



Safeguarding Policy

A – Policy Statement

1 – Context

Anglotec Academy in Scarborough runs adult courses (with some 16/17 year olds) year round, and at certain times of the year, particularly in June, July and August, we also run courses for students under 16.

We believe that it is always unacceptable for a child or young person to experience abuse of any kind and we recognise our responsibility to safeguard the welfare of children and young people. We take all reasonable steps to protect children and young people from harm, discrimination or degrading treatment, and to maintain their rights.

This policy is directed at all adults working for, or in conjunction with, Anglotec, who come into contact with students under 18 years of age. It is to safeguard all our students aged under 18 who come in groups, or as unaccompanied under-18s, and who stay in homestay accommodation.

2 – Terminology

To avoid any misunderstandings, here is a brief explanation of the terminology used:

Under-18s – all students under the age of 18 are referred to in this way and not as juniors or children

Safeguarding – this is an umbrella term, which covers health and safety, child protection and pastoral care. It refers to the actions we take to protect the welfare of all under-18s at the school.

Child Protection – this is one part of safeguarding and refers to the need to protect children from abuse, by either an adult or another under-18.

Abuse – this can be emotional, sexual, physical or neglect. It is defined as inflicting harm or failing to prevent harm.

DSL – Designated Safeguarding Lead – the person with overall responsibility for ensuring the successful implementation of the Safeguarding Policy and keeping the policy up to date.

ADSL – Assistant Designated Safeguarding Leads – other senior members of staff who assist or stand in for the DSL when needed.

LSCB – Local Safeguarding Children Board

Prevent – this is a government initiative to reduce the likelihood of people supporting or taking part in extremism or terrorism.

Vulnerable Adult – A vulnerable adult is deemed to be a person 18 or over “who is or may be, for any reason, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation”. We rarely get students who fall into this category but we recognise that we must apply all safeguarding procedures to any that are identified.

3 – Statement, U18s Entitlement and Adult Responsibilities

The welfare of a child/young person is paramount and all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.

This policy applies to all staff, including management and administrative staff, teachers, host families, group leaders, students and anyone working on behalf of Anglotec.

Safeguarding children and young people will be achieved by:

- Listening to and respecting them;
- Adopting child protection guidelines through procedures and a code of conduct for staff;
- recruiting staff safely, ensuring all necessary checks are made;
- sharing information about child protection and good practice with children, parents, agents, group leaders and staff;
- sharing information about concerns with agencies who need to know, and involving parents, group leaders, agents and children appropriately;
- providing effective management for staff through supervision, support and training

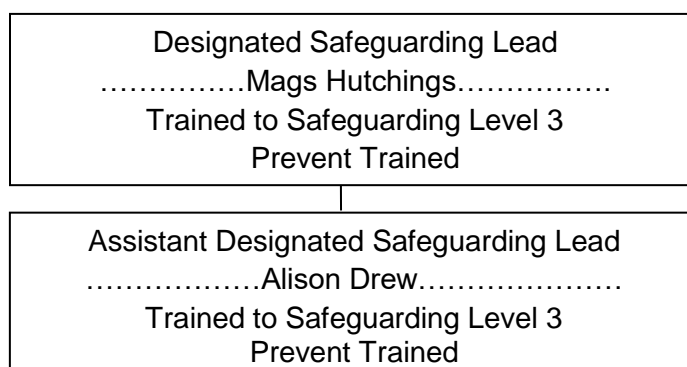
4 – Associated Policies

Health and Safety Policy
Prevent Policy
ICT & E safety Policy
Fire Safety Policy
Equality Policy (pending)
Risk Assessments Policy
Safe Recruitment Policy
Code of Conduct
School Rules
Student Disciplinary Policy
Privacy (Data Protection Policy)
Covid Secure Risk Assessment and Policy

5 – Policy Review

The Safeguarding Policy has been drawn up by the Designated Safeguarding Lead and other safeguarding staff. The Policy is reviewed annually or in response to changes in legislation or revisions of 'best practice' for Safeguarding. It will also be reviewed following any safeguarding issue that may arise.

6 – Roles and Responsibilities



7 – Legal Framework

The safeguarding legislation is set out in a number of Acts and best practice documents:

- The Children Act 1989 and 2004
- Safeguarding Vulnerable Groups Act 2006
- The United Nation's Convention on Human Rights
- The Working Together to Safeguard Children 2023 guidance document
- Accreditation UK's Care of Under 18s guidance

8 – Policy Availability

This policy is available on the website and also as a hard copy in the teachers' room and staff office area.

B – CODE OF CONDUCT

1 – Overview

Anglotec understands the important role our staff plays in creating a safe, friendly and professional environment for adult and under-18 students to study and live in. The code of conduct aims to help provide this by guiding all on what behaviour will help to successfully achieve such an environment.

