

Safeguarding Policy - Under 18s and Adults at Risk

A1 Context International House Torquay offers courses in the following:

General English for individuals and groups of students from the age of 11; English for Business & Professional Purposes to students aged from 16 to 80; and Family courses for adults and children from the age of 6 years old.

A2 Terminology It is important that everyone reading this policy understands the terms used and everyone who must abide by this policy if referred to as “All adults working with children”.

The term Safeguarding means “looking after” whereas Child Protection means “protecting children from direct harmful behaviour”. The school has a fully trained and committed Designated Safeguarding Lead, Sandra McCord, who is responsible for dealing with any major decisions or concerns, and a Safeguarding Team trained to Specialist Level, looking after day-to-day matters. Susan Brearey is the Deputy Designated Safeguarding Lead and will cover for Sandra in her absence.

A3 Statement Safeguarding children, young people and adults at risk is of paramount importance to International House Torquay. The school recognises its responsibility to U18s and Adults at Risk by protecting them from abuse or neglect, having the right support in place as early as possible when needed and creating an environment in which children, young people and adults at risk feel safe and healthy.

A4 Entitlement The school fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of U18s and Adults at Risk. The school also recognises this policy is for all, whatever race or gender and ensures everyone has an entitlement to be protected. Students are also made aware of their responsibilities to each other. They must behave appropriately with their peers and adults and raise any concerns with adults if necessary.

A5 Responsibilities Through their day-to-day contact with students and communication with homestay providers all adults working with the U18s and Adults at Risk have a duty of care and responsibility to safeguard U18s. There is a strong safeguarding ethos within the school where everyone knows of their responsibility to be aware and vigilant and of their need to report any concerns, even small ones, or allegations. The team are also aware of who to contact within the organisation and, if necessary, which appropriate agency to contact outside the organisation e.g. LCSB, NSPCC or Police. The DSL ensures the Safeguarding Team’s training is up to date and that all staff who come into contact with U18s are trained to the appropriate level.

A 6 Associated Policies Associated Policies below are all given to new staff at Induction or are on display around the school: First Aid, Anti-Harassment and Bullying Policy, Supervision Ratios, Safer Recruitment, School Rules, Free-Time Policy, Code of Conduct, Missing Person Policy, Core British Values and Core School Values.

A7 Policy Review This policy sets out how the school managers discharge their statutory responsibilities relating to safeguarding and promote the welfare of U18s and adults at risk at the school. The policy is reviewed and updated accordingly in light of changes to law or BC guidelines or at least, annually, by the DSL and the Safeguarding Team and authorised by the Principal. Any official updates or incidents which occur and result in looking at the policy again, are incorporated as necessary. The expertise and experience of all staff is considered in order to shape the policy. Clear reference is made to any updates made and the DSL informs all staff of any changes.

A8 Roles International House Torquay has a Designated Safeguarding Lead (DSL) with overall responsibility for Safeguarding who, alongside the Principal, will be involved in any major decisions connected to Safeguarding. The Safeguarding Team meet on a weekly basis to ensure all procedures are being upheld and to identify any concerns for the coming week. The Safeguarding Team information is displayed on noticeboards around the school and all students are advised of the Team during their Induction. The Team consists of enough staff to cover any absences and the school aims to have someone from the team available in the school office at all times.

Designated Safeguarding Lead	Sandra McCord
Deputy Designated Safeguarding Lead	Susan Brearey
Safeguarding Team	Kevin McNally (Principal), Byron Skelton, Georgian Marin, Laura Chirio – Welfare Officer

A9 Involvement The school advises students, at their induction and in the school handbooks, that they need to be aware of their own responsibilities, looking out for each other and raising any concerns with adults if necessary. The school endeavours to use any comments from U18s taken both verbally and from feedback forms and incorporates them in the Safeguarding Policy, where possible.

A10 Documents This policy is produced from consultation with senior staff members, the Designated Safeguarding Team, English UK Safeguarding Consultants, The Local Council Safeguarding Team and official safeguarding documents.

A11 Working Methods The Designated Safeguarding Team holds a weekly arrivals meetings to discuss any Safeguarding issues (i.e. the arrival of a student with a physical disability) which might need to be dealt with during that week. An annual review of the policy takes place with the Safeguarding Team and senior management and all staff are made aware of any changes through retraining sessions. The job descriptions of the team include reference to their Safeguarding roles.

