Edwards Language School is committed to the safeguarding and protection of children (Under 18s). We understand our duty of care and have safeguarding policies and procedures in place to ensure children are supported and monitored during their time with the school. This includes studying in the classroom, out on activities or in the homestay accommodation.

Organisation name: Edwards Language School   **DSL**-Designated Safeguarding Lead   **DSP**-Designated Safeguarding Person

Risk	What is in place?	Further Information	Do you need to do anything else to manage this risk?	Last Updated	Updated by
Airport Transfer Protection	• Risk Assessments	Risk Assessments are in place highlighting potential problems and solutions when collecting and dropping students at the airport.	*Risk Assessments given to the Teamers by the Teamer Coordinator.*	*13/11/2018*	*Kate Fox (Principal/DoS)*
	• Activity Preparation Forms	Teamers read the risk assessment and sign activity preparation forms declaring they have understood the documents and noted all the essential emergency contact numbers.	*DSP checks with Teamers every Friday about airport shifts and ensures documents are signed.*		
	• Teamer Training	Teamers are trained in Frankfurt and when they arrive in the UK about how to communicate and work professionally in the airport.	*N/A*		
	• Organisation of Teamers	Flight information is meticulously recorded with arrival times and terminals. Teamers organise the logistics on a Friday before going to the airport. Information is checked on the airport displays.	*DSP checks organisation with Teamers on Friday.*		
	• Taxi Drivers Enhanced DBS checked	Taxi Drivers have completed enhanced DBS checks.	*DBS number and date logged by Accommodation Officer.*		
Classroom Protection	• Safeguarding Induction Talk with Safer Neighbourhood Police Officer / Teamers	Every Monday, the students have a 10 minute induction talk with school staff and / or one of the Ealing Safer Neighbourhood police team. The talk is to give safeguarding awareness and police tips about safety on the tube, with personal property and members of the public. Leaflets and advice are also available from the Welfare Officer at Reception.	*Continue to assist in ensuring lower levels (A1-A2) can understand everything the police officer and staff are saying. Teamers also reinforce the message with students.*	*13/11/2018*	*Kate Fox (Principal/DoS)*
	• Risk Assessments and Fire Safety	Risk Assessments are in place highlighting classroom risks and building risks. Fire escapes are clearly shown and students are walked through the	*DSP checks the fire walk has been done by Teamers on Monday.*	*13/11/2018*	*Yoriko Oka (General Manager)*

Risk	What is in place?	Further Information	Do you need to do anything else to manage this risk?	Last Updated	Updated by
		fire drill procedure on Monday morning. Regular practice drills are held.			
	• Safeguarding Boards	Safeguarding Boards are displayed in all classrooms (except 2 in close proximity that share 1 board outside the classrooms). The boards include our safeguarding statement, abusive behaviour policy, condensed safeguarding policy and pictures of the DSPs. It also displays contact information for the LSCB (Local Safeguarding Children's Board).	*On feedback forms there is a section asking if students are aware of the importance of safeguarding. If students say 'No' a DSP will visit the class and give a talk about safeguarding.*	*13/11/2018*	*Kate Fox (Principal/DoS)*
	• Bullying Policy Leaflets	These leaflets are created to help students understand that bullying is unacceptable. The language is graded and includes useful images for understanding. On the back of the leaflet is a vocabulary breakdown suitable for low level students (A1-A2).	*DSP to mention the importance in induction talk on Monday to all under 18 students.*		
	• Cultural Awareness	This document is displayed in all classrooms to highlight the diversity of students at the school and encourage an understanding and respect for other cultures. This is discussed with students during Monday induction talks.	*N/A.*		
	• Internet Safety	Internet Safety advice leaflets are given to all under 18s on arrival in their information packs. It talks in detail about what to avoid on the internet and how to report suspicious activity.	*Check and monitor activity on school computers and remind students about this throughout their stay.*		
	• Teacher Enhanced DBS checked	All teachers at the school have completed an Enhanced DBS check.	*Regular observations, including unannounced spot observations.*		
	• Concern Forms	Concerns forms are filled out by teachers or the DSP if they have a reason to believe a student may be at risk of harm. This includes out of character behaviour, rule breaking, students disclosing information or any suspicion of abuse raised by staff or students.	*Principal/DoS to look after concerns forms and keep locked away, for as long as needed then safely shredded. Concerns forms will be followed*	*13/11/2018*	*Kate Fox (Principal/DoS)*

