



## **Condensed Safeguarding Policy**

### **Statement**

UKCE is committed to assuring the provision of safety and security for persons under 18 (henceforth U18) and vulnerable people across all remits through effective inspection, regulation and supervision. The safeguarding and welfare of U18s and vulnerable people is extremely important, and all staff must be aware of their legal duty of care, under the Children Act 2004, in this regard.

### **Code of Conduct**

1. UKCE staff are in a 'Position of Trust' concerning their students. This makes any sexual activity with students aged under 18 illegal, according to the Sexual Offences Act 2003.
2. Appropriate behaviour must be observed with U18s. This includes but is not limited to: the avoidance of inappropriate references to sex and drugs in class, management of other students to do likewise, and the avoidance of unnecessary physical contact with U18s. It is paramount to maintain a demeanour of friendly but professional neutrality with U18s.
3. Private contact with under 18s, outside of the bounds of the school, whether in person, by phone or by private social media is forbidden.
4. Staff have a duty to report concerns where U18s are displaying signs that might indicate abuse or neglect, as discussed in safeguarding training. These can either be witnessed by or reported to a staff member. Please request a refresher if these signs have been forgotten.
5. Staff should be aware that UKCE has a Whistleblowing Policy to protect them if they report concerns.
6. Staff should also be aware of new legislation that is relevant to the care of U18s, namely the Counter Terrorism & Securities Act 2015.
7. Guidance about the potential dangers of social media should be offered as appropriate.

### **Designated Safeguarding Staff (DSS)**

The designated safeguarding staff, who have all received Level 3 safeguarding training are the Designated Safeguarding Lead, Keyla Ferreira Reyes (the Head of Academic Delivery) and Lorena Calderon is Designated Safeguarding Deputy and currently holds the emergency line number at 07956 190 553, and a designated WhatsApp is available for students who cannot access UK phone networks.

The Local Safeguarding Children Board to which allegations of abuse of U18s (if none of the DSS are available) should be reported is:

- Where there is a concern about the behaviour of an adult then contact the LADO (Pat Dixon) on [Pat.Dixon@cityoflondon.gov.uk](mailto:Pat.Dixon@cityoflondon.gov.uk).

- Where there is an immediate concern about a child then contact our Duty Team Child protection - City of London on **020 7332 3621** (Monday to Friday, 9am-5pm only) or **020 8356 2710** (at all other times).

### **How to respond to a disclosure of abuse from an U18**

- Stay calm
- Try to take the U18 to a semi-private area
- Just listen and don't express disbelief or outrage
- Reassure that only people that need to know will be involved
- Never promise confidentiality
- Report to DSS
- Don't tell other staff

Students aged between 16 and 18 are allowed to join our adult General English and IELTS classes in our Liverpool Street (Eastgate House) campus. However, U18 students mostly have their courses in closed groups and are accompanied by Group Leaders.

### **Procedure for Students aged 16 – 18 in mixed classes**

- In the class register, the fact that a student is U18 should be clearly marked for the benefit of the teacher.
- The U18 student will be reminded to wear a red lanyard badge, the recognised designation for U18s at UKCE.
- Absence for U18 students will be flagged immediately by the teacher and followed up by reception with a call to the next of kin.
- At registration, U18s will be given a parental consent form to confirm they have sufficient maturity to make their way to class and to go for comfort breaks without accompaniment.
- U18s will not always be allowed to take part in the social programme with adult students, if they can then they need a parental consent form for every event.

### **Procedure for Students aged under 18 in closed groups**

- Teachers should be aware of the group leaders' responsibilities.
- Group leaders and teachers need to obey the adult to U18 supervision ratio of 1:10 for 12–16-year-olds and 1: 15/20 for 16 – 18-year-olds.
- Group leaders should stay with their students during breaktimes.
- The U18 students will be reminded to wear a red lanyard badge, this is how we mark U18s students at UKCE.
- Registers should be completed as soon as possible by the teacher and any missing student highlighted straight away and brought to the attention of the Head of Academic Delivery/Safeguarding Lead.
- Absence for U18 students will be identified immediately by the teacher/reception staff and followed up by a call to the next of kin.
- At registration, U18s will be given a parental consent form to confirm they mature enough to make their way to and from class and to go for breaks without accompaniment.
- If students are under the age of 14 then either a Group Leader must accompany them when going to the toilet or a buddy system is put into place so that they do not go to the toilets alone.

- As UKCE also operates adult classes throughout the year, we aim to allocate closed groups of students under the age of 18 to a separate floor where possible. However, due to room availability, this may not always be feasible. The building is equipped with CCTV cameras throughout, and security patrols are increased when under-18 groups are on site, further enhancing student safety. While this does not eliminate the risk entirely, it does significantly reduce it.

