

A. ISC Safeguarding Policy

ISC Safeguarding Policy Statement

International Student Club (ISC) runs junior, residential English programmes for international students aged 9-17 years old at Bloxham School, Oxfordshire.

All staff at ISC, including international group leaders, have a legal duty of care to the students attending our courses. Staff are expected to share ISC's commitment to safeguarding under 18s through adhering to the Safeguarding Policy, undergoing appropriate training, and by reporting any safeguarding concerns or allegations immediately to the to ISC's directors: Nicola Lee, the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead, Al Dadge.

It is of paramount importance that the students in our care are safe and secure at all times and that any impairment to a child's mental or physical health or development is prevented. We must build a relationship of trust between students and staff to ensure this. The safety and welfare of our students and staff lie at the heart of everything we do at ISC.

Every student, regardless of age, sex, race, sexual orientation, or religion has at all times and in all situations, a right to be kept safe and be protected to the fullest possible extent, from any situation or practice that could result in their physical or psychological damage, including via social media.

ISC's courses are held at Bloxham School, which comes under the Oxfordshire Local Safeguarding and Child Partnership (LSCP). Any immediate safeguarding concerns should be reported to the Oxfordshire Multi-Agency Safeguarding Hub (MASH) team on 0345 050 7666 or 0800 833 408 (out of hours line).

Key Terms

DSL - Designated Safeguarding Lead
DDSL - Deputy Designated Safeguarding Lead
DSS - Designated Safeguarding Staff
MASH - Multi-Agency Safeguarding Hub
LSCP - Local Safeguarding and Child Protection Partnership

Related Documents

Please see the appendices in the full ISC Safeguarding Policy.

Procedures and Training

- We have clear and appropriate procedures in place to support this policy and train our staff thoroughly. Every member of staff must accept the responsibility to keep safe from harm every student, even outside set working hours.
- This policy is kept under continuous review and is updated as a result of staff/stakeholder feedback and changes to UK legislation. The policy relates to procedures found in the health and safety, human resources, and operations manuals.

- Safeguarding forms part of all daily staff meetings and weekly senior staff meetings. Additionally, ISC has an open-door policy and the Designated Senior Staff (DSS) informally meet with the DSL/DDSL on a daily basis.
- All staff have a responsibility to immediately report any concerns they may have in the area of safeguarding and child protection and to contribute ideas for the improvement of ISC's policies and procedures.
- All staff are asked to complete an online basic safeguarding course (L1) prior to employment. Group leaders complete L1 training in their induction meeting. During induction, there is face-to-face training on safeguarding, Prevent, child protection, identifying and reporting abuse, and health and safety procedures.
- ISC staff have face-to-face training during the induction on the four main areas of abuse: physical, sexual, emotional and neglect and the signs to look for.
- The DSS, ISC heads of house and senior management undergo advanced safeguarding training (L2) during induction. The DSS are trained on how to respond to safeguarding concerns and allegations and how to contact the local authorities.
- The DSL and DDSL attend specialist safeguarding training (L3) every two years and are primarily responsible for the continuous review of this policy, procedures, delivery of staff training and responding to, recording and reporting safeguarding concerns and allegations to the LSCP.
- ISC students read and sign a behavioural agreement at enrolment. ISC's rules, behavioural policy, first aid policy, emergency procedures, online and personal safety are covered in the student welcome talk, house meetings and first day classes. Students are informed of how and where they can find help if needed. Students complete an end of course evaluation on all aspects of the programme and make suggestions for improvements. A Safeguarding organogram is displayed on noticeboards.

Four Main Areas of Abuse & Signs to Look Out For

The four main areas of abuse are: physical, sexual, emotional and neglect. All staff have a responsibility to be able to identify signs of, and report abuse.

- Signs of physical abuse include unexplained/unusual injuries, for e.g. marks/bruises in places such as the neck, top of arms.
- Children suffering sexual abuse may have a sexual knowledge beyond their age and exhibit inappropriate sexual behaviour.
- Signs of emotional abuse include a child being overly withdrawn, upset, angry or bullying others.
- Neglect may mean that a student has poor hygiene, they may have a dishevelled appearance, clothes may be in a bad state or repair.

All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Mental health concerns should be discussed with the DSL or deputy and appropriate action will be taken to safeguard and promote the emotional well-being of the child.

Secondary Forms of Abuse

- Induction training also covers secondary forms of abuse and the symptoms, such as: Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE) including County Lines crimes, Honour Based Violence (HBV), Female Genital Mutilation (FGM), peer-on-peer abuse (i.e. abuse is not just adult to child); including bullying, cyber-bullying and sexual violence and harassment.
- Staff are made aware that CSE, CCE, Up skirting, FGM, and HBV, where family honour is considered more important than UK law (e.g. forced marriage), are illegal in the UK and must be reported to police as well as the DSL.
- Sharing of nude images also known as youth produced sexual imagery, can be used as a form of peer-on-peer abuse or as a means to coercing, manipulating or blackmailing a child. Staff are informed that the sharing of nude/semi-nude photos is an illegal act in the UK and that any incidents should be reported immediately to the DSL. Staff must not view or forward illegal images of a child. The DSL will hold interviews with the children/young people involved and if a child is at risk of harm, a referral to the LSCP or police will be made. Staff have a responsibility to promote online safety and the importance of 'trusting relationships' at school.

Managing Concerns

Any staff member who suspects a student is at risk should inform Nicola Lee, the Designated Safeguarding Lead (DSL) or Al Dadge, the Deputy Designated Safeguarding Lead (DDSL), of the student/adult involved and supply background information.

- All staff must be made aware of their responsibility to inform the DSL of any concerns. The DDSL should be informed immediately if the DSL is not available.
- Concerns must be recorded, the person raising the concern needs to write and sign the initial report.
- The DSL, DDSL or DSS will then take over and complete a Safeguarding Concern form. An action plan e.g. what is done and by who will be drawn up.
- A face-to-face meeting with the staff member is the preferred system to maintain confidentiality. Notes are made by the DSL.
- It is the DSL's responsibility to speak with the student involved and provide support. The DSL will investigate sensitively to gather information and respond to staff member, group leader, agent, parents etc.
- Various stakeholders e.g. teacher, head of house, group leader, may be involved in monitoring the student until the situation is resolved or no further action is required.
- If appropriate, the relevant authority should be contacted:

Oxfordshire Local Safeguarding and Child Partnership (LSCP). Any immediate safeguarding concerns should be reported to the Oxfordshire Multi-Agency Safeguarding Hub (MASH) team on **0345 050 7666** or **0800 833 408** (out of hours line). They will advise as to whether a concern or referral needs to be reported. OR **Oxfordshire Police – Tel: 101/999.**

