

SELECT ENGLISH POLICY DOCUMENT

Reviewed: May 2025

Next review: April 2026

Designated Safeguarding Lead: Nadine Kaminska - 07948 546132

If Nadine is not available, contact

Deputy Safeguarding Lead: Sam Gross - 07906969972

1.0 Policy Statement

Select English believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognizes its responsibility to safeguard the welfare of children and young people. Select English as an organization, and the individuals within the organization, takes all reasonable steps to protect children and young people from harm, discrimination, or degrading treatment and to uphold their rights.

We recognize that:

- ★ the welfare of the child / young person is paramount
- ★ 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

The purpose of this policy is:

- ★ to provide protection for the children and young people who receive Select English's services
- ★ to provide staff with guidance on procedures they should adopt if they suspect a child or young person may be experiencing, or at risk of, harm.

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

We will seek to safeguard children and young people by:

- ★ valuing them, listening to, and respecting them
- ★ adopting child protection guidelines through procedures and a code of practice 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

1.1 Overall responsibilities

The Director of Studies, Nadine Kaminska, is responsible for:

- ★ providing Level 1 training for all staff
- ★ providing Level 2 training for relevant staff
- ★ carrying out DBS or police record checks for all teaching staff
- ★ as the Designated Safeguarding Lead, reporting any allegations or concerns to the Local Authority Designated Officer and any other relevant agencies
- ★ keeping records of any allegations and concerns
- ★ overseeing the implementation of this policy and reviewing it annually

Nadine can be found in her office at the school.

Tel: 07948 546132

Email: nadine.kaminska@selectenglish.co.uk

The Student Services Manager, Olivia Hodson, is responsible for:

- ★ obtaining police record checks for all group leaders

Olivia can be found at the reception in the school.

Tel: 01223 364735

Email: olivia.hodson@selectenglish.co.uk

The Senior Marketing and Operations Manager, Dan Jones, is responsible for:

- ★ carrying out DBS checks for all Social Organisers
- ★ carrying out DBS checks for all non-teaching staff

Dan can be found at the reception in the school.

Tel: 01223 313211

Email: dan.jones@selectenglish.co.uk

The Student Services Manager is responsible for:

- ★ visiting host families and carrying out DBS checks for those accommodating under 18s
- ★ ensuring hosts read and sign code of practice and declaration

The Student Services Manager is Olivia Hodson, and she can be found in reception at the school.

Tel: 07377 160640

Email: accommodation@selectenglish.co.uk

2.0 Code of practice

All staff are required to agree to the school's Code of Practice before starting work. (See appendix A). The highlighted sections relate directly to safeguarding:

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:

- 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. Jeans, trainers and shorts are not permitted. 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.

5. Teachers are expected to actively participate in the sports and social programme.

I have read the above and agree to fulfil its requirements.

3.0 Accommodation

All host families are screened by the Student Services Manager prior to receiving students and then visited at least once every 2 years. A DBS check is carried out on all adults in families hosting under 18s. All hosts sign the school's code of practice (See appendix D).

4.0 Child protection

Child abuse constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or other exploitation, resulting in actual or potential harm to the child's health, survival, development, or dignity in the context of a relationship of responsibility, trust or power.

4.1 Designated Safeguarding Lead

Select English will ensure it has a designated safeguarding lead (DSL) who has undertaken, as a minimum, Level 3 (Advanced) Safeguarding training course with regular refresher training. The designated safeguarding (DSL) for Select English is Nadine Kaminska. The DSL is responsible for recording and reporting any allegations of abuse to the Local Authority Designated Officer.

Nadine can be contacted by phone, email or in person.

Nadine is based in her office at the school during school hours.

Tel: 07948 546132

Email: nadine.kaminska@selectenglish.co.uk

If Nadine cannot be reached, staff should contact the deputy designated safeguarding lead Sam Gross sam.gross@selectenglish.co.uk

07906 969972

4.2 Recognising symptoms of abuse

It is important that we can recognise the symptoms of abuse. Some signs may vary with the age of the child, and not every child will exhibit every symptom. There are four main categories of abuse, and these are listed below.

