



### English Path

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# English Path UK Safeguarding Policy

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## Introduction

English Path is committed to safeguarding and promoting the welfare of young people and adults at risk of harm. 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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## 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 UK schools located in London (Canary Wharf and Greenford), Birmingham, Leeds, and Manchester.

We offer under 18s courses on adult programmes at English Path London Greenford, Leeds and Birmingham. Other Young Learner courses will be offered at our seasonal camps in Middlesex (Hendon) and London Stratford. English Path does not accept students under the age of 18 on our campuses in Manchester and Canary Wharf London.

English Path also has schools in Berlin, Brisbane, Dubai, Dublin, Malta, Paris and Toronto. Each location has its own Safeguarding Policy in line with the requirements of each country.

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 UK 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.

## 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.



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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.

## 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, believes, 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.

## English Path Safeguarding Team:

### Who to contact:

Designated Safeguarding Lead-Head of Operations UK: Sian Matos – Located at the Canary Wharf Campus – Telephone: +44 749 400 2444

Designated Safeguarding Lead-Global Head of Young Learners Programme: Romina Borderas – Located at the Greenford Campus – Telephone: + 44 759 841 4651

### Safeguarding Staff:

Holly Morgan – Academic Manager and DSL - Located at the Greenford Campus – Telephone: +44 759 841 4651

Chloe Lee – Student Services Officer and Deputy DSL - Located at the Greenford Campus – Telephone: +44 759 841 4651

Massouma Hussain Shah – YLS Programme Coordinator and Deputy DSL- Located at the Greenford Campus – Telephone: +447367834661

Alex Rodgers – Student Service and Safeguarding Officer – Located at the Canary Wharf Campus – Telephone: +44 7377 436 974



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### Your safety and wellbeing at EP London (Adult Course)

Please speak to any of these members of EP Staff if you are worried about your safety and wellbeing or the safety and wellbeing of others around you.



Chloe Lee  
Student Services Officer  
Deputy Designated Safeguarding Lead  
cllee@englishpath.com  
Ground Floor Office

Holly Morgan  
Academic Manager  
Designated Safeguarding Lead  
hmorgan@englishpath.com  
Ground Floor Office

### Your safety and wellbeing at EP London (Young Learner)

Please speak to any of these members of EP Staff if you are worried about your safety and wellbeing or the safety and wellbeing of others around you.



Massouma Hussain Shah  
Programme Coordinator  
Deputy Designated Safeguarding Lead  
mhshah@englishpath.com  
Ground Floor Office

Romina Borderas  
Head of Young Learners  
Designated Safeguarding Lead  
rborderas@englishpath.com  
Ground Floor Office

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## Your safety and wellbeing at EP Canary Wharf

Please speak to any of these members of EP Staff if you are worried about your safety and wellbeing or the safety and wellbeing of others around you.



Sian Matos  
Head of Operations UK  
Designated Safeguarding Lead - EP Canary Wharf  
smatos@englishpath.com



Alex Rodgers  
Student Services Officer  
Safeguarding Officer- EP Canary Wharf  
arodgers@englishpath.com

Meet Your  
Safeguarding  
Team

## Definitions

### 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.





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## 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.

## Private Fostering

*Private fostering*: is when a child under the age of 16 (or under 18 if disabled) is cared for by someone who is not their parent or a close relative. This is a private arrangement made between a parent and a carer, expected to last 28 days or more.

## Safeguarding

Taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults 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 transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

## Adult at Risk of harm

Adult at risk of harm – Any student or visitor to the school whose personal circumstances may make them more vulnerable than many other adults. This term replaces 'vulnerable adult' which was used in previous versions of this policy. It is also frequently shortened to 'adult at risk'. Factors that may deem someone to be an adult at risk may include a physical disability (e.g. sight/hearing impairment, mobility impairment), special needs (e.g. learning difficulties, dyslexia), level of English (students with a low level of English may not fully understand instructions or be able to effectively express a concern), lack of local knowledge (unfamiliar with the local vicinity or customs). Each student's level of vulnerability may depend on the context, and it cannot be assumed that someone who is not regarded as an adult at risk within the school premises doesn't become vulnerable off-site.





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## Welfare

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

## Commitments

- To foster a safe environment and to ensure we safeguard any child, young learner, or an adult at risk of harm (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 an Enhanced DBS 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.
- 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.



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## 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.

