

SAFEGUARDING POLICY FOR THE WELFARE OF STUDENTS UNDER 18 YEARS OF AGE AND BROADER COLLEGE COMMUNITY

Until recently the college only accepted students aged 18 and over. It has now been decided to extend to 16- and 17-year-olds and Enhanced DBS checks are required for all teachers, administrators and managers who may possibly have one to one unsupervised contact with these students.

Leeds Language College restricts its courses to students aged 16 plus.

1. The college principal has been designated under -18-year-old Designated Protection Lead and his deputy, the Vice Principal and Director of Studies, the Academic Executive, the Senior Teacher and Administration Manager are responsible to him for safeguarding both under 18-year-olds and vulnerable adults.
2. Teachers will be warned if a student aged 16-17 joins their classes and have been briefed on monitoring student safety in class, as well as avoiding discussion topics which would be unsuitable for students aged under 18.
3. Teachers are encouraged to organise study trips and to fill in a risk assessment for each. The study trips include preparation and review activities. Junior students can only be taken to leisure trips to venues which are suitable for their age.
4. Junior visiting groups (students aged 16 and 17) would normally be allocated at least one teacher and one group leader/teaching assistant per 10 students for leisure activities.
5. Overseas and local group leaders and any staff coming into unsupervised contact with under 18-year-old students will be Enhanced DBS checked.
6. Where a leisure or sports activity has been formally organised, it will be supervised by an adequately trained guide or instructor.
7. Home stay Accommodation arranged through the college is only available to students over 18 years of age.
8. Students under 18 years of age would be expected to accompany adult family members to the UK or stay as part of a visiting school group accommodated in a hotel or special residential accommodation.
9. The college has had enquiries from overseas groups who have stated they wish to arrange their own accommodation in Leeds or have asked for residential accommodation. We have inspected various residential venues in Leeds to ensure they meet our standards and are appropriately managed.
10. Students aged under 18 must have their application form for a course counter-signed by an adult parent or guardian who has been informed of the college's terms and conditions. This person will normally take responsibility for ensuring the student arrives at the college on time and has adequate provision to arrive home safely. The parent/guardian must also complete a form informing the college about care arrangements made for the student during their stay.

11. The college shall discourage students aged under 18 from attending late classes and will advise students to attend classes earlier in the day. The final decision should be undertaken by the adult parent/guardian of a student aged under 18.
12. Students aged under 18 will not be permitted to drink alcohol, smoke cigarettes or other substances at Leeds Language College. Any incidents seen, heard or reported through third persons shall be written down in the Incidents and Accidents file and immediately reported to parents, guardians and the relevant authorities.
13. All staff are asked to be aware that some individuals may use social media, electronic devices such as mobile phones, tablets and cameras to groom and exploit under-age students. Teachers are required to report any cases of inappropriate or suspicious on-line conduct or activity such as cyber-bullying, stalking or photographing of under-age students.
14. Any students identified as vulnerable will be identified to the Principal and Administrator and regular welfare and pastoral checks will be in place for such learners.
15. Responsibilities - Leeds Language College Ltd will:
 - Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
 - Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with under-age learners or vulnerable adults. This includes the way in which information about individuals in our programmes is gathered and communicated
 - Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
 - Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
 - Follow up on reports of safeguarding concerns promptly and according to due process
16. Staff and associated personnel must not:
 - Engage in sexual activity with anyone under the age of 18
 - Sexually abuse or exploit children
 - Subject a child to physical, emotional or psychological abuse, or neglect
 - Engage in any commercially exploitative activities with children including child labour or trafficking
17. staff and associated personnel must not:
 - Sexually abuse or exploit at risk adults
 - Subject an at-risk adult to physical, emotional or psychological abuse, or neglect
18. Staff and associated personnel must not:
 - Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
 - Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
19. Additionally] staff and associated personnel are obliged to:
 - Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
 - Report any concerns or suspicions regarding safeguarding violations by an [NGO] staff member or associated personnel to the appropriate staff member

20. Enabling reports – Leeds Language College Ltd. will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with. Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by ensuring the rights to whistleblowing are respected.
21. We will also accept complaints from external sources such as members of the public, partners and official bodies.
22. How to report a safeguarding concern: Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point [as appropriate] or line manager. If the staff member does not feel comfortable reporting to their Safeguarding Focal Point or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be a senior manager, the Principal, The Director of Studies and Vice Principal or any other colleague.
23. Response – Leeds Language College will follow up safeguarding reports and concerns according to policy our standard complaints procedure, whilst maintaining appropriate confidentiality.
24. Leeds Language College Ltd. will apply appropriate disciplinary measures to staff found in breach of policy.
25. Leeds Language College Ltd. will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.
26. Confidentiality: It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

PERSONS RESPONSIBLE

- **Health and Safety is the responsibility of everyone at Leeds Language College Ltd.**
- **The following are specifically responsible for coordinating activities in the following areas and can be approached at any time.**

PERSON RESPONSIBLE	TASKS
1. PRINCIPAL – ADAM PRIESTLEY	DESIGNATED SAFEGUARDING LEAD 16-17 YEAR OLDS
1. PRINCIPAL – ADAM PRIESTLEY 2. ACADEMIC EXECUTIVE – RICHARD JARRETT 3. VICE PRINCIPAL AND D.O.S – VERONICA OMENI	PASTORAL SUPPORT
1. PRINCIPAL – ADAM PRIESTLEY 2. VICE PRINCIPAL AND D.O.S – VERONICA OMENI 3. ACADEMIC EXECUTIVE – RICHARD JARRETT	PERSONAL EVACUATION PLAN DISABLED STUDENTS
1. ACADEMIC EXECUTIVE – RICHARD JARRETT 2. SAVILLS(LANDLORD)	FIRE

3. GARY BLAKELEY (SITE MANAGER, TECHNICAL SERVICES AND MAINTENANCE)	
1. PRINCIPAL – ADAM PRIESTLEY 2. ADMINISTRATION MANAGER – SANTA NEKRASOVA 3. ACADEMIC EXECUTIVE – RICHARD JARRETT 4. VICE PRINCIPAL AND D.O.S – VERONICA OMENI - ADMINISTRATION	FIRST AID
1. VICE PRINCIPAL AND D.O.S – VERONICA OMENI 2. ACADEMIC EXECUTIVE – RICHARD JARRETT 3. TEACHERS AND NOMINATED ACTIVITY SUPERVISORS FOR INDIVIDUAL GROUPS DURING TRIPS AND OUTINGS	OFF-SITE RISK ASSESSMENTS
1. ADMINISTRATORS, TEACHERS, ALL STAFF, STUDENTS AND VISITORS TO LEEDS LANGUAGE COLLEGE LTD.	GENERAL WELFARE ON COLLEGE PREMISES, APPLICATION OF AND ADHERENCE TO ALL COLLEGE RULES, POLICIES AND PROCEDURES
1. PRINCIPAL – ADAM PRIESTLEY	WRITTEN POLICY AND RISK ASSESSMENT
1. PRINCIPAL – ADAM PRIESTLEY 2. ADMINISTRATION MANAGER – SANTA NEKRASOVA	ACCOMMODATION

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