Sexual Abuse

- ★ acting in an inappropriate sexual way with objects or peers
- ★ sleeping problems
- ★ becoming withdrawn or clingy
- ★ personality changes, seeming insecure
- ★ unaccountable fear /dread of particular places or people
- ★ changes in eating habits
- ★ physical signs such as unexplained soreness around genitals, sexually transmitted diseases
- ★ secretive behaviour

Emotional Abuse

- ★ delayed physical or emotional development
- ★ Shows extremes of passivity or aggression
- ★ Sudden speech disorder
- ★ Overreaction to mistakes, or continual self-deprecation
- ★ Neurotic behaviour (rocking, hair twisting, self-mutilation)

Physical Abuse

- ★ Has unexplained bruises, burns etc.
- ★ Wearing clothes to cover injuries, even in hot weather
- ★ Refusal to undress for sports, or join swimming sessions

Neglect

- ★ Often hungry, may beg or steal food
- ★ Badly dressed in clothes that need washing
- ★ Poor appearance and personal hygiene such as unwashed hair
- ★ Lacks needed medical/dental care
- ★ Often tired
- ★ May abuse alcohol or other drugs

4.3 How to respond to concerns

All staff have a duty to respond to concerns. Staff who report concerns will not be penalised and their report will remain confidential.

It is essential to act quickly and effectively if an allegation is made, or if there is a suspicion or concern about a staff member's relationship with a child, particularly if they have:

- ★ behaved in a way that has harmed, or may have harmed, a child
- ★ possibly committed a criminal offence against or related to a child
- ★ behaved towards a child or children in a way that indicates she / he is unsuitable to work with children

If an allegation is made, or a concern arises, the DSL should be informed immediately. She will then contact the Local Authority Designated Officer (LADO) on: 01223 727967

If it is outside office hours or at the weekend, she will call the Emergency Duty Team on 01733 234724, or the police on 999.

The LADO is available to provide support and guidance in any allegations process, including advising whether the person concerned should be immediately suspended.

If an allegation is made, or a concern arises relating to the DSL, then one of the Deputy DSL should be informed immediately.

Concerns should be logged here

<https://forms.office.com/Pages/ResponsePage.aspx?id=JlBg0-Nt-USfli0BcHXQWbbr8EKk1MJBvGHdlq2PORUMIIZRFNJSNTQ1JITktZQUprMFbQNVFZUC4u>



4.4 Responding to a disclosure:

If someone tells you that they, or someone they know, is being abused:

- ★ Listen; believe what the child is saying and take it seriously
- ★ Be attentive, calm, reassuring and non-judgmental
- ★ Avoid condemning the alleged abuser
- ★ Don't make assumptions about the child's feelings
- ★ Never promise confidentiality
- ★ Never attempt to investigate the allegations
- ★ Report the disclosure to the DSL immediately
- ★ Record what was said or observed – record facts not opinions; report what was said to you in the child's own language

4.5 Keeping records

Select English will

- ★ keep clear, detailed, accurate written records of concerns (noting the date, event and action taken)

- ★ ensure all records are kept securely, separate from the main student file, and in a locked file in the Director's office
- ★ ensure the member of staff is treated fairly and honestly, helped to understand the concerns expressed and the process being followed and possible outcomes
- ★ senior staff should seek advice from the LADO and / or police before informing the person who is subject to an allegation

4.6 If an adult is accused

- ★ the DSL should be informed immediately
- ★ the adult will be suspended pending investigation
- ★ the DSL will contact the LADO
- ★ the details of the investigation will be kept confidential until fully resolved to protect all parties involved.

4.7 If a child is accused

- ★ the DSL should be informed immediately
- ★ The child will be suspended pending investigation but supported by members of the school's safeguarding team
- ★ the DSL will contact the LADO
- ★ the details of the investigation will be kept confidential until fully resolved to protect all parties involved.

4.8 Raised awareness of specific areas

It is important for all staff to have raised awareness of more specific areas relating to child abuse. These are detailed below.

4.8.1 Female Genital Mutilation

Female genital mutilation includes procedures that intentionally alter or injure the female genitals for non-medical reasons. It can also be known as female genital cutting or female circumcision. Female genital mutilation is a violation of human rights and is illegal in the UK. Although Select English rarely has students from the affected communities, we recognise that it is important to be aware of the kinds of things that should alert our staff.

