



UKEC Academy Safeguarding & Child Protection Policy

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Appendix A: Code of Conduct and Advice for Under 18s

- Updated December 2019
- Next review: May 2020

1) Policy statement

1.1 Context

UKEC Academy is a private language school situated in central Manchester, teaching English as a foreign language. The Academy accepts international students aged 16 and above all year round and operates a system of continuous enrolment. In closed group settings, the Academy may accept students who are under 16 years old. These students will only take part in separate closed classes away from adult students, and will have different daily schedules to reflect this. Accommodation is arranged for students in private homestays and shared student residence.

1.2 Terminology

- *The Academy* refers to UKEC Academy.
- The terms *Child/Children/under 18s/U18s* refer to any student at the Academy under the age of 18.
- A *Responsible Adult* is any adult (aged 18+) who works with children at the Academy and is expected to abide by this policy. This includes, but is not confined



to: management, administrative staff, teachers, homestay hosts and other sub-contractors.

- *Safeguarding* is an umbrella term which refers to the looking after of children.
- *Child Protection* means protecting children from harmful behaviour.
- The *Designated Safeguarding Lead (DSL)* is the senior member of staff with overall responsibility for safeguarding within the Academy. The current DSL is:

The DSL is:

- James Woolley, Principal (principal@ukecacademy.com)
- *Designated Safeguarding Staff (DSS)* are trained members of staff within the Academy who look after day to day safeguarding matters. Current DSS are:
 - Rachel Anfield, Academic Manager (rachel@ukecacademy.com)
 - Fran Crooke, Admissions and Student Services (info@ukecacademy.com)

1.3 Statement

UKEC Academy is committed to providing a safe, supportive environment for all students, staff, sub-contractors and visitors. The Academy recognises that the safeguarding of children in particular is of paramount importance.

1.4 Under 18s' entitlement

This policy applies to all students under the age of 18, regardless of race, religion, gender, sexual orientation and background.

1.5 Adults' responsibilities

All adults associated with under 18s have responsibilities to safeguard them. There must be a strong safeguarding ethos amongst everyone; they must be aware, vigilant and know to report any concerns or allegations; who to contact within the organisation and also outside the organisation. All responsible adults must have appropriate training and appropriate background checks (see section 4).

1.6 Associated Academy policies and documents



The following UKEC Academy policies also contain some reference to care of Under 18s and are available on request:

- Abusive Behaviour
- Prevent Policy
- Attendance and Absence Policy
- Lateness Policy
- Social Activities Policy
- Emergency Phone Usage Policy

1.7 Policy review

This policy was last reviewed on **27th December 2019**.

The policy is to be reviewed every 6 months, and will also be updated before that in line with any amendments to legal or regulatory requirements. Policy review will be influenced by feedback from all relevant parties, including under 18s themselves.

It is the responsibility of the Safeguarding Lead to review and sign off the policy.

1.8 Roles and responsibilities

The DSL has overall responsibility for the implementation of this policy and related decision making. The DSL and DSS are responsible for day-to-day safeguarding within the Academy.

All responsible adults have a responsibility to report any safeguarding concerns/allegations to the Academy safeguarding staff.

Under 18s themselves have a responsibility to look out for each other and raise concerns with adults if necessary.

1.9 Documents/ legal framework

The following legal acts were used in production of this policy:

- The Children Act 1989
- Local Government Act 2000
- Children Act 2004
- Protection of Freedoms Act 2012
- Counter-Terrorism and Security Act 2015



The following publications were used in production of this policy:

- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2018)
- What to do if you're worried a child is being abused (March 2015)
- Information Sharing, Advice for practitioners providing safeguarding services to children, young people, parents and carers (March 2015)

1.10 Policy availability & formats

The full version of this policy is available on the Academy website, www.ukecacademy.com

Simplified versions are available for the following groups:

- homestay hosts
- group leaders
- site visitors

2) Code of Conduct

2.1 Overview & Principles

This Code of Conduct is intended for all responsible adults. A separate *Student Code of Conduct* is sent to and accepted by all under 18s prior to arrival (see section 5.6 and appendix A).

The purpose of the Code of Conduct is to create a safe school culture and to build trust between under 18s and adults. The Academy recognises that there is a need to protect both adults and U18s from any behaviour or actions which may be misconstrued.

