

CELT Condensed Safeguarding Policy (Homestay)

Background

This short version of CELT's safeguarding policy has been written to explain your roles and responsibilities as a homestay host to make sure that you and your students have a safe and positive experience and that you know what to do in the unlikely event of a safeguarding problem.

CELT is committed to providing the safest possible environment for all our students, but especially for those under 18 and vulnerable adults. Safeguarding Under 18s is every adult's responsibility and our homestay providers have an important part to play in achieving this. We all share a legal and moral Duty of Care to protect students from 'that which is not in their best interests.'. We therefore have a range of policies and procedures: please see the Policies and Procedures page on our homepage <https://www.celt.co.uk/policies-and-procedures/>

Founded in 1989, CELT has offered courses for adults at its adult centre in Salisbury Road, Cardiff since 2000 and courses for under 18s (aged 13-17) in its dedicated junior centre in North Road, Cardiff since 2009. Since January 2019, the school has also accepted 17-year-old learners on its adult courses in Salisbury Road, subject to receipt of the necessary parental consents. Adult courses run year-round; junior courses run year-round for closed groups and with continuous enrolment in open classes in July and August on the under 18 Holiday Language Course. Accommodation is provided with local homestay providers or in one of CELT Student Residences (adults only, aged 21 and over). The vast majority of juniors stay with school homestays; approximately 50% of adult students stay in homestay; the remainder arrange private accommodation and a maximum of 9 adult students are accommodated in the residences at any one time.

CELT's recruitment practices for homestay providers are designed to ensure that suitable people are used for working with Under 18s (see Safer Recruitment Policy for more details). This requires you to have an Enhanced DBS covering all adults in your home and provide CELT with two references, a gas safety certificate and a fire risk self- assessment, Risk assessments are a key tool in safeguarding all our students, especially those under 18. All homestays are asked to support us in preparing them and carrying out these safer procedures.

Code of Conduct: this aims to support and protect students and homestay providers by setting boundaries, standards and giving clear guidelines in what is expected in order to create the friendly and professional environment we aspire to, both in general and with specific reference to under 18s and vulnerable adults. Adults with responsibility are role models and should behave appropriately. CELT homestay providers are required to be aware of this Code of Conduct. Topics include:

- In homestays: respect privacy, need to knock, not to be alone in a bedroom or bathroom with an Under 18, being appropriately dressed between bedroom and bathroom
- Interaction happens in shared spaces
- Avoid where possible being left alone in an enclosed space (leave door open)
- Uphold curfew and meal times (curfew 22.00 for 13-15s; 22.30 for 16-17s)
- Internet / technology be vigilant for under 18s accessing violent, adult or other inappropriate materials and to report any concerns to the school. Safety filters?
- Awareness that getting an intimate piercing and/or a tattoo is illegal in Wales for under 18s.
- Upholding the law: alcohol, cigarettes, drugs, knives
- Appropriate dress
- What (not) to talk about, the language (not) to use
- Personal relationships, crushes - dangers

PREVENT Counter-Terrorism

CELT is a multicultural and international community that actively promotes intercultural understanding. We endeavour to educate all our students about acceptance and tolerance of a range of views and beliefs provided that those views are reasonable. While it is unlikely at CELT, if you suspect someone is expressing views that might hurt or denigrate those with different beliefs, you must inform us immediately by speaking to Grace Durighello or Mike Burden or in their absence a senior member of the Safeguarding Team. It is particularly important if that person is attempting to radicalize other students. For more information, see CELT's Prevent Policy <https://www.celt.co.uk/policies-and-procedures/>

Child Protection

Saying Nothing is not an option

If you are worried that an Under 18 is, or may be, at risk of harm, you must contact a member of CELT's Safeguarding Team who can be contacted 24 hours a day, 7 days a week (see chart at the end of this document). The concern could be due to something you have seen yourself or something you have been told. Signs may include.

- physical signs which are not easily explained
- changes in behaviour, e.g. becoming withdrawn or becoming aggressive, or swinging between both
- overtly sexual behaviour/language
- being afraid of a particular person
- showing signs of low self-esteem

If an under 18 starts to tell you about abuse that is happening/has happened to them, it is very important that you

- LISTEN
- don't ask any questions
- don't promise confidentiality, as you must contact a member of the safeguarding team immediately - write a report using the student's own words
- do not talk about it to anyone outside the safeguarding team

Full Safeguarding Policy: (please see the Policies and Procedures link on our homepage <https://www.celt.co.uk/policies-and-procedures/> for full versions of this and our other policies)

A) Policy Statement

B) Code of Conduct

C) Child Protection

D) Training

E) Safer Recruitment

F) Welfare – implementing safeguarding



CELT's Safeguarding Team

Staff highlighted in grey are senior members of the school's Safeguarding Team.

	<p>Designated Safeguarding Person (DSP) and Child Protection Officer (CPO) & Prevent Officer</p> <p>MIKE BURDEN Director of Studies 029 2033 9290 Salisbury Road & North Road Trained To Safeguarding Specialist (Level 3)</p>	
<p>Senior Manager with overall responsibility for Safeguarding & Designated Safeguarding Staff (DSS) & Prevent Lead</p> <p>GRACE DURIGHELLO Academic Director 029 2033 9290 Salisbury Road Trained to Safeguarding Specialist (Level 3)</p>	<p>Assistant Designated Safeguarding Person (ADSP)</p> <p>NEIL HARRIS Academic Projects Development Manager 029 2033 9290 Salisbury Road Trained to Safeguarding Specialist (Level 3)</p>	<p>Designated Safeguarding Staff (DSS)</p> <p>GREG NELSON Principal 029 2033 9290 Salisbury Road Trained to Safeguarding Specialist (Level 3)</p>
<p>Designated Safeguarding Staff (DSS)</p> <p>CHEN HODGES Administrative Assistant 029 2033 9290 Salisbury Road Trained to Safeguarding Advanced Safeguarding (Level 2)</p>	<p>Designated Safeguarding Staff (DSS)</p> <p>ALYSSIA JONES Accommodation Officer & Teacher 029 2033 9290 Salisbury Road & North Road Trained to Safeguarding Advanced Safeguarding (Level 2)</p>	