



**English Path**  
› 891 Greenford Rd,  
Greenford, London,  
United Kingdom  
UB6 0HE  
› +44 (0) 207 539 3548  
› info@englishpath.com  
› www.englishpath.com

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# English Path Riyadh Safeguarding Policy

## Version History

Version	Author	Reviewed by	Pages	Approved by	Date published
1	Rami Alarasi	-	27	Gareth Smith (Regional Manager)	02.06.2025

## Introduction

English Path is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support everyone at the school.

*Translations available. Please ask Student Services.*  
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United Kingdom  
UB6 0HE  
› +44 (0) 207 539 3548  
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## 1. Context

English Path's main office is located at 891 Greenford Road, Greenford, London, UB6 0HE. We offer a range of Language Programmes in our schools located in London, Birmingham, Leeds, Manchester, Dubai, Riyadh, Malta, Dublin, Paris, Berlin and Toronto.

We offer under 18s courses on adult programmes at English Path Dubai, Riyadh, Malta, Toronto, Dublin, Paris, London (Greenford and London Stratford), Leeds and Birmingham. Other Young Learner courses will be offered at our seasonal camps in Dubai, Riyadh, Malta, Toronto, Dublin, London Stratford, London Greenford and Middlesex.

English Path is committed to providing a safe and secure environment for students, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. We aim to safeguard and promote the welfare of students by protecting them from maltreatment; preventing impairment of students' mental and physical health or development; ensuring they grow in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

English Path recognises that there is a legal framework within which we need to work to safeguard students who have care and support needs and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant legalities. We are committed to safeguarding students in line with Riyadh legislation and relevant national and local guidelines.

At English Path we are committed to creating a culture of zero-tolerance of harm to students which includes: the recognition of students who may be at risk and the circumstances which may increase risk; knowing how abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including on our activities programme, within other organised or voluntary activities, in the community, in the person's own home and in any other setting.

English Path is committed to best safeguarding practice and to uphold the rights of all students to live a life free from harm from abuse, exploitation and neglect.

## 2. Declaration

English Path believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status. Our purpose is to care for our students, this is one of our core values, and our commitment is to provide and promote the welfare of all students (young learners and adults) regardless of age, gender, ethnicity, beliefs, nationality, or ability. Staff, suppliers and volunteers are expected to agree to and share this commitment.

English Path acknowledges that safeguarding is everybody's responsibility and is committed to preventing abuse and neglect through safeguarding the welfare of all students who study with us.

Actions taken by English Path will be consistent with safeguarding principles ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the student concerned.



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### 3. Scope:

English Path is devoted and committed to providing a safe environment and to care for the welfare of all its students (children and young adults included), regardless of age, gender, ethnicity, beliefs, nationality or ability. English Path expects all its staff, students, suppliers, and volunteers to adhere to and share this commitment. We understand that the students' needs are paramount, and we believe that every student has the right to feel safe. Therefore, we are committed to providing a safe environment, as far as is reasonably practicable, to protect them from physical or psychological harm.

### 4. English Path Safeguarding Team:

#### Who to contact:

Designated Safeguarding Lead - Centre and Academic Manager: Rami Alarasi - Located at the Riyadh Campus – Telephone: +966 112700522

Deputy Designated Safeguarding Lead – Marwan Baajajah - Located at the Riyadh Campus – Telephone: +966 112700522

Safeguarding Officer – Customer Relation Officer: Yasmin Alhomaïd - Located at the Riyadh Campus – Telephone: +966 112700522

### 5. Terminology

**Child / Young Learners:** A person/people under the age of 18

**Concern:** When someone is worried or concerned that a child is at risk of harm or not being looked after in the appropriate manner.

**Designated Safeguarding Lead:** The designated safeguarding lead is the person appointed to take lead responsibility for students' protection issues in school. The person fulfilling this role must be a senior member of the school's leadership team or have experience in this role within another organisation.

**Designated Safeguarding Officer:** Safeguarding officer is the designated person within the school with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the school.

**Disclosures / allegations:** When there is information which shows that an adult may have behaved in a way that is harmful towards a child.

**Safeguarding:** Taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adult at risk and children, from that harm; and to respond appropriately when harm does occur. Safeguarding applies consistently and without exception across our programmes, partners, students, volunteers and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and



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transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

**Vulnerable adult:** An adult at risk is any person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

**Welfare:** Protecting and having systems in place to protect students from maltreatment and harm, ensuring they study with the provision of safe and care.

