



ATLAS
LANGUAGE
SCHOOL

Junior
Safeguarding
Policy &
Procedures
2024

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1. Introduction

The Designated Safeguarding Officer for Atlas Chichester is Paul Finnerty. He is also the Centre Manager (CM) at Atlas Chichester.

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Atlas Chichester is a four-week full time summer programme of English language courses for students between 11 and 17 years of age. Students are accommodated and lessons take place at University of Chichester, College Lane, Chichester, West Sussex, PO19 6PE.

Atlas Chichester is run by:

Atlas Language School, Portobello House, Portobello, Dublin 2, Ireland

1.1 Who is covered by this Safeguarding policy?

All adults who – in any way related to an Atlas Language School summer programme – have any contact, in any form, with young persons under 18, are covered by this policy. This includes, but is not limited to, the CM, academic management, teachers, activity leaders, staff of premises or service providers, Group Leaders, and bus drivers.

1.2 How the policy is made known to those covered

The Atlas Junior Safeguarding Policy is made known to all adults in contact with persons under 18 years old through their roles(s) in Atlas Language School. Electronic copies will be sent, and a hard copy will be available in a space accessible to all parties concerned. Atlas Junior Safeguarding Policy and Procedures document is disseminated to the following personnel:

- Management
- Teachers
- Activities Leaders
- Group Leaders
- Relevant staff of any premises or services used by Atlas Language School

1.3 Definition of Important Terms

(Adapted from the British Council “Care of Under 18s Guidance” document 2015)

Under 18s

The category under 18s includes any students who have not yet reached their 18th birthday, regardless of the age of majority in their home country or the location of ELT provision, so this includes all Atlas Language School students.

Safeguarding: is the action we take to promote the welfare of persons under 18 and protect them from harm. It means caring for persons under 18 appropriately and protecting them from that which is not in their best interests; as such, it includes health and safety, child protection and pastoral care.

Connected to safeguarding is the phrase 'Duty of Care'; there is a legal responsibility that adults who work with persons under 18 as professionals or volunteers have a duty to look after them properly; persons under 18 depend on adults for their safety and wellbeing.

Child protection: means protecting children from abuse. The World Health Organisation defines abuse as:

‘Child abuse’ or ‘maltreatment’ constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.’

Abuse is also defined as inflicting harm or failing to act to prevent harm (taken from the Government policy document Working together, 2013)

1.4 Relevant legislation

The Children Act (1989) and (2004)

Article 19, The United Nations Convention on the Rights of the Child (1989)

1.5 Revising and Updating the Policy

The Atlas Language School Designated Safeguarding Officer (CM) is responsible for revising and updating the Safeguarding Policy, in consultation with students, agents, group leaders, staff and management. Atlas Language School is committed to remedying any deficiencies in this child safeguarding policy swiftly and effectively.

1.6 Policy Statement

Atlas Language School has a moral and legal obligation to ensure that all Atlas staff given responsibility for, or access to, young people under 18 years of age, provide those young people with the highest possible standard of care. Atlas is committed to devising and implementing policies so that all staff, or other adults with considerable access to persons under 18 as a result of Atlas activities, are aware of and accept their responsibilities to safeguard and protect persons under 18 from harm and abuse. This means following procedures to protect persons under 18 and report any concerns about their welfare to appropriate staff and authorities. Atlas Language School is committed to ensuring that:

- the welfare of persons under 18 is paramount
- all persons under 18, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have rights in general and in particular the right to protection from all types of abuse
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- all staff are covered by this policy and all staff have a responsibility to report concerns to the Designated Safeguarding Officer (DSO), which is the Centre manager. In the absence of the Centre Manager, the Director of Studies takes upon the role as DSO
- all staff receive appropriate training
- this policy is disseminated to all staff, read by all staff and understood by all staff

Atlas Language School has a duty of care to safeguard all persons under 18 from harm. All persons under 18 have a right to protection, and the needs of disabled persons under 18 and others who may be particularly vulnerable must be taken into account. Atlas Language School will ensure the safety and protection of all persons under 18 through adherence to the Child Protection guidelines adopted by Atlas Language School.

Safeguarding policy 2024

1.7 Policy Aims

The aim of this policy is to promote good practice, and provide persons under 18 years of age with appropriate safety and protection while they are in the care of Atlas Language School, and to allow staff to make appropriate, informed and confident responses to specific child protection issues. This policy applies to both real world and online environments.

1.8 Rights of Under 18s

- All persons under 18 have rights. No one can take away a person under 18's right to be safe.
- All persons under 18 have a voice.
- All persons under 18 have the right to say 'no' if any person tries to do something to them which they feel is wrong.
- All persons under 18 have the right to be supported against bullies.
- All persons under 18 must feel they can tell an adult of any incident that frightens or confuses them or makes them unhappy.
- All persons under 18 must know that if they go to an adult for help, they will be listened to seriously and supported.
- All persons under 18 have the right to be treated with respect and to be safeguarded from harm.

