

Safeguarding Policy Care of under 18s

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Version 2

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Statement of Intent

NCG has a duty and responsibility to ensure that everyone that comes into the organisation is safe and that all staff are aware of methods to ensure a safe environment for colleagues and students alike; in particular children (referred to as **Under 18s**), and vulnerable adults (Please refer to the Safeguarding of Vulnerable Adults Policy).

As such, NCG will ensure that the service they provide...

- **is accessible, well publicised, ensures confidentiality and is available in an environment that is sensitive to the needs of adults at risk and children.**
- **takes account of the views of children, young people, and adult service users, in the decisions about and delivery of services.**
- **ensures that racial heritage, language, religious beliefs, sexuality, gender and disability is taken into account - for example by the use of interpreters or by making adjustments to enable access for disabled people.**
- **takes into account the service user's wishes and feelings and balances this against their rights and need to be safeguarded.**
- **considers if there are risks from any form of abuse; mental health problems; misusing drugs and alcohol; or a risk of homelessness.**

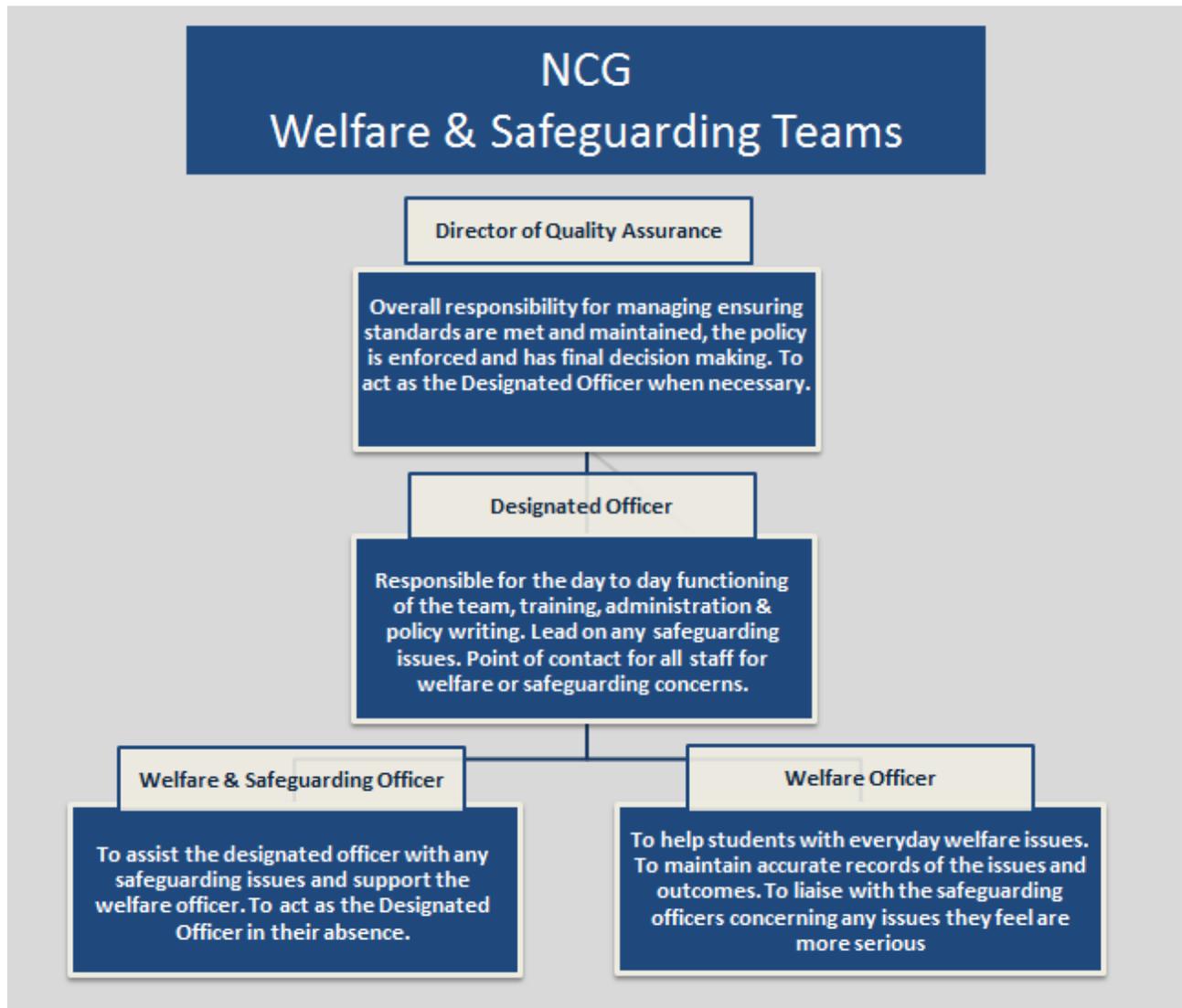
Safeguarding at NCG: An Overview

This document provides detailed information regarding the college's responsibilities and procedures in relation to the welfare and safeguarding of students at the college who are under 18 years of age.

To ensure the policy is up to date with current legislation, it will be reviewed bi-annually by the Designated Officer and the Director of Quality Assurance. The Designated Officer will also make any necessary amendments in-between official reviews. To ensure accurate and up to date records are maintained, all are monitored on a monthly basis by the Designated Lead (Please see page 8 for records kept).