Dealing with Allegations

- If a student reports an allegation, the adult they have chosen to speak with, should 'Listen – Reassure – Report – Record'.
- The student should be reassured that the information will be treated as confidential, but it must be reported to the DSL. Details of the allegation must be sensitively gathered without asking any leading questions or reformulating/translating what a student has said.
- An exact written record must be made of concerns/disclosures as not to jeopardise any future legal proceedings. The Safeguarding Referral form should be completed, signed and dated. Records must be kept secure.
- **Make sure the victim is safe and supported** and appoint a designated safeguarder, either the DDSL or member of the Designated Safeguarding Staff (DSS) to support them, while you record the details of the incident.
- **If a staff member suspects a student is at immediate risk, they should notify Nicola Lee, the Designated Safeguarding Lead (DSL), Al Dadge, the Deputy Designated Safeguarding Lead (DDSL) or the local authorities (the LSCP or police) straight away.**
- The DSL will investigate the situation, involving the DDSL & DSS if necessary, to establish the facts and decide on the possible outcomes. The allegation should be recorded using the Safeguarding Concern or Referral form as appropriate, along with an immediate action plan. This may involve a number of stakeholders, including the local authorities, group leaders, agents, DSS etc.
- The DSL and LSCP will decide on immediate action to protect the student, what and when to tell the parents and what should be said to the person facing the allegation. The DSL may not disclose the full details of the allegation to parents if the student's safety is at risk. If 'due process' takes over, e.g. the police become involved, be guided by them.
- Confidentiality must be maintained regarding the victim, the accused and any witnesses. They should be advised not to discuss the situation.
- If the LSCP advise that no external authority should be involved, the incident is resolved by the directors. This could be a possible staff/student suspension if students could potentially be at risk of serious harm; dismissal if the situation is very serious or to follow the disciplinary procedure if the member of staff is to continue in their role. In this case, adequate support must be given to both the student and accused member of staff.
- **If the DSL or DDSL were unavailable**, then the DSS should contact the local authorities and complete the Safeguarding Referral form (Section 47) or Safeguarding Concern form (Section 17) as advised. The DSL/DDSL should be notified as soon as possible.
- **If an allegation is made against the DSL/DDSL**, this should be reported to one of the Designated Safeguarding Staff team (ISC senior management and heads of house, who have advanced (L2) safeguarding training), who will manage and report the concern to the local authorities. Should a child be at immediate risk, then the local authorities should be contacted directly. As stated before, the DSL/DDSL may be suspended or dismissed depending on the nature

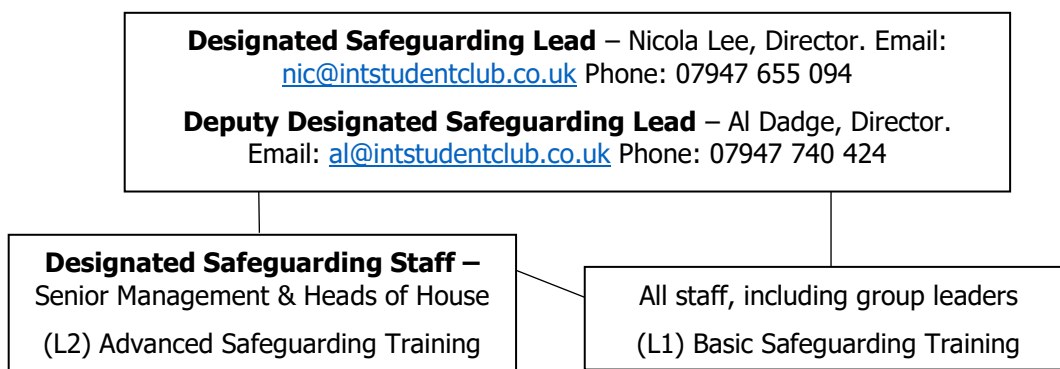
of the allegation. In this case, a member of the DSS would be allocated to the DSL/DDSL to provide support.

- The student should be monitored until the situation is resolved or no further action is required.

The full Safeguarding Policy is available on the ISC website and in the ISC Health and Safety file, which can be found in the main office and staffrooms.

The *Children Act 1989*, *Sexual Offences Act 2003*, *Public Interest Disclosure Act 1998* and *General Data Protection Regulation (GDPR) 2018*, were consulted in the creation of this policy.

ISC Safeguarding Organisation Chart



All staff will be made aware of this policy and it is a condition of their employment that they support its full implementation.

Signed:

Nicola Lee, Director, Date reviewed: 25 June 2023

B. ISC Staff Code of Conduct (E12)

During your time with us, you represent ISC. Everything you say and do, even when off duty, reflects on the image that students, leaders and school staff have of ISC.

The Directors of ISC believe in creating a fun, yet safe and effective learning environment to enable students to achieve their potential. All staff have a range of responsibilities, which include providing suitable social and behavioural role models, and pastoral care for all students.

Professional Conduct

- We all have a duty of care to the students on our courses. **Keeping the students safe is our first priority.** Staff should report any Safeguarding concerns immediately to the Safeguarding Lead – Nicola Lee or Deputy Safeguarding Lead - Al Dadge.
- We create a safe and happy school culture, protecting adults and children, so please think carefully about your own behaviour and how you build trust with the students.
- The Sexual Offences Act 2003 states that any person in a position of trust engaged in sexual activity of any sort including touching, kissing with a person **under 18** is breaking the law. This applies to all adults working or volunteering with under 18s.
- We are proud of our safe, honest working environment at ISC and we fully support staff who pass on information of wrongdoing. Whistleblowing law protects workers (under the Public Interest Disclosure Act 1998) of making disclosures if they think criminal offences, failure to comply with law, environmental damage, covering up of wrongdoing or incidents that endanger health and safety have taken place or may take place in the future. If staff feel unable to raise concerns regarding child protection or safeguarding with their employer, they can contact the NSPCC Whistleblowing Helpline 0800 028 0285 or by email help@nspcc.org.uk
- The environment at ISC should be free from discrimination, bullying, harassment and victimisation for both staff and students. We all have a responsibility to report any such behaviour to the Directors. Everyone must be treated fairly and with dignity and respect.
- The tone and language used by staff must be polite and appropriate at all times, whether with students, leaders, school staff, colleagues, coach drivers etc.
- Be friendly and cheerful in public! Be a role model - the students will take their cue from you.
- Be punctual - this is essential to the smooth running of the school.
- You must stay with the students at all times when on duty, this is essential on trips.
- Don't be too familiar with students or leaders - you need their respect and are in a position of trust. It is ok to say 'no' to a student if it is in their best interests.
- Staff must not have physical contact with students. In some countries it is normal for staff in educational settings to hug/kiss students, but you should explain that this is not permitted in the UK.
- Staff should not show favouritism towards students, this includes accepting expensive or inappropriate gifts from students.
- Staff must not spend time alone with students either on/off campus. Avoid situations where you are left alone behind closed doors with students. If this happens, open the door, or ask the student to wait outside the room until others arrive.

