

Condensed (Shorter) Policy for Welfare & Safeguarding of students under the age of 18

Level 3- trained Designated Safeguarding Lead: Kerry Dorling (Director of Studies)

Level 3- trained Designated Safeguarding Deputy Lead: Katy Mitchell (Head of Administration)

Background

At ICE vast majority of our students are adults, however the minimum age in mixed nationality classes is 16 and we also receive groups of young learners aged 11+ in closed groups. We also welcome international groups of junior students (11 to 15 years) in the summer.

ICE is committed to providing the safest possible environment for all our students, but especially for those under 18 and vulnerable adults. Safeguarding Under 18s is every adult's responsibility. We all share a legal and moral Duty of Care to protect them from 'that which is not in their best interests.' **Saying Nothing is not an option.**

Contact Details for ICE Safeguarding Team

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ICE's recruitment practices for staff and homestays are designed to ensure that suitable people are used for working with Under 18s.

Risk assessments are a key tool in safeguarding all our students, especially those under 18.

Please support us in preparing them and carrying out the safer procedures they identify.

ICE has an established Code of Conduct which aims to support and protect students and staff by setting boundaries, standards and giving clear guidelines in what is expected in order to create the friendly and professional environment we aspire to, both in general and with specific reference to under18s and vulnerable adults. Adults with responsibility are role models and should behave appropriately. Topics include:

- Appropriate dress
- What (not) to talk about, the language (not) to use
- Interaction with under 18s – avoid being left alone in an enclosed space (leave door open)

- Personal relationships, crushes - dangers
- Internet / technology – staff should avoid giving under 18s their personal telephone number – be careful with Facebook, twitter, Instagram etc.
- The law

ICE is a multicultural and international community that, by its very existence, promotes intercultural understanding. We endeavour to educate all our students about acceptance and tolerance of a range of views and beliefs provided that those views are reasonable. While it is unlikely at ICE, if you suspect someone is expressing views that might hurt or denigrate those with different beliefs, you must inform the Director or Director of Studies immediately. It is particularly important if that person is attempting to radicalise other students. For more information, see ICE's Prevent Policy at the end of this document). The concern could be due to something you have seen yourself or something you have been told. Signs may include:

- physical signs which are not easily explained
- changes in behaviour, e.g. becoming withdrawn or becoming aggressive, or swinging between both
- overtly sexual behaviour/language
- being afraid of a particular person
- showing signs of low self-esteem

If an under 18 starts to tell you about abuse that is happening/has happened to them, it is very important that you

- LISTEN
- don't ask any questions
- don't promise confidentiality, as you must contact a member of the safeguarding team immediately
- write a report using the student's own words
- do not talk about it to anyone outside the safeguarding team