



**ATLAS**  
**LANGUAGE**  
**SCHOOL**

# **Junior Safeguarding Policy & Procedures 2025**

## Contents

1. **Introduction**
  - 1.1 Who is covered by the policy?
  - 1.2 How the policy is made known to those covered
  - 1.3 Definition of important terms
  - 1.4 Relevant legislation
  - 1.5 Revising and updating the policy
  - 1.6 Policy statement
  - 1.7 Policy aims
  - 1.8 Rights of under 18s
2. **Code of Conduct for Students**
3. **Code of Conduct for Staff**
  - 3.1 Good practice
  - 3.2 Poor practice
  - 3.3 Dress
  - 3.4 Pastoral care
4. **Child Protection**
  - 4.1 Definitions of abuse
  - 4.2 Signs and symptoms of abuse
  - 4.3 Reporting abuse
  - 4.4 Guidance on handling a disclosure from a child
  - 4.5 Anti-radicalisation policy
5. **Staff**
  - 5.1 Safer recruitment - Suitability checks and delayed suitability checks
  - 5.2 Training
  - 5.3 Staff management
  - 5.4 Support for staff
6. **Health and Safety / First Aid**
  - 6.1 In the college
  - 6.2 In the accommodation
  - 6.3 During activities
  - 6.4 Local Medical Facilities
  - 6.5 Emergency Plan for Onsite and Offsite Emergencies
7. **Accommodation / Other practical issues**
  - 7.1 Transfers to accommodation
  - 7.2 Arrival at the Residence
  - 7.3 Accommodation rules
  - 7.4 Meals
  - 7.5 Laundry
  - 7.6 Contact with parents and legal guardians or nominated representatives
8. **Student Administration**
  - 8.1 Attendance Policy
  - 8.2 Going to the toilet
  - 8.3 Leisure programme
9. **Staff Absence**
10. **Making rules known to students and staff**

## 1. Introduction

The Designated Safeguarding Officer (DSO) for Atlas Chichester is the Centre Manager, Lisa Grice and the Vice Designated Safeguarding Officer is the Safeguarding and Welfare Coordinator, Poppy Mawdsley. The Centre manager assumes the role of DSO when on duty, and in the Centre manager's absence, the Safeguarding and Welfare Coordinator assumes this role.

Email: [lisa.g@atlaslanguageschool.com](mailto:lisa.g@atlaslanguageschool.com)

Phone: +44 (0) 7774411595

Atlas Chichester is a full-time summer programme of English language courses for students between 10 and 17 years of age, taking place in 2025 between June 30 and July 28, and then August 24 to August 31. 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.

The LADOs (Local Authority Designated Officers) for West Sussex are Miriam Williams, Donna Tomlinson and Victoria Williams and can be contacted at [wsscp@westsussex.gov.uk](mailto:wsscp@westsussex.gov.uk), phone number (+44) 1403 229900. They form part of the West Sussex Local Safeguarding Children Partnership.

### 1.1 Which adults are 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 Centre Manager, Safeguarding and Welfare Coordinator, academic management, teachers, activity leaders, staff of premises or service providers, Group Leaders, and transport 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 spaces accessible to all parties concerned: the management office and the staff room. The Atlas Junior Safeguarding Policy and Procedures document is disseminated to the following personnel:

- Management
- Teachers
- Activity 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 in Chichester.

**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 follows:

*'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 (Centre Manager) is responsible for revising and updating the Safeguarding Policy, in consultation with students, agents, group leaders, staff and other 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 Safeguarding and Welfare Coordinator 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.

## 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 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, management offices and staff rooms. See below:

- Speak English.
- You must follow the UK laws (see below)
- 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
- 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.

## **UK Laws**

- No smoking on school premises. Smoking in the UK is illegal under the age of 18 and banned in many public areas. It is illegal for people under 18 to buy cigarettes.
- It is illegal to buy or attempt to buy or drink alcohol if you are under 18. Students who break the law may be sent home at their parent(s)/guardian(s)' expense.
- Any student found in possession or under the influence of illegal drugs will be reported to the police and may be deported.
- Students must remember to pay for anything picked up in a shop. If students are caught shoplifting the police will be called, and heavy fines may be payable. The relevant legislation is: Section 1 of the Theft Act 1968 and Section 176 of the Anti-social Behaviour, Crime and Policing Act 2014: Low value shoplifting.
- If students are arrested, they will usually be taken to a police station, held in custody in a cell and then questioned.
- After being taken to a police station, they may be released or charged with a crime.

If students are under 18 the police will want to call their parents or guardian. Students will have the phone number of the Centre Manager on the Emergency Contact Card. Show the police this and ask them to call the Centre Manager.