NCG Welfare & Safeguarding Teams

NCG has two schools, one in Manchester and one in Liverpool. The following structure is applicable across the group and contact details of the key people can be found on the following page.



Key People:

Covering the whole group is the Director of Compliance, Mark Harmer. He is based in Manchester (see below for address & telephone), and can be contacted via email: mark.harmer@newcollegegroup.com or on Extension 214.	
NCG Manchester	
Contact Details	9 Portland St Manchester M1 3BE Tel: +44 (0)161 233 4290
Designated Officer	Charlotte Kerns Extension 221 charlotte.kerns@newcollegegroup.com
Safeguarding & Welfare Officer	Peter Almeida Extension 221 peter.almeida@newcollegegroup.com
Welfare Officer	Liz Lonsdale Extension 212 liz.lonsdale@newcollegegroup.com
NCG Liverpool	
Contact Details	Graeme House Derby Square Liverpool L2 7ZH Tel: +44 (0)151 236 2749
Designated Officer	Kerill Kennedy Extension 3005 kerill.kennedy@newcollegegroup.com
Safeguarding & Welfare Officer	Riccardo Lanza Extension 3007 riccardo.lanza@newcollegegroup.com
Welfare Officer	Christine Flanagan Extension 3006 christine.flanagan@newcollegegroup.com

The Difference between Welfare & Safeguarding

The line between welfare and safeguarding is very fine, and what may appear to be a welfare issue could easily develop into, or be the signs of a safeguarding issue. As explained below, safeguarding specifically relates to a child who is or could potentially be suffering abuse at the hands of another person.

Definitions

According to the Care Quality Council, **Safeguarding** means:

“Protecting people’s health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect”.

It is this definition which forms the basis of our policy and procedures. We do not use the term **Child Protection**, due to the majority of our students being over the age of 18, and as such, the term **Child Protection** has less meaning for our staff and students than does **Safeguarding**.

For the purpose of this document the following definitions apply:

Safeguarding means the active prevention and protection against the abuse of any person or persons under 18, who work or study at New College Group.

Abuse means a violation of an individual’s human and civil rights by other person or persons. Abuse may consist of single or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or omission to act, or it may occur when a child is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Within this context abuse can take the form of:

- **Physical abuse:** including hitting, pushing, kicking, and misuse of restraint or inappropriate sanctions.
- **Sexual abuse:** including sexual assault, rape, inappropriate touching, the taking of sexual images/videos, or any other acts to which a child did not, or could not consent to.
- **Psychological abuse:** including emotional abuse, bullying, threats, deprivation of contact, humiliation, intimidation, coercion, verbal abuse.
- **Financial or material abuse:** including theft, blackmail, fraud or damage to property.
- **Neglect or acts of omission:** including ignoring medical or physical care needs, inadequate nutrition and failure to provide appropriate health, social or educational services.
- **Discriminatory abuse:** including racism, sexism and other forms of harassment.

- **E-abuse:** any abuse conducted via the internet, or other e-technologies. (See E-Safety Policy)
- **Being radicalised:** being vulnerable to or at risk from indoctrination by radical or extremist groups. (See the Prevent Policy)

Signs of Abuse:

Staff should be aware that the following could be signs that a child is at risk of, or is being abused and they should report these immediately to the Safeguarding Team. As the signs may apply to different forms of abuse, they have not been related to any particular type, but noticing any should be immediate cause for concern. The list is not exhaustive, and if staff have any concerns at all, they should follow the reporting procedures.

Physical Signs

- Frequent physical injuries such as, bruising, fractures, burns, cuts
- Weight loss or weight gain: changes in appetite
- Poor personal hygiene
- Changes in style of dress or appearance

Psychological & Behavioural Signs

- Sudden changes in behaviour or personality: becoming withdrawn, anxious, depressed, extroverted, sexually inappropriate or aggressive
- Avoiding contact with others, especially members of the opposite sex
- Signs of alcohol or drug misuse
- Sudden poor attendance or participation in lessons
- Being unusually tired or frequently sick
- Not wanting to return home
- Expressing extreme views or opinions

Preventative Measures

Safety on the Premises

For admin staff and teaching staff to be aware and keep track of students who are under 18, the following measures are in place.

- **ID Badges:** All staff and students must wear their ID badge at all times. There are different coloured lanyards for staff (yellow), students over 18 (purple) and students under 18 (pink); so minors may be easily identified.
- **A minors' list** which is updated weekly following the intake of new students and is distributed to all staff. It includes; name, age, address in the UK, contact details, classes & teachers & next of kin details.
- **Registers:** the age of each student is printed on the registers; if a teacher notes that a student who is under 18 is absent, they must leave the class and report it to the Attendance Officer as soon as is practically possible. The Attendance Officer will then follow the procedures outlined in the Attendance Policy to contact the student and ensure their safety.
- **Toilets:** for 16-18 year olds we inform them to use the 1st floor toilets, which are only accessible to the college. For students under 16; there must be a group leader or responsible adult available at all times to accompany them to the toilet, wait for them, and accompany them back to class. The group leader must also be available to supervise their students during break times and after class if they are to remain in the college.
- **Visitors:** all visitors must sign in and out of the college and wear a visitor's pass.
- Any external speakers or trainers, and events are subject to a risk assessment. They are also given a copy of the staff code of conduct which they must sign prior to the event.

