



**International
House**
London

**SAFEGUARDING
POLICY
2025**

POLICY DETAILS

This policy was updated in
April 2025.

It is to be reviewed at least every 12 month or as necessary following changes to staff or regulations with sign off required by the Designated Safeguarding Lead (DSL) after feedback from the Main School DSL.

Safeguarding updates to be circulated through staff announcements and an annual review to be produced post-summer operations each year.

This policy covers all programmes taught at International House London Young Learners Centres for students aged 8-17:

- International House London: [16 Stukeley Street, London WC2B 5LQ](#).
- St Edwards: [Woodstock Rd, Oxford OX2 7NN](#)
- Frensham Heights: [Frensham Heights Rd, Rowledge, Farnham GU10 4EA](#)

Summer and Off-season programmes may accommodate young learners in homestays, hotels or University Residences during their time with IH London.

Any programmes run by International House London Main School, including for 16+ are covered by the IHL Main School Policy.

RELATED POLICIES TO BE READ:

- RECRUITMENT AND SELECTION POLICY
- HEALTH AND SAFETY POLICY
- ANTI BULLYING AND HARASSMENT POLICY
- EQUAL OPPORTUNITIES POLICY
- WHISTLE-BLOWING POLICY
- GRIEVANCE POLICY
- EMPLOYEE WELLBEING POLICY
- MAIN SCHOOL SAFEGUARDING POLICY
- PREVENT POLICY

All staff policies can be found on the IH London Intranet Site.

RISK ASSESSMENTS

- RISK ASSESSMENTS ARE PERFORMED FOR ALL OPERATIONS INCLUDING BUT NOT LIMITED TO:
- VENUES INCLUDING BUILDINGS AND FACILITIES.
- ACTIVITIES (SPORTS, CRAFTS ETC.)
- EXCURSIONS

TABLE OF CONTENTS

- 1 Policy Statement
- 2 Guidelines for Conduct
- 3 Reporting Allegations or Concerns
- 4 Accommodation
- 5 Supervision
- 6 Safety and Security
- 7 Further Information and Contacts



1. POLICY STATEMENT

SAFEGUARDING POLICY STATEMENT

International House London is fully committed to its duty of care including safeguarding all children and adults at risk.

It commits to taking all reasonable steps to protect children and vulnerable adults from harm, abuse, neglect and exploitation.

International House London acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse neglect and exploitation.

Paid staff and other adults will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of all children and vulnerable adults.

DEFINITIONS

- **Safeguarding** is an umbrella term meaning “looking after individuals aged under 18 or adults at risk” by providing help and support to meet the needs of children as soon as problems emerge and protecting children from maltreatment, inside or outside the home, including online.
- Adults working with under 18s have a legal ‘**Duty of Care**’, i.e. look after them ‘as a caring and responsible (UK) parent’ and to ‘protect them from that which is not in their best interests.’
- **Practical safeguarding** can include Food and Eating, Medical Needs, Pastoral Care, Supervision and Security, Substance Misuse, E-Safety, Visitors to Site, Preventing Radicalization, Child Protection, Mental health
- **Child protection** is the need to protect under 18s from direct harmful behaviour, i.e. abuse: physical, emotional and sexual abuse and neglect, as well as bullying and exploitation. Abuse can happen by under 18s to other under 18s. This includes when children see, hear or experience domestic abuse and its effects
- **Adults at risk:** 18s and over living who have been living in the UK for less than 9 months or possibly vulnerable due to physical, mental health, cultural/language factors
- **“Associated adults”** (or **“other adults”**): visitors, volunteers, group leaders and accommodation providers and any other adult (aged 18+) who comes into professional contact with IH students

OUR SAFEGUARDING COMMITMENT



1 Nurturing a robust safeguarding culture with guidelines for recruitment and conduct

2 Empowering through training for all staff (see 'who's who' thereafter)

3 Partnering with Families and Providers

4 Keeping the updated policy online, and review it once a year

WHO'S WHO

THE SAFEGUARDING TEAM

- DSPs receive Advanced Safeguarding Training (Level 2).
- DSL and DDSLs train to Specialist Safeguarding (Level 3).
- All staff receive basic safeguarding training (Level 1) and additional self-learning at induction.
- Recruiting personnel receive safe recruitment training.

Name	Role and Title	Contact
Manuel Benchetrit	YL Designated Safeguarding Lead (DSL) Director of Young Learner Programmes	manuel.benchetrit@ihlondon.com 0207 611 4591
Joanna Stansfield	YL Deputy Designated Safeguarding Lead (DDSL) Head of YL Operations	joanna.stansfield@ihlondon.com 02076112491
Caroline Turner	Designated Safeguarding Lead (DSL) + Prevent Lead - Director of Operations (Main School)	caroline.turner@ihlondon.com 0207 611 2400
Drew Hyde	Deputy Designated Safeguarding Lead (DDSL) - Customer Experience Manager (Main School)	drew.hyde@ihlondon.com 0207 611 2400

2.