For more information on your rights when arrested go to  
<https://www.gov.uk/arrested-your-rights>

## **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, and reinforced at staff induction. It is as follows:

### **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 spoken, 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 Safeguarding and Welfare Coordinator, 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 and Safeguarding and Welfare Coordinator have 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, Safeguarding and Welfare Coordinator 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 weekly student feedback forms. These forms are read, initially, by the Director of Studies and Safeguarding and Welfare Coordinator, 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 minor under the age of 18, who has suffered physical injury, neglect, emotional or sexual abuse.

There are four types of child abuse:

**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 Designated Safeguarding Officer (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 and Excursion 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 (Director: Nico Dowling > nico@atlaslanguageschool.com)
- 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**

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 and the importance of being 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.

Attempt 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 another group.

### Procedure

If a student is suspected of being radicalised, it must be reported to the Designated Safeguarding Officer (Centre Manager) 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 Designated 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](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 adverts 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.

### **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.

## **5.2 Training**

The Designated Safeguarding Officer (Centre Manager), and Safeguarding and Welfare Officer (SWC) have completed an Advanced Safeguarding (Level 3) course online.

All members of 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 and understanding this safeguarding policy, the staff handbook, and 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 staff 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 sent out to staff pre-course. Any staff that have not completed the course must do so on site before students arrive.
- introduced to the relevant Risk Assessments and informed of procedures for acting in accordance with the preventative measures outlined in the Risk Assessments.

## **5.4 Support for staff**

The Atlas Junior management team is in daily contact with staff. The Director of Studies is available for consultation in the Staff Room or Management Office from 8.30am to 6.00pm daily. The Centre Manager is also available all day long. All staff members also have contact numbers for the Director of Studies, the Centre Manager and the Safeguarding and Welfare Coordinator.



## 6. First Aid

The Designated Safeguarding Officer/Centre Manager and Safeguarding and Welfare Coordinator 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 academic building.

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.

### 6.1 In the academic building

First aid kits are kept in the Atlas Junior management office and staff room. It is the responsibility of the Designated Safeguarding Officer (Centre Manager) to store and maintain the kit.

### 6.2 In the Accommodation

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. 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 (St. Richards 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 Emergency Plan will also form part of staff induction.

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**

**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 Safeguarding and Welfare Coordinator, who assumes the role of Designated Safety Officer on the Centre Manager's days off. Atlas staff also have the phone numbers of the aforementioned university staff.

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, as do Atlas management staff for the Duty Manager.

Please note that the Security Lodge is reachable 24 hours a day and all Atlas staff have their 24-hour phone number.

In all cases, an Atlas Designated Safety Officer and a member of university staff are reachable by phone 24 hours a day.

If the major incident is discovered by Atlas staff, their first action is to contact the Security Lodge (note that while the daytime university emergency team is based in the Estates Department, for simplicity and clarity, Atlas staff will always call the Security Lodge in case of an emergency).

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 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. If safe, the Atlas staff can then inform the Atlas Designated Safety Officer about what is happening.

The phone number of the 24-hour Security Lodge will be given to all staff and Group Leaders during induction. Students will be instructed to call the Centre Manager's number in emergencies, and the Centre Manager will then contact the relevant University staff. If the student cannot get in touch with the Centre Manager, they should call 999.

Note that for reasons of simplicity, Atlas staff and group leaders are only given the phone number of the Security Lodge, and not that of the Estates Department, with the rationale for this being that the Security Lodge number is answered 24 hours a day, and so as to keep things simple for staff and group leaders. The same rationale applies to instructing students to contact the Centre Manager in case of emergencies.

Also note that if the Security Lodge receives an emergency call during the day, they themselves will make contact with the Estates Department, in line with University protocols.

**For offsite major incidents, emergency plans are derived from advice on [www.gov.uk](http://www.gov.uk).**

All Atlas staff are trained during induction in what to do in each of the above-listed scenarios and students are given a brief overview during their welcome talk.

For all onsite and offsite emergencies, the policy is simplified as follows:

**RUN>HIDE>TELL**

For clarity, 'onsite' refers to anywhere on campus, including classrooms, accommodation, the canteen, sports/performing arts facilities, the laundry. The procedure remains the same wherever people are on campus.

'Offsite' refers to anywhere beyond the confines of the university campus, for example when students go on excursions (note this is the only time that students leave campus as they are not permitted to leave campus in their free time).

See below for more specific instructions for staff and group leaders, and see the Student Induction for simplified instructions for students.

