



Safeguarding Child Protection Policy Statement

1. Policy Statement

Homestay Global (HG) is committed to safeguarding and promoting the welfare of all children and young people. We recognise that all children have the right to protection from harm and to feel safe, respected, and supported at all times.

Homestay Global, part of Global School Exchanges Ltd, works with international students aged 11–16 in educational and homestay settings. We acknowledge our responsibility to ensure that safeguarding is central to all aspects of our programmes, including teaching, activities, accommodation, and partner school engagement.

HG believes it is always unacceptable for a child or young person to experience abuse of any kind and is committed to maintaining a safe and supportive environment.

All staff, contractors, volunteers, and host families share responsibility for safeguarding and are required to adhere to this policy.

A child is defined as anyone under the age of 18.

2. Key Principles

HG is guided by the following principles:

- The welfare of the child is paramount
- All children, regardless of background, have the right to equal protection from harm
- Safeguarding is everyone's responsibility
- Concerns must be taken seriously and acted upon promptly
- Working in partnership with parents, schools, carers, and external agencies is essential

3. Scope of the Policy

This policy applies to:

- All HG staff (including senior management);
- Programme Coordinators and teaching staff;
- Contractors and consultants;
- Volunteers;
- Host families;
- Students;
- Anyone working on behalf of HG.



4. Roles and Responsibilities

Designated Safeguarding Lead (DSL):

Name: *Thomas Saunders (Managing Director)*

The DSL has overall responsibility for safeguarding within HG.

The DSL is responsible for:

- overseeing safeguarding procedures and policy implementation;
- receiving and managing safeguarding concerns;
- making referrals to external agencies where required;
- ensuring safeguarding training is provided to staff;
- maintaining accurate safeguarding records;
- liaising with partner schools, parents, and relevant authorities;
- monitoring safeguarding procedures across all programmes.

A Deputy DSL will be appointed to support the DSL and act in their absence.

All Staff Responsibilities

All staff must:

- be familiar with this policy and the Code of Conduct;
- undertake safeguarding training;
- maintain appropriate professional boundaries;
- remain vigilant to signs of abuse or welfare concerns;
- report concerns immediately to the DSL;
- record concerns accurately and promptly.

Failure to follow safeguarding procedures may result in disciplinary action.

5. Safeguarding in HG Programmes

HG recognises specific safeguarding risks associated with its provision, including:

- homestay accommodation with host families;
- supervision of students during school and extracurricular activities;
- international travel and unfamiliar environments;
- working with partner schools and external providers;
- communication between students, staff, and host families.

HG ensures appropriate risk assessments, supervision arrangements, and safeguarding controls are in place at all times.

6. Safer Recruitment

HG follows safer recruitment practices to ensure staff and volunteers are suitable



to work with children.

This includes:

- Appropriate and clear job descriptions and role expectations;
- Structured interviews (including online interviews where applicable);
- At least two references;
- Identity and right-to-work checks;
- Enhanced DBS checks for all relevant staff;
- Probationary periods for all new staff;
- Ongoing suitability monitoring.

DBS checks are required for all relevant staff before employment or at the earliest opportunity. Staff returning after a break of more than one year must undergo a new DBS check.

Certain roles (e.g. consultants with no access to under-18s or specific enterprise trainers working only with over-18s) may be exempt where risk-assessed appropriately.

All recruitment records are securely maintained.

7. Types of Abuse

HG recognises four main categories of abuse:

- Physical abuse – causing physical harm
- Emotional abuse – persistent emotional harm or ill-treatment
- Sexual abuse – involving a child in sexual activity
- Neglect – failure to meet a child's basic needs

Staff should be aware that abuse can occur in any setting.

8. Recognising Concerns

Indicators of possible abuse may include:

- Unexplained injuries
- Behavioural changes
- Withdrawal or anxiety
- Sexualised behaviour
- Changes in appearance or dress
- Reluctance to engage in normal activities
- Disclosure by the child or others

Staff should remain alert but **must not** attempt to investigate concerns themselves.



9. Responding to a Disclosure

If a student discloses information:

- Remain calm and listen carefully
- Do not interrupt or ask leading questions
- Take the child seriously
- Reassure them they have done the right thing
- Do not promise confidentiality
- Explain the information must be shared for safety reasons
- Record the disclosure as soon as possible
- Report immediately to the DSL

10. Reporting Procedures

All concerns must be reported immediately to the DSL.

