



# Oxford ILS Safeguarding Policy Information for Parents and Guardians of Students under the age of 18

Dear Parent or Guardian,

Thank you for choosing Oxford ILS as a place of study for your child.

Oxford ILS is dedicated to providing a safe learning environment for your child while they are studying with us. We have a Safeguarding Policy in place to promote the welfare of children and protect them from harm. Below you will find information on how we as a School and a community work together to keep our under 18 students safe.

The information below applies to Oxford ILS staff, Homestay providers, all students under the age of 18, their parents and guardians. This policy also applies to Vulnerable Adults (a *Vulnerable Adult is defined as a person aged 18 years or over with learning disabilities or physical difficulties*). **Please read the information carefully and ensure that your child is aware of what is expected of him/her during their stay in the School.** The full version of Oxford ILS Safeguarding Policy is available on our website. Please contact the School if you would like a copy.

## Safeguarding Statement

**Oxford ILS is committed to providing a safe and healthy learning environment to all students and staff, particularly to students under the age of 18 and vulnerable adults. The School expects all staff to share this commitment.**

- We recognise that the welfare of the child is paramount, and all children regardless of gender, background, nationality or religion, have the right of equal protection.
- Our staff are carefully selected, DBS checked and trained to a level appropriate to their safeguarding responsibilities.
- We have a Designated Safeguarding Lead responsible for child protection, who supports the staff in carrying out their safeguarding duties.
- We ensure that our Policies and procedures for Safeguarding children are regularly reviewed and updated.

## To ensure the safety and welfare of students under the age of 18, Oxford ILS will:

- Provide the student, their parents/guardians and Group Leaders with information about the course, accommodation, bus transfers, organised activities (where applicable) and the School's contact details.
- Provide the students with a 24 hour emergency number.
- Ensure that the student signs in and out on arrival and departure to/from Oxford ILS premises.
- Provide the student with an identification card that the student has to wear **AT ALL TIMES** while at the School's premises and during organised activities.
- Provide an Orientation Tour around Oxford (JS Full programme and JS Weekday programme only).
- Provide an Induction on the first day on: the School's facilities, living in Oxford, health and safety, rules and regulations, what students may do outside scheduled lessons and without supervision, how to stay safe, and the curfew times.
- Provide a Welcome Pack for each student.
- Tell the student about the importance of Internet safety and that cyberbullying is not tolerated.
- Ensure that the student knows their safeguarding and welfare representatives, and who to turn to if they need advice or support.
- Ensure that staff, volunteers and visitors follow the Staff Code of Conduct and the Safeguarding Policy.
- Ensure that children are not placed in the same class as adult learners. Students aged 16-17 can be placed in the same class as adult learners with parental consent.
- Ensure that during Oxford ILS organised activities there is at least one adult present per twelve children.
- Ensure that the School's building and Homestay providers are a safe and secure environment for the student.
- Ensure that the Homestay provider is familiar with and follows the Oxford ILS Safeguarding Policy.
- Ensure that all members of Oxford ILS staff wear a visible identification card.
- Ensure that all Oxford ILS staff are aware of students who are under 18 and VAs, which may require special needs and attention.
- Ensure that if a student is missing or their whereabouts are not known to Oxford ILS staff or the Homestay provider, then Missing Student procedures will be followed to locate the student.

- Implement procedures in line with relevant legislation in case of incidents, concerns or reports.
- Inform the student about the rules and regulations and that if students do not follow these then they may be asked to leave the course and/or accommodation.

**Please note that your child will not be supervised by Oxford ILS staff:**

- During travel to/from the School.
- During travel to/from the Homestay provider.
- During travel to/from scheduled activities.
- During any other time outside of the scheduled timetable or scheduled activities, and when not in their homestay provider's accommodation.

**Curfew times for students under the age of 18:**

Each student must follow the curfew times, which are:

**Students on Junior School Programmes (JS Programmes) aged between 13-17 are not allowed to go out after dinner (7:30pm) without their Homestay provider's supervision, except when travelling to an evening activity organised by Oxford ILS.**

**Students aged 16 and 17 enrolled on adult classes (16+ Programme) must be home by 10:30pm.**

**Airport collection/drop-off**

For safety reasons, students aged 13-14 must be met at the airport by an adult. The School can arrange for an airport pick-up and drop-off. Please contact the School if you require this service.

**Advice for students under the age of 18:**

- Keep the telephone number of the School with you at all times in case you need to call us for information, advice or tell us about changes in your plans.
- If you are staying in Homestay accommodation, exchange telephone numbers with your hosts on the first day. Always let them know if you are going to be late.
- Do not carry large amounts of cash with you. Bring enough to cover your immediate needs (about £100 for the first few days).
- Have your phone fully charged at all times to make a telephone call to get a taxi if you need one.
- Always use a licenced taxi with a DBS checked driver. Oxford ILS can arrange pick-up and drop-off with a trustworthy taxi company.
- Never accept a ride from strangers.
- Do not forget when crossing the road that vehicles drive on the left in the UK, so they will be coming towards you from the right.
- Do not accept drinks from strangers or leave your drink unattended in public places.
- Do not talk to strangers and do not take gifts from people you do not know.
- Be aware of others around you at cash point (ATM) machines and try not to use them at night.
- Never take shortcuts. Always stick to routes selected and stay on main roads.

**Additionally, if you are attending Junior Summer School you must:**

- Stay in the School's building during all breaks and lunch.
- Go directly to your Homestay accommodation after the school and the activities have finished.

The School's reserves the right to expel a student (without a refund) if the student does not follow the School's Safeguarding Policy, or if the student's behaviour causes harm or distress to other students or members of staff.

**Contact information:**

School telephone number: +44 (0) 1865 403351

School emergency telephone number (**out of office hours and emergency ONLY**): +44 (0) 7956140847

Designated Safeguarding Lead: School Academic Director

Prevent Lead: School Academic Director