**More specific instructions for each incident - for staff and group leaders (see the the Student Induction for simplified instructions for students)**

**1a. Onsite Firearms attack**

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

- Run to a place of safety
- 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 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 the Security Lodge, call Emergency Services on 999 and tell them your location and the nature of the incident.
- Follow instructions from either of the above and only 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 the Security Lodge, who will then contact the Emergency Services
- If it is not possible to contact the Security Lodge, call Emergency Services on 999
- Do not touch the suspicious package
- Atlas staff and Group Leaders will move clear of 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 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 and Excursion Manager will hold excursion briefings to 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 move clear of 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 (directed at students)**

### **7.1. Transfers to Accommodation**

#### **Airport or Train station transfers**

All groups or individual students are met at the airport or train station by an Atlas member of staff (organised in advance with the relevant agent/parents/guardians). Before the flight/train leaves, the Centre Manager will set up a WhatsApp group chat with group leaders/individuals and the Atlas staff member meeting them, so they have a way of communicating while you travel.

#### **Procedures for Transfers**

##### Meeting the Group/Individuals

##### The Atlas staff member will:

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

##### Once at the bus the staff member will:

- Ask you to leave your luggage next to the bus so the bus driver can store everything on the bus, while you can get onto the bus.
- In the case of groups, take a register to make sure that everyone is present.

#### **Late Flight, Lost Bags and Non-arrivals**

If your flight is delayed or you don't come out on time, the Atlas staff member will wait for you after the flight arrives. They are aware that there may be delays related to immigration, lost baggage, etc.

Note again that the Centre Manager from Atlas will have contacted you or your group leader and put you in contact with the Atlas staff member who is meeting you at the airport in



WhatsApp contact prior to your flight setting off, so please message if there are any delays or lost luggage.

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

## **On the bus**

The staff member will:

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

## **7.2. Arrival at the Residence**

Upon arrival at the residence, you are given lanyards with emergency contact details. The Centre Manager or other management staff will take you to your 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

## **Lodging policy:**

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

## **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.

## **Identifying Atlas Students**

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

## **Residency rules**

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

## **7.3 Accommodation 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 it closes behind you.
- Do not open the door of the building 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 1800 -1845 (as of writing in February 2025)
- 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.

## 7.4 Meals

You will receive 3 meals per day on campus:

**Breakfast** is served between 0730 and 0900. On a daily basis, this consists of a selection of fresh fruit, toast, cold meats, cheese, pastries and cereals. On weekends a cooked English breakfast will also be served (bacon, sausages, eggs, beans, hash browns, mushrooms and grilled tomatoes). There will also be hot drinks, fruit squash and water available.

**Lunch** is served between 1200/1215 and 1245. Hot food options will be served by kitchen staff. There will be a different main meal available every day, which usually consists of meat (chicken, beef, lamb) plus sides, including vegetables and fried potatoes. Main dishes include beefburgers, chicken wraps, roast dinners, battered fish, lamb kebabs and pizza. In addition, pasta or rice will be available daily. Students are also free to serve themselves salad and bread. A range of desserts are available, including chocolate cake, apple pie, cookies and muffins. Fruit squash and water are available to drink.

**Dinner** is served between 1800 and 1845 and works in the same way as lunch is described above.

### Packed meals

When you go on excursions you will receive a packed lunch. This consists of a sandwich, packet of crisps, chocolate bar or cake, piece of fruit and a bottle of water. This will be placed in a paper bag, which you will collect after breakfast.

If your flight leaves early, you may also receive a packed breakfast, which consists of the same items as a packed lunch, except that the sandwich is substituted by a pastry. Similarly, you may also be given a packed lunch if your flight leaves between breakfast and lunch, and these must be requested by group leaders or individuals at least 7 days in advance.

## Dietary Requirements

We take in consideration your dietary requirements (e.g. gluten-free, lactose-free, vegetarian, vegan), and special meals or packed meals are prepared for you. At the start of the course, students with dietary requirements will be given a disk, which you should display in their lanyard so that kitchen staff can identify you as having special dietary needs. Therefore, please ensure that you inform Atlas of your dietary needs, so that we can ensure food is prepared according to your needs.

Similarly, if you suffer from a serious allergy, e.g. nuts, strawberries, seafood, you **MUST** inform Atlas, so that we can take all necessary measures to keep you safe from having an allergic reaction.

## Canteen Rules

In order for everyone to have enough food and to eat in a clean environment, we ask you to follow these rules:

- Join the queue and wait patiently in line. Sometimes there are two queues leading to the same food served at different places, which kitchen staff will inform you about.
- Take a tray. Your food items will then be placed on here.
- Please only take as much food as you plan to eat. This especially concerns desserts, of which you can take one at a time. It is very sad to see when students take 5 desserts and then leave 3 on their trays, which then have to be thrown away and sometimes means other students can't have desserts.
- Food is not to be taken away from the canteen to eat afterwards, as this will also deprive other students of food.
- If, after everyone has been served, there is extra food leftover, you may be able to go back and get more.
- Keep the canteen clean. This means that when you finish eating, take your trays with plates and cutlery to the designated tray disposal areas. Also, if you drop food on the floor or table, pick it up. If you accidentally break a plate or spill water, inform kitchen staff, and they will be happy to help you.
- Don't run in the canteen. There will be food for everyone and we don't want you to have any accidents.
- You may eat outside in the courtyard, but the same rules still apply. Return your used trays to the designated disposal point and put rubbish in the bin.
- Be polite to the kitchen staff. Say *please* and *thank you* and it will make them a lot happier.