Internet Safety

NCG has a duty and responsibility to ensure that everyone that comes into the organisation is safe and that staff are all aware of methods to ensure a safe environment for colleagues and students alike, in particular children and vulnerable adults. As the use of technology is part of daily life, it is important that both staff and students have an awareness of using this safely, both inside and outside the college environment. (Please see the E-Safety Policy for further details.)

Safer Staffing

NCG operates rigorous recruitment practices across all departments with the aim that all its employees are safe to work with under 18s: this includes host families, whose DBS status is kept on their CLASS profile.

Our recruitment practices can be found in the Safer Recruitment Policy, and information pertaining to all staff can be found on the Single Central Register; which is maintained by the Human Resources Officer.

Appropriate Staff & Student Relationships

Staff should bear in mind that many students may form personal attachments to them, due to various reasons; for example, feeling lonely or homesick. These attachments are understandable, however, students may misinterpret attention outside of working hours or sharing personal contact details as being more than just a professional relationship and as such it is not allowed. Staff must adhere to the following in terms of their interaction with students.

- Staff should not socialise with students outside of working hours, unless they are leading a social activity organised by the college.
- No personal emails or telephone numbers of staff should be shared with students; if a student requests this, then work contact details must be given. During Social Activities/Trips the college's emergency telephone number is given to all students in case of an emergency.
- Requests from students for a member of staff to befriend them on Facebook, or any other social media site, should be politely refused and the student directed to the college's Facebook page. As we are a predominantly adult college, if an adult student requests this, then it should be discussed with the member of staff's Line Manager to deem if it is appropriate or not.

It may be difficult at times to refuse a student, but it should be clearly explained that this is college policy.

Staff Induction

All new staff are given the following policies and information to read and sign during their induction or in cases where this is not practical, within a week of them commencing employment.

- Welfare & Safeguarding Policy
- Safeguarding Vulnerable Adults Policy
- Prevent Policy
- E-Safety Policy
- Staff Code of Conduct
- Attendance Policy (Teachers only)

In addition to this they must also complete online Level 1 Safeguarding & Prevent Training, ideally prior to commencement of employment, or within a week of starting.

Training

In addition to the initial training described above, staff receive Level 2 training following successful completion of their probationary period. All members of the Safeguarding Team are trained to Level 3, as are the Managing Director, the Principal, the HR Officer and all Senior Managers. All managers, are also trained in Safer Recruitment. Information regarding training is entered onto the Central Register by the Designated Officer and can be found on the N-Drive in Compliance.

Maintaining Good Safeguarding Practice

As part of maintaining good practice, the Safeguarding Team meets on a monthly basis, or as required, to discuss cases or concerns, look at current documentation (see below), and share good practice and ideas. In addition to this, there is a Safeguarding Improvement Board made up of staff from different departments, which meets on a quarterly basis to review the policies and procedures, discuss any improvements and update the Safeguarding Action Plan.

Maintaining Accurate & Safe Records

All records are kept in the Safeguarding Folder on the N-Drive in Compliance; this is accessible to only the people responsible for Safeguarding, the Director of Compliance & the Principal. These records include:

- The Minor's List Tracking Document, which is added to on a weekly basis when the Minor's List is circulated by Admissions.
- The Single Central Register, which is added to on an AD Hoc basis in terms of new staff being employed, but is checked on a weekly basis by the HR Officer and Designated Officer to ensure DBS checks and other information is up to date.
- All completed forms, dealing with and Welfare or Safeguarding concern.
- A Record of Concerns Tracker, which offers at a quick glance, what concerns have been raised, which are ongoing, and which have been resolved. This again is updated as needed but monitored on a weekly basis.

The above documentation is checked on a monthly basis by the Designated Officer against quality assurance criteria to make sure it is being updated properly and is fit for purpose. If any issues arise they will be highlighted in the action section on the QA form and addressed within a specified time.

How we address issues that arise but are not covered by the current policy.

As the policy and procedures are working documents there may be occasions when a situation will arise that is not dealt with by the current policy. In these cases, unless someone is at immediate risk, no actions will be taken by an individual until...

- The manager/s of the relevant departments and the Designated Officer have been informed of the issue, either by phone or email.
- A meeting has taken place between these persons, to decide upon a course of action to rectify the situation. If this is not possible, then communication via email will be used.

Once an action is decided it will be acted on straight away. Following this, the following will be actioned:

- The outcome of the above will be reflected upon to assess its efficacy, and the processes revised as necessary.
- Any resulting amendments to the Policy & Procedures will be written by the Designated Officer, forwarded and approved/amended by the relevant Manager/s, the Compliance Director & the Principal prior to the Policy being updated.
- These changes will then be communicated to other staff.

How we ensure the policy is up to date and the relevant documentation is fit for purpose.

- Any amendments from the actions outlined in the previous section will result in the policy being updated and the changes circulated to all staff.
- The Designated Officer will keep up to date with current legislation and good practice by monitoring the government's website, and those of other relevant bodies such as the NSPCC: making amendments as necessary.
- All staff are invited to make suggestions to the design of forms or to procedures, if they feel the current practice is not fit for purpose. Any suggestions will be discussed within the Welfare and Safeguarding team and changes implemented if deemed appropriate.