- The privacy of staff and students should be respected in the boarding houses. Staff should always knock on a colleague's/student's door and ask for permission to enter. If there is no answer, announce you will knock again and open the door in 10 seconds.
- Staff that use shared bathrooms, should avoid using the facilities at peak times for students. Staff should be fully clothed when moving between the bathroom and their bedroom, and in communal areas.
- Criticism of colleagues, the programme or working conditions must not be discussed with students or leaders. If you have a concern, speak to one of the directors. We want to hear from you.
- If the course directors discuss confidential information with you, please ensure you do not discuss it with others.
- Never speak to students in their own language, unless in an emergency.
- If you are not well enough to work, please inform one of the directors before 08.00 so that alternative plans can be made.
- No smoking except in the designated area.
- Strictly no drugs on campus.
- The consumption of alcohol is not permitted on campus except for organised staff events. Even when off duty, excessive drinking between shifts is inappropriate. Any generally unacceptable or offensive conduct on campus as a result of drinking alcohol, will not be tolerated.
- Staff must leave seven hours between drinking and being on duty. You must not be on campus if you could not drive a car. Student welfare is our responsibility at all times and you will be sleeping in the same accommodation as the students. Staff must be able to respond effectively in an emergency situation.

Appearance

- Dress should be appropriate for the situation - clothing clean and in good condition. Staff should not wear clothes that are revealing.
- **All staff must wear ISC badges at all times.**
- There is a smart-casual dress code for teaching staff.
- ISC polo shirts must be worn by activity staff while on duty, and by all staff on trips.

Online Safety

Social media channels are a great way to engage with friends and colleagues, but used irresponsibly they can be hugely damaging to relationships, businesses and an individual's safety. So it's worth remembering a few important points:

- Do not share personal details or images with students (either online or in person). We are in a position of trust.
- Think before you post. There's no such thing as "delete" on the Internet.
- Sharing nude/semi-nude images of yourself or another person is illegal in the UK.
- It's a small world digitally. Remember that something you say in one country can be offensive in another. Be respectful and considerate. Posting offensive or false content can be a criminal offence.
- Staff and students must not access gambling sites, sites with sexual, violent or terrorist content.
- Staff must not take photos of the students, unless instructed to do so by the directors for publicity materials. Images of the students must not be posted on personal social media accounts.
- Staff have the right to challenge students to see the content on their phones and confiscate them under our duty of care.

- Look out for and encourage students/colleagues to report online abuse/cyber-bullying issues. Online content can be taken down by the Internet Watch Foundation <https://www.iwf.org.uk/> , Childline www.childline.org.uk/remove or www.saferinternet.org.uk

Procedures and Training

Staff are sent the Code of Conduct prior to employment and training on staff conduct is covered during the induction. If staff breach the Code of Conduct, this may result in disciplinary action being taken, and potentially dismissal. Further details on the Code of Conduct or indeed any aspect of the courses can be found in the following manuals located in the staff rooms or office:

- Staff Handbooks
- HR Manual
- Operations Manual
- Health & Safety Manual

C. ISC Child Protection Policy

Policy Statement

Every student at ISC, regardless of age, gender and race, has at all times and in all situations, a right to be kept safe and be protected to the fullest possible extent, from any situation or practice that could result in their physical or psychological damage, including social media.

As per the Children Act 1989, ISC's paramount consideration is the welfare and safety of under 18 students attending its residential courses. The main responsibility of all ISC staff, including international group leaders, is to ensure students are protected and kept safe from physical or mental harm. To achieve this, we ensure staff are carefully selected, trained and supervised.

ISC staff have a legal duty of care to under 18 students. Any child protection concerns they may have, must be reported to the ISC directors - Nicola Lee, the Designated Safeguarding Lead or Al Dadge, the Deputy Designated Safeguarding Lead.

ISC's courses are held at Bloxham School, which comes under the Oxfordshire Local Safeguarding and Child Partnership (LSCP). Any immediate safeguarding concerns should be reported to the Oxfordshire Multi-Agency Safeguarding Hub (MASH) team on 0345 050 7666 or 0800 833 408 (out of hours line).

Key Terms

DSL – Designated Safeguarding Lead
DDSL - Deputy Designated Safeguarding Lead
DSS – Designated Safeguarding Staff
LSCP – Local Safeguarding and Child Protection Partnership
SEND – Special Educational Needs and Disability
CSE - Child Sexual Exploitation
CCE – Child Criminal Exploitation
HBV - Honour Based Violence
FGM - Female Genital Mutilation

Related Documents

Please see the appendices in the full ISC Safeguarding Policy.

Roles and Responsibilities

- The DSL and DDSL have overall responsibility for effective child protection procedures including dealing with any incidents and reporting serious concerns/allegations to the local authorities.
- The DSL and DDSL are supported by a team of designated safeguarding staff, who are trained on how to respond to situations and contact local authorities.
- The DSL & DDSL provide relevant training and support to all ISC staff during the staff induction and throughout the courses. Specific areas include health and safety procedures, safeguarding young people, identifying and reporting abuse and the importance of confidentiality.

- Students are informed of ISC's behavioural policy, safety information and who to speak to if they need help, in the welcome talk by the directors, their initial house meeting, and in first day classes. Students are prepared for excursions in British Culture lessons and activity staff reiterate safety instructions on board coaches.
- ISC staff, including group leaders, have a responsibility to respond to and report a child protection concern or allegation (i) if noting something themselves, (ii) if being told about something by another person (adult or under 18) and (iii) following a specific procedure if an U18 disclosed to them.
- All ISC staff are encouraged to contribute ideas for the improvement of ISC's policies and procedures.

Procedures and Training

- ISC staff are asked to complete an online basic safeguarding course (L1) prior to employment. Group leaders complete L1 training in their induction meeting. During induction, there is follow up training on safeguarding, Prevent, child protection, identifying and reporting abuse and confidentiality, and health and safety procedures
- ISC staff have face-to-face training during the induction on the four main areas of abuse: physical, sexual, emotional and neglect and the signs to look for. Physical signs include unexplained/unusual injuries, for e.g., marks/bruises in places such as the neck, top of arms. Children suffering sexual abuse may have a sexual knowledge beyond their age and exhibit inappropriate sexual behaviour. Signs of emotional abuse include a child being overly withdrawn, upset, angry or bullying others. Neglect may mean that a student has poor hygiene, they may have a dishevelled appearance, clothes may be in a bad state or repair.
- Induction training also covers secondary forms of abuse and the symptoms, such as: Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE) including County Lines crimes, Honour Based Violence (HBV), Female Genital Mutilation (FGM), peer-on-peer abuse (i.e. abuse is not just adult to child); including bullying, cyber-bullying and sexual violence and harassment.
- Staff are made aware that CSE, CCE, Upskirting, FGM, and HBV, where family honour is considered more important than UK law (e.g. forced marriage), are illegal in the UK and must be reported to police as well as the DSL.
- Sharing of nude images also known as youth produced sexual imagery, can be used as a form of peer-on-peer abuse or as a means to coercing, manipulating or blackmailing a child. Staff are informed that the sharing of nude/semi-nude photos is an illegal act in the UK and that any incidents should be reported immediately to the DSL. Staff must not view or forward illegal images of a child. The DSL will hold interviews with the children/young people involved and if a child is at risk of harm, a referral to the LSCP or police will be made. Staff have a responsibility to promote online safety and the importance of 'trusting relationships' at school.
- All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Mental health concerns should be discussed with the DSL or deputy and appropriate action will be taken to safeguard and promote the emotional well-being of the child.

