



Group leader safeguarding briefing

By Huan Japes, English UK's Membership Director



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Safeguarding means caring for students in all ways

It includes all areas of safety and welfare including:

- child protection
- emotional support
- health
- homesickness
- bullying
- online safety

All students under 18 are protected

In UK a child is under 18

The language school is responsible for their safety at **all times**.

The rules are the same for all nationalities



Duty of care

When you are in the UK, UK laws and regulations apply

All adults who work with children under 18 have a legal Duty of Care **always**.

Child protection laws and regulations

Organisations working with under 18s must comply with UK laws on children and safety

English language centres follow further safeguarding regulations, if they are accredited by British Council and teach under 18s

English UK members take protecting young learners very seriously.

They all:

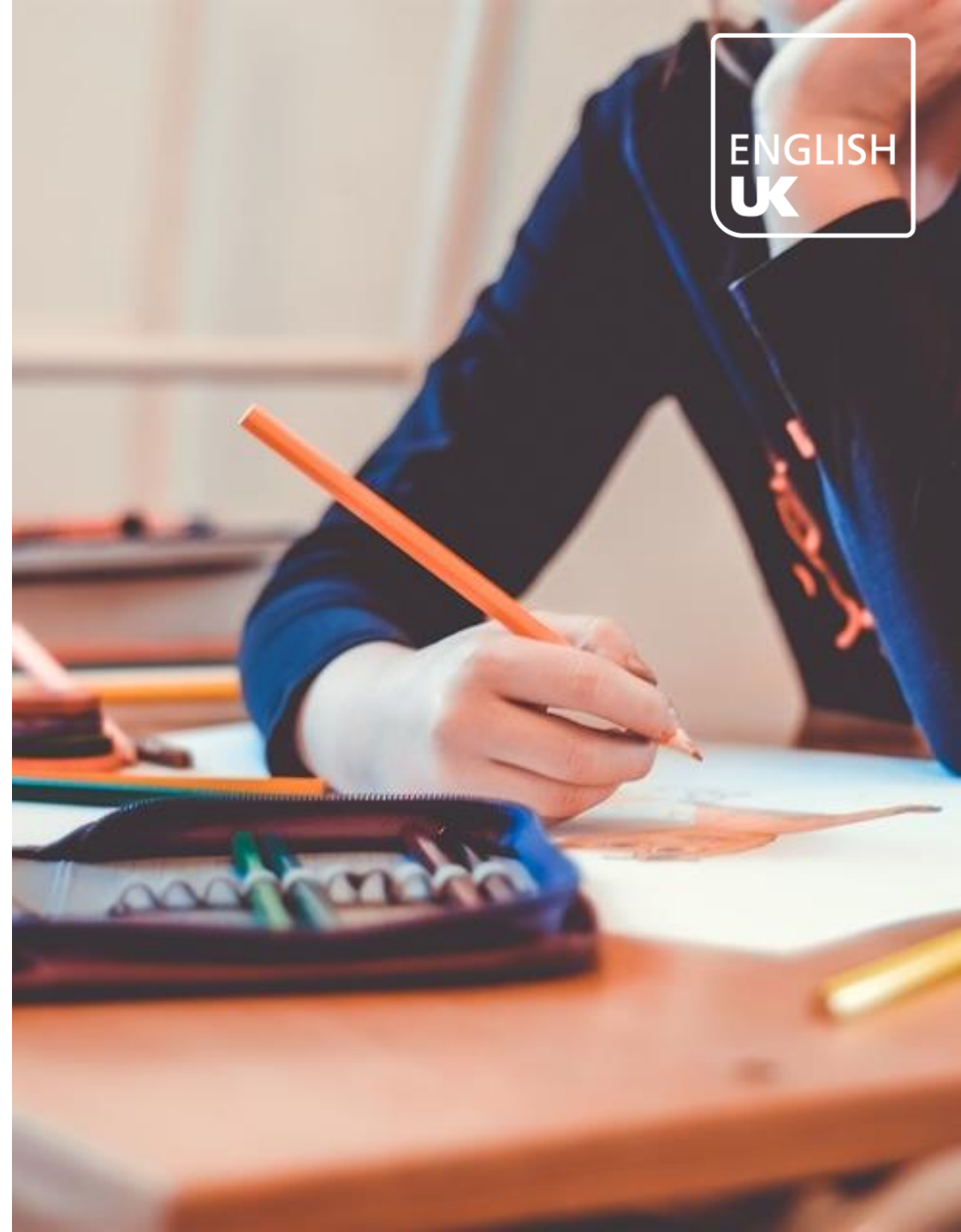
- Have a clear safeguarding policy
- Have a designated Safeguarding Officer
- Provide information and training to all staff, students and group leaders
- Make sure only suitable adults have the access to children

