

Safeguarding Policy

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1. Context Statement

Kings Hall College is an English language college for international students. We provide morning and afternoon classes all year round for students of all levels and abilities. We also accept students of ages 11 to 16 in closed groups accompanied by a group leader.

2. Statement Context

Kings Hall College has a Duty of Care towards children, young people and vulnerable adults (U18's) who use their services.

Safeguarding is about:

- Building and not compromising relationships of trust between U18's and adults.
- Ensuring appropriately safe systems are in place for the well-being of U18's.
- Having clear procedures in place if things do go wrong.

This means ensuring that no student under the age of 18 regardless of their age, gender, disability, culture, language, racial origin, religious beliefs, or sexual orientation at Kings Hall College is subject to maltreatments such as bullying, physical abuse, emotional abuse, sexual abuse, and/or neglect.

3. Terminology

Safeguarding is an umbrella term for looking after children, young people and vulnerable adults (referred to as 'U18's' in this document), whereas child protection is best considered as protecting children from direct harmful behaviour.

4. Responsibilities

- All members of staff at Kings Hall College must comply with their safeguarding duties. They must have access to related guidance and training to ensure that Kings Hall College are effective and always comply with current legislation.
- The Management Team and the Designated Safeguarding Lead must continually monitor and review these policies and practices in accordance with changes in legislation and guidance on the safeguarding of U18's or if any changes occur internally at Kings Hall College.
- The Designated Safeguarding Person (DSP) will assist the DSL with their responsibilities.
- Our DSL is **Scott Swarbrick**.
- Our DSP is **Sarah Shinnick**.

Kings Hall College's Duty of Care

- All staff should foster a culture of openness and support for students and staff alike, whilst respecting the relevant expectations of confidentiality.
- Ensure that neither students nor adults are put in situations of vulnerability at any time.
- All members of staff have clear job descriptions which make clear their roles in the college. This is the responsibility of HR with assistance from the DSL.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- The college is committed to working in partnership with the police, Social Services Departments and Local Safeguarding Children's Boards (LSCB) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all U18s.
- It is everyone's responsibility to report any concerns regarding abuse to the DSL in line with Whistleblowing Policy.
- Every member of staff is in a position of trust, no matter what their role is.
- Every adult as a responsible individual is required to abide by the Safeguarding Policy and related policies to promote the welfare of U18's.
- Report and record any incidents or indications (verbal, written, or physical) that suggest an U18 may have developed an infatuation with an adult in the workplace.

- Acknowledge and maintain professional boundaries with all members of staff and students, particularly U18's.

DSL's Responsibilities

- Ensure that the policies and procedures adopted by Kings Hall College, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all members of staff.
- Oversee and process all concerns made by members of staff of students regarding the welfare of students.
- Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding and child protection as set out above remains with the DSL. This responsibility should not be delegated.

5. Relevant Legislation

This policy aims to follow relevant legislations and guidelines, which include:

- The Children Act, 1989, 2004
- Human Rights Act, 1989
- Safeguarding children and Safer Recruitment, 2007
- Working Together to Safeguard Children, 2013
- Guidance on Child Protection, Records Retention and Storage, 2007
- Sexual Offences Act, 2003
- Keeping Children Safe in Education (DfE) 2016
- FGM Act 2003
- National Guidance for Safer Working Practice for Adults who Work with Children and Young People
- Care of Under 18s: Guidance for ELT Providers (British Council)

6. Child Protection Policy

In the context of this policy, 'child protection' does not imply preventing accidents (covered by our Health & Safety Policy), but it specifically refers to the protection of U18's from any form of maltreatment, to sustain the U18's social, educational and mental development. The focus of this section is to respond to cases where a child has disclosed an incident.

The Dos and Don'ts of the Child Protection Procedure	
DO	DON'T
Stay calm and be available.	Refuse to listen to the student.
Always be patient and listened to the student.	Overreact to what the student is saying.
Take the student to a private place and allow the student to sit close to the door with the door open. Always ensure that the student is sat closer to the door than you, and make sure that the student's path to the door is not obstructed.	Promise confidentiality if the student asks you to keep a secret. Everything that the student reveals must be reported to the DSL.
Tell the student what will happen next.	Interrupt the student when they are speaking.
Write down everything after the student has finished speaking with you.	Be in a room alone with the student with the door closed.
	Try to improve the student's English if their English is not accurate when speaking.