- All ISC staff are given clear guidance on how to respond to concern/allegation during induction training. As a child may choose any adult to talk to, all staff are instructed on the 'Listen – Reassure – Report – Record' approach, and the need to sensitively gather information without asking any leading questions or reformulating/translating what a student has said. An exact written record must be made of concerns/disclosures as not to jeopardise any future legal proceedings.
- Staff are advised on how to identify and raise low-level concerns, even if no more than causing a sense of unease of a "nagging doubt" – that an adult working in or on behalf of the school or college may have acted in a way that is inconsistent with the staff code of conduct (KCSIE 2021). Examples of low-level concerns are outlined, such as being over friendly with children, having favourites, taking photographs of children on their mobile phone, engaging with a child on a one-to-one basis in a secluded area or behind a closed door or using inappropriate sexualised, intimidating or offensive language. Any low-level concerns should be referred to management or the DSL. Unprofessional behaviour will be addressed immediately by management and the individual will be given an opportunity to correct this. If the individual continues to behave in a manner that undermines ISC's Safeguarding Policy, Code of Conduct and values, this may result in dismissal.
- Staff are shown copies of the *Section 17. Child in Need* and *Section 47. Child at Risk of Significant Harm* forms used to record, and report concerns to the local authorities and where they are held. Staff are also made aware of the differences between a concern and a serious issue where a child is at immediate risk.
- Staff are made familiar with ISC's student behavioural policy and disciplinary procedures for issues in classes, activities, on trips and in the boarding houses. This includes motivational techniques for rewarding good behaviour, such as the school's points system, and how to support victims of peer-on-peer bullying.
- Heads of house are given additional training and support on pastoral care and receive L2 advanced safeguarding training during the induction.
- ISC has a duty of care to its employees and in the case where an allegation is made against a staff member, he/she is allocated a contact in the Designated Staff team to provide support. The member of staff may be dismissed if the student is at risk of harm or the concern is so serious it would result in immediate dismissal. The reason for suspension will be communicated within one day.
- If an allegation is made against the DSL/DDSL, this should be reported to one of the Designated Safeguarding Staff team (ISC senior management and heads of house, who have advanced (L2) safeguarding training), who will manage and report the concern to the local authorities. Should a child be at immediate risk, then the local authorities should be contacted directly. Another member of the DSS would be allocated to the DSL/DDSL to provide support.
- Alleged or suspected instances of abuse will be taken seriously and responded to swiftly and appropriately. The importance of confidentiality in all circumstances is highlighted to staff. The student will be monitored and supported by the DSL, DDSL or DSS for as long as required.

- All staff are made aware that children may abuse other children and allegations/ instances of peer-on-peer abuse must be reported to the DSL/DDSL immediately and will be responded to appropriately. Peer-on-peer abuse includes bullying, cyberbullying, physical abuse, sexual violence, sexual harassment, upskirting, sexting and initiation violence.
- If an under-18 student is accused of inappropriate behaviour, they may be temporarily taken out of classes and activities, while the allegation is investigated. This does not reflect on whether the accused party is guilty, it is for the protection of both/all children involved. This should be reported to the DSL following the 'Listen, Reassure, Report, Record' procedure. A member of the DSS will be allocated to the student to provide support.
- At enrolment, signed consent is requested from parents to share information on a student's medical requirements, special educational needs or disability with ISC and Bloxham staff, to ensure the safety of their child on campus. Relevant staff are provided with information on vulnerable students at the outset of the courses and asked to provide additional support where necessary.
- Safeguarding and Prevent records will be kept securely for as long as necessary and destroyed by means of shredding.

All staff will be made aware of this policy and it is a condition of their employment that they support its full implementation.

Signed:



Nicola Lee, Director

Date: 25.06.23

D. Staff Training

ISC are committed to ensuring that all staff are fully informed of their roles and responsibilities, the organisation's values, structure, policies and procedures, to ensure the safeguarding of students and staff on campus. This is delivered through online pre-course training, 2.5 days face-to-face induction training and sessions held throughout the courses.

The ISC directors, Nicola Lee, Designated Safeguarding Lead, and Al Dadge, Deputy Designated Safeguarding Lead have full responsibility for the delivery of staff training, ensuring staff have fully understood ISC's policies and procedures, and maintaining up-to-date training records.

Procedures

- Staff complete online and face-to-face safeguarding training on an annual basis, prior to the commencement of the courses.
- All teaching and activity staff are asked to complete the online British Council basic safeguarding course (L1) prior to employment. Staff provide a digital copy of their certificate as evidence of successful completion of the course. A copy is held in the Staffing files in the main office and on Onedrive.
- Group leaders receive face-to-face basic safeguarding training (L1) in their induction meeting and are asked to complete the online British Council basic safeguarding course (specifically designed for international group leaders).
- The designated safeguarding staff (DSS) team, which comprises senior management and heads of house, undergo face-to-face, advanced safeguarding training (L2) during the induction. The DSS are trained on how to respond to safeguarding allegations and how to contact local authorities.
- The DSL and DDSL attend specialist safeguarding training (L3) every two years and are primarily responsible for the continuous review of the Safeguarding policy, procedures, and responding to, recording and reporting safeguarding concerns and allegations to the LSCP.
- During induction training, there is face-to-face training on safeguarding, Prevent, child protection, identifying and reporting abuse, and health and safety procedures. The directors give an overview of the organisation and ensure staff are aware of its purpose, values, services and structure. Induction agendas are sent to staff along with staff handbooks in advance.
- The DSL and DDSL check understanding of training through group discussion of example safeguarding situations and verbal testing of key terms and procedures. There are scheduled question and answer sessions throughout the induction to give staff opportunities to ask questions of the DSS and DDSL.
- Support is provided on an ongoing basis on areas such as health and safety, safeguarding young people, identifying and reporting abuse and confidentiality.
- A record of attendance, stating the date and content of the training, is signed by all staff and kept on record in the Central File in the main office.

Further details on the induction and any aspect of training can be found in the Staff Handbooks and HR Manual located in the staff rooms or office.

E. ISC Safer Recruitment Policy

Policy Statement

ISC fully complies with Safer Recruitment guidelines when selecting and appointing its staff. Candidates are made aware of ISC's commitment to safeguarding under 18s and the expectation that its staff share the same ethos. Safeguarding is addressed at each stage of the recruitment process and applicants are informed of their legal duty of care to under 18 students attending ISC's courses.

The directors, Nicola Lee, Designated Safeguarding Lead, and Al Dadge, Deputy Designated Safeguarding Lead, are responsible for the safer recruitment and appointment of employees at ISC. All policies and procedures related to recruitment and employment are held in the HR Manual and kept under continuous review.

