



# safety and security policies

**Our Mission:**

To break down cultural barriers through travel and education.

**Our Vision:**

To create language learning opportunities for as many students as possible with a focus on supporting developing nations with their educational needs.



English for Less Language Centres Hastings (EFL) is accredited by ABLIS for the teaching of English. As an educational provider, we understand our duty of care to all our students and this policy outlines our principles, code of conduct, recruitment and training with regard to the Safeguarding of our Under 18 students.

Student welfare and safety is our top priority when you stay in Hastings. We take our responsibility extremely seriously and we therefore have specific policies and procedure in place to make sure that our students are safe and secure.

### **WHAT IS SAFEGUARDING?**

Safeguarding is the action we take to promote the welfare of children and protect them from harm. It means caring for children appropriately and protecting them from that which is not in their best interests; as such, it includes health & safety, child protection and pastoral care.

### **WHAT IS CHILD PROTECTION?**

Child Protection means protecting children from abuse. Child abuse or maltreatment can take the form of physical or emotional ill-treatment, sexual abuse, neglect, or negligent treatment, or commercial 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. (WHO, Working Together 2013).

### **WHO IS PROTECTED?**

All under 18s are Children and as such, must be protected by the adults working with them. This policy is for all, irrespective of their race, gender, religion, sexual orientation or disability. The Safeguarding principle is also designed to protect adults from any behaviour or actions which may be misinterpreted.

### **WHO IS RESPONSIBLE?**

All adults working with children in the school or as part of their programme have a duty of care, which is a legal responsibility to look after them properly, as children depend on adults for their safety and wellbeing. EFL expects all adult staff working with children to take responsibility for their safeguarding, through abiding by the terms of the policy and following safeguarding procedure. All these responsible adults must read and understand the Policy in our employee handbook.

### **HOW ARE STAFF MEMBERS CHECKED?**

UK based staff will have an Enhanced DBS check and non-UK staff, such as Group Leaders and Interns will be required to produce a Certificate of Good Conduct from their country of origin. New staff members awaiting a police check may complete a self-declaration in the interim, but this will not replace the DBS check. New staff waiting for the DBS to come through will be checked on the Barred List. Teaching staff waiting DBS check will be closely monitored by the DOS and or safeguarding lead, until the DBS check comes through.



### **WHAT TRAINING IS NEEDED AND GIVEN?**

All Adults Working with Children in the school or as part of their programme will receive Level 1 Safeguarding Training, a 30-minute online course. This will take place as part of the induction process for new staff and will be part of the INSET programme for existing staff.

Designated Persons and Senior Staff Members will receive Level 2 Safeguarding Training.

All staff will receive, and must produce a certificate of their training.

### **PARENTAL CONSENT FORM (CONSENT FORM FOR OVER 18s) & EMERGENCY CONTACT DETAILS**

This form must be completed for all students before arrival. If the student is under 18, the parents must complete it. We keep this information until the students arrive back home safely after the trip.

### **DAYTIME ACTIVITIES, EVENING ACTIVITIES AND EXCURSIONS**

The daytime activities and full day excursions are compulsory for the students unless the parents provide a written permission or the International Group Leaders/Teachers allow the students to opt out. These permissions are recorded in our database. The activities are supervised by EFL Activity Leaders at all times. The minimum adult – student ratio is 1 to 10 up to the age of 12 and 1 to 20 for 13 years or older students.

### **UNSUPERVISED FREE TIME DURING ACTIVITIES FOR UNDER 18s**

The students receive an English for Less lanyard. This lanyard must be worn during excursions out of Hastings and it contains our emergency contact details. Students 12 or under must stay with their International Group Leader at all times. Students 13 or older are given some free time on excursions for shopping. Students must stay together in pairs or small groups during these free times. They will also need to stay in the designated area that was shown by the English for Less activity leader.

The students also receive an area map when they are on an excursion. This area map contains the our emergency contact details, the contact details of the English for Less guide on the day and meeting points clearly marked.

During the free time, the guide will wait in the designated area, so that they are easy to see and/or contact in case of questions or problems.

### **EXCURSION REGISTRATION**

The EFL guide will have the student details with them during the excursions. The students will need to sign our attendance sheet on the coach and double-check their mobile number.



## **ACTIVITY REGISTRATION**

The students will need to be present for activity registration for the afternoon, morning and evening activities.

## **EXCURSIONS - SAFEGUARDING UNDER 18S**

1. For excursions with under 12s it is recommended that there is a ratio of 1:8
2. For the ages of 13-17, the recommended ratio is 1:20.
3. All young/vulnerable people will be supervised at all times.
4. The students will be shown a place of safety to wait if they get lost on an excursion and this is also marked on their location map.
5. The students will have an emergency contact number to call, this is on their wristband and student card.
6. All activity leaders must have first aid training and carry a portable first aid kit with them.
7. Activity leaders will check that each student has their ID card in case of emergencies.
8. All activity leaders and Group Leaders are to keep the students on the programme laid out by EFL. Any request for deviation of this programme by a Group Leader will be denied by the activity leader once the activity started.
9. If a Group Leader does take students off of the schedule, their welfare is legally the group leader's responsibility.
10. Should anyone under 18 fail to return on time, the activity/group leader will try and keep trying to contact the missing student. The bus will NOT leave or train boarded until all students are accounted for.
11. If after 30 minutes the student still hasn't returned the activity/group leader will contact 101, and get advice from the emergency services, they will also contact the EFL emergency line.
12. On no account should a young/vulnerable person be left to fend for themselves.

## **FREE TIME AND CURFEW**

Students who come as part of a group are the responsibility of the Group Leader when not in organised activities by English for Less. Students can walk into Hastings town centre unsupervised.

Students are required to tell their group leader in the residence if they leave the accommodation and they must sign a register showing that they are not in the building.

Students aged 12 or under cannot leave the accommodation without adult supervision.

Students aged 13 and 14 must return home by 21:00.

Students aged 15 to 17 must return home by 22:00.

## **ABSENTEEISM**

1. Teachers / Activity Leaders must report absent young/vulnerable people to:
  - The management team
  - Reception/student services
  - School Director
2. The safeguarding officer will take steps to find the whereabouts to ensure safety of the students.



## **IN CLASS**

In class, teachers must not put themselves in a vulnerable position

1. Teachers should use language with is gender neutral.
2. Teachers must not use sexually explicit language.
3. Teachers must tell another member of staff if they need to speak with a young/vulnerable person alone, and should leave the door to the classroom open.
4. Teachers must not have physical contact with any student.
5. Young/vulnerable people under the age of 10 must be supervised at break times and when walking around the school.
6. Break times for the under 10s will be at different times to those over 11.
7. All teachers must stick to break times to avoid young learners and adults mixing.

## **AIRPORT TRANSFER**

Students 15 or under must book an arrival/departure transfer unless they are travelling with a Group Leader or a responsible adult. The transfer includes a meet & greet service at the airport by the driver or a member of English for Less staff.

On departure, the students will be dropped off at the airport terminal entrance and the Group Leader will be responsible for check-in. Students who are travelling on their own will be checked in by the driver or an English for Less staff member.

## **SIM CARDS AND MOBILE PHONES**

The group leaders are provided by a UK mobile phone for the stay. We also offer free of charge SIM cards for the students in our English for Less Welcome Pack. This pack is given to the students on the day of arrival at the accommodation.

## **STUDENT INSURANCE**

Travel and medical insurance must be arranged for all students in the group and it must be sent to English for Less prior to arrival.

# **ENGLISH FOR LESS STUDENT INSURANCE**

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From 2016, all of our students will be automatically insured by our medical and travel insurance.