Care of the Under 18's During Their Stay

As an adult college we take the care of students under 18 very seriously and we do our utmost to minimise the risk to the growing number of students in this age group. As such we have dedicated procedures as outlined below in caring for students who are under 18.

Pre-Arrival Information & Documentation

The care of our younger students begins prior to their arrival in the UK and consists of providing them and their parents/guardians with a Pre-Arrival Pack containing the following.

- A named contact.
- Information about what to expect during their stay, both in and outside of college.
- Details of their accommodation and their host family.
- A summary of safeguarding at NCG & information about staying safe in the city.
- Comprehensive *Parental Agreement Forms*: which allow parents/guardians to stipulate what their child/children are allowed to do out of college hours; the type of accommodation, our code of conduct, and rules for under 18s and Disciplinary Procedure (See Appendix 2).
- Arrival information (See below for procedures).
- Information we require, such as mobile number, medical problems or dietary requirements.
- Information about the college.

Arrival

Unless it has been previously agreed and expressly confirmed between the student's guardian and New College Group, all under 18's will be met at the airport by a DBS checked driver from Stallion Travel at the Information Desk. The driver will have a sign with the student's name clearly stated on it. After being collected by the driver, the student is then driven to their accommodation to be met by their NCG DBS checked host, or own pre-arranged accommodation guardian. Once the students have arrived safely with their hosts, they are then left under the guardianship of said host.

First Day Procedures

Our under 18s undergo the same first day procedures and induction as our adult students; information about which can be found on the N-Drive in Student Information. In addition to the usual procedures, the under 18 students will also have an additional induction by a member of the Safeguarding & Welfare team, which includes information about what they need to do when they are in the college, how to keep themselves safe both in and out of the college, and where then can get support during their stay; including the emergency phone number. The students will be given a Student Handbook which includes; the information provided in the induction, a section on staying safe and appropriate behaviour, and a support section with the names and contact details of who to speak to if they have a concern.

Out of Lesson Time

The college does not provide supervision for under 18s out of lesson time and this is made very clear to their parents or guardians prior to arrival. That said, we do endeavour to ensure a safe and happy environment as possible for them in regards to their unsupervised time by implementing the following:

- Safe accommodation, as detailed in the following section.
- If numbers permit; some social activities that only they can attend. If numbers are not high enough, then extra precautions are taken if they go on the general social programme: See social activities' Risk Assessment available on the N-Drive in Shared Documents/Forms, and in the Social Activities Folder in the Academic Office.
- Providing host families & all relevant staff with clear parental wishes in regards to the freedom allowed their child/children from the guardianship letter provided in the pre-arrival documentation.
- Maintain regular contact with the parents/guardians of the child/children to allow for any issues or queries to be dealt with promptly: for example, if a child wants to stay away from the host family overnight, full details of where and with whom must be given to, the host family and the college, and the parents/guardian must email the college to endorse this.
- Ensure the young person is aware of who they can talk to in regards to any aspect of their stay; this information is given at induction and is on posters around the college.

Accommodation

Whilst the law does not specify where a student who is under 18 years be housed during their stay, minimising risk when housing children is outlined in the guides:

http://www.englishuk.com/uploads/assets/members/publications/under18_guide.pdf

<http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/assetRoot/04/06/91/90/04069190.pdf>

The recommendations within the documents are something the college takes seriously and has formulated the following guidelines based upon them.

- The student will be given emergency contact information on arrival.
- We always prefer to house students under 18 with an enhanced DBS checked host family or a family appointed guardian. However, at times, parents want their children to stay in residential halls; we do

not recommend this but will adhere to parent's wishes in these cases and have them complete the necessary Parental Agreement Form.

- Students under 18 years should not be housed with those over 18 wherever possible. However, in the rare cases where this happens, then the students will be of the same gender.
- Any health conditions or concerns will be shared with people who need to know and are involved in maintaining the student's wellbeing.
- It should be made clear to parents or guardians that their child will not be supervised by the college outside of class times or at weekends; however, they can ring the emergency number at any time if they need help.
- Host families will be given clear information as to the freedom students should have out of college time in accordance to their parents'/guardians' wishes outlined in the Parental Agreement Form.
- If a student feels unsafe in their accommodation or in the area around it, alternative arrangements will be made immediately.

Procedures to Follow for Safeguarding & Welfare Concerns

Raising a Concern

Should any person within the organisation suspect that a welfare or safeguarding issue has arisen, they must inform one of the Safeguarding Team as close to the event as possible, and no later than 24 hours after they first become concerned.

In the event of there being a concern out of hours, an email should be sent and a call made to the Out of Hours Officer on the emergency number: +44 (0)7535816060 to inform them of the concern. If it is felt that immediate action needs to be taken, the Out of Hours Officer will act in accordance with the policy and hand over to one of the safeguarding officers as soon as the college is next open.

Following any reported concern, the officer informed should immediately pass on these concerns to their counterparts so that a decision can be made as to what action should be taken. In the case of a serious concern being raised, immediate risk of harm, or an allegation of abuse by a staff member or a fellow student, the LADO (Local Authority Designated Officer) and/or Police must be informed immediately. Only the Designated Officer, (or nominated person in their absence), will make an external referral.