2. Code of Conduct for Students

The Code of Conduct (both in English and in the student's first language) is sent to agents to pass on to parents and students prior to their visit. It is also displayed in all Atlas Language School classrooms, residences, Administration Offices and Teachers' Rooms. See below:

- Speak English.
- You must follow the UK laws.
- Students must respect others at all times. Bullying will not be tolerated. Anyone caught bullying will be sent home.
- Be polite to all students and staff
- Attendance at lessons is compulsory.
- Participation in all excursions and activities is compulsory.
- If a student is absent from classes or activities without permission they will be subject to disciplinary procedures (see d)
- Fire escapes, fire equipment and fire alarms are for emergency use only. They must not be used at any other time. Playing with fire extinguishers is strictly forbidden. Heavy fines are imposed by the centre if students do so.
- Smoking is not permitted in any of the buildings.
- Bedrooms should be kept tidy and any damage done to the room, furniture or decor will be taken from their deposit, and if in excess of £50, charged to the student's parent(s)/guardian(s).
- Keycards or physical keys are the responsibility of the student and, if lost, the cost of replacement will be charged to the student (£10 for keycards or £50 for physical keys).
- We do not accept responsibility for loss of student belongings.
- Students must be careful not to endanger themselves or others at any time.
- Drinking alcohol or taking illegal drugs is strictly forbidden. If caught, you will be sent home.
- Wear your Atlas lanyard at all times.
- Listen carefully and follow instructions from Atlas Staff and your Group Leaders. Ask Atlas Staff if you have any problem.

3. Code of Conduct for Atlas Language School Staff

The Atlas Junior Code of Conduct is issued to and signed by all members of staff prior to taking a position on an Atlas Language School summer programme.

3.1. Good practice

All staff should be encouraged to demonstrate exemplary behaviour in order to promote student welfare and reduce the likelihood of allegations being made. The following are practical examples of how to create a positive culture and climate.

You should:

- implement this policy at all times.
- work in an open environment – avoid private or unobserved situations and encourage open communication with no secrets.
- bear in mind that other people may misinterpret your actions, no matter how well intentioned, so err on the side of caution.
- challenge in a prudent manner unacceptable attitudes of behaviour from other members of staff or students and report the incident to the Centre Manager as soon as possible.
- set an example you wish and expect others to follow.
- treat all young people equally, avoiding favourites.
- respect the right of any person under 18 to personal privacy.
- make the experience of studying with Atlas enjoyable, and as stress-free as possible: promote fairness; confront and deal with bullying.
- treat all under 18s (including disabled young people) equally, and with respect and dignity.
- put the welfare of each young person first, before winning or achieving goals.
- maintain a safe and appropriate distance with under 18s (e.g. it is inappropriate for staff to have an intimate relationship with a child or share a room with them).
- avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. This includes the administering of first aid (if you are appropriately qualified to do so). Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given. Keep any physical contact with a child brief and don't touch a child anywhere that would normally be covered by a swimming costume.
- use the procedure: demonstrate, ask permission, touch – if you have to touch a child – for example to demonstrate a sporting technique. However, it is always best to avoid touching at all and simply to demonstrate the technique.
- try to ensure that other students and if possible other staff members or group leaders are present if physical contact is prolonged or sensitive - for example to comfort a crying child, if someone is injured, or if you have to separate fighting persons under 18.
- be an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- give enthusiastic and constructive feedback rather than negative criticism.
- recognise the developmental needs and capacity of all under 18s, avoiding pushing them against their will.
- keep a written record of any injury that occurs, along with the details of any treatment given. This should be reported to the Designated Safeguarding Officer and recorded in the

incident books provided.

- recognise if a student is developing a 'crush' on you. Do nothing that might be construed as encouraging this. Inform the Centre Manager. Never flirt with a student or make sexually suggestive or provocative comments, even in jest.

3.2 Poor practice

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and to act if they have concerns about the welfare of a person under 18.

You should not:

- spend time alone with a person under 18, away from others.
- permit abusive peer activities, such as bullying or initiation ceremonies.
- be in changing rooms, washrooms or toilets at the same time as under-18s. You should not be alone in bedrooms with persons under 18. Always warn persons under 18 before entering these places, for example, by loudly knocking on doors and loudly announcing your presence. In some of the residences, staff share toilet/bathroom facilities with students. Exercise caution when using these facilities. Any staff sharing toilet/bathroom facilities with students will be of the same sex.
- take young people alone in a car on journeys, however short.
- engage in rough, physical or sexually provocative games or contact for any reason.
- engage in inappropriate language with young people whether written, by phone, email, or online.
- hit, throttle, push, kick or otherwise act aggressively, either physically or verbally towards a child, even in pretence.
- enter persons under 18's rooms alone in a residence or invite persons under 18 into your room.
- take young people to your home where they will be alone with you.
- allow or engage in any form of inappropriate touching.
- allow persons under 18 to use inappropriate language unchallenged.
- make sexually suggestive comments or threats to a child, even in jest.
- threaten, frighten, intimidate, or reduce a child to tears as a form of control.
- fail to report, act upon, and record any allegations made by a child.
- do things of a personal nature for persons under 18 that they can do for themselves*
- invite or allow persons under 18 to spend time with you alone and unsupervised.

*It may sometimes be necessary for staff to do things of a personal nature for persons under 18, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of the child concerned and the group leader. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Do not take on the responsibility for tasks for which you are not appropriately trained.

3.3 Dress code

All teachers should be suitably attired for their role. Clothes should be neat and clean. Smart casual clothing is appropriate. When on duty, all Atlas staff should wear lanyards and the Atlas polo shirts or T-shirts provided by the school, so they are readily identifiable to Atlas Junior students, Group Leaders, other Atlas staff and employees of premises used by Atlas, or any other relevant persons. Staff are asked not to expose their upper chest or midriff, and for clothing to be at least knee-length, and not tight and revealing.

3.4 Pastoral Care

The Centre Manager (CM) is also the Designated Safeguarding Officer (which includes responsibility for Child Welfare) and has overall responsibility for dealing with students' personal problems.

