

International English Centre

IEC Safeguarding Procedure

This International English Centre (IEC) Safeguarding Procedure document supplements the Aberystwyth University (AU) Safeguarding Policy and sets out how the IEC puts safeguarding into practice.

The AU Safeguarding Policy and associated documents can be found at:

<https://www.aber.ac.uk/en/hr/info-staff/safeguarding/>

Procedure Aim:	The IEC Safeguarding Procedure exists to safeguard and protect all IEC students, especially those who are under 18 and vulnerable adults.
Applies to:	All IEC staff including managers, teachers, admin staff, summer staff, trainees, students, group leaders and visiting members of staff who work with under 18s and vulnerable adults
Procedure Document Produced: March 2017	Previous review date: June 2020 Previous review date: March 2021 Previous review date: April 2022 Previous review date: September 2022 Latest review date: February 2023

If you have any concerns about safeguarding or welfare, please contact a member of the IEC Safeguarding Team immediately.

See more details on reporting a concern on page

IEC Safeguarding Team

- **IEC Designated Safeguarding Officer (DSO):** Rachael Davey rad27@aber.ac.uk
- **IEC Assistant DSO (ADSO):** Jan Hulin jah106@aber.ac.uk
- **IEC Assistant DSO (ADSO):** Peter Schofield pes26@aber.ac.uk

Procedure Statement

A1/A2 Context

The IEC at Aberystwyth University primarily caters for international students who study English language programmes (both face to face and online) and are over the age of 18. The IEC also accepts students who are 17 years old onto academic and general English programmes, and closed groups of students aged 16+ on courses specific to U18s. The IEC recognises that it has a duty of care towards all users of the IEC services and especially those who are under 18 (U18).

This IEC Safeguarding Procedure document sets out the procedures designed to safeguard all IEC students, including those who are under 18 or vulnerable adults. The IEC procedures follow the AU Safeguarding Policy.

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. These students are integrated into classes with IEC adult students.

All IEC U18 students living in Aberystwyth are accommodated in AU halls of residence unless they live with family members in Aberystwyth and have permission from their parents/guardians. Over 18s may choose to live in private accommodation or in university halls.

The IEC Safeguarding Procedures are 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.

A3 Terminology

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

AU Safeguarding Policy definitions can be seen [here](#)

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

- **Safeguarding** is a [term](#) used in the United Kingdom to denote measures to protect the health, wellbeing and human rights of individuals, which allow people – especially children, young people and adults at risk – to live free from abuse, harm and neglect. Safeguarding is everyone’s responsibility. Safeguarding applies if a child or an ‘adult at risk’ is experiencing or is at risk of abuse or neglect. A safeguarding concern could include if a staff member, student or AU process presents a risk to children or such adults.
- **Under 18s** –the IEC refer to students under 18 as ‘under 18s’ (U18s) rather than ‘children.’
- **Child protection** is defined as ‘protecting children from direct harmful behaviour/ protecting children from abuse’. This abuse could be from either an adult or another under 18.
- **Abuse** – this can be physical, mental, emotional, sexual or neglect. Abuse also includes secondary types of abuse such as Child sexual exploitation (CSE), Harmful Sexual Behaviour (HSB), Domestic Abuse, Bullying and Cyber Bullying, Child Trafficking and Female Genital Mutilation (FGM). Abuse can involve inflicting harm or failing to prevent harm.

University-wide Roles

- **Aberystwyth University** - Lead Safeguarding Officer (LSO) is a member of the University’s Executive Team who has overall accountability and strategic responsibility for safeguarding groups at risk of harm within Aberystwyth University. They are also responsible for ensuring the Safeguarding Policy and associated procedures are monitored and reviewed in accordance with any changes.
- **Aberystwyth University - Designated Reporting Officer (DRO)** is the **Head of Student Support and Careers** - 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** - Principal **Safeguarding Officers (PSO)**. There are two PSOs, one each for staff & students. They are responsible for the day to day implementation of the AU Safeguarding Policy. The PSOs will be accountable to the Lead Safeguarding Officer (LSO) for the effective implementation of the AU Safeguarding Policy and specifically for alerting the LSO of any significant concerns relating to the policy. The **PSO Students** is the **Academic Registrar**, and the **PSO Staff** is the **Director of Human Resources and Organisational Development**.

IEC Roles

- **Aberystwyth University - Departmental Safeguarding Officers (DSO)**. IEC has a DSO and two assistant DSOs. Within IEC, the IEC Director (IEC ADSO) ensures Disclosure and Barring Services (DBS) checks are carried out, and liaises with Human Resources for staff DBS checks.
- **IEC Departmental Safeguarding Officer (DSO)** is the **IEC Director**. This is the person who has overall responsibility for safeguarding at the IEC. This person is responsible for the IEC Safeguarding Procedure, its implementation, training, day to day matters and for ensuring the procedures are kept up to date.

- **IEC Assistant Departmental Safeguarding Officer (ADSO)** – In addition to the IEC DSO, there are two other senior members of the IEC Safeguarding team to ensure safeguarding cover at all times. One of these will be the IEC Welfare Tutor.

- **Prevent**– a government initiative to try and reduce the likelihood of people supporting terrorism or becoming terrorists.
- **Adults with Vulnerabilities** – a person is considered to be [vulnerable](#) if they need additional protection or input to enable them to achieve their full potential. An individual’s vulnerability can vary depending on the activity being carried out and the people that are present.
Although the IEC rarely gets students that fall into the ‘official’ vulnerable adult category (at the IEC we consider that **all our international 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’s international 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 issues before students 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 a member of the IEC Safeguarding Team and this information will be disseminated to other staff members at the next teachers’ meetings or discussed by the IEC Safeguarding Team.
- **'Position of trust'** refers to certain roles and settings where an adult has regular and direct contact with children. It is against the law for someone in a position of trust to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over).
Examples of positions of trust in the IEC include all staff, volunteers, group leaders and trainees working with IEC students.

A4 Statement/A5 U18’s entitlement/A6 and Adult Responsibilities

The IEC is committed to safeguarding its students and recognises that it has a ‘duty of care’ towards all of them but especially the U18s. These procedures are designed to safeguard all IEC U18 students and vulnerable adults with vulnerabilities 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 them at all times. All staff must strive to always act in the best interests of every student, and to be especially aware of the need to safeguard U18s. The IEC aims to promote a culture of vigilance and considers safeguarding as a top priority in every area of its organisation. The IEC recognises that international students may need extra support and guidance because of being in an unfamiliar/ new cultural environment.

