

CELT Condensed Safeguarding Policy (Group Leader/ETO)

This short version of CELT's safeguarding policy has been written to explain your roles and responsibilities as a group leader in order to make sure that you and your students have a safe and positive experience and that you know what to do in the unlikely event of a safeguarding problem.

CELT 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: Group Leaders (GLs) and Educational tour operators (ETOs) have an important part to play in achieving this. We all share a legal and moral Duty of Care to protect students from 'that which is not in their best interests'. We therefore have a range of policies and procedures: please see the Policies and Procedures page on our homepage, including our full safeguarding policy <https://www.celt.co.uk/policies-and-procedures/>

GLs play a valuable role in ensuring the well-being of their under 18 students and the best possible programme for their students: please see our Information for Group Leaders document for more information about how CELT works in partnership with GLs. CELT also recognizes the valuable role played by ETOs who act as our representatives overseas, often liaising with schools, parents and some GLs. ETOs are asked to assist CELT in its safeguarding provision by passing on information to their clients and returning any documents, such as parental consent forms, to us in a timely manner. GLs are required to fulfil their responsibilities to their students and to help us to fulfil our duty of care to their students by adhering to our Safeguarding policies and procedures. In particular,

Group Leader Responsibilities

We ask GLs to:

- Provide a police check /statement of good character from their own country
- Pass on any emergency contact information for their students' parents
- Be available each morning at the beginning of the first class in case of student absences and/or illnesses and to pass on/receive emerging information
- Inform CELT if any of their students has specific medical protocols and assist with any medical emergencies 24/7
- Help with the supervision of their own students: GLs will not be asked to help with the supervision of students from another group.
- Know the school's emergency contact number +44 7486 888641
- Ensure their students are aware of and respect CELT school rules including carrying their student card and wearing their wristband at all times
- Ensure their students adhere to the school curfew policy: 22.00 (13-15 y.o); 22.30 (y.o.) and mealtimes (18:00 for dinner with the homestay provider)
- Ensure their students attend all classes and leisure activities and are punctual and assist in the unlikely event of one of their students going missing
- Report to the school any illnesses among their students
- Pass on to the school any concerns about their students' academic and pastoral well-being at the earliest possible time
- Respect European data protection laws (GDPR) and keep any written personal data safe and for your eyes only.

Code of Conduct

CELT has an established Code of Conduct which aims to support and protect students and homestay providers 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 under 18s and vulnerable adults. Adults with responsibility are role models and should behave appropriately. CELT GLs and ETOs are required to be aware of this Code of Conduct. Topics include:

- Upholding the law: alcohol, cigarettes, drugs, knives
- If visiting students in homestays: respect privacy, need to knock, not to be alone in a bedroom or bathroom with an Under 18. Interaction happens in shared spaces
- Internet/technology – GLs are asked to help promote CELT's E-safety Accepted User Agreement and be vigilant for cyber-bullying and for under 18s accessing violent, adult or other inappropriate materials and to report any concerns to the school
- Awareness that getting an intimate piercing and /or a tattoo is illegal in Wales for under 18s.
- Appropriate dress .

PREVENT Counter-Terrorism

CELT is a multicultural and international community that actively 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 CELT, if you suspect someone is expressing views that might hurt or denigrate those with different beliefs, you must inform a Senior Member of the Safeguarding Team immediately. It is particularly important if that person is attempting to radicalize other students. For more information, see CELT's Prevent Policy.

Child Protection

Saying Nothing is not an option

If you are worried that an Under 18 is, or may be, at risk of harm, you must contact a member of CELT's Safeguarding Team who can be contacted 24 hours a day, 7 days a week (see chart 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

Founded in 1989, CELT has offered courses for adults at its adult centre in Salisbury Road, Cardiff since 2000 and courses for under 18s (aged 13-17) in its dedicated junior centre in North Road, Cardiff since 2009. Since January 2019, the school has also accepted 17-year-old learners on its adult courses in Salisbury Road, subject to receipt of the necessary parental consents. Adult courses run year-round; junior courses run year-round for closed groups and with continuous enrolment in open classes in July and August on the under 18 Holiday Language Course. Accommodation is provided with local homestay providers or in one of CELT Student Residences (adults only, aged 21 and over). The vast majority of juniors stay with school homestays; approximately 50% of adult students stay in homestay; the remainder arrange private accommodation and a maximum of 9 adult students are accommodated in the residences at any one time.



CELT's Safeguarding Team

Staff highlighted in grey are senior members of the school's Safeguarding Team.

	<p>Designated Safeguarding Person (DSP) and Child Protection Officer (CPO) & Prevent Officer</p> <p>MIKE BURDEN Director of Studies 029 2033 9290 Salisbury Road & North Road Trained To Safeguarding Specialist (Level 3)</p>	
<p>Senior Manager with overall responsibility for Safeguarding & Designated Safeguarding Staff (DSS) & Prevent Lead</p> <p>GRACE DURIGHELLO Academic Director 029 2033 9290 Salisbury Road Trained to Safeguarding Specialist (Level 3)</p>	<p>Assistant Designated Safeguarding Person (ADSP)</p> <p>NEIL HARRIS Academic Projects Development Manager 029 2033 9290 Salisbury Road Trained to Safeguarding Specialist (Level 3)</p>	<p>Designated Safeguarding Staff (DSS)</p> <p>GREG NELSON Principal 029 2033 9290 Salisbury Road Trained to Safeguarding Specialist (Level 3)</p>
<p>Designated Safeguarding Staff (DSS)</p> <p>CHEN HODGES Administrative Assistant 029 2033 9290 Salisbury Road Trained to Safeguarding Advanced Safeguarding (Level 2)</p>	<p>Designated Safeguarding Staff (DSS)</p> <p>ALYSSIA JONES Accommodation Officer & Teacher 029 2033 9290 Salisbury Road & North Road Trained to Safeguarding Advanced Safeguarding (Level 2)</p>	