2.2 Position of Trust

All Responsible Adults are in a Position of Trust when working with under 18s. The Sexual Offences Act (2003) states that any person in a Position of Trust engaged in sexual activity of any sort with students under the age of 18 is breaking the law.

2.3 Setting standards

Responsible adults should set standards of appropriate behaviour when working with under 18s. In particular:

- Act professionally at all times



- Be an excellent role model
- Exemplify core British values
- Use appropriate language, i.e. avoid swearing
- Challenge any inappropriate behaviour from the child

2.4 Adult-U18 interaction

When interacting with Under 18s, Academy staff should:

- Value each child and treat them with respect and dignity.
- Be positive and use praise.
- Be fair and even.
- Not allow, or engage in, inappropriate touching of any kind.
- Not do things of a personal nature for a child that they can do for themselves.
- Never engage in sexually provocative or rough physical games.
- Avoid socialising with under 18s outside of school, except during official school activities.

For one-to-one contact, staff should:

- Not spend excessive amounts of time alone with any student.
- Make every effort to keep meetings with an individual child open.
- If privacy is required, ensure other staff are informed of the meeting and its location.
- Staff are advised not to meet a child alone in a closed space.

2.5 Appropriate appearance

Staff should adhere to the Academy Dress Code, as outlined in the employee/teacher handbook, at all times when at work.

All students should be dressed appropriately for school and should not wear clothes that may offend anyone, for example clothes that are too revealing or that display offensive images or slogans. Any under 18 who is dressed inappropriately should be spoken to.

2.6 Alcohol, drugs and smoking

All students are made aware of UK laws related to alcohol, drugs and smoking, and that these laws may be different to those in the students' own countries.

- Any student under the age of 18 who is seen smoking or drinking alcohol should be asked to stop and should be reported to the DSL/DSS.



- Staff should avoid smoking directly in front of the school premises.
- All social activities involving alcohol (e.g. pub/club nights) should be for students aged 18+ only. Care should be taken to prevent under 18s joining these activities.
- It is better to educate under 18s about addictive substances rather than making light or joking about them.

2.7 IT & social networks

Staff should avoid giving their private email address to under 18s. The Academy has a teachers' email account, which is monitored by the DSL and the Academic Management Team, should teachers need to make contact with students by email.

Staff must not use their personal Social Media accounts to interact with under 18s before, during or following a course. Staff should not accept or make friend/contact requests on Social Media, unless using a work account (e.g. a class Facebook page).

In any electronic contact with students, staff must make sure they use neutral, non-emotive language that will not be misconstrued. Staff must not exchange any information with a student that they would not be happy to share with the child's parent(s) or carer.

2.8 Accommodation

The Academy recognises that students staying in homestay accommodation are likely to spend more time with the homestay host than at the Academy, and that safeguarding of children is of paramount importance in the homestay environment.

Guidelines for homestay hosts who are looking after under 18s are laid out in the Academy Homestay Host Agreement. Appropriate checks are carried out on the hosts (see Section D) and their accommodation prior to signing an agreement.

Students who are under 18 that wish to arrange their own accommodation must make a formal request with the admissions team. Parents will be required to complete permission forms and a risk assessment will be done by the DSL. Only when the DSL IS satisfied the child is not at risk will they allow students to stay in privately arranged accommodation.

2.9 Transport



The Academy uses an optional taxi service to transfer students on arrival from the airport to their homestay. The Academy asks for written confirmation from the taxi company that they will only use drivers who have been properly DBS checked.

The Academy uses coaches for some excursions. The Academy asks for written confirmation from the coach company that they will only use drivers who have been properly DBS checked. Academy staff will also be on the coach at all times during travel to and from excursions.

In the eventuality that a staff member uses their own car to transport an under 18 (e.g. from/to the airport), other staff members must be made aware of the arrangement. The U18 must sit in the back seat.

2.10 Whistleblowing

All members of Academy staff have an obligation to report any instances where they suspect a colleague to have engaged in any inappropriate activity. This should be reported to the DSS/DSL.

Regular meetings between all administration staff and teaching staff take place which offer the opportunity for all staff to bring up any issues they feel are relevant. Administration staff also have regular meetings through which all issues can be brought up and discussed. There is an inbuilt culture of sharing information, and all staff are aware of their responsibilities under this policy, as well as the importance of contributing to and utilizing safeguarding procedures. Any member of staff reporting such a concern will be given confidentiality and will not be penalised in any way.