Aims of the code of conduct:

- to support and protect students and staff
- to set boundaries, standards and give clear guidelines on what is expected of our staff in order to help create the safe, friendly and professional environment we aspire to, both in general and with specific reference to under-18s and vulnerable adults
- aims to protect adults and students from behaviours or actions that might be misconstrued

The code of conduct applies to all staff employed by Anglotec including volunteers or work experience staff.

It is not possible or desirable to write an exhaustive list of rules prescribing staff behaviour. However, whilst we trust staff to make professional and common sense decisions, we have provided clear guidance on certain issues. As a general guideline we would expect students to be treated in the way that we would wish our own friends, colleagues and family members to be treated in a foreign environment in which they are likely to be more vulnerable and lacking in awareness of the surrounding environment, language and cultural norms. If anyone is ever not sure about the appropriateness of his/her behaviour or have any questions or doubts about points in this Code of Conduct, or matters not covered here, he/she should speak to his/her line manager for guidance.

2 – Position of Trust

We have a legal and moral duty to protect our students from the risk of any form of abuse. According to the Sexual Offences Act 2003, any sexual activity between an adult who has a position of care and responsibility and an under-18 is illegal even though the legal age of consent is 16. This applies to ALL members of Anglotec staff.

3 – Standards for Interaction with Under 18s

The school expects staff to behave with common sense to ensure the safety and wellbeing of young people under the age of 18. During the summer months and Easter period, the majority of students are under 18 and if any staff member is unsure of the age of any of the students, they can ask a member of the admin team.

A few areas to consider are:

- Staff should avoid situations where they are left alone in an enclosed space with a student under the age of 18. If a confidential meeting is necessary, it should take place with the door open and close to other staff or adults
- Staff should make sure their language is appropriate for use around under-18s
- Staff should avoid favouritism and treat all students equally and fairly
- Staff should avoid physical contact with under-18s that could be misconstrued by the child or anyone witnessing it
- Staff should be careful in dealings with under-18s in a social setting outside the school. These could easily be misconstrued and if they do meet students outside of school it should be in a group
- Staff should not explicitly or implicitly condone the breaking of any law, including with regard to alcohol, smoking, taking drugs, sexual activity or extremism
- During activities and excursions, attention must be paid to the risk assessment document and any measures specifically for under-18s.

4 – Personal Relationships

Personal relationships may develop between colleagues, clients, students or others associated with Anglotec. Issues can arise when:

- two parties are of different seniority levels,
- there is resentment from other colleagues if they feel one party is being treated favourably,
- there is a break in a relationship but the parties continue to work with each other.

It is essential that there is a harmonious and professional atmosphere amongst staff at all times and staff are expected to ensure that any personal relationships do not interfere with this.

Staff are also expected to behave positively and professionally with each other, even if they do not get on personally.

It is possible that a student may develop a crush or infatuation on a member of staff. Staff should make every effort not to encourage this and to ensure that their own behaviour cannot be called into question. Any member of staff who becomes aware that an under-18 is infatuated with themselves or another member of staff should bring this to the attention of the DSL or the Principal ASAP.

Under no circumstances would an intimate relationship between an adult member of staff and a student, co-worker or volunteer in the school under the age of 18 be appropriate. If it becomes apparent that one has developed, it will lead to immediate dismissal and a report about the individual adult being made to the DBS.

Socialising with students and clients outside school

Staff often interact with students and clients outside of work including on organised social activities or events, classes meeting outside the school informally etc. At all such times staff are expected to represent Anglotec in a professional manner and to abide by the Safeguarding Policy.

Harassment and Bullying

Students and staff have the right to attend the school without fear of harassment or bullying and every student and member of staff must ensure that their own behaviour does not constitute harassment. Anglotec will take action against any inappropriate behaviour that leads people to feel unsafe or threatened.

5 – Appearance

We expect staff members to dress appropriately for the situation. In school, they should be of clean appearance and smartly dressed to present a professional image. Shorts, flip-flops, T-shirts, sleeveless tops or frayed clothes are not acceptable. Jeans must be smart and cannot be ripped.

Staff on activities or excursions may dress in a more relaxed manner but must continue to present a professional image.

6 – Drugs, Alcohol and Smoking

It is a disciplinary offence for staff members to carry out their duties under the influence of alcohol or non-prescribed medication. Staff should not condone any breaking of the law on the part of students and should instead educate them as to the illegality of drinking or smoking under the age of 18 and the illegality of using drugs at all ages.

NB – it is a criminal offence for any person over the age of 18 to buy alcohol or cigarettes for any person under the age of 18. Any person found to be supplying either of these to a student in Anglotec will be instantly dismissed and reported to the proper authorities.

