

SCL International College
SAFEGUARDING POLICY
(Including Vulnerable Adults)

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A. Policy Statement

A1 Context

SCL International College provides courses to both individuals and groups of students.

The school has three campuses in which specific age ranges and seasonal usage apply.

- Kentish Town: IFP and Individual General English courses for adults.
- Camden Town: Students aged 16+ only. Summer centre only.
- North Acton: Summer centre only. Closed groups only.

A2 Terminology

It is important that everyone reading this policy understands the terms used herein. Everyone who must abide by this policy is referred to as *"All adults working with ESL students"*.

The term **Safeguarding** refers to the broader responsibility of ensuring the safety and well-being of all children, young people, and vulnerable adults in our care. This includes measures taken to prevent harm, promote health and development, and provide an environment where students feel safe.

Child Protection is a specific element of safeguarding that focuses on protecting children from direct harm, including abuse, neglect, exploitation, and any behaviour that endangers their safety and development. Both safeguarding and child protection are integral to our responsibilities, but child protection specifically involves addressing instances where harm or abuse may be occurring.

The school has a fully trained and committed Designated Safeguarding Lead (DSL), Gary Speirs, who is responsible for dealing with any major decisions or concerns, and a fully trained Designated Safeguarding Team, looking after day-to-day matters.

References made to 'child' and 'children' refer to children and young people under the age of 18 years. However, the principles of the document apply to professional behaviours towards all pupils, including those over the age of 18 years. 'Child' should therefore be read to mean **any pupil** at the education establishment. It must be stated that all adult ESL students are automatically considered to be **vulnerable adults** (see C9.1 below).

References made to adults and staff refer to all those who work with pupils in an educational establishment, in either a paid or unpaid capacity. This would also include, for example, those who are not directly employed by the school or setting, e.g. coach drivers.

A3 Statement

Safeguarding children, young people and adults at risk is of paramount importance. The school recognises its responsibility to U18s and adults at risk by:

- protecting them from abuse or neglect
- having the right support in place as early as possible when needed
- creating an environment in which children, young people and adults at risk feel safe and healthy

A4 Entitlement

The school fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of U18s and adults at risk. The school also recognises this policy is for all, whatever race or gender, and ensures everyone has an entitlement to be protected.

Students are also made aware of:

- their responsibilities to each other
- the need to behave appropriately with their peers
- to raise any concerns with members of staff if necessary

A5 Responsibilities

Through their day-to-day contact with students and communication with group leaders, all adults working with U18s and adults at risk play a crucial role in safeguarding and protecting students. This includes adhering to the duty of care to recognize, respond, and report any concerns or suspicions of harm, abuse, or neglect, no matter how minor they may seem. It is essential that staff always remain vigilant and know who to contact within the organization or externally (such as the Local Children Safeguarding Board (LCSB), NSPCC, or the Police) if concerns arise. The DSL ensures the Safeguarding Team's training is up to date and that all staff who come into contact with U18s are trained to the appropriate level.

A6 Associated Policies

Associated Policies to safeguarding are:

- First Aid
- Anti-Harassment and Bullying Policy
- Supervision Ratios
- Safer Recruitment
- School Rules
- Free-Time Policy
- Code of Conduct
- Missing Person Policy
- E-Safety and Social Media Policy
- SCL Reasonable Adjustments and Special Considerations Policy

A7 Policy Review

This policy sets out how the school managers discharge their statutory responsibilities relating to safeguarding and promote the welfare of U18s and adults at risk at the school. The policy is reviewed annually by the DSL and the Safeguarding Team and updated as necessary. Any updates made to the policy following

the annual review, legal or statutory changes, or incidents requiring adjustments, are communicated to all staff through formal retraining sessions. Notifications regarding policy changes will be disseminated via email and staff briefings to ensure that all personnel are fully aware of the latest safeguarding practices and expectations.

A8 Roles

The school has a Designated Safeguarding Lead (DSL) with overall responsibility for Safeguarding who, alongside the principal, will be involved in any major decisions. The Designated Team meet on a weekly basis to ensure all procedures are being upheld and to identify any concerns for the coming week. The Safeguarding Team information is displayed on noticeboards around the school and all students are advised of the Team during their induction. The Team consists of enough staff to cover any absences, and the school aims to have someone from the team available in the school office at all times within school opening hours.