All staff are expected to abide by the AU Safeguarding Policy and IEC Safeguarding Procedures and the AU and IEC reporting structures. Staff are made aware of these 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. Safeguarding is included in every IEC departmental meeting agenda. **Not saying anything in the face of a concern is not an option.**

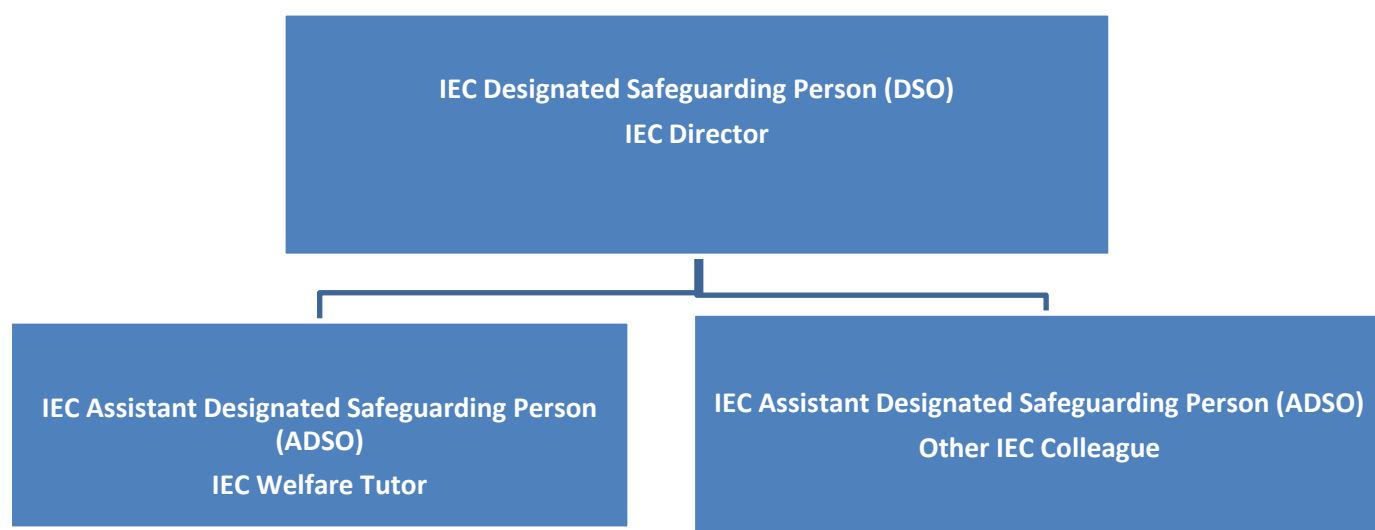
The IEC has a proactive and fully trained Safeguarding Team. There are 3 senior members of the IEC Safeguarding Team. This number of staff ensures that there is always someone on duty to ensure cover. There is also always a member of the IEC Safeguarding Team who can be contacted by telephone 24 hours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

To ensure that there is a strong safeguarding ethos throughout the IEC, the DSO ensures that all staff receive training and that regular updates happen throughout the year. The DSO will have safeguarding refresher training **every 2 years**. All new IEC staff **must complete safeguarding training with DSO and level 1 online safeguarding training** and demonstrate insight into safeguarding and child protection and a clear understanding of reporting procedures. The online level 1 safeguarding training must be **renewed every 2 years**.

A7 Structure, Roles and Responsibilities

IEC Safeguarding Team

The IEC Safeguarding Team work to safeguard all IEC students by ensuring that the AU Safeguarding Policy and the IEC Safeguarding Procedures are followed within IEC.



The IEC Safeguarding Team work with the wider AU Safeguarding Team and report safeguarding issues to the relevant AU Designated Reporting Officer.

AU Safeguarding Team

AU Designated Reporting Officer	Director of Student Support and Careers	+44 (0)1970 <u>621761/622087</u>
AU Principal Safeguarding Officer Staff	Director of Human Resources and Organisational Development	+44 (0)1970 628555
AU Principal Safeguarding Officer Students	Academic Registrar	+44 (0)1970 622132
AU Lead Safeguarding Officer	Pro Vice-Chancellor Learning, Teaching and Student Experience	+44 (0)1970 622002

Important: If you suspect immediate risk of harm, contact 999

A8 Designated Team Way of Working

The three-person IEC Safeguarding Team ensures a member of the team is always available, and the 24-hour IEC emergency phone is shared among team members. The safeguarding team hold regular meetings (monthly) to review departmental policy and practice. The team will meet as required to consider any individual student concerns or consider any additional safeguarding measure needed for certain courses or in response to specific events or incidences. Safeguarding is a standard item on the departmental meeting agenda. The minutes for these meetings are kept on the IEC SharePoint site.

The team attend IEC departmental meeting and hold additional safeguarding and welfare meetings as required to consider individual students' concerns, additional safeguarding measures needed for certain courses and in response to any specific event or incident (e.g. Covid 19) or change to the teaching situation.

The IEC Director (IEC DSO attends the AU Safeguarding Group which meets quarterly and as required. Minutes for this meeting are kept on the AU Safeguarding Teams site.

A9 Local Authority Contacts and Standards

In Ceredigion the Local Authority Contacts are:

- Social Services/Porth Gofal: 01545 574000 / 03000 456 3554
- E mail: contact-socservs@ceredigion.gov.uk
- Welsh Safeguarding Team contacts: <https://www.safeguarding.wales/>

A10 Documents/ legal framework

The IEC has a duty of care to all their students, regardless of age, and a specific legal duty of care to protect U18s and vulnerable adults.

In developing these IEC Safeguarding Procedures, IEC consulted the following documents in addition to the legislation and other key documents listed in AU Safeguarding Policy [Appendix 3](#).

- Keeping Children Safe in Education (KCSIE) 2020
- Keeping Learners and Young People Safe – Welsh Government Consultation 2020
- Keeping Learners Safe updated 2021

The IEC also follows the British Council Accreditation Guidelines 'Care of Under 18s: Guidance for ELT providers' (September 2020 updates) which reflects good practice.

A11 Associated Policies

Add Domestic Abuse & Equal Opportunities

The AU Safeguarding Policy is the overarching framework for safeguarding within all areas of AU including the IEC.

- AU Safeguarding Policy
<https://www.aber.ac.uk/en/media/departmental/humanresources/aberpoliciesprocedures/Safeguarding-Policy----January-2021.pdf>

Relevant sections of the following AU policies were consulted to inform the development of the IEC Safeguarding procedures:

- [AU Disciplinary Procedures](#)
- [AU Dignity & Respect at Work](#)
- [AU Health and Safety Policy](#)
- [AU First Aid Policy](#)
- [AU Fire Safety Policy](#)
- [AU Information Services Policy](#)
- [AU Risk Assessment Policy](#)
- [AU Equality and Diversity Policy](#)
- [AU Prevent](#)
- [AU Domestic Abuse Policy](#)
- [IEC Complaints Procedure](#)

A12 U18's involvement in Safeguarding Procedure

All U18s are expected to know and understand the rules for U18s and all IEC students, regardless of age, are expected to know who to contact if they have any concerns about their own or others' safety and well-being. The IEC ensures this understanding through inductions, individual tutorials and the U18s forum..

New U18 students have a specific U18s induction and the IEC U18 Forum, led by the IEC Welfare Tutor or other member of the Safeguarding Team, meets every 2/3 weeks throughout the academic year when U18s are enrolled. This group provides a platform for U18 students to discuss how they can keep safe and how the U18 rules affect them, and enables the IEC DSO to check students' understanding and interpretation of the U18s rules, and discuss with students how to keep safe.

U18 students have extra 1to1 U18 pastoral tutorials where specific issues can be discussed and matters reported up as necessary. These tutorials and the U18 forum allow open conversations with our U18 students, and provide an important source of information that assists the IEC Safeguarding Team in reviewing and updating safeguarding procedures in line with AU policies and local and national legislation.

