



6 February 2020

**SAFEGUARDING & CHILD PROTECTION POLICY**

**ELITE ANGLO CHINESE SERVICES**  
**SAFEGUARDING EMERGENCY CONTACT**

**Gwyn Phillips Designated Safeguarding Lead (DSL) and Prevent Lead**

**Tel + (44) 01428 648393**

**Mobile + (44) 07789 434798**

**Email: [gwyn@eliteacs.com](mailto:gwyn@eliteacs.com)**  
**Or**

**Eve Leung Deputy Safeguarding Lead (DSL)**

**Tel + (44) 01865 600288**

**Mobile + (44) 07787 536030**

**Email [eve@eliteacs.com](mailto:eve@eliteacs.com)**

**LEWISHAM LADO/LEWISHAM SAFEGUARDING CHILDREN PARTNERSHIP**

***Mrs Finola Owens (LADO)***

**Tel + (44) 020 8314 3114 or + (44) 0208314 3396 (LSP)**

**Email: [safeguardingboard@lewisham.gov.uk](mailto:safeguardingboard@lewisham.gov.uk)**

**EMERGENCY CONTACT DETAILS**

**Name Eve Leung**

**Address: The Fold Space, 20 Clyde Terrace  
Forest Hill, London, SE23 3BA**

**Admin Address 33 Lower Road, Grayswood, Haslemere  
Surrey, GU27 2DR**

**Telephone: UK Tel. + (44) 01865 600288**

**UK Mobile+ (44) 07787 536030**

**Hong Kong + (852) 9530 8525**

**Email: [info@eliteacs.com](mailto:info@eliteacs.com)**

**Website: [www.eliteacs.com](http://www.eliteacs.com)**

Elite Anglo Chinese Services

The Fold Space, 20 Clyde Terrace, Forest Hill, London SE23 3BA

Company No: 11632695 Registered in England and Wales

## **Child Safeguarding and Protection**

Child Safeguarding and Child Protection Policies are very closely linked and we at Elite Anglo Chinese Services take the process of protecting children from abuse or neglect and preventing impairment of their health and development very seriously. Elite have put procedures in place to prevent children from harm or abuse. We at Elite ensure that children are growing up in circumstances consistent with the provision of safe and effective care. This enables children to have optimum life chances and enter adulthood successfully. Elite Anglo Chinese Services aims to provide the highest level of care to students, to support this we enclose the following policies and minimum requirements.

### **Elite Anglo Chinese Services Policy Statement**

Elite Anglo Chinese Services (Elite) employees are trained in safeguarding children to Level 1. We offer Child Safeguarding training to all our Host Family members to Level 1. This policy relates to all students under our care regardless of gender, age, ethnicity, nationality, religion or disability. All children and young people have the right to protection from any kind of abuse and the right to exist in a safe and friendly environment whilst in the care of Elite.

Elite cares for students who need to appoint an Educational Guardian because of their age or the wish of their relatives. Elite looks after students studying in boarding schools that may on occasions use our Host Families. Our students vary in age from 7 to 18 years old.

Elite is committed to the ongoing promise of safeguarding students. To ensure that all staff receives the most up to date information, this policy is reviewed and redistributed annually as standard. Should a significant change take place, Elite will ensure that the policy is updated immediately redistributed thereafter.

### **Elite is committed to the following Child Protection standards:**

- Elite is committed to providing the highest possible standards of care so that all children, whatever their age, culture, ability, gender, disability, language, racial origin, religious belief and/or sexual identity should be able to participate in a fun and safe environment
- Elite are working with parents, partner schools and children to safeguard each individual
- All Elite employees who are recruited for Elite are suited to their job description and tasks and will all be DBS checked accordingly.
- All Elite Host Family members who have contact with our students understand the contents of Child Safeguarding & Child Protection Policy and all Family members over the age of sixteen will be DBS checked.