7 – IT & Social Networks

Unfortunately, the internet provides opportunities for abuse and inappropriate behaviour in a range of ways including cyber bullying, exposure to radical/extremist views, grooming by adult sexual predators, and downloading of illegal or copyrighted materials and possibly computer viruses. The following guidelines have therefore been established:

1. Staff should not give out their personal mobile number, email address or any social media contact details to students, especially those under 18.
2. If a member of staff is taking a group of students out of school and for safety concerns they need to give the students a contact number, they should give out the school emergency number or the accommodation mobile number. If Facebook or another social media platform is used for a class, then a separate account should be set up.
3. All staff are asked to be especially vigilant regarding use of the internet by under-18s, and if there are concerns about content, excessive use or possible grooming or abuse, they should be reported.
4. All students are made aware of the school's ICT and E-safety policy and this is displayed in the school and is also to be found on the school's website.
5. Staff should never use their own photographic equipment (including mobile phones) to take images of students. If they plan to film or take photos of any under 18s on school equipment, they need to make sure that the student is happy for them to do so and check with the office that the parents have given their consent. Any images should be deleted immediately after use.

8 – Accommodation

Homestay providers should respect the privacy of the individual in their room and knock to gain permission to enter the room or bathroom. They should also not allow adults to be alone in a bedroom or bathroom with a child unless the door is open and other adults are present in the house.

9 – Transport

All taxi and coach companies working with Anglotec employ drivers who have been properly DBS checked.

If for any reason a member of staff is required to transport an under-18 in their own car then the young person should sit in the back of the car, seatbelts must be used and driving must be done with all due care and attention, obeying all the rules of the road.

10 – Favouritism and Gifts

All students must be treated equally and no favouritism should be displayed in front of them. Staff must not solicit gifts from students but may accept appropriate gifts for special occasions or as a thank you when they leave. Under no circumstances should money be accepted from a student.

11 – Whistleblowing

Staff are obliged to inform management of any concerns about colleagues not following this Safeguarding Policy. They will not be penalised and all reports will remain confidential.

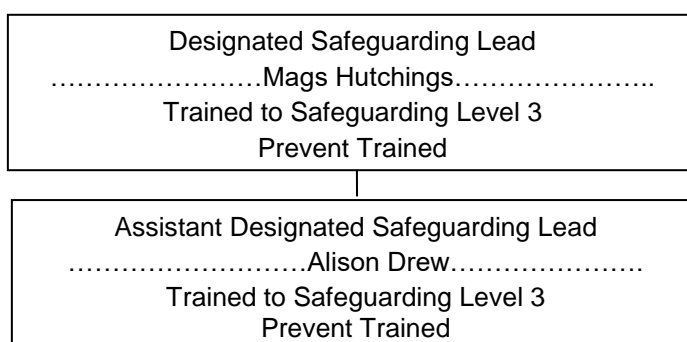
C – CHILD PROTECTION

1 – Overview

Anglotec meets its child protection responsibilities by:

1. making all staff and hosts aware of their responsibilities and trained to an appropriate level in safeguarding
2. having a safeguarding team who are appropriately trained
3. making sure that a member of the safeguarding team can always be contacted
4. making sure all staff and homestay providers know how to respond if they suspect abuse or when a child tells them about abuse.

2 – Safeguarding team – Nominated Persons



The Designated Safeguarding Lead (or the ADSL in the DSL's absence) has the Anglotec accommodation phone at all times and can be reached 24 hours a day, and especially during the summer period when there are large numbers of Under-18s – this number is made available to all staff members and group leaders

If there are any child protection issues with an adult in a position of trust the DSL will notify the Local Authority Designated Officer.

3 – When Adults need to respond

ALL adults who know or suspect any student is being/has been/is at risk of being harmed have a responsibility to pass on their concerns to the safeguarding team. It is not their role to investigate or assess whether abuse has occurred.

The safeguarding team may handle the matter internally unless it is a serious incident or an allegation of abuse, in which case the safeguarding team must immediately report it to the LADO.

Staff and homestay providers need to be able to recognise the symptoms of abuse which are detailed in point 4 below.

The safety and welfare of the child must be the primary consideration in deciding whether or not to share information. This always overrides confidentiality.

4 – Main types of abuse and recognising symptoms

There are several types of abuse and often common related signs to look out for. Sometimes multiple signs are there, however, one has to be cautious because if someone is showing signs, it does not always follow that they are being abused.

Physical Abuse:

- Injuries not adequately explained including: fractures, bruises, burns, bite marks, slap marks and implement marks (e.g. belt mark) grip marks, symmetrical bruising or bruising in unusual places.
- Behavioural Signs: appears scared of others, avoids communication with authority.
- Mood swings, can be both passive and aggressive, frozen watchfulness, equally could appear overly "happy" and "eager to please".
- Anti-social and even criminal behaviour.

Sexual Abuse:

- Physical Signs: over-familiarity, explicit sexual drawings, pain, soreness or itching in the genital or anal areas or mouth, recurrent genital or urinary infections, pregnancy.
- Behavioural Signs: sleep problems, anorexia, bulimia, self-harm or excessive 'comfort' eating, fear of a specific person, alcohol or use of drugs, unexplained gifts, money, having 'secrets' particularly around internet use or overtly sexual display.