Students are told in the Code of Conduct and during induction that they should speak to their Group Leaders and/or Atlas staff if they have any problems. They are encouraged to report any abusive or upsetting behaviour, or any other difficulties or problems that they may have. With regard to personal problems, in school, students should first speak to their teacher and/or the Centre Manager (CM), or to the Director of Studies, who will report to the CM. On trips and excursions, students should speak to Activity Leaders. In the residence, students should speak to the staff responsible for supervising their residence or the Centre Manager. If a student wishes to discuss any aspect of their classes or lessons, speak to the Director of Studies. All Atlas teachers have level 1 safeguarding training and the Centre Manager has level 3 safeguarding training.

3.5. Student Feedback

Day One: During the student welcome talk, students are told that they can report any problems with welfare to the Centre Manager or their Group Leader, who will take action to remedy the problem.

Each Friday/Saturday: There are questions related to general well-being and contentment on the student feedback forms. These forms are read, initially, by the Director of Studies, who will flag any issues and report them to the Centre Manager, who will, in turn, deal with them in an appropriate manner, liaising with group leaders, the student and any other relevant party.

4. Child Protection

4.1 Definitions of abuse

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm.

Abusers may be an adult or adults, or another child or children.

An abused child is a girl or boy under the age of 18, who has suffered physical injury, neglect, emotional or sexual abuse.

There are five types of child abuse:

(Adapted from: <https://thesafeguardingacademy.com/1256-2/>)

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding,

drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused by fabricating the symptoms of, or deliberately inducing illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve telling a young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include deliberately silencing them or 'making fun' of what they say or how they communicate. It may occur when the young person is constantly criticised, given negative feedback, or expected to perform at levels that are above their capability. Bullying (including cyber-bullying) is also emotional abuse. All types of ill treatment feature some level of emotional abuse.

Sexual abuse involves forcing or encouraging a young person to take part in sexual activities, not necessarily involving violence, whether or not the he/she is aware of what is happening. The activities may involve physical contact, or non-contact activities such as showing pornography to young people, or encouraging them to behave in sexually inappropriate ways. Sexual abuse is perpetrated by men and women.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. This may include failure to provide adequate food, clothing and shelter; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision (including the use of inadequate care-givers), or access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Neglect in sports or other physical activities could occur when a supervisor fails to keep the young person safe, or exposes them to unnecessary risk of injury.

4.2 Signs and Symptoms of Abuse

It is often very difficult to discern whether or not a child is being abused. It is not up to you to investigate, but to be vigilant. Some common signs of abuse are:

- inadequately explained or unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- disclosure from a young person to you, another adult, or another young person – the young person describes what appears to be an abusive act involving them
- another young person or adult expresses concern about the welfare of a young person
- unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- a young person seems frightened of, or unwilling to approach, someone
- inappropriate sexual awareness
- engaging in sexually explicit behaviour

4.3 Reporting

Important Contacts

If a child is at immediate risk, call the Police on 999.

Handling allegations: the Duty to Report

All Atlas staff must acknowledge their responsibility to report any Child Protection issues to

the Centre Manager and/or the relevant authorities. This must be done with both diligence and sensitivity. It is vital to report all suspected incidents of abuse in accordance with the procedures laid down in this document. Do not hesitate to report suspected incidents of abuse out of a sense of possible disloyalty to colleagues, or through fear of having exercised incorrect judgement. The protection of students under 18 is paramount and, as you have regular contact with those students, you play a crucial role in identifying circumstances and cases in which a student needs protection. Remember: If in doubt, report.

Why should you report?

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour.
- To prevent the problem worsening or widening.
- To protect or reduce risks to others.
- To prevent becoming implicated yourself

What happens after reporting?

- You should be given information on the nature and progress of any enquiries
- Your line manager (for Academic Staff, the Director of Studies; for Activity Leaders, the Activity Manager) has a responsibility to protect you from harassment or victimisation. If it is your line manager you suspect of a child protection issue, go directly to the Centre Manager. If you suspect the Centre Manager, an approach should be made to the management of Atlas Language School, Dublin, and/or the relevant authorities.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered a disciplinary offence.

Self-reporting

There may be occasions when an employee has a personal difficulty, maybe a physical or mental problem, which they know to be impinging on their professional competence. Each staff member has a personal responsibility to discuss such a situation with their line manager so that professional and personal support can be offered to the member of staff concerned. Confidentiality cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of under 18s.

4.4 Guidance on handling a disclosure from a child - the 5 Rs

(adapted from the British Council website)

What should you do if a child comes to you and tells you that they are being abused? It's normal to feel overwhelmed and confused in this situation. Child abuse is a difficult subject that can be hard to accept and even harder to talk about. Persons under 18 who are abused are often threatened by the perpetrators to keep the abuse a secret. Thus, telling an adult takes a great amount of courage. Persons under 18 have to grapple with a lot of issues, including the fear that no one will believe them. So, care must be taken to remain calm and to show support to the child throughout the disclosure phase. The following guidelines will help lessen the risk of causing more trauma to the child and/or compromising a criminal investigation during the disclosure phase.

1. **Receive:**

Listen to what is being said without displaying shock or disbelief. A common reaction to news as unpleasant and shocking as child abuse is denial. However, if you display denial to a child, or show shock or disgust at what they are saying, the child may be afraid to continue and may shut down.

Accept what is being said without judgement.

Take it seriously.

2. **Reassure:**

Reassure the child, but only so far as is honest and reliable. Don't make promises that you can't be sure to keep, e.g. "everything will be all right now." Reassure the child that they did nothing wrong and that you take what is said seriously.

Don't promise confidentiality – never agree to keep secrets. You have a duty to report your concerns.

