



International English Centre

IEC Safeguarding Procedure

The IEC follows AU policies including its Safeguarding Vulnerable Individuals Policy. This IEC Safeguarding Procedure document supplements the AU Safeguarding Policy and provides details how the IEC puts safeguarding into practice.

The AU Safeguarding Vulnerable Individuals Policy can be found at www.aber.ac.uk/en/hr/policy-and-procedure/safeguarding/

Procedures Aim:	The IEC Safeguarding Procedures document is designed to protect and safeguard all students at the IEC but especially those who are under 18.
Applies to:	All IEC staff including managers, teachers, admin staff, summer staff, trainees, students and visiting members of staff who work with under 18s and vulnerable adults
Procedure Document Produced: March 2017	Procedures reviewed: March 2019 Procedures Review date: March 2020

Procedure Statement

A1 Context

The International English Centre (IEC) at Aberystwyth University primarily caters for students who study English language programmes and are over the age of 18. However, the IEC routinely accepts students who are 17 years old onto their academic and general English programmes and the IEC therefore recognises that it has a duty of care towards all users of the IEC services but especially those that are under 18 (U18).

The IEC Safeguarding Procedure document is designed to protect and safeguard all IEC students, including those that are under 18 and vulnerable adults.

The majority of the IEC's U18s are on the International Foundation Certificate Course studying 20 hours a week of English language and academic subject modules. Students who are U18 are integrated into classes with IEC adult students.

All IEC students, including U18s, are accommodated in AU halls of residence unless they live with family members in Aberystwyth and have permission from their parents/guardians.

The IEC Safeguarding Procedures is made known to all IEC staff, through the IEC recruitment process, induction process, staff training, staff handbook, IEC departmental & teachers' meetings and the IEC website.

A2 Terminology

IEC staff, students, trainees or visiting group leaders need to understand the AU Safeguarding Policy and the IEC Safeguarding Procedures that are in place so that we can work together to maintain the safety of all U18s.

To avoid any misunderstandings, here is a brief review of the terminology that is used in the IEC policies:

- **Safeguarding** is defined as the umbrella term for 'looking after' U18 students; it covers health and safety, child protection and pastoral care. It covers the action we take to promote the welfare of under 18s and to prevent them 'from that which is not in their best interests'. Adults who work with U18 students have a legal 'duty of care' to look after them properly
- **Under 18s** – the British Council and the IEC refer to students under 18 as 'under 18s' (U18s) rather than 'juniors' or 'children'
- **Child protection** is defined as 'protecting children from direct harmful behaviour'. This abuse could be from either an adult or another under 18
- **Abuse** – this could be physical, mental, emotional, sexual or neglect. It is defined as inflicting harm or failing to prevent harm
- **IEC Designated Senior Person (DSP)** is the **IEC Co-ordinator** this is the person who has overall responsibility for safeguarding at the IEC. This person is responsible for the IEC Safeguarding Procedures, its implementation, training, day to day matters and for ensuring the procedures are kept up to date
- **IEC Assistant Designated Senior Person (ADSP)** - at the IEC there are 2 other senior members of the IEC Safeguarding team: **IEC Director** and **IEC Administrator**, whose role is to assist and stand in for the DSP whenever necessary
- **Aberystwyth University - Designated Reporting Officer (DRO)** is the **Director of Student Support** - all AU members of staff or any student who suspects a safeguarding issue must report their concerns to the DRO, or if very serious / urgent they should contact the police directly (and subsequently report to the DRO directly)
- **Aberystwyth University - Designated Operating Officer (DOO)** is the **Pro Vice-Chancellor, Chief Operating Officer** and the **Lead Signatory** of the Registered Body that is Aberystwyth University and has overall strategic responsibility for Aberystwyth University Safeguarding Policy and for its review
- There are two **Designated Verification Officers (DVOs)** at AU one each for staff & students. They are responsible for the day to day implementation of the AU Safeguarding Policy. The DVOs will be accountable to the Lead Signatory for the effective implementation of the AU Safeguarding Policy and specifically for alerting the Lead Signatory of any significant concerns relating to the policy. The **DVO Students** is the **Director of Academic Quality and Records**, and the **DVO Staff** is the **Director of Human Resources**
- **AU Programme Verification Officers (PVO)** may also be appointed for a specific programme, event or activity, or an individual may be nominated as PVO for all programmes or activities in that particular sector. The PVO will be accountable to the appropriate DVO (Students or Staff) for their area of responsibility. The PVO will ensure Disclosure and Barring Services (DBS) checks in their area are carried out, and liaise with Human Resources for staff DBS checks. The **PVO for the IEC is IEC Director**
- **Child Protection Officer (CPO)** is the lead person responsible specifically for child protection – usually the same person as the DSP (Designated Senior Person)
- **Local Authority Designated Officer for Child Protection (LADO)** – this is the designated person at Ceredigion County Council who AU will contact regarding child protection concerns regarding U18s with an adult in a position of trust, ie IEC/ AU staff member
- **Ceredigion County Council Children and Families Assessment Team (Social Services Department)** is the first point of contact for the AU Designated Reporting Officer if a serious allegation of abuse is made

- **Prevent Duty** – a government initiative to try and reduce the likelihood of people supporting terrorism or becoming terrorists
- **Vulnerable Adult** – the core definition of “vulnerable adult” from the 1997 Consultation “Who Decides?”, issued by the Lord Chancellor’s Department, is a person: “who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of him/her/self and unable to protect him/herself against significant harm or exploitation”. This definition of an Adult covers all people over 18 years of age.

Although the IEC rarely gets students that fall into this ‘official’ vulnerable adult category at the IEC we consider that all our students could potentially be vulnerable, as they are away from home and studying in a foreign country. We especially look out for students with specific learning differences and physical differences. IEC students may also be vulnerable if they have a low level of English, lack confidence, come from a difficult home situation or due to their different culture/religion.

Sometimes the agent/parent/educational consultant may flag up issues before they arrive in Aberystwyth but it is more often the IEC team of teachers who will notice a concern. The teacher then immediately reports this to the IEC Co-ordinator, the DSP, and this information will be disseminated to other staff members at the next teachers’ meetings or discussed by the IEC Safeguarding Team.

A3/A4/A5 Statement/ U18’s entitlement and Adult Responsibilities

The IEC is committed to safeguarding its students and recognises that it has a moral ‘duty of care’ towards all of them but especially the U18s. These procedures are designed to safeguard all IEC U18 students and vulnerable adults regardless of age, race, gender, religion & sexual orientation.

Safeguarding is **every adult’s** responsibility at the IEC. All IEC staff, students, trainees and visiting group leaders etc. must follow these procedures and implement it at all times. All staff must endeavour to protect students ‘from that which is not in their best interest’.

Any breaches of AU Safeguarding Policy may be considered to be a disciplinary matter.

All staff are expected to abide by the AU Policy and IEC Procedures and are made aware of them and the IEC reporting structure through recruitment, induction, training (face to face and on-line), regular safeguarding staff updates, the IEC website, the IEC parental consent form and departmental & teachers’ meetings.

The IEC has a proactive and fully trained Safeguarding Team. There are 3 senior members of the IEC Safeguarding Team. This number of staff ensures that there is always someone on duty to ensure cover. There is also always a member of the IEC Safeguarding Team who can be contacted by telephone 24 hours a day 7 days a week.

To ensure that there is a strong safeguarding ethos throughout the IEC, the DSP ensures that all staff receive training and that regular updates happen throughout the year. The DSP will have safeguarding refresher training every 2 years. All new IEC staff must complete face to face and level 1 online safeguarding training and demonstrate that they are aware of the difference between safeguarding and child protection. The online safeguarding training must be renewed every 2 years.

Safeguarding covers health and safety, pastoral care and child protection and everyone involved with the IEC must be familiar with the procedures as set out in the IEC’s Safeguarding Procedures document; they must be vigilant and aware of signs of abuse, they must know how to react and who they must report concerns and allegations to if they have heard, seen or been told something. They should also be aware of who the members of the IEC and AU Safeguarding Teams are.