The U18 rules are also discussed with students who are U18 and are regularly reviewed following U18 forum discussions and in line with any changes or amendments to AU policy or local and national legislation.

Bespoke U18 groups have additional induction meetings with the IEC Welfare Tutor where the IEC U18 rules and aspects of UK culture & UK norms are discussed as a class. Staying safe in Aberystwyth is discussed with all student groups.

The IEC Staff Student Consultative Committee (SSCC) meets regularly throughout the academic year. All students have an opportunity to voice their opinion and raise any issues with their elected class representatives who then report to the SSCC meeting. These meetings are minuted and relevant issues are reported to the department and onto AU committees for action as appropriate,

A13 Procedure Review

The IEC Safeguarding Procedure has been written by the IEC Safeguarding Team. The IEC Safeguarding Procedure has been reviewed by the Aberystwyth University's Safeguarding Group. The IEC Safeguarding Procedure is reviewed annually by the IEC Safeguarding team (IEC DSO & IEC ADSOs):

- as part of an annual safeguarding review
- in light of any updates or changes in relevant legislation and guidance for safeguarding children and vulnerable adults in Wales or nationally
- 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
- following any changes to relevant AU advice, guidelines or policies
- following any major incident or unforeseen event, e.g. Covid 19 pandemic
- following new guidance from British Council on Safeguarding
- following the appointment of a new safeguarding team member

Post-review, staff training is carried out and any changes to policy or procedure are highlighted and explained.

A14 Policy and Procedure Availability and Formats

The complete AU Safeguarding Policy and the IEC Safeguarding Procedures document are available online

AU Safeguarding Policy: <https://www.aber.ac.uk/en/hr/safeguarding/>

IEC Safeguarding Procedures <https://www.aber.ac.uk/en/international-english/welfare-and-support/>

The simplified IEC Safeguarding Procedures are available as:

- a classroom poster - IEC Safeguarding Guidelines poster – which includes the IEC reporting structure
- part of the IEC Information for Parents and Parent Consent for parents of students U18 - as a document or link sent to all parents of IEC U18 applicants
- part of the IEC Information for Group Leaders and Group Leader Agreement – as a document or link sent to all group leaders of U18s groups
- as a one page simplified document provided to staff and students during induction
- a welfare induction at the start of every term led by a member of the Safeguarding team

B – Expected Conduct for IEC Staff and Students

B1 Overview and Principles

At the IEC we aim to provide a happy, nurturing environment for students and staff for both face to face teaching and online teaching. 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 adult courses, and we occasionally host closed groups of 16 -18-year olds. 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 safeguard students and staff both in the classroom and online
- Give clear guidance and set boundaries and standards on what is expected of IEC staff & students in order to create the safe, warm, friendly yet professional environment that the IEC aims to foster, both in general and with specific reference to U18s and vulnerable adults

- Safeguard all staff & students (including U18s and vulnerable adults) from behaviours/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. IEC is therefore committed to staff 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 we acknowledge that it would be impossible to write a complete list of rules prescribing staff behaviour. However, these procedures provide some clear guidance on certain key 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 a member of the IEC Safeguarding Team.

B2 Position of Trust

Any IEC Staff member (manager, teacher, group leader, administrative staff, volunteer 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 (including touching & kissing etc) 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 all staff consider this in their behaviour and provide a suitable role model for students. This could include how staff talk to students, other staff members, how they dress, subjects that they talk/joke about etc. All staff are expected to be excellent role models.

[The IEC Student Charter](#) provides key information on a student's rights and responsibilities when studying at the IEC, including specific advice for U18s and adult students interacting with U18 students. This is supplemented by the IEC Rules for U18sIt also outlines the IEC statement on abusive or threatening behaviour, discipline procedures and complaints procedures. Tolerance and respect for other students and adults is expected at all times.

The IEC Staff Code of Conduct supplements the [AU Code of Conduct and Guidance for Staff](#) and provides an overview of the detailed guidance set out in this document on the standards of behaviour expected of all IEC staff. The IEC Staff Code of Conduct is included in new staff induction packs and regularly reviewed.

IEC Staff Code of Conduct:**IEC Staff Code of Conduct:****Introduction**

The IEC strives to create a supportive, safe and welcoming environment where all students and staff can thrive. We are committed to providing students with excellent courses in a warm, friendly and professional environment, and to caring for their student experience within and beyond the classroom. We understand the importance of our staff in creating such a professional environment and we are committed to their care, training and support. IEC recognises that it has a responsibility to provide a safe & healthy learning environment for all students and staff, and special responsibilities for students who are under 18.

The Aims of this Code of Conduct are:

- to both support and protect students and staff
- to set boundaries and provide clear guidelines on what is expected of IEC staff in order to foster the warm, friendly, safe and professional environment we aspire to, both in general and with specific reference to under-18s
- This Code of Conduct applies to all staff working with IEC and to any interns, work experience colleagues, volunteers, classroom observers or visiting staff.

All IEC staff should:

- Recognise that international students may need extra support and guidance, and act at all times in a caring and responsible manner towards all students, while maintaining appropriate professional boundaries.
- Treat all students, colleagues and others encountered in the course of their work professionally and with dignity and respect.
- Challenge inappropriate behaviour from others, whether that be staff, students, volunteers or others.
- Immediately raise any concerns or concerns about a student's well-being or safety with a member of the IEC Safeguarding Team, or the AU Safeguarding Team.
- Understand that all staff have a responsibility to raise any safeguarding concerns relating to under-18s and to act to protect them from abuse. Any concerns, however small, should be reported to a member of the IEC Safeguarding Team (Director, Welfare Tutor and one other colleague – see posters in IEC and induction material for current role holders) or the Aberystwyth University Safeguarding Team (Academic Registrar and Director of HR if concerns relate to abuse or suspected abuse by a staff member)
- Be aware of the duty of care towards all students, but particularly under-18s, and act to protect under-18s from anything that is not in their best interests.
- Recognise that students may look to staff as role models and behave in a way that models appropriate behaviour for a university setting, e.g.
- Using positive and appropriate language and avoiding swearing
- Dressing in a manner appropriate to a professional context
- Avoiding physical contact with students, as this can easily be misconstrued
- Refraining from alcohol consumption on any organised IEC social activities where under-18s are present, and limiting any alcohol consumption to a maximum of 2 units of alcohol on any organised IEC social activities with adult students.
- Treat all students fairly and equally
- Never accept gifts of cash from students or group leaders, avoid accepting valuable gifts from students and declare any gifts which appear to be of a value greater than £30 to the IEC Director.
- Not enter into intimate relationships with any IEC student, and be aware that they are in a position of trust in relation to students aged-under 18 and that it is against the law for someone in a position of trust to engage in sexual activity with a child in their care (e.g. an IEC under-18 student), even if that child is over the age of consent (16 or over).
- Avoid being alone with under-18s students in particular. For example, in a 1x1 teaching situation, keep the classroom door ajar. In an online teaching situation with an under-18, ensure that their classroom link is available and open to the IEC Office Team, Director and Welfare Tutor so that they can drop in on occasion as they do in face to face classes.