Handling a Disclosure of Abuse & Ensuring Confidentiality

If you are approached by a student wanting to talk you should:

- Always listen positively and reassure them. If you can, try and ensure a degree of privacy, but this may not always be possible.
- Do not show revulsion or distress, however distasteful the events are.
- Stay calm and controlled.
- Let the student know at once that it was not his/her fault and keep restating this.
- Reassure the student that you still care for them and that what they have said does not make you care less.
- Do not make false promises, i.e. that you will keep the abuse a secret or that the police will not be involved. Do not promise confidentiality.
- Make them aware that disclosure will be reported to only those that need to know and can help.
- Do not question the student; try to limit your involvement to listening. A child can be interviewed only once.

It is imperative that what is said, is documented as accurately as possible, and that leading questions are not used as these may render the documentation inadmissible should legal action be taken. By leading questions, we mean direct questions that are asking if someone did something specific.

For example:

Did X touch you here?

Did you feel upset?

Instead, ask open questions like:

Can you tell me what happened?

How did this make you feel?

This allows the person to tell things in their own words, without being led by another person's assumptions about what happened or might have happened. This should be documented using, as closely as possible, the words of the young person or vulnerable adult. This must be documented on a *Welfare/Safeguarding Record of Concern Form*; available on the N-Drive in Shared Documents, Forms/Compliance/Safeguarding. The completed form should be emailed to the Designated Officer and will be stored on the N-Drive in the Safeguarding Folder and filed in a separate folder named with the student ID: this is only accessible to the Safeguarding Team, The Principal and the HR Officer.

Investigating a Concern

Once it has been established that there is a safeguarding or welfare issue, the following actions should be taken. The persons involved should be contacted, and if necessary removed from an unsafe situation immediately. A meeting between the student whom the concern is about and one of the Safeguarding & Welfare Team should take place within 24 hours of it being reported. If this is not physically possible, for example it is the weekend, contact should be made by phone or email. In this case, a *Welfare/Safeguarding Follow-Up Form*, available on the N-Drive in Shared Documents, Forms/Compliance/Safeguarding, should be completed by the welfare or Designated Officer, and stored on the N-Drive, Compliance in the Safeguarding Folder. The student's parents will be contacted by a member of the team to inform them of the situation.

Support Following a Concern

Once it has been established that there is a safeguarding or welfare issue, the following actions should be taken. The student and their family should be offered immediate and then regular support by a member of

the team. If the support required is outside the college's remit, support from external agencies will be sought. The officer involved will act as a point of contact for the student, their family and any outside support agencies that the student has been referred to.

Handling Allegations Against Staff & Students

Any staff who have concerns about a colleague, or a student, being a perpetrator of abuse must report them to the Designated Officer. The reporting member of staff will be protected by the Whistleblowing Policy (See the Staff Handbook), and should not feel concerned about making an allegation. Confidentiality must be maintained at all times, any breach of this, could result in disciplinary action.

Initial Response

In cases where a member of staff or another student has been accused of some form of abuse, the utmost should be done to keep this allegation confidential until it has been fully investigated. Upon the receipt of a *Record of Concern Form*, naming a staff member or a student as a possible abuser, the Designated Lead will contact the LADO immediately. Two possible courses of action may be taken following consultation with the LADO, and in line with their recommendations.

1. The member of staff, or student, will be asked to remain at home until an investigation has been completed. In the case of staff, this will be done in accordance with the College's Disciplinary Procedures (See Staff Handbook).
2. The member of staff, or student, will be allowed to remain in the college, but restrictions will be put in place. For example, a student will be placed in another class, where possible at a different time of day. They will have no contact with the alleged victim and must be supervised during all breaks. The staff member will not engage in any duties that could put them in contact with the alleged victim, their working hours arranged so as to minimise any casual encounter, and possibly work under supervision.

The above actions will be discussed in a meeting by Senior Management and documented on an *Initial Consideration Meeting Form*, available on the N-Drive, Compliance – Safeguarding – Forms.

During an Investigation

Whilst an investigation is being carried out, support will be offered to any person against whom an allegation has been made. If the allegation is against a student, they will be supported internally by a member of the Safeguarding Team, and external support will be signposted. Where a staff member has

been accused, they will be referred to the HR manager, who will arrange for them to receive support and advice from an independent agency.

Following an Investigation

If the allegation is proved to be true, the member of staff or student will be removed permanently from the college. In the case of a student their embassy and UKVI will be informed of the offence immediately. In the case of a staff member, the DBS will be informed, as per the law.

If the allegations are proved to be unfounded, this will be clearly documented on the records. All records will be kept, as per Government recommendations, in a password protected folder within the limited access Safeguarding Folder on the N-drive.

Summaries of the Safeguarding procedures can be seen on the following pages. All procedures are in line with those recommended by Manchester Children's Safeguarding Board, information regarding these can be found at <http://www.manchesterscb.org.uk/prof-procedures.asp>.