A6 Associated Policies

IEC & AU policies include:

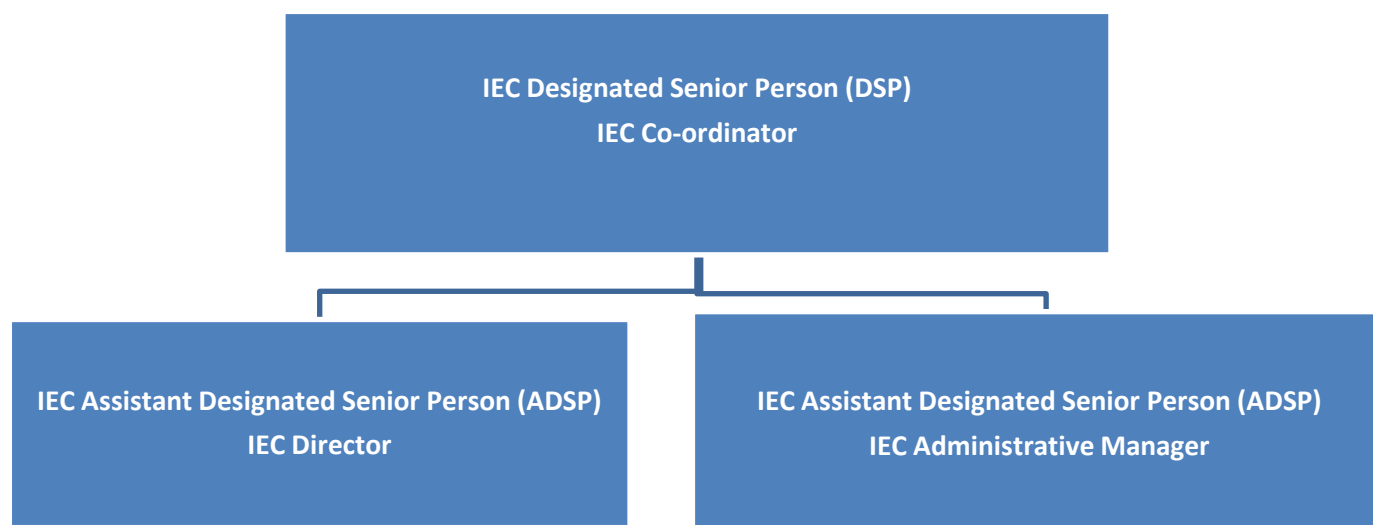
- IEC Student Charter – see student handbook
- IEC Staff Charter – see staff handbook
- IEC Complaints Policy – see staff handbook
- AU The Safeguarding of Vulnerable Person Policy
www.aber.ac.uk/en/hr/policy-and-procedure/safeguarding/
- AU Disciplinary Procedures Policy
www.aber.ac.uk/en/hr/policy-and-procedure/disciplinary/
- AU Dignity & Respect at Work
www.aber.ac.uk/en/hr/policy-and-procedure/dignity/
- AU Health and Safety Policy
www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/Aber_HS&E_Policy_Dec2013.pdf
- AU First Aid Policy
www.aber.ac.uk/en/hse/proc-prac/first-aid/provision/
- AU Fire Safety Policy
www.aber.ac.uk/en/hse/proc-prac/fire-safety/fire/
- AU Information Services Policy
www.aber.ac.uk/en/is/regulations/isregs/
- AU Risk Assessment Policy
www.aber.ac.uk/en/hse/proc-prac/risk-assessment/
- AU Equality and Diversity Policy
www.aber.ac.uk/en/equality/
- AU Prevent Policy
www.aber.ac.uk/en/hse/proc-prac/prevent/
- Social Services and Well-being (Wales) Act 2014
www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf
- Child Protection in Ceredigion
<https://www.ceredigion.gov.uk/resident/social-care-wellbeing/how-can-social-services-help/services-to-families-and-children/>
<http://www.ceredigion.gov.uk/resident/social-care-wellbeing/feeling-safe/worried-about-an-adult-or-child-safeguarding/>
- National Safeguarding Team (NHS Wales): Safeguarding Children
<http://www.wales.nhs.uk/sitesplus/888/page/91794>

A7 Procedure Review

The IEC's Safeguarding Procedures have been written by the IEC Co-ordinator (DSP) with support from IEC Director (ADSP) and the IEC Administrator (ADSP). This policy has also been reviewed by the Aberystwyth University's Designated Reporting Officer (DRO) Director of Student Support and the Assistant Director of Student Support.

The procedures will be reviewed annually by the IEC Safeguarding team (DSP & ADSPs):

- as part of the annual safeguarding audit in March
- in light of any updates or changes in legislation and guidance for safeguarding children and vulnerable adults
- in light of feedback from students, parents, staff, agents and the IEC U18 forum
- following any concerns/incidents raised about the safeguarding of children and vulnerable adults at the IEC & AU and
- inline with AU Policy changes

A8 Roles and Responsibilities

		Office Hours	24 Hour Emergency Contact
IEC Designated Senior Person	IEC Co-ordinator	01970 622547	07870 956773
IEC Assistant Designated Senior Person	IEC Director	01970 622547	07870 956773
IEC Assistant Designated Senior Person	IEC Administrative Manager	01970 622547	07870 956773
AU Designated Reporting Officer	Director of Student Support	01970 621761	01970 622900
AU Designated Verification Officer Staff	Director of Human Resources	01970 622053	01970 622900
AU Designated Verification Officer Students	Academic Registrar Professional Services - Head of Department	01970 622013	01970 622900
AU Lead Signatory / Designated Operating Officer	XXX	01970 622008	01970 622900
Ceredigion County Council Children and Families Assessment Team Mid and West Wales Safeguarding Board	socservs@ceredigion.gov.uk	01545 574000	0845 6015392
IN AN EMERGENCY YOU SHOULD ALWAYS RING 999			

A9 U18s involvement

The IEC U18 Forum meets every 2/3 weeks throughout the year and this provides a platform for U18 students to discuss any safeguarding or other issues. U18 rules and regulations are discussed at this forum and the IEC Safeguarding Procedures is kept under review.

In addition to this forum, U18 students have extra 1to1 U18 pastoral tutorials/under 18 forum where specific issues can be discussed and matters reported if necessary. These tutorials also provide a conduit for procedure change.

The IEC Staff Student Consultative Committee (SSCC) meets regularly throughout the academic year. All students have an opportunity to voice their opinion to the class reps who then report to the SSCC - this includes safeguarding issues which might influence/change the IEC procedures.

A10 Documents and legal framework

The IEC has a legal duty of care to all their students. In Wales, the law states that people who work with children have a legal duty to keep them safe.

This safeguarding legislation is set out in

- The Children's Act 1989 & 2004
- Safeguarding Vulnerable Groups Act 2006
- United Nations Convention on the Rights of the Child
- Working Together to Safeguard Children 2013

The IEC also follows the British Council Accreditation Guidelines 'Care of Under 18s: Guidance for ELT providers' (January 2016) which reflects good practice.

A11 Procedure Availability and Formats

The complete IEC Safeguarding Procedures document is available on the IEC Website.

In addition to this, the IEC Safeguarding procedures are available:

- as a hard copy in the IEC Co-ordinator's office, IEC Director's office and main staff room
- as a link sent to prospective employees on prospective job descriptions
- as a hard copy at IEC new staff inductions

The simplified IEC Safeguarding Procedures are available as:

- A classroom poster - IEC Safeguarding Guidelines poster – which includes the IEC reporting structure
- A hard copy given to all new IEC staff at induction
- Part of the IEC Information for Parents and consent form for students U18 - as a link which sent to all prospective parents

The AU Safeguarding Policy of Vulnerable Individuals is available:

- On the HR website

B - Code of Conduct for IEC Staff working with U18s and vulnerable adults

B1 Overview and Principles

At the IEC we aim to provide a happy, nurturing environment for both staff and students. This includes creating a safe and supportive school culture. The IEC courses are aimed at adults over 18 but 17 year old students are routinely accepted onto our courses. The IEC students represent a wide range of ages, cultures, religions and backgrounds.

The aim of the IEC Safeguarding Code of Conduct is to:

- Support and protect students and staff
- Give clear guidance and set boundaries and standards on what is expected of IEC staff in order to create the warm, friendly and professional environment that the IEC aspires to, both in general and with specific reference to U18s and vulnerable adults
- Protect all students (including U18s and vulnerable adults) from behaviours and actions that might be misconstrued

The IEC is committed to providing its students with the best educational experience possible and understands the importance of our staff in providing a professional environment and it is therefore committed to their care, training and support. The IEC Safeguarding Code of Conduct applies to all staff and trainees. All staff have a key role to play in defining how we are as an organisation and how we are perceived by our students, their parents, colleagues and the university.

All IEC staff will be made aware of the IEC Safeguarding Code of Conduct at their IEC induction.

We trust our staff to use their common sense and make professional decisions and acknowledge that it would be impossible to write a complete list of rules prescribing staff behaviour but these procedures provide some clear guidance on certain issues.

As a general guideline, we would expect students to be treated in a way that we would wish our own family members, friends and colleagues to be treated in a foreign country where they are likely to be more vulnerable and lacking in awareness of the language, surrounding environment and cultural norms.

If staff are ever unsure about the appropriateness of their behaviour or the IEC Code of Conduct then they should seek guidance from the IEC Designated Senior Person or one of the IEC Safeguarding Team.

B2 Position of Trust

Any IEC Staff member (manager, teacher, group leader, administrative staff or trainee etc) is in a position of trust and is therefore breaking the law by engaging in sexual activity of any sort with any U18 students (Sexual Offences Act 2003). Even though the legal age of consent is 16 (Sexual Offences Act 2003), any sexual activity between an adult who has a position of care and responsibility and an U18 is illegal. This includes non-contact activities such as making students watch sexual activity.

B3 Setting standards

All IEC students (including U18s and vulnerable adults) may look up to IEC staff and look to them for clues about how to behave in their new environment: hence it is important that staff consider this in their behaviour and provide a

suitable role model for them. This could include how they talk to students, other staff members, how they dress, subjects that they talk/joke about etc.