	Show concern in response to what the student is telling you.
	Assume that the student's situation is related to abuse.
	Tell other colleagues what the student has disclosed.
	Ask leading questions.
	Leave the student alone after the incident.
	Draw attention to the situation.
	Write anything whilst the student is talking to you.

Reporting the Incident

Take the follow steps to record the conversation.

- Take notes of what you had heard and seen by completing an Incident Report. Do not amend or edit these notes at a later date. The notes that you have taken must record the incident as accurately as you can remember them, as close to the time that the incident occurred as possible.
- The notes taken should be dated and signed. Include the following information:
- What you saw.
- What you heard.
- Who said what.
- Who did what.
- What action you took in response to this incident.
- The date, time, and location of the incident.
- The names of the perpetrator(s), the student(s), and any other people involved.

Receiving Allegations and Making Referrals

- All allegations and concerns of abuse must be taken seriously, regardless of how 'unbelievable' the situation may seem.
- Any suspicions of abuse, whether involving a member of staff, a student, or a member of a host family need to be reported to the DSL immediately.
- The person against whom the allegation is made against will be informed of the allegation and interviewed immediately. Following the interview, if there is any potential substance to the allegation, the following actions will be executed:
 - If the perpetrator is a member of staff, then they will be suspended from their duties, pending further investigation.
 - If the perpetrator is a student, then they will be suspected from the college, pending further investigation.
 - If the perpetrator is a homestay host or member of their family, then the student will be removed from their current accommodation and immediately housed with another house. All current and future bookings made with the homestay host will be suspended, pending further investigation.
- Confidential records of the allegation will be kept, as well as all subsequent proceedings.
- Staff who report such concerns (or, indeed, any other problems at Kings Hall College) will not be penalised and their report will remain confidential. If they feel that their concerns are not being addressed by the persons responsible, there are other whistleblowing channels available.

- Proven, false allegations made against a individual will result in all rights of the person being accused being re-instated. Members of staff and students who provide false allegations may be suspended or given a verbal or written warning.
- Kings Hall College does not act as an investigative authority; therefore, it is essential to make referrals to the relevant U18's welfare and law enforcement agency to ensure the appropriate protection and support to the U18.
- If an U18 is in immediate danger, or is at risk of harm, a referral should be made to the U18's parent/guardian/agent/homestay host, or the police immediately. Anyone can make a referral. When referrals are not made by the DSL, they should be informed as soon as possible.
- Kings Hall College is legally required to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed by Kings Hall College due to safeguarding concerns, or would have been, had they not resigned.

U18s Accused of Abuse

Members of staff should recognise that U18s can abuse their peers. Our responsibility is to ensure that our child protection work includes procedures to minimise the risk of peer-on-peer abuse and sets out how allegations of peer-on-peer abuse will be investigated and dealt with. Such abuse takes different forms, such as sexting and physical bullying, and we must always make it clear that abuse is abuse and should never be tolerated or passed off as 'banter' or 'part of growing up'. All issues should be reported and dealt with in the same way as other form of abuse. In addition, victims of peer-on-peer abuse will be supported by the DSL, in conjunction with parents and guardians of the victim, as appropriate.

Female Genital Mutilation

Female Genital Mutilation (FGM) is illegal in the UK and there is a legal duty for teachers to report it if they find out or are told that it has happened. The first step is for the teacher to report this to the DSL and report this to the police (this is statutory procedure). This applies only to U18s. For adult women, the normal safeguarding reporting process should be followed.

Keeping Records

All related records are stored by the DSL. Only the DSL and members of staff designated by the DSL have access to these files. If necessary, an officer of an outside agency will also have access to these files. Following the guidance contained within Data Protection Act 1998: Guidance to Social Services (2000), personal information should not be stored for longer than 6 years after the subject's last contact with the authority. Exceptions for the 6-year period will occur when records:

- Need to be retained because the information in them is relevant to legal action that has been started.
- Are required to be kept longer than the 6-year period by law.
- Are stored for historical purposes (e.g. in a situation where the organisation was party to legal proceedings or involved in proceedings brought by a local authority).
- Relate to individuals and providers of services who have, or whose staff have, been judged unsatisfactory.

When records are being kept for more than the 6-year period these files will be clearly marked to state this. The reasons for the extension period will also be clearly identified on these files.

7. Training

In order to minimise any risks to U18s, every member of staff needs to be adequately trained to ensure the understanding of their roles and responsibilities. At Kings Hall College, all staff are required to:

1. Be informed of our safeguarding procedures, including those listed in this policy and the PREVENT Policy.
2. Read Part 1 of the 'DfE document Keeping Children Safe in Education' as part of their induction.
3. Not work alone with an U18 in a secluded area that cannot be monitored.
4. Ensure that all trips are supervised by a member of staff with the correct ratio.