Neglect:

- Physical Signs: looks excessively thin or ill, unexplained weight loss, complains of hunger; lack of energy, untreated conditions/injuries, repeated accidents, especially burns, repeatedly unwashed, smelly or dressed inappropriately for the weather.
- Behavioural Signs: poor level of concentration, constantly hungry, not keeping doctor or hospital appointments, frequently not at school or persistent lateness.

Emotional Abuse:

- Physical Signs: speech disorders, depression, eating disorders, evidence of self-harm and voicing suicidal thoughts.
- Behavioural Signs: over-reaction to mistakes, continual self-deprecation, excessive fear of new situations, excessive behaviours, e.g. rocking, head-banging, pulling own hair out, self-harm

and/or eating disorders, stealing, excessively sad, depressed, withdrawn, low self-esteem, unable to form friendships with other students.

5 – What to do if a child discloses abuse

DO

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said without judgement. Take it seriously. Be calm.
- Reassure - but only so far as is honest and reliable. Don't make promises that you can't be sure to keep, e.g. "I'll stay with you" or "everything will be all right now"
- Acknowledge how difficult it must have been to talk.
- Explain what you have to do next and whom you have to talk to.
- Ask open questions like "Is there anything else that you want to tell me?"
- Record: make brief notes at the time and write them up in detail as soon as possible on the Safeguarding Recording Form – noting the date, time, place, words used by the child and how the child appeared to you.
- Seek advice from the designated members of staff at Anglotec

NB Remember: If a child discloses abuse to you, take it seriously

DO NOT

- Refuse to listen, tell them you will see them later
- Over-react or show worry or concern
- Put words in their mouth
- Promise confidentiality – you have a duty to report your concerns. Tell the child that you will need to tell some people, but only those whose job it is to protect children.
- Investigate, interrogate or decide if the child is telling the truth
- Ask leading questions, e.g. "What did he do next?" (This assumes he did).
- Make comments
- Ask the child to repeat what they have told you to another person
- Destroy your original notes in case they are required by Court.
- Assume anything – don't speculate or jump to conclusions
- Be on your own in a room with the student with the door closed
- Leave the student alone after they have disclosed
- Tell any colleagues other than members of the Safeguarding team

6 – Confidentiality

- Confidentiality must be maintained by all involved.
- Witnesses are to be advised not to talk to anyone about the incident to protect both the child and the accused who has not yet been found guilty of anything.
- The victim's and accused's identity must also be kept secret and he/she should be advised not to talk to anyone.
- Sensitive records must be stored securely and not left lying around or displayed on an unattended computer screen.

7 – Secondary forms of Abuse

Child Sexual Exploitation:

- This involves exploitative situations and relationships where a young person (or a third party) receives 'something' in return for sexual activities.
- This can also occur through the use of technology, for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain.

In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common.

Some of the following signs may be indicators of sexual exploitation:

- Appearing with unexplained gifts or new possessions
- Going missing for periods of time or regularly coming home late
- Misuse of drugs or alcohol
- Having older boyfriends or girlfriends

Female Genital Mutilation (FGM):

FGM is the non-medical partial or total removal of external female genital organs, typically done to young girls from African countries. FGM is illegal if done in the UK and illegal if a UK resident is taken to another country to have it done.

A girl who has had female genital mutilation (FGM) may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed
- be particularly reluctant to undergo normal medical examinations

Bullying and Cyberbullying:

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone, excluding someone or making hoax calls. It can happen anywhere and is usually repeated over a long period of time and can hurt a child both physically and emotionally.

Cyberbullying is increasingly common and happens online, using social networks, games and mobile phones. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' - the sending of menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversations

Child-on-child Abuse:

Child-on-child abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in child-on-child abuse is under the age of 18.

Key areas where child-on-child abuse occur are:

- Cyberbullying
- Racist and Religious Bullying
- Sexual, Sexist and Transphobic Bullying
- Homophobic Bullying
- Disablist Bullying

Anglotec staff and hosts must be aware about child sexual exploitation and recognise it is a form of abuse and if they believe that this may be happening or a child reports this to them, they must immediately inform a member of the Safeguarding team and, in some instances, also notify the police.

8 – Difference between concern and serious issue

A concern is where something seems to be not right but the child is in no immediate danger. A serious issue occurs when the child is deemed to be in danger of immediate harm or abuse and a quick and urgent response is required.

9 – Identifying vulnerable students

Students may be particularly vulnerable if they have a disability or special educational need. Anglotec will inform staff and hosts if they have any known potentially vulnerable students in order to allow staff and hosts to pay extra, close attention to their welfare. This will allow early reporting to the safeguarding team if anyone wishes to raise a concern.

10 – Record keeping

Concerns must be recorded using the Safeguarding Recording Form. The person raising concern needs to write and sign the initial report and then the Designated Staff take over and continue adding to the record as required.

