

Care of junior students (under 18) attending a teenage summer camp with IH Belfast.

Agreement between parents/guardians, students and staff.

This policy sets out rules for Junior (under 18) students attending a summer camp with IH Belfast and highlights the level of care which should be provided by IH staff at all times.

International House Belfast is committed to providing a secure and friendly environment where all members of the community, whatever their background or character, are protected from harm and respected by others. The quality of pastoral care influences the ethos and tone of our whole school. It is of crucial importance in creating an atmosphere in which young people feel secure, know that they are valued as individuals, and are encouraged in their learning, growth and social development in a healthy and safe environment.

We aim to inform and reassure parents that their children are being educated in a safe and caring atmosphere. Our safeguarding policy ensures we have clear channels in place for the safeguarding of young people and that we have dedicated managerial staff to be contacted in the case of an emergency and anyone involved with the school is made aware of this policy, it is also available as a download at <http://ihbelfast.com/policy/>. However, all staff, teaching and nonteaching, have a responsibility for pastoral care. IH Belfast recognises that a student should be able to address any member of staff they feel comfortable with, with any concerns they may have. The management arrangements within the school enable and encourage all staff to contribute effectively to establishing and maintaining a climate which is characterised by good relationships and mutual respect. This is why we ask all our staff to take part in Safe CIC training, which covers all areas of child protection.

All staff and any other adults involved with International House Belfast accept and recognise their responsibilities:

- * to safeguard the welfare of children who join the School and any of its programmes;
- * to continually develop awareness of any issues which might harm these children;
- * not to make staff or any other adults involved with the School unnecessarily vulnerable to suspicion of any form of abuse.

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| <p>International House Belfast Designated Person for Safeguarding:</p> | <p>International House Belfast Deputy Person for Safeguarding:</p> |
| <p>Paul McMullan, Director</p> | <p>Duanes Santos</p> |
| <p>International House Belfast</p> | <p>International House Belfast</p> |
| <p>Telephone: 0044 (0) 2890 330700</p> | <p>Telephone: 0044 (0) 2890 330700</p> |
| <p>Email: paul@ihbelfast.com</p> | <p>Email: dsantos@ihbelfast.com</p> |



We will endeavour to safeguard children as follows:

- by adopting child protection guidelines and accepted procedures
- by providing children with expected codes of behaviour and ensuring they understand what those are, especially bullying.
- by sharing information about child protection and good practice
- by sharing information about any concerns.
- IH Belfast will ensure there is sufficient adult supervision for all scheduled activities (excluding classroom teaching)
- IH Belfast will ensure there is 1 adult to 12 group members for excursions where the element of risk to be encountered is similar to that normally encountered in daily life, e.g. excursions to sites of historic interest, local walks etc.;
- Group leaders are responsible for their own group only and will not be counted in our supervision ratios.
- The ratio of 1-12 will be reviewed for each activity, taking into account the nature of the activity, age, gender and needs of the students and if there is increased risk than that encountered in daily life.
- Any activities where professional qualifications are required to lead them e.g. rock climbing, canoeing will be led only by professionally qualified instructors.
- The Group leader involved in an excursion's planning and organisation, and who is well prepared, will make more informed decisions and will be less at risk.
- IH Belfast will ensure there is sufficient adult supervision to deal with an emergency.
- Providing information and guidance to participants is an important part of preparing for an excursion. Participants should clearly understand what is expected of them and what the excursion will entail. Participants must understand what standard of behaviour is expected of them and why rules must be followed. Lack of control and discipline can be a major cause of accidents. Participants should also be told about any potential dangers and how they should act to ensure their own safety and that of others.
- The following information on matters that might affect the leader's (and participant's) health and safety should be given:
 - dates of the excursion;
 - times of departure and return
 - the location where the participants will be collected and returned
 - mode(s) and duration of travel