5. Ensure that only U18's who have written permission from a parent, or a guardian can attend trips.
6. Ensure that all contracted members of staff, particularly teachers, are given basic information on how this policy works.

8. Safer Recruitment

At Kings Hall College, we firmly believe that the best results are achieved when the students are cared for by well-trained, compassionate, and enthusiastic adults, with whom they can develop an appropriate attachment to and build positive relationships with (the Children act, 1989; Section 22). As a result, we have adopted recruitment procedures that investigate appropriate attitudes to relationships with students, as well as to deter, reject, or identify people who might abuse U18's, or are unsuited to work with them. The recruitment process refers to all members of staff, homestay hosts, and agents, and other agencies that are appointed to act on behalf of Kings Hall College.

Job Contracts & Advertisements

HR Officers must state that Kings Hall College works to protect U18s and that those seeking work will be assessed regarding their suitability to work with U18's.

Application Forms

Recruitment application forms must ask candidates to provide information about their past.

Face-to-Face Interviews

Interviews must determine a candidate's suitability to work with U18s.

Passport/ID/Employment Visa

When hiring a new candidate, HR must confirm the identity of the candidate and their eligibility to work in the UK.

DBS Check

- HR must vet potential candidates by employing an Enhanced DBS check.
- Teachers from the UK must pass a UK Disclosure and Barring Services (DBS) check.
- Teachers from other countries must provide a police check from that country.
- Both teachers and non-teaching members of our staff undertake safeguarding training.

Guidance on Handling Delayed Suitability Checks

- Kings Hall College holds the right to delay the start date for any new member of staff if their DBS check has not yet been received by the college.
- Non-teaching members of staff who do not come in contact with students may work before their DBS check has been received, but only under the supervision of a member of staff who has been DBS checked.

References

HR must contact two referees for each candidate to retrieve factual information about the candidate.

Employment History

HR must ask candidates for their complete employment history.

Compliance with Safeguarding Procedures

HR must check that candidates are compliant with all of Kings Hall College's safeguarding requirements.

Group Leaders

Safer recruitment also applies to group leaders and homestay hosts because they have a responsibility for, or substantial access to, U18's outside of college hours (unsupervised access or overnight supervision). Kings Hall College has formal agreements in place with all agents to ensure suitability checks have been done on all adults accompanying U18's. In addition to this, Kings Hall College obtains signed self-declaration forms from all group leaders and ensures that they are made aware of our safeguarding policy and practices. Group leaders who are appointed by an agency need to be checked by the agency in their own country and the agency must confirm with Kings Hall College that these checks have been done, and that the leader has been cleared. A police certificate of good conduct is the most appropriate documentation. In addition, the importance of clear rules of conduct, good supervision, and vigilance from all staff are re-iterated. DBS checks are not relevant for an overseas national who has not been a UK resident.

Homestay Hosts

Homestay hosts and their adult family members cannot receive U18's until a DBS check has been received.

Example Recruitment Interview Questions:

1. What attracted you to teaching/this role/the college?
2. Give an example of how you dealt with bullying behaviour between students in the past. What did you do? What was successful? How could you have done it better?
3. Young people can develop crushes on members of staff. How would you deal with this type of situation?
4. What would you do if you were concerned about a colleague's behaviour towards U18s?
5. What motivates you to work with young people?
6. Give an example of how you've managed poor student behaviour.
7. What makes a college a safe and caring place?
8. How would you define an appropriate member of staff-pupil relationship?
9. When do you think it is appropriate to physically intervene in a situation involving students? How would you go about that?
10. What are responsibilities of members of staff in regard to child protection?
11. Give examples of what would consider appropriate and inappropriate behaviour in students.

9. Welfare

Absenteeism

A. Student Visa Provision

- If a student fails to enrol, they will be reported with the reason for non-attendance within 10 days of their expected start date.
- If a student fails to attend class for 10 consecutive lessons without contacting the college with a valid reason beforehand, they will be reported.

B. Under 18s

- All students under the age of 18 will have a * next to their name on the class registers.
- If a student under the age of 18 does not attend their class, then the student's parent/guardian/agent/homestay host will be contacted to determine why the student has not attended class.
- If a student under the age of 18 does not attend their class, then they will be interviewed by the DSL to determine if there is a need for concern.