Possible indicators that FGM is about to happen:

- ★ a child talking about getting ready for a special ceremony
- ★ a family arranging a long break abroad
- ★ a child's family being from an of the "at risk" communities for FGM (Nigerian, Indonesian, Kenyan, Somali, Eritrean, Sudanese, Sierra Leone, Yemeni, Afghani, Kurdish, Pakistani or Egyptian)
- ★ Knowledge that an older sibling has undergone FGM
- ★ A young person talks of going abroad to be "cut" or to get ready for marriage

Possible indicators that FGM has already happened:

- ★ Prolonged absence from school
- ★ Behaviour change after returning from a holiday
- ★ Bladder/menstrual problems
- ★ Difficulty in sitting still and looking uncomfortable
- ★ Complaining of pain between their legs
- ★ Mentioning that someone did something to them that they cannot talk about
- ★ Secretive behaviour
- ★ Reluctance to take part in any physical activity

4.8.2 Child Sexual Exploitation

Child sexual exploitation is a form of sexual abuse in which a young person is manipulated or forced into taking part in a sexual act. This could be part of a seemingly consensual relationship or in return for attention, affection, money, drugs, alcohol or somewhere to stay.

As professionals, it is important that we familiarise ourselves with the signs that a young person is being exploited and to share this information with colleagues. If you notice any of the signs in a young person, report it to the Designated Safeguarding Lead.

What are the signs?

- ★ Going missing for periods of time or regularly returning home late
- ★ Regularly missing school
- ★ Appearing with unexplained gifts or new possessions (particularly mobile phones)
- ★ Having old boyfriends/girlfriends
- ★ Suffering from sexually transmitted diseases
- ★ Mood swings or changes in emotional wellbeing
- ★ Drug and alcohol misuse
- ★ Displaying inappropriate sexualised behaviour

5.0 Training

All staff at Select will have Level 1 Safeguarding training provided in house as a minimum. The following staff have Level 3:

Nadine Kaminska
Sam Gross
Kate O'Toole
All summer course Directors

The following staff have level 2 Safeguarding training provided in house by DSL:

6.0 Safer Recruitment

The recruitment process and procedures aim to identify and deter applicants who may not be suitable to work with children. To achieve this, Select English will:

- ★ ensure all recruitment materials (advertisements, job descriptions and application forms) contain the following statement:

Select English is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We do not appoint without interview and require a minimum of two references plus proof of identity and qualifications. Reference requests will ask specifically whether there is any reason an applicant should not work with children. All gaps in employment must be explained satisfactorily. Enhanced DBS or Police checks will be required. We ask all staff to comply with our Code of Practice.

- ★ obtain a minimum of 2 professional and character references that provide information on a candidate's suitability to work with children
- ★ assess candidates' attitudes to working with children during interview
- ★ verify the identity and qualifications of successful applicants
- ★ carry out suitability checks on all successful applicants before employment
- ★ ensure all staff have read this policy and are aware of procedures for reporting concerns
- ★ provide Level 1 Safeguarding training for all new staff as part of the induction process

6.1 Suitability checks

An enhanced DBS check will be carried for all new staff prior to employment. Information on all DBS checks (including the date of the check, the unique reference number and whether or not the record is clear) is stored online with Civil and Corporate. If a prospective member of staff has been living outside of the UK for more than a year, a police certificate of good conduct from the country of most recent residence will be requested in addition to the DBS check. If it is not possible to obtain an overseas record check, references will be checked by phone and the prospective member of staff will be asked to complete a self-declaration form. If the DBS check shows an applicant has a criminal record, two members of the senior management team will make a judgment on their suitability to work with children, considering the seriousness and nature of the offence, the age of the offence and whether it was concealed during application. On some occasions, we may have to recruit teachers at very short notice. As soon as we agree their employment, we will submit their DBS check. Whilst we are waiting for the result of the DBS, we will ensure that the teacher is teaching in a classroom off the main office with the door open. If the DBS is delayed, we will refer to our risk assessment.

7.0 Welfare - Under 18s

Accommodation - Students under the age of 18 who do not form part of a group and are not accompanied by an adult family member or guardian are only permitted to stay in homestay accommodation arranged by the school.