A9 Involvement

The school advises students, at their induction and in the school handbooks, that they need to be aware of their own responsibilities, to look out for each other and raise any concerns with adults if necessary. The school endeavours to use any comments made by vulnerable adults and/or U18s either verbally or from feedback forms and incorporates them in the Safeguarding Policy, where possible.

A10 Documents

This policy is produced from consultation with senior staff members, the Designated Safeguarding Team, English UK Safeguarding Consultants and official safeguarding documents.

A11 Working Methods

In the event that any safeguarding issues arise, or that agents and/or parents flag an issue relating to a student pre-arrival, the Designated Safeguarding Team holds an immediate meeting to discuss the issues (i.e. the arrival of a student with a physical disability) and plans how to respond. An annual review of the policy takes place with the Safeguarding Team and senior management and all staff are made aware of any changes through retraining sessions (unless a change to law or legislation occurs at an earlier interval or a specific safeguarding issue necessitates an earlier amendment). The job descriptions of the team include reference to their Safeguarding roles.

A12 Policy Availability

This policy is available on the school's website and with the Handbooks for Adults, Juniors and Group Leaders and the Staff Handbook. There is a simplified version for Under 18s which is sent out to students prior to arrival at the school.

B. Codes of Conduct

B1 Principles

Staff at the school have a professional duty to promote the safeguarding of all U18s and adults at risk in the care of the school, in accordance with the British Council Accreditation Scheme and the Children Act 1989.

Staff are expected to be excellent role models, promoting cultural awareness, understanding and respect and to be particularly aware of different attitudes to boundaries, dress, personal space and sensitive topics. Staff are also expected to inform students that tolerance and respect for other students and for adults is expected at all times.

B2 Position of Trust

The school is aware of the importance of building trust between U18s and adults and creating a safe school culture. This includes the need to protect both adults and U18s from any behaviour or actions which might be misconstrued. Staff are also made aware, in the Staff Handbook, of the Sexual Offences Act 2003 which states that any person in a Position of Trust engaged in sexual activity of any sort with students under the age of 18 is breaking the law even though the legal age of consent is 16.

B3 Setting Standards

Staff are expected to be excellent role models, setting and maintaining high standards of behaviour both in and out of the school and being conscious of professional boundaries. Staff are also expected to advise students that tolerance and respect for each other, and adults is expected at all times.

B4 Interaction

In situations where physical contact is unavoidable, such as during medical assistance, comforting a distressed student, or preventing harm, staff should ensure the contact is necessary, appropriate, and in public view. All reasonable measures should be taken to avoid misunderstandings, ensuring that the interaction is professional, and the nature of the contact is explained to the student if necessary. In all cases, any physical contact should be reported to the Safeguarding Team to maintain transparency and accountability. Staff should not use bad language in front of students and should not allow the use of inappropriate language by students to go unchallenged. Staff must use English at all times.

Staff are not permitted to take photographs or videos of any students in the school or whilst out on activities, unless consent has been obtained. Consent is given by parents/guardians on the parental consent form when a student enrolls at the school with an option to "opt out" if they do not wish photographs to be used in any form of publicity. Where permission has been obtained all photographs are used sensitively and discreetly with names not being published unless the student has expressly given consent.

Staff must not socialize with U18s outside of school and students should be made aware of why this and other boundaries exist for their welfare and safety.

B5 Appearance

Staff are expected to dress appropriately according to activity (i.e. in class, on activities and in accommodation) and with sensitivity to cultural differences. Jean shorts are not acceptable items of clothing for either academic or office staff. Footwear must be worn in classrooms, in shared school areas, on activities as appropriate and on excursions. Guidance should also be given to students to ensure their dress is appropriate as they may need help with what is acceptable.