Visits and Trips

All members of staff who host visits and trips are responsible for the students in attendance. Additional attention and care must be given to students under the age of 18. Members of staff on visits and trips must remember their professional boundaries, and must remember that they represent Kings Hall College, even when not at the college. To ensure the safety of all members of staff and students under the age of 18, staff members must:

- Complete two risk assessments (one to be taken on the trip, one to be left at reception) for all visits and trips in advance.
- Before all trips commence, students will be provided with the college's phone number to contact the college in the event of an emergency.
- Ensure that students under the age of 18 have written consent from their parent/guardian/agent to state that they can attend a trip.
- Accompany all students under the age of 18 back to the college once a trip had concluded.
- Ensure that students under the age of 18 are safe when using public restrooms and spaces with limited surveillance.
- Students under the age of 18 must not be allowed to wander off by themselves at any point.

The supervision ratio between a member of staff and students attending social activities at Kings Hall College are as follows:

- Students aged 11-14: 1 adult for every 8 students.
- Students aged 15-18: 1 adult for every 12 students.

It is important to have a high enough ratio of adult supervisors to students for any visit. The factors to take into consideration include:

- The sex, age, and ability of group.
- The medical needs of students.
- The nature of activities.
- The experience of adults in off-site supervision.
- The duration and nature of the journey.
- The type of accommodation.
- The competence of members of staff, both general and on specific activities.
- The competence of the students, both general and on specific activities.
- The requirements of the organisation/location to be visited.
- First aid cover.

Photography and Video

The parents/guardians of students under the age of 18 must give their written consent for photos and/or videos to be taken of U18s. Photos and videos of students under the age of 18 must adhere to the following rules:

- Photos and videos must depict students who are appropriately dressed.
- Photos and videos must not focus on solely one U18.

IT & Social Media With U18's

Members of staff are expected to follow the same professional distance in any electronic contact (including telephone communication, such as texting and online environments) with U18's as they would in usual day-to-day situations. The following points apply to all members of staff:

- Do not initiate electronic contact with an U18 unless it relates to homework.
- In a situation when an U18 attempts to contact you outside of an educational context, refrain from responding and make it clear in person to the U18 that it is unprofessional for you to communicate with the U18 online.
- When an U18 seeks to establish an inappropriate personal relationship, inform your manager and send a copy of any relevant communications to them.
- Avoid situations that involve the exchange of personal information.
- If an U18 confides sensitive information to you electronically, such as details of abuse, immediately report this to the DSL.
- Members of staff should not give their personal contact details to U18's.

- Members of staff should only use equipment (phones, tablets, and computers) that are provided to them by Kings Hall College to communicate with U18's.
- Members of staff should only contact U18's for professional reasons following safeguarding guidelines.
- Member of staff should not use internet or web-based communication channels to send personal messages to an U18.

Extremism

- Members of staff, students, and other adults, including group leaders, tour guides, agents, and homestay hosts, may arrive at college already holding extremist views. They may also be influenced by a range of factors, including global events, peer pressure, media, family views, extremist materials via hard copy or online, external speakers, friends or relatives being harmed, or social networks.
- People who are vulnerable are more likely to be negatively influenced by extremism, their vulnerability could stem from a range of causes, including: loss of identity or sense of belonging, isolation, exclusion, mental health problems, sense of injustice, personal crisis, victim of hate crime or discrimination, or bereavement.
- All staff must complete the Prevent online training in order to recognise any potential issues.

Transporting U18s and Young People

- It is inappropriate for adults to offer lifts to an U18 outside their normal working duties, unless this has been brought to the attention of a manager and consent has been given by a parent/guardian/agent.
- There may be occasions where an U18 requires transport in an emergency, or where not to give a lift may place an U18 at risk. Such circumstances must always be recorded and reported to the DSL and the U18's parent/guardian/agent.
- When transporting U18's, members of staff must adhere to the following points:
 - Ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive.
 - Be aware that the safety and welfare of the U18 is their responsibility until they are safely passed over to a parent/guardian/agent.
 - Record details of the journey in accordance with agreed procedures.
 - Ensure that their behaviour is appropriate at all times.
 - Ensure that there are proper arrangements in place to ensure that vehicle's, passenger's, and driver's safety. This includes having proper and appropriate insurance for the type of vehicle being driven to ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified, if questioned.