Procedures

- The ISC job advertisement is updated and posted on the ISC website and TEFL.com. The advert stipulates the duties and requirements of the role, including safeguarding responsibilities. Candidates residing in the UK are required to have an Enhanced DBS check and applicants working abroad must obtain an overseas background check. The Home Office website is consulted when checking the validity of overseas checks. Background checks along with suitable references, proof of right to work (ID) and qualifications are stated as conditions of employment.
- Candidates are requested to complete the ISC application form, which specifically asks whether applicants have a criminal record or if there is any reason they should not work with under 18s.
- Applicants are shortlisted for interview based on previous experience, qualifications, and suitability for the role. Successful candidates are sent the relevant job description to read prior to the interview.
- The job description outlines ISC's commitment to safeguarding under 18s and the expectation for its staff to adhere to strict safeguarding and health and safety procedures.
- To deter abusers from applying, all applicants are informed of the thoroughness of the recruitment process at each stage. The recruitment materials e.g. the job advertisement, job description and application form, all state that a DBS/overseas check, suitable references (that include a question about suitability to work with u18s), proof of identity and qualifications, are conditions of employment. This is reiterated at interview and candidates are asked to explain any gaps in their CVs.
- To ensure fairness, a standardised interview form is used for all interviews. Interviews are held with one of the directors, who have safer recruitment training. Candidates are asked about their previous work experience, their reason for wanting to work at ISC, their attitude towards working with under 18s, if they have any previous criminal convictions and a range of situational questions, including how they would respond to an example safeguarding issue.
- Applicants are asked to provide the details of two referees, including their most recent employer. References are obtained prior to confirmation of appointment. References are requested by email/telephone call using the ISC reference request form, in which

we ask for information on the candidate's suitability to work with children. Unsatisfactory references are followed up by an additional telephone call to request further information. If the candidate is deemed unsuitable to work with under 18s, the recruitment process is terminated, and the applicant is notified.

- All applicants residing in the UK are legally required to have an Enhanced DBS check as proof of their suitability to work with children. ISC carries out Enhanced DBS checks on behalf of staff and employees are advised to join the DBS update scheme. Both the barred and prohibited lists are checked during the process. Once completed, the certificate is sent directly to staff and an email is sent to ISC confirming that the check was successful. The date and issue number of the certificate are recorded on the Staff Records sheet and the original certificate is viewed during induction training. Employers are not permitted to hold DBS certificates on record under UK law.
- Overseas staff must carry out a background check in their country of residence as a condition of their employment. A copy of the certificate is sent to ISC and original certificates are viewed during induction.
- The DBS is notified if an employee is dismissed due to safeguarding concerns or otherwise would have not resigned.
- Group leaders are usually employed by travel/educational agents rather than ISC. Therefore, agents are requested to carry out background checks in their resident countries or ask group leaders to do so. Once the checks have been completed, agents sign the Group Leader Police Check Declaration Form to confirm that they have viewed the original documents. ISC reserves the right to view the original background checks.
- Group leaders also sign and complete a Group Leader Details Form, GDPR Consent Form, and Group Leader Declaration Form to ensure safeguarding regulations are being followed and that we fulfil our duty of care for international group leaders working at ISC.
- If a member of staff is unable to acquire an overseas check, ISC firstly consults the government website <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> to verify if a check can be obtained. If the check is not possible, additional references are sought from the country where the police check cannot be conducted. At least one of the referees is spoken to by telephone and must have seen the candidate working with U18s. ISC also requests candidates to provide evidence of any background checks conducted in the last three years.
- If a DBS/overseas check is delayed, additional references and previous checks are sought. Arrangements are made so that the member of staff is not left alone with students while awaiting clearance e.g. the employee is allocated separate accommodation to the students and the classroom closest to senior management.
- It is at the discretion of the directors to proceed with the recruitment process if an applicant declares previous criminal convictions. Further details of the offence(s) are requested, including the nature of the incident(s) and how long ago it took place. The directors come to a joint decision on whether the applicant can be employed, taking into consideration the seriousness of the offence, how long ago and how often it happened, and the type of post applied for. The candidate is notified of the outcome.

- In line with English UK guidance, all staff, including management, are required to have an Enhanced DBS check every three years and overseas staff must carry out a background check on an annual basis.
- In addition to background checks, all employees sign an ISC Staff Declaration of good conduct.
- Prior to induction training, staff are sent the teaching/activity staff handbook detailing all aspects of their role, the organisation, and school, the ISC Staff Code of Conduct, Safeguarding policy and Health and Safety policy. ISC's commitment to safeguarding its under 18 students is made clear, as is its expectation for staff to share the same ethos and promote inclusivity, fairness and respect while working with students attending its courses.
- All staff, including group leaders, are required to complete an online basic safeguarding (L1) training course before the courses. This is followed up with face-to-face training during induction. Senior management and heads of house receive advanced safeguarding training (L2) during the induction.
- At induction, the directors view proof of ID and original copies of background checks and certificates. Staff who do not have the copies on their person, are requested to have them sent to them asap. Otherwise, the procedure for delayed checks is followed e.g. they may have to be placed in separate accommodation to the students.
- The ISC Staff Records sheet is updated throughout the recruitment process to ensure that all checks and relevant paperwork has been received.

Signed:

Date reviewed: 25.06.23



Nicola Lee
Director

F. Student Welfare Policy

Policy Statement

All ISC staff, including group leaders, have responsibility for student welfare and to create a happy and safe environment for students. Staff are expected to take a keen interest in the well-being of all the students and to be aware and able to assist in resolving potential problems as quickly as possible. Staff are resident in the boarding houses to deliver an excellent level of pastoral care and identify any problems or issues at an early stage.

Safeguarding is discussed as an agenda item in all staff meetings and student safety and welfare inform every decision we make at ISC. All ISC employees have a legal duty of care to under 18 students attending its courses. Any safeguarding concerns they may have, must be reported to the ISC directors - Nicola Lee, the Designated Safeguarding Lead or Al Dadge, the Deputy Designated Safeguarding Lead.

Key Terms

- DSL - Designated Safeguarding Lead
- DDSL - Deputy Designated Safeguarding Lead
- DSS - Designated Safeguarding Staff

Related Documents

Please see the appendices in the full ISC Safeguarding Policy. Further details of policies can be found in the Health and Safety Manual.

Welfare Provision

- All ISC staff, including group leaders, have a responsibility for the welfare of students at all times. At ISC, we pride ourselves in providing an excellent level of care for our students.
- Prior to the commencement of the courses, information is sent out to our students and group leaders regarding the ISC programme, what students should expect, a list of items to bring and a behavioural agreement for students to sign.
- On arrival students are welcomed by staff, have a tour of the campus, their houses, shown to their rooms and given time to unpack. The whole school attends a welcome talk during the first evening, which includes important information on the courses, school rules and fire safety information. Students are made aware of where they can find help should they need it. Heads of house also brief students on fire safety and introduce students to house staff in the initial house meeting.
- Students have weekly house meetings where important information is passed on to them and we check to see how they are doing. Individual students have an additional two meetings per week with the directors. However, we ask staff to constantly monitor if the students well-being and to report any concerns to the directors.