## Preventing Radicalisation

Prevent is a government strategy aimed at stopping people becoming involved in violent extremism. "Radicalisation" refers to the process by which a person comes to support terrorism and extremist ideologies.

The Counterterrorism and Security Act 2015 (statutory guidance from the Home Office, issued under Section 29 of the CTSA 2015. It came into force on 31 December 2023) places a duty on specified authorities, including local authorities and childcare, education, and other student services providers, in the exercise of their functions, to the best of their abilities, prevent people from being drawn into terrorism ("The Prevent Duty"). Young people can be exposed to extremist influences or prejudiced views, often via the internet and social media platforms. Schools can help to protect students from extremist and violent views in the same ways that they help to safeguard students from drugs, gang violence or alcohol.

Staff will receive training in Prevent issues and English Path has a Prevent Policy.



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## Safer recruitment

An enhanced DBS check (and barred list check) will be undertaken 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.
- 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:

## DBS Staff Checks

- English Path DBS:** DBS application form is sent with the job offer, and it is renewed every 3 years.
- 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 an English Path DBS. This will be accompanied by an English Path risk assessment.
- 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.
- 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.
- 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



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## 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

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

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.

## Group Leaders

Closed groups of students under the age of 18 come with at least one group leader, with no more than 20 students per leader. On booking the course, group leaders are sent, via our partner agency, the pre arrival information and are requested to provide a police check from their own country. The Global Head of Young Learners in liaison with the DSL manages the police checks. On arrival the original of the police check is verified and the Programme Coordinator (or in their absence the Global Head of Young Learners) has a meeting with the group leader(s) to ensure they have read and understood our guidelines and sign that they have done so. Any planned excursions are also discussed, and the group leader(s) are asked to read and sign the risk assessments for their excursions.

The phone numbers that the leaders can be contacted on while in the UK are taken prior to arrival and these are passed on to the corresponding teams so they can contact them in the event of an incident involving one of their students.

## Communication with Group Leaders

To ensure clear and timely communication and to provide ongoing support, a dedicated WhatsApp group is created for each Young Learner group programme and includes our group leaders.

Typically, the day before their arrival, group leaders receive a welcome message thanking them for joining us and confirming that a member of the EP team will be present at the airport to meet them.

This WhatsApp group remains active for the entire duration of the group's stay, facilitating immediate assistance, guidance, and support as required. To ensure communication remains respectful and professional, the Designated Safeguarding Leads (DSLs), and senior management are included in these groups. Their involvement guarantees that all interactions adhere to our safeguarding standards and professional conduct.



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## 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, UK law (alcohol/drugs) and a school/city tour. This is delivered by Safeguarding Officers.

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

## Global/National Health Emergencies

In the event of a global or national health emergency, such as the COVID-19 pandemic, English Path is committed to ensuring the safety and well-being of all students and staff. We will implement and regularly update our safeguarding policy to address emerging health risks, provide clear communication channels, and ensure access to mental health support. This includes adhering to government guidelines, facilitating remote learning when necessary, and fostering a supportive environment that prioritises the physical and emotional health of our community. Collaboration with local health authorities will be essential in maintaining a safe educational setting during such crises.



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## Accommodation

Students aged 17 or younger are not permitted to book a course without accommodation or to stay in their own accommodation, unless they are staying with their parents or legal guardian, and this has been arranged in advance with the appropriate documents signed. We reserve the right to inspect any accommodation which is not provided by English Path to ensure its suitable for young students or adults at risk of harm. Students aged 16 & 17 on an adult course must book half board homestay accommodation, and students on Young Learner Programme have mandatory full board accommodation options.

Students aged 8 to 12 will not share rooms with students aged 13 to 17, and they will be booked just as part of a group (not individually). The accommodation team will always try to allocate students aged 16 & 17 together, separated from younger students. 16- & 17-year-old students on adult courses will not be allocated with 16- & 17-year-olds on Young Learner programmes.

At English Path, our host families are either provided by Hosts International an accommodation partner or by our own English Path host families. All the host families who host juniors, have valid police checks and both English Path and Host International carry out an enhanced, homestay, child work force check on the household, checking all adults at the address. English Path and Host International encourage their hosts to take the British Council online safeguarding course. They also accept a similar category police check carried out by other agents/accommodation providers, and all hosts are advised to sign up to the update service automatically.

English Path and Hosts International confirm that every host contracted with them has been visited by one of its representatives, has signed a Child Protection Statement, completed a risk assessment and that the accommodation meets British Council and English UK recommended standards.