IEC Student Charter/Staff Charter

The IEC Student Charter provides key information on a student's rights and responsibilities when studying at the IEC. It also outlines the IEC statement on abusive or threatening behaviour, discipline procedures and complaints procedures.

The IEC Staff Charter also provides the code of behaviour expected of all IEC staff. The Staff Charter is included in new staff induction packs and regularly reviewed.

IEC Staff must also be familiar with the AU Safeguarding Vulnerable Individuals Policy www.aber.ac.uk/en/hr/policy-and-procedure/safeguarding/

In particular IEC staff should:

Use positive and appropriate language

- avoid swearing
- never shout or use derogatory language
- challenge inappropriate language
- never address sexually suggestive jokes or comments to any person

Use physical contact carefully

- be aware that any kind of touching or physical contact can be misinterpreted
- where physical contact is justified, use it openly
- if a student is in distress use a touch on the hand or shoulder rather than a hug

Avoid being alone with an U18 or vulnerable adult

- in tutoring or mentoring situations, meet in open places or leave the office door open if possible
- do not arrange to meet a student alone unless as part of a specific role such as personal tutor
- on residential premises, never enter a student's room unless it is absolutely necessary. If staff do enter a student's room they should be accompanied by another adult
- do not give lifts to a U18 student unless absolutely necessary

B4 Adult – U18 interaction

All IEC U18 students are identified on the IEC registers.

For the purposes of this Code of Conduct, the list below gives specific areas to consider:

- IEC staff should avoid being left alone with U18 in an enclosed space. If a one to one meeting/tutorial is needed the meeting should take place in the IEC resources room with the door to the IEC Administration Office (slightly open)
- The language that staff use around U18s should be carefully considered making sure that it is always appropriate for this age group
- Staff should avoid favouritism in all instances and try to be as positive and even handed as possible, using praise where appropriate and ensuring that all students are treated fairly and equally

- Physical interaction between IEC staff and U18s is not acceptable except in some special cases e.g. a medical emergency. If it becomes necessary to touch an U18, always explain what is going to happen and get their permission first
- All staff should be extremely careful of social situations with U18s outside the IEC. If staff do meet students outside the IEC then they should make sure that it is as part of a group
- Staff should neither implicitly or explicitly condone the breaking of the law, particularly in regard to drinking alcohol, taking drugs, smoking, sexual activity or extremist views/behaviour. Any concerns should be reported immediately to the DSP (IEC Co-ordinator) and ADSP (IEC Director)
- On IEC social programme trips, due regard should be given to the risk assessment document and any special measures should be noted. For example U18s should always be with at least 2 other students and if necessary with the member of staff that is accompanying the trip
- The use of staff personal Facebook accounts for personal communication is not allowed with U18s and students should be directed to the IEC Facebook site

Personal Relationships

- Under no circumstances is an intimate relationship between an adult member of staff and an U18 appropriate
- Any sexual activity between an adult who has a position of care and responsibility at the IEC and an U18 is illegal even though the legal age of consent is 16 (Sexual Offences Act 2003). It is also illegal to cause students to watch sexual activity

Harassment and Bullying

- The IEC is committed to ensuring that everyone is able to work and study without fear of harassment, bullying or intimidation
- AU and the IEC will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened
- All new employees will be made aware of the principles of the AU Dignity & Respect at Work Policy. This policy is explained at induction
- All IEC staff need to complete the mandatory e-learning Diversity in the Workplace training course

B5 Appropriate appearance

IEC staff should be mindful of the effect their appearance has on many students and that it is hard for some students to respect them/their role if they do not present themselves appropriately. Staff are therefore expected to be of clean appearance and dressed in a way that is appropriate for the professional environment.

B6 Alcohol, drugs and smoking

Staff should neither implicitly or explicitly condone the breaking of the law, particularly in regard to drinking alcohol, smoking, sexual activity or taking drugs. It is better to educate U18s about addictive substances than to joke about them. Any concerns in this area should be reported immediately to the (DSP) IEC Co-ordinator/ (ADSP) IEC Director.

For more information please see:

www.aber.ac.uk/en/hr/policy-and-procedure/drugs-alcohol/ and

www.aber.ac.uk/en/media/departmental/theuniversity/policies/student-support/Student-Alcohol-Policy.pdf

B7 IT, the Internet & Social networks

The IEC has established some guidance on using the internet etc in order to reduce the risk to all students (including U18s) of cyber bullying, exposure to radical/extremist views, grooming by adult sexual predators and the downloading of illegal or copyrighted material

- Except in exceptional circumstances, IEC staff should not give out their personal mobile phone numbers, personal email addresses, or personal Facebook details to any current IEC student (including U18s)
- In an emergency students should ring the IEC 24 hour emergency phone number (on the IEC student card given at induction)
- Students should send homework either through Blackboard/Turnitin or to the staff AU email accounts
- Inappropriate use of websites should be reported to the IEC Director/ IEC Co-ordinator. Inappropriate websites include pornography, excessively violent videos games and websites promoting extremist/terrorist views
- IEC students are made aware of the IT policies at induction and 'How to Stay Safe' on the internet posters are displayed in the classrooms
- If photos are to be used of any IEC student (including U18s) the staff member needs to check the IEC publicity file (in the IEC main office) to see that their permission has been given. U18 Parental permission is also sought on the U18 parental consent form prior to the U18 arriving at the IEC.

For further details on AU Rules and Regulations on the use of social media and IT Facilities and Systems please refer to www.aber.ac.uk/en/regulations/student-info/ and www.aber.ac.uk/en/is/regulations/itregs/

AU has also published some 'House Rules' on the use of social media which staff may find of interest: www.aber.ac.uk/en/is/regulations/socialnetworking/

Sexual Offences Act 2003 Section 46 : Images of Child Abuse. www.aber.ac.uk/en/is/regulations/section-46/ This Act makes it illegal to view or store images of child abuse, even if encountered accidentally. It is very unusual for this to occur during normal internet use, but it can happen. This guidance is intended to explain staff responsibilities in this area when using Aberystwyth University computer systems.

B8 Accommodation

IEC teaching staff or social organisers are never accommodated in the same flats with IEC students but in the summer the IEC Summer Halls Officers will be resident with IEC students.

If staff are invited to student accommodation (e.g. for dinner at the end of the course) they should exercise careful judgement. Invitation by an individual should never be accepted, while invitations by a group of students may be accepted if appropriate. Staff should ensure that they are never alone with students and remain in public spaces (e.g. kitchens) at all times. If in doubt about an invitation, staff should consult a member of the IEC Safeguarding team.

Site security – internal phone number 2900

The University's Security Team are based at the Campus Reception. They are available to help 24 hours a day, seven days a week, throughout the whole year, both on and off campus. They offer crime prevention advice, patrol the University's estate, control traffic and parking and react to any issue that requires an immediate response.

As well as keeping the University safe, our Security Team is always available to help you with any welfare issues.

To contact us for information, advice or to report a crime, email: security@aber.ac.uk, Tel: 01970 622649 or call into the Campus Reception at any time and ask to speak to one of the Security Team.

If there is an emergency call 999 or Security on 01970 622649 or mobile 07889 596220.

B9 Transport

If for any reason a member of the IEC staff needs to transport a student who is U18 they need to:

- Ensure that they are not alone with the U18 – students should be in pairs
- Sit the U18 student in the back of the car
- Ensure seatbelts are used
- Ensure that they have adequate insurance

B10 Whistleblowing

IEC staff have a legal obligation to inform the IEC management team of any concerns about colleagues not following the IEC and/or the AU Safeguarding Code of Conduct. Staff who report this (or any other problems) will not be penalised and their report will remain confidential.

- For more details please read: www.aber.ac.uk/en/hr/policy-and-procedure/whistleblowing/
- NSPCC Whistleblowing hotline – 0800 028 0285

C - Child Protection

C1 – Overview

The IEC recognises that child protection forms part of the IEC Safeguarding Procedures document and these procedures refer to the need to protect all students (including U18s and vulnerable adults) from abuse either by an adult or another under 18.