- Elite has to consider the views and needs of all participants, including the children's, when reviewing this policy
- All Elite personnel and personnel offering outsourced services, who come into direct contact with students in our care, are recruited using safe recruitment practices and are formally screened through the completion of an Enhanced DBS check.
- To build and protect relationships of trust between Elite students and the adults working on and participating in the service through safe recruitment
- All allegations and concerns are recorded and are referred to Elite's Designated Safeguarding Lead and Elite or the Lewisham LADO/Lewisham Children Board. We will respond swiftly and appropriately.

## **Implementation**

At Elite we provide each individual child with the best possible experience and opportunity. All Elite Employees, Host Families, Parents, Students, Volunteers and Schools must operate within an ethical framework to make sure that every young individual matter.

## **Elite have compiled a list of Good and Bad Practices as a framework for these principles**

### **Good Practice**

- Look after the welfare of each individual child
- Treat each individual child with respect and dignity
- Make sure that each individual child's experience is enjoyable
- Make sure that each individual child is treated with fairness
- Make sure that each individual child is not bullied and helped when these situations occur
- Maintain a safe and appropriate distance (forbidden to have an intimate relationship with a child)
- Avoid unnecessary physical contact with young people.
- Be positive and give encouraging and constructive feedback
- Work in partnership with parents and ask for parental consent for transport, excursions and overnight stays
- Secure written parental consent to act as loco Parents for medical emergency situations
- Keep a written record of any medical treatments given if an injury occurs
- Involve parents whenever possible if a child needs to be supervised.
- Encourage parents to take responsibility for their own child.
- Be an excellent role model, this includes not smoking, and drinking in the company of young people
- Encourage and recognize the developmental needs and capability of each young person
- Try and work in an open environment where open conversation can take place.
- Do not act secretly
- Record and deal with any Child Protection issue with the DSL or Authorities

## Bad Practice

- To have intimate relationships with children
- To engage in rough, physical or sexually provocative games
- Allow or engage in inappropriate touching
- Make sexual suggestive comments to a person, even in fun
- Allowing bad language to go unchallenged
- Share a room with a young person
- To take a young individual home with you where they will be alone with you
- To make a young person feel uncomfortable and reducing that individual to an outburst in tears as a form of control
- Not investigate, report and record allegations made by a young person

It is sometimes unavoidable to transport a child by themselves. In this case, full consent has to be obtained and given by either the parents or guardian.

If a student is accidentally hurt during Elite's care you must report this incident to DSL. Parents will be informed by the DSL and Elite will draw up a full report and act appropriately. Any sexual misinterpretation and misunderstanding must be reported to the DSL and recorded and parents must be informed immediately of the incident.

Elite's Safeguarding and Child Protection Policies are based on the Department of Education documents "Keeping Children Safe in Education September 2019 Statutory Guidance for Schools and Colleges" and the statutory guidance "Working together to Safeguarding Children."

## Staff Code of Conduct

- Elite employees are trained to recognize possible symptoms of the four areas abuse, physical, sexual, emotional and neglect as referred to in this document
- Elite employees are trained to respond appropriately to disclosures of abuse.
- Regular Safeguarding updates will be communicated to all employees immediately and our policies will be updated accordingly
- All Elite Employees are asked to be observant to changes in behavior, signs of illness or unhappiness and respond to any concerns concerning a child's well being
- Keep safe and appropriate distance to each student
- Do not form close and intimate relationships with a child
- Avoid unnecessary physical contact with young people or vulnerable adults. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given
- Employees and Students should not share personal contact details or communicate online unless through the approved Elite communication channels
- Recognize the needs and potential and achievement of each student and always give enthusiastic and constructive feedback rather than negative criticism
- promote fairness, confront and deal with bullying, reward achievement and good behavior

- Elite employees must be an excellent role model, this includes not smoking in the company of young people
- Elite will record of any injury that occurs, along with details of any treatment given
- The Elite Team will inform and report a missing child immediately to the Authorities
- All Elite employees must treat all young people equally and with respect and dignity and always put the welfare of the young person first

## Child Safeguarding

### Abuse and Neglect

Knowing what to look for is vital to the early identification of abuse and neglect. **All** Elite staff and Host Families (Elite personnel) should be aware of indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. If they are unsure, they should **always** speak to the designated safeguarding lead (or deputy).