English Path and Host International confirms that any junior student (15 years old and under) staying more than 28 days (27 nights) will be accommodated under a Private Foster Care arrangement. This is in co-operation with the relevant local authority and English Path or Host International will register the host and the student with the social services department of that local authority and make all the arrangements for any required inspections or visits between all parties.

English Path and Host International states that all its accommodation has been inspected to its own and British Council's standards. Two independent references will be taken on all new hosts. Every host will have undertaken Safeguarding and Prevent training, and their homes will have an annual gas check and fire risk assessment.

\* Private fostering: is when a child under the age of 16 (or under 18 if disabled) is cared for by someone who is not their parent or a close relative. This is a private arrangement made between a parent and a carer, expected to last 28 days or more.

## Residential accommodation

Where residential accommodation is used by both under 18s and over 18s, the accommodation is split according to age. Under 18s are then split by male/female with separate bathroom facilities.



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## Arrival/departure transfers

All students arriving in the UK are given our school emergency telephone number.

We request that those aged 16 and 17 book an arrival taxi to take them to their accommodation. The taxi drivers are enhanced DBS checked. Parents are informed of the risks if not booking a taxi transfer service in the parental consent form. If the student is being met by a friend or family member at the airport, or not booking an EP transfer we require their full contact details and travel information in advance of arrival.

Students enrolled on Young Learner programmes must book a transfer unless parents/guardian have made arrangements to drop their child off at school or EP provided accommodation, and parental consent has been signed in advance.

## Overnight Stays

Wherever possible, students should stay in their English Path provided accommodation. If students under the age of 18 wish to spend a night outside their accommodation in a different location, a parental consent form must be signed for each occasion providing details of where student is staying, with whom and return times. Students must be supervised by an authorised adult, ideally this person should be known by the parents. These trips are not authorised during weekdays unless for exceptional reasons.

## Curfews

Students aged 8 to 12 will not have unsupervised free time and their activities must have finished by 21.00 when they must be back in their provided accommodation.

Students aged 13 to 17 enrolled on a Young Learner Programme are allowed to have unsupervised free time while on the offered leisure programme, they must return to the provided accommodation by 22.00.

Students aged 16 and 17 on an adult course are allowed to have unsupervised free time, they must return to the provided accommodation by 22.00 Sunday to Thursday and 23.00 Friday and Saturday.

## 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.





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They, or their host family on their behalf, must call in or email before 08.45 if they are not coming to school that day.

If we have not heard from them and they are not in class, the teacher will tell the Academic Management team by 9:15am 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, WhatsApp and Facebook. If we are unsuccessful at contacting the student, agent, host family or guardian 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 host family on their behalf, 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 has other commitments (i.e. work), 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 a quiet 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/host family immediately. If the student doesn't answer and the host family are unavailable (or guardian if private accommodation) 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 adult at risk of harm 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 is 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



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school/accommodation, sharing premises with other students and staff on campus (such as bathrooms, lifts, canteen) where not everyone will have a DBS (i.e. other students in adult classes or staff from other departments other than English Path)

## 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.

- 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.

## Emerging Digital Safeguarding Measures

**1. Artificial Intelligence (AI) and Chatbot Use** English Path recognises the increased use of artificial intelligence tools, including chatbots and virtual assistants, in educational and recreational contexts. Staff and students must ensure that AI tools are used appropriately, ethically, and in line with safeguarding values. These tools must not be used to share or generate inappropriate, offensive, or discriminatory content. Any misuse or safeguarding concern arising from AI usage must be reported immediately to the DSL.

**2. Live Streaming and Screen Recording** All forms of live streaming or screen recording during lessons (remote or in-person) must be pre-approved by a senior manager. Consent must be obtained from all participants. Students are not permitted to record or broadcast any class content or staff interactions without written permission. Violations will be treated as a serious safeguarding breach.



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**3. Online Gaming and Interactive Platforms** When online games, simulations, or other interactive platforms are used as part of the curriculum or social programme, staff must ensure they are age-appropriate and adequately moderated. Staff are trained to recognise signs of grooming, bullying, and inappropriate peer-to-peer interaction within digital environments.

**4. Digital Footprint and Online Behaviour Guidance** During induction, students will receive guidance on managing their digital footprint, online privacy, and behaviour in digital spaces. They will be encouraged to protect their personal information and to report any online conduct that makes them uncomfortable or unsafe.