A12 Policy Availability This policy is available on the school's website and with the Handbooks for Adults, Young Learners and Group Leaders and the Staff Handbook. There is a simplified version for U18s and parents/guardians/homestay hosts and group leaders, which is sent out to students prior to arrival at the school.

A13 Lock Down Alarm The school staff are made aware at Induction that a subtle signal will be used to warn them to take precautions and lock doors where possible. This will be a thumbs down sign. The Major Incident Plan which was developed by the Management and Safeguarding Teams gives the procedures to be followed in the event of an emergency.

B Codes of Conduct

B1 Principles Staff at the school have a professional duty to promote the safeguarding of all U18s and Adults at Risk in the care of the school, in accordance with the British Council Accreditation Scheme and the Children Act 1989. Staff are expected to be excellent role models, promoting cultural awareness, understanding and respect and be particularly aware of different attitudes to boundaries, dress, personal space and sensitive topics. Staff are also expected to inform students that tolerance and respect for other students and for adults is expected at all times.

B2 Position of Trust International House Torquay is aware of the importance of building trust between U18s and adults and creating a safe school culture. This includes the need to protect both adults and U18s from any behaviour or actions which might be misconstrued. Staff are also made aware, in the Employee Handbook, of the Sexual

Offences Act 2003 which states that any person in a Position of Trust engaged in sexual activity of any sort with students under the age of 18 is breaking the law (even though the legal age of consent is 16).

B3 Setting Standards Staff are expected to be excellent role models setting and maintaining high standards of behaviour both in and out of the school and being conscious of professional boundaries. Staff are also expected to advise students that tolerance and respect for each other and adults, is expected at all times.

B4 Adult Interaction Staff should be aware of their body language and avoid physical contact except in situations where the use of physical contact is intended to prevent harm. In situations where contact is unavoidable, staff should take all reasonable measures to make sure it is unreciprocated and in public. Staff should not use bad language in front of students and should not allow the use of inappropriate language by students to go unchallenged. Staff must use English at all times. Staff are not permitted to take photographs or videos of any students in the school or whilst out on activities, unless consent has been obtained. Staff must only ever use a school camera, they must never use their own mobile phones. Consent is given by parents/guardians on the parental consent form when a student enrolls at the school with an option to “opt in” if they wish to allow photographs to be used in any form of publicity. Where permission has been obtained, all photographs are used sensitively and discreetly with names not being published unless the student has expressly given consent. Staff must not socialize with U18s outside of school and students should be made aware of why this is and other boundaries that exist for their welfare and safety.

B5 Appearance Staff are expected to dress appropriately according to activity (i.e. in class and on activities) and with sensitivity to cultural differences. Jean and shorts are not acceptable items of clothing for either academic or office staff. Footwear must be worn in classrooms, in shared school areas, on activities as appropriate and on excursions. Guidance should also be given to students to ensure their dress is appropriate as they may need help with what is acceptable.

B6 Alcohol drugs and smoking Drinking alcohol or smoking in the presence of students while on duty is not permitted. Staff are asked to confine smoking to designated areas as stipulated by the Principal and to act responsibly and with discretion, at all times. Staff are expected to discourage students from the use of all addictive substances and must not treat these subjects in a light-hearted manner.

B7 IT Staff should not disclose personal e-mail addresses or mobile numbers to students, or allow them to “Friend”, “Follow” or contact them on social media networking sites. All communication with U18s should be through public and/or official school channels. As members of the International House Torquay school team, all staff are in a position of responsibility and of trust and should consider all contact with students accordingly.

B8 Accommodation The school issues guidelines in the appropriate handbooks for all school staff, homestay providers and group leaders on areas of privacy and where they are important e.g. bathrooms. In the more informal setting of accommodation, hosts are given advice on different aspects of privacy within their own homes i.e. to knock and ask permission to enter students’ bedrooms and to cover up when walking to and from the bathroom.

B9 Transport The school requires all transport companies to provide written confirmation that they only use drivers who have been DBS checked and use vehicles with current roadworthiness certificates. Staff are also warned that if they are obliged to use their own vehicle at any time to give lifts to U18s they must ensure the student sits in the back (unless there are 3 when one student may sit in the front). Staff are also advised to telephone a colleague/homestay to explain they are giving a lift to a student and how long they should be.

B10 Gifts Staff are advised to treat all students equally to avoid being open to any accusations of favouritism. Staff must not accept gifts from students as this could be looked upon as a form of bribery.

