



Condensed Safeguarding Policy

Statement

The UK College of English committed to keeping persons under the age of 18 (U18) and vulnerable adults safe and secure who have booked a course with us. We make sure these students are well safeguarded through regular checks, guidelines and management. 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.

Code of Conduct

1. UKCE staff are in a 'Position of Trust' in relation to 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 kept with U18s. This includes but is not limited to: avoiding the topic of sex and drugs in class, making sure other students do the same, and avoiding unnecessary physical contact with U18s. It is important to be friendly but also to behave professionally with U18s.
3. Private contact with under 18s, outside of the school, whether in person, by phone or by private social media is banned.
4. Staff should report concerns where U18s are displaying signs that might show abuse or neglect, as discussed in safeguarding training. These can either be shown or reported to a staff member.
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 any new laws that is relevant to the care of U18s, namely the Counter Terrorism & Securities Act 2015.
7. Guidance about the dangers of social media should be offered as and when necessary.

Designated Safeguarding Staff

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

If none of the DSS are available but you would like to report a claim of abuse of an U18, you should contact:

- Pat Dixon on Pat.Dixon@cityoflondon.gov.uk – when concerned about an adult's behaviour.

- 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), when there is an immediate concern about a child.

How staff should deal with a claim of abuse from an U18:

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

Students aged between 16 and 18 can 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 come with (a) Group Leader(s).

Procedure for Students aged 16 – 18 in mixed classes

- Any under-18 students are clearly marked on the register for the teacher.
- Any U18 students must wear a red lanyard badge to show they are under-18 years old.
- If an under-18 student is not in class then the teacher will tell a staff member at reception, who will call the student's next of kin.
- Under-18 students have to have a parental consent form signed by their parents to confirm they are old enough to travel around London without parental supervision.
- 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 breaks.
- 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/office staff and followed up by a call to the next of kin.
- Under-18 students have to have a parental consent form signed by their parents to confirm they are old enough to travel around London without parental supervision.
- If students are under the age of 14 then either a Group Leader must go with them when going to the toilet or a buddy system is put into place so that they do not go to the toilets alone.
- UKCE also has adult classes all year. We try to put groups of students under 18 on a different floor. Sometimes this is not possible because of room space. The building has CCTV cameras

everywhere, and there are more security checks when under-18 students are in the building. This does not remove all risk, but it makes it much lower.

Prevent (counterterrorism and Security Act 2015)

At UKCE, we support the core British values of:

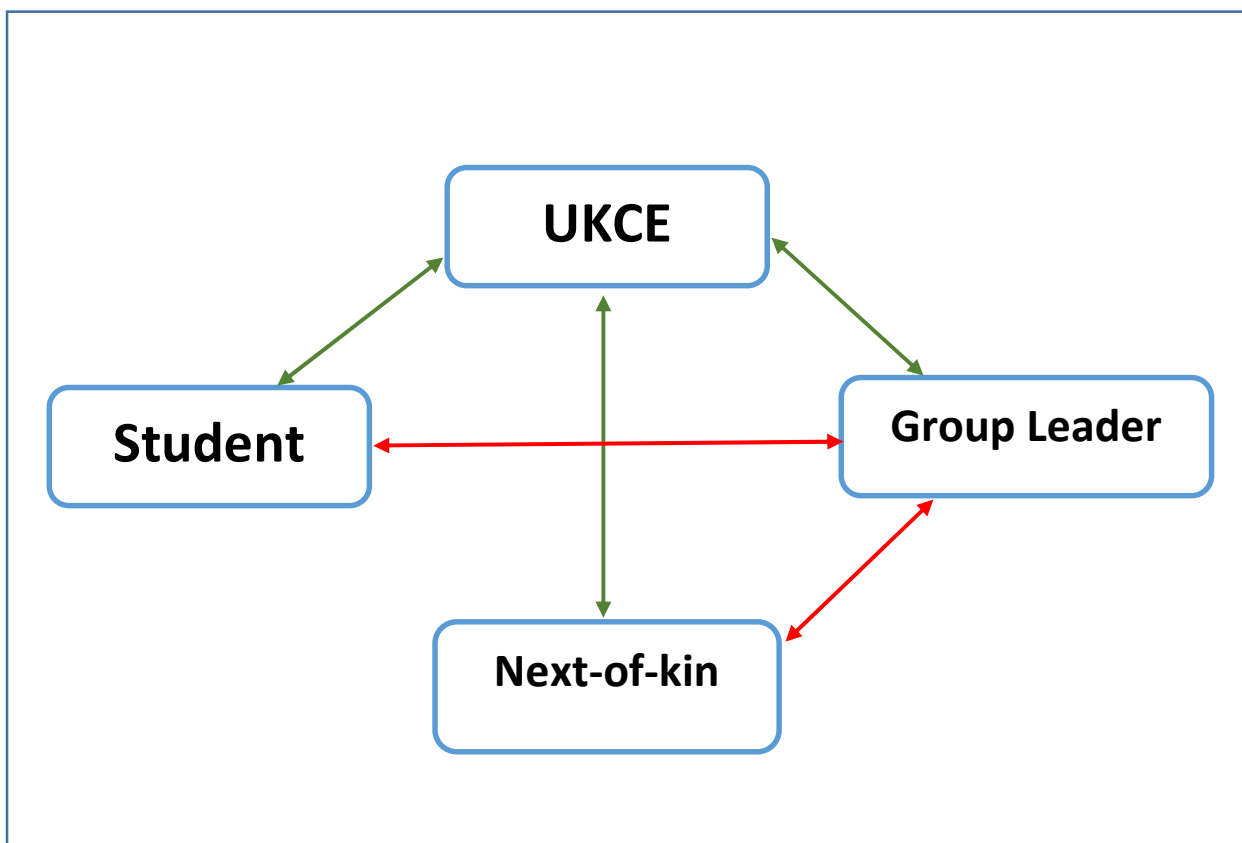
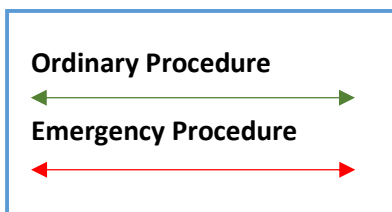
Rule of law Democracy Individual liberty Mutual tolerance and respect