Tell the child that you will need to tell some people, but only those whose job it is to protect persons under 18.

Acknowledge how difficult it must have been to talk. It takes a lot for a child to come forward about abuse.

3. **React:**

Listen quietly, carefully and patiently. Do not assume anything – don't speculate or jump to conclusions.

Do not investigate, interrogate or decide if the child is telling the truth. Remember that an allegation of child abuse may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation. Let the child explain to you in his or her own words what happened, but don't ask leading questions.

Do ask open questions like "Is there anything else that you want to tell me?"

Communicate with the child in a way that is appropriate to their age, understanding and preference. This is especially important for persons under 18 with disabilities and for persons under 18 whose preferred language is not English.

Do not ask the child to repeat what they have told you to another member of staff.

Explain what you have to do next and whom you have to talk to.

4. **Record:**

As soon as possible after the child has confided in you, make some notes, if possible writing some of the words the child used. These notes will help you when reporting the incident to the Centre manager or relevant authority and may even be used as evidence at a later date.

5. **Report:**

Report the incident to the Centre Manager as soon as possible, who will take things from there. If the child is in immediate danger, call the police on 999.

4.5 Anti-radicalisation policy

Introduction

Atlas Language School is fully committed to the safeguarding of its students and to provide equal educational opportunities for all. Safeguarding against radicalisation is as important as safeguarding against any other vulnerability.

All staff members will need to understand what radicalisation is the importance to be vigilant against it. To do this, all staff will be given regular training and updates.

What is radicalisation?

It is the act or process of causing someone to adopt radical positions on political, economic or social conditions. This can also be extended to habits in the mind. Extremism is seen as the holding of extreme political or religious views.

Behaviours to look out for:

- Possession of objects or symbols connected to an extreme cause.
- Habits and behaviours become more centred on an extremist ideology, group or cause
- They try to recruit others to the cause.
- A student is seen in the presence of suspected extremists.
- Loss of interest in other friends and relatives not associated with the cause.
- Using insulting derogatory names for other groups.

Procedure

If a student is suspected of being radicalised, it must be reported to the safeguarding officer (CM) as soon as possible. The parents/guardians will then be contacted to discuss the incident or evidence in more detail. A meeting will take place and it will be noted in the safeguarding file. The safeguarding officer will follow-up in two to four weeks to see if there has been any change in behaviour or attitude.

If there are then any serious concerns about potential radicalisation or extremism, the school will contact the police.

For more information see the PREVENT strategy:

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

5. Staff

5.1 Safer Recruitment

To ensure safe recruitment our job descriptions state that:

- all references will be followed up during the recruitment process and prior to any offers of employment
- all gaps in CVs must be explained satisfactorily prior to any offers of employment
- proof of identity and qualifications will be required. As we recruit from a distance, scanned copies of all relevant certificates must be sent as part of the job application. Candidates will have to bring a valid form of identification (passport) and original degree and CELTA or equivalent certificates to the induction day to be checked and photocopied by the Centre

Manager. If the Centre Manager is satisfied that the documents are legitimate, he/she signs and files the copy. If not satisfied, the Centre Manager must follow up with the relevant conferring body. The candidate cannot be put in any position of responsibility with children until the Centre Manager is sure of their identity and that they have met the minimum qualifications required.

- reference requests will ask specifically whether there is any reason that the candidate should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18.

Suitability checks: Disclosure and Barring Checks / Police Checks

- Appropriate suitability checks will be required prior to confirmation of employment: all prospective teaching staff and activities leaders are informed in the job advertisement and during the interview that references will be followed up and that previous employers will be contacted. Candidates with enhanced checks issued within the last three years must show the original document or provide their online reference number. Other candidates will be informed that their details will be sent for DBS checks.

- Group Leaders: our agents have been asked to confirm that Group Leaders have had suitability checks in their own countries. Confirmation of these checks from the agents is on file.

- Atlas only uses private bus companies whose drivers have had suitability checks.

Delayed Suitability Checks

In the event of any of the above-mentioned persons not holding suitability checks at the time of the course due to delays:

1. They will not be allowed to spend time unsupervised with under-18 students, and when in the presence of under-18 students they must at all times be accompanied by a member of staff who has undergone suitability checks.
2. They will not be allowed to sleep or use toilets, showering facilities or changing rooms in the same areas as under-18 students.
3. A Risk Assessment must be carried out on said persons in relation to the role they will take up with minors and will continuously monitor how the unchecked adult is being managed.
4. For England and Wales citizens a Barred List check will be carried out.

These persons must also demonstrate that they are in the process of obtaining a suitability check.

If it has not been possible to obtain a police check for a non UK-national, a further two references will be sought for the individual.

5.2 Training

The Designated Safeguarding Officer (Centre Manager), has completed an Advanced Safeguarding (Level 3) course online.

All members of the teaching staff are required to complete an online safeguarding training course prior to staff induction day (British Council Accreditation Version).

Each member of staff must also read and sign off on reading this safeguarding policy and the staff handbook, and understanding the staff code of conduct.

5.3 Staff management

Staff induction

During the induction day all staff will be:

- informed of the fire safety procedures for all relevant premises
- reminded of the relevant Code of Conduct and asked to sign an agreement to abide by the code
- taken through the Atlas Safeguarding Policies and Procedures
- required to provide evidence of having done the Level 1 online safeguarding course. This is paid for by Atlas and sent out to staff pre-course. Any staff that have not completed the course must do so before students arrive.
- introduced to the relevant Risk Assessments and informed of procedures for acting in accordance with the preventative measures outlined in the Assessments.