GUIDELINES FOR CONDUCT



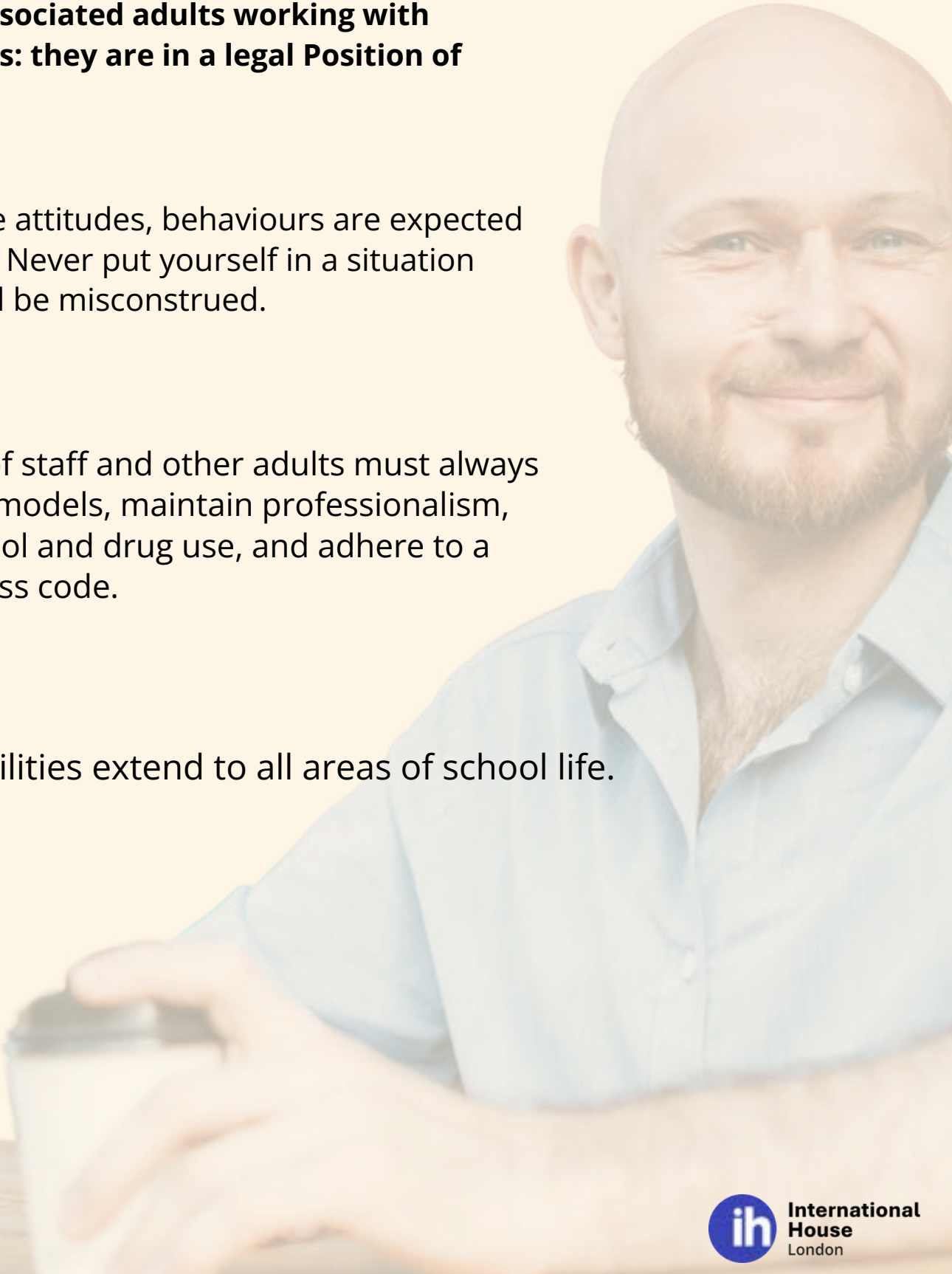
CODE OF CONDUCT

These guidelines are a requirement for all staff and associated adults working with IHL students: they are in a legal Position of Trust.

Appropriate attitudes, behaviours are expected at all times. Never put yourself in a situation which could be misconstrued.

Members of staff and other adults must always act as role models, maintain professionalism, avoid alcohol and drug use, and adhere to a neutral dress code.

Responsibilities extend to all areas of school life.



CODE OF CONDUCT

These guidelines apply to behaviours towards children but also towards adults

To engage in sexual activity of any kind, or grooming to prepare the way for sexual activity, with a student under the age of 18 is an abuse of trust and against the law (Sexual Offences Act 2003) and could lead to prosecution.

INTERACTIONS



- No physical contact at all
- In the context of First Aid: ask permission for treatment, including physical contact
- Be aware of cultural differences. If in doubt, remain formal and neutral, including with the choice of topics
- No meeting 1 to 1, no meeting outside of the school (*)

ONLINE COMMUNICATIONS

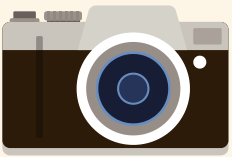
- Never give your personal phone number/mail address (*)
- Never share passwords with anyone
- Never engage on social media, never accept as “friends” or contacts (*)
- Control and check any websites used for class purposes
- Be alert to cyber bullying



(*) This may be tolerated between adults, preferably after the camp, although it is not recommended.

CODE OF CONDUCT

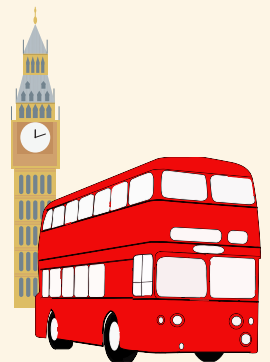
PHOTOGRAPHY & FILMING



- Taking pictures of others without formal authorisation and consent is forbidden.
- Children must give their consent, and legal guardians must provide authorisation.
- Pictures may be taken by an authorised person using an authorised device for learning, training, and promotional purposes, provided consent and authorisation have been granted.

EXCURSIONS

- Risk assessments are carried out for each visit/excursion
- The responsible staff member must take the register before/during/after each visit/excursion
- For excursions, the responsible staff member must communicate destination, route, what to do if lost, and the emergency number to children.