- Use careful judgement if invited to social events by students. Never attend a social event with an individual under-18. Never attend a social event with groups of under-18s or groups including unless other IEC staff members and/or the group leader are present. Avoid 1x1 social events with IEC students regardless of age, as these can easily be misconstrued.
- Never share or communicate via personal social media accounts, personal email, personal phone or other non-university channels with any IEC student (current or past) while they remain under-18; nor with any current IEC student regardless of age.
- When taking students on organised social activities, carry a mobile phone provided by IEC and do not give students personal contact details.
- Familiarise themselves with the more detailed guidance set out in the IEC Safeguarding Procedure (Section B).
- Ensure that links to any online classes or tutorials with under-18s are set up by either the IEC Office Team or the IEC Welfare Tutor and that the Office Team, Welfare Tutor and Director are included in the invitation. This ensures the Safeguarding Team are aware of any online meetings with under-18s and can access them if required.

1.

B4 Further Guidance on Adult – U18 interaction

All IEC U18 students are identified on the IEC registers and all relevant staff (Social Organisers, Teachers, Administrative Team, Course Coordinators etc.) are made aware of U18s.

Please see <https://www.aber.ac.uk/en/hr/safeguarding/protocols/> - for the AU Staff Code of Conduct – Protocol 2

For the purposes of Safeguarding within IEC, the list below gives specific areas to consider:

- IEC staff should avoid being alone with U18s in private settings:
 - If a one to one meeting/tutorial is needed the meeting should take place in the IEC resources room or classroom on the main IEC corridor with the door to slightly ajar.
 - Online lessons have an open door policy so that another member of staff can always pop into a class. Face to Face and
 - Online classes are centrally timetabled by the IEC Administrative Manager so that an open door policy is always maintained.
- 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 arrange to 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 about staff or students should be reported immediately to the IEC DSO (IEC Director) or other member of the IEC Safeguarding Team.
- On IEC social programme trips, due regard must be given to U18s in the risk assessment document and any special measures taken to safeguard U18s should be noted by the trip leader, relevant students, and any accompanying group leaders.

- The use of staff personal social media accounts for personal communication is not allowed with U18s this includes after a student has left the IEC. Staff are also strongly encouraged to avoid using personal social media accounts for interactions with any student.
- When teaching online – the physical teaching setting, the teaching background etc should all be as neutral as possible
- Online lessons, where possible, should be set up by the IEC Administrative Manager so that the lessons are 'open' and other members of staff could pop in if needed. Otherwise, the meeting link should be shared with IEC Administrative Manager and IEC Director to maintain the open door policy.
- An online and face to face central timetable with teaching rooms and online links to all classes is available for all students and staff – so an open door policy is encouraged for all classes

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 in a position of trust at the IEC (staff, trainee, volunteer, group leader) 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
- With online teaching – clear boundaries need to be set. For example starting and finishing lessons at the appropriate time and not meeting students outside these hours apart from scheduled academic tutorials

Harassment and Bullying

- The IEC is committed to ensuring that everyone is able to work and study without fear of harassment, bullying or intimidation - especially important to be vigilant with online learning
- AU and the IEC will take action against inappropriate behaviour All new employees will be made aware of the principles of the [AU Dignity & Respect at Work Policy](#). This policy is referenced at induction

B5 Appropriate appearance

IEC staff should be mindful of the effect their appearance may have on students and realise that it may be hard for some students to respect them/their role if staff 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. This is especially important with any online teaching and the blurring of boundaries between home and work/study. When teaching online, staff must consider the background in view and ensure it is appropriate. A range of corporate backgrounds are available for staff use.

IEC students will also receive clear guidance on what is acceptable for face-to-face and online teaching situations. Being dressed for lessons, sitting at a desk or table and not wearing pyjamas/nightwear will be discussed with all students during their induction to the IEC in online teaching scenarios.

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.

In the U18 induction and U18 forum the laws surrounding alcohol, drugs, smoking and sex will be discussed as will the consequences for breaking these rules. Adult students will also be made aware during induction that they will be breaking the UK law if they buy cigarettes or alcohol for any student what is U18.

If staff are at an organised IEC social event where alcohol is available (e.g. during Summer Social Programme) then they are expected to remain under the legal limit for the consumption of alcohol

AU provides a [Drugs & Alcohol Policy](#) for staff and offers to support staff or [students](#) who may have substance misuse issues.

Within IEC, the priority is always the safeguarding of all our students, particularly the U18s, and any concerns in this area should be reported immediately to a member of the IEC safeguarding Team.

B7 IT & Social networks

In the IEC strives to reduce the risk to students (including U18s) of online harms such as cyber bullying, sexting & sexual harassment, online pornography, sexual abuse online, online radicalisation, exposure to radical/extremist views, grooming by adult sexual predators and the downloading of illegal or copyrighted material.

IEC students are provided with a simplified summary of AU [IT Regulations](#) and guidance for students on [safe use of social networks](#) during induction.

Staff are made aware of the AU [IT Regulations](#) and [AU Social Media Policy](#) during induction. Key points for IEC staff to note

- IEC staff should not give out their personal mobile phone numbers, personal email addresses, or personal social media details to any current IEC student, or any ex-IEC student who is U18.
- Staff accompanying IEC trips and social activities are provided with IEC mobile phones and should use these.
- In an emergency students (& staff) should ring the IEC 24 hour emergency phone number (on the IEC student card given to all 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 a member of the IEC Safeguarding Team. 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 (kept in the IEC main office/IEC SharePoint) 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.

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 may be resident with IEC students. As part of the Summer Halls staff induction a discussion will take place on the appropriate behaviour between adults and U18s because of the less formal setting of the shared accommodation for example: covering up when walking from the bathroom to the bedroom, highlighting the need for privacy when entering a bathroom or bedroom, never being alone with a student in a bedroom, and always knocking and giving 10 seconds before entering the room.

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.

AU 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. 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 available 24 hours a day for students, staff or group leaders in accommodation or on campus to report any worries or to ask for immediate help.

Email: security@aber.ac.uk

Tel: +44 1970 622649 (2900 if calling from a University internal phone) 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 AU Site Security on 2900 or the emergency services on 999.

B9 Transport

The IEC works with local coach and taxi companies whose drivers are DBS checked, and will seek written confirmation from these companies at the start of each summer season that they continue to ensure DBS are in place for their drivers.

All AU staff must have appropriate insurance and have registered this insurance with the AU Travel & Fleet Team (fleet@aber.ac.uk) before driving on University business.

In normal circumstances, there should be no reason for IEC staff to give lifts to IEC students and they should not do so.

In exceptional circumstances, if for any reason a member of the IEC staff finds it necessary to transport a student who is U18 then they need to:

- Seek advice from a member of the IEC Safeguarding Team (if circumstances allow) before doing so
- Ensure that they are not alone with the U18 – students should be in pairs or there should be another adult present
- If there are three U18s, two should sit in the back and the U18 in the front should be the first to leave the vehicle
- Sit the U18 student in the back of the car
- Ensure seatbelts are used

B10 Favouritism & Gifts

At IEC staff induction the importance of treating all students fairly and equally is discussed. In some cultures the giving of gifts is normal but in the UK it could be interpreted as attempted bribery and could contravene [AU Financial Guidelines](#).