Risk	What is in place?	Further Information	Do you need to do anything else to manage this risk?	Last Updated	Updated by
	• Staff Training	Teachers attend Bitesize Training sessions during Wednesday teacher meetings where we cover safeguarding, managing younger students in the classroom and activities suitable for under 18s.	*up and if necessary a referral form will be completed and sent to the LSCB for advice.*		
	• Feedback Forms/Student Problems	Students complete feedback forms at the end of the first week to give opinions on all aspects of the school including classes. The forms breakdown class activity (Writing, Grammar, Reading, Speaking, Listening, Homework). This is where we can see quickly if a class aren't enjoying an aspect of the lesson by comparing feedback forms. We can then communicate effectively with the teacher to rectify the issue.	*Minutes are completed and circulated from all training sessions to help ensure the teachers who couldn't attend can read and see what was spoken about.* *Ensure forms are checked immediately upon receiving them. Often students request to move levels during the week and we make sure we check with the teacher first before making any official decision. We emphasise to students during induction that all staff pictured on safeguarding boards are available if they have any problems or concerns.*		
Activity Protection	• Risk Assessments	Risk Assessments are in place for all activities including tube travel.	*Check that Teamers have read and understood the Risk Assessments by asking questions about the contents.*	*13/11/2018*	*Kate Fox (Principal/DoS)*
	• Code of Conduct and Condensed Safeguarding Policy	Teamers read and sign the employee code of conduct and a condensed safeguarding policy. A copy is kept and filed by the DSP.	*Check with Teamers on Monday that they have understood both documents by asking questions about the contents.*		
	• Basic Awareness (formerly Level 1 Safeguarding) Training (online)	All Teamers complete online basic safeguarding awareness training (formerly level 1) and certificates are kept on file by the DSP.	*N/A*		
	• Teamer Training	Teamers attend training days in Frankfurt before coming to London and then have in-house training with a DSP when they arrive. Check lists are in place to list what is covered in these training sessions.	*Check with new Teamers throughout the first week that everything is going well and they understand all the procedures for activities.*		
	• Teamer Police Checks	All Teamers have an up-to-date police check seen and signed for by the DSP. Teamers complete Activity Preparation forms before an activity to show they have read and understood	*Ensure any police checks in German or other languages are translated and checked by staff in other destinations.* *Collect all forms from the Teamer Coordinator and make sure they are being completed*	*13/11/2018*	*Kate Fox (Principal/DoS)*

Risk	What is in place?	Further Information	Do you need to do anything else to manage this risk?	Last Updated	Updated by
	• Activity Preparation and Report Forms	the risk assessment and noted emergency contact numbers. Teamers also complete Activity Report Forms once an activity is complete to record how the activity went and note any issues or concerns. These forms are then reviewed regularly to see where improvements can be made.	*properly and not being rushed.*		
		We have an ideal ratio of 1 Teamer to 15 students to ensure maximum levels of supervision and care.	*DSP checks ahead to stick to these ratios.*		
	• Student Ratios	On activities students are stopped regularly and registers taken to ensure all students are present.	*DSP asks regular questions about activities to check this is being done.*		
	• Student Monitoring	The Teamer always checks that all their students are with them before entering busy trains or entering busy buildings. On excursions Teamers break up free time responsibly to check on students' safety. Students are not allowed more than 1 hour and 30 minutes of unsupervised free-time when on activities.			
Homestay Protection	• Homestay Enhanced DBS checked	All Homestays that host under 18 students have a recent enhanced DBS check. Numbers and dates are stored by the Accommodation Officer.	*Accommodation Officer ensures the DBS checked homestays are always available for under 18 students.*	*13/11/2018*	*Kate Fox (Principal/DoS)*
	• Level 1 Safeguarding Training (online)	All Homestays have completed Basic Awareness (formerly Level 1) Safeguarding Training and certificates are held by the Accommodation Officer.	*N/A*		
	• Pre Departure Information sent	All Homestay Hosts and Parents/Guardians of under 18s are sent pre-departure information that includes the rules and regulations for the students and curfew times (10pm for under 18s).	*N/A*		
	• Feedback Forms	Students are given Homestay Feedback Forms to complete by the end of the first week to communicate any issues they have with the Homestay. The Accommodation Officer will speak to any students that highlight an issue on their feedback form and solve the problem as soon as possible. Students are always welcome to speak to the Accommodation Officer at any time.	*Accommodation Officer ensures all negative points are addressed as soon as possible and that students are aware they can talk to her at any time.*		
	• Homestay Checks	Homestay Hosts are visited and checks are carried out in accordance to British Council recommended regulatory checks once every 24 months.	*Accommodation Officer ensures 2 yearly visits are upheld and inspection dates put into a calendar.*	*13/11/2018*	*Kate Fox (Principal/DoS)*

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