ALCOHOL AND DRUGS



- Alcohol and drugs are strictly prohibited on camp at all times

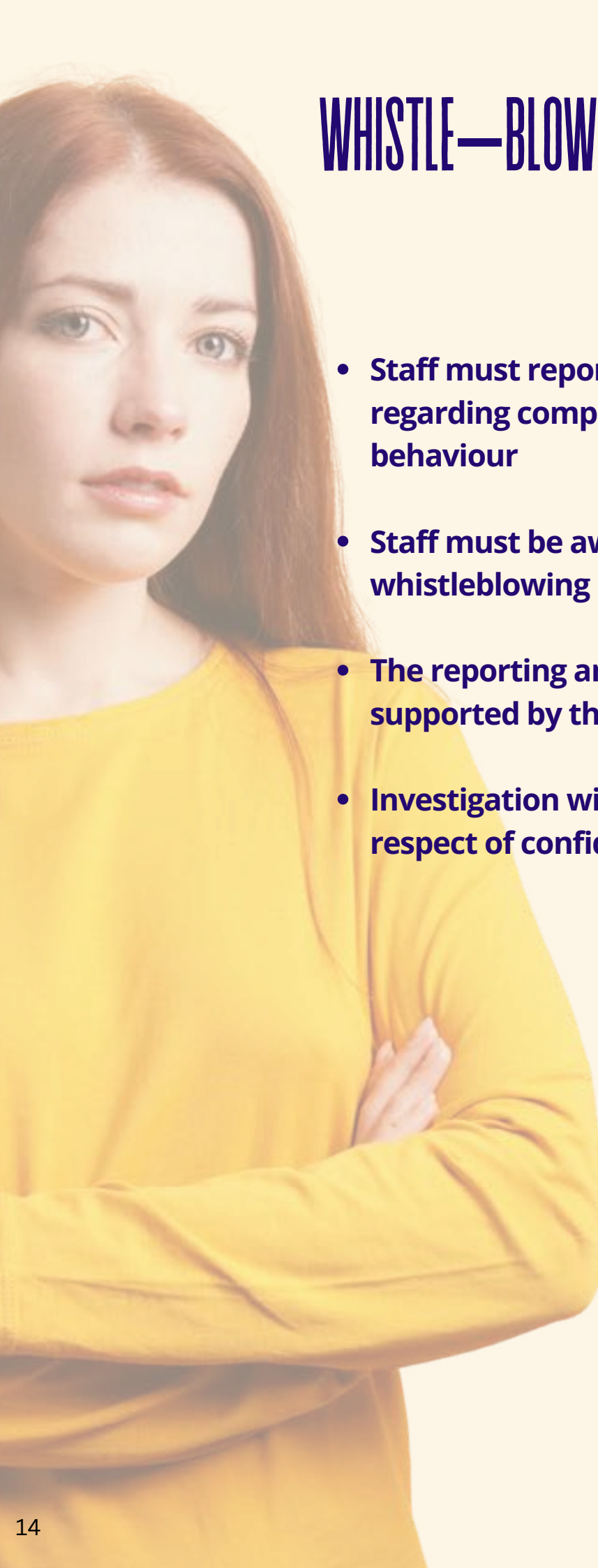


3.

REPORTING ALLEGATIONS AND CONCERNS

WHISTLE—BLOWING

- **Staff must report to DSP/DSL concerns regarding company practices or colleagues' behaviour**
- **Staff must be aware they can use the NSPCC whistleblowing Helpline 0800 028 0285**
- **The reporting and reported staff will be supported by the DSL**
- **Investigation will be conducted sensitively in respect of confidentiality**



RECOGNISING A SAFEGUARDING SITUATION

There are four types of situations:

- **Disclosure** - If a child tells something about themselves (to any trusted adult with whom they have a positive relation)
- **Allegation** - If someone (adult or child) tells you they have witnessed something.
- **Concern** - If you or someone has concerns about someone who hasn't said anything.
- **Low level concern** - If you or someone has a concern about adult behaviour with a child.

In all the above situations, **you have a duty of care to report to a Designated Safeguarding Person (DSP)**. You must share your concerns, no matter how small. (See 'Procedure section for details)

Changes in behaviour can impact a student's health, academics, and emotional well-being. These changes might signal abuse or neglect. (Refer to the 'Types of Abuse' section for details)

LOW LEVEL CONCERNS

Low-level concerns are behaviours that don't meet the threshold for harm but may indicate grooming or future risks even when unintentional.

Reporting helps identify patterns and allows for early intervention.

Examples:

- Overly familiar behaviour with students.
- Displaying favouritism.
- Providing inappropriate gifts.
- Using unprofessional language.
- Taking photos on personal devices.
- Changing supervision arrangements without a valid reason.

TALKING ABOUT OTHERS

Staff should always be professional and sensitive when discussing students or colleagues. This means:

- Avoid comments on appearance or personal attributes.
- Refrain from judgmental or inappropriate remarks.
- Focus on constructive feedback related to academic performance or well-being.
- Respect cultural differences and avoid stereotypes.
- Discuss students in appropriate settings, involving only those who need to know, and maintain confidentiality.