All records will be kept confidential and reported to the LSCB and police if the issue is serious.

Records are paper based and will be kept in a secure file.

11 – If an adult is accused

A member of the Designated Staff team should respond as follows

- Ensure the child is safe. Stay calm and support victim
- inform DSL / senior manager immediately
- record: ensure written record is made by person who made the allegation
- contact local authorities (LSCB) for guidance. Done by DSL / senior manager
- next steps depend on local authority guidance
- Take notes and record every step of the way
- if safe/appropriate, try to return child to normal routine

Anglotec has a duty of care to its employees and will provide adequate support for anyone facing an allegation. Until any investigation, either internal or external, has been completed, the identity of the accused must not be released.

12 – If the DSL/Senior Manager is accused

A member of the Designated Staff team should respond as follows

- Ensure the child is safe. Stay calm and support victim
- discuss with other Designated Staff **excluding the accused**
- record: ensure written record is made by person who made the allegation
- contact local authorities (LSCB) for guidance. Done by DSL / senior manager
- next steps depend on local authority guidance
- Take notes and record every step of the way
- if safe / appropriate, try to return child to normal routine

13 – If a child is accused

Anglotec has a duty of care to both children involved so a member of staff will also be allocated to support the accused.

A member of the Designated Staff team should respond as follows

- Ensure the child is safe. Stay calm and support both the victim and the accused
- inform DSL / senior manager immediately

- record: ensure written record is made by person who made the allegation
- contact local authorities (LSCB) for guidance. Done by DSL / senior manager
- next steps depend on local authority guidance
- Take notes and record every step of the way
- if safe / appropriate, try to return both children to normal routine

D – TRAINING

1 – Responsibility

- Senior Management has responsibility for ensuring the DSL has appropriate training.
- The DSL has responsibility for ensuring all other Designated Staff have the appropriate training
- The DSL and senior management have the responsibility for ensuring that all remaining staff and hosts have the basic awareness of safeguarding training
- The DSL is trained to Level 3
- The DSPs are trained to Level 2
- All other staff and hosts are trained to at least Basic Awareness level (Level 1) before being employed

2 – How is training delivered

- The DSL and ADSL are both trained by English UK.
- The DSP staff are trained on site by the DSL
- All others take the online basic awareness training created in-house.
- Refresher training is undertaken every year for teachers and two years for DSL and ADSL and DS
- Retraining is undertaken following any significant changes in the law or if a safeguarding incident has occurred. For hosts the refresher will take place in the home during the face-to-face visit.
- Visitors are handed a card detailing their responsibilities when we have under-18s in the school.

3 – Ensuring Understanding

During teacher induction meetings, the DSL attends and gives an overview of safeguarding in the organisation and checks understanding.

Safeguarding is discussed with hosts during the first meeting or the 2-yearly revisit.

4 – Recording training

Certificates are issued for all training.

E – SAFER RECRUITMENT

1 – Overview

Anglotec is committed to safe recruitment practices for all staff who may interact with under 18 year olds.

This includes staff in the school as well as adults in a homestay, group leaders and other such as transfer drivers.

Safer recruitment is conveyed when advertising a position, on application, at interview and in the checks carried out before employment begins.

2 – Recruitment stages

Teachers, administrative staff, activity leaders, and homestay providers are all subject to an enhanced DBS check. Applicants will also have to provide proof of ID.

Any teachers who have been working overseas for a period of one year or more are required to provide a good conduct police check from the country they have been working in.

We require a guarantee from transport providers that their drivers are also DBS checked annually, especially those who transfer under-18s from/to the airport.

In addition, for staff and hosts two references are taken up and gaps in employment history will need to be accounted for. References include a question about their suitability to work with children and whether they have been subject to any disciplinary action.

Interviews also include questions about a candidate's suitability and experience of working with children and what safeguarding involves.

In addition to our own staff and hosts the school requires that all agents or schools provide police good conduct certificates from their home country or something similar for the group leaders that accompany each group.

3 – Information supplied to applicants

Applicants are informed prior to interview that we follow a safer recruitment policy, which means that we will need to see proof of ID, that gaps in employment will have to be explained, references will be taken and DBS checks will be carried out before employment begins.

4 – Applicants awaiting DBS

Where a DBS check is delayed or has not arrived in time for employment to begin and it is deemed necessary by the DSL that they start work without clearance, the school will ensure a risk assessment is carried out and that a self-declaration is signed.

For a British national returning to the UK after working overseas where the authorities have not provided a certificate of good conduct, we request a DBS check for their UK records and take special care with other checks such as ID, qualifications, information on CVs and references.

For group leaders where the agency is not able to produce a recent police good conduct check we require a signed Agency Declaration that they have carried out necessary checks to determine the leaders are suitable to work with Under-18s.