B6 Alcohol, Drugs and Smoking

Drinking alcohol or smoking in the presence of students while on duty is not permitted. Staff are asked to confine smoking or drinking alcohol to designated areas as stipulated by the principal and to act responsibly and with discretion, at all times. Staff are expected to discourage students from the use of all addictive substances and must not treat these subjects in a light-hearted manner.

B7 Contact with Students via Email and Social Media

Staff should not disclose personal email addresses, mobile numbers, or engage with students on social media platforms, including "friending," "following," or direct messaging. All communication with students should occur through official school channels, such as school-provided email (staycampusteacher@gmail.com). If a student initiates unsolicited contact via social media, staff must immediately report this to the Safeguarding Lead and advise the student to use formal school communication methods.

B8 Accommodation

The school issues guidelines in the appropriate handbooks for all school staff and group leaders on the area of privacy and where it is important. In the more informal setting of accommodation, group leaders are given advice on different aspects of privacy within the residence, i.e. to knock and ask permission to enter students' bedrooms.

B9 Transport

The school requires all transport companies to provide written confirmation that they only use drivers who have been DBS checked and use vehicles with current roadworthiness certificates. Staff are also warned that if they are obliged to use their own vehicle at any time to give lifts to U18s they must ensure the student sits in the back (unless there are 3 when one student may sit in the front). Staff are also advised to telephone a colleague to explain they are giving a lift to a student and how long they should be.

B10 Gifts

Staff are advised to treat all students equally to avoid being open to any accusations of favouritism. Staff must not accept gifts from students as this could be looked upon as a form of bribery.

B11 Whistleblowing

The school has a Whistleblowing Policy to protect staff who raise concerns about safeguarding or inappropriate behaviour by colleagues. All staff are made aware that they will not face any negative consequences for reporting concerns in good faith, and their confidentiality will be respected. The school

complies with the Public Interest Disclosure Act, which legally protects whistleblowers. Additionally, staff can contact the NSPCC Whistleblowing Helpline for external advice, which can be reached on 08000280285.

Students are also advised in the Student Handbooks that they should feel comfortable about reporting any inappropriate adult behaviour and that they would not be in trouble for doing so.

C. Child Protection - Protecting children from direct harmful behaviour

C1 Structure

SCL International College seeks to safeguard children, young people and adults at risk by:

- Ensuring all staff are familiar with the Safeguarding Policy and the procedures followed by the school and to help with the reviewing of the Policy as required
- Having responsibility for safeguarding young people and vulnerable adults within Stay Campus London
- Ensuring all staff are fully trained and are familiar with the Stay Campus London Safeguarding Policy and, as such, know how to respond to suspicions or allegations.
- Informing the Local Safeguarding Children Board of any allegations of serious harm or abuse by any person living or working with or looking after young people or vulnerable adults. (www.swcpp.org.uk)
- Ensuring all members of the senior management team will have completed the online Safer Recruitment course.
- Making it clear to applicants that all work undertaken in or for the school, either paid or voluntary, involves working with young people and is exempt from the Rehabilitation of Offenders Act 1974. Stay Campus London excludes known abusers. DBS checks will be renewed for teachers that have been away from the school for a period of 1 year or more. It is not considered necessary to renew DBS checks for full time or continuing staff unless there is due cause or a change in legislation.
- Ensuring that all appointments are subject to a probationary period and will not be confirmed unless Stay Campus London is confident that the applicant can be safely entrusted with young people and vulnerable adults. (Through DBS and satisfactory reference checks)
- Ensuring that staff are given training opportunities to ensure that they recognise the symptoms and indicators of possible abuse (physical, sexual, emotional, neglect and radicalisation) and how they should respond to suspicions of abuse.

