

# **Condensed Safeguarding Policy and Code of Conduct**



*To be read and signed by all staff and all service providers  
(including all homestay providers)*

## **Background**

The large majority of our students are adults, however the minimum age is 16 and during the summer, up to 15% of our students may be under 18, (5% during the rest of the year). ELC 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. We all share a legal and moral Duty of Care to protect them from 'that which is not in their best interests.'

## **Safeguarding is everyone's responsibility. Saying Nothing is not an option.**

ELC has an established Code of Conduct which aims to support and protect students, staff 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. Topics include:

- Appropriate dress
- What (not) to talk about, the language (not) to use
- Interaction with under 18s – avoid being left alone in an enclosed space (leave door open)
- Personal relationships, crushes - dangers
- Need for special care on excursions and on other activities
- Internet / technology – staff should avoid giving under 18s their personal telephone number – be careful with Facebook, twitter, Instagram etc. (we understand that homestays must give the students their mobile number)
- Transport – take care if giving lifts
- The law
- In homestays: respect privacy, need to knock on door before entering their room, not to be alone in a bedroom or bathroom with an Under 18, being appropriately dressed etc

To see the full Code of conduct, go to [Code of conduct](#) on the website.

ELC 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 ELC, if you suspect someone is expressing views that might hurt or denigrate those with different beliefs, you must inform the Principal immediately. It is particularly important if that person is attempting to radicalise other students. For more information, see ELC's [Prevent Policy](#).

**Child Protection** If you're worried that an Under 18 is, or may be, at risk of harm, you must contact a member of ELC's Safeguarding Team which 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

I confirm that I have read the condensed safeguarding policy (including code of conduct)

Name ..... Signed .....

Position ..... Date .....

\*If you are submitting electronically, the emailing of the form constitutes your personal certification that the above information is read and understood.

## ELC's Safeguarding Team