7.1 Risk assessments

In any activity there is an element of risk. Select English will assess potential hazards (anything that can cause harm) and decide the level of risk (the chance, high or low) that somebody will be harmed by that hazard. A risk assessment involves making judgements about the balance between risks and benefits and should consider the potential of physical, social and psychological harm. Parents and carers, and children and young people attending Select English, will be made aware of and agree to the level of risk that is seen as acceptable. Select English cannot completely remove all possibility of risk from children and young people's lives and does not want to. Select English will make sure that it has done as much as possible to minimise or manage the risk of anyone coming to harm while ensuring that the learning experience is not jeopardised or undermined.

Select English will carry out regular risk assessments of all premises for which it is directly responsible. In conjunction with our third-party service providers, their safety management systems and risk assessments are reviewed prior to the commencement of the courses. The risk assessments will be reviewed at least once during the duration of the course.

Generic activity risk assessments are used for all activities and available for staff to refer to. However, as circumstances and attendees are different on all courses, Activity Specific Risk Assessments (ASRA) are completed by the people who carry out the activity on a regular basis. They are best placed to assess the associated risks. It makes sense to involve a wide range of people in the process, including staff, volunteers, children, young people, and families involved at Select English. The completed ASRA's are reviewed and audited on an on-going basis and any improvement feedback to those planning the activity. This is done by the Health and Safety Officer.

The Health and Safety Executive (HSE) provides a very helpful guide called *Five Steps to Risk Assessment*. The guide can be downloaded from www.hse.gov.uk/pubns/raindex.htm and includes an example risk assessment template. The five steps to risk assessment are:

1. Looking for the hazards.
2. Deciding who might be harmed.
3. Deciding the risks (high, low, or medium) to see whether existing precautions are adequate or whether more needs to be done.
4. Recording your findings and what action might need to be taken.
5. Review and revise your assessment.

As a starting point:

Places

- ★ Buildings being used need to be safe and should meet required standards, such as fire and health and safety.
- ★ Toilets, shower areas and washing facilities should be up to standard.
- ★ There should be sufficient heating and ventilation.
- ★ Fire precautions need to be in place.
- ★ First aid facilities must be readily available and adequate.
- ★ Equipment must be adequate and checked regularly.
- ★ There needs to be access to a telephone.
- ★ Insurance cover should be adequate and cover all necessary activities, transport and public liability.

People

- ★ An adequate number of workers of both sexes are needed to supervise activities, which varies according to the age of the child. For example, there needs to be one worker for every eight children between five and eight years old.
- ★ Any activity using potentially dangerous equipment needs constant adult supervision, training and protective clothing, where necessary.
- ★ All methods of transport need to be risk assessed.
- ★ Parental consent may be necessary for certain activities.
- ★ Information should be collected about children's allergies, medical problems, or any special needs.
- ★ Respect for privacy of children and young people is essential and this will need to be kept in mind in relation to areas such as changing rooms, showers, and toilets.

7.2 Supervision ratios

Supervision ratios for activities and excursions for under 18s will be decided based on the relevant risk assessment. As a minimum, the following ratios will apply:

Ages 8 to 10 - 1:10 - 15

Ages 11+ - 1: 15 – 20

On day trips, students aged 14+ will be allowed to have a short period of unsupervised time (usually to go shopping). This must be for no more than 3 hours in total and students must report back to a member of staff after the first 90 minutes (on Cambridge Juniors and Cambridge Teens). Students under 14 must be supervised at all times on trips. No students are allowed to use public transport during this time.

7.3 Missing students

In class: A register is taken at the start of each lesson. In addition, the Director of Studies, or Course Director / Course Assistant (summer) visits each class during the first lesson to check

attendance. If a student is missing, the DoS or CD will visit their room (residential courses), call the student and / or host to locate them.

Activities: Staff are briefed thoroughly by the Social Organisers before activities. Senior Social Organisers have a planned schedule, a student list* and contact telephone numbers for all staff (in a WhatsApp group). It is also the responsibility of the Social Organiser, under the guidance of the Course Director, to make sure that teachers brief students properly about trips and that students have all the relevant telephone numbers, know the meeting point and what to do in an emergency. On all excursions there should be a named person on each coach, to be responsible for the safe return of all the students to Cambridge.

If a student is lost during an excursion or does not turn up at the agreed meeting point on time, the most senior member of staff should take responsibility (usually the Senior Social Organiser) and first make all efforts to contact the student (by calling their mobile, talking to their friends and/or group leaders). If necessary, one member should stay behind when the transport leaves to continue to wait for the student. Head office should be informed, and they will contact the police, if necessary.