Students as well as staff will need to be aware of this cultural difference. Students are to be discouraged from giving staff presents, although staff may accept gifts of low intrinsic value (generally taken to be below £30), such as tokens of gratitude; promotional and corporate gifts bearing the institutional or organisational logo or name of the giver; or books (including e-books) from publishers to academic staff where the books are relevant to the academic and/or professional interests of the staff concerned.

Staff should politely refuse gifts of cash and gifts that appear to be of significant financial value, explaining that it is not culturally or professionally appropriate for them to accept it.

Staff must report any gifts that may be of a value of £30 or more to the IEC Director who will then report it under AU financial procedures. These will be recorded in a gift register.

B11 Reporting Concerns & Whistleblowing

Students

IEC students are informed at their induction of who to and how to report a concern/or inappropriate adult behaviour and they are also reassured that they will not get into trouble or be penalised for reporting a concern providing negative feedback. IEC encourages openness and students are regularly reminded that we care about and welcome their feedback on all aspects of their IEC experience. Students are made aware that they can raise concerns through tutorials, SSCCs, by contacting the IEC Safeguarding Team, during U18s forums etc.

IEC recognises the responsibility to safeguard students and encourages a culture of openness. Staff are assured that they can report concerns in confidence and will not be penalised for doing so. Where safeguarding is at stake, not saying something is not an option – our duty is to our students.

Staff

Staff have a legal obligation to report safeguarding concerns where there is risk of harm to a U18 or vulnerable adult, including where there is concern that this risk of harm comes from a colleague or manager. Staff should report such concerns to the IEC Director, another member of the IEC Safeguarding Team or to the relevant Designated Reporting Officer (see Section A7) if the concern relates to a member of the IEC Safeguarding Team.

Where staff are concerned that colleagues are behaving inappropriately or not following the IEC Safeguarding Procedure or Code of Conduct for Staff, they are asked to bring this to the attention of the IEC Director or other member of the IEC Safeguarding Team immediately. Reports will be handled sensitively, but where safeguarding is at stake, our duty is always to our students and remaining silent should not be considered as an option. Staff can also bring their concerns to the DRO or PSO Staff (Director of Human Resources) (See A7).

AU has a [Whistleblowing Policy](#) to cover situations where an individual has concerns about wrongdoing by the University.

C - Child Protection

C1 – Overview & Structure

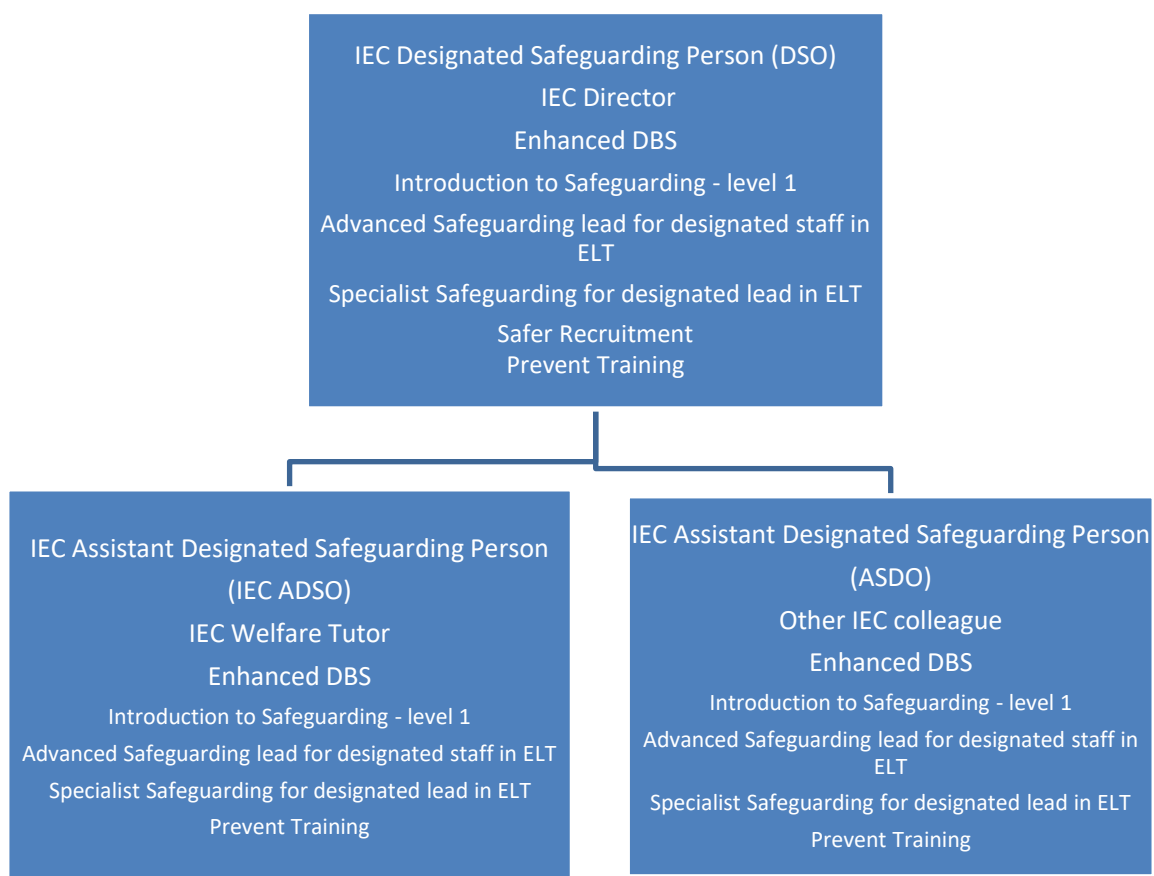
The IEC recognises its responsibility to safeguard all IEC students, and its specific Child Protection responsibilities to safeguard U18s from abuse either by an adult or another U18.

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 legal responsibilities to protect U18s.
- Providing appropriate training to IEC staff e.g. level 1 on-line safeguarding training, face to face training.

- Making sure that the IEC DSO or an IEC ADSO 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 – Designated Safeguarding Staff - IEC



- The IEC has a safeguarding team of 3 members of staff – IEC Welfare Tutor, IEC Director and another IEC colleague.
- A member of the IEC safeguarding team can be contacted 24 hours a day on the IEC Emergency phone – +44 (0)7870 956773

- If there is ever a child protection concern or a concern about an adult in a position of trust behaving inappropriately, the IEC Safeguarding Team will immediately contact the relevant AU Designated Reporting Officer, and/or AU Lead Safeguarding Officer

Other people involved in IEC Safeguarding and Child Protection

AU Safeguarding Team

AU Designated Reporting Officer	Director of Student Support and Careers	+44 (0)1970 <u>621761/622087</u>
AU Principal Safeguarding Officer Staff	Director of Human Resources and Organisational Development	+44 (0)1970 628555
AU Principal Safeguarding Officer Students	Academic Registrar	+44 (0)1970 622132
AU Lead Safeguarding Officer	Pro Vice-Chancellor Learning, Teaching and Student Experience	+44 (0)1970 622002