5.4 Support for staff

The Atlas Junior management team are in daily contact with staff. The Director of Studies is available for consultation in the Teachers' Room from 8.30am daily. The Centre Manager is also available all day long. All staff members also have contact numbers for the Director of Studies and the Centre Manager.

6. First Aid

6.1 In the College

The first aid kit is kept in the Atlas Junior office. It is the responsibility of the Designated Safeguarding Officer (Centre Manager) to store and maintain the kit.

The Designated Safeguarding Officer/Centre Manager, Director of Studies and Activity Manager are trained in administering first aid and he/she, or another trained member of staff, will be present at all times when students are in class, having lunch, or at supervised study in the college.

Trained members of staff must follow the procedures laid down in the Code of Conduct above for administering first aid.

Any time first aid is administered to a student it must be noted on an accident/incident form. Activity

6.2 In the Accommodation

The Centre Manager is in charge of storing and maintaining the first aid kit.

The Centre Manager is trained in administering first aid and has the relevant certificates. Staff must follow the procedures laid down in the Code of Conduct above for administering first aid.

Any time first aid is administered to a student it must be noted on an accident/incident form.

In each residential block, there will be a first aid kit, looked after and replenished by the Atlas staff member staying in that block.

6.3 During Activities and Excursions

For Atlas activities and excursions, a trained first aider (an Activity Leader) is responsible for keeping and maintaining the first aid kit and for administering any necessary first aid. Staff take first aid kits out to all activities and excursions. They must follow the procedures laid down in the Code of Conduct above for administering first aid. Any time first aid is administered to a student it must be noted on an accident/incident form.

Activity leaders must ensure that there is a first aid kit available during all activity and excursion sessions.

6.4 Local Medical Facilities

The University is located next to a hospital, which includes an Accident and Emergency Centre. Students or staff will be taken here in the case of an emergency or medical issue.

6.5 Emergency Plan for Onsite and Offsite Major Incidents

For attention of students, Atlas staff and Group Leaders, and also to be read by University Estates Department, Security Lodge and Conferencing Office

*Group leaders will be instructed to go through this policy with students in their own language, so that they fully understand. A condensed version will be given in the student welcome talk and they will be informed that their group leader will give them more information. If a Group Leader's level of English is not good enough to understand the policy, they will have it explained to them in detail in their own language by another group leader or Atlas staff. Failing this, a bilingual person from their agency will be contacted to perform this role.

The following is a definition of a major incident:

A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services and will generally include the involvement, either directly or indirectly; of large numbers of people.

Atlas Language School has in place a policy for the following onsite and offsite major incidents.

1a. Onsite Firearms attack

1b. Onsite Weapons attack (knives, spears, clubs or any other examples of dangerous weapons)

1c. Onsite Bomb Incident

2a. Offsite Firearms attack

2b. Offsite Weapons attack (knives, spears, clubs or any other examples of dangerous weapons)

2c. Offsite Bomb Incident

Safeguarding policy 2024

For onsite major incidents, the emergency plans are derived from the University of Chichester Major Incident Policy and Atlas Language School takes direction from University staff in the case of a major incident.

During working hours (8am-6pm) the emergency team in the event of a major incident are based in the Estates Department, located next to the front gate of the University, and the person in charge is the Estates Manager, or in their absence, the Deputy Estates Manager. These people have the phone number of the Designated Safety Officer (The Centre Manager), or in the Centre Manager's absence, the Director of Studies, who assumes the role of Designated Safety Officer on the Centre Manager's days off.

Outside of working hours (6pm to 8am), the responsibility for dealing with major incidents shifts to the Security Lodge, also located by the front gate of the campus. The person in charge during this time is the Duty Manager, who will be on site at all times during this window of time. The Duty Manager and Security Lodge also have the relevant phone numbers described in the previous paragraph.

An Atlas Designated Safety Officer is available by phone 24 hours a day.

If the major incident is discovered by Atlas staff, their first action is to contact the Estates Department or Security Lodge. If the major incident is discovered by the Estates Department or Security Lodge, they will inform Atlas staff of what to do, via the Designated Safety Officer.

To clarify, if Atlas staff other than the Designated Safety Officer discover a major incident developing, they are instructed to directly contact the Estates Department or Security Lodge. They will be provided with this phone number at staff induction. If University staff can not be contacted, Atlas staff should call the Emergency Services directly on 999.

For offsite major incidents, emergency plans are derived from advice on www.gov.uk

All Atlas staff are trained during induction in what to do in each of the above scenarios and students are given a brief overview during their welcome talk. The phone number of the Estates Department and Security Lodge will be given to all staff, students and Group Leaders during induction.

For ease of reference for all participants, instructions are given in numerical bullet point form.

For all onsite emergencies, the policy is simplified as follows:
RUN>HIDE>TELL

More specific instructions for each incident:

1a. Onsite Firearms attack

1b. Onsite Weapons attack (knives, spears, clubs or any other examples of dangerous weapons)

- Run to a place of safety

Safeguarding policy 2024

- If this is not possible, find a safe place to hide. In this case turn your phone to silent and turn off vibrate. Barricade yourself in if you can.
- Then, only when it is safe to do so, contact the University Estates Department or Security Lodge, who will take control of the situation and contact emergency services. Tell them your location and the nature of the incident as far as you can possibly describe (number of assailants, their location, type of weapon etc.)
- If it is not possible to contact University staff, call Emergency Services on 999 and tell them your location and the nature of the incident.
- Follow instructions from either of the above and leave your position when University staff or the Emergency Services say it is safe to do so.
- If it is safe to do so, during classes or activities, Atlas staff will take registers to ensure everyone is present. If it is during student free time and Group Leaders are present, they will take registers (they will have hard copy lists for their students and electronic ones on their phones). Should anyone be missing, if it is safe to do so, the relevant responsible adult (Atlas staff or Group Leaders) will attempt to contact the missing person.
- If there is a student or member of staff missing and they cannot be contacted, Atlas staff will contact the police and report this person as missing.