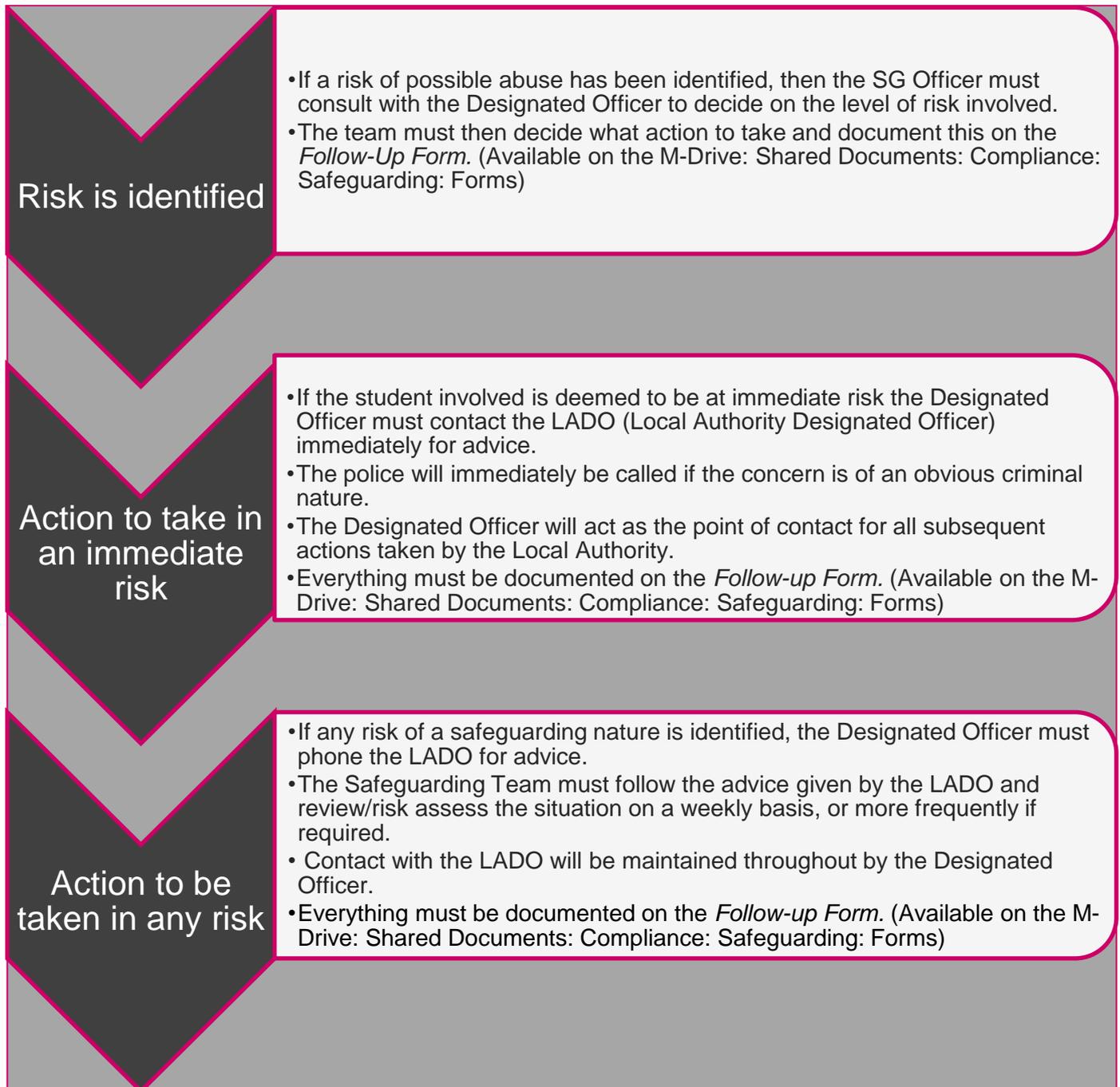
Procedures for Reporting a Concern

All staff must follow the steps below if they have any concerns about a student.



Procedures for Responding to a Safeguarding Concern

These procedures must be followed by the Safeguarding Officer involved



Procedures in the Event of an Allegation against a Staff Member or Student.

These procedures must be followed by the Safeguarding Officer involved



Appendices

Forms & Useful Information

Welfare/Safeguarding Record of Concern Form

Student Details		
Name:		I.D:
Date of Birth:	Age:	Gender:
Address:		
Phone:		Email:

Your Details	
Name:	Job Role:
Phone:	Email:

Details of the Concern: Please be as factual and detailed as possible.
Are you recording your own concern or reporting the concern of someone else?
What has happened, said to have happened, or been seen?
When and where did this happen?
Who else was involved and how?
Was the person who the concern is about able to say what happened? (Please record their words)
Who has been told about it and when?
Signature of Person Recording the Concern:
Date:
Signature of the Safeguarding Officer Receiving the Concern:
Date:

Welfare/Safeguarding Follow Up Form

Name: ID:			
Date of Initial Referral:			
Please document any initial follow up to a Welfare or Safeguarding concern here. Please sign and date each entry.			
Issue	Actions Taken	Outcome	Initial Follow Up
If further support and follow up is required, please document it below. If none is required, please explain why here:			
Date	Actions Taken	Outcome	Follow Up
Please complete a final entry when follow up ceases, explaining why.			

Example Parental Consent Form for Host Family

(Other versions for residential halls and staying with a guardian can be found at: M:\Shared Documents.)