3) Child Protection

3.1 Overview

UKEC Academy is committed to providing a safe and supportive environment for all students, staff, sub-contractors and visitors. The Child Protection Policy relates specifically to the protection of children (students under the age of 18) from abuse. Abuse can include physical, emotional, sexual or psychological abuse, as well as neglect.

3.2 Nominated/designated staff



The staff responsible for child protection are:

DSL: James Woolley, Principal (principal@ukecacademy.com)

DSS: Rachel Anfield, Academic Manager (rachel@ukecacademy.com)

DSS: Fran Crooke, Admissions and Student Services (info@ukecacademy.com)

Office number: **0161 236 5551**

24-Hour Emergency Phone number: **07882 974 490**

The Academy has systems in place to ensure that at least one designated staff member is contactable at all times.

3.2.1 Emergency phone usage

Only Designated Safeguarding staff responsible for child protection will be able to hold the emergency phone. This phone number is communicated to all students during their induction to the Academy. It is also included on the student card provided to all students, as well as being included in the student handbook, and across the UKEC Academy website. As well as the phone being used to enable direct contact with students who need assistance, it is also given to Homestay Hosts, Teachers, and other UKEC Academy staff who can also get in touch with staff to report concerns, seek guidance or ask questions relating to the safeguarding and protection of all students enrolled at the Academy. This number is also communicated with external stakeholders such as Group Leaders, Accommodation companies and other partners that the Academy works with.

3.3 When adults need to respond

All responsible adults have a duty to respond to and report any child protection concern or allegation. This includes:

- Being aware of something yourself
- Being told about something by another person

In all cases it is important that the concern or allegation is taken seriously and reported immediately to the DSL/DSS in confidence.

Specific procedures must be followed if an under 18 discloses something (see section C5).

3.4 Recognising symptoms of abuse



The Academy's duty of care to under 18s includes being aware of signs of potential abuse. Symptoms of abuse include, but are not limited to, the following:

Physical abuse

- Unexplained bruises, burns etc.
- Wearing clothes to cover injuries, even in hot weather
- Refusal to undress/get changed for sporting activities

Sexual abuse

- Acting in an inappropriate sexual way with objects and/or peers
- Nightmares and/or sleeping problems
- Becoming withdrawn or clingy
- Personality changes, seeming insecure
- Unaccountable fear/dread of particular places or people
- Changes in eating habits

Emotional abuse

- Delayed physical or emotional development
- Shows extremes of passivity or aggression
- Sudden speech disorders
- Overreaction to mistakes, or continual self-deprecation
- Neurotic behaviour (e.g. rocking, hair twisting, self-mutilation)

Neglect

- Often hungry; may beg or steal food
- Badly dressed in clothes that need washing
- Poor appearance and personal hygiene; unwashed, hair not brushed
- Lacks medical or dental care
- Often tired
- Might abuse alcohol or other drugs

3.5 A child telling an adult (disclosure)

If a child starts to talk to a member of staff directly, the following procedure should be followed:



- **Never guarantee confidentiality**, as child protection has precedence over any other issue.
- Explain that you must pass the information on, and who you have to inform.
- Meet in a visible place if possible.
- Offer reassurance without making promises.
- Take what the child says seriously.
- Allow the child to speak without interruption and accept what is said.
- Listen to the child, rather than questioning them.
- Record the information accurately using the child's own words, as soon as possible after the event.

3.6 Record keeping

In any situation of concern, or where an allegation has been made, records must be made using the ***Safeguarding Concern Form, which can be found in the Academy safeguarding folder***. This should be filled in as soon and as fully as possible by the person raising the concern or allegation, and passed on to the DSL/DSS. The following information must be recorded (and is highlighted in bold on the form):

- Date
- Student name
- Gender
- Name of person noting concern/making allegation
- Date and time
- Location
- Details of concern/allegation
- Response and follow up (to be completed by DSL/DSS)

All records, information and related notes are treated in the strictest confidence and kept in a locked cupboard or in secure electronic format. Only the DSL and DSS have access to these files.

3.7 If an adult is accused

If an adult is accused of inappropriate behaviour/abuse, i.e.