Important: If you suspect immediate risk of harm, contact 999

C3 –Child Protection: Situations when adults need to respond

When to respond:

Any adult within the IEC **must** respond if they

- Knows of or suspects abuse or harm to a U18
- Receives a report of possible abuse or harm to a U18
- Receives a disclosure of abuse or harm, or risk of abuse or harm of to a U18 (see C5)

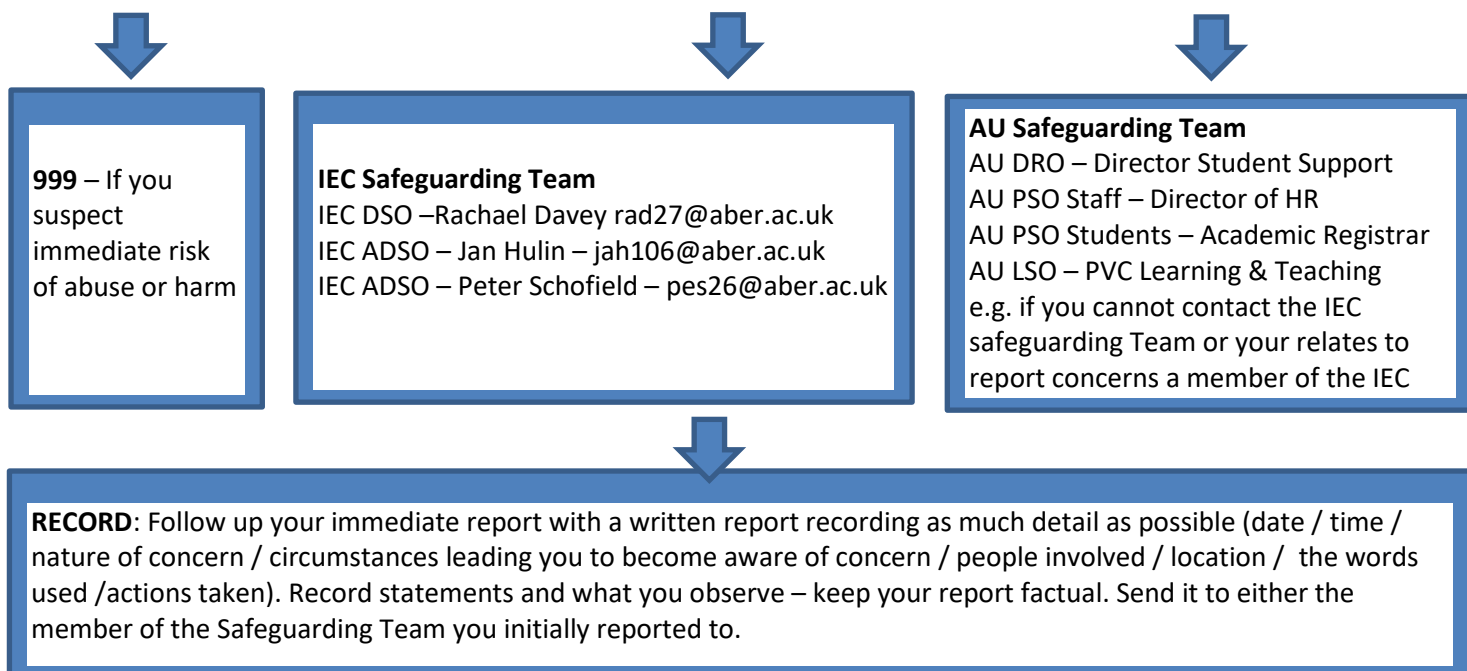
Where safeguarding is at stake, not saying something is not an option – our responsibility is to our students.

How to respond:

- If you receive a disclosure of abuse, listen to and reassure the student, ensure they are not in immediate danger of further harm or abuse and then immediately report the disclosure to a member of the IEC Safeguarding Team, the AU DRO or the relevant AU PSO and follow up with a written report. **See C5 for further details on how to handle disclosure from a U18.**
- If you know of or suspect immediate risk of abuse or harm, contact 999. Otherwise, contact a member of the IEC Safeguarding Team, the AU DRO or the relevant AU PSO.
- Do not pledge confidentiality to the person reporting or disclosing the incident. The safety and the welfare of the U18 must be the primary consideration when deciding whether to share information and always overrides confidentiality.
- Where there is a Child Protection Concern, the IEC Safeguarding Team will immediately contact the DRO or relevant PSO.

REPORT YOUR CONCERNS IF

- You have witnessed an incident in which an individual has been harmed or abused
- An individual has disclosed/hinted at abuse/harm to self or others (including potential risk of radicalisation)
- You have concerns regarding an individual's behaviour or appearance, including: injuries; signs of distress /uncharacteristic lack of self-care; showing fear/anxiety/withdrawal/depression; making threats/statements inciting hatred at others
- You have concerns regarding an individual because of their behaviour or something they have said/alleged to have said or done



The following definition is taken from:

<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

The signs of child abuse aren't always obvious, and a child might not feel able to tell anyone what's happening to them. Sometimes, children don't even realise that what's happening to them is abuse.

There are different types of child abuse and the signs that a child is being abused may depend on the type. For example, the signs that a child is being neglected may be different from the signs that a child is being abused sexually.

Common signs

Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age

- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour – but this list can help you to assess the situation.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing.

However staff at the IEC need to be mindful that being anxious, difficulty in making new friends & a distrust of adults might be common signs/experiences that an international student might exhibit/have on a course at the IEC, as the IEC and AU can be a new and strange experience for all students (including U18s) especially if they are from a very different cultural environment and not signs of child abuse.

What is abuse and neglect?

The following definitions are taken from:

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

Abuse

Is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children. The main forms of maltreatment are:

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child

Emotional/psychological Abuse

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. 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 maltreatment of a child, although it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Other Forms of Abuse & Safeguarding Concerns

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

Mental Health

All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy and speaking to the Designated Senior Lead or a ADSO.

Serious violence

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.

Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

All staff should be aware of the associated risks and understand the measures in place to manage these.

C5 - A child telling an adult (disclosure)

A child may choose any adult to talk to; therefore all adults need to know the right way to respond. If a disclosure is made to an adult then the IEC needs to make sure that all adults know the approach of **Listen – Reassure – Report – Record. It is not your role to investigate or interrogate.**

The advice below is adapted from that provided by British Council on handling disclosures from a child:

Listen: 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 (& Report): 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.

Ensure the child is safe and not returning to immediate danger before leaving them.

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.

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

C6 Confidentiality

The IEC takes child protection extremely seriously and any adult that becomes aware of child protection information must only share it with the IEC designated safeguarding team or the AU safeguarding group and not with anyone else including their own family. Confidentiality about the victim and the accused must be maintained.

C7 Knowing and recognising secondary forms of abuse

In addition to the four main types of abuse stated in section C4 (physical, emotional, sexual & neglect) there are secondary types of abuse that all IEC staff need to be aware of and recognise the signs and symptoms:

(i) Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

The signs of CSE& CCE 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 exploited.

Signs of grooming and child sexual and criminal 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 a staff member, an U18 or another student discloses to them that they believe that this is happening, they must immediately report to the IEC DSO or another member of the IEC Safeguarding Team. They must not approach/confront the alleged abuser.