## 6. Commitments

- To foster a safe environment and to ensure we safeguard any child, young learner, or vulnerable adult (for the purpose of this policy referred to as students) while studying with English Path at any of our campuses.
- To identify the names of responsible persons in the school and explain the purpose of their role.
- To involve students in decision-making which affects them (taking the age and developmental stage of children into account.)
- To encourage positive and safe behaviour among students.
- To protect students from abuse or neglect and to reduce the risks of abuse or neglect.
- To prevent harm to students' health.
- To provide clear guidance to all teaching and non-teaching staff within the campus and the wider organisation on how to keep students safe and what to do in case of harm. To provide training sessions to staff members and to raise awareness of their responsibilities in identifying and reporting possible causes of abuse/harm/risk.
- To ensure that those responsible for recruitment are aware of how to apply safeguarding principles when employing staff.
- To implement and maintain good communication among the English Path community, as well as developing good and effective working relationship with other agencies where required (child protection/safeguarding partners).
- To create a good monitoring system of students thought to be at risk of harm and to ensure we provide support to those in need.
- To create a structured system that all staff have access to and can follow in case of harm/abuse.
- To ensure that all staff members working at each campus who have contact with students have been checked as to their suitability, including verification of their identity, qualifications, and a background check, and to ensure that this information is stored securely and kept up to date.
- To ensure staff members are positive role models to both students and other staff members and to never engage in rough, physical, or sexually provocative games.



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- To ensure that if any deficiency or weakness is identified, it is addressed promptly.
- To ensure confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy.
- To commit to an annual Safeguarding review and report.

## 7. Best practice

Best practice refers to the actions of staff whilst working with or near to students. It also refers to the way staff communicate with students and the information that they share with them. In English Path's definition of 'best practice', we refer to staff having a warm professional relationship with students which allows students to feel welcome and supported during their time at school but maintains rigid professional boundaries.

The professional boundaries described include but are not limited to: staff not accepting friend or follower requests on social media from students; not spending time with students outside of school and school-arranged activities; not giving out personal phone numbers and other contact information to students; and not forming relationships with students which go beyond the scope of respectful professional relationships between employees and customers.

Staff must behave in a way that upholds English Path's values of caring for each other, cherishing diversity and operating ethically and professionally. They should behave in a way that does not cause deliberate offence to other staff members, students, partners and service providers. Staff should protect themselves against liability or allegations which could cause conflict between them, the student and the parent(s)/guardian(s) by being mindful of their posture, language and tone. Staff are also expected to avoid using their position to gain access to information for their own advantage and/or a students' detriment, including the power to intimidate, threaten, coerce, or undermine students, or to form or promote relationships with students which are of a sexual nature, or which might become so.

When there is no guidance or staff are worried on how to proceed, they are advised to discuss the circumstances with the Designated Safeguarding Staff on campus, or Group Safeguarding Leads.

Staff are expected to; understand the responsibilities which are part of their employment role and be aware that appropriate sanctions will be applied where these are breached, always act and be seen to act in the students' best interest, take responsibility for their own actions and behaviour, be open to advice and feedback from colleagues and pass on any concerns regarding the conduct of colleagues where necessary.

### Safer recruitment

A Police Clearance Certificate will be required for all staff members engaged in regulated activity. A person will be considered to be in 'regulated activity' if, as a result of their work, they:

- are responsible on a daily basis for the care or supervision of children.
- regularly work in the setting at times when children are on the premises.



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- regularly come into contact with children under 18 years of age.

The Department for Education's DBS guidelines will be consulted when determining whether a position fits the child workforce criteria.

A prerequisite to be able to work with children in English Path' care is to hold and provide evidence of a valid Enhanced Disclosure & Barring Service (DBS) Certificate where the outcome of the check is deemed satisfactory. The DBS certificate may be registered on the DBS Update Service; DBS certificates obtained and issued via English Path will be valid for three years. Non-English Path DBS certificates will be accepted if they are either on the Update Service or were obtained within the last 3 years with no breaks in either education or work history, for more than 3 months. This must be with a current employer or University.

English Path may complete checks regarding any breaks in employment, including checks against the children's barring list. A staff member should only start work if they fall under one of the categories below:

#### Police Staff Checks

**a. English Path:** Police clearance check is sent with the job offer, and it is renewed every 3 years.

**b. Non-English Path DBS;** under 1 year: if the check is LESS THAN a year old by the time the staff member starts work, they must provide a copy of the certificate and be in the process of applying for a Police clearance check. This will be accompanied by an English Path risk assessment.

**c. Non-English Path DBS;** between 1 – 3 years: if the check is MORE THAN a year old by the time a staff member starts work and no more than 3 years old, English Path will require confirmation from either the current employer that issued the DBS or English Path will ask the staff member to provide a copy of the certificate and be in the process of applying for an English Path DBS. This will be accompanied by an English Path risk assessment, including supervision as a control measure.

**d. DBS Update Service:** the subscription must be valid on the first day of employment with English Path. For short term contracts, the subscription must be valid from the first day until the last day of employment with English Path.

**e. Overseas Employees:** "Certificate of Good Conduct" from the applicant's country of residence must be provided and this must be original. This may be in addition to the UK Enhanced DBS if circumstances apply.