B11 Whistleblowing The school has a Whistleblowing Policy and all staff receive a copy of this along with the Employee Handbook. The policy is to make staff aware that whistleblowing is a legal duty and that they will not be penalised if they inform management of any concerns about a colleague not following the Code of Conduct. Their report will remain confidential. The NSPCC Whistleblowing Helpline 0800 028 0285 is also available as an outside contact. Students are also advised in the Student Handbooks that they should feel comfortable about reporting any inappropriate adult behaviour and that they would not be in trouble for doing so.

C. Child Protection - Protecting children from direct harmful behaviour.

C1 Structure International House Torquay seeks to safeguard children, young people and adults at risk by:

- Ensuring all staff are familiar with the Safeguarding Policy and the procedures followed by International House Torquay and to help with the reviewing of the Policy as required
- Having responsibility for safeguarding young people and adults at risk within the school
- Ensuring all staff and homestay providers are fully trained and are familiar with the school Safeguarding Policy and, as such, know how to respond to suspicions or allegations.
- Informing the Torbay Safeguarding Children Board, of any allegations of serious harm or abuse by any person living or working with or looking after young people or adults at risk. (www.swcpp.org.uk).
- Having contact with the Local Authority Designated Officer for managing allegations: Ivan Sullivan 01803 208541 Mobile: 07920247310
- Having contact with Torbay Multi Agency Safeguarding Hub (MASH) for any safeguarding issues which need reporting: mas@torbay.gov.uk Tel: 01803 208 100 (Out of Office hours: 0300 456 4876).
- Ensuring all members of the senior management team will have completed (at least) the online Safer Recruitment course as part of their Safeguarding training.
- Making it clear to applicants that all work undertaken in or for the school, either paid or voluntary, involves working with young people and is exempt from the Rehabilitation of Offenders Act 1974. International House Torquay excludes known abusers. DBS checks will be renewed for teachers who have been away from the school for a period of 1 year or more.
- Ensuring DBS checks for homestay hosts will be completed every three years. DBS checks for all full time or continuing staff will be completed every three years.
- Ensuring that all members of homestays, including Regular visitors, aged 10 and over, complete the form 'Declaration Regarding Suitability to Foster Children Privately' (Children Act 1989 Part IX).
- Ensuring that all appointments are subject to a probationary period and will not be confirmed unless the school is confident that the applicant can be safely entrusted with young people and vulnerable adults. (Through DBS and satisfactory reference checks).
- Ensuring that staff are given training opportunities to ensure that they recognise the symptoms and indicators of possible abuse (physical, sexual, emotional and neglect) and how they should respond to suspicions of abuse. If there is reasonable suspicion of harm, reports to the DSL and Police should be made. It is rare for teachers or admin staff to see visual evidence and they should at no time examine students.
- Ensuring that all staff are aware of, understand and apply the School Code of Conduct.
- Sharing information and acting promptly and professionally to any concerns.
- Appointing a Designated Safeguarding Lead and Safeguarding Team at International House Torquay.
- Regularly reviewing the policy on an annual basis or more frequently should this be deemed to be necessary.

C2 Designated Persons Designated Safeguarding Lead – Sandra McCord with Susan Brearey as her deputy.
Designated Safeguarding Team – Principal (Kevin McNally), Byron Skelton, Georgian Marin, Laura Chirio, all trained to Advanced or Specialist Level.

All Admin staff at the school are trained to Advanced or Specialist level to enable everyone to deal with any concerns in the absence of the main Designated Safeguarding Team.

C3 Adults Need to Respond All staff understand it is their responsibility to respond to a Safeguarding issue if they are aware of a situation themselves or if told of something by another person (adult or U18). They are also aware of the specific procedures required if an U18 disclosed to them.

C4 Identifying Abuse The 4 main areas of abuse are: **NEGLECT, PHYSICAL, SEXUAL, EMOTIONAL. Sometimes bullying is included as a secondary form of abuse. In Adults, the types of abuse are NEGLECT (including self-neglect) PHYSICAL, SEXUAL, PSYCHOLOGICAL.**

It can be difficult to identify abuse as it has various forms. Some typical indicators to watch for are:

- unexplained injuries, student describing an abusive act that has happened to them
- another student telling you of their concerns about a friend/fellow student
- personality changes and behavioural changes
- changes in dress which may be covering up bruises etc
- avoiding sports when previously they have been participants
- sexually explicit behaviour in games /activities
- serious distrust of adults or other students
- difficulties in making friends/socialising with other students

C5 Disclosure. A child telling an adult. The school ensures all adults, who come into contact with U18s, are aware of the procedures for dealing with any disclosures of abuse which might be made to them. This guidance is given in all the handbooks for leaders, homestays and staff.