All Elite personnel should be aware that abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

### Indicators of abuse and neglect

**Abuse:** A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

**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 a high level of 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.

**Potential indicators of child sexual exploitation are:**

- Displaying inappropriate sexualized behavior
- increasing secretiveness around behaviors
- relationships with controlling or significantly older individuals or groups
- evidence of/suspicious of physical or sexual assault
- going missing for periods of time or regularly coming home late
- regularly missing school or education or not taking part in education
- appearing with unexplained gifts or new possessions for example mobile phones, drugs, alcohol, cigarettes
- excessive receipt of texts/phone calls
- spending time at places of concern or of known sex work, such as hotels or known brothels
- get involved in gangs, gang fights, gang membership and/or isolation from peers/social networks
- concerning use of internet or other social media
- not know where they are because they have been moved around the country
- associating with other young people involved in exploitation
- having older boyfriends or girlfriends
- suffering from sexually transmitted infections
- mood swings. Self-harm or changes in emotional wellbeing
- drug and alcohol misuse

**Neglect**

Neglect is the ongoing failure to meet a child's basic care and general needs. It's dangerous and children can suffer serious and long-term harm.

Neglect occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development.

- For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.
- Refusal to give love, affection and attention can also be a form of neglect.
- Neglect in sport could occur when a coach does not keep the young person safe, or exposing them to undue cold/heat or unnecessary risk of injury.

**The signs of neglect are as follows:**

\*Neglected children may: \*

- be smelly or dirty
- have unwashed clothes
- have inadequate clothing, e.g. not having a winter coat
- seem hungry or turn up to school without having breakfast or any lunch money
- have frequent and untreated nappy rash in infants

**Symptoms**

- untreated injuries, medical and dental issues
- repeated accidental injuries caused by lack of supervision
- recurring illnesses or infections
- not been given appropriate medicines
- missed medical appointments such as vaccinations
- poor muscle tone or prominent joints
- skin sores, rashes, flea bites, scabies or ringworm
- thin or swollen tummy
- anemia, tiredness
- faltering weight or growth and not reaching developmental milestones
- poor language skills, communication skills or social skills.

**Conditions:**

- living in an unsuitable home environment for example dog mess being left or not having any heating
- left alone for a long time
- Taking on the role of looking after other family members.

**Online abuse**

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones.



## Peer on Peer abuse

All Elite personnel should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence, such as rape, assault by penetration and sexual assault;

sexual harassment,<sup>9</sup> such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse; upskirting,<sup>10</sup> which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; sexting (also known as youth produced sexual imagery); and initiation/hazing type violence and rituals.

Bullying may come from another young person or an adult. Bullying is defined as deliberate hurtful behavior, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

### The main types of bullying.

It may:

- be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text, email or chat room messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).
- In sport bullying may arise when a parent or coach pushes the young person too hard to succeed, or a rival athlete or official uses bullying behavior.

### Bullying and cyberbullying (see Elite's policy at: <http://www.eliteacs.com/policies>)

Bullying and Cyber bullying can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Signs of bullying include:

- behavioral changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing, e.g. on food, alcohol or cigarettes

- a shortage of money or frequents loss of possessions It must be recognized that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is NOT the responsibility of those working in Elite to decide that child abuse is occurring. It IS their responsibility to act on any concerns.

## **Serious Violence**

All Elite personnel should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

## **Female genital mutilation (FGM)**

FGM is the partial or total removal of external female genitalia for non-medical reasons.