Ensuring that:

- all staff are aware of, understand and apply the Code of Conduct
- all staff share information and act promptly and professionally to any concerns
- appoint a Designated Safeguarding Lead and Team at Stay Campus London
- regularly review the policy on an annual basis or more frequently should this be deemed to be required

C2 Designated Persons

- The Designated Safeguarding Lead – **Gary Speirs** (gary@sclinternationalcollege.com), (**Denisa Petrescu** (denisa@sclinternationalcollege.com); Student Experience & Welfare Manager for Kentish Town & Camden, and **Paul Clarke** (paul@sclinternationalcollege.com); Academic Coordinator are his deputy safeguarding leads).
- Designated Safeguarding Team – **Gennifer Becouarn**; Student Services Coordinator, **Beatrice Venturini**; Groups Coordinator, **Marta Marin Gallego**; Kentish Town Residence Manager, **Mario Gomes**; North Acton Residence Manager, **Fernando Corell**; North Acton Assistant Residence Manager **Ellie George**; Camden Residence Manager.
- All office staff at the school receive safeguarding training to Basic Awareness (previously known as Level 1) or Advanced Safeguarding (previously known as Level 2) to enable everyone to deal with any concerns in the absence of the main Designated Safeguarding Team.

C3 The Need to Respond

All staff understand it is their responsibility to respond to a situation if they are aware of it themselves or if informed by another person (whether adult or U18).

- They are also aware of the specific procedures required if an U18 makes a disclosure to them.
- The **Safeguarding Incident / Concern Form** to report any concern is available both on the Teachers' drive online and on the board in the academic office.

C4 Identifying Abuse:

The 4 main areas of abuse are physical, sexual, emotional and neglect. Sometimes bullying is included as a secondary form of abuse.

It can be difficult to identify abuse as it has various forms. Below are some typical indicators to watch for:

- unexplained injuries
- student describing an abusive act that has happened to them
- another student telling you of their concern about a friend / fellow student
- sexually explicit behaviour in games/activities
- serious distrust of adults or other students
- difficulty in making friends/socialising with other students
- personality changes and behavioural changes
- changes in dress which may be covering up bruises etc
- avoiding sports when previously they have been participants

C5 Disclosure: A Child Telling an Adult

- The school ensures all adults, who come into contact with U18s, are aware of the procedures for dealing with any disclosures of abuse which might be made to them. This guidance is given in all the handbooks for leaders and staff.

How to react if you suspect abuse:

- remain calm, accessible and receptive, listen carefully without interrupting
- communicate with the student in a way that is appropriate to their age, understanding and preference – this is especially important for disabled students
- be aware of the non-verbal messages you are giving
- make it clear that you are taking them seriously
- acknowledge their courage and reassure them that they are doing the right thing to tell you, but do not use phrases such “everything is going to be OK now”.
- reassure them that they should not feel guilty
- let them know that you are going to do everything you can to help them and explain what may happen as a result
- **do not** promise to keep the information a secret.

Procedure to follow if abuse is suspected:

- inform the School Safeguarding Lead if you notice any significant physical and behavioural changes
- if you suspect that an adult is a threat to a student in some way, inform the Safeguarding Lead and continue to monitor the situation
- if a student makes any comment that gives cause for concern or there is any deterioration in the student's general well-being, react calmly as described in the guidelines above and inform the Safeguarding Lead
- make a note of what was said and who was present and report this information immediately to the Safeguarding Lead making use of the **Safeguarding Incident / Concern Form** available both on the Teachers’ drive online and on the board in the academic office.

The Safeguarding Lead will take appropriate actions, which may involve external agencies and contact parents/guardians.

C6 Confidentiality

SCL International College endeavours to uphold the confidentiality of students, parents/guardians and staff at all times. This is achieved by:

- Ensuring staff who become aware of child protection information know they must only share it with the Designated Team and that confidentiality of both the victim and the accused must be maintained.
- Storing confidential information securely.

- Ensuring the Safeguarding Lead only discloses information about U18s and vulnerable adults to other members of staff on a need-to-know basis. The Designated Safeguarding Leads or Deputy Designated Safeguarding Leads will determine whether the safeguarding issue is considered serious or an emergency and whether the next of kin, parent/guardian and/or emergency contact should be contacted without consent.
- By making students aware that they cannot promise to keep secrets.

Facilities and services for students at SCL are designed with a predominantly adult user group in mind. Therefore, it is assumed that students under 18 are competent to make decisions regarding their personal data and their consent is required, in the same way as for adults, with regard to any matters of data protection. In view of this, SCL will not ordinarily share or discuss personal information of students under 18 with any third parties, including parents or guardians, unless the student has given written consent, or it is an emergency or a serious safeguarding concern.