How to react if you suspect abuse:

- remain calm, accessible and receptive, listen carefully without interrupting
- communicate with the student in a way that is appropriate to their age, understanding and preference – this is especially important for disabled students
- be aware of the non-verbal messages you are giving
- make it clear that you are taking them seriously
- acknowledge their courage and reassure them that they are right to tell
- reassure them that they should not feel guilty, let them know that you are going to do everything you can to help them and what may happen as a result
- do not promise to keep the information a secret

Procedure to follow if abuse is suspected:

- inform the school Safeguarding Lead (or Deputy) if you notice any significant physical and behavioural changes
- if you suspect that an adult is a threat to a student in some way inform the Safeguarding Lead and continue to monitor the situation
- if a student makes any comment that gives cause for concern or there is any deterioration in the student's general well-being, react calmly as described in the guidelines above and inform the Safeguarding Lead
- make a note of what was said and who was present and report this information immediately to the Safeguarding Lead

The Safeguarding Lead or Deputy will take appropriate actions, which may involve external agencies and contacting parents/guardians. Multi Agency Safeguarding Hub (MASH) on 01803 208 200 or LADO Ivan Sullivan on 01803 208541 mobile: 07920247310

+44 (0)1803 295 576, +44 (0)7881 710 395 (OUT OF OFFICE HOURS) study@tisenglish.co.uk <https://tisenglish.co.uk>

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C6 Confidentiality The school endeavours to uphold the confidentiality of students, parents/guardians, staff and homestays at all times. This is achieved by:

- Ensuring staff who become aware of child protection information know they must only share it with the Designated Team and that confidentiality of both the victim and the accused must be maintained
- Storing confidential information securely onto the Class system and/or in the Safeguarding file on a locked shelving unit in Reception
- Ensuring the Safeguarding Lead only discloses information about U18s and vulnerable adults to other members of staff on a need to know basis
- By making students aware that they cannot promise a student to keep secrets

C7 Secondary Forms of abuse It is important that all staff are aware of, and able to recognise, symptoms of other types of abuse:

In Young Learners:

- Child Sexual Exploitation (CSE)
- Female Genital Mutilation (FGM) is illegal in the UK and must be reported to the police
- Bullying, especially Cyber-Bullying
- Teenage Relationship Abuse (TRA)
- Honour Based Violence (HBV)
- Mental Health
- Eating Disorders
- Radicalisation
- Witchcraft
- Child on Child Abuse

In Adults:

Discriminatory, Financial, Spiritual, Neglect, Domestic Abuse, Radicalisation, Modern Slavery

C8 Differences between Concerns and Serious Issues Training ensures all staff are aware of the differences between a concern with no immediate danger and a serious issue where an urgent response is required. A concern is when something seems not right, however there is no immediate danger, whereas a serious issue means someone could be in danger of harm or abuse and a quick response is required.

C9 Vulnerable Students Students with Special Educational Needs and Disability (SEND) are recognised as vulnerable students and more susceptible to abuse. The DSL and Safeguarding Team ensure any such students are closely monitored and that all staff are aware of any special needs. Any concerns should be reported swiftly to allow for quick action and to avoid any incident becoming more serious.

C10 Keeping Records The school keeps clear detailed records of concerns about U18s or an adult at risk noting the date, event and action taken. An Allegations and Complaints file is kept in a locked shelving unit accessed only by the Safeguarding Team. Referrals to any outside bodies are also recorded i.e. Torbay Safeguarding Hub Local Authority Designated Officer (LADO) and to any International equivalent agencies.

All relevant child protection records are also sent to the appropriate contact in their home country.

C11 Adult Accused Procedure to follow if staff, adult student or homestay providers are accused of abuse:

- if a member of staff, another adult student or member of a homestay is accused of any form of abuse, such suspicions will be reported to the Designated Safeguarding Lead

- the person against whom the allegation is made will be informed of the allegation and interviewed immediately. Following the interview if there is any potential substance to the allegation:
 - for staff and principal: they will be suspended from their duties pending further investigation
 - for students: they will be required to suspend their attendance at the school and alternative accommodation arrangements will be made
 - for homestay hosts: all students will be immediately removed and re-housed and all future bookings suspended until the matter has been fully investigated
 - confidential records will be kept of the allegation and all subsequent proceedings
 - unfounded allegations will result in all rights being re-instated. Founded allegations will be passed on to the police and LSCB and will result in a termination of employment

C12 DSL Accused If the Designated Safeguarding Lead is accused, the DSL Deputy would immediately take over and handle the situation following the above procedures.