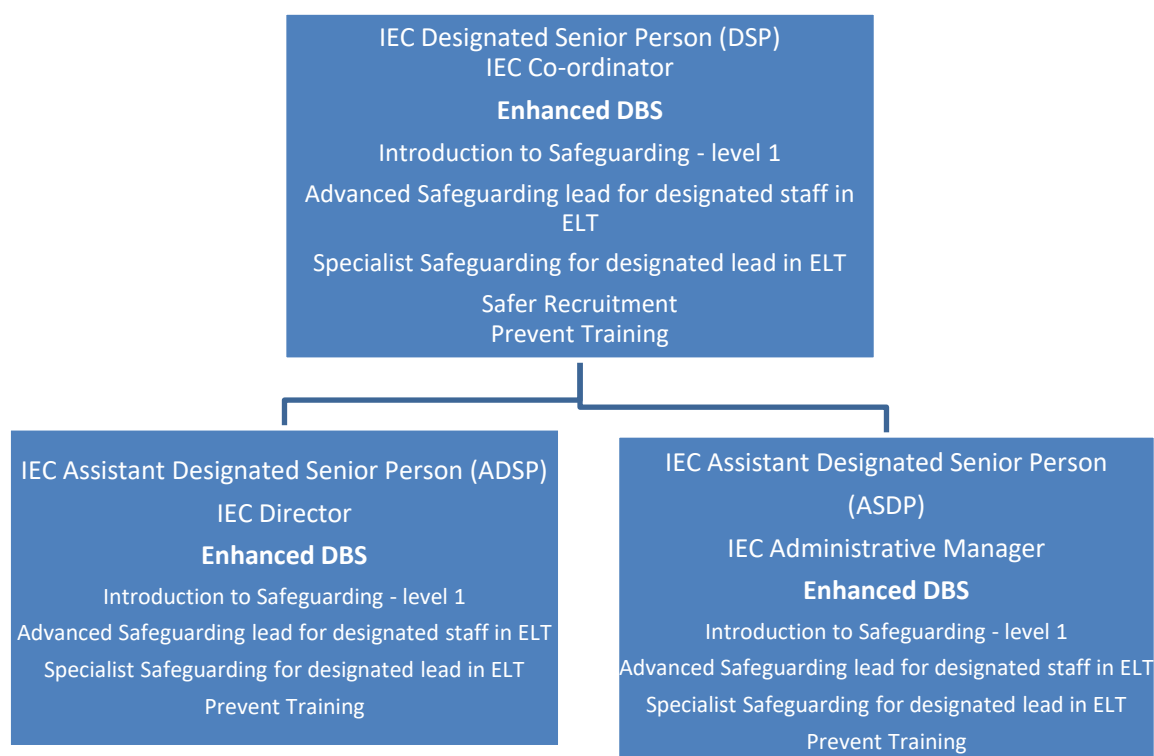
The IEC meets its child protection responsibilities by:

- Having an IEC Safeguarding Team whose roles are made clear to all staff at induction
- Ensuring that all IEC staff are made aware of their responsibilities
- Providing appropriate training to IEC staff e.g. level 1 on-line safeguarding training, face to face training
- Making sure that the DSP or an ADSP is always available on the IEC 24 hour emergency phone
- Making sure that all staff know how to respond when they suspect abuse or when an U18 reports abuse to them

C2 - Nominated/designated person

- The IEC has a safeguarding team of 3 members of staff
- A member of the safeguarding team can always be contacted 24 hours a day on the IEC Emergency phone – **07870 956773**
- If there is ever a child protection concern, the IEC Safeguarding Team will immediately contact the **AU Designated Reporting Officer – Director of Student Support 01970 621761 and/or AU Lead Signatory/ Designated Operating Officer – 01970 622008**
- If the matter concerns an adult in a position of trust, then the IEC safeguarding team will make immediate contact with **AU Designated Reporting Officer – Director of Student Support 01970 621761 and/or AU Lead Signatory/ Designated Operating Officer – 01970 622008** and/or **AU Designated Verification Officer for**

Staff – Head of Human Resources 01970 622013 and/or Ceredigion’s Children and Families Assessment Team 01545 574000/ 0845 6015392 and/or the Police 999.



Other people involved in IEC Safeguarding and Child Protection

		Office Hours	24 Hour Emergency Contact
IEC Designated Senior Person	IEC Co-ordinator	01970 622547	07870 956773
IEC Assistant Designated Senior Person	IEC Director	01970 622547	07870 956773
IEC Assistant Designated Senior Person	IEC Administrative Manager	01970 622547	07870 956773
AU Designated Reporting Officer	Director of Student Support	01970 621761	01970 622900
AU Designated Verification Officer Staff	Director of Human Recourses	01970 622053	01970 622900
AU Designated Verification Officer Students	Academic Registrar Professional Services - Head of Department	01970 622013	01970 622900
AU Lead Signatory / Designated Operating Officer	XXX	01970 622008	01970 622900
Ceredigion County Council Children and Families Assessment Team Mid and West Wales Safeguarding Board	socservs@ceredigion.gov.uk	01545 574000	0845 6015392
IN AN EMERGENCY YOU SHOULD ALWAYS RING 999			

C3 - When adults need to respond – Take Action

- All IEC Staff have a statutory duty to respond to a concern/ worry about a student who is U18 by discussing their concern immediately with the IEC Designated Senior Person (DSP) or the IEC Assistant Designated Senior Person (ADSP) in their absence
- If the matter is **serious** and there is a concern that a crime has been committed then the staff member must immediately contact the AU Designated Reporting Officer and/or the Police.
- Staff should **not pledge confidentiality** to the student or staff member
- The safety and the welfare of the U18 must be the primary consideration when deciding whether to share information or not and this always overrides confidentiality
- Depending on the nature of the concern, the IEC Safeguarding Team will either handle the matter internally and/or contact the DRO Director of Student Support and/or contact Ceredigion's Children and Families Assessment Team for advice
- If a member of staff is informed that a U18 has disclosed that he/she has been abused, the member of staff **MUST NOT** take the child through a formal interview to confirm the concerns but must **IMMEDIATELY** refer the matter to the DRO and/or the Children and Family Assessment Team
- The DRO and the Lead Signatory should be immediately notified of all referrals made to the Children and Families Assessment Team
- If the U18 is about to leave the IEC's premises, to return to their accommodation, then the IEC Coordinator/IEC Director should be informed. The IEC Director/IEC Coordinator, in consultation with the DRO and/or the Children and Families Assessment Team will decide on the next step to be taken
- The IEC reporting procedure must be followed at all times. Completing the IEC Safeguarding Concern form is part of this process.
- Completed IEC Safeguarding Concern forms concerning members of staff are kept in the IEC Director's office.

C4 - Recognising symptoms of abuse

The following definition is taken from www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/

The signs of child abuse are not always obvious and a child might not tell anyone what is happening to them. Child abuse has various forms - physical, mental, emotional, sexual & domestic abuse and neglect. Children might be scared that the abuser will find out and worried that the abuse will get worse. Or they might think that there is no-one they can tell or that they will not be believed. Sometimes, children do not even realise that what is happening is abuse. The effects of abuse may be short term or may last a long time.

It can be difficult to identify child abuse but below are some of the typical indicators to watch for:

- unexplained injuries
- a child describing an abusive act that has happened to them
- another child telling you of their concern about a friend/ fellow student
- sexually explicit behaviour in games/activities
- serious distrust of adults
- difficulty in making new friends/socialising with other children

However, the last two on this list might appear naturally, as the IEC can be a new and strange experience for all students (including U18s) especially if they are from a very different cultural environment.

What is abuse and neglect?

The following definitions are taken from <http://www.kirkleessafeguardingchildren.co.uk/signs-of-abuse.html>

Abuse and neglect are forms of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm or by failing to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger, for example, via the internet. They may be abused by an adult or adults, or another child or children. Child abuse can have major long-term effects on all aspects of a child's health, development and well being. The main forms of maltreatment are:

Physical Abuse

Physical abuse is deliberately causing physical harm to a child. This might involve punching, kicking, biting, burning, scalding, shaking, throwing or beating with objects such as belts, whips, or sticks. It also includes poisoning, giving a child alcohol or illegal drugs, drowning or suffocation. Physical harm may also be caused when a parent or carer fabricates the symptoms of illness in a child. In pregnancy an unborn child can be harmed by domestic violence.

Emotional Abuse

Emotional abuse is where repeated verbal threats, criticism, ridicule, shouting, lack of love and affection causes a severe adverse effect on a child's emotional development. It includes conveying to children that they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person. Emotional abuse may include not giving a child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature inappropriate expectations being imposed on a child, over protection and limitation of exploration and learning, or preventing the child from taking part in normal social interaction. It may involve seeing or hearing the ill-treatment of another person. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of children, or it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may involve physical contact including penetrative sex, oral sex, masturbation, kissing, rubbing, or touching outside of clothing, or it may involve non-contact activities such as involving children in watching sexual activities, producing or looking at sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Abusers can be men, women or other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect is when a parent or carer fails to provide adequate food, clothing, shelter (including exclusion from home or abandonment), medical care, or protection from physical and emotional harm or danger. It also includes failure to ensure access to education or to look after a child because the carer is under the influence of alcohol or drugs. In pregnancy neglect may occur as a result of misusing alcohol or drugs.