- Behaved in a way that has/may have harmed a child
- Possibly committed a criminal offence against or related to a child



- Behaved towards a child in such a way that indicates s/he would pose a risk of harm if working closely or regularly with a child;

the following procedure must be followed:

- Make sure the child is safe and supported.
- Remain calm
- Inform the DSS/DSL immediately
- If/when safe and appropriate, try to return the child to their normal routine
- Ensure that a clear record has been made, using the *Safeguarding Disclosure/Allegation Form*, signed and dated by the person who made the allegation or who heard the allegation from a child.
- If the allegation refers to a member of the safeguarding staff, inform a different member of the safeguarding staff.
- The DSL should contact the local authorities within 24 hours by completing the **MCC Designated Officer Referral form** (safeguarding folder on S-Drive) and sending it to: qualityassurance@manchester.gcsx.gov.uk or by phone: **0161 234 1214**
- No decisions must be made without referring to the local authorities

There will be initial discussion between the DSL and the relevant local authorities, during which some actions will be agreed:

- Immediate action to protect child
- When and what parents should be told
- What action should be taken against the adult facing the allegation (i.e. possible suspension)

3.8 If a child is accused

If an allegation is made against another student under the age of 18, the following procedure is to be followed, in addition to the procedure outlined in section 3.7 above:

- One of the DSL or DSS will be appointed to support the child who has been accused.
- This member of staff will accompany the child to any interviews, e.g. if the police become involved.
- The child's parents, (and group leader or agent if appropriate) will be informed of the allegation and continue to be informed throughout the process.
- The DSL/DSS will follow guidance provided by local child protection authorities.

3.9 Child Sexual Exploitation (CSE)



CSE is a form of sexual abuse where under 18s are exploited to engage in sexual activity in return for money, gifts, drugs, affection or status. CSE does not always involve physical contact as it can happen online or involve pressure from peers or cyber bullying. Signs of CSE include:

- Having a much older boyfriend/girlfriend
- Having unexplained gifts or new possessions
- Associating with others involved in exploitation
- Being absent from school, going missing or regularly coming back late to homestays

Any causes for concern should be reported to the DSS/DSL.

3.10 Female Genital Mutilation (FGM)

FGM is a practice carried out for religious, cultural or social reasons. It can cause severe and long-lasting damage to physical and mental health and there are no medical reasons for carrying it out. FGM is a criminal offence if carried out in the UK. Responsible adults should be aware that a person who has suffered FGM may ask for help without being explicit about the problem due to embarrassment or fear. Any causes for concern should be reported to the DSS/DSL.

4) Recruitment and training

4.1 Overview

UKEC Academy is committed to ensuring, as far as possible, that all responsible adults are suitable and trained to work with Under 18s. Methods and materials are in place and are regularly reviewed to ensure that this commitment is adhered to at all times. Recruitment and training practices apply not only to Academy staff, but also to homestay hosts and group leaders.

4.2 Recruitment materials

The Academy's commitment to safeguarding is mentioned in all recruitment materials, with the following statement: *UKEC Academy is committed to the safeguarding of under 18s. All adults associated with the Academy are expected to share the academy's ethos and actively engage in looking after under 18s safely.* Recruitment materials include:

- Internal and External job advertisements



- Homestay host recruitment advertisements (online and hard copies), and homestay host guidebook (sent to prospective hosts)
- Marketing materials for the recruitment of group leaders
- Relevant sections of the Academy website

4.3 Recruitment stages for all

Safeguarding is addressed in the recruitment process for all employees as follows:

- During interview, candidates will be asked questions to establish previous experience of working in an environment where there is contact with students and perceptions of acceptable behaviour
- ID checks will take place and gaps in CV must be explained during interview
- Background checks (enhanced DBS) on the first day of employment for successful applicants, (self-certification to be completed until DBS is received)
- Job offers for successful applicants worded 'subject to receipt of a satisfactory DBS check'
- For employees these checks will be arranged by the Academy. Homestay hosts must provide information and complete the application themselves through the application portal provided by UKEC Academy.
- Existing DBS certificates will be accepted, but they must be less than 3 months old, enhanced, and indicate *Child Workforce* as the employment type.
- The Academy must see original DBS certificates
- DBS checks on individuals will updated every three years
- Two satisfactory references must be received before an employee commences work. The reference form asks: *Is there any reason that the applicant should not be engaged in situations where they have responsibility for persons under 18 years of age?*
- All employees are subject to an initial probationary period of at least three months
- Relevant safeguarding responsibilities are outlined in an employee's job description, and referred to during the induction process

4.4 Applicants

Applicants are informed that job offers are subject to an enhanced DBS check and two satisfactory references.