5 – Applicants with a criminal record

Where the DBS shows that an applicant has a criminal record the DSL will determine whether the nature of the crime prevents the applicant working with children. Any crime involving violence, abuse or drugs will automatically barr the applicant from being employed. Vehicular crimes such as speeding may not necessarily prevent employment as long as no person was injured.

6 – Applicants where criminal check not possible

Where a criminal check has not been possible, e.g., for overseas nationals, a record will be made about the action taken to try to obtain a check and why it has not been possible. Based on this the DSL will make a judgement with regard to suitability for the role applied for and the level of supervision that would be required should the applicant be employed.

7 – Recruitment of homestays

DBS checks are carried out on the main carer in the home and it is declared that the work will be undertaken in the home. Suitable checks are also made on all other over-18s who reside in the house or who are regular visitors to the house.

F – WELFARE/IMPLEMENTING SAFEGUARDING

1 – Use of Risk Assessments

We analyse all situations, locations, activities, etc. for risks of harm to under-18s and adults. If a risk is found, we determine ways that the risk can ideally be minimised or eliminated and we adopt procedures to carry this out.

The school itself has also been risk assessed to ensure that it is a suitable environment for under-18s to learn in.

Risk Assessments are in place for all activities and excursions and are checked annually and updated as needed. These have been made available to the social programme staff who must read the relevant one before any activity or trip. Any comments received from the social programme staff about changes at the destination that would affect the risks faced by the students are immediately incorporated into the assessment.

These are Anglotec's Risk Assessments:

- Anglotec Building and Cinema Risk Assessments
- Under-18s travel to/from school
- Under-18s travel to/from UK unaccompanied
- Under-18s Unsupervised time
- Prevent Risk Assessment
- Fire Safety Risk Assessment
- Risk Assessments for all afternoon and evening activities
- Risk Assessments for all full day excursions
- Covid-19 Secure

2 – Levels of Supervision

Group leaders are in charge of supervising the students in their group only and parents are responsible for their own children. In addition to this all activities have at least one Anglotec Activity leader and during an excursion each coach has one member of staff.

Sports activities and evening activities have at least 3 members of Anglotec staff in attendance.

Anglotec ensures we comply with the levels of supervision advised by the British Council.

3 – Missing Students

From School:

Under-18s who are part of a group must report to their group leader each day and the leader will inform us if any are absent and the reason for the absence.

If the student is not part of a group, they are asked to contact the school or have their host contact the school as soon as possible to report why they will not attend school.

Each teacher has a duty to report to the reception staff any under-18s who are absent from class by text to the accommodation phone. If the staff member has not been informed of this by the leader then she/he will follow up with the leader and ask them to contact the student. If the student is not part of a group the student will be phoned directly and if he or she cannot be reached the host will be contacted.

If the student or host cannot be reached, a member of staff will go to the house to check that all is well.

If the student still cannot be located the parent/guardian will be contacted and possibly also the police.

From home:

Hosts are asked to take a student's mobile number and if a student does not return to the homestay by 15 minutes after curfew then they should contact the student. If the student does not answer they must contact the Anglotec accommodation phone. The Accommodation Manager will then attempt to contact either the student or the group leader if part of a group. If the student still cannot be contacted the Accommodation Manager will try to contact friends and if that fails (s)he will determine at what point it will be necessary to notify the police that a student is missing.

On an excursion:

The leaders have the students' mobile numbers and can contact them if they are missing during the day.

The Excursion leader has the numbers for the leader and also for each individual under-18 student.

If they cannot be reached, the school can be contacted and the emergency plan for a missing student will be enacted.

4 – Welfare Provision

The Accommodation Manager and Principal are the members of the welfare team in the school, but all staff have a share in the responsibility and for keeping a watchful eye on all the under-18s.

There is a safeguarding poster in the reception area highlighting that it is everyone's responsibility to safeguard the welfare of under-18s and giving the name of the person they should contact if they have a concern. *Raising a concern* forms are attached to the notice board in the teacher's room for any staff member to use if they wish to report anything.

The Safeguarding team are trained to either Level 3 or Level 2 and there are always at least 2 members on the premises. During the summer months, when there are a high number of under-18s, the whole team is always on hand.

Every under-18 student who is not part of an organised group must report to the reception first thing in the morning where the reception staff records their attendance and what they will do in the afternoon and at the weekend. Those who are part of a group must report to their leader and the leader will make Anglotec staff aware of any absences. All absences will be followed up promptly.

All students and leaders have the 24-hour emergency phone number and the leaders and hosts have the Accommodation Manager's 24-hour number.

All students are given induction talks on their first day and the unaccompanied students have an additional meeting with the reception staff.

On the first day students are given a folder which includes the school rules and the Care of under-18s advice.

Any confidential information regarding a student's physical, mental or emotional health, special needs etc. will be relayed to those staff who need to know, to enable them to keep a watchful eye on the student.

All visitors have to sign in and are given a flyer making them aware that there are under-18s in the school and reminding them of their welfare responsibilities.

