



## **Condensed Safeguarding Policy**

### **Statement**

The UK College of English committed to keeping persons under the age of 18 (U18) and vulnerable adults safe and secure who have booked a course with us. We make sure these students are well safeguarded through regular checks, guidelines and management. The safeguarding and welfare of U18s and vulnerable people is extremely important and all staff must be aware of their legal duty of care, under the Children Act 2004.

### **Code of Conduct**

1. UKCE staff are in a 'Position of Trust' in relation to their students. This makes any sexual activity with students aged under 18 illegal according to the Sexual Offences Act 2003.
2. Appropriate behaviour must be kept with U18s. This includes but is not limited to: avoiding the topic of sex and drugs in class, making sure other students do the same, and avoiding unnecessary physical contact with U18s. It is important to be friendly but also to behave professionally with U18s.
3. Private contact with under 18s, outside of the school, whether in person, by phone or by private social media is banned.
4. Staff should report concerns where U18s are displaying signs that might show abuse or neglect, as discussed in safeguarding training. These can either be shown or reported to a staff member.
5. Staff should be aware that UKCE has a *Whistleblowing Policy* to protect them if they report concerns.
6. Staff should also be aware of any new laws that is relevant to the care of U18s, namely the Counter Terrorism & Securities Act 2015.
7. Guidance about the dangers of social media should be offered as and when necessary.

### **Designated Safeguarding Staff**

The Designated Safeguarding Staff (DSS), who have all be given Level 3 safeguarding training are the Designated Safeguarding Lead (DSL), Stephanie Day (Head of Studies) and Basrie Beren Rashit is Designated Safeguarding Deputy (DSD) and currently holds the emergency line number at 07956 190 553, where WhatsApp is available for students who cannot access UK phone networks.

If none of the DSS are available but you would like to report a claim of abuse of an U18, you should contact:

- Pat Dixon on [Pat.Dixon@cityoflondon.gov.uk](mailto:Pat.Dixon@cityoflondon.gov.uk) – when concerned about an adult’s behaviour.
- Contact our Duty Team Child protection - City of London on **020 7332 3621** (Monday to Friday, 9am-5pm only) or **020 8356 2710** (at all other times), when there is an immediate concern about a child.

#### **How staff should deal with a claim of abuse from an U18:**

- Stay calm
- Try to take the U18 to a semi-private area
- Just listen and don’t show disbelief or anger
- Reassure that only people that need to know will be involved
- Never promise secrecy
- Report the claim to a DSS
- Don’t tell other staff members

#### **Procedure for Students aged 16 – 18 in mixed classes:**

- In the class register, the fact that a student is U18 should be clearly marked for the benefit of the teacher.
- The U18 student will be reminded to wear a red lanyard badge, this is how we mark U18s students at UKCE.
- Absence for U18 students will be identified immediately by the teacher/reception staff and followed up by a call to the next of kin.
- At registration, U18s will be given a parental consent form to confirm they mature enough to make their way to and from class and to go for breaks without accompaniment.
- U18s will not be allowed to go to the social programmes with adult students without a parental consent form.

#### **Procedure for Students aged under 18 in closed groups**

- Teachers should be aware of the group leaders’ responsibilities.
- Group leaders and teachers need to obey the adult to U18 supervision ratio of 1:10 for 10 – 16 year olds and 1: 15/20 for 16 – 18 year olds.
- Group leaders should stay with their students during breaks.

#### **Prevent (counter-terrorism and Security Act 2015)**

At UKCE, we support the core British values of:

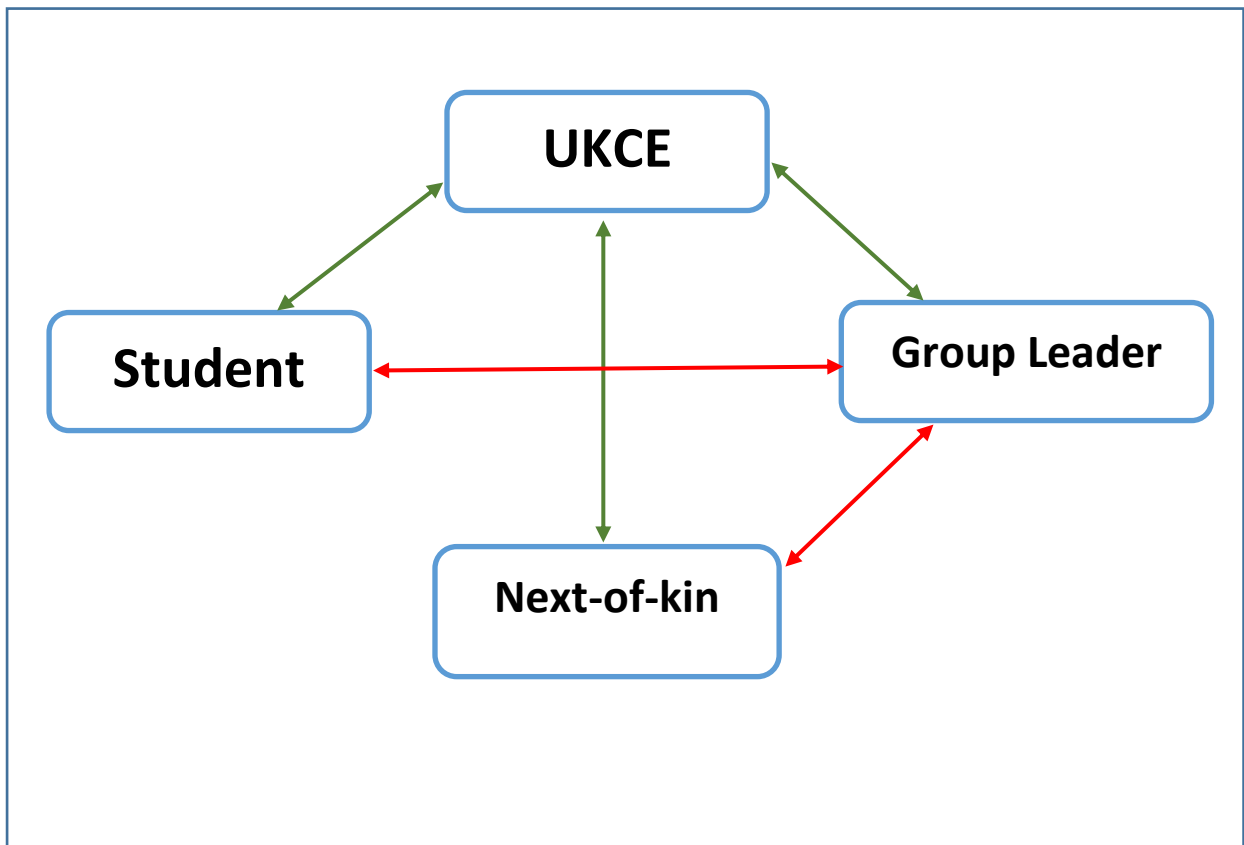
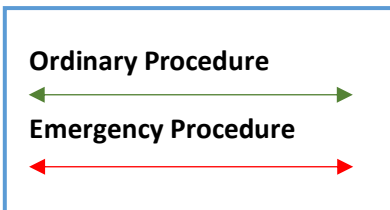
*Rule of law    Democracy    Individual liberty    Mutual tolerance and respect*

We consider resistance to these values to be extremism. Whether it is racism, homophobia, or religious ideology, and define ‘radicalisation’ as the practice of leading others towards extremist beliefs. Teachers should report any episodes of this to the PREVENT officer, Stephanie Day (Head of Studies), who will take action as necessary.