YL incident report form 2025 -
Summer Programmes



TYPES OF ABUSE

SIGNS AND THINGS TO BE AWARE OF

Type of Abuse	Description	Signs
Physical Abuse	<i>Inflicting physical harm on a child.</i>	<i>Unexplained injuries, fear of going home.</i>
Emotional Abuse	<i>Persistent emotional maltreatment.</i>	<i>Low self-esteem, withdrawal, anxiety.</i>
Sexual Abuse	<i>Forcing a child to take part in sexual activities.</i>	<i>Knowledge of sexual acts, STIs, nightmares.</i>
Neglect	<i>Failure to meet a child's basic needs.</i>	<i>Poor hygiene, malnutrition, frequent absences.</i>
Bullying and Cyberbullying	<i>Repeatedly harming a child, including online harassment.</i>	<i>Changes in behavior, reluctance to go to class/activities</i>
Child Trafficking	<i>Exploiting children through forced labor or sexual exploitation.</i>	<i>Fearful behavior, lack of personal possessions.</i>
Online Abuse	<i>Abuse occurring over the internet. Disinformation and misinformation</i>	<i>Secretive behavior, excessive device use.</i>

NB. The definition of abuse includes children witnessing the ill-treatment of others

Source: [NSPCC](#)

PROCEDURE (5 "R" S)

Allegation/disclosure: start from 1
Concern/low level concern: start from 3

1

React

Show positive support and provide privacy while securing the opportunity for them to speak
Don't promise confidentiality
Don't investigate.

Prioritise the child or vulnerable adult's safety if they appear to be at immediate risk of harm.

2

Receive, reassure

Use the form, or a simple conversation/email with the DSP/DSL and no one else: state subject, evidence.

3

Report to DSP / DSL

The DSP will report to the DSL who will keep a record, and communicate with the local authorities (LSCB) where applicable

4

Record

Be aware of your own feelings.
It can be distressing
You can share with someone whilst maintaining confidentiality, it can help.

5

Reflect

PROCEDURE: ADDITIONAL DETAILS

When you listen...

- Stay visible, not 1-1 behind closed doors).
- Stay neutral (no revulsion, no “everything will be all right”)
- Stay calm
- “You have done the right thing to speak”
- Do not promise confidentiality
- It will only be reported to those who need to know
- Do not question
- Do not investigate
- A child can be interviewed only once.
- Ensure the child is safe from harm

When you report... state:

- What the concern is
- What the evidence is
- What the student said (in case of discussion)
- What you said



Allegation against another student under 18

If a child protection allegation is made against another under 18 IH student:

- IH will appoint a suitable DSP to support the person who has been accused.
- The under 18s parent or legal guardians, (also group leader & agent if appropriate) will be informed of the allegation and kept informed at every stage of the developing situation
- DSL will follow guidance provided by local child protection authorities
- If other agencies become involved, e.g. police, the under 18 will be accompanied throughout the process by their DSP support
- If other agencies are not involved and IH need to carry out an internal investigation, the under 18 accused will be supported by their DSP and accompanied by them to any interviews.

Allegation against a staff member

If a child protection allegation is made against a staff member or adult connected with IH:

1. DSL will follow guidance provided by local child protection authorities.
2. If they advise that IH should investigate the allegation, the IH staff disciplinary procedure will be followed.

Depending on the situation, the staff member / adult may be suspended during the investigation, and provided with support as outlined in the IH disciplinary procedure.

RADICALISATION AND EXTREMISM

PREVENT DUTY

The Prevent Duty is a legal obligation under the Counter-Terrorism and Security Act 2015 to safeguard individuals from being drawn into terrorism. This includes identifying and responding to signs of radicalisation while promoting tolerance, inclusion, and critical thinking.

International House supports the following core values identified by the government:

- Democracy
- Rule of law
- Individual liberty
- Mutual respect and tolerance for those with different faiths and beliefs

As an organisation, we recognise that students may encounter a variety of challenges that can increase their vulnerability to radicalisation or extremist ideologies. These challenges may include:

Personal Factors:

- A lack of identity or sense of belonging
- Isolation or exclusion
- Personal crises, loss, or bereavement
- Mental health struggles
- A sense of injustice or experiences of hate crime or discrimination

External Influences:

- Peer pressure or inspirational figures
- Media bias or exposure to extremist materials
- Global events

The internet and social media can amplify these vulnerabilities, providing platforms for extremist content and grooming.

Indicators of Radicalisation in Students

- Significant changes in attitude or behaviour
- Increased intolerance or closed-mindedness
- Social withdrawal or isolation
- Overt adoption of new religious practices
- Decline in academic performance, disengagement, or poor attendance
- Unexplained changes in accommodation or routine
- Unusual questions about sensitive or controversial topics

Staff responsibilities are to:

- Get to know all students well
- Observe and be vigilant
- Contact the DSP (designated safeguarding person) to raise any concerns – confidentiality will be assured



4.

ACCOMMODATION

ACCOMMODATION SAFEGUARDING

ROOMING

- IH will observe **gender split** at room level
- Where possible/applicable, IH will observe gender split by building section or boarding house.
- If gender is unidentified/undisclosed. Rooming at discretion of IH (CM) and Group Leader.
- IH will group student by **age**, where possible: 8-11; 12-14 vs 14-17 where possible
- In each residential block: a **house supervisor** of the same sex as students will be appointed.
- **Ratio overnight:** 1:12 (8-11); 1:25 (12-17).

Off-season Homestay accommodation

This service is provided on very rare occasions by the Young Learners Department and is covered by the Main School Safeguarding policy

Safety Checks

Risk Assessment Frequency:

- Student Residences: Inspected every 12 months.
- Homestay: Inspected every two years.

Required Documents:

Providers must submit annual Fire Safety Assessments and Gas Safety Certificates, which are recorded in the school's system to ensure compliance with health and safety regulations.

Permissions: IH staff assess each accommodation request for safety and appropriateness. If deemed unsafe, IH will inform the student and their parents/guardians, and alternative arrangements will be discussed to ensure safety.