C7 Secondary Forms of Abuse

It is important that all staff are aware of and need to know how to recognise symptoms of other types of abuse:

- Child Sexual Exploitation (CSE)
- Female Genital Mutilation (FGM) is illegal in the UK and must be reported to the police
- Bullying, especially Cyber-Bullying
- Peer-on-Peer Abuse (abuse is not just adult to child)

C8 Differences between Concerns and Serious Issues

Training ensures all staff are aware of the differences between a concern with no immediate danger and a serious issue where an urgent response is required. A concern is when something does not seem right, however there is no immediate danger, whereas a serious issue means someone could be in danger of harm or abuse and an instant response is required.

C9.1 Vulnerable Students (SEND)

Students with Special Educational Needs and Disabilities (SEND), as well as those facing challenges such as mental health issues, social or emotional difficulties, or difficult home circumstances (e.g., children from refugee families or those experiencing domestic violence), are recognized as being particularly vulnerable. These students may be more susceptible to abuse, neglect, or exploitation. Staff must remain especially vigilant and report any concerns to the Designated Safeguarding Lead immediately.

C9.2 Vulnerable Students (Adults)

In the context of our ESL program, a *vulnerable adult* is defined as any individual over the age of 18 who, due to factors such as limited language proficiency, disability, illness, or specific personal circumstances, may be at greater risk of abuse, exploitation, or harm. These individuals may require additional support to ensure their safety and well-being.

Vulnerability may arise in the following circumstances:

1. **Limited Language Proficiency:** Adults who have difficulty communicating in the language of the host country may struggle to understand their rights, access services, or express concerns, making them more vulnerable to exploitation or harm.
2. **Disability or Health Conditions:** Adults with physical or mental disabilities, chronic illnesses, or mental health challenges may need extra care and support. In an ESL setting, this requires ensuring that learning materials and environments are accessible and that appropriate safeguards are in place.
3. **Social Isolation:** Individuals who have newly arrived or without a strong support network may experience isolation, increasing their vulnerability. They may also be unfamiliar with local systems of support and legal protections.
4. **Cultural and Social Differences:** Some adults may come from cultural backgrounds where they are not accustomed to asserting their rights or may face challenges understanding local norms regarding personal safety and authority, which can increase their susceptibility to harm or exploitation.

C 9.3 Vulnerable Students (16 / 17 years old)

Offers to applicants who will be under the age of 18 on joining SCL, are made on the understanding that they are equipped to study within an adult learning environment, and that they can act responsibly, appropriately and within the law and the regulations of SCL.

For individual students (not part of a group with a leader), SCL does not act 'in loco parentis' and the ultimate responsibility for students under the age of 18 is with parents or those adults with parental responsibility. It is mandatory for students under the age of 18 to provide their parent/s* or legal guardian/s contact details and emergency contact details as part of the admissions processes at SCL.

C10 Keeping Records

The school keeps clear detailed records of concerns about U18s or adults at risk noting the date, event and action taken. These records are stored securely. Referrals to any outside bodies are also recorded i.e. Local Authority Designated Officer (LADO) and to any equivalent international agencies.

All relevant child protection records are also sent to the appropriate contact in their home country.

C11 Adult Accused

Procedure to follow if staff, an adult student or a group leader are accused of abuse:

- if a member of staff or adult student is accused of any form of abuse, such suspicions will be reported to the Designated Safeguarding Lead
- the person against whom the allegation is made will be informed of the allegation and interviewed immediately. Following the interview, if there is any potential substance to the allegation:

- for staff and directors: they will be suspended from their duties pending further investigation,
- for students: they will be required to suspend their attendance at the school and alternative accommodation arrangements will be made
- confidential records will be kept of the allegation and all subsequent proceedings
- unfounded allegations will result in all rights being re-instated. Founded allegations will be passed on to the police and the Local Safeguarding Children Board (LSCB) and will result in a termination of employment.

C12 DSL Accused

If the Designated Safeguarding Lead or Senior Manager is accused, the DSL Deputy would immediately take over and handle the situation following the above procedures.