1c. Onsite Bomb Incident

- **Upon discovery of a suspicious package**, contact University Security, who will then contact the Emergency Services
- If it is not possible to contact University Security, call Emergency Services on 999
- Do not touch the suspicious package
- Atlas staff and Group Leaders will clear the surrounding area and move students and staff to neighbouring areas, preferably out of line of sight of the object. Prevent others from entering the area

- **If receiving a bomb threat** (over the phone or via messaging), stay calm and try to obtain as much information as possible
- Make note of what was said and report it immediately to the University Estates Department or Security Lodge, who will then inform the Emergency Services. If it is not possible to contact University staff, call Emergency Services on 999.

- **In both scenarios**, for evacuation, await instructions from University staff or Emergency Services.
- University staff or Emergency Services staff may tell you it is safer to stay inside. If this is the case, move away from external windows and walls
- If it is safe to do so, Atlas staff (during class or activities) or Group Leaders (during free time, if possible) will take a register to ensure everyone is present. Should anyone be missing, if it is safe to do so, the relevant responsible adult (Atlas staff or Group Leaders) will attempt to contact the missing person.
- If there is a student or member of staff missing, Atlas staff will contact the police and report this person as missing.

Offsite

Before any trips the Centre Manager or Activity Manager will inform Atlas staff, students and Group Leaders to remain vigilant when visiting main urban centres. When doing tourism activities, students will be accompanied at all times by Atlas staff. When they are given free time to go shopping, students must stay in groups of no less than four people. Atlas staff members will remain within the vicinity and set clear meeting times and places. Students will be required to check in with Atlas staff at intervals of one hour. Atlas staff will carry registers when on excursions.

2a. Offsite Firearms attack

2b. Offsite Weapons attack (knives, spears, clubs or any other examples of dangerous weapons)

- Run to a place of safety, trying to keep the group together
- If this is not possible, find a safe place to hide. In this case turn your phone to silent and turn off vibrate. Barricade yourself in if you can.
- Then, only when it is safe to do, contact Emergency Services on 999. Tell them your location and the nature of the incident as far as you can possibly describe (number of assailants, their location, type of weapon etc.)
- Follow instructions from Emergency Services and only leave your position when you are told it is safe to do so.
- If it is safe to do so, an Atlas staff member will take a register to ensure everyone is present. Should anyone be missing, if it is safe to do so, the relevant responsible adult (Atlas staff or Group Leaders) will attempt to contact the missing person.
- Should the group be dispersed or be in their free time, students will have been instructed beforehand to seek the nearest safe place indoors and remain indoors in this safe place until the all clear has been given by the police or relevant authorities. If it is safe to do so, students should check in and declare themselves safe on pre-established WhatsApp (or equivalent social media) groups.
- If there is a student or member of staff missing, Atlas staff will contact the police and report this person as missing.
- When the excursion leader (an Atlas staff member) has accounted for everyone, if given the all clear by the police or relevant authorities, the trip will be abandoned and all students and staff will return to Chichester University as soon as possible.

2c. Offsite Bomb Incident

If when in a public place it is made known that there is a bomb threat, do the following:

- Follow instructions from Emergency Services
- If there is a suspicious package, do not touch the suspicious package.
- Atlas staff and Group Leaders clear the surrounding area and move students and staff to neighbouring areas, preferably out of line of sight of the object.
- For evacuation, whether or not there is a suspicious package, await instructions from Emergency Services.

- Emergency Services may tell you it is safer to stay inside. If this is the case, move away from external windows and walls
- If it is safe to do so, an Atlas staff member or Group Leader will take a register to ensure everyone is present. If there is a student or member of staff missing, Atlas staff will contact the police and report this person as missing.
- When the excursion leader (an Atlas staff member) has accounted for everybody, if given the all clear by the police or relevant authorities, the trip will be abandoned and all students and staff will return to Chichester University as soon as possible.

7. Accommodation / Other Practical Issues

Airport or Train station transfers

All groups or individual students are met at the airport or train station (organised in advance with the relevant agent) by an Atlas member of staff.

Procedures for Transfers

Meeting the Group

The relevant staff member will:

- will be at the airport 30 minutes before the group arrives, i.e. if the flight is at 11:00am, he/she will be in the arrival hall at 10.30am.
- Once they see on the airport screens that the plane has landed, they will find a spot where the group can easily see them, and hold up the Atlas sign with the group's name on it as soon as people start coming out.
- give the group a warm welcome and introduce him/herself.
- take them away from the other arriving passengers while asking them how their flight was, if all the students are together or if they're still waiting for somebody, if everybody has their luggage, etc. and explain to them that you're all going to walk together to the bus now.
- call/message the bus driver and Centre Manager to say that she/he is with the group now.

Once at the bus the staff member will:

- ask the students to leave their luggage so the bus driver can store everything on the bus, while the group can get onto the bus.
- take a register to make sure that everyone is present.

Late Flight, Lost Bags and Non-arrivals

If the flight is delayed or the group or students don't come out on time, the staff member will wait for 90 minutes after the flight arrives. There may be delays related to immigration, lost baggage, etc..