Private Fostering Exclusion:

Under-16s or under-18s with disabilities will not stay in any one accommodation for more than 27 nights. This avoids creating private fostering situations, which would require adherence to local authority regulations.

5.

SUPERVISION



SUPERVISION RATIOS

	8-11 years old	12-17 years old	Future Leaders
Airport dep/arrivals	1:20	1:20	1:20
Onsite daytime	1:15	1:18	1:20
Onsite overnight (22:00-08:00)	1:12	1:20	1:20
Excursions	1:15	1:18	1:20
Online	1:10	1:10	1:20
Lessons	1:15	1:15	1:20

General principles in centres

- Students are always supervised except during contained short free-time
- Free time does not exceed 30mn
- All working or on-call residential staff can be called upon if necessary
- Students are monitored by staff at mealtimes
- Welfare Manager to design and display on notice boards the residential staff on duty in houses
- Individual members of staff responsible for a designated group of students during excursions
- Risk assessment forms are completed before any activity that takes place
- Regular management drop-ins for courses and activities (including online)

NB: Supervision for closed group/bespoke/off-season
Students are only supervised during agreed times between IH and the customer.

All of the above applies during IH supervision times.

WHAT TO DO IF A STUDENT IS MISSING

	1	2	3
	Take register + double check	Report & research missing student.	Action Within 1 hour
Class	Teachers (+ after breakfast, House supervisor to check no one remains in houses, or bring them to assembly) (+ designated person, e.g. student helper and on-call House Supervisor to go around classes to double check)	Notify Central channel Notify relevant Group Leader CM may call missing student with emergency phone WM or delegated person search the premises (especially houses). If found, person responsible to escort student back	Person responsible to alert CM CM to act e.g. contact DSL and/or Police. If student not found in 30 minutes: transport may leave 1 staff stays at meeting point, in constant communication with CMT
Activity	Activity leaders (including when activity led by a coach) (+ designated person, e.g. student helper and on-call House Supervisor to go around site to double check)		
Excursion	Activity leaders and House Supervisors Before (leaving) During (meeting point) After (arrival)		

Prevent student from being lost/missing when travelling off-site:

- That all staff are wearing uniform or distinctive lanyard
- That all students are counted on and off the vehicle
- That all students and group leaders know the meeting times and places
- That all students have the emergency contact number with them
- When walking, please ensure a member of staff is at the front and rear of the group.
- When crossing any roads please make sure this is done at designated crossings.
- When necessary, one staff member should stand in the middle of the crossing and children pass in front of them.
- Everybody should only walk on pavements, unless crossing a road.



6. STUDENT WELFARE AND SAFETY

WELFARE PROVISION



When students arrive, they are introduced to a manager with welfare responsibilities (often a Welfare manager - WM)

Their name, photo, location, and email are on posters around the centre.

- Welfare manager (WM) is introduced to everyone within 24 hours of their arrival at the centre
- WM to outline responsibilities and importance of rules
- WM to outline all roles related to welfare:
 - Assistant WM and potential delegates
 - The fact that all staff have a welfare responsibility
 - The Designated Safeguarding Person and the Designated Safeguarding Lead
- A poster with Welfare Manager and other roles (WM assistant, DSP) with photo and contact info is displayed around
- The WM and the DSP (or DSL) meet with GLs at least 2 times a week
- The CM (who is also DSP) meets GLs daily
- Parent permission is sought prior to the start date for accommodation, transfers, excursions, dietary requirements, medical information, rules, photo permissions
- All centre management is appropriately trained.
- All centre staff have a duty of care and welfare responsibility for all students.
- The above guidelines may vary slightly to adapt to each centres' specificities.

WELFARE PROVISION

Closed Group/bespoke/off-season in London specificities

- Weekly (Friday) reports circulated to relevant staff indicating all U18 students in the school from the following Monday.
- All staff who are using the school database will be aware of students U18 status with a pop-up note on all online registers with U18 symbol next to their name.
- Welfare Manager or Welfare Office Support is available for consultation with any student through Reception or via email, welfare.officer@ihlondon.com
- In order to avoid contact with adult students:
 - Classes will take place on a separate floor (where possible)
 - Separate toilet blocks will be designated (where possible)
 - Break times for the groups will be staggered
 - Group Leaders will be supervising the students during breaks