4.5 Applicants awaiting DBS



The Academy must check that the new employee is not on the Barred List whilst waiting for the DBS check to come back. The new employee must complete a self-certification form until DBS is received.

A staff member who is awaiting DBS must be taken out of regulated activity and a risk assessment must be carried out. The staff member must be supervised at all times when working with Under 18s. For a teacher this would involve teaching with the classroom door open, with regular checks from the DSL/DSS.

Homestay hosts awaiting DBS cannot host under 18s under any circumstances.

4.6 Applicants with a criminal record

The Academy will not employ anyone previously convicted of a crime related to safeguarding. The Academy does not automatically exclude ex-offenders. In the event of a candidate's DBS check showing some past criminal convictions, this will be dealt with on a case-by-case basis.

4.7 Applicants where DBS check is not possible

For applicants where a DBS check is not possible, for example a British national returning to the UK after working overseas where the authorities have refused to provide a record check because they are a British national, the Academy will request a DBS check for their UK records and will take additional care with the other recruitment checks: checking identification and qualifications and obtaining proper references.

If a check has not been possible, the Academy will document what action has been taken to obtain a check and why this has not been possible, taking additional care with identity and qualification checks, exploring employment history and obtaining references. Based upon our findings, a judgement will then be made with regard to suitability for the role and the level of supervision.

4.8 Recruitment of homestays

Any homestay host accommodating under 18s must ensure every adult member of the household has an up to date enhanced DBS background check. This applies to all over 18s who will be in the home during the time that a student is staying. Any homestay host who is unwilling to follow this practice will not be allowed to host under 18 students. The



original certificate must be seen by a member of staff and recorded on the Single Central Record (see 4.10). Delivery cost of this will be covered by the Academy.

The host is responsible for providing details to apply for the the DBS check, which will be done through a portal UKEC Academy will provide access to. When completing the DBS application, the homestay host should check question 66, which asks if the position involves working with children or adults at the applicant's home address.

Two references must be collected for newly-appointed homestay hosts, using *the Homestay Host reference form*. These references can be verbal, i.e. taken over the phone, but a record must be kept on the reference form. The references should be taken from someone who knows the host in the capacity of supervising Under 18s.

The Academy recognises that not all homestay hosts are willing to accept the responsibility of hosting under 18s. This will not prevent these hosts from working with the Academy, but they will only be sent students aged 18 and above.

4.9 Group leaders

Agencies or other overseas organisations sending group leaders with students need to provide assurance of their suitability to work with children by providing a Police 'certificate of good conduct' or 'certificate of criminal record' from their country of residence. The Academy will refer to the following government advice on these:

<https://www.gov.uk/government/publications/criminal-records-check-for-overseas-applicants>

The Academy will insist on such a check being carried out. It is the responsibility of the group leader to ensure this document is translated into English and notarised to ensure accuracy.

4.10 Single central record

The Academy has a Single Central Record of Safeguarding, which serves as a record of all checks made during recruitment. The Single Central Record is stored in the school's safeguarding folder and applies to staff, homestay hosts and group leaders.



4.11 Disqualification by association

Disqualification by association does not apply to the Academy as we do not accept students under 8 years old.

4.12 Training overview and responsibility

The DSL has overall responsibility for ensuring responsible adults are appropriately trained. Designated Safeguarding Staff are qualified to deliver Level 1 training.

- All staff and homestay hosts must undergo Basic Awareness training (Level 1).
- Designated Safeguarding Staff must undergo Advanced Safeguarding for designated staff training (formerly level 2).
- The Designated Safeguarding Lead must undergo Specialist safeguarding for designated lead training (formerly level 3).

4.13 How training is delivered

Training for Academy staff

All staff must undergo Basic Awareness training during induction before working with under 18s. The Academic Manager is responsible for ensuring teachers complete induction (previously Level 1) training and the Academy Principal is responsible for organising this training for administrative staff. All teachers and staff involved in student services will also receive additional Safeguarding Training on an internally produced training course, custom designed with this policy in mind. The upkeep, delivery and refresher courses will be delivered by the Designated Safeguarding Lead, with certificates issued to staff, and a copy kept on file to ensure all staff have up to date training. For new members of staff, this training will be completed on an ad-hoc basis in the first year, with additional training then taking place in a group setting as part of the Academy's annual refresher courses.