5 – Accommodation

Under-18s who are not travelling with their families are expected to stay in a homestay provided by Anglotec or if they are part of a group staying in a residence, at least one group leader must also stay in the residence.

Under-16s are not permitted to travel alone to another town or city. 16/17 year olds can travel to another city and also stay overnight in accommodation not arranged by Anglotec, but only if Anglotec receives written parental consent for this.

6 – First Aid and Medical Care

All students are advised to take out private travel insurance which covers all non-emergency treatment. Students should ensure this covers treatment for Covid-19 in case of hospitalisation.

A minimum of 2 members of staff are First Aid trained and at least one of them is always on the premises. During the summer months, all are on the premises throughout the day. Their names are displayed on the notice board in the main reception.

There is a first aid box in the reception area and booklets that give quick advice. There is no close-by defibrillator.

Squires Chemist on Falsgrave Road has a trained pharmacist who is able to advise students on basic treatment for simple ailments. Reception or management staff can help with anything requiring extra treatment by calling 111 and/or helping the student attend the 'walk in' clinic at Scarborough Hospital. If the student does not have a group leader, a member of the safeguarding team will accompany them to the doctor.

Parental consents are required for all under-18s and this includes provision of medical treatment.

If an under-18 is sick, the leader will stay in touch with the student and the Accommodation Manager will stay in touch with the host family to ensure that the child is receiving appropriate care. If the child is not part of an organised group, the safeguarding team will be in touch with the student directly as well as the host. The Designated Safeguarding Lead will determine whether a member of the team needs to visit the student in person and whether a doctor needs to be consulted.

If any under-18 has Covid-19 symptoms the steps identified in the Risk Assessment will be taken:

- A staff member will be asked to volunteer to supervise the child (this will probably be the person who has spent most time with the child that day)
- The Responsible Person will contact NHS 119 (or 999 in emergencies) on behalf of the child and also contact the parents and Group Leader

- If there is a confirmed case of Covid-19 during provision, guidance will be taken from the local Public Health Protection team. They will discuss the case, identify others who may have been in contact with the affected person, prepare a risk assessment, and advise on any further actions or precautions that need to be taken.
- The hosts will be informed and will need to isolate with the student(s).

For emergency dental treatment the reception staff will call 111 to see where it may be possible to find treatment for the student.

At all times the safeguarding team will liaise with the host and the group leader (if part of a group). The Designated Safeguarding Lead will determine if the parent or guardian needs to be contacted by Anglotec, this will especially be the case if hospital treatment is necessary.

Anglotec requires all pre-existing medical conditions to be disclosed on booking so that appropriate care can be provided. An emergency number for a parent is also required. If such information is not provided, or a pre-existing condition means that appropriate care is not able to be reasonably provided, then the student can be asked to return home at his/own expense.

7 – U18 Behaviour and Discipline

Each under-18 is given a folder on their first day which contains the school rules. Anglotec reserves the right to ask a student to leave the school and accommodation without a refund in the event of misconduct or unsatisfactory attendance.

Examples of misconduct that will need disciplinary action include but are not limited to

- Frequent non-attendance or persistent lateness
- Disruptive behaviour in class
- Harassment, bullying, aggressive or abusive behaviour or lack of courtesy towards other students or a member of staff
- Breaking UK laws
- Deliberately or through negligence causing damage to Anglotec property

Disciplinary Procedure related to misconduct in class or on school property

- Firstly, a student will be spoken to by their teacher
- If the issue/situation does not improve, then the student will be spoken to by the Principal (with the group leader if part of a group)
- If the issue/situation still fails to improve the student will be given a first warning letter. At this stage, the parents of students under-18 will be informed.
- If the issue/situation still does not improve, the student is seen again by the Principal and given a second warning letter. The student's parents or guardian will be informed at this stage.
- If the issue/situation still does not improve, then there will be a final warning letter from the Principal and if things fail to improve after this, the student will be asked to leave the school. In the case of a student under 18 years of age, arrangements will be made for them to return home.

Disciplinary Procedure related to misconduct in a homestay

- Firstly, a student will be spoken to by their host.
- If the issue/situation does not improve, then the student will be spoken to by the Accommodation Manager (with the group leader if part of a group).
- If the issue/situation still fails to improve the student will be given a first warning letter and a change of homestay arranged. At this stage, the parents of students under 18 will be informed. The student's parents or guardian will be informed at this stage.
- If the issue/situation still does not improve, the student is seen again by the Accommodation Manager with the Principal and given a final warning letter. Another change of homestay may be necessary again.
- If the issue/situation still does not improve, the student will be asked to leave the school. In the case of a student under 18 years of age, arrangements will be made for them to return home.