#### What happens if there is a delayed DBS?

Risk assessment and control measures needed.

If a member of staff has a Non-English Path DBS; under 1 year or a Non-English Path DBS; between 1 – 3 years this means that they have a delayed DBS, they will start before their DBS has been seen and will need additional measures in place and a delayed DBS risk assessment (see appendix 3). Additional measures may include but are not limited to:

- keeping the classroom door open
- extra reference checks being made





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As per our Recruitment Policy; references will also check the applicant's suitability to work with children, young and vulnerable adults.

A Single Central Register containing the vetting requirements of all staff working at English Path is maintained in accordance with current guidelines to ensure the safeguarding of all students in our care.

### **Staff Induction**

All new members of staff receive an induction at the commencement of employment. Induction includes an overview of their role in the organisation together with identifying and reporting abuse, and confidentiality issues.

All staff receive training on Safeguarding Awareness to help them fulfil their responsibilities in respect of child protection.

All staff members take the British Council Basic Awareness training and are also expected to join our regular in house CPD Safeguarding sessions. These trainings are organised by the Designated Safeguarding Lead and will be renewed annually.

### **Students' induction**

As part of orientation process students receive an induction, this induction has a welfare section where they receive important details regarding their own security; school rules, who to speak to in case they need support with classes, health care, who's responsible for safeguarding at the school, laws of the country in which they are studying (alcohol/drugs) and a campus tour. This is delivered by Safeguarding Officers.

As part of the induction and safeguarding procedures, students aged 16 & 17 years old will be giving a different coloured lanyard (green). Students enrolled in Young Learner programmes (green).

At school or on activities students will be reminded that they must always wear their lanyard.

### **External Suppliers and contractors**

All our external suppliers will sign a form confirming they are aware of the need to safeguard young and vulnerable adults within our school and community and will share this commitment. With this form they confirm all their employees have been advised, informed and vetted to work with children. Appendix 4 – sample form.

### **Attendance**

#### **16 & 17 students on an adult course:**

All students aged 16 or 17 on an adult course must sign in at the front desk on a daily basis before class.

All students aged 16 or 17 are highlighted on our registers to make the teacher aware of their age.

They must call in or email before 08.45 if they are not coming to school that day.



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If we have not heard from them and they are not in class, the teacher will tell the Academic Management team by 9:15 am and we will call the student immediately. If the student doesn't answer and the host family are unavailable (or guardian if private accommodation) we will call their agent (if applicable) and keep trying. We will also try to contact the student through other media, including e-mail or WhatsApp. If we are unsuccessful at contacting the student, agent, reception team at the accommodation and still have no news from them by 5pm, their parents will be contacted.

#### **Students on a Young Learner programme:**

Students on a young learner course are required to attend 100% of their lessons and activities on a daily basis. Attendance is checked for every lesson or block of activities within the first 15 minutes of the class/activity starting.

They or their legal guardian must call or email in before 08.45 if they are not coming to school that day. If a student on a Young Learner programme is taken ill and their host is not home, the student must come to school where they will be supervised, accompanied to a doctor if necessary and they will be allowed to rest in the medical room until their host returns home.

If we have not heard from them and they are not in class, the teacher will tell the Academic Management Team by 9:15 am and we will call the student/student residence or resident assistant immediately. If the student doesn't answer or the residence are unable to contact the student a member staff will visit the student's accommodation and another member of staff will continue to try to make contact.

*Absence of any minor or vulnerable adult will be immediately followed up with notification to the police if necessary. In this case, the parent and/or agent will be contacted immediately to notify them.*

*For more details about how EP manages attendance and safeguards the wider school community please refer to our attendance policy.*

#### **Supervision**

Extracurricular activities for under 18s are supervised with one adult for every 20 students. For students aged 8 to 12 the ratio is one adult for every 15 students.

#### **Risk assessments**

All our activities are risk assessed and include particular consideration for under 18s and vulnerable students. Additional risk assessments are in place for unsupervised free time, which includes travelling from school (such as bathrooms, lifts, canteen) where not everyone will have a DBS.

#### **Welfare of students online**

In case of the need to transfer our teaching online, as with face-to-face teaching, safeguarding and child protection is vital when teaching remotely. We have the following important processes in place to help us safeguard our students online.



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- Students are strongly encouraged to keep their cameras on throughout the lessons.
- We have a set of helpful classroom rules for our classes which the teacher reminds the students of at the start of each lesson
- All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:
  - Using strong password protection, with passwords that are at least 8 characters, with a combination of upper- and lower-case letters, numbers and special characters
  - Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device
  - Making sure the device locks automatically if left inactive for a short period of time
  - Not allowing family or friends to use the device
  - Storing the device securely to avoid theft
  - Ensuring that anti-virus and anti-spyware software is up to date
  - Installing updates to ensure that the operating system remains up to date
  - Staff should ensure that all safeguarding concerns are reported immediately to the DSL.