For a more comprehensive overview of child abuse symptoms please see:

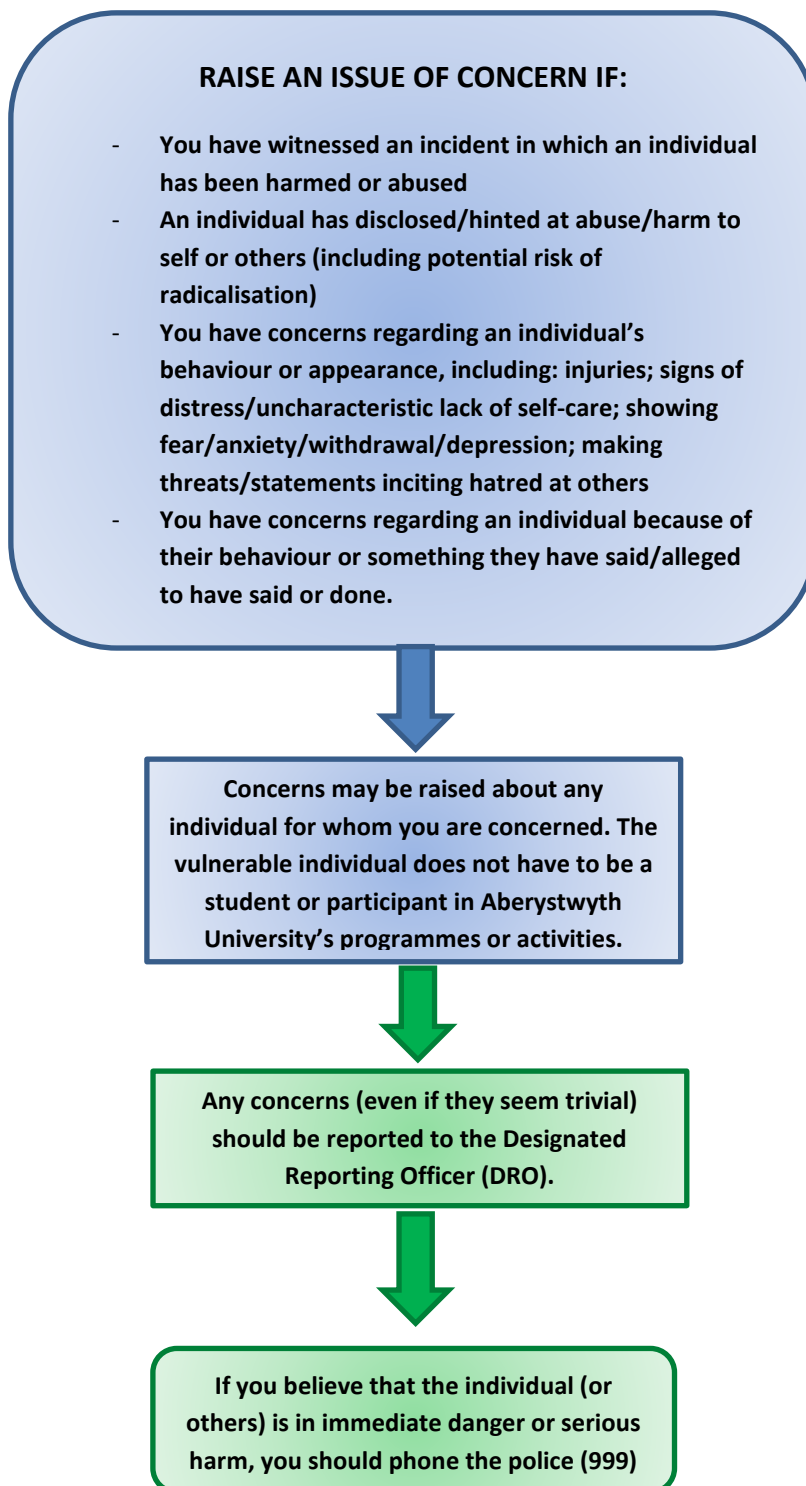
www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/

C5 - A child telling an adult (disclosure)

The IEC has procedures in place which aim to minimise the risk of abuse. However, if an allegation is made:

- the allegation should be reported immediately to the IEC Co-ordinator/DSP. If the DSP is not available then the referral needs to be made to the ADSP - IEC Director or ADSP - IEC Administrator
- The IEC DSP need to make sure that the U18 student is safe and supported
- Depending on the nature/severity of the allegation the IEC DSP should contact the AU Designated Reporting Officer – and/or Ceredigion Children and Families Assessment Team and/or the Police

The AU reporting procedure is illustrated in the following flow chart:



The following guidance on handling disclosure from a child is taken directly from the British Council:

www.britishcouncil.org/sites/default/files/handling_disclosure_from_a_child_0.pdf

What should you do if a child comes to you and tells you that they are being abused? It is 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. Children 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. Children 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.

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 will shut down. Accept what is being said without judgement. Take it seriously.

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

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 do not do anything that may jeopardise a police investigation. Let the child explain to you in his or her own words what happened, but do not 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 children with disabilities and for children 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. Refer directly to a member of the IEC Safeguarding Team or AU Designated Reporting Officer person depending on the nature of the concern. Do not discuss the case with anyone outside this team.

Record: Make some very brief notes at the time and write them up in detail as soon as possible. Do not destroy your original notes in case they are required by Court. Record the date, time, place, words used by the child and how the child appeared to you – be specific. Record the actual words used; including any swear words or slang. Record statements and observable things, not your interpretations or assumptions – keep it factual.

C6 - Keeping records

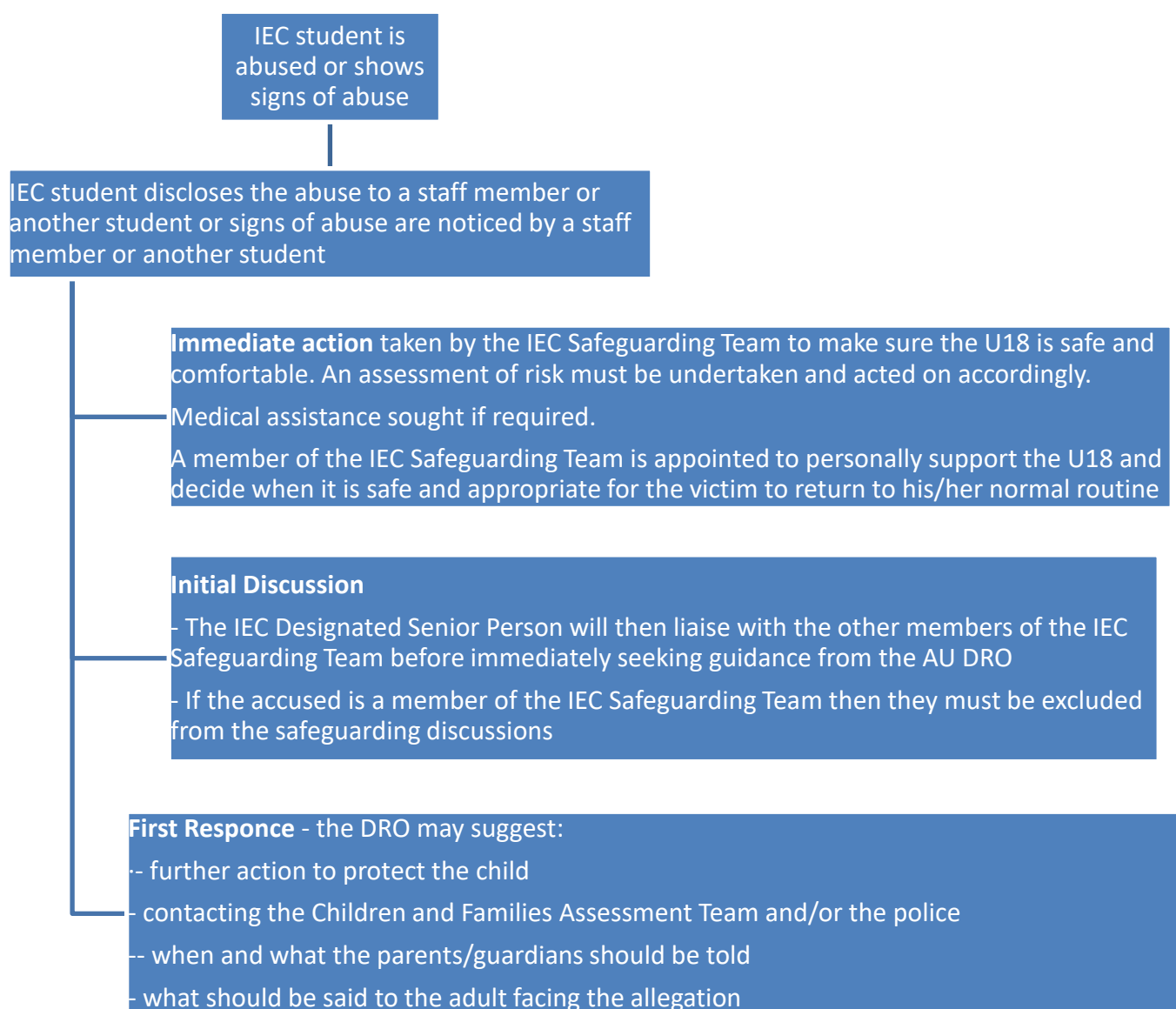
Accurate record keeping is essential in safeguarding. At the IEC there are 3 types of Safeguarding record keeping:

- **Individual student tutorial file.** Concerns such as lateness and academic concerns are kept in these files which are kept in the main IEC staff room so that teachers can access/add to them
- **IEC Safeguarding Concern File.** This is a confidential file where matters that are more worrying or serious are kept. For example a student /staff member reporting an issue. This file is kept in the DSP/IEC Co-ordinator's locked office. This file can be accessed by the IEC Safeguarding team
- **IEC Allegation File.** This is a confidential file for allegations against IEC staff. This file is kept in the IEC Director's locked Office. Allegation records kept in the IEC Director's office are only accessed by the IEC

Director, IEC DSP and AU DRO. Confidentiality must be maintained at all times regarding the victim, the accused and the allegation.