New members of Academy staff (teachers and administrative staff) receive training as part of their induction (prior to commencement of employment). This includes:

- Acknowledgement of the Safeguarding Policy (full version)
- Review of relevant points of Safeguarding Policy during induction



DSL and DSS need to have attended face to face English UK Advanced Safeguarding training sessions (formerly Level 2 and 3), which are delivered at regular intervals throughout the year.

Safeguarding awareness also forms part of staff meetings (teachers and administrative staff). In each meeting, staff will be made aware of any new under 18s and any policy/regulatory updates, as well as being reminded of key policy points.

Refresher training for all adults should take place at no less than 12-month intervals.

Next scheduled refresher training for all staff is: June 2020

Training for homestay hosts

Homestay hosts, unless already in possession of a valid safeguarding training certificate (dated within the last three years), are required to complete the following online training course with the Prospero Teaching's Safeguarding accredited CPD course:

<https://prosperoteaching.com/free-accredited-online-safeguarding/>

All homestay hosts accommodating Under 18s receive Safeguarding awareness training. This includes:

- Confirmation of completion of the above online training
- Acknowledgement of the Safeguarding Policy (Homestay host version)
- Review of essential points of Safeguarding Policy during new host induction
- Signed Homestay Host Agreement, which includes section on care of Under 18s

5) Welfare/implementing safeguarding

5.1 Use of risk assessments

In addition to general risk assessments (building, fire), the Academy has separate risk assessments for each activity type taking place within and outside the school. Each risk assessment has a section that focuses specifically on care of under 18s.



Risk assessments are reviewed every six months, and also may be updated as and when necessary (for example in case of roadworks or changes to the layout of a building to be visited).

General risk assessments must be read and signed following each review or update. For activity risk assessments, the leader of the activity is required to read and sign each time they run an activity. This ensures that they are aware of any updates and also of any information that needs to be passed on to students.

5.2 Supervision ratios and social activities

The maximum ratio of students to adults in an activity including under 18s is fifteen to one. The following apply to all out-of-school social activities:

- The activity leader must read and sign the relevant risk assessment prior to the activity.
- Under 18s must be given clear instructions on what to do if they get separated from the group.
- The activity leader must have a list of names and phone numbers (where possible) of all under 18s in the group.
- The activity leader should carry the academy social phone so that they can contact under 18s if required.
- Under 18s should have the Academy reception phone number and the Academy emergency phone number.
- When using public transport (train, bus or tram), or walking from one location to another, the students should stay together with the activity leader.
- It is common practice to take photographs of social activities. However, the activity leader must be aware that parental consent is required before using photographs of under 18s for publicity. It is therefore better not to take photographs of under 18s.
- Activity leaders attending social activities that include participants from third parties such as Meetup, should remain in close proximity to any under 18s throughout the activity.
- The Academy often uses a third party to arrange weekend excursions (separate safeguarding policy is available in the safeguarding folder).



- Under 18s should be made aware of when the activity is over, and that they are therefore no longer under the supervision of the activity leader.
- Under 18s are responsible for making their own way home after an activity.

5.3 Missing students

Student missing from class

The student services team will monitor the attendance of under 18s each day. If a child has not come to the lesson within ten minutes of it starting (or ten minutes after the break), the student services staff will endeavour to make contact with the student by phone, or by contacting the homestay host/group leader.

- If no contact is made with the student **within one hour**, the DSL or DSS will consider further action, including contacting the child's parents/guardian
- If no contact **is made before 17:00** during the week (Mon – Fri), the DSL or DSS will consider further action, including contacting the police.

Student missing from homestay

1. Homestay hosts must inform the Academy reception or emergency phone number immediately if an under-18 student is missing.
2. If no contact is made with the student **within one hour**, the DSL or DSS will consider further action, including contacting the child's parents/guardian or contacting the police.
3. If no contact is made with the student **within 5 hours**, the DSL or DSS will contact the police.

Student missing from social activity

Should an under 18 go missing from an activity, the activity leader must:

1. Endeavour to contact the missing student and immediately inform the Academy (or emergency phone bearer if outside office hours).
2. If no contact is made with the student **within one hour**, the DSL or DSS will consider further action, including contacting the child's parents/guardian or contacting the police.
3. If no contact is made with the student **within 5 hours**, the DSL or DSS will contact the police.



5.4 Welfare provision

All members of staff are expected to contribute to the welfare of students in general and the safeguarding of under 18s in particular. Specific roles are identified in section 1.8 of this policy.