Lots of people need to eat in a short space of time, so please don't sit at tables too long after you've finished eating, so that there is space for other people to eat.

## **7.5 Laundry Service**

There is a launderette on site. It is operated via a mobile phone app and at the time of writing (February 2025) 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.

## **7.6 Contact with parents and legal guardians or nominated representatives**

Group Leaders and the Centre Manager must have 24-hour contact numbers for two of your parents and guardians, and this information must be provided pre-course. All students, 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 Student Absence Log.

#### Student absences

The attendance of all students enrolled at Atlas Language School is monitored closely to ensure that everyone in class is following the whole course and able to maximise their opportunities for success. Attendance is taken at the start of each lesson by the teacher and entered into our online registers on Google Drive. The Director of Studies checks that registers are being completed and contacts teachers within 15 minutes if not complete. All under-18 year old students must attend 100% of their classes. Any class session missed regardless of cause reduces the opportunity for learning and can adversely affect a student's achievement on their course. Missing a series of classes or coming in late every day can also disturb the learning of other students because the student who was absent will have some gaps in knowledge that are required building blocks for learning further language items.

#### 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 an attendance 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 and Excursion Manager in the case of activities. Group Leaders will then be contacted by the Director of Studies or Activity and Excursions Manager and an attempt will be made to contact the student by phone, by knocking on their bedroom door and searching for them on campus. If the student cannot be reached and their health and safety may be at risk, the police should be informed within one hour.

Once the student has been located, they will be asked to provide a reason for their absence or lateness and this will be recorded in the Student Absence Follow Up Form. The relevant Management staff will determine whether the absence was justified (see below section for authorised absences) and take disciplinary action as required (see below).

1. They will receive a verbal warning from a member of staff.
2. They will be interviewed by a member of management 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.

If a student is repeatedly absent or late they will be required to attend a meeting with their Group Leader and relevant management staff. Steps will be taken to determine whether there are any safeguarding issues causing these absences e.g. by talking to the Group Leader and the student.

## **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 and Excursion 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 a 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 or changes activities, please the attendance sheet must be changed to reflect this and the Director of Studies and/or Activity and Excursion Manager must be informed if it has not already been changed.

## **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 to 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 to 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**

Atlas provides a comprehensive leisure programme that keeps students occupied and under Atlas staff supervision for most of the day, both on and off campus. For these leisure activities, supervision ratios are 1:20 for all students and 1:15 if there are any under-12s.

#### **Free time on campus**

At other points during the day, students have periods of free time, typically between 12.45 and 13.45, 17.00 and 18.00 and 18.45 and 20.00. During this period, Group leaders are responsible for the supervision of the students, and this is outlined in the Group Leader Handbook.

##### During unsupervised periods on campus students can:

- walk around campus
- play sports and games
- use the Independent Learning Centre

##### During unsupervised periods on campus students cannot:

- enter bedrooms of students from other buildings
- leave campus
- enter no-go zones as identified in student induction and the tour of the site

#### **Free time on excursions**

Students also get free time while on excursions.

##### During unsupervised periods on excursions students can:

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

##### During unsupervised periods on excursions 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 pressurise another or other students to engage in any of the above.
- leave the designated free time area.

##### Procedures to ensure these rules are adhered to:

- a member of staff will be present at a designated meeting point throughout the unsupervised period on excursion, wearing Atlas uniform and a lanyard
- 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. Staff absence**

In the case of teacher absence, the Director of Studies (or the Centre Manager) will substitute for the absent teacher. Staff 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 classroom building 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 Director of Studies will substitute for the absent teacher, while the Centre Manager attempts to contact the teacher.

Similarly, if activity leaders are absent, the same procedure as above will be followed, but with the Activity and Excursion Manager substituting the absent Activity Leader.

## **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. Copies of the Code are pinned to the notice boards in accommodation buildings and in all classrooms.

### **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, Centre Manager and Safeguarding and Welfare Coordinator check all original documents: identification, degree, CELTA or equivalent certificate, DBS and/or Police Check certificate, then copy and sign the copies if satisfied that they are genuine, or contacts the relevant body or organisation if not satisfied.
- An orientation tour of the Atlas premises, including the management office, teachers' 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 for staff on the Atlas Safeguarding Policy and Procedures. Staff 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.