It is not the role of the IEC Safeguarding Team to undertake an investigation. A written record of the allegation must be made on the IEC Safeguarding Concern Form and signed and dated by the person who made the allegation/heard the allegation from the child/U18/student/member of staff.

C7 - If an adult is accused – What happens next?



AU recognises that it also has a duty of care towards its staff and will provide adequate support for anyone facing an allegation.

C8 - If the DSP/senior manager is accused

If the complaint or concern relates to the IEC DSP or IEC ADSPs then the Designated Reporting Officer should be reported to and/or the Designated Operating Officer.

If a complaint or concern relates to the Designated Reporting Officer, the report should be made to the Lead Signatory/ Designated Operating Officer.

C9 - If an U18 is accused

If the person accused of abusing an U18 is also U18 then the IEC has a duty of care to both under 18s. In such a case the IEC will immediately appoint a second member of the IEC Safeguarding Team so that both parties are supported. The reporting procedure will remain the same as in the case where the suspected abuser is an adult. It remains essential that confidentiality is maintained.

If the person accused of abusing an U18 is an IEC student over 18, the procedure remains the same as when dealing with allegations of abuse made against an adult. The IEC must make sure that both parties are supported and that there is a duty of care to both parties.

In all cases the IEC's main priority must be to ensure that the alleged victim is kept safe. The IEC DSP/ADSP must immediately contact the DRO – Director of Student support 01970 621853 and/or make a referral to the Children and Families Assessment Team at Ceredigion Social Services 01545 574000 or out of hours 08456015392 and/or the Police.

C10 - Child Sexual Exploitation (CSE)

The following quote is taken from HM Government 2016 - 'Child sexual exploitation is a form of child abuse. It occurs where anyone under the age of 18 is persuaded, coerced or forced into sexual activity in exchange for, amongst other things, money, drugs/alcohol, gifts, affection or status. Consent is irrelevant, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and may occur online'.

The signs of child sexual exploitation may be hard to spot, particularly if a child is being threatened. To make sure that children are protected, it's worth being aware of the signs that might suggest a child is being sexually exploited.

Signs of grooming and child sexual exploitation could include:

- going missing for periods of time or regularly returning home late
- skipping school or being disruptive in class
- appearing with unexplained gifts or possessions that can't be accounted for
- experiencing health problems that may indicate a sexually transmitted infection
- having mood swings and changes in temperament
- using drugs and/or alcohol
- displaying inappropriate sexualised behaviour, such as over-familiarity with strangers, dressing in a sexualised manner or sending sexualised images by mobile phone ("sexting")
- they may also show signs of unexplained physical harm, such as bruising and cigarette burns

The IEC staff must be aware that child sexual exploitation is a form of abuse and that if an U18 or another student discloses to them that they believe that this is happening, they must immediately report to the DSP or another member of the IEC Safeguarding Team. They must not approach/confront the alleged abuser.

C11 - Female Genital Mutilation (FGM)

Staff need to be made aware that female genital mutilation is the non-medical removal of external female genital organs, typically done to young girls from African Countries.

The following comes from: www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/

FGM has been a criminal offence in the UK since 1985. In 2003 it also became a criminal offence for UK nationals or permanent UK residents to take their child abroad to have female genital mutilation. Anyone found guilty of the offence faces a maximum penalty of 14 years in prison. Female Genital Mutilation Act 2003 as amended by the Serious Crime Act 2015

Mandatory reporting: All IEC staff need to be aware of the legal duty to make a report to the police if:

- they are informed that a girl has undergone FGM or
- they observe physical signs that FGM may have been carried out on a girl

D – Training

D1 Responsibility

The Designated Operating Officer has overall responsibility for AU Safeguarding training. However, the IEC Designated Senior Person (IEC Coordinator) is responsible for ensuring that all IEC staff are trained to the appropriate safeguarding level. The DSP is assisted in this task by the ADSPs - IEC Director and IEC Administrator. Safeguarding training must take place before any staff come into contact with U18s.

Current IEC Safeguarding Training Requirements:

IEC Designated Senior Person (x 1)	Level 1 Basic Safeguarding Awareness Training Level 2 Advanced Safeguarding for Designated Staff in ELT Level 3 Specialist Safeguarding for Designated Lead in ELT Safer Recruitment Protection of Vulnerable Adults level 2 Safeguarding with a focus on sharing Prevent Training Equality and Diversity Training Emergency First Aid at Work
IEC Assistant Designated Senior Person (x 2)	Level 1 Basic Safeguarding Awareness Training Level 2 Advanced Safeguarding for Designated Staff in ELT Level 3 Specialist Safeguarding for Designated Lead in ELT Prevent Training Equality and Diversity Training Emergency First Aid at Work (Recommendation)
IEC Teachers	Level 1 Basic Safeguarding Awareness Training and face to face training with DSP Prevent Training
IEC Admin staff	Level 1 Basic Safeguarding Awareness Training Level 1 and face to face training with DSP Prevent Training
IEC Summer Social Organiser	Level 1 Basic Safeguarding Awareness Training Level 1 and face to face training with DSP Prevent Training Emergency First Aid at Work
Group Leaders	Level 1 Basic Safeguarding Awareness Training Prevent Training

D2 How is training delivered

- Level 1 Basic Safeguarding Awareness Training is delivered online and through face to face training and regular updates which are given at teachers' & departmental meetings by DSP and
- Level 2 Advanced Safeguarding Training is delivered through face to face training - English UK
- Level 3 Advanced Safeguarding Training is delivered through face to face training - English UK

Refresher Training

The DSP and the ADSP must undertake regular safeguarding refresher training every 2 years by attending relevant training such as:

- English UK training sessions,
- Aberystwyth University CPD sessions and
- Welsh Safeguarding and Child Protection workshops

Any safeguarding updates will be disseminated to the IEC staff at the earliest opportunity.

IEC staff will be encouraged to attend other relevant training at AU or through webinars

- Prevent Duty
- Equality and Diversity
- Emergency First Aid at Work
- Health and Safety
- Data Protection
- Risk Assessment
- Bystander Training

E - Safer Recruitment

E1 E2 Overview & Recruitment materials

Safe recruitment is an essential part of the IEC Safeguarding Procedures and is essential for all staff who will have responsibility for or substantial unsupervised access to U18s. This includes all IEC teachers.

Every stage of the recruitment process includes steps to ensure safeguarding best practice is upheld;

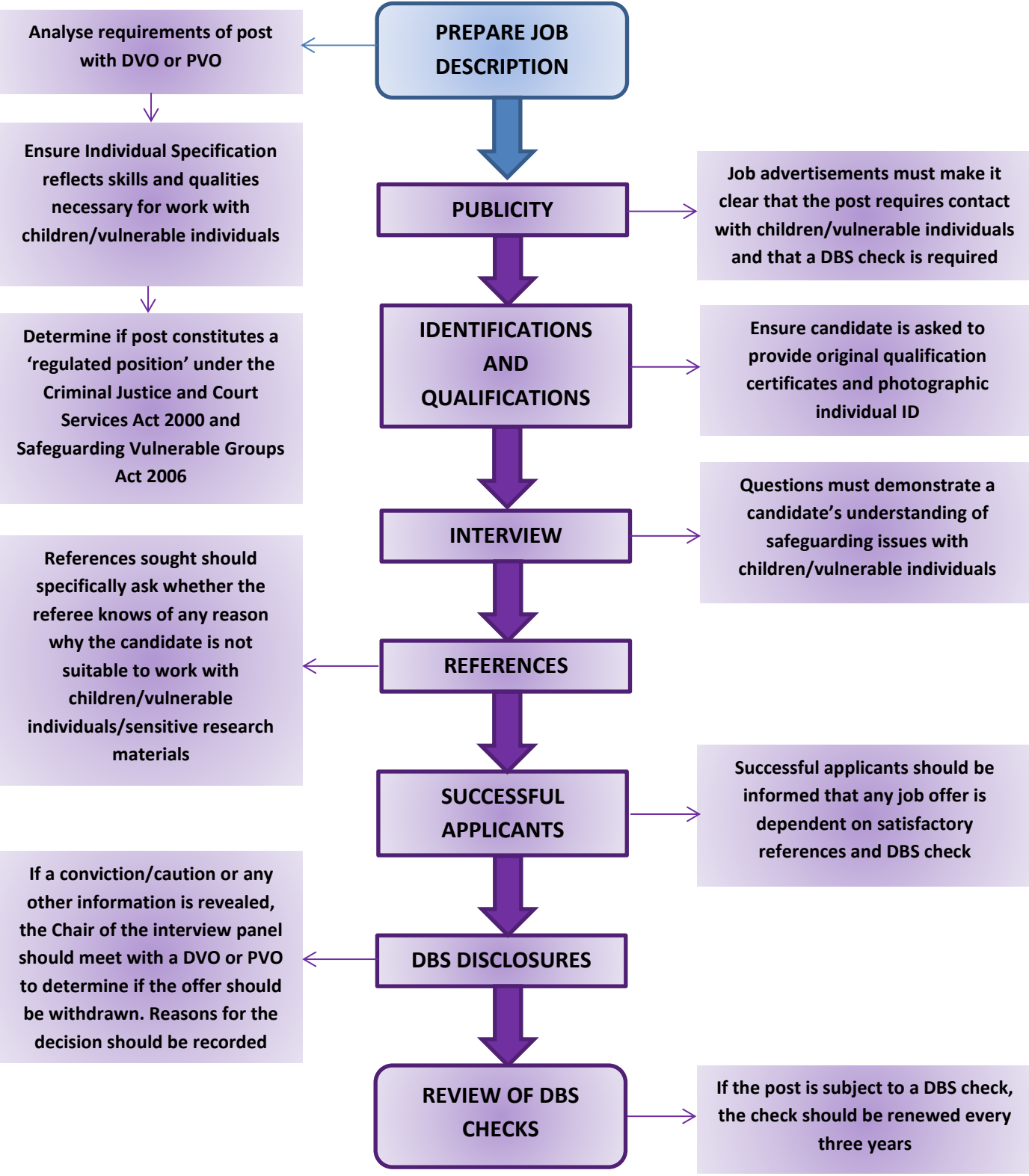
- Job description information – states enhanced DBS is required and gives a link to the AU Safeguarding Vulnerable Individuals Policy and the IEC Safeguarding Procedures document
- Job description states that the IEC is committed to safeguarding and has the expectation that all IEC staff will share this ethos and actively engage with looking after all IEC students (including U18s) safely
- Interviews
 - include questions directly relating to safeguarding for example: why do they want to work with young adults and what would you do in a certain situation etc.
 - include confirmation that the job will be conditional on an enhanced DBS check
 - confirm that any gaps in CVs will need to be explained and followed up and
 - confirm that 2 references will be taken up and they will be specifically asked if there is any reason why the candidate is not suitable to work with young people