C13 Child Accused If an U18 student is accused of inappropriate behaviour or abuse the procedure is as C11 apart from the fact that the accused will be given every support by a member of the Safeguarding Team.

D Training

D1 Responsibility The Principal and DSL are responsible for ensuring all staff are trained to at least the required level: All staff and homestays are required to have Basic Awareness (Level 1). Designated staff to have Advanced Safeguarding (Level 2). DSL and deputies to have Specialist Training and/or multi-agency training (Level 3)

D2 Delivering of Training The Designated Safeguarding Lead has received external training in addition to the Safeguarding Team's training course where organisation specific training was given by a Safeguarding Specialist. Initial training for new members of staff is part of the Induction process and involves on-line Basic Awareness supported by face-to-face training, in house, by Designated staff or attendance at a Safeguarding training session. Basic Awareness refresher training is organised by the DSL annually or if there are any changes to policy or if a serious incident occurs. Refresher training for Advanced and Specialist training happens at least every 2 years.

D3 Understanding The school endeavours to ensure adults have understood the Basic Awareness training through discussions with homestay providers at meetings and with staff at the school during CPD and other training.

D4 Recording Training Certificates of all training are kept by the School Manager. Dates, levels, refresher training and notes on the main points of the courses are also kept by the Manager and DSL.

E. Safer Recruitment

E1 Overview International House Torquay aims to recruit high-quality staff and strictly follows the Safer Recruitment Policy guidelines. This applies not only to staff within the school but to all adults dealing with children i.e. homestay providers and group and activity leaders.

E2 Materials Safeguarding is referred to in the School's publicity materials both on the website. It explains how important the Safeguarding of all students is (not just U18s and Adults at Risk). It expects all adults, associated with the school in any way, to share the school's ethos and to actively engage in looking after the safety of all.

E3 Recruitment Stages

The Safer Recruitment Policy sets out procedures covering all the steps concerned with staff vacancies, from the job description to actual employment of an individual. The first step is to ensure that the job description is accurate and covers all aspects relating to the vacancy and employment within the school or as a homestay provider. The

interview panel includes a senior manager who has completed the Safer Recruitment on-line training and the interview questions will cover the applicant's attitude to working with U18s and Adults at Risk.

E4 Applicants Applicants are advised that employing someone to work with U18s and Adults at Risk is a very rigorous process. They would need an Enhanced DBS check, proof of identity, gaps in CVs explained and references with a question about suitability of working with U18s would be followed up. This is in order to deter abusers from applying for a post within the school or as a homestay provider.

E5 DBS Checks The school ensures anyone offered employment will have a DBS check prior to taking up the post. Staff recruited from inside the UK must have a new criminal record check except if the applicant is on the original DBS Update Service and the original DBS is seen, or if the applicant's DBS is less than 3 months old and is for a similar role working with U18s. In this event a separate Barred List check will still be undertaken. To check the barred list tp_support@teacherspensions.co.uk

Staff recruited from outside the UK must have a recent police certificate from the last country they worked in, as well as the relevant UK criminal record check if a UK resident. For staff returning from outside the UK, if there has been a period of UK residence since last working for the provider, a Barred List check is undertaken.

If employment needs to commence before the DBS has been completed, a Barred List check is made prior to employment. The employee will not be allowed to engage in "regulated activity" (unsupervised) while checks are pending. A risk assessment is also carried out to ensure the applicant can be suitably supervised. Homestay providers are never used before a DBS has been received. DBS checks are renewed every 3 years unless the person has joined the Update Service.

E6 Criminal Records The school would not normally employ anyone with a criminal record unless it was for a very minor offence which took place many years previously and has not been repeated.

E7 No Checks Adults coming into contact with U18s and Adults at Risk must have a DBS check. If it is not possible to obtain one in time the employee will be supervised on a permanent basis until a check is obtained. The Barred Register would always be checked in this case.

E8 Recruitment of Homestays All homestay providers who accommodate U18s, and any other adults in the home, will have an Enhanced DBS check which will be updated every 3 years.