### **Some signs and indicators of FGM are:**

- have unusual behavior after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear
- a family arranging a long break abroad during the summer holidays
- unexpected, repeated or prolonged absence from school
- academic work suffering
- a child may ask a teacher or another adult for help if she suspects FGM is going to happen or she may run away from home or miss school
- a girl or woman who's had female genital mutilation (FGM) may have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed

## **Child trafficking**

The definition of 'Child Trafficking' is where children are recruited, moved or transported and then exploited, forced to work or sold.

## Grooming

The definition of 'Grooming' is where children and young people can be groomed online or in the real world, by a stranger or by someone they know - a family member, friend or professional.

## Harmful sexual behavior

The definition of 'Harmful Sexual Behavior' is where children and young people who develop harmful sexual behavior harm themselves and others.

## Symptoms of Abuse

The signs of child abuse aren't always obvious, and a child might not tell anyone what's happening to them. Some of the things to look out for:

- Acts out excessive violence with other children.
- Lacks social skills and has few if any friends.
- Significantly underweight but eats well when given food.
- Reluctant to go to school.
- Is reluctant to get changed for sports etc.
- Wets or soils the bed.
- Drinks alcohol regularly from an early age.
- Is concerned for siblings or peers without explaining why.
- Becomes secretive and reluctant to share information.
- Talks of running away.
- Shows challenging/disruptive behavior at school.

## Contextual safeguarding

Safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside the school or college. **All** Elite personnel, but especially the designated safeguarding lead (and deputy) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

## **Training In addition to pre-selection checks,**

the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyze their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognize their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children
- All staff and volunteers who have access to children to undergo a DBS check
- All employees, volunteers, to undertake relevant child protection training or undertake online basic awareness on safeguarding children, previously known as Level 1 to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection.
- All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behavior of an adult towards a young person

## **Minimum Safeguarding Training**

Elite provide Safe Guarding training to Staff, Parents and Host Families. Elite have one designated Safeguarding Lead (DSL) (Gwyn Phillips) and a Deputy Safeguarding Lead (Eve Leung) that have been trained to Child Safeguarding Level 3. Elite provide advice to our Host Families to undertake 'level 1' training as a minimum (this is currently available online via Vital Skills).

Definitions of each level can be found below.

### **Level One: Introduction or Induction**

In general, a 'Level One,' 'Introduction' or 'Induction' to safeguarding training course should entail how to recognize the signs of abuse, respond to a disclosure, report your concerns, and record information. This needs to be renewed every 3 years.

### **Level Two: Advanced Safeguarding**

A 'Level Two' or 'Advanced Safeguarding' goes into detail about the procedures of safeguarding, scenarios and what happens after a referral. 'Advanced' or 'Level Two' safeguarding training will have material as it is devised for someone who has day to day or frequent contact with children or vulnerable people.

### **Level Three: Designated Safeguarding Lead**

Level three is often used to refer to the training of Designated Safeguarding Lead. This training is far more detailed on handled a wider range and taking charge of safeguarding issues. This needs to be renewed every 2 years.

## Responding to Suspicions and Allegations of Abuse

Elite is responsible to act promptly on any concerns of abuse or harm to an individual young person. Elite is responsible for contacting the appropriate authorities so they can take action in order to protect that young person. This applies to both allegations and suspicions of abuse occurring within Elite Anglo Chinese Services and to allegations and suspicions that abuse is taking place elsewhere.

Elite employees may become aware of a child being abused or Elite even see it happening or suspect it is happening. The signs of the abuse become apparent and it may be reported to us by someone else or directly by that young individual.

In that case Elite must act swiftly and respond appropriately.

### Recording Evidence

#### If a young person indicates that they are abused,

##### Elite must:

- Act calmly and reassure the child that they are not to blame and their action was right to tell
- :Show the child you are taking their case seriously
- Listen to the child and keep questions to a minimum. The law is strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.
- Keep the child informed on the procedures which have to be followed in order for this abuse to stop
- Child safety is paramount and if any medical attention has to be administered to call the emergency services. Inform the doctors of the concern and make them aware it is a child protection issue
- Record all the information given by the child
- Report the incident to DSL or LSP/LADO if the individual decides to contact them directly.
- The DSL must act in accordance with The Child Protection guidelines

### Recording information

Elite must make a detailed report of the disclosure or concerns. The record must just state the facts and should not include personal opinions. The person receiving/recording the disclosure should not promise confidentiality to the child.