C13 Child Accused

If an U18 student is accused of inappropriate behaviour or abuse the procedure is as C11 apart from the fact that the accused will be given all possible support by a member of the Safeguarding Team.

D. Training

D1 Responsibility

The Principal and DSL are responsible for ensuring all staff are trained to at least the required level:

All staff are required to have Basic Awareness (previously known as Level 1 training)

Designated staff to have Advanced Safeguarding (previously known as Level 2 training)

DSL and deputies to have Specialist Training and/or multi-agency training (previously known as Level 3)

D2 Delivery of Training

Initial training for new members of staff is part of the Induction process and involves on-line Basic Awareness supported by face-to-face training, in house, by Designated staff. Basic Awareness refresher training is organised by the DSL annually or if there are any changes to policy or if a serious incident occurs. Refresher training for Advanced and Specialist training happens at least every 2 years.

D3 Understanding

The school endeavours to ensure adults have understood the Basic Awareness training through discussions with group leaders at meetings and with staff at the school during CPD and other training.

D4 Recording Training

Certificates of all training are kept by the principal. Dates, levels and refresher training and notes of understanding the courses are also kept by the Principal and DSL.

E. Safer Recruitment

E1 Overview

SCL International College aims to recruit high-quality staff and strictly follows Safer Recruitment Policy guidelines. This applies not only to staff within the school but to all adults dealing with children.

E2 Materials

Safeguarding is referred to in the school's publicity materials both on the website and in brochures. It explains the importance of the Safeguarding of all students, not just U18s and adults at risk. It expects all adults, associated with the school in any way, to share the school's ethos and to actively engage in looking after the safety of all.

E3 Recruitment Stages

The Safer Recruitment Policy sets out procedures covering all the steps concerned with staff vacancies, from the job description to actual employment of an individual. The first step is to ensure that the job description is accurate and covers all the aspects relating to the vacancy and employment within the school. The interviewer(s) include a senior manager who has completed the Safer Recruitment on-line training, and the interview questions cover the applicant's attitude towards and awareness of working with U18s and adults at risk.

E4 Applicants

Applicants are advised that employing someone to work with U18s and adults at risk is a very rigorous process. They would need an Enhanced DBS check, proof of identity, gaps in CVs explained and would need to provide references, and they are informed that a question about suitability to work with U18s would be followed up. This is in order to deter abusers from applying for a post within the school.

E5 Employees Awaiting DBS

The school ensures everyone offered employment has a DBS check prior to taking up the post. If employment needs to commence before the DBS has been completed, a Barred List check is made prior to employment. A risk assessment meeting is also carried out to ensure the applicant can be suitably supervised to ensure safety of U18s.

E6 Criminal Records

The school would not normally employ anyone with a criminal record unless it was for a minor offence which took place many years previously. Candidates will always be challenged about such offences at interview to ensure that the due level of reflection and learning have occurred.

E7 Unchecked employees

Adults coming into contact with U18s and adults at risk must have a DBS check. If it is not possible to obtain one in time, the employee will be supervised on a permanent basis until a check is obtained.

E8 Central Record

All staff information is kept on a Single Central Record with dates for starting, leaving, reference and qualification checks, DBS number and dates etc. The Safer Recruitment guidelines are always followed when appointing staff.

E9 Prohibited List

The Prohibited List is also checked by the principal to see if any teacher or senior manager has been deemed unsuitable to work with U18s.

E10 Disqualification

If anyone is disqualified from working with children, the school will never employ them in any capacity.

F. Welfare / Implementing Safeguarding

F1 Risk Assessments

Risk assessments covering activities etc are read and signed for by group leaders or school activity leaders before all activities or excursions. Group leaders are asked to ensure that all their students are aware of the risks involved and that they should take great care to emphasise how important these risks may be, and that students must behave accordingly.

F2 Supervision

The school has a Supervision Ratio Policy based on the risk assessments for different activities and excursions and dependent on the age, gender and needs of the students. Group Leaders and other adults travelling with U18 students will be responsible only for their own students. The 1998 DfE publication Health and Safety of Pupils on Educational Visits advises 1:15-20 (12+) The school exceeds the staff ratios if the safety and welfare of the students requires it.