Staff must:

- Record factual information (date, time, details)
- Avoid assumptions or opinions
- Report without delay

DSL Action

The DSL will:

- Review and record the concern
- Decide appropriate action, which may include:
 - Monitoring
 - Contacting parents (where appropriate)
 - Referral to Children's Services
 - Contacting police if necessary

11. Allegations Against Staff, Volunteers, or Host Families

Any allegations must be reported immediately to the DSL.

The DSL will:

- Refer the case to the Local Authority Designated Officer (LADO)
- Follow statutory guidance
- Not investigate internally before external consultation
- Suspend individuals if necessary pending investigation



- Ensure confidentiality throughout

Confirmed cases may be referred to police and relevant safeguarding authorities.

12. Training

HG ensures that:

- All staff receive safeguarding training appropriate to their role
- Training is refreshed annually
- DSL holds advanced safeguarding training
- Staff understand reporting procedures

Staff must confirm they have read and understood this policy.

13. Confidentiality and Data Protection

Safeguarding information is:

- Stored securely
- Shared strictly on a need-to-know basis
- Managed in line with GDPR requirements
- Kept separate from general records where appropriate

14. Whistleblowing and Low-Level Concerns

HG encourages staff to report:

- safeguarding concerns;
- inappropriate behaviour;
- low-level concerns about staff conduct.

All concerns will be taken seriously and handled appropriately.

15. Safeguarding Responsibilities of Host Families

Host families play a vital safeguarding role.

They must:

- Provide a safe and supportive home environment
- Treat students with respect and cultural sensitivity
- Never leave under-18s unsupervised in the home
- Provide appropriate supervision at all times
- Report concerns immediately to HG DSL or staff



- Follow HG safeguarding procedures and handbook
- Access the 24-hour emergency contact line
- Complete the Accreditation UK Safeguarding course for Homestay Hosts – linked [here](#).

Host families must not:

- Put students at risk through inappropriate behaviour
- Provide unsafe accommodation arrangements
- Withhold welfare-related information
- Leave students under the age of 18 unattended in their homes at any time and provide suitable supervision at all times when outside of the home.

All host families:

- Receive safeguarding guidance prior to hosting
- Sign a safeguarding declaration
- Are subject to suitability checks including Enhanced DBS checks (where applicable)
- Receive ongoing support and monitoring

HG ensures that host families understand how to raise concerns and who to contact in the event of an emergency.

16. Child Abuse Awareness

Categories:

- Physical
- Sexual
- Emotional
- Neglect

Possible signs:

- Injuries without explanation
- Behaviour changes
- Social withdrawal
- Fear of adults
- Changes in appearance

Staff response:

- Stay calm and listen
- Do not investigate
- Report immediately
- Record details accurately
- Refer to DSL



17. Procedure for Allegations Involving Staff or Students

If an allegation arises:

- Report immediately to DSL
- Do not investigate internally
- DSL liaises with external authorities
- Staff may be suspended pending investigation
- Students may be removed from programme if necessary
- Records are securely maintained
- Unfounded allegations result in reinstatement
- Substantiated allegations may result in termination and referral to authorities

18. DBS Checks Policy

All relevant HG staff must undergo an Enhanced DBS check.

Procedure:

- Checks completed before employment where possible
- Otherwise completed at earliest opportunity
- Supported by references
- Records securely stored
- Managed by Homestay Operations Manager

19. Confidentiality Statement

HG maintains strict confidentiality by:

- Secure storage of records
- Limited access on a need-to-know basis
- Compliance with GDPR
- Protection of all student and staff data

20. Training Requirements

HG requires:

- Annual safeguarding training for all staff
- Level 2 child protection training for relevant staff
- Advanced safeguarding training for DSL
- First aid training for designated personnel where applicable
- Staff confirmation of policy understanding

21. Policy Review

This policy will be reviewed annually or sooner if required due to:

- Legislative changes



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- Organisational updates
- Safeguarding incidents or learning outcomes

Policy originally drafted: 12/03/2015
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22. Safeguarding Contacts

Designated Safeguarding Lead (DSL):

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