E9 Central Record All staff information is kept on a Single Central Record of Appointment with dates for starting, leaving, reference and qualification checks, DBS number and dates etc. The Safer Recruitment guidelines are always followed when appointing staff and homestays.

E10 Prohibited List The Prohibited List is also checked by the Principal to see if any teacher or senior manager is deemed unsuitable to work with U18s.

E11 Disqualification If anyone is disqualified from working with children the school would not employ them in any capacity.

F Welfare and Implementing Safeguarding

F1 Risk Assessments The school produces risk assessments for all aspects of students' time covering travelling from their own homes, daily sessions at the school, activities and excursions, getting to and from school, free time and homestay cover. The ones covering activities are read and signed for by group leaders and school activity leaders before all activities or excursions. Group leaders are asked to ensure that all their students are aware of the risks involved and that they behave accordingly on excursions and the activity programme.

F2 Supervision The school has a Supervision Ratio Policy based on risk assessments for different activities and excursions and dependent on the age, gender and needs of the students. Group Leaders and other adults travelling with students U18 will be responsible only for their own students. The 1998 DfEE publication Health and Safety of Pupils on Educational Visits advises 1:15-20 (11+). The school is expected to improve on these ratios as and when required.

Parents/guardians are also made aware of these provisions and must consent to the arrangements.

The supervision ratio for U18s is a maximum of 1:15. For any activity which requires greater supervision the risk assessment criteria will be followed.

F3 Missing Students - On arrival in UK or whilst on a course.

Attendance at the school is taken very seriously and any student missing at any time is of the utmost importance. If an U18 student is missing from lessons, the homestay and/or group leader is contacted immediately and a search begun until a suitable explanation for the absence is given or the student is found. If it occurs whilst on an activity or excursion the incident is reported to the emergency number at the school and attempts are made to contact the missing student by mobile phone if possible. A leader stays in the immediate vicinity, if necessary, to avoid the whole group being disrupted. The school has a Missing Person Policy and Risk Assessment on Travelling to Torquay on Arrival in the UK. These are known to all staff and homestays and give the following advice:

- If someone goes missing, contact anyone you think may know their whereabouts
- Contact TIS EMERGENCY NUMBER: +44 (0)7881 710 395
- If you are still concerned contact your local police station
- You don't have to wait 24 hours before contacting the police

When to report a person missing: You should report a missing person to the police immediately if:

- The person is a child – under 18 years old
- The person is an adult at risk – does your student speak or comprehend English well?
- You are concerned for the person's safety

How to report a person missing: A missing person can be reported in the following ways:

- Call 999 if the person is an adult at risk or child, or you believe them to be in danger, or
- Call 101
- Go to the local police station

What will happen when a report is made: The Police will ask for as many details as possible to enable them to find the missing person quickly. This could include:

- Personal details: name, date of birth
- Appearance including any distinguishing marks (photo if available)
- Contact details such as mobile number
- Medical conditions and if these require medication
- Circumstances under which they went missing
- Details of friends
- Details of places they visited

F4 Welfare The Welfare Officer at the school is Laura Chirio. She is trained to Advanced Level in Safeguarding. In her role as Accommodation Officer she has day to day dealings with homestays and all students including U18s.

F4a Concerns Welfare concerns are reported directly to Laura the Welfare Officer or Sandra the DSL. General concerns are dealt with quietly and calmly and records kept if necessary. If the DSL is unable to find a satisfactory solution, the Safeguarding Team is consulted and the Principal involved.

F5 Accommodation The school only uses homestay providers who have DBS checks. Any request made by parents/guardians to use other hosts who are not part of the school homestay group would be followed up with written information and a visit by the School Manager. The overall duty of care lies with the school and every care is taken to ensure all Safeguarding procedures are followed. If a student wishes to stay away from the organised accommodation, specific written parental consent will be required.

F6 First Aid The school has a group of trained First Aiders. There is a First Aid Policy which all staff are made aware of at Induction. First Aid boxes are located at Reception, in the Teachers' room, the school minibus and small belt strap first aid kits are available for activities and excursions. The First Aid kits are regularly monitored to ensure they are appropriately stocked. An Accident and Emergency book is kept at Reception and Sandra McCord co-ordinates the First Aid training for staff. First Aid certificates are renewed every 3 years. Minor incidents involving U18s and Adults at Risk are recorded in the school's accident book, however more serious accidents and dangerous occurrences must also be reported to the local authority and/or police.