**Prevent (counterterrorism and Security Act 2015)**

At UKCE, we promote the core British values of

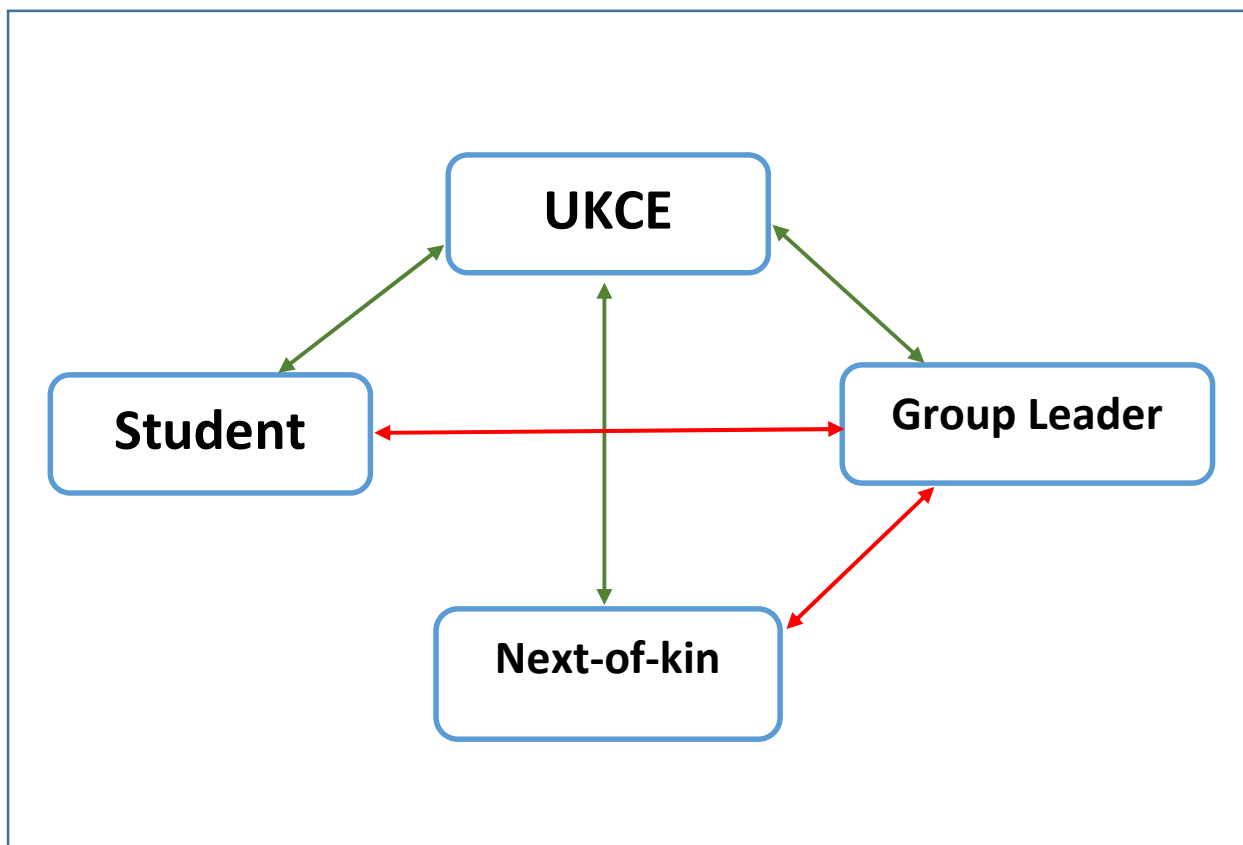
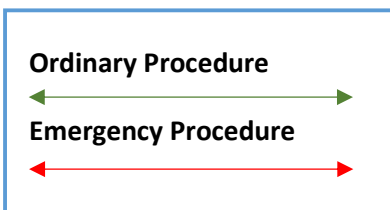
*Rule of law    Democracy    Individual liberty    Mutual tolerance and respect*

We consider vocal / active opposition to these values to be extremism. Whether it is racism, homophobia, or religious ideology, and define radicalisation as the process of leading others towards extremism. Teachers should report any incidence of this to the PREVENT officer, Stephanie Day (Head of Studies), who will take further action as necessary.