Homestay Visits

- Accommodation Officers complete home visits, on a yearly basis, to inspect the properties of homestay hosts. Kings Hall College has appropriate policies and risk assessments in place to safeguard U18's and homestay hosts.
- Home visits must always be made in pairs. An Accommodation Officer will always be accompanied by a second member of staff for safety purposes.
- Home visits may only be made during office hours (08:00-18:00).
- Accommodation Officers must complete a Homestay Host Visitation Form before visiting a property. A copy of this form must be provided to Administration Manager before they leave the college.

Behaviour Management

All U18s at Kings Hall College have a right to be treated with respect and dignity, even in those circumstances where they display difficult or challenging behaviour. Adults should not use any form of degrading treatment to punish any student. The use of sarcasm, demeaning, or insensitive comments towards U18's is not acceptable in any situation. Only sanctions or rewards should be used. The use of corporal punishment is not acceptable.

Staff Behaviour With U18's

- Members of staff should remember the value of being positive with U18's and give regular praise when applicable.
- Members of staff should not provide U18's with gifts.
- Members of staff should always be fair, consistent, and considerate in their dealings with U18's.
- Members of staff should avoid physical contact, other than in exceptional circumstances, when it cannot or even should not be avoided (for example, in situations where the well-being or safety of the U18 would otherwise be at risk, such as a fire or protection from an assailant). Even then, members of staff should always be fully conscious of the risk of their actions being misconstrued.
- First aid and the administration of medicine to U18's should only be done in accordance with an U18's medical record and by First Aid trained members of staff. Documentation of all instances involving first aid and the administration of medicine should be completed immediately after an occurrence by the member of staff involved.
- Members of staff should not socialise with U18's outside of college.
- Members of staff should never smoke or drink alcohol when working in the presence of U18's and should always use every opportunity to encourage suitable attitudes for U18's on such matters.
- Members of staff should dress in ways which are appropriate to their role. This should be in accordance with Kings Hall College's dress code.

10. Online Learning

All teachers and members of staff at Kings Hall College must be compliant with our policy for online learning. All teachers and members of staff will receive training to recognise and prevent online abuse from occurring at Kings Hall College.

Types of Online Abuse

Members of staff should minimise the risks associated with using the internet. These should include preventing the following from occurring:

- Cyber bullying
- Grooming
- Potential abuse
- Exposure to inappropriate content
- Racism
- Online radicalisation
- Harmful content
- Child sexual exploitation

All students should be made aware of the possible risks and dos and don'ts of internet use during their induction. Students should be encouraged to use online facilities for the following purposes:

- To communicate online for homework/study purposes.
- To research class topics.
- To encourage language skills and personal development by sourcing new material.

Grooming Tactics

The following tactics may be employed by people online to groom U18s:

- Identity deception (e.g. a person who is pretending to be younger than they are in an attempt to gain the trust of U18s).
- Giving advice or showing understanding.
- Buying gifts.
- Giving unsolicited attention.

- Promises of offering trips, outings, or holidays, especially if the U18 agrees to meet to unknown person in person.
- Isolation.
- Persuasive rather than coercive.

Signs of Abuse

The following points may be indicative of a student who is being abused online:

- Talking about older or new friends they've met online.
- Talking about money or gifts they've received online.
- Becoming secretive about their activities and lifestyle.
- Being worried about being away from their phone.
- Having a new phone or more than one phone.
- Receiving many calls.

Why Isn't Abuse Often Reported?

Sometimes, students may be reluctant to report abuse received online for a number of reasons. Reasons to acknowledge/consider may include:

- Receiving many calls.
- The student doesn't want their friends/parents to know about the abuse.
- The student doesn't know that they are being abused. They may not know how serious their situation is due to their age/circumstances.
- The student is frightened or ashamed.
- The student wants to protect the identity of their abuser.
- The student may fear being separated from their abuser.

Recording Lessons

Kings Hall College prohibits the recording of lessons for safeguarding reasons. The recording of lessons can pose questions, such as:

- Who are they for?
- Who is monitoring them?
- How/where will they be stored?
- How long will they be kept for?