The Student Welfare Officer is introduced to all students on arrival and pictures of all support staff are on display and pointed out to all students, so that they are aware of who to approach with any concerns they may have. In addition, weekly welfare meetings are arranged with all under 18s to ensure that there are no issues with any aspects of their stay.

All students are given the Academy reception and emergency phone numbers, and the emergency phone bearer has access to full student contact details, including emergency contact details, 24/7.

Under 18s are required to wear their student ID card on a lanyard at all times when in the Academy or on Academy trips, to allow for easy identification. Their names will also be highlighted on the class registers.

5.5 First aid & medical

The Academy has two trained First Aiders and all students are made aware of who they are and where they can be found.

For Under 18s, the parental consent form contains any medical information related to the student. No medicine may be issued to a student without parental consent. Prescribed medicines must be kept in a locked place (in the Academy office or homestay home), unless required for emergency use. Untrained staff are not allowed to administer any prescribed medicine. Any prescribed medicine given to an Under 18 must be recorded on a medicine record sheet.

Any Under 18 requiring medical attention will be accompanied by a responsible adult.

5.6 U18 behaviour & discipline

The document *Code of Conduct and Advice for Under 18s* is sent to and accepted by all under 18s prior to arrival (appendix A). This code of conduct is also reinforced during the first day induction.



The first day induction also includes reference to Academy rules related to attendance/punctuality and staying safe online.

Any disciplinary issues will be dealt with according to the standard Academy policy. Any written warnings will also be communicated to parents/guardians (and agents/group leaders if appropriate).

5.7 Fire safety

The Academy has fire safety procedures in place and full details of what to do in the event of an evacuation can be found on notices throughout the building.

All students are informed of the fire evacuation procedure during their first-day induction. In the event of an evacuation, teachers must take their registers and check that all students are present at the relevant assembly point, paying particular attention to Under 18s.

5.8 Airport transfers

The Academy requires that all Under 18s book an airport transfer with the Academy, unless being met or dropped off by a relative or friend. If a student decides not to book an airport transfer, the parent or guardian is required to notify the Academy in writing of alternative travel arrangements.

5.9 E-safety

The Academy has an IT room for students to use but recognises that the vast majority of students have their own mobile devices and/or other means of getting online. There are IT filters in place on all Academy PCs to prevent inappropriate websites being opened.

Under 18s are given guidance during induction on how to stay safe online. This is further encouraged by notices in the IT room, includes the rules for using the multimedia room. This guidance specifically mentions the following points, which all responsible adults are also made aware of:

- Do not trust – not everything you see online is true and not everyone online is telling the truth
- Do not give out personal details to people or websites you do not know



- Do not arrange to meet someone you have met online
- Do not accept files or images from people or websites you do not know
- Do not open emails or links if you are not sure what they contain
- Always speak to a member of staff if you see or receive something online that you are not sure of

5.10 Radicalisation and extremism – Prevent

In accordance with British values, acceptance and tolerance of a range of views are observed and promoted both inside and outside the classroom. All full and part time staff, as well as host families, interns and group leaders employed by UKEC Academy are advised to look out for signs of radicalisation and asked to communicate any concerns with the Academy management. They will also receive training in the following:

- What Prevent is and understanding context
- How the academy is meeting its Prevent duty
- How to recognise vulnerable students
- What to do if concerned
- The need to exemplify core British values and to challenge extremist views

All students and group leaders are made aware, through induction of the following:

- Terminology and the core British Values
- The importance of maintaining and supporting a supportive and tolerant society within the school
- Any changes in school rules, particularly relating to IT and not accessing extremist websites
- That they must report any concerns they have (about anyone) and who to report to

The Principal is the PREVENT lead and the Academic Manager in his absence.

5.11 Provision for those more vulnerable

The Academy will endeavour to recognise and provide appropriate levels of care for those Under 18s who are more vulnerable. This could include those with physical disabilities, those requiring more help with personal care, or students coming from difficult home situations.



5.11 Private Fostering

There will be no private fostering situation. No under 16s, or under 18s if disabled, will be allowed to stay in homestay accommodation for more than 27 nights.

5.12 Care of under 16s during their stay

The Academy also accepts students aged 11 + in closed groups. In addition to the measures detailed above, the following also applies to students under the age of 16.

Induction

Students under 16 will have a separate induction with the rest of their closed groups (some of whom may be 16 and over) that is more appropriate for their age range and programme that they are taking.