**5. Use of Personal Devices (Bring Your Own Device - BYOD)** Where personal devices are used for learning or communication, students and staff must ensure appropriate online conduct. Devices must not be used to access or distribute explicit, harmful, or discriminatory material. Staff must keep personal devices used for work encrypted and password-protected and refrain from sharing work-related content through unsecured platforms.

**6. Cybersecurity and Incident Response** English Path is committed to protecting students and staff from cybersecurity threats. Staff and students will be educated on recognising and responding to phishing, scams, and digital impersonation. Any cybersecurity breaches must be reported immediately to the DSL and IT support team.

## Social Programme

Students on a Young Learner Programme are accepted as individuals from the age of 13 to 17. From the age of 8 to 12 students are only to be accepted at our Greenford campus and as 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 listed on the sign-up sheet so staff can be sure they do not sign up for events that 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 Social Programme Policy).

## Use of WhatsApp Groups

- WhatsApp groups must only be used for official communication related to academic purposes or relevant extracurricular activities.
- The group should be created solely for students currently enrolled and studying with us and dissolved upon completion of the course or activity.



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- WhatsApp groups should not be used for informal or personal discussions between students and staff.

### Group Administration

- Only designated staff members or teachers are administrators of student WhatsApp groups.
- A minimum of two staff members must be included in each group to ensure oversight and accountability.
- Students should not be assigned admin roles in the group.

### Communication with Students via WhatsApp

For students travelling individually, we create a dedicated WhatsApp group to ensure clear communication and ongoing support throughout their stay. Upon arrival, students will be added to this group and receive a warm welcome message, providing reassurance and confirming that they can easily reach out if they need assistance.

This group also serves as a key channel to keep students informed about important updates, activities, and any relevant information during their time studying with us. These WhatsApp groups are closely monitored by our staff, including Designated Safeguarding Leads (DSLs) and senior management, to ensure a safe, respectful, and supportive environment at all times.

For students travelling as part of a group, communication is managed through their group leaders, who receive all relevant updates and messages. This ensures consistent and clear information flow to the students via their appointed leaders.

### Consent and Participation

Written consent must be obtained from students (or their guardians, in the case of minors) prior to adding them to any WhatsApp group.

Participation in a WhatsApp group should be voluntary. No student should be penalized for choosing not to join.

### Content and Communication Guidelines

Communication should remain professional, respectful, and relevant to the group's academic purpose. Staff members are to avoid engaging in one-on-one personal conversations with students through WhatsApp, unless there is an educational or welfare-related reason, and a second staff member should be included in the conversation for transparency. Sharing of inappropriate content, including but not limited to explicit material, harassment, or hate speech, is strictly prohibited.

### Privacy and Data Protection

Staff should not share personal or sensitive information of any student in the WhatsApp group.

Students' phone numbers must be handled in compliance with the Data Protection Act and General Data Protection Regulation (GDPR). Students should be informed of who has access to their contact details.

Administrators should enable settings that require approval before allowing users to add new members to the group, ensuring that only relevant individuals are included.

### Monitoring and Reporting Concerns

Staff members responsible for the WhatsApp groups should monitor communications for any safeguarding concerns, including signs of bullying, harassment, or distress. Any safeguarding concerns raised within the



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group must be reported immediately to the Designated Safeguarding Lead (DSL) following the organization's safeguarding reporting procedures. In cases of inappropriate behaviour, the offending party may be removed from the group and appropriate disciplinary action will be taken.

### Time Boundaries for Communication

Communication within WhatsApp groups should only take place during appropriate hours, ideally within working hours (e.g., 8:00 AM – 8:00 PM). Staff should refrain from contacting students outside of these hours unless it is an emergency or relates to urgent welfare concerns.

#### Leaving the Group

Students should be allowed to leave the WhatsApp group at any time without being pressured to explain their reasons. Administrators must ensure that leaving the group does not result in any form of discrimination or disadvantage for the student. Student Services team will conduct a weekly audit of the group members to make sure that the groups only include current students.

### Review of Use

Regular reviews of the WhatsApp groups should be conducted by staff to ensure adherence to these guidelines and to monitor the appropriateness of the content being shared. The use of WhatsApp groups must be periodically reviewed in line with overall safeguarding policy evaluations to ensure that all safeguarding measures are up to date and effective.

### 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. We ensure the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR) are followed in our procedures. DPA and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe and promoting their welfare. If in any doubt about sharing information, staff will speak to the designated safeguarding lead or a deputy. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of students. A record is kept where concerns/disclosures are recorded and stored securely by the Designated Safeguarding Lead.