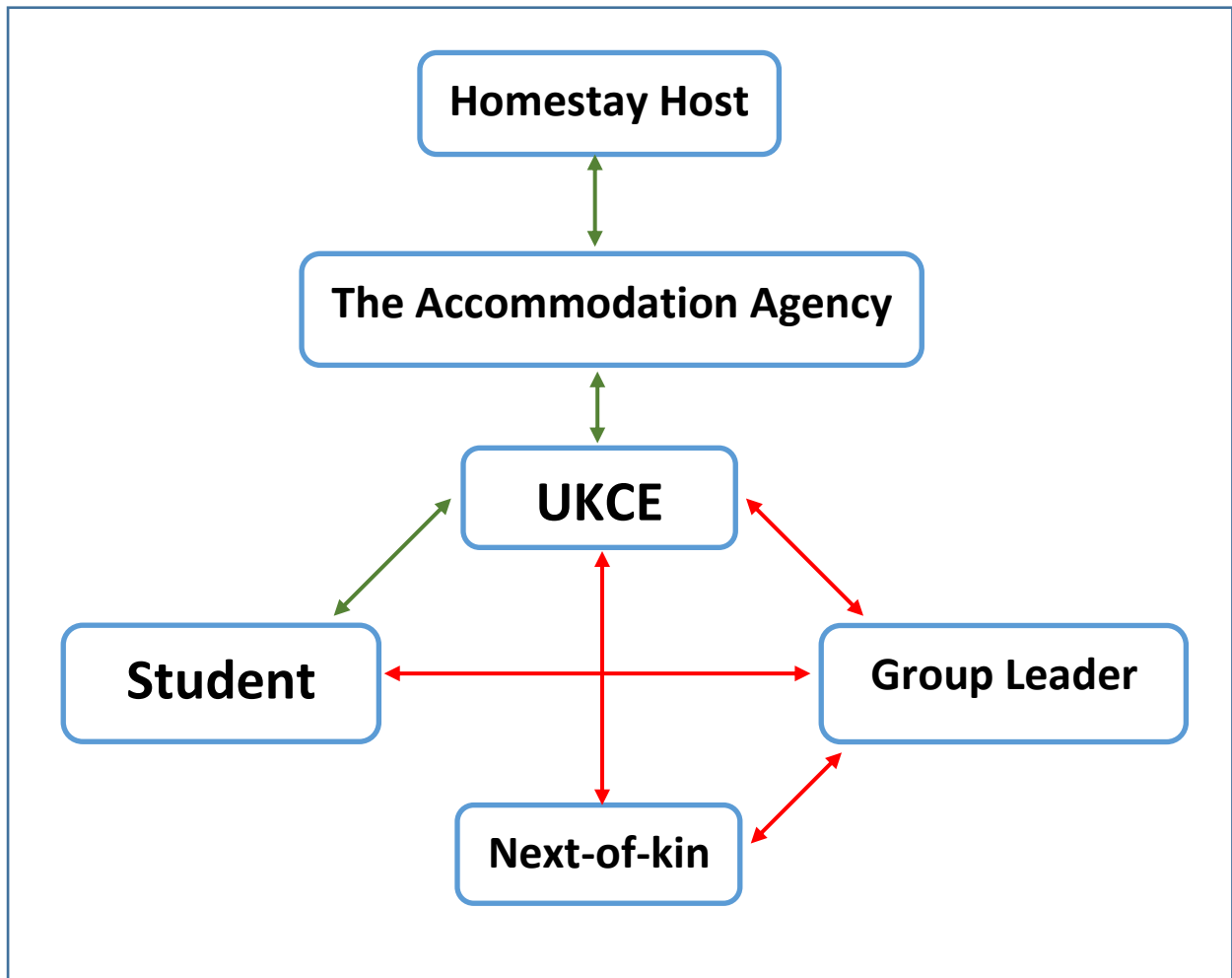
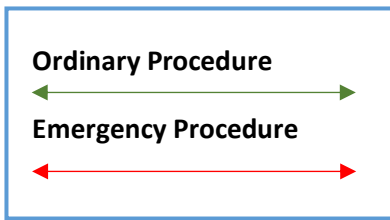
Teachers should take opportunities to teach the British values, stated above, as well as British culture. The Academic Registrar or Head of Studies, Pulkit Vasudha, can advise on additional resources for this purpose.

**Lines of Communication**

**Residential Stay**



## Homestay



For the full UKCE Safeguarding Policy please see our website:

<https://www.ukenglish.org.uk/ukcesafeguarding2019/>