Lesson time, excursions and break times

Any student under 16 will be studying as part of a closed group and will therefore have a specific course and class time at the Academy that differs from the other students who are studying in the Academy on adult courses. Lessons will be maximum 1 hour before a break meaning time spent with other adult students is kept to a minimum. Students under 16 need to be supervised by a UKEC Academy staff member or vetted group leader during all breaks from lessons and on all excursions.

Use of bathroom facilities in the Academy

Toilet facilities in UKEC Academy are open to students on adult courses and members of staff in the Academy. When a student under 16 wishes to use the toilet then they should speak to a member of reception staff. A member of UKEC Academy staff or vetted group leader shall escort students to the toilets on the first floor of the building (also occupied by UKEC services). Students should be advised to use break times wherever possible to use the toilet facilities.

Accommodation

Students that are under 16 will have a 20:00 curfew unless prior agreement between the Principal and agent had been made.



Appendix A - Code of conduct and advice for Under 18s

Code of Conduct and advice for students under 18

The code of conduct and other advice below will help you to stay safe and to make the most of your time at UKEC Academy and in Manchester. Please read and sign your name at the end.

Student lanyards

You will be given a student card and academy telephone numbers on your first day and should always carry these with you.

When in the academy, or on academy trips, please wear your student card around your neck so that staff can identify you easily.

Travelling around Manchester

You will usually need to use public transport to get to and from Academy. Your host will show you how to reach the Academy on your first day.

Public transport in Manchester is generally safe, but please be careful when travelling in the evening. Always be careful with money and your mobile phone.

At the Academy

- You must attend every lesson and you must be on time.
- Try to arrive for 9.00 so that you have time to relax before your lesson.
- You should only speak English when in class and on social activities
- Please dress appropriately for the Academy.
- You should not use your phone in class, unless for academic reasons.
- You must do all homework your teacher gives you.
- If you are going to be late for class (e.g. because of transport problems), please call reception (0161 2365551) before the class is due to start.

Food, drinks and lunch

You can buy snacks and water at reception. UKEC Academy does not have a café or restaurant; you will have to provide your own lunch. There are lots of shops and places to eat near the Academy, on your first day we will show you some good places to get food.



After class

After class you are very welcome to join the school's social activities, relax in the common areas, or use our IT/self-study room.

Social activities

- If you go on a social activity, you will be supervised at all times.
- If you get separated from the group, you must phone the Academy or the Emergency Phone immediately.

Evenings

- Your homestay host will provide dinner every evening. If you are going to be late for dinner, please tell your host.
- If you are going out in the evening or at the weekend, you must tell your host where you are going. Give your host your phone number and leave your phone switched on at all times. Make sure you have your host's phone number.
- If you are under 18, you must be back at your homestay by 22.00 Sunday to Thursday, or by 23.00 Friday and Saturday.

British Values

Manchester is a multicultural city and UKEC Academy is a multicultural environment. We exemplify core British Values at all times and expect our students to do the same:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance for those with different faiths and beliefs, and those with no faith

E-safety

At UKEC Academy we encourage all our students to be safe when online:

- Do not trust – not everything you see online is true and not everyone online is telling the truth
- Do not give out personal details to people or websites you do not know
- Do not arrange to meet someone you have met online
- Do not accept files or images from people or websites you do not know



- Do not open emails or links if you are not sure what they contain
- Always speak to a member of staff if you see or receive something online that you are not sure of

Alcohol, smoking and the law

Academy and UK rules related to alcohol, smoking and drugs might be different to your own country:

- Under 18s will not be allowed to buy or drink alcohol.
- You cannot buy tobacco or cigarettes if you are under 18.
- You cannot go into a pub without a supervising adult if you are under 18.
- You cannot go into nightclubs if you are under 18.
- All drugs are illegal.

Any under 18 student who breaks the law will be sent home on the next available flight, at the parents' expense.

Any problems?

If you need any help while you are at UKEC Academy, please come and speak to us. You can speak to the Principal, the Academic Manager, the Admissions and Student Services officer, the Accommodation and Student Services Officer, your teacher or your homestay host.

Phone numbers:

You must have these phone numbers with you at all times:

UKEC Academy reception: **0161 2365551**

24-hour emergency number: **07882 974490**

Police/Fire/Ambulance: **999**

I accept this Code of Conduct and understand that breaking the rules may result in disciplinary action being taken.

Student name:

Student signature:

Date:

www.ukecademy.com/academy-policies