Staff must ensure all communication with parents and students is conducted through the school following normal guidance and ensure this remains professional.

### Social Programme

Students on a Young Learner Programme (13 to 17 as individuals < 12 if groups). 8 – 12-year-old students are only to be accepted at our Riyadh campus and as a part of a group.

The activity programme is an integral and compulsory part of the Young Learner Programmes offered by English Path. All activities are risk assessed.

#### 16 & 17 students on an adult course:

Our weekly Social Programme is offered to ALL students on adult courses. Some activities are not suitable for this age group, and they will be informed about this during their induction. These activities are not compulsory and those aged Under 18 can choose to attend or not attend. Sign-up sheets are located at the Student Services desk. Students Under 18 will be highlighted on the Sign-up sheet so staff can be sure they do not sign up for events not suitable for their age group. All Social Activities have a risk assessment completed to ensure the whole group attending are safeguarded during the excursion. These are reviewed by the teacher/activity leader prior to the excursion and the students informed of the risks and provisions put in place (see Excursion Policy).

### Data Protection

English Path and its staff will ensure that all data about students is handled in accordance with the requirements of the law, and any national and local guidance.

#### Data Protection in the KSA:

- The **Royal Decree M/19 dated September 16, 2021 on the Protection of Personal Data (PDPL)** regulates the collection, processing, use, and disclosure of personal data, ensuring the privacy rights of



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individuals. However, similar to other jurisdictions, the KSA PDPL allows for exceptions to data privacy principles when there is a compelling public interest. This includes situations involving national security, public health, or the protection of vulnerable individuals, such as children. In such cases, the protection of an individual's well-being can take precedence over strict data privacy concerns.

### Safeguarding in Educational Institutions:

- Saudi Arabian regulations strongly emphasize the safeguarding of children within educational settings. The Ministry of Human Resources and Social Development enforces various policies and guidelines that prioritize child protection and safety in schools. These guidelines ensure that educational institutions implement measures to prevent harm, report incidents, and create a secure environment for students, often allowing for the sharing of information when a child's safety is at risk.
- The overarching principle aligns with international best practices: the safety and well-being of children are paramount, and measures to ensure their protection can justify the necessary sharing of personal data, even if it might otherwise be considered private.

## 8. Student protection – information for staff

### Types of child abuse and neglect, information for staff

The welfare and well-being of our students is incredibly important. Any concerns regarding the safety or welfare of a student must be brought to the attention of the Safeguarding Officer.

#### Recognising abuse;

**Abuse:** a form of maltreatment of a person. Somebody may abuse or neglect an individual by inflicting harm, or by failing to act to prevent harm. Students may be abused by an adult or adults or a 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 person. 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 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.



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**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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**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 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.

Safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside of these environments. All staff, but especially the DSL and DDSs will be considering whether children are at risk of abuse or exploitation in situations outside their families.

### Possible signs of abuse

All the staff needs to be alert to signs and symptoms that may indicate that a young person has suffered or is suffering abuse. Many of the signs and symptoms may have an alternative explanation but all are a concern, particularly if several of these occur are persistent ( unexplained bruises or injuries; particularly if these seem to be inconsistent with the explanation, untreated injuries, reluctance to go home, fear of parents being contacted, , eating disorders, poor personal hygiene, withdrawal from physical contact, asking to move class, attention seeking or over compliance, attempted suicide/self-harm, violent outbursts / aggression to others, poor peer relationship, drugs or alcohol abuse, inappropriate sexual remarks, pregnancy)

**In addition to these types of abuse and neglect, members of staff will also need to be alert to the following specific safeguarding issues:**

### Mental Health

We are aware that mental health problems can, in some cases, be an indicator that a child/student has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Our staff members, however, are well placed to observe students day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. If staff have a mental health concern about a student that is also a safeguarding concern, this will be shared with the DSL with a view to referring to appropriate agencies following the referral procedures.



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#### **For advice and non-emergency concerns, can be passed onto:**

Deputy Designated Safeguarding Lead – Centre and Academic Manager: Rami Alarasi - Located at the Riyadh Campus – Telephone: +966 112700522

#### **Child Criminal Exploitation (CCE)**

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity in exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator and/or through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people. Some of the indicators of CCE are: children who appear with unexplained gifts or new possessions; children who associate with other young people involved in exploitation; children who suffer from changes in emotional well-being; children who misuse drugs and alcohol; children who go missing for periods of time or regularly come home late; and children who regularly miss school or education or do not take part in education. Any possible CCE case will be shared with the DSL with a view to referring to appropriate agencies following the referral procedures.