*the student list must be returned and then securely shredded after the activity

7.4 Overnight stays

Students aged 16 and 17 are not allowed to be absent from their homestay or residence overnight without informing the Director of Studies (at least 5 days in advance) who will:

- ★ contact the parent or guardian and get written permission for the stay
- ★ contact the adult responsible for the student during their overnight stay, obtain a copy of their ID and contact details and then decide on the suitability of the trip
- ★ check the student's contact details are up to date and agree a return time

Select may refuse permission for the stay if it is deemed unsuitable.

7.5 Behaviour and discipline

Select English aims to create a positive learning environment and emphasizes the need to encourage, reinforce and reward good behaviour. Good discipline owes as much to a friendly, supportive atmosphere and good relations between staff and students as it does to sanctions and punishments.

Students need to be aware of what is expected of them, and each course has its own set of rules (for juniors) or guidelines (for adults) but, in general, the following behaviour will not be tolerated:

- ★ Lateness/poor attendance

- ★ Disruptive/unruly behaviour
- ★ Bullying
- ★ Racial, religious, sexual, or homophobic harassment
- ★ A lack of respect for the school building and equipment, employees or fellow students
- ★ Dropping litter
- ★ Any illegal activity

Problems with discipline should be dealt with in the following ways:

- ★ It is recommended that teachers on Junior courses discuss/negotiate the rules with their classes at the beginning of the course so that students know what is expected of them.
- ★ At first, teachers should talk to students about problem behaviour, either during the lesson or by asking them to stay behind at the end.
- ★ If problems continue, the Course Director or Director of Studies will speak to the student. Students who continue to disrupt a class can be sent to the Director of Studies' / Course Director's office during the lesson; if necessary (this should be a last resort).
- ★ The Director of Studies / Course Director may contact the student's parents if their behaviour does not improve.
- ★ The next step is for the student to be sent to the DOS (Nadine Kaminska) or Executive Manager (Sam Gross).
- ★ Finally, if there are serious behaviour problems (any illegal activity, violent or threatening behaviour), a student may be expelled.

7.6 Airport Transfers

A transfer service is offered to all students.

All summer school students under the age of 18 will be met at the airport by either a member of Select English staff or a taxi driver who will be carrying identification and a red Select English sign board. On departure, all under 18s are checked in by Select staff or taxi driver and then escorted to the entrance to the security area that leads through to the departure zone.

Students who are travelling as unaccompanied minors will stay with Select English staff or taxi driver and are handed over to a representative from the airline who will escort the student to their flight.

We strongly recommend that under 18s use the transfer service during the year.

7.7 E Safety

Our aim is to educate students about being safe online. This includes not sharing personal information or photos with people they do not know. Students are encouraged to speak to staff if they receive unwanted contact online.

7.8 Prevent

The government have recently introduced **Prevent**. It is part of their counter-terrorism strategy and aims to prevent people from becoming involved in terrorism or supporting terrorism. The aim of **Prevent** is to help you think about who may be vulnerable to terrorism, see why some people are able to influence or manipulate others to commit crimes and to recognise when a vulnerable individual may need help.

Our staff are aware that they need to be proactive in the prevention of radicalisation and extremism and the school has Prevent policy in place. We aim to educate students to accept and tolerate a range of views even if they are not their own.

Select English will provide in-house training to all Administration and Teaching staff. We have requested that all homestays undergo some online training in this area. We have also sent them an information sheet informing them about Prevent.

Nadine Kaminska is the Prevent lead for Select English. She is responsible for providing training to Select English staff.

APPENDIX A – Teachers' Code of Practice

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. Staff must consider their position as a role model for students and behave professionally at all times.

15. 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.

16. Staff are responsible for ensuring that Select English property is used with respect and care, both by themselves and the students.

Teachers:

6. 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.

7. 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.

8. Staff should dress smartly and with sensitivity to the cultural background of the students. Jeans, trainers and shorts are not permitted. Clothes should be clean and ironed.

9. 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.

10. Teachers are expected to actively participate in the sports and social programme.

I have read the above and agree to fulfil its requirements.

APPENDIX B – SAFEGUARDING STRUCTURE AT SELECT ENGLISH

SAFEGUARDING AT SELECT

What is ‘safeguarding’?