Prior to arrival parents/guardians disclose information regarding any medical conditions of a student being enrolled. They also give consent to emergency medical treatment being given. For on-going medical conditions, needing medication, the First Aid team must be given permission to control medication and are responsible for recording and dispensing it. The DSL, homestay provider and relevant staff should be made aware of the situation if the condition could affect learning or inclusion in activities. Homestay providers would be given all the help and information required to deal with an on-going medical condition. They are advised to make accurate and factual notes of procedures and outcomes. If in any doubt a medical professional should be consulted and parents/guardians kept informed and updated by the First Aid Lead.

F7 Behaviour The school is a serious learning environment which both staff and students are expected to respect and act accordingly. The Young Learner Handbook and Adult Student Handbook include school rules and a code of conduct. These are sent out to all students in advance of their arrival. Students are expected to take responsibility to help maintain a safe environment in the school and to take care of themselves and others. The Disciplinary & Exclusion Policy is displayed on notices around the school and on the website. Staff are also expected to set a good example at all times and to encourage good behaviour from the students. If in any doubt the Safeguarding Team members are always available to advise and assist.

F8 Fire Safety

The school tries hard to ensure that all students are aware of fire safety both at the school and in their accommodation. The Fire Safety rules and Evacuation Plans are on display throughout the building and a demonstration of the fire alarm is given to all students as part of their Induction. Younger students are also shown the various escape routes and care taken to make sure they fully understand. Homestays are also advised to go through fire safety procedures with their students in their homes. Fire Marshals are appointed by the school and anyone with a disability is shown where to wait for assistance in the event of a fire or fire drill. A Personal Emergency Evacuation Plan (PEEP) is drawn up for any student who requests one.

F9 Transfers The DSL shares responsibility for the emergency phone. This number and other contact numbers are given to students on their confirmation documents. It is very unusual for an U18 to travel independently but when this happens a carefully selected driver would collect the student from the airport. U18s are issued with a "Consent to Travel without Supervision Form" to be carried with their passport and shown at immigration. This contains answers to many of the questions they would be asked. All drivers collecting students are DBS checked and would call or text when a pick-up or return drop-off at the airport has been made. Drivers also confirm when a student has

been collected ready for transfer or when he/she has been delivered safely to their accommodation. In the event of a delay or cancellation of flights the U18 or Adult at Risk would never be left unattended and returned to the school if no other immediate solution could be found.

F10 E Safety Students are encouraged to stay safe when on-line. The school network infrastructure is safe and secure and Draytek Web Content Filter is used to ensure no one can connect to inappropriate sites or material. The network has a specific filter that is in line with Prevent Regulations (as directed by CONTEST - UK's Counter-terrorism strategy).

F11 Prevent The Safeguarding Team have undergone Prevent training and all staff and homestays are aware of the need to be vigilant and report any concerns about radicalisation. Procedures for dealing with this are in the relevant handbooks for staff and homestays and concerns are passed to the DSL in the first instance.

F12 Parental Consent All U18s require parents or guardians to sign a parental consent form before they arrive at the school. Information on Safeguarding is included in the Handbook for Young Learners which is sent to all parents/guardians on enrolment of a student. The parental consent form includes medical consent in case of an emergency. This information is checked and any relevant details passed to hosts and teachers by the DSL.

F13 More Vulnerable Students The school takes care to identify the more vulnerable students i.e. with physical disabilities or coming from difficult home situations. The Safeguarding Team would ensure hosts and teachers are aware of any special requirements the more vulnerable students may have i.e. help with personal care, organising a PEEP.

F14 Fostering The Accommodation Team are aware of the rules regarding private fostering i.e. a student under 16 (18 if disabled) staying with a host for more than 27 nights. If this is likely to happen it must be reported to the local authority social services, at least 6 weeks before the arrangement starts. The school is in contact with the Private Fostering section at the Local Safeguarding Children Board to ensure the school complies with local authority regulations.

F15 Corporal Punishment The school never uses nor threatens corporal punishment to any student no matter what age.

Safeguarding Team

Designated Safeguarding Lead (DSL) **Sandra McCord**

Deputy Designated Safeguarding Lead **Susan Brearey**

Other team members

(Advanced and Specialist Level)

Kevin McNally (Principal)

Byron Skelton

Georgian Marin

Laura Chirio – Welfare Officer

Reviewed and updated: December 2022