



## Partner - Leader Declaration

UKCE is committed to the welfare and safeguarding of all young people in its care. We take that responsibility very seriously as we are sure that all our partners do.

As part of that responsibility we are asking our partners to support our Safeguarding policy, which can be found at <https://www.ukenglish.org.uk/ukcesafeguarding2019/>

We also request that all our partners confirm that our Group Leader/s

- 1) have read and understood the UKCE Safeguarding Declaration ( see appendix 1)
- 2) have read and understood the Centre Rules (see appendix 2)
- 3) agree/s not to remove any group member/s from the centre for any duration without informing UKCE in advance and gaining agreement for that absence
- 4) will play an active and engaged role in ensuring the safety and welfare of all young people not just those in their own group
- 5) will be present whenever their group is involved in an activity or excursion
- 6) will accompany any member of their group when external medical intervention is required

As our partner, we know that you will have carried out the necessary background checks prior to assigning a group to a group leader, and we ask you to confirm that here:

The Partner named below confirms that the Group Leaders below have had the appropriate background checks performed to show that they are suitable to work with young people aged under 18 and that, upon request, the Partner will provide any such documentary evidence that supports this declaration.

Partner Company Name:	
Name of Person completing this on behalf of the Partner Company:	
Signature of Person completing this on behalf of the Partner Company:	
Name of Group:	
Group Leader 1 - Name:	
Group Leader 2 - Name:	
Group Leader 3 - Name:	
Date:	

# APPENDIX 1

## Safeguarding Declaration 2019

The UK College of English provides English Language training in two centres: Oxford Street and Salisbury. Our safeguarding policy matches the needs of these two centres while always acting in the best interests of the vulnerable person, whatever their individual circumstances. This policy has been updated according to best practice and government guidance from “Keeping Children Safe in Education 2018”.

- Safer recruitment policies are in place so that staff have police checks and references are followed up.
- A trained and named team is dedicated to treating the concerns of children and vulnerable people seriously
- Everyone that works for or with UK College of English is aware of lines of communication and actions to take to address issues quickly and properly
- UK College of English is in contact with Wiltshire Multi Agency Safeguarding Hub for Salisbury and the Local Child Safeguarding Board for Oxford Street
- We use codes of conduct and risk assessments to ensure that this policy is upheld

We ask everyone who joins us (staff, homestay hosts, parents and students) to co-operate in our goal of keeping under-18 and vulnerable adult students safe and happy at UK College of English.

The full Safeguarding Policy is available at [www.ukenglish.org.uk/ukcesafeguarding2019/](http://www.ukenglish.org.uk/ukcesafeguarding2019/) as well as the Safeguarding staffing list and contact details.

# APPENDIX 2

## CENTRE RULES

To help us run a successful summer centre where each child is treated fairly and equally, there are a number of rules that we expect all children to follow. This is part also of our Safeguarding Policy, which can be viewed on line at [www.ukenglish.org.uk/ukcesafeguarding2019/](http://www.ukenglish.org.uk/ukcesafeguarding2019/)

The rules presented here are the basic rules and will be covered in the student induction on arrival. Fuller versions of the policy documents that are behind these rules are available on our website at <https://www.ukenglish.org.uk/students-under-18s/>

Guiding Principle – the safety and security of each child is paramount, and we will act accordingly.

### **Absence**

Children must attend all classes, activities and excursions for which they are scheduled. If a child is unwell, then they may be excused but they will have to be looked

after in the School sick bay.

## ***Behaviour***

Children are expected to behave in accordance with School rules and the instructions of responsible adults. They should behave courteously to each other and all adults, showing respect and paying attention to their own safety and the safety of others.

In accommodation, children should:

- respect their fellow residents and be careful of everyone's health and safety
- respect the accommodation and avoid damaging the furnishings and facilities
- respect the privacy of the hosts and not give out their information or invite guests without their permission
- never be in possession of weapons or replica weapons
- not rearrange the furniture in their accommodation
- not drink or smoke if they are under the age of 18. Other smoking devices (such as e-cigarettes) are also not permitted.
- never cover smoke detectors
- only sleep in their allocated room – this is for fire safety reasons

In class, children should:

- arrive on time for lessons
- not eat in classrooms
- only use phones in class as directed by the teachers
- try to maximise their learning by using English in class
- participate in all learning activities

In general, children should:

- arrive on time for activities
- participate fully in activities
- do nothing that risks the health and safety of other children or adults
- follow the instructions of responsible adults at all times

## ***Abusive behaviour***

The safety and wellbeing of each child is paramount, and we expect the full support of all adults and children in ensuring this is so. Abusive behaviour will not be tolerated by any person. Any person found to be behaving in an abusive manner will be subject to the appropriate disciplinary procedure.

Abusive behaviour may consist of, but is not limited to:

- Verbal abuse
- Harassment
- Bullying
- Actual or threatened violence
- Damage to personal property

- Don't post any personal information online – like your address, email address or mobile number.
- Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore.
- Keep your privacy settings as high as possible
- Never give out your passwords
- Don't befriend people you don't know
- Don't meet up with people you've met online. Speak to a staff member about people suggesting you do
- Remember that not everyone online is who they say they are
- Think carefully about what you say before you post something online
- Respect other people's views, even if you don't agree with someone else's views doesn't mean you need to be rude
- If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately.

### ***Respect for different cultures***

Our summer centre welcomes people from around the world who speak different languages, live in different cultures and have different life experiences. Each of those is equally valid and all children and adults should show the same level of respect to each other, irrespective of their background.

Abusive behaviour based on colour, race, ethnicity or religion is not tolerated and will be dealt with through the appropriate disciplinary mechanisms.

#### **Curfews**

For the good health, wellbeing and safety of all children we operate an age appropriate curfew policy both for homestay and residential accommodation. The standard curfews are tabled below

Under 14 years of age – not allowed out unless accompanied by hosts or staff

14- and 15-year olds - 21:30

16- and 17-year olds - 22:00

All children to be in their own allocated room at and after curfew. Any child found outside of their accommodation after curfew will be subject to disciplinary procedure.

### ***Free and Unsupervised Time***

An important part of the programme is that the children have and enjoy unsupervised time. This is a privilege and the right to that free time may be withdrawn as part of any disciplinary procedure.

To ensure that children are safe and allowed to enjoy that free time they must always:

- wear their UKCE wristband
- keep their mobile phones charged
- be with at least two other students
- get to their homestay for dinner time