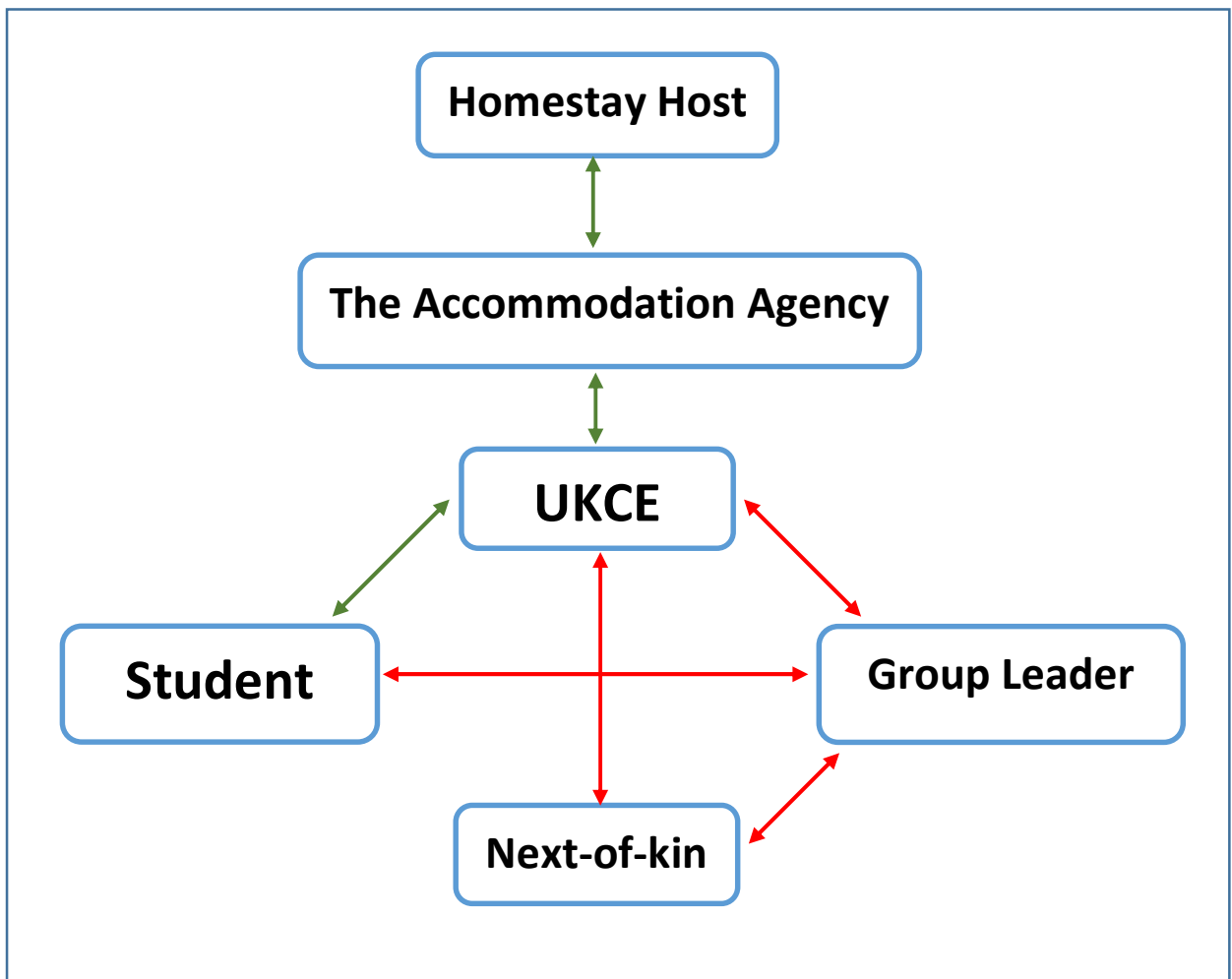
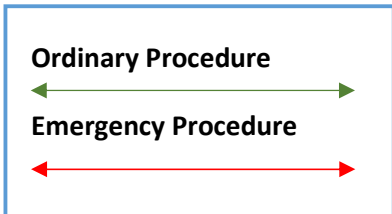
Teachers should take opportunities to promote the British values stated above as well as British culture. The Academic Team can advise on additional resources for this purpose.

**Lines of Communication**

**Residential Stay**



**Homestay**



For the full UKCE Safeguarding Policy please see our website:

<https://ukenglish.org.uk/safeguarding-policy>

**I have read, understood, and agree to abide by the code of conduct, as well as the procedures for disclosure by U18s and their inclusion in class. I am aware that the full UKCE policies for Safeguarding and Whistleblowing are available on request.**

**Staff member name:** \_\_\_\_\_

**Staff member signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_