## 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;



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**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.

**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 care-givers); 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.





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## 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.

## 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





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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)**

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.

### **County lines**

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of "deal line". This activity can happen locally as well as across the UK – no specified distance of travel is required. Children and adults at risk from harm are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Students can be targeted and recruited into county lines in a number of locations including schools, also targeted and recruited online using social media. Some specific indicators that may be present where a student is criminally exploited through involvement in county lines are individual who: go missing and are subsequently found in areas away from their home; have been the victim or perpetrator of serious violence (e.g. knife crime); are involved in receiving



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requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs; are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection; are found in accommodation that they have no connection with, often called a 'traphouse or cuckooing' or hotel room where there is drug activity; owe a 'debt bond' to their exploiters; have their bank accounts used to facilitate drug dealing. 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 adults at risk, 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;*

Bullying, cyberbullying, physical, sexual violence & harassment between children, initiation/hazing, teenage relationship abuse, sexting (when someone sends or receives a sexually explicit text, image or video – this includes sending 'nude pictures' or 'rude pictures' or 'nude selfies', having or distributing indecent images of an under 18 person is a criminal offence, under Sexual Offences Act 2003, many people are not aware of that. If an incident involving sexting occurs in our schools, we will follow the guidance as set out in the UKCCIS (UK Council for Child Internet Safety) publication Sexting in Schools and Colleges.

### Domestic abuse

Domestic violence and abuse are 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 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.



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## **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 the UK it is considered to be a way of controlling female sexuality which can cause severe and long-lasting damage to physical and emotional health, it is frequently a very traumatic and violent act for the victim and can cause harm in many ways. It is a criminal offence in the UK and mandatory for school staff to report any concerns about it.

### **Forced marriage**

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent. Any possible forced marriage case will be shared with the DSL with a view to referring to appropriate agencies following the referral procedures.

## **Allegations**

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

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

- 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 Local Authority Designated Officer (LADO) for advice and guidance.
- A full investigation will be carried out by the appropriate professionals (LADO) to determine how this will be handled.
- English Path will follow all instructions from the LADO and ask all members of staff to do the same and co-operate when required. This may include;
  - immediate action to protect the student
  - when and what the parents should be told
  - what should be said to the adult facing the allegation and should s/he be suspended



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- 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 the DBS 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 LADO directly or the NSPCC Whistleblowing Helpline Directly on 0800 028 0285.

## 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.
- 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.



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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 it 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 understands 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.

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 LADO.

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



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## 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 Council through their Local Authority Designated Officer 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

This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, in line with the following:

- "Working together to safeguard children 2018".
- "What to do if you are worried a child is being abused 2015".
- "Keeping children safe in education September 2021".

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



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## Appendices.

### 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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## Appendix 2 - Contacts

### Contacts in the UK

#### English Path: Named personnel with designated responsibility for child protection

Designated Safeguarding Lead

Name: Romina Borderas

Job Title: Head of Young Learners

Tel: + 44 7506644638 / +44 7466777425

Designated Safeguarding Lead

Name: Sian Matos

Job Title: Head of Operations UK

Tel: 07494 002444

#### MASH London (Multi Agency Safeguarding Hub) – Greenford Campus

Contact ECIRS (Ealing Children's Integrated Response Service) on 020 8825 8000 (24 hours for emergency calls). If a child is in immediate danger call the Police on 999.

#### How to make a referral

Referrals can be made by telephone on 020 8825 8000, email [ECIRS@ealing.gov.uk](mailto:ECIRS@ealing.gov.uk) or in writing to:

Ealing Children's Integrated Response Service

Perceval House

2nd Floor blue area

14-16 Uxbridge Road, Ealing W5 2HL

If a professional/practitioner is unsure about whether to refer to ECIRS they can contact the **ECIRS Consultation Line**. This is a 'no name' advice line available to professionals unclear about the appropriateness of a referral. The Consultation Line is open Monday to Friday 9am to 5pm. The contact number is **020 8825 5236**.

NB. If it is considered the child has suffered or is likely to suffer significant harm, you will be advised to make an immediate referral to ECIRS.