After 90 minutes they call the Centre Manager to see how to proceed. The Centre Manager will contact Atlas headquarters in Dublin who will contact the agent or parents of the student and inform the Centre Manager on how to proceed.

If there is lost baggage, the Atlas staff member will make sure the group leader or student has informed the airline company and given the correct address of the student and also ensure that they have been given a reference number.

On the bus

The staff member will:

- give the group leader(s) or students (if accompanied) their welcome pack (if applicable)
- sit down next to the group leaders or students (if possible) and chat to them, answering questions if they can. If the group leaders or students have any urgent questions, the staff member will call the Centre Manager on their behalf.

Arrival at Residence

Upon arrival at the residence, students are given lanyards with emergency contact details. The Centre Manager will take students to their rooms, explain accommodation rules and do a 'fire walk', in which it is simulated what to do and how to get to the fire assembly point if a fire alarm is heard

7.2 Accommodation Allocation policy:

Students staying in the Atlas Junior residence will be housed with other students from the same agency, with best efforts made to separate genders and keep similar ages together.

7.3 Identifying Atlas Staff

Atlas residential staff will wear red Atlas T-shirts or polo shirts at all times when on duty. Staff, whether on duty or not, will always wear a red Atlas lanyard on campus.

7.4 Identifying Atlas Students

Atlas students must wear green Atlas lanyards at all times, in the college, on trips, excursions and during the afternoon and evening activities.

7.5 Accommodation rules

If students have any questions about or problems with their apartment during their stay, they should contact the Centre Manager.

Rules

RESPECT all students and staff at all times.

- Students in their buildings at 10.30pm and in their own rooms with lights out and making no noise at 11.00pm
- All music, TV and games should be kept at a low volume. They should not be heard outside rooms.
- All students must sleep in their allocated room, and not move mattresses and bed linen to other rooms.
- Always remember to take key cards with you when leaving – the door locks automatically if they close behind you.
- Do not open the door of the residence or your room door to anyone you do not know.
- Students MUST NOT leave their building without an Atlas Staff member or group leader after lights out, except in the case of a fire alarm.
- Do not leave any clothes to dry on any balconies or windows.
- Keep your room and accommodation block clean and tidy.
- Alcohol and/or smoking are prohibited for students inside the room or anywhere else on the campus.
- No guests from outside campus are permitted in your room.
- Breakfast will be served from 7.30 to 9.00 in the dining hall. Lunch will be from 1215-1245 and dinner from 1815-1845 (as of writing in January 2023)
- Do not be late for class.

- Please speak to your Centre Manager if you have any problems.

A **deposit** of £50 will be collected from each student at arrival which will be returned when we get the keys back and are satisfied that no damage has been done to rooms, accommodation buildings or in any other spaces that students use.

7.6 Meals

Residential students

All meals provided by Atlas Junior are supervised by an appropriate number (a minimum of 1 staff member to every 15 students) of Atlas staff (Activities Leaders, Teachers, Centre Manager, Residential Manager – all of whom have had suitability checks).

A substantial and balanced breakfast is provided in the canteen from 7.00 am to 9.00am. This includes cooked breakfast, fruit, cereals, milk, bread/pastries, chocolate spread, jams, cheese, fruit juice, tea, coffee and water. The Centre Manager is responsible for ensuring that sufficient food is provided for all Atlas residents.

Lunch is provided on campus. A selection of hot and cold food is offered daily. On occasions when an afternoon activity/excursion necessitates students leaving the college outside of mealtimes, packed lunches are provided.

Dinner for all residential students is provided in the residence. A range of hot and cold meals is offered. Residential students may also be brought out for dinner as a group, with appropriate supervision by appropriate members of staff. This must be requested by Group Leaders and arranged in advance.

Special dietary requirements

During the registration process, students are asked to inform Atlas of any special dietary requirements, dislikes, or other food related issues, such as vegetarianism, Diabetes, Coeliac, allergies or intolerances. The Centre Manager and caterers are informed as appropriate and students are given coloured discs which indicate their needs, which are inserted in their lanyards to alert relevant staff to their needs.

7.7 Laundry Service

There is a launderette on site. It is operated via a card or a mobile phone app and at the time of writing (January 2023) a wash costs £2.80 and a dry costs £2.00. If students wish to use the launderette, it must be under the supervision of group leaders to keep the launderettes tidy and avoid losing clothes.

7.8 Contact with parents and legal guardians or nominated representatives

Group Leaders and the Centre Manager must have 24-hour contact numbers for two parents and guardians.

All Group Leaders and/or agents are provided with the Centre Manager's contact number, which can be used outside office hours.

8. Student Administration

8.1 Attendance Policy

The Atlas Policy on student attendance and punctuality is made known to teachers and activity leaders during the staff induction day and to group leaders and students during induction on their first day.

All absences, action taken, and outcomes are logged in the appropriate form.

Student absences

Students are expected to attend all classes, be on time and participate in class. Attendance will be taken at the beginning of each lesson and will be combined for all classes. Being absent from school means a lost learning opportunity. Atlas Language School expects 100% attendance from students.

Authorised absences

Absences can only be authorised by the school for legitimate reasons, which include the following:

- Illness
- Medical or dental appointments (wherever possible these should be arranged outside of school hours)
- Days of religious observance
- Exceptional family circumstances e.g. bereavement

In cases where a student cannot attend class due to illness, Atlas Language School will excuse the student's lack of attendance for that day. The student or the student's Group Leader should inform the Director of Studies or Activity Manager before classes are due to begin, so alternative arrangements for supervision can be made, and appropriate action regarding the health and safety of the student can be taken.