Dealing with Welfare Concerns

- In the first few days, students can become homesick or disoriented. For many of our students this is their first time away from home and often a few kind words or an introduction to other students is all that is necessary for them to settle in. For other students, orientation is more difficult and if you suspect they are struggling, you should report it to the one of the directors or the DSL.

- If a student appears to be disorientated, including not sleeping or eating properly, this can often be resolved by talking to them, buddying them up with a fellow student, taking them on a further tour of the campus and watching out for them at mealtimes.
- Students can sometimes struggle making friends, particularly if they have come as an individual. Introducing them to other students with similar interests and involving them in all house activities will usually resolve this. Occasionally, it might be necessary to move the student into another room; this must always be discussed with the office, group leader and head of house first.
- For other students, orientation is more difficult and if you suspect they are unhappy/unsettled after a couple of days, you should report it to the DSS or one of the directors, Nicola Lee, DSL, 07947 655094 or Al Dadge, DDSL, 07950 740424.
- Any safeguarding issues should be immediately reported to Nicola Lee, the DSL or Al Dadge, the DDSL, who are based in the main office.
- In all cases, the ISC directors, ISC staff, the Individuals Leader and international group leaders will work together to monitor the student and help them to overcome any issues.

All staff will be made aware of this policy and it is a condition of their employment that they support its full implementation.

Signed:

Date: 25 June 2023



Nicola Lee
Director

F. Student Welfare Policy – Full Version

Policy Statement

All ISC staff, including group leaders, have responsibility for student welfare and to create a happy and safe environment for students. Staff are expected to take a keen interest in the well-being of all the students and to be aware and able to assist in resolving potential problems as quickly as possible. Staff are resident in the boarding houses to deliver an excellent level of pastoral care and identify any problems or issues at an early stage.

Safeguarding is discussed as an agenda item in all staff meetings and student safety and welfare inform every decision we make at ISC. All ISC employees have a legal duty of care to under 18 students attending its courses. Any safeguarding concerns they may have, must be reported to the ISC directors - Nicola Lee, the Designated Safeguarding Lead or Al Dadge, the Deputy Designated Safeguarding Lead.

Key Terms

- DSL - Designated Safeguarding Lead
- DDSL - Deputy Designated Safeguarding Lead
- DSS - Designated Safeguarding Staff

Related Documents

Please see the appendices in the full ISC Safeguarding Policy. Further details of policies can be found in the Health and Safety Manual.

Welfare Provision

- All ISC staff, including group leaders, have a responsibility for the welfare of students at all times. At ISC, we pride ourselves in providing an excellent level of care for our students.
- Prior to the commencement of the courses, information is sent out to our group leaders and Individual students regarding the ISC programme, what students should expect, a list of items to bring and a behavioural agreement for students to sign.
- On arrival students are welcomed by staff, have a tour of the campus, their houses, shown to their rooms and given time to unpack. The whole school attends a welcome talk during the first evening, which includes important information on the programme, daily timetable, school rules and fire safety information. Students are made aware of where they can find help should they need it. Heads of house also brief students on fire safety and introduce students to house staff in the initial house meeting.
- Students have weekly house meetings where important information is passed on to them and we check to see how they are doing. Individual students have an additional two meetings per week with the directors. However, we ask staff to constantly monitor if the students are happy and well and to report any concerns to the directors.

Dealing with Welfare Concerns

- In the first few days, students can become homesick or disoriented. For many of our students this is their first time away from home and often a few kind words or an introduction to other students is all that is necessary for them to settle in. For other students, orientation is more difficult and if you suspect they are struggling, you should report it to the one of the directors or the DSL.

- If a student appears to be disorientated, including not sleeping or eating properly, this can often be resolved by talking to them, buddying them up with a fellow student, taking them on a further tour of the campus and watching out for them at mealtimes.
- Students can sometimes struggle making friends, particularly if they have come as an Individual. Introducing them to other students with similar interests and involving them in all house activities will usually resolve this. Occasionally, it might be necessary to move the student into another room; this must always be discussed with the office, group leader and head of house first.
- For other students, orientation is more difficult and if you suspect they are unhappy/unsettled after a couple of days, you should report it to the DSS or one of the directors, Nicola Lee, DSL or Al Dadge, DDSL.
- Any safeguarding issues should be immediately reported to Nicola Lee, the DSL or Al Dadge, the DDSL, who are based in the main office.
- In all cases, the ISC directors, ISC staff, the Individuals Leader and international group leaders will work together to monitor the student and help them to overcome any issues.

Procedures

Use of Risk Assessments

- ISC's risk assessments are living, working documents that are completed prior to the students' arrival and kept up to date throughout the courses. Each department is responsible for the completion and review of their own risk assessments, which are compiled and held in the Health and Safety Manual.
- Heads of house complete risk assessments for their boarding houses and key information is passed to the main office, along with copies of the risk assessments, which are held in the accommodation file. Staff are taken on a tour of their houses by heads of house and made aware of important information. Students and group leaders are taken on tours of the house on arrival and key safety information is discussed in the welcome meeting.
- Staff read the risk assessments during the induction and important safety information is disseminated to students in the welcome talk and first day classes. A copy of the Health & Safety Manual is kept in the main office and both teaching and activity staffrooms. The overall responsibility for risk assessments lies with Al Dadge, Health & Safety Officer.

Supervision

- ISC students are supervised during lessons, mealtimes, breaktimes and both daytime and evening activity sessions. All ISC students stay in residential accommodation, with a dedicated head of house and staff. Students are not allowed off campus without a member of staff, this is stated in the school rules and initial welcome talk. To ensure a high level of care, the supervision ratio for on campus activities is 1:10 and 1:16 for excursions, with the additional support of international group leaders.
- The only time students are not directly supervised is between afternoon lessons/activities and dinner, from 17:00 to 18:30. The group leaders, as set out in their duties, are required to be in the houses at this time to supervise their groups. The Individuals Leader or a member of the activity staff visits the Individual students in their houses to check that everyone is following school rules and safety measures.

- On excursions, older students (14-17 yrs) are given free time for shopping in designated areas, for no longer than an hour. The students must be in small groups and meet staff at a specified time and place. The group leaders and ISC staff jointly decide on whether the students are mature enough to have unsupervised free time. Risk assessments are carried out for any time that students may be away from adults in school and on trips.