Student Name: _____

Emergency contact 1 – Parental contact details

Father's / Mother's Name: Address:	Home telephone number: (Including country code) Mobile telephone number: (Including country code) Work telephone number: (Including country code) Email:
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Emergency contact 2 – Person's contact details

Name: Relationship to child (brother, aunt, friend...) Address:	Home telephone number: (Including country code) Mobile telephone number: (Including country code) Work telephone number: (Including country code) Email:
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Adult General English courses are for students aged 16 years and over. However, many students on our Adult General English courses are 18 years and above. For students between 16 and 18 years, there are rules that help us and make sure your child is happy and safe.

General rules/procedures:

- Students must arrive on time and attend all morning and/or afternoon classes. If students are ill, they must telephone and/or email New College Group (admin@newcollegemanchester.com) to notify the reason for absence.
- Students under 18 years on Adult General English courses are not supervised during break-times, lunch times or after lessons have finished.
- New College Group reserves the right to ask a student to leave because of misconduct (unacceptable behaviour), non-payment of fees or non-attendance and will be subject to disciplinary procedures.
- All students and staff at the New College Group are expected to show respect to each other at all times. The following behaviour is not acceptable: harassment, bullying, actual or threats of violence, damage to personal property and verbal abuse based on racial, sexual or religious differences.

General Rules and Behaviour Guidelines for students

- Do not break the law in the UK:
- Students must be over 18 years to buy and consume alcohol and cigarettes in the UK. UK pubs do not usually welcome under 18's and smoking is not permitted inside any establishment.
- Do not buy or take any illegal drugs.
- Do not be tempted to take anything without paying, even students under 18 may be arrested and prosecuted if caught shoplifting.

Discipline procedures

- Verbal warning (by teacher and/or group leader).
- Verbal warning by Director of Studies / Director
- Written warning by Director of Studies / Director to students and copy to parents
- Final written warning Director of Studies / Director to students and copy to parents
- Expulsion at the cost of parents (to send student back to their country of origin).

Homestay Rules & Guidelines

- Students should arrive on time for their evening meal. It is also good manners to offer to help with clearing the table or washing up.
- Students must ask for permission before using the host family telephone. Local calls are charged for in the UK. Even if students have an international phone-card, it is polite to ask permission to use the telephone.
- Students must keep their room and personal belongings tidy in the homestay.
- Students under 18 years on Adult General English courses are allowed out unsupervised in the evenings and at weekends, but must tell their host family where they are going, as host families need to be aware of where students are at all times. **All students under 18 must return to their accommodation by 10PM (Curfew Time).**

All homestay providers are inspected (visited) by New College Group. Adults over 18 years in the homestay sign a declaration form to confirm they do have not any convictions which would prevent them from being suitable to provide accommodation for a child under 18 years and have an Enhanced DBS (Police) Check.

Parents please read and sign below to indicate your agreement:

- I give permission for my child to participate in all lessons and excursions / activities organised by New College Group.
- I am aware that my child will be studying with older students on the Adult General English course and will not be supervised during break-times, lunch-time or after school.
- I agree that my child should abide by the recommended rules and curfew time of 10PM.
- I understand internet access is provided by New College Group for students and may be available in their homestay. I am aware my child may have unsupervised access to the internet.
- I give permission for my child to travel unaccompanied by public transport in Manchester to and from all lessons, activities and excursions organised by New College Group.

- I give permission for my child to receive emergency medical treatment in the UK.* Please indicate on the application form any special medical requirements, behaviour issues, dietary requirements or allergies.
- I am aware of New College Group’s Discipline Procedures and that if my child is subject to these and expelled, then I am liable for the cost of sending my child home early (travel to the airport and flight expenses).

Overnight or Weekend Visits

Sometimes students under 18 years want to stay overnight with friends or stay overnight at the weekend to visit another city.

Are you happy for your child to stay overnight with a friend or in another city?

YES:

NO:

If you are happy for your child to stay overnight, then they must tell the college, host family and you where they are going. Tell you and us who they are going with, where they are staying, and give contact details for both. You must then email the college to say this is okay.

Publicity:

There may be occasions when photographs are taken. Do you give permission for NCM to use any photograph of your child in our publicity material? A copy of the photograph will be send to you.

YES:

NO:

Parents please read and sign below to indicate your agreement: By typing your name in the box below you are signing that you agree to the arrangements and rules within this form.

- I give permission for my child to participate in all lessons and excursions / activities organised by New College Group.
- I agree that my child should abide by the rules and behaviour guidelines.
- I agree that my child should abide by the recommended rules and curfew time of 10PM.
- I understand internet access is provided by New College Group for students and may be available in their accommodation. I am aware my child may have unsupervised access to the internet. We do have a policy for safe internet use and sites which are unsuitable for young people are blocked by our server.
- I give permission for my child to travel by public transport in Manchester to and from all lessons, activities and excursions organised by New College Group.
- I give permission for my child to receive emergency medical treatment in the UK.* Please indicate on the application form any special medical requirements, behaviour issues, dietary requirements or allergies.
- I am aware of New College Group’s Discipline Procedures and that if my child is subject to these and expelled, then I am liable for the cost of sending my child home early (travel to the airport and flight expenses).