If a student is absent due to illness for more than two days, he or she should attend a doctor and get a note.

In cases where a student cannot attend a class due to visiting parents or guardians, at least 5 days notice should be given to the Centre Manager. These parents or guardians must send an email with request to take students out of lessons or activities and be accompanied by a digital version of their ID. Upon arrival at the campus, they will sign in, the Centre Manager will check their ID and they will sign a waiver, taking responsibility for students while outside of Atlas Language School's supervision.

In certain special circumstances, the Centre Manager may agree to grant a student emergency leave which is not directly connected to illness or injury such as bereavement. The student must demonstrate to the Centre Manager that the situation is a true emergency and parents or guardians must contact the school to validate the situation.

The following absences will not be authorised by the school:

- Speaking on the phone
- Shopping
- Birthdays

Attendance sheets must be kept up to date. If a student makes a level change please ensure your attendance sheet is changed to reflect this and inform the Director of Studies if it has not already been changed.

Checking Attendance, Dealing with Absence or Latecomers

Students are told during induction to inform their Group Leader and the Director of Studies if they know they will be late or absent for a legitimate reason.

The teacher/activity leader conducts a roll check at the start of each lesson/session. If after 15 minutes a student is absent, teachers/activity leaders must inform the Director of Studies in case of classes and the Activity Manager in the case of activities. Group Leaders will then be contacted and an attempt will be made to contact the student by phone or by knocking on their bedroom door. If the student cannot be reached and their health and safety may be at risk, the police should be informed if the student.

If a student is absent from classes or activities without permission, they will be subject to the following disciplinary procedures:

1. They will receive a verbal warning from a member of staff.
2. They will be interviewed by a senior member of staff. The Group Leader (if applicable) will be informed.
3. They will receive a written warning. A privilege will be removed such as missing an activity or excursion.
4. Their parents or guardians and/or agent will be informed.
5. They will be expelled from the school and sent home.

Any cost involved in the early return will be the responsibility of the parent or guardian.

8.2 Going to the toilet

As Atlas Junior premises are often shared with other organisations, with persons over 18 possibly coming and going unchecked, people under 18 may be vulnerable when going to the bathroom. Therefore, if students ask to go the toilet, it is better to tell them to wait until the break, or, in extreme circumstances, they can go accompanied by another student. Many students ask to go the toilet as they want to go for a walk and play on their phones, so ask them to leave their phones in the classroom when they go to the toilet, give them a time limit and monitor whether they have taken an excessively long amount of time.

8.3 Leisure Programme

- Supervision ratios are 1:15 for all students

Other leisure time

Students will be allowed unsupervised time for activities such as shopping while on excursion. This is specified in the information given to agents and Group Leaders prior to the course.

During unsupervised periods students can:

- visit shops within a designated area
- sit or play in a designated area near a designated meeting point either on or near Atlas

premises or on excursions and trips

During unsupervised periods students cannot:

- remove Atlas lanyards
- engage in any illegal or anti-social behaviour, such as: shoplifting; underage smoking or drinking; purchase or consumption of illegal narcotics; and/or engaging in aggressive or threatening behaviour.
- encourage or pressurize another or other students to engage in any of the above.
- leave the designated area.
- return to the residence without informing a Group Leader or member of Atlas staff

Procedures to ensure these rules are adhered to:

- a member of staff will be present at a designated meeting point throughout the unsupervised period.
- students wear Atlas lanyards at all times for identification purposes.
- periods of unsupervised leisure are brief, no more than an hour. If free time is longer than an hour, students must check in with Atlas staff at intervals of an hour at a designated meeting point.

9. Teacher absence

In the case of teacher absence, the Director of Studies (or the Centre Manager if he/she is a qualified English language teacher) will substitute for the absent teacher.

Teachers are informed during induction that they must contact the Director of Studies as early as possible prior to any expected absences so alternative arrangements can be made. The Director of Studies will contact any teachers not in the school at least 15 minutes before class begins. If there is no contact with the teacher and they have still not arrived by the time class begins, the Centre Manager will substitute for the absent teacher, while the Director of Studies attempts to contact the teacher.

10. Making Rules known to Students and Staff

10.1. Student Induction

All students are sent a copy of the Student handbook and Atlas Junior Code of Conduct for Students prior to their trip. The Code has been translated into Spanish, French and Italian and is disseminated through the relevant agents in each country. Copies of the Code are pinned to the notice boards in each classroom and in accommodation buildings.

10.2. Staff Induction

All staff are sent a copy of this Atlas Junior Safeguarding Policy and relevant staff handbooks at least two weeks prior to induction.

There is a full day staff induction prior to the first week of the Atlas Junior programme.

Areas covered that relate to safeguarding include:

- The Director of Studies and Centre Manager check all original documents: identification, degree, CELTA or equivalent certificate, DBS and/or Police Check certificate, then copies and signs the copies if satisfied that they are genuine, or contacts relevant body or organisation if not satisfied.
- An orientation tour of the Atlas premises, including the management office, teachers'

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room, classrooms, computer room, sports and activity facilities, photocopiers, toilets, entrances, exits, the restaurant and the fire assembly point.

- Fire safety policy and procedures for the school premises.
- A check that all staff have completed the Level 1 Safeguarding online training course. If they haven't, they must do it before students arrive.
- A session on the Atlas Safeguarding Policy and Procedures. Teachers sign that they have read and agree to uphold the policy.
- A session on the importance of reading and following preventative measures outlined in risk assessments for the college, afternoon and evening activities and excursions.