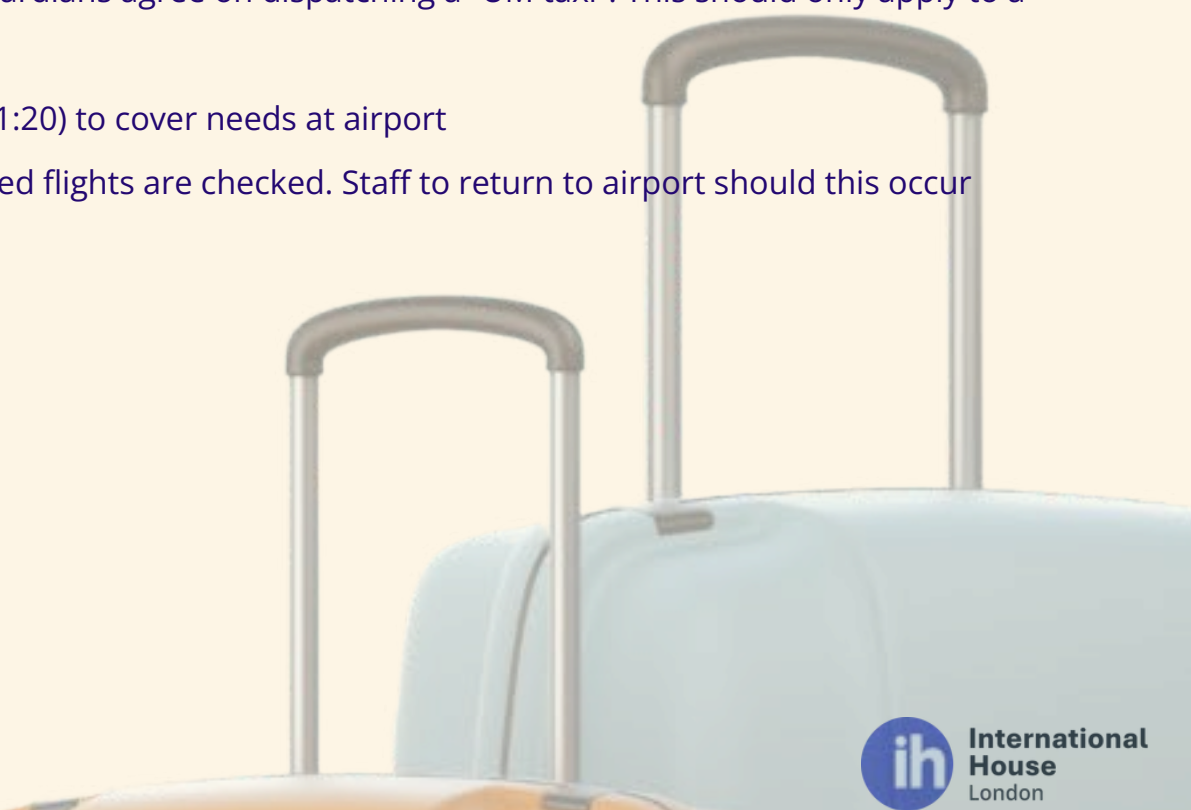
DISCIPLINE

- Upon enrolment along with request for permission, parents receive the Student Handbook.
- Parents must declare that they have read and approve the rules in the Student Handbook
- Staff remind the students of these rules upon arrival.
- IH cultivates positive reinforcement through:
 - Celebrating collective achievements
 - Rewarding individual efforts
 - Awarding certificates and prizes, when applicable
- If IH staff notice any behavioural problems they report to the WM
- WM can only take a formal sanction after consultation of at least two senior staff members and the relevant group leader
- Expulsion is last resort, yet immediate expulsion is considered in case of:
 - Possessing and/or drinking alcohol
 - Possessing and/or using illegal drugs
 - Persistently not attending classes and/or activities
 - Such sanction shall require approval of Head Office.
- Closed group/bespoke/off-season
- All of the above
- GLs have responsibility for behaviour outside classes/activities/excursions.

SAFETY AND SECURITY



AIRPORT TRANSFERS

- All students are strongly encouraged to use the airport transport service.
 - The shared transport service is included in summer centre packages, conditions apply.
 - Customers may need to request a private transfer service, if they arrive outside of shared transfer hours, or in unattended airports.
 - IH reserves the right to refuse requests for minor students to travel alone for transfer, for their own safety.
 - Although it is possible to opt out of the transfer service, IH will seek assurance that the student does not travel alone on such occasions.
 - IHL only caters for a 'UM service' for students who have an "airline booked" UM service.
 - IH dispatches staff to the airport
 - All students are met by an IH staff member except on very exceptional occasion when IHL and legal guardians agree on dispatching a "UM taxi". This should only apply to a group.
 - Sufficient staff (1:20) to cover needs at airport
 - Delayed/cancelled flights are checked. Staff to return to airport should this occur
- 

FIRE SAFETY

YL Centres

- A fire drill is carried out within the first 48 hours of the arrival of new students.
- Fire marshal training is given during the induction for the Welfare Managers
- Welfare Managers cascade down this training to all residential staff at induction.
- This includes but is not limited to:
 1. House supervisors knowing the evacuation procedure & extinguisher location
 2. House supervisors checking houses accordingly
 3. House supervisors instruct staffing hosted in these houses

This may differ depending on the specificities and policies of each host venue.

- **NB.** As very young (8-11 years old) students sometimes do not wake up during night fire drill, additional staff are allocated to their houses as some will need to be carried out of the building.

Closed Group/bespoke/off season in London

- There are no additional fire procedures for U18s for the main school.
- Regular fire drills are organised throughout the year.
- Evacuation routes are displayed in each room.

FIRST AID AND MEDICAL

First Aid for Adults:

- Adults (18+) are expected to manage their own medications unless they require specific support due to a disability or health condition.
- First aid for adults should follow standard first aid protocols, ensuring:
 1. Consent is obtained before administering any first aid.
 2. Staff act within the scope of their training.
 3. Emergency services are contacted if necessary.

Medical Emergencies:

- In the event of an emergency, staff should:
 1. Call 999 for immediate medical assistance.
 2. Provide reassurance to the individual until help arrives.
 3. Record the incident and report it to the DSL or designated manager.

Storage and Administration of Medicines:

- Adults are responsible for their own medications unless pre-arranged accommodations have been made.
- Staff must not administer medications to adults unless trained and approved to do so.

Fist Aid for U18 Students

Medical Information:

- All U18 students must provide full medical details (e.g., illnesses, allergies, and medications) and a signed Parent Permission Letter, which includes consent for emergency medical treatment.