Safeguarding is an umbrella term that covers everything related to student welfare.

Everyone who works at the school has a legal and professional duty to actively promote the welfare of our students.

What is ‘child protection’?

Child protection is one area of safeguarding and relates specifically to abuse (e.g. neglect, emotional, physical or sexual abuse). All staff are responsible for reporting any concerns about abuse to the school’s designated safeguarding team.

SAFEGUARDING STRUCTURE AT SELECT ENGLISH

Level 3: Designated Safeguarding Lead

Nadine Kaminska

Deputy Safeguarding Lead

Sam Gross

Level 2: Designated Staff

Alex Howlett

*Summer school
All course directors*

Level 1:

All staff, homestays and sub-contractors

What should I do if I'm worried about a student's welfare?

If you are worried about a student, you should speak to Nadine during the Academic year, or the course director during the summer.

Examples of concerns about Welfare:

- A student seems upset/ depressed/ homesick
- You are worried a student is not eating properly / sleeping well
- A student is being bullied/ bullying someone
- You see signs of self-harming

Welfare concerns and follow up action should be recorded in dropbox in the folder labelled 'SEL welfare log'. The welfare log can be accessed by Nadine Kaminska.

What should I do if I'm worried about abuse?

If you are worried that a student is being abused or is at risk of abuse, you should speak to a member of the designated safeguarding team immediately (see above). You should not discuss your concern with anyone else or attempt to investigate it yourself.

Examples of concerns about abuse:

- A student tells you that he / she or another student is being abused
- A staff member or homestay's behavior raises concerns
- You think you see physical or emotional signs of abuse

Designated staff are responsible for responding to child protection concerns and contacting the local authority, if necessary. The Designated Safeguarding Lead should always be informed about any concerns as soon as possible.

Child protection concerns, and follow-up action will be recorded confidentially by Nadine.

APPENDIX C – Safeguarding information (new staff)

What you need to know..

Select English has policies and procedures in place to promote the welfare of students and to prevent and manage any allegations of abuse. We expect all staff to commit to safeguarding and promoting the welfare of all students at all time.

Staff must:

- Agree to follow the school's code of practice
- Follow the guidelines in your job description and staff handbooks regarding student welfare
- Attend training on safeguarding and child protection
- Work in an open and transparent way
- Avoid being on your own with a student. If it's necessary to speak to a student one to one, make sure you're in a room where the exit is clearly visible and keep the door open
- Do not meet with any student under 18 outside school/social programme activities
- Intimate or sexual relationships between staff and students under 18 are an abuse of trust which may constitute a criminal offence
- Avoid unnecessary contact with young people / children
- Be careful in your use of language and avoid unnecessary comments which could be interpreted as having a sexual connotation.

- You must not give out your personal details such as email or mobile number. Do not allow students to add you as friends on social networking sites
- If you feel that you or any other members of the school may be at risk from being the subject of any unwarranted accusations, speak to the DSL, Director of Studies or Director.

If someone tells you that they, or someone they know, is being abused you should:

- Listen; believe what the child is saying and take it seriously
- Be attentive, calm, reassuring, and non-judgmental
- Avoid condemning the alleged abuser
- Don't make assumptions about the child's feelings
- Never promise confidentiality
- Never attempt to investigate the allegations
- Report the disclosure to the DSL immediately
- Record what was said or observed – record facts not opinions; report what was said to you in the child's own language

The Designated Safeguarding Lead is Nadine Kaminska. Any allegations or suspicions of abuse should be reported directly to her immediately.

Nadine is based at the school at 60
Hills Road.

Tel: 07948 546132

Email: Nadine.kaminska@selectenglish.co.uk

If Nadine is not available, you should contact the Director Sam Gross

Email: sam.gross@selectenglish.co.uk

Tel: 07906 969972

The safeguarding policy and whistleblowing policy can be found on the school's

website here: <http://www.selectenglish.co.uk/policies.html>

We strongly encourage all staff to take a short online course to increase their awareness of safeguarding and child protection issues. The course takes 20-30

minutes to complete and you will receive a certificate at the end. The course can be found here:

<https://www.britishcouncil.org/education/accreditation/information-centres/care-children>

More information can be found in the teachers' handbook and on our website.

APPENDIX D – Host family code of practice

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.