#### **Child Sexual Exploitation (CSE)**

CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some indicators of children being sexually exploited are: 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; associating with other young people involved in exploitation; having older boyfriends or girlfriends; suffering from sexually transmitted infections; mood swings or changes in emotional wellbeing; drug and alcohol misuse and displaying inappropriate sexualised behaviour. A child under the age of 13 is not legally capable of consenting to sex (it is statutory rape) or any other type of sexual touching. Sexual activity with a child under 16 is also an offence. It is an offence for a person to have a sexual relationship with a 16- or 17-year-old if that person holds a position of trust or authority in relation to the young person. Non consensual sex is rape whatever the age of the victim. If the victim is incapacitated through drink or drugs, or the victim or his or her family has been subject to violence or the threat of it, they cannot be considered to have given true consent and therefore offences may have been committed. Child sexual exploitation is therefore potentially a child protection issue for all children under the age of 18.

**Consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)**



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› 891 Greenford Rd,  
Greenford, London,  
United Kingdom  
UB6 0HE

› +44 (0) 207 539 3548  
› info@englishpath.com  
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Creating and sharing nudes and semi-nudes of under-18s (including those created and shared with consent) is illegal. Sharing nudes and semi-nudes covers the incidents where:

- a person under the age of 18 creates and shares nudes and semi-nudes of themselves with a peer under the age of 18
- a person under the age of 18 shares nudes and semi-nudes created by another person under the age of 18 with a peer under the age of 18
- a person under the age of 18 is in possession of nudes and semi-nudes created by another person under the age of 18.

When such an incident involving nudes and semi-nudes comes to a member of staff's attention, this will be shared with the designated safeguarding lead with a view to referring to appropriate agencies following the referral procedures.

### Serious violence

All staff will be made aware of indicators, which may signal that students are at risk from, or are involved with serious 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 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 and may be at risk of criminal exploitation. We are aware that there is a range of risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery. We are also aware that fear and a need for self-protection is a key motivation for children to carry a weapon – it affords a child a feeling of power. Neighbourhoods with high levels of deprivation and social exclusion generally have the highest rates of gun and knife crime. Children are more likely to carry knives and other weapons than guns. All staff will be aware of the associated risks and will share any concerns about or knowledge of such children immediately with the DSL.

### Peer on peer/child on child abuse

We recognise that peer on peer abuse can have a devastating effect on children and vulnerable adults, including becoming a barrier to their learning and can have serious consequences for their mental health. Effectively preventing and tackling abuse can help to create a safe, disciplined environment where students are able to learn and fulfil their potential. If the evidence suggests that there was an intention to cause harm to the victim, an incident should be regarded as abusive whether or not severe harm was actually caused.

This is behaviour by an individual or group of individuals which can be a one-off incident or repeated over time, intentionally intended to hurt another individual or group either physically or emotionally.

*Types of peer-on-peer abuse;*



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**Bullying (including Cyberbullying):**

This involves repeated aggressive behavior, whether physical, verbal, or social, intended to cause harm or distress. Cyberbullying, specifically, refers to bullying conducted through electronic means like social media, messaging apps, or online gaming.

**Physical Violence:**

Any unwanted physical contact that causes harm or discomfort, such as hitting, kicking, pushing, or fighting.

**Sexual Violence & Harassment:**

This includes any unwelcome sexual behavior, comments, or actions, ranging from inappropriate touching, sexual jokes, sexual coercion, to more severe forms of assault.

**Initiation/Hazing:**

Coercing or pressuring individuals to participate in harmful or humiliating activities as a condition for joining a group or gaining acceptance.

**Teenage Relationship Abuse:**

Patterns of controlling, abusive, or violent behavior within romantic or intimate relationships between adolescents. This can include physical, emotional, verbal, or sexual abuse.

**Sexting:**

The sending or receiving of sexually explicit texts, images, or videos. In Saudi Arabia, cybercrime laws are particularly stringent regarding content that infringes upon public morals, religious values, or privacy, and specifically the exploitation of minors.

**Domestic abuse**

Domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to psychological, physical, sexual, financial and emotional. Types of domestic abuse include intimate partner violence, abuse by





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› 891 Greenford Rd,  
Greenford, London,  
United Kingdom  
UB6 0HE

› +44 (0) 207 539 3548  
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family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. If members of staff have a concern about or knowledge of any domestic abuse incidents, they will share it immediately with the DSL with a view to referring to appropriate agencies.

### **Violence Against Women and Girls (VAWG)**

VAWG is defined as any act of gender-based violence that results in, or is likely to result in physical, sexual or psychological harm or suffering to women including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life. VAWG is the umbrella term which brings together multiple forms of serious violence such as crimes committed in the name of “honour”; domestic abuse; female genital mutilation (FGM); forced marriage; sexual violence, abuse, exploitation and rape; stalking; harassment; trafficking for sexual exploitation; prostitution. If members of staff have a concern about or knowledge of any VAWG incidents, they will share it immediately with the DSL with a view to referring to appropriate agencies.