Missing Students

- Registers are taken at the start of each lesson and at bedtime in the boarding houses. Group leaders check that their students are present at activities. If a student is absent, either the directors or head of house are notified. Staff and if necessary, security, help to find the student on campus. Teaching staff and heads of house are trained on the student absence procedure during induction. All teaching and pastoral procedures can be found in the Operations Manual.
- If a student does not return to a meeting point at the scheduled time on trips, the group leader contacts the student to try and locate them. A member of staff is sent to look for the student, while the other staff and group leader remain with the rest of the group. If this occurs at the end of the trip, ISC staff speak with the coach driver to try and delay the departure time. If this is not possible, the rest of the group and staff travel back to campus and the late student is accompanied back to school with the member of staff sent to find them.
- If the missing student does not answer their phone, a member of staff is sent to look for them and if necessary, the local police will be contacted. Students are instructed to present their ISC Membership Card, which details the ISC emergency contact number, to a member of the public/emergency services if they are lost or involved in an emergency incident.
- Student information, e.g. absence, parent visits etc. is recorded on the main office, teaching and activity staffroom noticeboard daily. Staff are notified of student absences in the daily briefings.
- If student absence is repeated, the DSL will speak to both the student and parents to try and establish the reasons for absence and identify if the student is at risk.

Behaviour & Discipline

- It is important that students follow the school rules and safety information, which are covered in the welcome talk, initial house meeting and first day classes. Staff check the students' understanding of key vocabulary e.g. bullying, rules etc. Students are made aware of the behavioural policy and the subsequent disciplinary action if rules are broken. Students are required to read and sign ISC's behavioural agreement as part of the enrolment process.
- ISC has a firm but fair approach with regards to student discipline. Rather than punish bad behaviour, we actively promote good behaviour through the use of points for good effort, work and conduct. The winning Project team is awarded with a trophy and prize at the end of the course. We give students three opportunities to improve their behaviour before contacting parents. However, if the behaviour is deemed severe or it puts the student or their peers at risk, staff must report this to the DSL, who will decide on the next course of action and whether the police/authorities should be contacted.
- There is zero tolerance of bullying, racist or sexist behaviour, physical abuse, sexual harassment or violence. Gross misconduct will result in students being sent home at their parents' expense.
- Staff cover training on ISC's code of conduct, behaviour policy and disciplinary procedures during induction. Staff are also informed of their responsibility to provide good behavioural role models for students while on and off duty. The ISC handbook, detailing the school rules, disciplinary procedures and staff code of conduct, is sent to staff prior to the courses.

Contextual Safeguarding

- Our courses take place at Bloxham School, a traditional boarding school set in the village of Bloxham. The campus provides a very safe environment for students, all boarding houses are situated within a 5-minute walk of the facilities.
- Stonehill house is located across the road from campus in Bloxham Village. The house has its own separate risk assessment and student rules. Only the residents of Stonehill are allowed in the house. Students and group leaders are given a safety briefing by the head of house on arrivals day, who instructs the students to walk to and from the campus to the house in small groups of 3+. The students are also shown how to access the house from campus by using the exit next to the swimming pool and crossing the road at the pedestrian crossing.
- The sports facilities are located across a residential street from the main school campus. Students must be accompanied by staff to activity sessions held at the sports facilities. Students are informed of activity meeting points and times during induction.
- We expect students to stay on campus, bar the students staying in Stonehill House, and when students go on organised excursions with our staff. We use our own transport on trips and students are accompanied by staff and group leaders. Please see the Excursions Risk Assessment for details of unsupervised free time for 14–17-year-olds.
- ISC students attend residential courses and all staff live on site. Applicants for ISC positions must have satisfactory references, Enhanced DBS Checks, and where appropriate, overseas criminal background checks prior to their employment commencing with ISC. This forms part of ISC's Safer Recruitment Policy.

Accommodation & Catering

- All students enrolled on ISC's junior summer courses, stay in one of the seven boarding houses on Bloxham School campus. Residential accommodation is single sex and up to six nationalities share a boarding house. Younger students share multi-bedded rooms and older students are allocated single or twin rooms, allowing them more privacy.
- The boarding houses have several kitchens, bathrooms, and common areas, with a ratio of 1 shower/toilet per 6 students. A fortnightly laundry service is provided for a small additional charge.
- As part of our rooming policy, we encourage students to share with other international students and specific accommodation requests should be made a month before the course start date. Finalised rooming plans are sent to the agents, group leaders and heads of house prior to the students' arrival.
- All meals are prepared on-site by the Bloxham catering team using fresh ingredients. A choice of meat, fish or a vegetarian option is available for lunch and dinner, as well as cold/hot options for breakfast. There is a well-stocked salad bar, pasta bar, soup, fruit and desserts. All dietary requirements are catered for.
- There is also a student café and tuck shop on site if students wish to buy snacks and drinks. A light supper of toast, cold and hot drinks is provided in the boarding houses each evening.
- Each house has a dedicated head of house and staff to help look after the students. The houses have individual access codes and all boarding houses are locked at 23:00, only opening in the event of an emergency. At night, the school campus is protected by a security patrol.

- Visitors must report to the main office to sign in and a visitor badge must always be worn. Any adults on campus without a visitor's badge, will be asked to report to the office/leave campus immediately.

Fire Safety

- ISC complies with the Regulatory Reform (Fire Safety) Order 2005 and will always take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire. Please see the Fire Safety Policy for full details.
- A fire briefing is given by a member of Bloxham staff/the course director Al Dadge to heads of house prior to staff staying in the houses during induction weekend. Heads of house are trained on how to use the fire safety panels and evacuation grab bags in each house.
- During our induction weekend all staff also undergo mandatory internal fire-safety training. This includes how to minimise fire risk while on campus, what to do, and not do, in the event of a fire, and basic fire extinguisher training.
- All students, while being roomed, are made aware of the fire exits in their house and the closest one to their room. They are told in the event of a fire, or the sounding of the alarm, to leave their belongings and calmly make their way to the meeting point, which will have been shown to them.
- Information about what to do in the event of a fire is also covered during the Welcome talk and first house meeting with the students.
- During the first few days of the course, there is a fire alarm test in the main area of the school and in the boarding houses. This is conducted by Bloxham/ISC staff and the response of our staff and students is relayed to the ISC main office to make sure that in the event of a real fire everyone reacts appropriately.
- Heads of House and the AD/AAD carry out risk assessments in the houses and main buildings of the school respectively, during which locations of fire extinguishers are noted. The commercial manager accompanies HoH during the house familiarisation tour.
- All provision of fire equipment such as extinguishers, detectors and alarms etc. is the responsibility of Bloxham School, but any problems noticed will be immediately reported by our staff.

First Aid & Medical Care

- All senior staff are first aid trained and refresh their certificates every 3 years. During induction training other staff members are asked if they have current first aid training and if they would be happy to be called upon in an emergency. These people are noted and other staff members made aware of who they are.
- Most minor injuries, accidents or illnesses are able to be dealt with by an ISC first aider. A comprehensive first aid station is set up in the main office and there is always someone on duty to be able to help in an emergency. If one of the directors is not in the office, our telephone numbers are displayed on the door. Examples of common first aid problems not requiring off-site assistance are: minor bruises and soft tissue injuries, minor sprains & strains that do not impede normal functioning, minor cuts and grazes, minor scalds, minor eye irritations/foreign bodies that are easily removed.
- For major first aid incidents, whereby the injury/illness cannot be dealt with on site, one of the directors, or a GL, will accompany the student to either the local GP surgery, or Horton

hospital A and E, whichever is more appropriate. Examples of major first aid incidents are: fractures & dislocations, head injury, burns, eye injuries, cuts/grazes that require treatment or on-going dressings, strains and sprains that impair weight-bearing/normal use of the limb.