Useful Websites

Website Name	Website Address
CEOP	www.ceop.police.uk/safety-centre
Get Safe Online	https://www.getsafeonline.org/social-networking/online-abuse
POSH	https://swgfl.org.uk/services/professionals-online-safety-helpline/
Internet Watch Foundation	www.iwf.org.uk
Think You Know	https://www.thinkuknow.co.uk/professionals/
Revenge Porn Hotline	https://revengepornhelpline.org.uk/

11. Identifying Child Abuse

Abuse, defined as any behaviour towards a person that deliberately, or unknowingly, causes harm or violates their rights, may vary with the age of the U18. Not every U18 will exhibit every symptom. As well as the telling signs, U18s may tell you of abuse. Always listen to an U18 if they tell you that they are being abused. Internationally, four main categories of abuse are generally recognised:

Type of Abuse and Definition	Actions Resulting from this Type of Abuse
Sexual	• Acting in an inappropriate, sexual way with objects or peers. • Experiencing nightmares or sleeping problems. • Becoming withdrawn or clingy. • Experiencing personality changes. • Appearing insecure. • Experiencing unaccountable fear or dread of particular places or people. • Experiencing a change in eating habits. • Becoming secretive.
Emotional	• Having delayed physical or emotional development. • Exhibiting extremes of passivity or aggression. • Having sudden speech disorders. • Having an overreaction to mistakes, or continual self-depreciation. • Exhibiting neurotic behaviour (e.g. rocking, hair twisting, self-mutilation).
Physical	• Having unexplained bruises, burns, other injuries to the skin. • Wearing clothes to cover injuries, even in hot temperatures.
Neglect	• Often hungry. • Badly dressed in clothes that are dirty and/or falling apart. • Poor appearance or personal hygiene. • Lacks needs medical or dental care. • Often tired. • May resort to using alcohol and drugs as a distraction.
Bullying	• Having physical injuries. • Exhibiting emotional distress. • Experiencing name calling. • Feeling like they are being excluded from a group.

Reacting to Bullying

All members of staff must report any instances of bullying, either from a student or another member of staff to the DSL. All members of staff must adhere to the following procedures when identifying bullying occurring inside the college.

1. Investigate all reports.

2. Ensure that all reports of suspected bullying are recorded.
3. If you can confirm that bullying has taken place, report your findings to the DSL.
4. Inform the bully why their actions are wrong and how their actions have harmed another student (or a member of staff). Alternatively, both parties can be invited to a 'no blame' meeting to clarify the situation if there appears to be a misunderstanding.
5. The parents/guardian/agent/homestay host will be informed of the incident and the outcome of the incident.
6. If the bully continues to bully, then they will be in breach of the Student Code of Conduct and will be expelled from Kings Hall College.

12. Homestay Hosts

The role of a homestay host is very important in contributing to a student's successful stay in Kings Hall College. Our students should be treated as a member of the family, as this provides them a safe and comfortable environment to practise their English conversational skills, as well as to immerse themselves in English culture. This should be both an enjoyable and enriching experience for the homestay host and the student.

Under 18s

- U18s are carefully monitored at Kings Hall College to ensure their safety when studying. Likewise, U18s residing with a homestay host must also follow a strict set of rules to maintain their safety when not on school premises.
- U18s must follow a strict curfew time when residing with a homestay host. Students must not break their curfew times. If a student breaks their curfew times, then the homestay host must inform the school as soon as possible. The curfew times are as follows:
 - 11-13 years old: 21:30
 - 14-15 years old: 22:30
 - 16-17 years old: 23:00
- U18s may not be hosted in a house with students over the age of 18.
- U18s may not be left in the house alone. A homestay host (or another member of the household) must always be present.

Meals

Homestay hosts must provide U18's with three meals per day (breakfast, lunch, and an evening meal). Since students are likely to be at Kings Hall College at lunch time, homestay hosts must provide their students with a packed lunch that they can take with them to the college.

Airport Transfer

All U18s must be accompanied with an adult (a group leader/guardian/agent) when using airport transfer from an airport to the residence of a homestay host.

Missing Student(s) Procedure

- If a student under the age of 18 has not returned home before their curfew time, then the homestay host (or another member of the household) must inform the school immediately.
- The homestay host (or another member of the household) must contact the student to determine where they are:
 - If the student responds, then they must be told to return to their accommodation immediately. The student must be made aware of their curfew time and that by breaking their curfew time, they are breaking the Student Code of Conduct.
 - If the student does not respond, and the student cannot be located, the homestay host (or another member of the household) must contact the police immediately to report the student as 'missing'.

Private Fostering

Any child under the age of 16 who stays in homestay for more than 27 nights must be reported to the local authority at least 6 weeks before the arrangement starts.

Culture Shock/Homesick Students

For many students, their visit to the U.K. will be the first time they have been away from home, and it may take some time for them to adjust to a different way of life. Culture shock can lead to a student exhibiting several types of behaviour, such as, withdrawal, tiredness, anxiety, and confusion. If a homestay host believes that their student is unhappy/homesick, then they should try to encourage the student to talk about their home, be welcoming, and find out what they like to do in their spare time.