E3 Recruitment stages for all staff

The following statements and flow charts are taken from the AU Safeguarding Vulnerable Individuals Policy.

Protocol 1- Safeguarding in staff recruitment

For roles involving contact with U18s/children or vulnerable individuals or researching sensitive and secure materials, the following steps must be taken when recruiting staff:-



DBS - All IEC management, teaching and some administrative staff are subject to an enhanced DBS check.

References - Two references for all successful applicants are always followed up on and as part of the reference the candidates' suitability to work with U18s is checked.

The candidates' employment history and any gaps in their CVs are also checked.

Interview questions – specific safeguarding questions are asked at interview.

Teachers who have worked abroad for at least 12 months in the last 3 years will also be asked to provide a current police good conduct certificate from the country that they have been working in. If the certificate is delayed then additional safeguarding measures will be followed up on such as requesting that the evidence of the application is provided and following up on a third reference.

Visiting Group leaders – any group leader accompanying a group of students who are U18 will be asked to provide a current police good conduct certificate or similar from their country before they arrive at AU. The IEC group leader agreement will also be completed in advance.

Service providers – All drivers of chosen coach and taxi companies are DBS checked.

E4 Applicants informed that

IEC applicants are informed that:

- The IEC always takes up 2 references
- Their employment history and any gaps in their CVs will be checked and candidates will be asked to explain at interview
- They should be familiar with the AU Safeguarding Vulnerable Individuals Policy and the IEC's Safeguarding Procedures document. Links are provided on the job description.
- An enhanced DBS check will be required for staff who will have substantial unsupervised access to U18s eg. teachers.

E5 Applicants waiting for DBS

If the DBS check has not arrived by the time the staff member needs to start work, then the IEC will

- Need to see that evidence that the DBS check has been started
- Ensure that an IEC staff self-declaration form is completed
- Ensure that the staff member does not have unsupervised access to U18s
- Follow up with an additional 3rd reference – which might include an oral reference
- Teachers will not be allowed to teacher unsupervised and will be allocated to a classroom nearest to the DSP and closely monitored

These findings will form the basis for a judgement/risk assessment on the suitability of the applicant for the role and the level of supervision required.

E6 Applicants with a criminal record

If a conviction/caution or any other information is revealed, the Chair of the interview panel should meet with a DVO or PVO to determine if the offer should be withdrawn. Reasons for the decision should be recorded.

www.aber.ac.uk/en/hr/policy-and-procedure/safeguarding/

E7 Applicants where a criminal record check is not possible

If an individual is appointed to a post for which a DBS is required but clearance has not been received, the IEC Director will be informed so that a risk assessment can be undertaken and appropriate supervision put in place, if necessary. www.aber.ac.uk/en/hr/policy-and-procedure/safeguarding/

E9 Single central record

The IEC makes sure that safeguarding pre-appointment checks for all staff are carried out using the IEC Safer Recruitment check list.

E8 Recruitment of Homestays and E10 Disqualification by association

N/A

F - Welfare/implementing safeguarding**F1 Use of risk assessments**

The IEC conducts risk assessments to help ensure the health and safety of all IEC students and staff, including U18s. All risk assessments consider safeguarding and Prevent Duty issues. The IEC Administrator is responsible for ensuring that risk assessments are in place for all IEC activities.

Activities are assessed and any potential risks and/or problems are identified so that these are minimised by the implementation of control measures.

For more details on how risk assessments are undertaken see: <https://www.aber.ac.uk/en/hse/proc-prac/risk-assessment/#key-actions>

F2 Supervision ratios*IEC Class Supervision*

IEC students under 18 are closely monitored. IEC classes never exceed 16 students and are often much smaller.

IEC Social Programme

The IEC always ensures that there is a minimum of one member of staff on each coach that departs Aberystwyth for leisure programme excursions. If we have a group with accompanying Group Leader, then it is expected that this Group Leader will also accompany their students on any excursions. A member of IEC staff, usually the Social Organiser, and relevant Group Leaders, accompany students for all evening activities.

The IEC operates a minimum of 1:20 staff /student ratio for students under the age of eighteen participating in its leisure programmes. In reality, given that the IEC has relatively few under eighteen students, this is usually nearer a 1:5 staff/student ratio.

IEC U18 Groups

The Group Leader is responsible for their group. Outside of lesson times 16 and 17 year olds will be supervised by their police checked and appropriately trained group leader. The minimum supervision ratio is 1:20.

All groups will read and sign the IEC U18 rules – IEC students are encouraged to be mature and responsible within a university environment.

Weekly safeguarding meeting with each U18 group run by the IEC DSP/ADSP will include discussion on safety and differences in cultural norms.

F3 Absent/missing students

www.aber.ac.uk/en/media/departmental/theuniversity/policies/studentssupport/Procedures_on_Responding_to_Missing_Students.pdf

Classes

- All students attend an introduction and welcome to the IEC session. During this session all students, including U18s, must complete the IEC registration form which requires them to give their mobile phone number and contact details of their parents/guardians etc.
- U18 students are clearly marked on the registers and if an U18 is not in class 15 mins after the class has started then the teacher must inform the IEC Co-ordinator or a member of the IEC Safeguarding team immediately
- The IEC Co-ordinator or member of the IEC Safeguarding team will then phone the U18 to find out where they are
- If they do not answer their phone then the IEC Co-ordinator or member of the IEC Safeguarding team will ask their classmates/flat mates if the student is ok and if they know where the student is
- If the friends do not know where the U18 is and the student continues not to answer their phone, then AU Site Security will be contacted and asked to immediately visit the student's accommodation to check on their wellbeing
- If a significant problem is suspected, then two members of the IEC Safeguarding Team will visit the student accommodation
- The student's parents/guarding will then be informed.

Social programme

- If an U18 does not attend a social programme event having previously suggested that they will (via signing up on the trip sign up sheet), the social organiser will contact a member of the IEC Safeguarding Team via the IEC emergency phone number and they will then follow the procedure outlined above.

F4 Welfare provision

The IEC Co-ordinator is responsible for IEC student welfare and is supported in this role by the IEC Director and IEC Administrator.

Academic year tutorials

In the academic year all IEC students, including U18s, have regular tutorials with their assigned course tutor to discuss academic progress, individual learning plans/targets and any other issues including homesickness. Academic

tutorials take place in the IEC tutorial rooms, but U18 tutorials take place in the IEC Resources Centre, which opens onto the IEC administration office.

The IEC Co-ordinator provides additional pastoral tutorials at student or teacher's request or if there is a cause for concern. Completed IEC concern forms, depending on their content, are either kept in the student tutorial file or in the IEC Co-ordinators office in the IEC Confidential Concern file.

U18 Induction / U18 Forum/ U18 Additional Pastoral Tutorials

In addition to the general IEC induction received by all students on the first day of the course. The IEC U18 induction includes a specific set of rules and regulations which the U18 student must sign at the start of their course.

All IEC students, including U18s and under 18 groups, are also given the IEC 24hr emergency number at induction. This phone is always held by one of the IEC Safeguarding Team.