## Information:

- Personal data, name, age and date of birth
- Home address and telephone number
- The Child's School, address and telephone number
- Establish if the allegation is personal or somebody else's allegation
- Has anyone been alleged to be the abuser? Record details
- The nature of the allegation, including date(s), location and time and any other relevant information
- Visible injuries, including location and size
- Behaviour changes
- Details of witnesses to the incidents: Date and time
- The child's account if that is possible
- Have parents been contacted?
- Have any other individuals been contacted or consulted? If so, record details

*The report should be sent by post and should be tracked and via a signed for service.*

## Reporting Allegation or Concern

Elite must report any suspicion or allegation appropriately. All employees at Elite must be informed and discuss any concerns they might have of the young person and decide on the appropriate action which will be taken

**Any Child Protection Concerns must be reported to Gwyn Phillips who is the Designated Safeguarding Lead (DSL) on**

**Email : [gwyn@eliteasc.com](mailto:gwyn@eliteasc.com) or Tel 01428 648393 Mobile 0777 2252303**

**Or**

**Eve Leung (Deputy Safeguarding Lead) on**

**Email : [eve@eliteacs.com](mailto:eve@eliteacs.com) Telephone =(44) 01865 600288 Mobile +(44) 07787 536030**

In case where the Designated Safeguarding Lead or Deputy Lead is not available you must contact and seek advice of the Children's Services Protection Team, the duty officer at your local social services department or the police. *Telephone numbers are listed in your local directory.*

**If there is an allegation or any doubt of abuse against Elite employee or volunteer the following action will be taken:**

It may be a number of other incidents will have happened and together will cause concern

- Contact Police over allegation
- Child Protection Agency to be contacted and Social Services will investigate with Police over allegation
- Disciplinary or misconduct action will be taken by Elite over the allegation against the employee.
- Parents will be contacted and consulted over allegation
- Keep record of all meetings and discussions
- Managing Director of Elite will be contacted who will take the appropriate disciplinary proceedings further
- Managing Director will manage all media reporting
- If the DSL is implicated the matter will be referred to the police or Local Authorities

Elite will rely on the expert opinions of the Authorities and Professional Agencies to establish and confirm if abuse has taken place. The Children's Services have a legal responsibility to investigate all child protection referrals by talking to the Child, Parents, and Guardians, gathering information from other people who know the child and making enquiries jointly with the police.

Allegations of abuse can be reported after the event and all the same procedures outlined above must be followed.

### **Abuse concerns outside the immediate environment (e.g. Parent or Host Family member)**

The following procedures have to be followed:

- Report concern to Designated Safeguarding Lead or Deputy Safeguarding Lead
- If the Safeguarding Leads is not available, the employee being told or discovering the abuse should contact the Local Social Services Department or contact the Police
- Social Services or Police will contact the Parents
- Maintain Confidentiality

### **Confidentiality**

All efforts must be made that confidentiality is maintained by the nominated Social Services Officer, Parents of the Child, the person making the allegation, Children's Services, Police and the alleged abuser (and parents if the alleged abuser is a child). All documentation must be stored in a secure and safe place in line with data protection laws. This will be in the Grayswood Office with limited access to staff (DSL and Deputy). Electronic records will be password protected.

## **Elite Employee Internal Inquiries and Suspensions**

The Managing Director of Elite will make an immediate assessment and decision about whether the Elite Employee should be temporarily or permanently suspended pending the Police or Social Services inquiries outcome. It may be difficult to reinstate this individual employee as often the abuse allegation remains inconclusive. Elite will look after the child's welfare and will believe the child in such cases unless it was a false and deliberate accusation which was proven wrong.