Immediate Exclusion

In serious cases, there will be no warning letters but immediate exclusion. Examples of situations when there will be zero tolerance include:

- Incidents involving drugs or alcohol
- Any kind of violence
- Criminal behaviour which includes shoplifting, having sex with someone under 16 and sexting (sending indecent digital images) of people under 18 (including of yourself if you are under 18).

Reasonable time will be given for plans to be made before the student must also leave the homestay.

In dealing with students, including those undergoing disciplinary procedures, we aim to be open, friendly, consistent, honest and fair.

8 – Fire Safety

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

The following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments have been undertaken and are reviewed regularly. Other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by Coastal Security on behalf of the school.
- The fire evacuation procedure will be practised at least once a year. A record will be kept of the date and the time taken to evacuate the buildings. The meeting point is in the school garden.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals. (Mags Hutchings and Alison Drew)
- All new members of staff and temporary employees will be given induction training on the fire drill and the available escape routes. Regular staff will be given annual refresher training.
- All escape routes shall be clearly signed and kept free from obstructions at all times.
- Evacuation procedures are posted prominently in every room.
- All fire extinguishers will be serviced and maintained annually by Coastal Security.

Teachers take special care to ensure that their students remain with them during the evacuation and check their registers when they reach the safety point.

Members of the fire safety team remain in the building until they have checked everyone is out.

All staff members have access to the full fire safety policy, also available on the website.

The school Health and Safety Officer is Alison Drew, the Principal. In her absence, the Accommodation and Welfare Manager will deputise.

Fire Marshals:

Fire marshals are Mags Hutchings and Alison Drew.

The Principal is responsible for making decisions about phoning and liaising with the fire brigade for any fire alarms at the school site.

9 – Airport Transfers

Parents or Guardians must complete the parental consent which includes parental consent to travel to the UK.

For unaccompanied under-18s Anglotec takes all the flight details and recommends an airport transfer arranged by the school on both arrival and departure. If the transfer is not used, we ask that

all travel details be sent to us including the expected arrival time and place into Scarborough where the host will meet the student.

If a transfer is arranged by the school, the transfer company used is Nippy Taxis who DBS check all their drivers. The driver will collect the student in the arrivals hall and deliver him or her to the homestay. Students are sent the school emergency number in case there is a problem finding the driver.

The Accommodation Manager has all details on his/her person in case of problems.

If flights are cancelled on departure, the Accommodation Manager will liaise with the parent as to a new flight for the child and, if this will be overnight, will arrange to return the student to the homestay for the evening.

10 – E-Safety

Each time a student logs onto the Anglotec WiFi they must agree to abide by the terms and conditions regarding use of the internet on school premises.

Posters are in the school advising the students about e-safety and staff are asked to remain vigilant about how students may be using the internet.

The registration asks them to sign that they will abide by our ICT policy and directs them where to find it.

11 – PREVENT - Radicalisation & Extremism

Anglotec has staff and students of different ages, nationalities and backgrounds and it does not tolerate discrimination of any kind.

Students, staff, hosts and visitors must respect each other regardless of race, gender, age, sexuality, appearance or dress, disability, economic background, political opinion or religion

They must understand that what may be acceptable in their own country might upset someone from a different culture and they should therefore act/speak appropriately.

If anyone overhears or sees an incident that is unpleasant, rude or unfair they should report this to the Designated Prevent Lead (Mags Hutchings) or another member of staff. They should also report any extreme political views they may become aware of.

We acknowledge we have a responsibility to help prevent people being radicalised or drawn into terrorism and we therefore promote the British values of:

- Tolerance
- Mutual Respect
- Democracy
- Individual Freedom
- Respect for the Law

12 – Parental Consent

Parental Consent forms are completed by the parents or guardians of all under-18s.

Areas covered are:

- Student and parent/guardian person details and contact details including a 24-hour number in case of emergencies
- Medical Welfare Information and permission for treatment
- Consent to travel within the UK
- Consent for specific activities

- Agreement to the under-18 curfew times
- Permissions regarding photos and videos
- Parental consent for adult classes
- Agreement to abide by UK laws

The parental consent form is online and when submitted a copy is sent to both the parent/guardian and the Accommodation Manager at the school.

Paper copies are accepted from parents/guardians who have poor or no internet access.

13 – Provision for those more vulnerable

Students who may be more vulnerable include those with disabilities and special educational needs. Since 2020 this includes any child with a medical condition that puts them in a high risk category for serious illness or complications if they contract Covid-19. Anglotec MUST be informed of this to enable us to prepare a Personal Protection Plan for the child.

These must be declared to the school prior to arrival so that extra care provisions can be put in place in the school and an appropriate homestay chosen.

The Assistant Designated Safeguarding Lead and the Principal will together determine what extra care can reasonably be taken. They reserve the right to refuse acceptance to a course if the extra provisions would be too onerous or too expensive to implement. Similarly, they also reserve the right to ask a student to leave when a disability or special need has not been disclosed prior to arrival and becomes evident on the first day or later and implementing special provisions would be too costly or onerous.