Trained and well-equipped
staff

Suitability checks for all
staff working with under 18s



Safe school premises



Suitable accommodation and care

Appropriate supervision at homestay/residence

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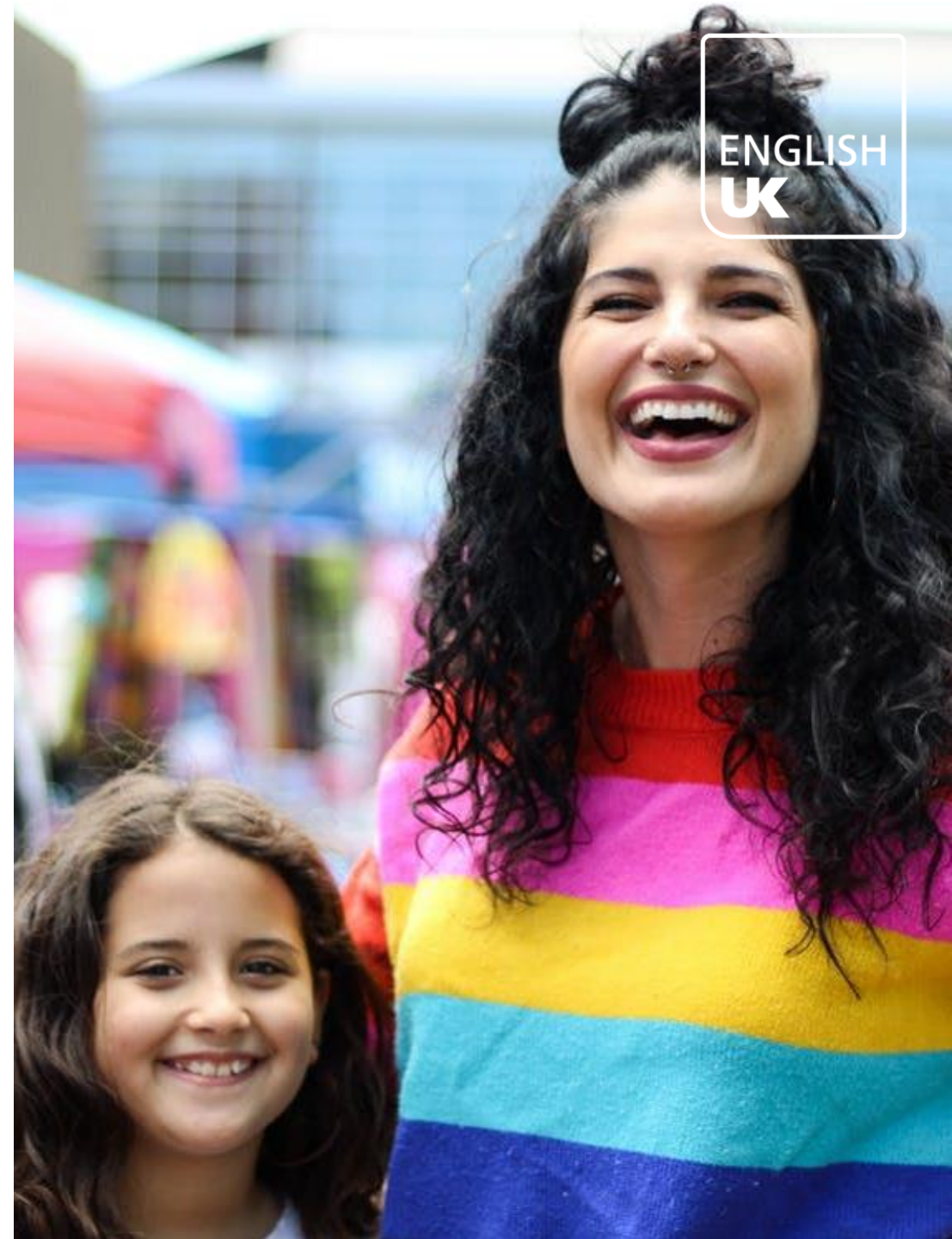


Safe activities

Risk assessments



Adult and child ratios



24 hour school contact

Emergency contact details for
parents



Designated safeguarding
leads

Welfare officers

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Language centre rules

- Schools have the **overall duty of care**
- Group leaders must follow all the English language centre's rules and make sure students do
- Language centres have a Group Leader handbook, including Disciplinary procedures.
- Group Leader may be asked to leave the school in certain situations if they don't follow rules

Before departure

- Suitability checks – all group leaders should have a police check (called DBS in English and Wales)
- Written consent from parents
- Emergency names and phone numbers of parents
- Student medical conditions
- Understand the school code of conduct and your duties as group leader

On arrival at language centre

- Attend school's Safeguarding training for group leaders
- Find out about the nearest hospital with Accident & Emergency department and the nearest doctor's surgery
- Discuss any changes to pre-arranged itinerary and gain approval from school
- Risk assessments for your group's activities

Fire safety and emergency procedures



Group leader role at language centre

- Act as part of the school 'team'
- Speak English with students, even if you have to repeat it in your language afterwards.
- Be contactable at all times
- Be at school to supervise your student at meal times and free time
- Attend regular meetings with the centre staff

Laws and rules on drinking, smoking and drugs



Local risks

Crossing the road

Make sure your students
follow British law such as
wear seat belt



Giving medicine to under 18s

- All medicines must be labelled correctly and have English instructions
- Medicine needs to be locked away at all times or stored with you or the host family.
- Under no circumstances, can you give medication to a student who is not in your group
- If one of your students is ill, it is normally your duty to remain on site or to regularly visit them at their host family

Inform the Welfare Officer about medicines:

- If you give medicine to one of your students.
- If you have a student taking prescribed medication. If that student needs to go to hospital, the exact information needs to be known very quickly.



Prepare for UK weather

Appropriate clothing



Online safety



Consent for photographs - GDPR



Check understanding of the
rules

‘Do you understand?’

“Errr....yes???”



If you have questions about
safeguarding...

Talk to your school's
safeguarding lead

Or

Email us on:
info@englishuk.com



Have a great time
with your groups this
summer!

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