Prescribed Medicines:

- Medicines must be stored in a secure, locked location (school or homestay), except for emergency-use items (e.g., epi-pens, inhalers). These must be identified to the responsible person (e.g., homestay provider, first aider) upon arrival.
- Untrained staff are not permitted to administer any prescribed medicine.
- Students aged 16 or 17 may self-administer prescribed medicines if approved by their parent/legal guardian on the Parent Permission Letter.

Medicine Records:

- A medicine record sheet must be maintained for U18 students taking prescribed medicines. Responsible adults must log times, dates, and details of medication taken.

Accompanying U18s for Medical Attention:

- If an U18 needs medical attention, a responsible adult (e.g., homestay provider or IH staff) must accompany them.

E-SAFETY AND DIGITAL SECURITY

The main school has procedures in place to protect students from unlawful, extremist, sexual or otherwise potentially harmful content on the internet. We have a system of internet filtering that restricts access to certain sites and content.

We have two levels of filtering.

Level 1 is done by our ISP who deny access to any websites listed by the Internet watch Foundation: <https://www.iwf.org.uk/>

Level 2 is managed by our own security systems (which reside within our corporate firewall appliance). We have chosen to deny access to websites which the security system identifies as being in the following categories: Security threats (such as phishing and malware); pornography ; Cults ; Hacking ; Illegal drugs ; Violence ; Illegal software ; Child abuse images ; Criminal activity ; Hate and intolerance ; Weapons ;

We also have the ability to deny or allow any individual websites / domains.

These filtering restrictions are in place anywhere that students (or guests) can access the internet such as the classroom computers, library computers and student and guest wi-fi networks.

There is information on the student portal about keeping safe online.

Summer centres, host locations:

IHL will request host venues to provide the specifics of their filtering system, and will seek comparable restrictions to the above.

All IHL staff receive at induction (induction plan) information on to remain vigilant at all times with the use of connected device and potential threats, especially online bullying, and sextortion.

It is recommended education professionals read the DfE Data Protection guidance for schools (DfE, 2024b). That includes designated safeguarding persons, staff and trustees.

Phone policy

Students may use their phones as needed for safety and communication. Staff must remain alert to online risks, including abuse, misinformation, and disinformation.

At agreed times, no-phone periods will be in place to promote mindfulness and a positive camp experience.

SAFER RECRUITMENT

Overview

Safe Recruitment is the process of ensuring that all individuals working with children, young people, and adults at risk are suitable for their roles and committed to safeguarding practices. It is a cornerstone of our safeguarding culture, designed to prevent harm and promote a safe environment for everyone within our organisation.

Our Safer Recruitment Practices

Our safer recruitment practices are embedded in the Recruitment and Selection Policy and include the following key elements:

1. Recruitment Process:

- Job advertisements include a commitment to safeguarding and specify the need for enhanced DBS checks and suitable references.
- Interviews include safeguarding-specific questions to assess candidates' understanding and suitability.

2. Pre-Employment Checks:

- Enhanced DBS checks are mandatory for all staff and renewed every three years.
- Overseas applicants provide police checks or additional references if checks are unavailable.
- No staff member may start work without satisfactory DBS clearance, except under risk-assessed measures in exceptional circumstances.

3. References:

- Two references are required, including one from the most recent employer, to confirm suitability for working with under-18s.
- References are directly obtained and verified by People and Culture (P&C).

4. Monitoring and Compliance:

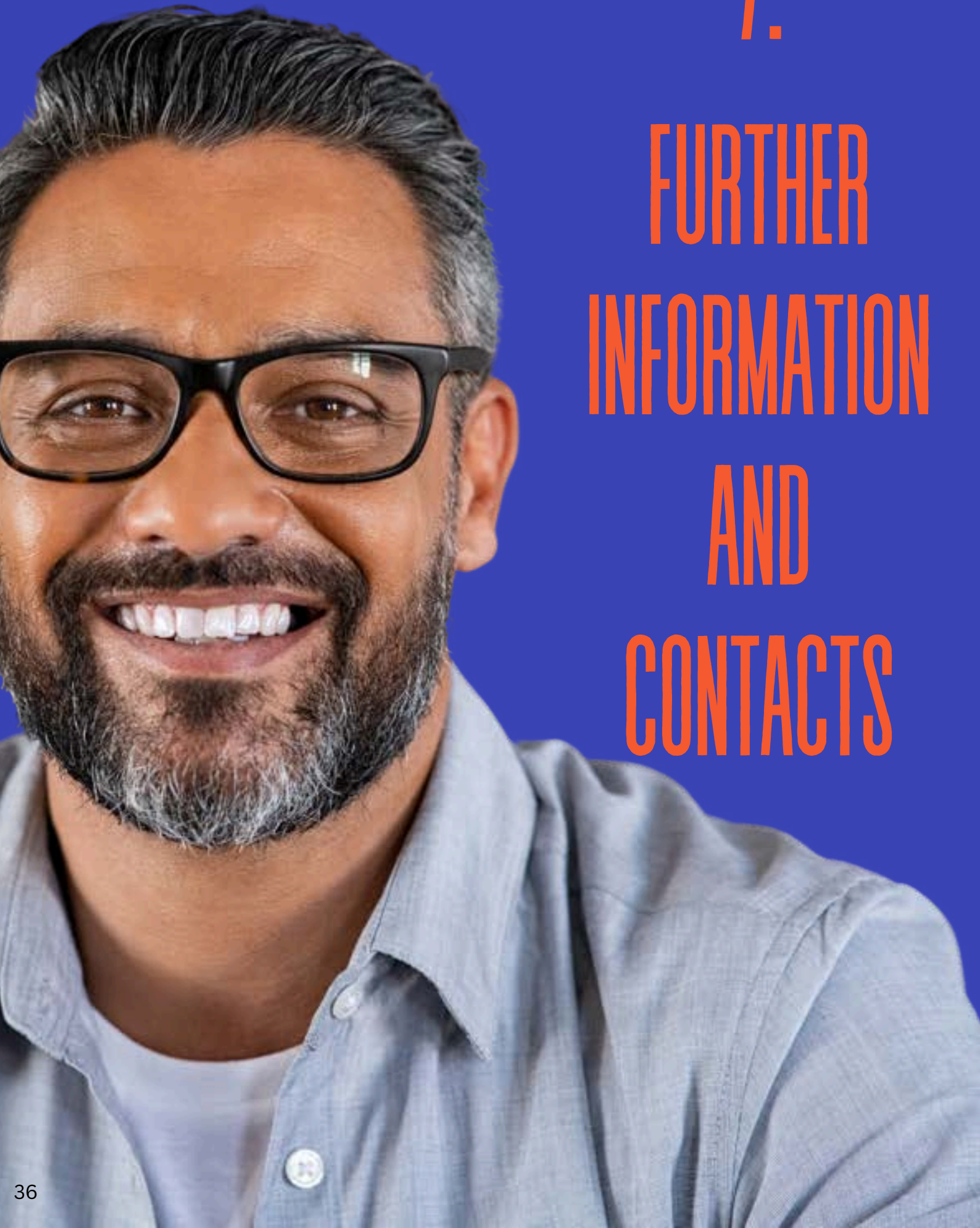
- Staff are encouraged to join the DBS Update Service for continuous monitoring.
- A Central Staff Register tracks DBS checks, references, and right-to-work documentation.