### **So-called ‘honour-based’ abuse (HBA) (including Female Genital Mutilation and Forced Marriage)**

HBA includes incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving “honour” often involves a wider network of family or community pressure and can include multiple perpetrators. All forms of HBV are abuse (regardless of the motivation) and will be handled and escalated as such. If members of staff have a concern about or knowledge of a student that might be at risk of HBA or who has suffered from HBA, they will share it immediately with the DSL with a view to referring to appropriate agencies.

### **Female Genital Mutilation (FGM)**

FGM is a procedure where a part of the external female genitalia is removed and there is no medical reason for this. Whilst religious, social or cultural reasons are sometimes given for FGM, in Riyadh the practice can be addressed under broader provisions of the Child Protection Law and other general laws pertaining to physical harm and assault.

## **9. Allegations**

### **Allegations against members of staff or any adults working or volunteering with children**

If an allegation is made against a member of staff, external service provider or volunteer we will follow the procedure below:



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› 891 Greenford Rd,  
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United Kingdom  
UB6 0HE

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- The allegation should be reported immediately to the Designated Safeguarding Lead or Safeguarding Officer. Should the allegation be made against the Designated Safeguarding Lead, the matter should be reported immediately to the deputy DSL or in case of their absence a safeguarding officer and a member of the Senior Management Team.
- Where appropriate, EP will consult with the National Family Safety Program HOTLINE for advice and guidance.
- A full investigation will be carried out by the appropriate professionals (National Family Safety Program HOTLINE) to determine how this will be handled.
- English Path will follow all instructions from the National Family Safety Program HOTLINE and ask all members of staff to do the same and co-operate when required. This may include;
  - o immediate action to protect the student
  - o when and what the parents should be told
  - o what should be said to the adult facing the allegation and should s/he be suspended
- Suspension – This is not an automatic response. It is considered when the child is at risk of serious harm, or the concern is so serious it would result in immediate dismissal due to gross misconduct.
- Suspension would be communicated to the staff member within 24 hours.
- If the allegation against the staff member is substantiated, and if the DSL and MASH representative agree that the person is unsuitable to work with children then the DSL will refer the individual to NFSP to protect students aged 17 or under in the future.
- EP recognises the importance to provide a duty of care to the staff member against whom the allegation has been made. The Head of School will be their key contact at the school during the time of the investigation.
- If as an individual, you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the National Family Safety Program (NFSP) Child Protection Hotline: 116111.

### Allegations against students

If an allegation is made against a student, we will follow the procedure below:

- If an allegation of abuse is made towards a student, they may be suspended from school and/or removed from their accommodation during the investigation and in this instance, DSL should be informed.
- The organisation will take advice from the local Safeguarding Partners on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all students involved, including the student or students accused of abuse. If it is necessary for a student to be interviewed by the police in relation to allegations of abuse, we will ensure that, subject to the advice of the local Safeguarding Partners, the parents are informed as soon as possible, and that the student is supported during the interview by an appropriate adult.

### Allegations against students aged U18

- Procedure if a child protection allegation is made against another under 18 English Path student. English Path will appoint a suitable DSL to support the person who has been accused.



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United Kingdom  
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- The under 18s parents, (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 DSL support
- If other agencies are not involved and EP needs to carry out an internal investigation, the under 18 accused will be supported by their DSL and accompanied by them to any interviews.

### **Suspecting or hearing a complaint of any form of abuse**

Any staff who are informed of, hear about, or suspect any abuse must record what they have been told or they have seen, and they must share their concerns immediately with the DSL or Safeguarding Officer.

If a student confides in a member of staff the staff member should be accessible and receptive and take the student to a quieter space but leave the door open. If the teaching is taking place online the breakout room should be used for the student and the DS or DSL should be contacted immediately. The staff member should always stay visible, listen carefully and not criticise, reassuring the student that is ok to tell them and they are there to support. The staff member must explain that the information might have to be shared in order to help, using accessible language, and ensure the student understand this. Make a record of what was said, as for the basis of what happened you don't need to ask for the whole story, just enough to take the next step, tell the person what you intend to do, safeguard the alleged victim and the alleged perpetrator (peer on peer abuse), follow up with DSL.

What you must not do; investigate, suggest or probe for information, ask leading questions, speculate or accuse anybody, offer opinion, forget to record what has been said, fail to pass the information to the Safeguarding Officer, comment with your colleagues, make promises about confidentiality, assume that someone else will take the necessary action and neither jump to conclusions, be dismissive or react with shock.

### **Reporting and recording**

At English Path, we are committed to ensure that professional behaviour applies to relationships among students and staff, there are clear and professional boundaries, and everyone is aware of what is an appropriate behaviour. Staff are required to work in a professional manner, and everyone should avoid conduct which can lead to questions about motivation and/or intent.