## **Recruitment**

Elite takes the appropriate steps to recruit the right employees who are suitable to work with children. The following steps are taken to ensure that the right people are recruited:

- All employees and volunteers must complete an application form. The application form must enquire about self-disclosure about any criminal behaviour
- Consent should be obtained from applicant to seek full DBS check
- Identity check by obtaining Passport or Driving Licence details
- Two confidential references to be taken

## **Interview and Induction**

All potential employees will be interviewed and a full job description will be drawn up for their position in the company and all duties will be clarified in the interview

In the interview the applicant's application form will be checked with their personal details including their criminal record and self-disclosures. All professional qualifications will be substantiated. If the Applicant is successful, they must sign up to Elite's 'Code of Ethics and Conduct'. Also, Child Protection Procedures will be explained and training will be provided.

## **Training**

Employees will receive staff training in Child Safeguarding and Child Protection procedures. They will be able to recognize their responsibilities and report any concern about any poor practice and child abuse. Also, they will be able to access their own practices against what is deemed good practice. Elite is to ensure that each employee is fully up to date with the latest amendments to any of their policies. Employees are trained how to respond to any allegations or concerns expressed by a young person in their care. Elite also trains their employees to work safely and effectively with children.

## **Elite Employees and Volunteers**

Require to:

- All Elite Employees, all Host Family members over the age of sixteen and Volunteers who have access to children will undergo a full DBS check



- All Elite Employees, all Host Families and Volunteers have received advisory information outlining good and bad Practice and instructing them what the procedures are if they have any concerns or suspicions about the behaviour of an adult towards a child or children
- Training will be given to all Employees, key Host Family members and Volunteers to ensure good practice is followed at all times and that each Child can thrive.

## Whistleblowing

Elite recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues in relation to children. If necessary, they should speak to the DSL or the LA Designated Child Protection Officer (LADO).

The NSPCC runs a whistleblowing helpline on behalf of the Home Office, the number is 0808 800 5000.

See Whistleblowing policy at: <http://www.eliteacs.com/policies>

Relevant Elite Supporting Policies:

The following policies can be found on our website at: <http://www.eliteacs.com/policies>

- Safeguarding and Child Protection
- Safeguarding Report
- Prevent - Anti radicalisation
- Whistleblowing
- Emergency Response
- Online Safety
- Data Protection
- Missing child

Appendix A: Glossary

Item	Definition
Children	Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.
Safeguarding and promoting the welfare of children	Defined for the purposes of this guidance as: a. protecting children from maltreatment b. preventing impairment of children's health or development c. ensuring that children are growing up in circumstances consistent with the provision of safe and effective care d. taking action to enable all children to have the best outcomes
Child protection	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Local authority designated officer	County level and unitary local authorities should ensure that allegations against people who work with children are not dealt with in isolation. Any action necessary to address corresponding welfare concerns in relation to the child or children involved should be taken without delay and in a coordinated manner. Local authorities should, in addition, have designated a particular officer, or team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people who work with children. Any such officer, or team of officers, should be sufficiently qualified and experienced to be able to fulfil this role effectively, for example qualified social workers. Any new appointments to such a role, other than current or former designated officers moving between local authorities, should be qualified social workers. Arrangements should be put in place to ensure that any allegations about those who work with children are passed to the designated officer, or team of officers, without delay
Safeguarding partners	A safeguarding partner in relation to a local authority area in England is defined under the Children Act 2004 as: (a) the local authority, (b) a clinical commissioning group for an area any part of which falls within the local authority area, and (c) the chief officer of police for an area any part of which falls within the local authority area. The three safeguarding partners should agree on ways to co-ordinate their safeguarding services; act as a strategic leadership group in supporting and engaging others; and implement local and national learning including from serious child safeguarding incidents. To fulfil this role, the three safeguarding partners must set out how they will work together and with any relevant agencies as well as arrangements for conducting local reviews.

Source: "Working Together to Safeguard Children A guide to inter-agency working to safeguard and promote the welfare of children July 2018"