5. Induction and Training:

- All staff complete safeguarding training during induction.
- Annual refresher training ensures ongoing awareness of safeguarding responsibilities.
- A large number of staff have completed Safe Recruitment training.

Further Information

For more detailed procedures, please refer to the Recruitment and Selection Policy.



7.

**FURTHER
INFORMATION
AND
CONTACTS**

Local Safeguarding Children Boards (LSCB) Contact Details

A DSP or accommodation provider needs to contact the LSCB to report and refer an allegation. Please see procedure 1 for Allegations and contacting LSCB but if in doubt use them as advisory service.

For IH London

Camden Safeguarding Children Board

Telephone: 020 7974 3317

(9.00am- 5.00pm)

Out of hours: 020 7974 4444

Email: CSCP@camden.gov.uk

Secure Email: LBCMASHadmin@camden.gov.uk.cjism.net

Refer a case to the Local Authority Designated Officer (LADO) where it is alleged that a person working with children has:

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

The Designated LADO for Children in Camden is Jacqueline Fearon.

How to refer

The responsible officer should complete the LADO agency reporting form and email this to the LADO mailbox LADO@camden.gov.uk

The mailbox is regularly checked by the LADO and who will contact the referrer as soon as possible to discuss the case and decide what action to take.

In cases where it is necessary to speak directly to the LADO, responsible officers can call 020 7974 4556 and ask to speak to the LADO. Referrers may reach a voicemail message and be asked to leave a message but this will be returned as soon as possible.

It is strongly recommended that a referral is sent to the LADO mailbox in the first instance.

For all accommodation providers please contact the homestay borough's LSCB

Contact details for all LSCBs for each London borough can be found at:

<http://www.londonscb.gov.uk/london-safeguarding-contacts/>

Oxford

Oxfordshire Safeguarding Children Board

Call: 01865 815843

Email: oscb@oxfordshire.gov.uk <http://www.oscb.org.uk/>

Contact: The LADO for Oxfordshire is Jo Lloyd. The LADO and Assistant LADO'S can be contacted

via lado.safeguardingchildren@oxfordshire.gov.uk or call 01865 810603.

Local Authority Designated Officer (LADO) - Oxfordshire Safeguarding Children Board (oscb.org.uk)

Frensham

Frensham Surrey Children's Single Point of Access (SPA)

Phone: 0300 470 9100

Out of hours phone: 01483 517898 to speak to our emergency duty team.

Email: emails are dealt with during normal office hours

For concerns for a child or young person: csmash@surreycc.gov.uk

LADO : Jack Talman <JackTalman@frensham.org>

ACRONYMS, ABBREVIATIONS AND RESOURCES

DSP – Designated Safeguarding Person

DSL – Designated Safeguarding Lead

WM – Welfare Manager

GL – Group Leader

AL – Activity Leader

CMT – Centre Management Team

UM – Unaccompanied Minor

Coach Leader – AL with responsibility to supervise an excursion transport

ISP – Internet Service Provider

IT – Information Technology: relates to computer and digital systems

DBS – Disclosure and Barring Service

QTS – Qualified Teacher Status

P&C – People and Culture: department at IH in charge of HR functions and staff

JD – Job Description

F.K.A - Formerly Known As

YL – Young Learner: may refer to the student population (in this case 8-17 years old) or the department within IH that oversees those students.

SCR – Staff Central Register

For more information, please refer to:

Keeping Children Safe In Education 2024 - Part 1 for all staff
Keeping Children Safe in Education 2024 (Full version)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

NSPCC website and whistleblowing Helpline 0800 028 0285
<http://www.nspcc.org.uk/>

Please visit the IH London Intranet page for more information
<https://internationalhouselondon.sharepoint.com/sites/Safeguarding>

FEEDBACK

We are always looking to improve our safeguarding and welfare procedures.

If you have any queries, suggestions or worries regarding the information contained in this policy, or require further clarification of any points, please do not hesitate to contact, the DSL or any one of the DSPs.

END OF POLICY