Personnel is required to report to the DSL or Safeguarding Officer any concerns or allegations about behaviour of colleagues that could put students at any risk. There are no retributions or disciplinary action taken against a member of staff who makes such report if it is done in good faith. It is an offence to not disclose information relating to possible child abuse.

Only the DSLs have access to the relevant forms. All information is recorded, and all records are signed and dated. They are kept confidentially and chronologically.



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Records show:

- what the concerns were
- whether any follow-up action was taken
- how and why decisions were made

All incidents, disclosures or signs of abuse are fully recorded with dates, times, locations, and actions taken.

#### Confidentiality and information sharing:

The DSL(s) will only share information with professionals or agencies with the student's consent. Only relevant information will be disclosed to those that need to know. Information is confidential. If the staff member reporting the concern or DSL(s) has any queries regarding confidentiality, they will seek advice from National Family Safety Program HOTLINE.

Staff should make a record of the concern, allegation using the appropriate form, see appendix 3.

#### Monitoring and Review process

Our policies and procedures are regularly reviewed and updated as required, at least on an annual basis. EP will review this policy when appropriate, i.e., a change to the legislation, a change of personnel or as a result of a safeguarding incident occurring.

English Path is committed to working in partnership with national and local agencies to practice at the highest possible level. As well as consulting our students and staff when appropriate.

English Path works with the local Ministry of Human Resources and Social Development (MHRSD) Child Protection Department to ensure that we take appropriate action. We act on their guidance and appreciate their support.

Yearly Report: At the end of each year the DSL(s) will create an annual report on the concerns and allegations. This is a record of the year and reviews the actions taken and enables us to make any necessary changes to our policies and procedures, and to review and update our training programmes.

#### Legal Framework (Kingdom of Saudi Arabia)

This policy has been developed in accordance with the principles established by Saudi Arabian laws and regulations, in line with the following:

- **Kingdom of Saudi Arabia Child Protection Law** (نظام حماية الطفل), issued by Royal Decree No. M/14 dated 3/2/1436 AH (corresponding to November 25, 2014 G), and its Executive Regulations. This is the primary law governing child protection in the Kingdom.



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› 891 Greenford Rd,  
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- **Kingdom of Saudi Arabia Anti-Cybercrime Law** (نظام مكافحة جرائم المعلوماتية), issued by Royal Decree M/17 dated 8/3/1428 AH (corresponding to March 26, 2007 G), which addresses cyber-related offenses, including those involving minors.
- **Guidelines and Directives from the Ministry of Education and the Ministry of Human Resources and Social Development (MHRSD)** concerning child safety, welfare, and safeguarding within educational institutions.

This policy is consistent with all other policies adopted by English Path and should in particular be read in conjunction with the following policies relevant to the safety and welfare of children:

- Anti-Harassment and Anti-bullying
- Attendance Policy
- Covid-19
- Equality and Diversity
- "E-safety"
- Health and Safety
- Mental Health and Wellbeing
- Modern Slavery
- Prevent
- Student Code of Conduct

### Reporting Obligations and Penalties (Kingdom of Saudi Arabia)

The **Saudi Child Protection Law** mandates a legal obligation to report any instances of child abuse or neglect.

- **Article 10** of the **Child Protection Law** stipulates that any person who becomes aware of a child being subjected to abuse or neglect must immediately report it to the competent authorities.
- **Article 11** further emphasizes the duty of public and private sector employees, including teachers, physicians, social workers, and anyone responsible for the protection and care of children, to report any suspected case of abuse or neglect.
- **The Executive Regulations of the Child Protection Law, Article 19**, outlines the penalties for failure to report suspicion of child abuse, which can include imprisonment for a period not exceeding one year and/or a fine not exceeding SAR 50,000. It also specifies penalties for falsely reporting or conveying false information with the intent to mislead the investigation.

The primary **Child Protection Hotlines** in KSA are:

- **Saudi Child Helpline (National Family Safety Program): 116111**
- **Ministry of Human Resources and Social Development (MHRSD) Reporting Center (for abuse/domestic violence): 1919**
- For immediate police emergencies: **999** (or 911 in some regions).

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United Kingdom  
UB6 0HE

› +44 (0) 207 539 3548  
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## Appendix 1 - Example Role Description: Designated Safeguarding Lead

The designated person within the organisation has primary responsibility for putting into place procedures to safeguard students at risk, where relevant and for managing concerns about students at risk.

Duties and responsibilities include:

- Working with others within the organisation to create a positive inclusive environment at the campus.
- Play a lead role in developing and establishing the organisation's approach to safeguarding students and in maintaining and reviewing the organisation's implementation plan for safeguarding students in line with current legislation and best practice.
- Coordinate the distribution of the safeguarding student policy, procedures, and resources throughout the organisation.
- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding students.
- Advise on the organisation's training needs and the development of its training strategy.
- Receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system.
- Manage liaison with, and referrals to, external agencies for example social-care services and the police.
- Create a central point of contact for internal and external individuals and agencies concerned about the safety of students within the organisation.
- Provide advice and support to regional safeguarding/welfare officers and play a lead role in their recruitment, selection and training.
- Represent the organisation at external meetings related to safeguarding.