- the size of the group and the level of supervision
 - name of leader, and other staff (if applicable)
 - clothing and equipment to be taken (if applicable)
 - Details on the cost of the visit.
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- Whatever the length and nature of the excursion, regular head counting of participants should take place, particularly where there are opportunities for participants to become separated. All supervisors should carry a list of all participants involved in the excursion at all times, preferably on their person
 - The group leader should establish rendezvous points and tell participants what to do if they become separated from the group.
 - IH Belfast will ensure there is sufficient adult supervision in residential accommodation to deal with any emergency arising at all times (teaching). IH Belfast will ensure there is 1 adult to 12 under 18s in residential accommodation. There will be a first aid kit/facilities and a First Aid trained member of staff available at all times.
 - Under 18s will never be placed in accommodation with other student who are over 18s.
 - In residential accommodation Male and female students will be separated by wing/floor.
 - Supervising residential staff will always be of same sex as the under 18s they are supervising in their area.
 - Group leaders are responsible for their own group only and will not be counted in our supervision ratios.
 - We have paid special attention to our homestay accommodation service, so families and homes that we have inspected and selected, guarantee students a comfortable and welcoming stay while they are in Belfast.
 - All homestay families used by IH Belfast for under 18s have undergone thorough checks to ensure their suitability. This includes a criminal record check 'Access NI', a home interview and inspection along with a home visit every 2 years.
 - Homestay providers will not host students under 16 with any students of 18 years or older.
 - IH Belfast do not place any students of the same nationality or mother tongue with the same homestay provider, unless this has been requested directly from the parent/guardian.
 - Junior students will not be left unsupervised at home.

As a result of the above, it is important that the following rules are followed by students:



- Students attending our July teenage programme (Queens University of Share), must not go out unescorted, apart from their journey to/from the programme each day.
- Junior students should not go out unaccompanied in the evenings. A responsible adult should be with the student at all times. Under special circumstances junior students may request to be allowed out in the evenings and IH Belfast (or the group leader) will consider this on a case by case basis. For example, if there is an evening activity which a dedicated group leader will be attending, or if the parent of the student writes and gives formal permission for their son/daughter to go out unaccompanied, and if the homestay provider (if applicable) has also been made aware of this and on their side agrees with this. In the event of such an agreement taking place the student must return home by 9.30pm.
- Junior students should make sure they are contactable by their homestay provider and International House Belfast by providing a contact mobile phone number immediately upon arrival. This should be given to your group leader and your homestay provider. You should ensure that you program your group leaders emergency number and your homestay providers contact number into your mobile on the first day..

If staying in homestay accommodation, before leaving the home, a junior student should make sure that:

- the family knows what they will be doing (if they are doing something other than attending classes);
- they (the student) knows the scheduled time for the main evening meal;
- the family knows what time they (the student) expects to be back;
- they have the correct contact details for the family (may differ from day to day);
- the family knows who they are going out with (only applicable If the student has been given consent to do so by their parent/guardian at home.) Students should not go out alone.
- If the student expects to be home later than scheduled, because of delays or changes of schedule, they should inform their host family, immediately by phone.
- If the student expects to be home earlier than scheduled they should also contact their host family to check whether somebody will be at the family home at the earlier time.
- Family meals form an important part of the junior student's homestay experience and the student should make every effort to take these meals with the family.
- A junior student is expected to abide by their homestay providers rules.
- Junior students should be encouraged to familiarise themselves with the city and its transport system during the first few days of their stay. You will receive help/guidance on this, from the school and your homestay provider when you arrive.
- Students must follow the instructions given by their teacher or social programme person during social programme activities. If students fail to follow the rules and instructions given by International House Belfast, the group leader and the parents may be informed. Students may be asked to leave the school if they repeatedly fail to follow the rules.



Abusive behaviour:

The following behaviour is not tolerated at International House Belfast:

- Bullying of any kind (physical or verbal)
- Racism (with respect to other races, nationalities, cultures and religions)
- Excessive and / or loud swearing
- Sexual harassment of any kind
- Aggressive behaviour towards staff, students or visitors (e.g. shouting at other students inappropriately, kicking furniture)
- Theft (stealing other people's property or International House Belfast property)
- Vandalism (e.g. deliberately breaking damaging school furniture / computers)
- Any illegal activity (illegal under UK Law)

If a student's behaviour becomes unacceptable (in International House Belfast's opinion), the student will be given one written warning (also sent to parents / guardians). If unacceptable behaviour occurs again, International House Belfast will order the student to leave the school immediately and with no refund of fees. Please note that the school may ask the student to leave immediately and with no written warning, if the behaviour is very serious in the school's opinion. Parents must arrange for their child to return home as soon as possible, at the expense of the parents/guardians.

Students must follow UK Law, which includes the following:

Under-18s cannot buy alcohol.

Under-18s cannot buy cigarettes.

Under-18s cannot drink alcohol in pubs, bars and cafes.

In addition, the age of consent is 16 years in the UK.