Parent/Guardian’s Signature:	
Student’s Signature:	Date:

DBS CHECK RISK ASSESSMENT

This form can be used to assist in assessing and recording the risks of allowing someone to start paid or volunteer work. It should only be used in circumstances where to not employ the person would result in a severe disruption of service provision.

The completion of this risk assessment form is the responsibility of the appointing manager and must be authorised by the Principal **before** the person can start. This completed risk assessment form must be placed on the individual's personnel file.

Circumstances in which the form may be used:

- The appointment is necessary to allow the service provision to continue.
- An enhanced, DBS check has been applied for.
- The person has no unsupervised contact with children or vulnerable adults.
- They have no access to sensitive records, particularly information about individual children or vulnerable adults.
- This risk assessment and risk management plan has been completed and signed off by the appointing manager and the Principal.

Please note that candidates may be able to carry out induction, training and supervised tasks whilst waiting for the DBS certificate to be returned.

If you require any assistance with completing this Risk Assessment, please contact one of the following:

- Fareeda Haq (Whole group): fhaq@newcollegegroup.com
- Charlotte Kerns (Manchester): ckerns@newcollegegroup.com
- Kerill Kennedy (Liverpool): kkennedy@newcollegegroup.com

PART 1 – FOR THE APPLICANT TO COMPLETE

Name:	Date of Birth:
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Job Title:	Work Base:
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Has the Recruitment Checklist been completed, including all of the following?	Confirmation/Details
Employment gaps, discrepancies or anomalies	
Appropriate and satisfactory references	
Give details where you have obtained clarification or missing information on the applicant or verification of the referee's position in the organisation.	
Have you checked and verified that the candidate's qualifications fulfil the requirements in the selection criteria?	
Has the candidate completed the self-declaration? Confirm that you have actively asked the person if they have any convictions, cautions, reprimands, warnings, bind-overs, pending prosecutions or disqualifications.	
Have you seen and verified asylum and immigration checks?	
Has the candidate completed a new DBS certificate Application form?	
Has the candidate been a resident outside of the United Kingdom? If yes, is a Police Check or DBS equivalent from that country being sought?	
Level of Risk: Please complete the level of risk posed by appointing/employing the individual in this job. Give reasons.	
High Risk	
Medium Risk	
Low Risk	
Is this person suitable to start work before the DBS is returned under the conditions proposed above? Yes/No Comments: (Reasons for decision) Outline protective measures to be used to reduce the risk:	
Risk Assessment completed by: Sign & Print name (Manager) Date:	Risk Assessment Authorised by; Sign & Print Name (Principal) Date :

Risk Assessment External Speaker/Trainer or Event

The purpose of this assessment is to ensure that any external training or event is complying with the College's overall Safeguarding Policy and Prevent Duty. If you are unsure whether the contents of a presentation, speech or course are meeting the requirements or not then please speak to the Designated Officer, who will be happy to advise. The form needs to be completed and approved (by a member of the SMT), at least one week prior to the training or event taking place.

Name of Speaker/Trainer		Name of NCG Staff Responsible for Organising the Training/Event	
Course/Event Title		Date & Time of Session/s or Event	
No. of Attendees.			
Resources to be used			
Contents checked and suitable?	Yes/ No	Please sign & date to confirm content checked:	
Have any actions been put in place as a result of the content assessment?			
SMT Approval: Please sign and date to confirm you are happy for the event/training to go ahead.			

Useful Information

Local Authority Designated Officers (LADO)

All Local Authorities have a Local Authority Designated Officer (LADO) who works within Children's Services and must be alerted to all cases (from within any agency) in which it is alleged that a person who works with children has: behaved in a way that has harmed, or may have harmed, a child possibly committed a criminal offence against children, or related to a child behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The LADO will provide advice, guidance and help to determine what procedures to follow. They also help co-ordinate information-sharing with the right people and will monitor and track any investigation.

LADO for Manchester

Majella O'Hagan

Ground Floor- R&D Block, Wenlock Way Offices, Wenlock Way, West Gorton. M12 5DH

E: majella.ohagan@manchester.gov.uk T: 0161 274 6211

LADO for Liverpool

Jackie Shaw

Safeguarding Unit, The Ray Hurst Centre, Pendine Close Liverpool, L6 3BH

E: Jackie.shaw@liverpool.gov.uk T: 0151 225 8101/225 8103

Channel Manchester

Regional Channel Manager: Gaynor Egerton – 0161 856 6325 or gaynor.egerton@gmp.police.uk

GMP Channel Lead: DS Julie Haworth - 0161 856 636 or julix.haworth@gmp.pnn.police.uk

DC Paul Meadows: paul.meadows@gmp.pnn.police.uk 66373 Metropolitan South Manchester Trafford

Websites:

Manchester Safeguarding Children Board: <http://www.manchesterscb.org.uk/index.asp>

Liverpool Safeguarding Children Board:

<http://www.liverpoolscb.org/>

NSPCC: <http://www.nspcc.org.uk/preventing-abuse/>

The Safe Network: http://www.safenetwork.org.uk/about_us/Pages/default.aspx

Government Sites:

<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>

http://course.ncalt.com/Channel_General_Awareness/01/index.html

<http://www.preventforfeandtraining.org.uk/>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf