



26th Sept 2026

SAFEGUARDING & CHILD PROTECTION POLICY

ELITE ANGLO CHINESE SERVICES SAFEGUARDING EMERGENCY CONTACTS

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ELITE operates guardianship services for students in a number of different areas, the local LSPs for other areas can be found on the Child Protection Training UK website:

<https://www.childprotectionuk.co.uk/local-safeguarding-children-boards-for-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 have a number of policies and minimum requirements that are contained or referenced to in this policy.

Elite Anglo Chinese Services Policy Statement

Elite Anglo Chinese Services (Elite) employees are trained in safeguarding children to Level 1 but most to Level 3. We provide Child Safeguarding training to all our Principal Host Family members to Level 1 and this is required to become a host family. 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 this 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
- If there is a safeguarding concern, Elite will ensure the child's wishes and feelings are taken into account.
- 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 Safeguarding Children Board or the other relevant agency. 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 matters.

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 **in 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 LADO.

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.
- 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 the DSL as soon as possible. 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 2023 Statutory Guidance for Schools and Colleges" and the statutory guidance "Working together to Safeguarding Children."

Staff Code of Conduct (Employees and Principal Host Family member)

- 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 on-line 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 keep a 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 Police, their School and Parents.
- 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. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. 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. The sexual abuse of children by other children is a specific safeguarding issue in education and **all** employees and the principal host family member should be aware of it and of and Elite's procedures for dealing with it.

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/suspicions 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

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.

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.

The breadth of issues classified within online safety is considerable and ever evolving, but can be categorised into four areas of risk:

content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism.

contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

conduct: online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying, and

commerce: - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

Child on child 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;
- abuse in intimate personal relationships between children
- sexual violence, such as rape, assault by penetration and sexual assault;
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)

sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse; upskirting, 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 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.

Domestic Abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents.

- Can be psychological, physical, sexual, financial, or emotional.
- Can impact on children through seeing, hearing or experiencing the effects of domestic abuse and/or experiencing it through their own intimate relationships.

All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

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 behaviors 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 behaviors 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 provides Safeguarding training to Staff, Parents and Host Families. Elite have one designated Safeguarding Lead (DSL) and a Deputy Safeguarding Lead (that have been trained to Child Safeguarding Level 3).

Elite will ensure via personal training at the initial visit to a host family that they have the equivalent of level 1 safeguarding. We also will follow this up with online training (this is currently available online via AEGIS Homestay Training). <https://aegisuk.net/host-training-registration/?qid=165>

Safeguarding updates will be delivered either at the annual Inspection visit or by Host Family newsletters.

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 handling a wider range and taking charge of safeguarding issues. This needs to be renewed every 2 years.

Responding to Suspicions and Allegations of Abuse**What should a child do if they are subject to actual or potential abuse**

1. If something happens or somebody does something that makes you feel uncomfortable; please contact Eve Leung (Your trusted Adult) in confidence immediately.
2. The 24-hour Childline Service is available on + 44 0800 1111. All calls are free and confidential, and trained counsellors will help any young person with any problem.

Responding to a Child making an allegation of abuse

Safeguarding is the responsibility of ALL members of Staff & Host Families. All staff & Host Families are in a position of trust, and therefore all are required to take a shared responsibility to safeguard children and young people. All Staff & Host Families will be made fully aware of their duties and in safeguarding students and responding to allegations of abuse or neglect.

Any member of Staff or Host Family with an issue or concern relating to child protection, including but not limited to allegations of child abuse, should discuss it immediately with the Designated Safeguarding Lead (DSL)

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 Staff and Host family member 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 Safeguarding and Child Protection Policy.

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
- Behavior 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 signed for service.

Reporting Allegation or Concern

Elite must report any suspicion or allegation appropriately.

Any Child Protection Concerns must be reported to the DSL.

In cases where the Designated Safeguarding Lead or Deputy Lead is not available you must contact and seek advice from 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 suspicion of abuse against Elite employee or volunteer the following action will be taken:

Immediately inform the DSL and/or DDSL whose contact details are on page 2 of this policy.

It may be a number of other incidents will have happened and together will cause concern (please refer to Elite's Low Level Concerns policy that can be found at: <https://www.eliteacs.com/policies>)

- Contact Police over allegation
- LADO to be contacted and they will investigate with Police over allegation
- Disciplinary or misconduct action will be taken by Elite over the allegation against the employee or volunteer.
- Parents will be contacted and consulted over allegation
- Keep record of all meetings and discussions
- Managing Director will manage all media reporting
- If the DSL is implicated the matter will be referred to the police or LADO.

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 and all other relevant checks (in accordance with Elite's Safer Recruitment Policy) 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 behavior
- Consent should be obtained from applicant to seek full DBS check
- Identity check by obtaining Passport or Driving License 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 assess 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

Requirements:

- 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 or emailing help@NSPCC.org.uk

Protect also provides confidential whistleblowing advice. The number is 020 3117 2520 or using their contact form at: <https://protect-advice.org.uk/contact-protect-advice-line/>

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 (including missing child procedures)
- Online Safety
- Data Protection
- Low level concerns

Appendix A:

Glossary Source: "Working Together to Safeguard Children A guide to inter-agency working to safeguard and promote the welfare of children December 2023"

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 (LADO)	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 coordinate 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 fulfill 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.