Telephone: 020 8825 8000      Out of hours: 020 8825 8000      Fax: 020 8825 5454

Email: [ECIRS@ealing.gov.uk](mailto:ECIRS@ealing.gov.uk)



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## Local Authority Designated Officer

Natalie Cernuda  
07890940241

Child Protection Advisor (CPA) also provides LADO support to the LADO on Mondays, Thursdays and Fridays and is contactable via the following details: [asv@ealing.gov.uk](mailto:asv@ealing.gov.uk) / [child.protection@ealing.cjsm.net](mailto:child.protection@ealing.cjsm.net)  
020 8825 8930

The email address and telephone number above are managed by the child protection administration team. They will forward your referral or consultation request to the LADO and LADO support.  
In the absence of both the LADO and LADO support, a duty CPA will respond to your referral/consultation

## MASH London (Multi Agency Safeguarding Hub) – Canary Wharf Campus

### Office hours of 9am-5pm

Tel: 020 7364 5006 option 3  
Extensions: 5606/5601/5358/7796

Emergency Duty Team (EDT) – Out of hours service  
Tel: 020 7364 4079 (after 5pm and at weekends).

Tower Hamlets Multi-Agency Safeguarding Hub  
4th Floor Mulberry Place, 5 Clove Crescent, London, E14 2BG

### Tower Hamlets Local Authority Designated Officer (LADO)

Contact Melanie Benzie for allegations against professionals, staff or volunteers.  
020 7364 0677  
07903 238827  
[LADO@towerhamlets.gov.uk](mailto:LADO@towerhamlets.gov.uk)

## Young Learners at Hendon (Middlesex University) – London Borough of Barnet

### Multi-Agency Safeguarding Hub (MASH)

- Phone: 020 8359 4066
- Email: [MASH@Barnet.gov.uk](mailto:MASH@Barnet.gov.uk)
- Address: Barnet House, 1255 High Road, Whetstone, London N20 0EJ  
[walthamforest.gov.uk+3londonscb.gov.uk+3barnet.gov.uk+3](http://walthamforest.gov.uk+3londonscb.gov.uk+3barnet.gov.uk+3)

### Out of Hours Emergency Duty Team (EDT):

- Phone: 020 8359 2000  
[services.southwark.gov.uk+13lewisham.gov.uk+13barnet.gov.uk+13](http://services.southwark.gov.uk+13lewisham.gov.uk+13barnet.gov.uk+13)

### Local Authority Designated Officer (LADO):

- Phone: 020 8359 4066
- Email: [MASH@Barnet.gov.uk](mailto:MASH@Barnet.gov.uk)



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Young Learners at Stratford (East London) – London Borough of Newham

Multi-Agency Safeguarding Hub (MASH)

Phone: 020 3737 4600

Email: [MASH@newham.gov.uk](mailto:MASH@newham.gov.uk)

Address: Newham Dockside, 1000 Dockside Road, London E16 2QU

[rbkc.gov.uk+8families.newham.gov.uk+8newham.gov.uk+8londonscb.gov.uk+1families.newham.gov.uk+1](http://rbkc.gov.uk+8families.newham.gov.uk+8newham.gov.uk+8londonscb.gov.uk+1families.newham.gov.uk+1)

Out of Hours Emergency Duty Team (EDT):

Phone: 020 8430 2000 [barnet.gov.uk+9londonscb.gov.uk+9families.newham.gov.uk+9](http://barnet.gov.uk+9londonscb.gov.uk+9families.newham.gov.uk+9)

Local Authority Designated Officer (LADO):

Phone: 020 8430 2000

Email: [LADO@newham.gov.uk](mailto:LADO@newham.gov.uk)

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## Appendix 3 – Incident / Safeguarding Concern Report Sample Form

Please complete if you would like to submit an incident report. You must complete the boxes in bold. Other information can be filled in by the DSL / DLL later if you don't know.

<b>Date of incident / concern</b>	
<b>Individual involved first name</b>	
<b>Individual involved family name</b>	
<b>Gender</b>	
<b>Date of Birth</b>	
Nationality	
Group/Individual booking	
Student booking number	
<b>Name of person noting incident / concern</b>	
<b>Role/connection with school</b>	
<b>Date and time incident / concern noted</b>	
<b>Location</b>	
<b>Details of incident / 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)	
<b>Signed</b>	

**Immediate response to incident / concern.** This section to be completed by the DSL / DLL.

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 : \_\_\_\_\_

<b>Response &amp; follow up</b>	<b>By whom</b> (full name)	<b>When</b> (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 London 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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## Appendix 5 – English Path Staff Safeguarding Confirmation Signature

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

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_