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› 891 Greenford Rd,  
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## Appendix 2 - Contacts

### Key Contacts for Child Protection & Support in KSA

In Saudi Arabia, various governmental bodies and dedicated helplines are in place to ensure the protection and well-being of children.

- **For Immediate Police Emergencies (for situations requiring urgent intervention):**
  - **Police Hotline (General Emergency): 999**
  - **Unified Emergency Number: 911** (available in some regions for general emergencies)
- **For Child Protection & Social Support (National Hotlines):**
  - **Saudi Child Helpline (National Family Safety Program): 116111**
    - This is a dedicated, toll-free national helpline for reporting child abuse and neglect, and for providing support and consultation services.
    - **Website:** Relevant information and reporting channels are typically found on the **National Family Safety Program website** or through the **Ministry of Human Resources and Social Development (MHRSD)** official portal.
  - **Ministry of Human Resources and Social Development (MHRSD) Reporting Center (for Abuse & Domestic Violence): 1919**
    - This national hotline is managed by the MHRSD, the primary governmental body responsible for social protection and welfare. It covers reporting of child abuse, domestic violence, and other forms of harm.
    - **Website:** [www.hrsd.gov.sa](http://www.hrsd.gov.sa) (MHRSD official website for services and information).
- **For other relevant channels:**
  - **Social Support and Care Homes:** The MHRSD operates various social support centers and shelters across the Kingdom, including in Riyadh, for children and families facing abuse or in need of protection. Referrals to these are typically made through the 116111 or 1919 hotlines.
  - **Ministry of Education (MoE):** For issues specifically affecting students' learning processes or general school environment concerns (not direct child abuse reporting), communication is generally through the school administration or the relevant MoE district office.
  - **Public Prosecution:** In serious cases of child abuse that may constitute a criminal offense, cases are referred directly to the Public Prosecution for legal action.



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## Appendix 3 - Allegation/Concern Report Sample Form

Please complete if you have any (safeguarding/prevent) concerns about a student or staff member. You must complete the boxes in bold. Other information can be filled in by the DSL later if you don't know.

<b>Date</b>	
<b>Student first name</b>	
<b>Student family name</b>	
<b>Gender</b>	
Date of Birth	
Nationality	
Group/Individual booking	
Student booking number	
<b>Name of person noting concern</b>	
<b>Role/connection with school</b>	
<b>Date and time concern noted</b>	
<b>Location</b>	
<b>Concern</b> (please provide as much detail as possible)  NB: If reporting a disclosure/allegation made by a student, please use this space to describe accurately (or as close as you can remember) the conversation. (You can add extra paper if you need to give more details)	
Signed	





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**Response to concern.** This section to be completed by the DSL.

Do parents, group leader, agent, homestay, other need to be informed? YES/NO

Does this need to be elevated to Senior Manager? YES/NO If yes please complete below:

Reported to: \_\_\_\_\_

Date : \_\_\_\_\_

Response & follow up	By whom (full name)	When (date and time)



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## Appendix 4 – Contractor & Supplier Safeguarding's Statement

English Path is committed to provide a safe environment to its students and protect them from maltreatment and harm.

Contractors and suppliers visiting school are made aware of this commitment.

- Contractors and suppliers are made aware that at EP Riyadh students under the age of 18 are present and that they should behave appropriately.
- Every visitor must sign in at the reception and wear a visitor badge.
- Contractors will only work in the required area and will not enter other areas of the Campus.
- Any contractor/s whose work may require to them being unaccompanied or unsupervised with under 18 years old will be subject to appropriate background checks including enhanced DBS, character references from previous employers. This includes taxi drivers, coach drivers, cleaning staff, canteen staff, security staff or activity providers.
- The contractor/supplier will undertake responsibility for making these checks.
- Any concerns about inappropriate contact or conduct with English Path students will be followed up in collaboration with the school.
- If the contractor brings any subcontractor to school, contractor is responsible to make sure the subcontractor follows the same procedures.

---

I confirm, I have read and, I agree to the above statement. I agree to ensure all employees of my organisation are aware of your Safeguarding procedures. I confirm all employees who will provide service to English Path will have enhanced DBS or will not work with Under 18s.

Name \_\_\_\_\_ Signed \_\_\_\_\_

Company \_\_\_\_\_ Service Provider \_\_\_\_\_

Date \_\_\_\_\_



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United Kingdom  
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## Appendix 5. English Path Staff Safeguarding

I confirm, I have read and understand English Path's Safeguarding policies and procedures and my responsibilities within this framework.

Name \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_\_