(ii) Honour Based Abuse (HBA) – this was previously referred to ‘Honour Based Violence’ – where family honour is considered more important than UK law (e.g. forced marriage) and includes Female Genital Mutilation (FGM).

(iii) Female Genital Mutilation is illegal in the UK and must also be reported to the Police as well as IEC & AU designated staff

<https://gov.wales/female-genital-mutilation-guidance-professionals>

NSPCC FGM helpline /Telephone: 0800 028 3550 / Available 24 hours a day, 7 days a week.

Whilst all staff should speak to the IEC Designated Senior Lead (or ASDL) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

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

(iv) Peer-on-peer abuse (i.e. abuse is not just adult to child); this also includes (v) and (vi) below

All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence, such as rape, assault by penetration and sexual assault; Teenage relationship abuse
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- up skirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (also known as youth produced sexual imagery) &
- initiation/hazing type violence and rituals

All staff need to be aware and clear that peer on peer abuse will not be tolerated and any suspicions/concerns must be reported to the IEC DSO asap. The IEC Student Code of Conduct gives clear guidelines for students to follow.

(v) Bullying , especially cyber bullying

(vi) Sexual Violence and Sexual Harassment; is usually male to female, all staff need to know that any incidents e.g. skirt raising, up-skirting, touching breasts etc are not just a 'bit of teenage fun' but are unacceptable. Since April 2019 up skirting is illegal in the UK

(vii) 'County Lines' – exploitation is an integral part of the county lines offending module with children and vulnerable adults exploited to move (and store) drugs and money

(viii) Domestic abuse – children can witness and be affected by domestic abuse in the context of their home

C8 Difference between concern and serious issue

All IEC staff need to know that a safeguarding concern or a worry (something that seems to be not right; and where there is no immediate danger to the student) needs to be reported to the IEC DSO or IEC ADSO as soon as possible but not urgently.

However, a serious issue (U18 could be in danger of harm/abuse) needs a quick/urgent response and a member of the IEC safeguarding Team, the DRO, relevant AU PSO or AU LSO must be informed immediately. Depending on the nature of the harm/abuse the adult might need to report to the Police.

C9 Identifying Vulnerable students

The IEC has a responsibility to safeguard all students and recognises that students may be more vulnerable due to disabilities, Special Education Needs & Disability (SEND) and other factors (e.g. loneliness, isolation, estrangement from family) which could make them more susceptible to grooming and abuse.

The IEC also recognises international students may need extra support and guidance while in the UK because of unfamiliarity with UK norms, English language ability and lack of local knowledge which could also make them more susceptible to grooming and abuse.

All IEC staff, therefore, have responsibility to be alert to the needs and potential vulnerabilities of all IEC students for safeguarding purposes.

C10 - 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 online files which are kept on the Teacher's page on Blackboard that all teachers can access/add to them. Confidential / sensitive information is not recorded here. These files are not available for students to view.
- **IEC Safeguarding Concern File.** This is a confidential file kept on the IEC Safeguarding Sharepoint where records of matters that are more worrying or serious are kept. For example a student /staff member reporting an issue. This file is kept online on the IEC SharePoint site. These files can be accessed by the IEC Safeguarding team
- **AU Reporting A Concern Form –** The AU DRO records safeguarding concerns and actions taken on these forms and confidential records are held within Academic Registry (Concerns relating to Students) or HR (Concerns relating to Staff).

It is not the role of the IEC Safeguarding Team to undertake investigations. A written record of an allegation or disclosure must be made by the IEC staff member on the IEC Safeguarding Concern Form who made the allegation/heard the allegation or disclosure from the child/U18/student/member of staff. This record is passed to the DRO.

All records are kept in line with AU GDPR Policy.

C11 - If an adult is accused – What happens next?

If an adult within the IEC is accused of inappropriate behaviour, the guidance of the PSO Staff (Director of Human Resources) will be sought immediately and AU HR policies will be followed.

The safeguarding of U18s will be prioritised in managing the situation, but AU recognises that it also has a duty of care towards its staff and will provide adequate support for anyone facing an allegation.

C12 - If the IEC DSO/senior Manager is accused

If the complaint or concern relates to the IEC DSO or IEC ADSOs this should be reported immediately to the AU DRO or PSO Staff and AU HR policies will be followed.

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

C13 - If a child 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 DSO/ADSO must immediately contact the DRO – Director of Student support.

C14 Mental Health (also see F19)

All IEC staff need to be aware that mental health problems can be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. All staff should report any concerns to the DSO who will then discuss matters with AU Student Support Wellbeing Department. Mental health is now included in the KCSIE 2020 Policy definition for safeguarding.

<https://www.aber.ac.uk/en/sscs/wellbeing/>

[https://www.aber.ac.uk/en/media/pdfmedia/publications/Student-Mental-Health-and-Wellbeing-Strategy-2020-\(low-res\).pdf](https://www.aber.ac.uk/en/media/pdfmedia/publications/Student-Mental-Health-and-Wellbeing-Strategy-2020-(low-res).pdf)

D – Safeguarding Training**D1 Responsibility**

Within IEC, the IEC DSO has responsibility for identifying safeguarding training requirements and opportunities for staff, and maintaining safeguarding training records. The Safeguarding Designated Reporting Officer (Staff) has overall responsibility for AU Safeguarding training.

D2 Different Levels of Training

The IEC ADSO is responsible for ensuring that all IEC staff are trained to the appropriate safeguarding level. The IEC DSO is assisted in this task by the IEC ADSOs. Safeguarding training must take place before any staff come into contact with U18s.

Current IEC Safeguarding Training Requirements:

IEC Designated Safeguarding Person (x 1)	Level 1 Basic Safeguarding Awareness Training Level 2 Advanced Safeguarding for Designated Staff Level 3 Specialist Safeguarding for Designated Lead Safer Recruitment Prevent Training Equality and Diversity Training Emergency First Aid at Work
IEC Assistant Designated Safeguarding Person (x 2)	Level 1 Basic Safeguarding Awareness Training Level 2 Advanced Safeguarding for Designated Staff Level 3 Specialist Safeguarding for Designated Lead Prevent Training Equality and Diversity Training

	Emergency First Aid at Work (Recommendation)
IEC Teachers	Level 1 Basic Safeguarding Awareness Training and annual face to face training with IEC ADSO Prevent Training
IEC Administrative staff	Level 1 Basic Safeguarding Awareness Training Level 1 and annual face to face training with IEC ADSO Prevent Training
IEC Summer Social Organiser	Level 1 Basic Safeguarding Awareness Training Level 1 and face to face training with IEC DSO Prevent Training Emergency First Aid at Work
External Group Leaders	Level 1 Basic Safeguarding Awareness Training

D3 How is safeguarding training delivered and how often?

- Level 1 Basic Safeguarding Awareness Training is delivered online and through face to face/online additional training and regular updates which are given at teachers' & departmental meetings by IEC DSO. Initial safeguarding training is given at all staff inductions and
- Level 2 Advanced Safeguarding Training is delivered through face to face/online courses - English UK
- Level 3 Advanced Safeguarding Training is delivered through face to face/online courses - English UK

Refresher Training

Level 1 Basic Safeguarding refresher training with all permanent staff takes place annually, when there is a change to policy or legislation or/and if there is a serious incident. Contract staff need to complete the Basic Awareness training once a year/before their new contract starts.