Parents/guardians are also made aware of these provisions and must consent to the arrangements when enrolling a student on a course. This also includes the allotted free time a student may expect without supervision dependent again on age.

The supervision ratio for U18s whilst in the school is generally a minimum of 1:15 whilst on most excursions it is 1:12. For any activity which requires greater supervision, the risk assessment criteria will be followed.

For the Junior Discover London (JDL) programme there are members of staff, living on site 24 hours per day, employed to oversee and supervise students. There is a customised parental consent form specifically for this programme only that parents must fill in and return to the school before starting the course.

Students on the JDL programme wishing to leave the residence for any reason, such as meeting a family member or going somewhere not assigned to on the programme must complete a **SCL Parental Consent Form for private day trips** form and return it to the centre manager at least 24 hours prior to the day. It states that

the student must be picked-up and dropped off by an adult and ID will be requested from the adult when they arrive to confirm identification.

F3 Missing Students

Attendance at the school is taken very seriously and any student missing at any time is of the utmost importance. If an U18 student is missing from lessons or activities, staff must immediately contact the group leader or safeguarding lead, initiating a search and taking appropriate action until the student is found or their whereabouts confirmed. If the student remains missing after initial searches, the police must be notified without delay. Staff must document all actions taken, including contact attempts and conversations, and follow the school's Missing Person Policy.

If it occurs whilst on an activity or excursion, the incident is reported to the emergency number at the school and the missing student contacted by mobile phone if possible. A leader stays in the vicinity, if necessary, to avoid the whole group being disrupted.

The school has a Missing Person Policy which is known to all staff, and which gives the following advice:

- If someone goes missing, contact anyone you think may know their whereabouts
- During office hours (from 08:30 to 18:00), contact Stay Campus London Main Reception on +44 (0) 203 141 7539
- Outside office hours (from 18:00 to 08:30), contact Stay Campus London Emergency Phone on 0044 (0) 7724062579
- If you are still concerned contact your local police station
- You should not wait 24 hours before contacting the police

When to report a person missing:

You should report a missing person to the police immediately if:

- The person is a child - under 18 years old
- The person is an adult at risk - it is important to inform the authority or staff member concerned if the student can speak and/or comprehend English well
- You are concerned for the person's safety

How to report a person missing:

A missing person can be reported in the following ways:

- Call 999 if the person is an adult at risk or child, or you believe them to be in danger, or
- Call 101
- Go to the local police station

What will happen when a report is made:

The Police will ask for as many details as possible to enable them to find the missing person quickly. These could include:

- Personal details: Name, date of birth
- Appearance including any distinguishing marks (providing a photo if available)
- Contact details such as mobile number
- Medical conditions and if medication is required
- Circumstances under which they went missing
- Details of friends
- Details of places they visited

F4 Welfare

The Welfare Officer at the school is Denisa Petrescu. She is also part of the Safeguarding Team and is trained to Specialist Level (previously known as Level 3) in Safeguarding. In her role as Student Services & Welfare Manager for Kentish Town & Camden, she has day-to-day dealings with many of the students.

F4A Concerns

Welfare concerns are reported directly to the Welfare Officer Denisa Petrescu, who is fully trained and also part of the Safeguarding Team. General concerns are dealt with quietly and calmly and records kept if necessary. If the Welfare Officer is unable to find a satisfactory solution, the Safeguarding Team are consulted, and the principal is involved if necessary.

F5 Accommodation

The school is a residential centre, and students must follow the Code of Conduct for Students and student contract when staying at Stay Campus London.

Students aged 16 and 17 can stay / study at the adult centre if we have permission from their parent/guardian. They must be aware that SCL International College does not provide 24-hour supervision, however the residence does maintain reception and security staff 24-hours per day. This is stated on the website and parental consent form.

If a U18 student wishes to spend time away from the premises overnight or for an extended period, written parental consent must be obtained and verified through official communication channels; **SCL Release Form for Under 18 - Overnight stay** must be completed and returned to Student Services. Phone verification may be used, if necessary, with proper documentation of the conversation. No permission will be granted without verified consent.