We consider resistance to these values to be extremism. Whether it is racism, homophobia, or religious ideology, and define 'radicalisation' as the practice of leading others towards extremist beliefs. Teachers should report any episodes of this to the PREVENT officer, Stephanie Day (Head of Studies), who will take action as necessary.

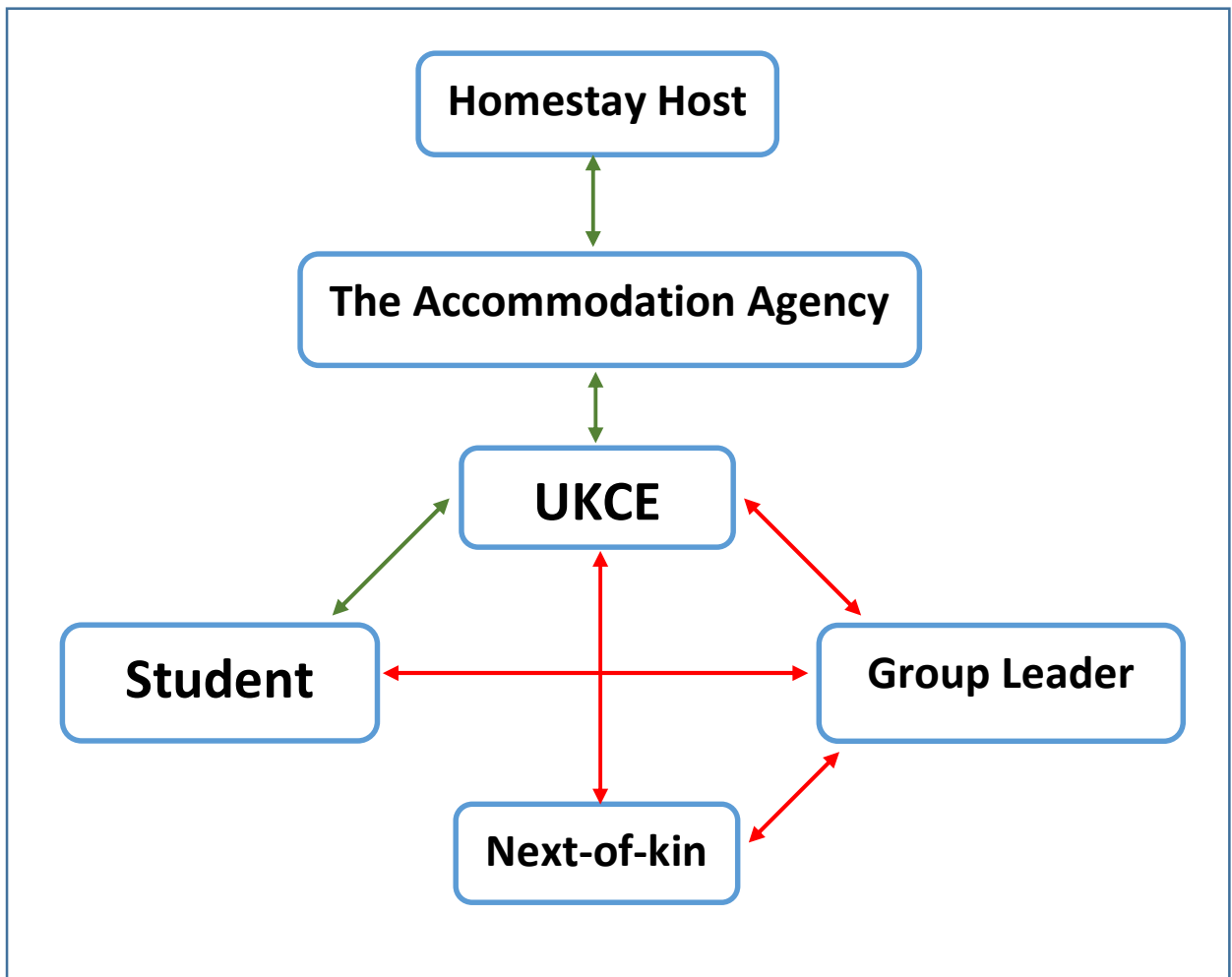
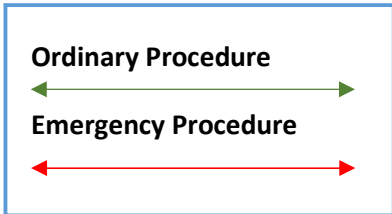
Teachers should try to teach the British values, stated above, as well as British culture in their classes. The Academic Registrar or Head of Studies can advise on additional resources for this purpose.

Lines of Communication

Residential Stay



Homestay



For the full UKCE Safeguarding Policy please see our website:

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