

Newcastle International School Safeguarding Policy

Introduction

Newcastle International School recognizes its responsibility to treat all international and foreign students as 'vulnerable', with particular emphasis on those under 18. This policy outlines our commitment to safeguarding and outlines procedures and responsibilities in ensuring a safe and secure environment for our students.

Recruitment and Accommodation

All staff interacting with children undergo Disclosure & Barring Service checks and sign a suitability declaration (Children's Act Declaration form). Hosts accommodating under 18s are also checked and required to sign the declaration, affirming their suitability to work with children.

Supervision Ratios

We adhere to the supervision ratios set by the 1998 DFEE publication Health and Safety of Pupils on Educational Visits:

Younger than 8 years old: 1:6

8-10 years old: 1:10 – 15

11+: 1:15 – 20

At least two staff members supervise leisure activities, with a focus on first aid trained staff and if not large numbers, (under10) at least 1 staff member and a student welfare representative participating.

Parental Declarations and Travel

Parents/carers sign declaration forms detailing their preferences regarding their child's movements. Students are not allowed to leave the school premises unsupervised unless explicitly permitted by the parent/carer. We arrange suitable transportation and accommodate travel needs, with all drivers being DBS checked.

Classroom and Activity Management

Students under 16 are not mixed with those over 18 in classrooms or activities. Certain inclusive in-house activities are supervised, and the school's CCTV system monitors communal areas.

Training and Awareness

All staff members undergo mandatory safeguarding training on an annual basis. New staff are introduced to this policy during their induction and are required to familiarize themselves with its procedures.

Reporting and Record Keeping

All safeguarding concerns and incidents are duly recorded and stored in a secure manner. In serious cases, concerns are reported to the local authorities following established protocols.

Policy Review

This policy is reviewed and updated annually by the senior management team to ensure it remains compliant with current best practices and regulations.

Code of Conduct

All staff and students are expected to adhere to the NIS Code of Conduct, which outlines expected behavior, particularly in interactions with students under 18.

Online Safety

The school ensures that online teaching platforms and resources used are secure. Students and staff are provided guidelines on safe online interactions.

Complaints Procedure

Students and staff can raise concerns regarding the handling of safeguarding incidents through the school's official complaints procedure, available from the main office.

Anti-Bullying Strategy

Newcastle International School adopts a zero-tolerance approach to bullying. All reported incidents are investigated promptly, with appropriate support provided to affected students.

Arrivals and Host Responsibilities

We ensure responsible and safe reception of unaccompanied minors at the destination airport by DBS-checked staff. Hosts are required to familiarize students with routes and are responsible

for students outside school hours. Hosts must adhere to school guidelines regarding supervision and report any change in circumstances.

Medical Information and Emergencies

Parents/carers provide medical details and emergency contact information. Trained first aiders are available on site, and the emergency phone, managed by the DSL, is accessible 24/7.

Absence Procedure

Focused absence procedures are in place for under 18s, with the Welfare Team responsible for contacting absent students and escalating to police if necessary within a 24-hour period. Homestay providers maintain ground rules adapted for under 18s.

Welfare and Behavior

Students agree to the school's terms and conditions, Equal Opportunities Policy, and Health and Safety Policy, ensuring respectful behavior. Students have access to welfare support and daily well-being checks.

Designated Safeguarding Lead (DSL)

Emma Brown is the Designated Safeguarding Lead (DSL). Any concerns regarding a child's safety must be reported to the DSL using the appropriate forms. The director oversees the adherence to the Safeguarding Policy.

This policy aims to maintain the safety and welfare of all students, especially those under 18, by ensuring a structured, monitored, and supportive environment.