F6 First Aid

The fully trained First Aid Lead is Marta Marin Gallego. The Academic Director, Gary Speirs, is also first aid trained as well as other members of staff. There is a First Aid Policy which all staff are made aware of at induction. First Aid boxes are located at Reception and small belt strap first aid kits are available for activities

and excursions. The First Aid kits are regularly monitored to ensure they are appropriately stocked. An Accident and Emergency book is kept at Reception and Marta coordinates the First Aid training for staff. First Aid certificates are renewed every 3 years. Minor incidents involving U18s and adults at risk are recorded in the school's accident book, however more serious accidents and dangerous occurrences must also be reported to the local authority and/or police.

Prior to arrival, parents/guardians should disclose information regarding any medical conditions of a student being enrolled. They will also consent to emergency medical treatment being given. For on-going medical conditions needing medication, the Welfare Officer and relevant staff should be made aware of the situation if the condition could affect learning or inclusion in activities. Staff are advised to make detailed, factual notes of any first aid procedures, including times, actions taken, and outcomes, and to report these to the First Aid Lead for record-keeping. In the event of an emergency, medical professionals should be contacted immediately, and parents or guardians informed promptly. All incidents should be recorded in the accident and emergency log. If in any doubt, a medical professional should be consulted, and parents/guardians kept informed and updated by the First Aid Lead.

F7 Behaviour

The school is a serious learning environment which both staff and students are expected to treat with respect and to behave accordingly. The School Rules Policy is issued to all students before arrival and can be found in the relevant student handbook.

This covers behaviour in and out of the classroom and the disciplinary procedures which would come into effect if the rules were broken or ignored. Staff are expected to always set a good example and to encourage good behaviour from the students. Students are expected to take responsibility to help to maintain a safe environment in the school and to take care of themselves and others. Staff are also aware of the Disciplinary Policy and what sanctions to use and when. If in any doubt the Designated Safeguarding Team are always available to advise and assist.

F8 Fire Safety

The school tries hard to ensure that all students are aware of fire safety both at the school and in their accommodation. The Fire Safety rules, and Evacuation Plans are on display throughout the building and a demonstration for the fire alarm is given to all students as part of their induction. Younger students are also shown the various escape routes and care taken to make sure they understand. Fire Marshalls are appointed by The Stay Club residence staff and anyone with any disability is shown where to wait for assistance in the event of a fire or fire drill.

F9 Students Off Campus

Students that are part of groups are always accompanied when travelling to and from Stay Campus London and leaders are always given the Emergency contact number. Arrangements are made to meet and greet groups on arrival in the UK if requested. Students studying on the Junior Discover London programme will

always be picked-up and dropped off by a member of the school's staff and accompanied on all trips throughout the programme.

F10 E-Safety

Students are encouraged to practice safe online behaviour, which includes not sharing personal information or photos with unknown individuals, avoiding risky websites, and reporting any inappropriate or unwanted contact immediately to a member of staff. Staff are responsible for monitoring students' use of digital resources during school hours and reporting any concerns regarding cyberbullying, harassment, or access to inappropriate content to the Safeguarding Team.

The school has a **E-Safety and Social Media Policy** that all U18s must not share personal data or photographs with unknown people and that they must tell an adult if they receive any unwanted contact online or by text.

F11 Prevent

The Safeguarding Team have undergone Prevent training and all staff are aware of the need to be vigilant and report any concerns regarding radicalisation. Procedures for dealing with this are in the relevant handbooks for staff. Any concerns being passed to the DSL or Accommodation Team in the first instance.

F12 Parental Consent

All U18s require parents or guardians to sign a parental consent form before they arrive at the school. The Safeguarding Policy (simplified version) is included in the Handbook for Juniors which is sent to all parents/guardians on enrolment of a student. The parental consent form includes medical consent in case of an emergency. This information is checked, and any relevant details passed to teachers and leaders by the DSL.

Last Reviewed: Oct 2024 by Gary Speirs