering private areas.
- Follow specific procedures when entering a homestay / student house share accommodations.

B8) Transport

- Follow specific transport guidelines.

C. Child Protection

C1) Overview

We fulfil our child protection responsibilities through policies, procedures, staff training, and regular reviews.

C2) Nominated/Designated Person(s)

Devon Educational Holiday Ltd (Devon Homestay) has a designated Safeguarding Lead responsible for ensuring a safe environment.

C3) How to Respond to Concerns

Adults must report concerns immediately to the Designated Safeguarding Lead and provide details of the concern. The student needs to be made aware of who will be contacted and the next steps if they have any concerns.

C4) Recognising Symptoms of Abuse

Abuse can be physical, emotional, sexual, or neglect. It occurs within relationships of trust and can involve adults or peers. There are no definitive signs, so being alert to any concerning behaviours or signs is vital.

C5) How to Respond to Disclosures

- Listen without pushing for more information.
- Do not promise to keep disclosures secret.
- Document the conversation.
- Report to the Designated Safeguarding Lead.

C6) Keeping Records

- Record concerns reported to the Designated Safeguarding Lead.
- Access to safeguarding files is limited to designated personnel.

Devon Educational Holidays Ltd
(Devon Homestay)
Safeguarding & Child Protection Policy

D. Training

All adults must complete basic safeguarding training, Fully Enhanced DBS checks, and receive relevant training annually.

E. Safer Recruitment

Devon Educational Holidays Ltd (Devon Homestay) follows safe recruitment guidelines, including thorough background checks and references.

E4) Applicants Awaiting Suitability Checks

New employees awaiting DBS checks will have restricted responsibilities until checks are complete.

E6) Applicants with a Criminal Record

Decisions regarding applicants with a criminal record are made based on the nature of the offense, role, and safety considerations.

This policy aims to create a secure and supportive environment for under 18s. It outlines our commitment to safeguarding and highlights our strict adherence to UK law and regulations. Should you have any questions or concerns, please contact us.

Note: This policy is subject to annual review and updates.

For more information and resources, contact: devonhomestay1@yahoo.com