

SELECT ENGLISH POLICY DOCUMENT

Reviewed: May 2025

Next review: April 2026

STAFF CODE OF PRACTICE

1. Staff are expected to act as a responsible parent would when considering the academic needs and welfare of students under the age of 18. Staff have a professional duty to take all reasonable steps to promote the safeguarding of all children in the care of Select English in accordance with the Select English Safeguarding Policy and the Children's Act 1989.
2. Staff should not give students under 18 their personal email addresses or mobile numbers or allow students to add them as friends on social networking sites. All communication with children must be through public channels. Staff are discouraged from giving their personal contact details to current students over 18.
3. Staff should be conscious of professional boundaries, especially when dealing with children. Staff should be aware of their body language and should avoid physical contact except in situations where the use is intended to prevent harm. In situations where contact is unavoidable, staff must take all reasonable measures to make sure it is unreciprocated and public. Staff must avoid being alone with a student in a room with the door closed.
4. Drinking alcohol, smoking cigarettes, or using illegal drugs while on duty and in the presence of students is not permitted. Any drinking of alcohol while off-duty which impacts on staff or students, or which may affect the performance of professional duties, will be treated as a serious disciplinary matter, and may lead to dismissal. Staff must report any concerns about students' use of alcohol, cigarettes, or drugs to the Welfare Officer.
5. Staff must not swear in the presence of students and should not allow the use of inappropriate or offensive language by students to go unchallenged.
6. Staff must consider their position as a role model for students and behave professionally at all times.
7. Staff should treat other members of staff with professional respect at all times especially in the presence of students. Staff are expected to foster a happy and productive working atmosphere and develop positive relations with the students, other staff members, group leaders, house wardens and hosts.
8. Staff are responsible for ensuring that Select English property is used with respect and care, both by themselves and the students.

Teachers:

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1. All classes must be carefully prepared and should aim to provide students with enjoyable and motivating lessons using a variety of resources and materials in line with the school syllabus.
2. Teachers should ensure that classes start and finish on time, leaving adequate preparation time before the start of lessons and adequate tidying up time at the end of lessons.
3. Staff should dress smartly and with sensitivity to the cultural background of the students. Clothes should be clean and ironed.
4. Teachers are required to submit weekly plans, to keep an attendance register for all classes, and to ensure as far as possible the attendance and good conduct of the students in their class. Teachers will be asked to contribute to reports on students' progress and achievement. Teachers must ensure that all documentation is fully completed, accurate and up to date.

Name:

Signature

Date:

GROUP LEADER CODE OF PRACTICE

Welcome to Select English. We thank you for bringing your group to us. We hope that you and all your students have an enjoyable and beneficial stay with us; we are all working hard to make sure this happens.

We feel that it is important that Select English staff and group leaders work well together and to that end, it is helpful if group leaders understand what is expected from them when here.

1. Group leaders are expected to act in 'loco parentis' when considering the academic needs and welfare of students under the age of 18. Leaders have a professional duty to take all reasonable steps to promote the safeguarding of all children in the care of Select English in accordance with the Select English Child Protection Policy, the British Council Accreditation Scheme and the Children's Act 1989.
2. On activities and excursions, you are responsible for the students in your group.
3. Group leaders should advise students to add the school emergency number to their mobile phones. Their own ID and/ or passport, larger sums of money and air ticket should be left in their accommodation, with group leaders or in the school safe.
4. Group leaders should make sure that all students understand the school rules concerning behaviour in homestay and/ or Hall of Residence. Homestay hosts and residential House Managers must be treated with respect.
5. Group leaders should be conscious of professional boundaries, especially when dealing with children. Staff should be aware of their body language and should avoid physical contact except in situations where the use is intended to prevent harm. In situations where contact is unavoidable, staff must take all reasonable measures to make sure it is unreciprocated and public. Staff must avoid being alone with a student in a room with the door closed.
6. Drinking alcohol, smoking cigarettes, or using illegal drugs while on duty and in the presence of students is not permitted. Any drinking of alcohol while off-duty which impacts on staff or students, or which may affect the performance of professional duties, will be treated as a serious disciplinary matter, and may lead to dismissal. Staff must report any concerns about students' use of alcohol, cigarettes, or drugs to the Welfare Officer.
7. Group leaders must consider their position as a role model for students and behave professionally at all times.
8. Group leaders are responsible for ensuring that Select English property is used with respect and care, both by themselves and the students.
9. Group leaders should make sure that their students are aware of the law in the UK and have read and explained the enclosed information to their students and ensured it is understood
10. Group leaders should make sure that their students are safe and do not take unnecessary risks.
11. Group leaders should ask their students to speak to them first if they have a complaint. They should then use their own judgement to decide if the complaint is justified and needs to be dealt with by us or if it is something caused by cultural

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differences. If a complaint is to be made, please speak to one of the operations team.

12. If a group leader decides to leave Cambridge, they should inform staff at Select English for how long.
13. Group leaders should help to ensure that students do not congregate on the school steps or in corridors, and instead use the common room or garden as a social area.
14. We will provide you with an ID badge that you must wear when on the school premises
15. Group leaders should familiarise themselves with the school's safeguarding policy which can be found on the website and in the group leader handbook <https://www.selectenglish.co.uk/wp-content/uploads/2018/05/Safeguarding-and-Child-Protection-Policy-2018.pdf>.
16. Please ensure your students understand that we have a zero-tolerance approach to bullying. Our anti-bullying policy is enclosed in this pack It is extremely important that you read and explain it to your students
17. We hope that we can work together with you to ensure that both you and your students have an enjoyable experience in England.

Group Leader Code of Practice

My signature confirms that I have read and understood the above code of practice. I have read the information and policies in the group leader handbook, have explained it to my students and ensured they have understood the contents.

Name:

Signature:

Date:

HOST FAMILY CODE OF PRACTICE

Providers of homestay accommodation are expected to act as a responsible parent when considering the needs and welfare of students under the age of 18. Hosts have a duty to take all reasonable steps to promote the safeguarding of all children in the care of Select English, in accordance with the Select English safeguarding policy and the Children's Act 1989.

Hosts must:

1. Encourage students to speak English as much as possible in the home.

2. Encourage the student to feel at home and treat him/her as a member of the family rather than as a paying guest.
3. Not host another student of the same native language at the same time unless there is a special arrangement with the students and the schools/centres. Ensure that you do not host under 16's with over 18's at the same time.
4. Inform the Accommodation Officer if they are hosting four or more students at any given time. Their status then moves from homestay to private home and the students should be made aware of this in advance.
5. Inform the Accommodation Officer if accommodating students from another school at the same time as students from Select English.
6. Provide a clean and comfortable student room, meeting the requirements laid down by the British Council.
7. Provide a home environment in which it is possible for the student to carry on his/her English Studies properly.
8. Provide the student with a balanced and appropriate diet.
9. Show due concern for the welfare, safety, and security of the student during his/her stay
10. Give the student reasonable and regular access to bathroom and laundry facilities
11. Maintain a close liaison with the student's school/centre and so be able to help resolve any problems that the student may encounter during his/her stay
12. Respect the student's different cultural background and to be sensitive to the needs of the student.
13. Respect students' privacy and not enter bedrooms without knocking.
14. Be aware of their body language and avoid physical contact that could be interpreted as inappropriate.
15. Ensure that under 18s don't buy or consume alcohol.
16. Be aware that certain types of clothing may be perceived in a negative way in the student's own culture.
17. Refrain from swearing and using inappropriate language.