- For any incident where there is immediate risk to life all staff members are trained to call 999 immediately.
- First aid kits are also available in the boarding house kitchens and with coach leaders as part of their packs. HoH (in houses each day) and AD/AAD (as they are returned after trips) are responsible for checking first aid kits and replenishing as needed.
- Minor incidents are noted in the Central File in the main office. Any major incidents are required to have an accident form completed and a detailed incident report made by the person who dealt with it. These are stored for a period of 3 years. Any incidents involving COSHH will be kept for 40 years.

Online Safety

- Students are briefed on online safety during the welcome talk and first day classes. They are warned of the dangers of sharing personal details/photos with strangers online and that posting false or offensive content in the UK can be a criminal offence. Students are also made aware that sharing nude images of yourself or another person 'sexting' is a criminal offence in the UK. Posters on online safety and cyber-bullying are on display throughout the classroom block and on the student noticeboard. Students are asked to speak to staff immediately if they are upset or made to feel uncomfortable by online content or messages.
- Staff cover training on online safety during the induction. As per the ISC Code of Conduct, staff are reminded of their position of trust and asked not to share personal details with students (either online or in person) or take photos/videos of students unless asked to for our publicity.
- Bloxham School filters internet use to ensure online safety. Staff and students are also provided with separate passwords for Wi-Fi access. Student Wi-Fi use is limited to set hours.
- There is zero tolerance of online bullying or harassment. Staff have the right to challenge students to see the content on their phones and confiscate them under our duty of care. Students and staff are encouraged to look out for and report online safety/cyber-bullying issues. Online content can be taken down by the Internet Watch Foundation <https://www.iwf.org.uk/> or www.saferinternet.org.uk or Childline's Report Remove tool www.childline.org.uk/remove

Radicalism, Extremism & PREVENT

- Staff are made aware of the signs of radicalisation during induction training, how to identify and support vulnerable individuals, the name of the Prevent lead and procedure for communicating concerns.
- If a member of staff believe that a person is vulnerable to being drawn into terrorism, they must report this to the Prevent lead or directors immediately.
- The Directors will take appropriate and swift action following the guidelines laid out in the Prevent terrorism procedures. (Prevent Guidelines S10).

Airport Transfers

- All drivers used by the coach and taxi company are fully DBS checked.
- All transfers are arranged well in advance of the day and double checked by the directors of ISC the day before to make sure a student is never left at the airport. The drivers are requested to call the office once they have the student.
- A list of all transport company office and driver details is compiled at the start of each season to be easily accessible in an emergency. This list is displayed on the main office noticeboard.
- If a driver has to collect a lone student, the student is always to sit in the rear seats.
- When collecting individual students, drivers will be supplied with red ISC signs and the name of the students. If collecting UMs, the driver will have the necessary letter and ID to make sure they can do so quickly. If dropping off a UM student, the driver will not leave the airport until the flight has departed.
- If a student is due to be collected from Bloxham, a member of senior management will be with them to ensure they have everything they need and are collected safely and on time.

Parental Consent

- At enrolment, parents/student representatives are requested to read and sign the ISC GDPR Privacy Notice and Consent Form and ISC Enrolment Form, which gives consent to the school to act on their behalf should their child be involved in a medical emergency. emergency for the school to act in the to read and agree to the school's behavioural policy and to give and Notice and Consent medical consent, rules and disciplinary procedures, Students are also asked to sign a Student Behaviour Agreement prior to the course.
- If a relative/guardian wishes to spend time with an under 18 student, specific parental consent is obtained before any arrangements are made. The person taking the student off campus, must complete and sign a temporary absence form detailing their name, telephone number, the address where the student will be staying (if overnight), and the length of time the student will be off campus. Proof of identity e.g. passport/driving licence, must be provided.

Emergency Contacts

- Parents/guardians/agents are requested to provide the details of an emergency contact on the student enrolment form, including the name, relationship to student and telephone number. The enrolment forms are held in the main office and on ISC's password protected OneDrive account. In the event that we are unable to contact a parent/guardian on the given contact number our agents also provide 24/7 assistance.

GDPR

- International Student Club is fully committed to complying with the General Data Protection Regulation (GDPR) that came into effect 25 May 2018. Specific parental/guardian consent is obtained for any data processing activity involving anyone under the age of 16. Nicola Lee, Data Protection Officer, has overall responsibility for data protection at ISC.
- Parents and agents are requested to read and sign the ISC GDPR Privacy Notice and Consent Form at enrolment, which requires separate consent for separate data processing activities e.g. using student photos on the ISC website or sharing a student's health data with school staff.

- Safeguarding, Child Protection and Prevent records are only viewed by the DSL and DDSL and are retained on a lawful basis for as long as necessary. Health & Safety records are retained for 12 years in line with UK law. Chemical accident reports must be kept for 40 years.
- The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

All staff will be made aware of this policy, and it is a condition of their employment that they support its full implementation.

Signed:



Nicola Lee, Director

Date: 25 June 2023

ISC Safeguarding Policy - Appendices

- A. Safeguarding Organogram
- B. Training Policy
- C. Meeting Schedule
- D. Student Agreement
- E. Behavioural Policy
- F. First Aid Policy & Flowchart
- G. Emergency Incident Policy
- H. Online Safety Policy
- I. Sexting/Youth Produced Sexual Imagery Policy
- J. Child Sexual Exploitation Policy
- K. Child Criminal Exploitation Policy
- L. Female Genital Mutilation Policy
- M. Honour Based Violence Policy
- N. Safeguarding Staff Training Notes
- O. Section 17 Form
- P. Section 47 Form
- Q. Pastoral Care Induction Training Notes
- R. Example Parental GDPR Privacy and Consent Form
- S. Training Attendance Form
- T. DBS Disclosure Policy
- U. Example – Teacher Job Description
- V. Application Form
- W. Interview Form
- X. Staff Declaration
- Y. Example – Teacher Reference Request Form
- Z. Employment of Ex-offenders Policy
- AA. Group Leader Details Form
- BB. Group leader Declaration Form
- CC. Group Leader Background Check Form (Agents)
- DD. Staff Records Sheet
- EE. Head of House – Welcome Meeting Notes
- FF. First Day Class Checklist
- GG. Risk Assessment Policy
- HH. Example Fire Risk Assessment
- II. Student Absence Policy
- JJ. Fire Safety Policy
- KK. PREVENT Policy
- LL. Airport Transfers Policy
- MM. Temporary Absence Form
- NN. Enrolment Form – Parental Consent