U18s and U18 groups have additional pastoral support through regular extra meetings of the IEC U18 forum, where specific issues are raised and discussed in an informal and friendly manner, and through one to one U18 tutorials which are available on request or if there is a concern. Both the U18 Forum and the U18 pastoral tutorials are run by the IEC Co-ordinator (DSP)

Pre-arrival information and Parental information

All parents of IEC U18s and U18 groups have to complete the IEC Parental Information and Consent form before their child can be accepted onto their IEC Course. This form highlights the extra support that the IEC offers U18s. By signing this form, their parents acknowledge that they understand and agree to the IEC's approach to the care of under 18s.

The IEC Safeguarding Procedures are also available on the IEC website for parents to read.

Once an U18 student has arrived at the IEC, the IEC Co-ordinator sends their parent/guardian a 'welcome' email and also provides them with the IEC emergency phone number.

Staff Student Consultative Committee (SSCC)

Two student representatives are elected from each class every semester (including pre-sessional courses in the summer) and they then join the IEC Co-ordinator (or the IEC Administrator or Pathways Co-ordinator) to make up the IEC Staff Student Consultative Committee. These meetings take place every 2 or 3 weeks throughout the year. Students who are U18 can be elected onto this committee.

Safeguarding Poster

Every classroom and staffroom has an IEC safeguarding poster clearly displayed which states to whom concerns should be reported and reminding students that safeguarding is everyone's responsibility.

IEC Registers & Attendance Monitoring

All IEC registers have U18s clearly marked so that they can be easily identified and their attendance and timekeeping monitored. If U18s are not in class 15 minutes after the class has started, the teacher will notify the IEC Co-ordinator (or IEC Administrator/IEC Director) who will then take the appropriate steps to contact the student. See IEC Statement on Student Absence.

Teachers and Departmental Meetings

All IEC Pathways, summer school and bespoke course teachers must attend the weekly teachers' meetings throughout the year. Welfare and safeguarding issues about all students, including U18s, are raised and discussed at these meetings.

The IEC departmental meetings, monthly during the academic year and weekly during the summer, also cover safeguarding and prevent issues.

Feedback

All students, including U18s, must complete the IEC Early Bird feedback form at the end of their first week of their course. This provides useful feedback and helps to remedy any problems which the students might have had in their first week.

The IEC End of Course feedback form is also completed at the end of each course. This again provides useful welfare and safeguarding feedback.

Students are encouraged to talk to IEC staff at any time during their course if they have a problem or a concern.

F4A Dealing with a concern

All student concerns, including those of U18s, are reported to the IEC Co-ordinator (DSP) or a member of the IEC Safeguarding Team as soon as possible. Depending on the nature of the concern, the issue is either resolved with the student or discussed with other members of the IEC Safeguarding team, who will then decide on the necessary next step.

All concerns are noted on an IEC Concern Form and these are either stored in the student tutorial file (kept in the main staff room) or in the confidential student concern file in the IEC Co-ordinator's office.

F5 First Aid and medical information

First Aid

The IEC First Aid box is kept in the IEC main office. It is checked every semester by the IEC Administrator to ensure that it is fully stocked and all items are in date.

The IEC Co-ordinator and the IEC Administrator both hold current Emergency First Aid at Work certificates. The Social Organiser must also hold a current Emergency First Aid at Work Certificate.

If a first aid issues arises which requires further assistance, any staff member or student can ring '0' from any university telephone and request the assistance of an AU First Aider.

Any IEC student, including U18s, who become ill will be accompanied to the doctor/ hospital/ dentist by a member of the IEC Safeguarding Team if it is considered necessary.

For further details of the AU First Aid policy www.aber.ac.uk/en/hse/proc-prac/first-aid/

Students who are ill

All students, including U18s must email or phone the IEC office if they are not well enough to attend class. Appropriate action will be taken as necessary. Please see the IEC Statement on Student Absence for further details. The IEC office will help students make doctor's appointments if required.

IEC students who are seriously ill, when the main office is closed, can request assistance by phoning the IEC emergency number and talking to a member of the IEC Safeguarding team.

Medical Information

The nearest medical centre/doctor is the Padarn Surgery which is situated across the road from the university <http://www.padarn.wales.nhs.uk/> and it is open from 08.30 until 18.00. When this surgery is closed and a doctor is required, those wishing assistance can telephone **01437 769811**. A trained nurse will take the call and contact a doctor if necessary. Out-of-hours services are generally busy, so staff and students should think carefully before asking to see a doctor, and only do so if they genuinely cannot wait until the surgery re-opens.

In a genuine **emergency** staff and students should call **999**. Chest pains and / or shortness of breath constitute an emergency.

The nearest hospital is Bronglais General Hospital which is situated a short walk from the university <http://www.wales.nhs.uk/sitesplus/862/page/41089>

Omission of Medical conditions

The IEC requires that any additional requirements as the result of serious health conditions are declared when the student applies for their course, so that reasonable adjustments can be put in place. If this information is not supplied, then the student might be refused a place on the course and sent home at their own expense.

On arrival students are asked to detail any health conditions in their IEC registration form. This information is collated and is available to members of the IEC Safeguarding Team, who hold the IEC emergency phone. Relevant information is also on their student record and shared with their class teacher as appropriate.

F6 U18 Behaviour and Discipline

All IEC U18 students must sign the U18 Student Rules Form at the U18 induction to indicate that they have understood them and will follow by these rules. If any U18 student is found to break these rules they can be asked to leave the IEC immediately. These rules and regulations are regularly discussed at the U18 forum.

Please see the IEC Student Handbook for further details on IEC Student Charter and code of conduct.

F7 Fire Safety

Following Fire Safety regulations is a legal requirement for all AU students. At the IEC induction all students, including U18s, are given information on what to do in the event of a fire drill/ fire alarm and what to do if they discover a fire.

Fire safety is also regularly discussed at the U18s forum.

Please see www.aber.ac.uk/en/hse/proc-prac/fire-safety/ for more information

F8 Airport Transfers

All IEC students are given details of how to travel to (and from) Aberystwyth from their point of arrival in the UK. In addition, U18s are strongly encouraged to travel by taxi – all additional costs must be covered by their parents. All drivers of the chosen IEC coach and taxi companies are DBS checked.

If a student who is U18 wants to travel independently to Aberystwyth then their parents are required to give their permission on the IEC Parental Consent form before they arrive in the UK.

F9 E-safety

All IEC students receive advice on internet safety at their induction. Internet safety posters and how to 'stay safe on-line' are also displayed in all IEC classrooms. All IEC students, including U18s, are encouraged to tell members of staff if they receive any unwanted contact online or via text.

Internet safety, computer games and the use of social media are regularly discussed at the U18 forum.

For further details on Student Rules and Regulations please see www.aber.ac.uk/en/regulations/student-info/ and/or AU Information Services Policy please see: www.aber.ac.uk/en/is/regulations/isregs/

F10 Radicalisation and Extremism – Prevent Duty

www.aber.ac.uk/en/hse/proc-prac/prevent/

AU Prevent policy states that "the Counter-Terrorism and Security Act 2015 sets out that specified authorities must have 'due regard to the need to prevent people from being drawn into terrorism'. This means that Universities now have a statutory duty to engage with the government's Prevent agenda. Section 26(1) of the Counter-Terrorism and Security Act 2015 ("the Act") imposes a duty on "specified authorities", when exercising their functions, to have due regard to the need to prevent people from being drawn into terrorism. This has become known as the '*Prevent duty*'".

The IEC has conducted its own Prevent Risk Assessment. Safeguarding posters are displayed in every IEC classroom. IEC staff and students are asked to report any concerns or worries to the IEC Co-ordinator (or a member of the IEC Safeguarding Team), who will then take the appropriate action if necessary. All concerns, will be recorded on the IEC Safeguarding Concern Form and kept in the IEC Co-ordinators locked office in the IEC Confidential Concern File.

All IEC and AU staff are asked to remain vigilant and raise any concerns where it is considered that individuals or groups of students may be at risk of being drawn into terrorism.

Any concerns, including any changes in behaviour influenced by the factors that may contribute to vulnerability, should be raised with the IEC Co-ordinator and/or Designated Reporting Officer depending on the nature of the concern.

Student Support Services, alongside other members of the Prevent Oversight Group, will determine what intervening measures are required, which will vary between each case.

The IEC would like to remind staff that the Prevent Duty is not about:

- Spying on students / staff
- Changing anyone's culture
- Stopping students having opinions

- Stopping students having discussions especially about world events
- Criminalising people

F11 Provision for those more vulnerable

At the IEC our aim is to provide all students with an experience of the highest quality, and to make our academic facilities available to all who meet our entrance requirements.

For disabled students, those with long standing health conditions or a specific learning difference, we aim for an inclusive curriculum accessible to all, adapted accommodation on request, and access to Green Card areas, which are equipped with computers, special hardware, additional software and laptop access. We offer students advice on enabling technology and individual examination arrangements so that they can reach their full potential and get the good results they deserve.

More information about AUs provision for students with disabilities please contact Student Support by email on disability@aber.ac.uk or phone on 01970 621761

www.aber.ac.uk/en/student-support/accessibility-advice-and-support/

F12 Private fostering

N/A

F13 Corporal punishment for EYFS

N/A