The IEC DSO and the IEC ADSO 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 on:

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

D4 Safeguarding Training Content

Levels of required safeguarding training within the IEC are as follows

All IEC Staff:

All IEC staff need to have received Level 1 (Basic) safeguarding training and be able to demonstrate an awareness of their safeguarding responsibilities, and when and how safeguarding concerns should be reported. All IEC staff have face to face training with the ADSO, for IEC context specific Safeguarding and Welfare training.

IEC Safeguarding Team:

Members of the IEC safeguarding Team must know how to respond to situations and be able to take the lead in any IEC safeguarding incidents, understand how IEC procedures interface with AU safeguarding policy and structures and be trained to English UK Advanced / Level 3 safeguarding standard.

D5 Ensuring Understanding

All IEC staff need to have completed the online Basic Awareness Training and submit their certificates (indicating they have completed the course and taken the test) within the first week of their IEC contract, and wherever possible before it begins. During their IEC induction certain aspects of the IEC Safeguarding Procedures and Basic Safeguarding Awareness issues will be discussed to check understanding and to clarify any misunderstandings. Safeguarding is a standing item on IEC Departmental meeting agendas and staff are routinely reminded of their responsibilities and the reporting structures.

D6 Recording Training

All staff must send their completed Safeguarding Certificates to the IEC DSO as evidence that training has been successfully completed – this includes Basic Awareness, Advanced and Specialist Safeguarding Certificates as well as Prevent Training and other relevant certificates.

The certificates need to include the date of training, the name of who completed the training etc and will act as evidence that certain levels of training were completed and understood.

E - Safer Recruitment**E1 E2 Overview & Recruitment materials**

Safe recruitment is an essential part of the AU Policy and 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 – will state if Enhanced DBS is required and gives a link to the AU Safeguarding 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 will:
 - include question(s) 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

<https://www.aber.ac.uk/en/media/departmental/humanresources/aberpoliciesprocedures/Protocol-1a--Administration-and-Procedure-of-Safeguarding-Control-Recruitment.pdf>

E3 Recruitment stages for all staff

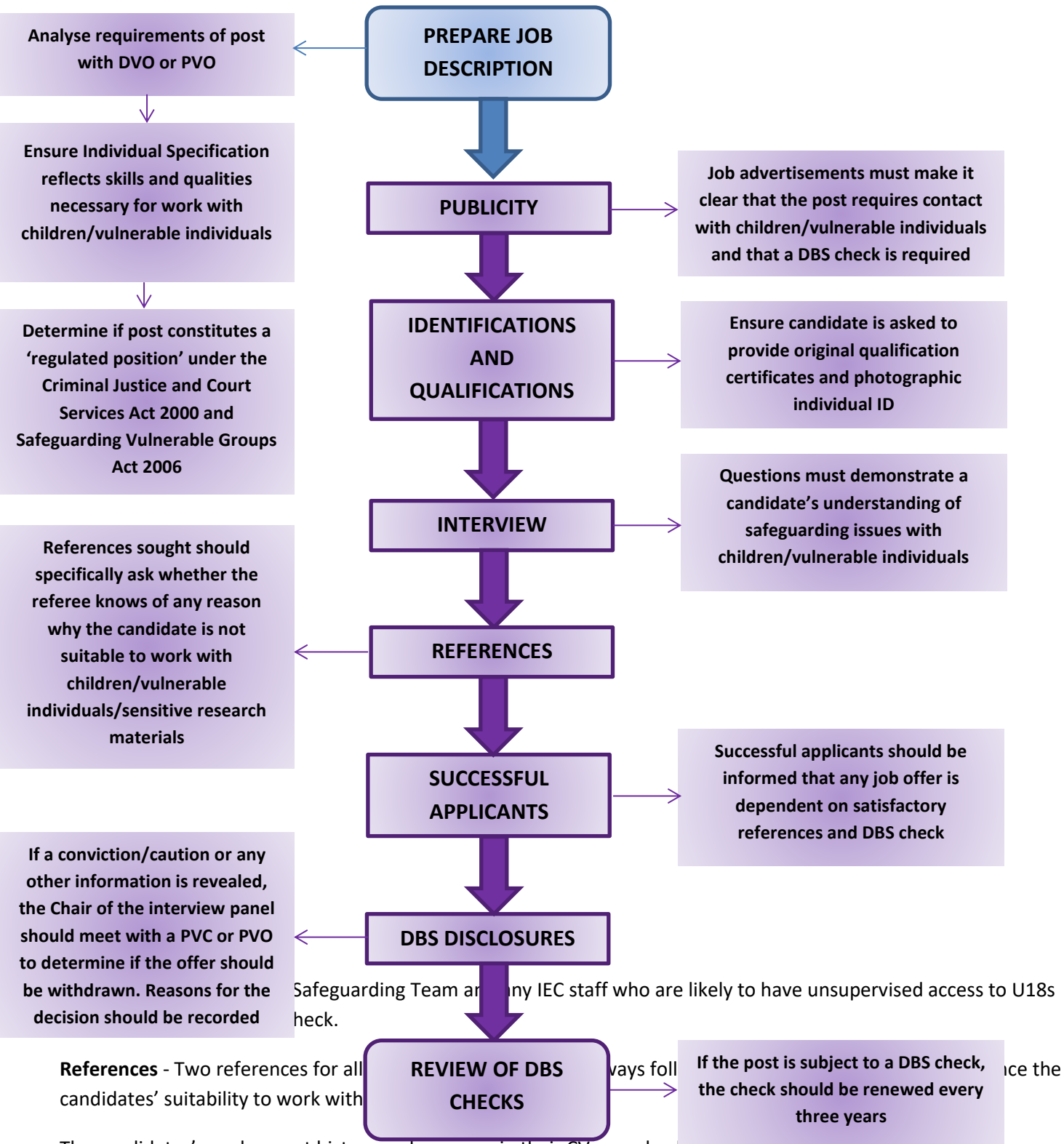
The following statements and flow charts are taken from the AU Safeguarding Policy.

<https://www.aber.ac.uk/en/media/departmental/humanresources/aberpoliciesprocedures/Protocol-1a--Administration-and-Procedure-of-Safeguarding-Control-Recruitment.pdf>

<https://www.aber.ac.uk/en/media/departmental/humanresources/aberpoliciesprocedures/Protocol-1b---Safeguarding-in-student-recruitment-activities.pdf>

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:-



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 – including their most recent employer
- Their employment history and any gaps in their CVs will be checked and candidates will be asked to explain at interview
- HR ensures that proof of identity and right to work checks are completed before staff can start work
- They should be familiar with the AU Safeguarding Policy and the IEC's Safeguarding Procedures document before they come to interview. Links to these documents 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.
- Teachers who have been working overseas will, in addition to the 2 references, be required to provide a police certificate from the last country that they were working in and if this is not possible then additional references (which are suitable to be followed up with a phone call) as well as the relevant DBS checks if they have been resident in the UK. Previous employment from the last 10 years can all be checked – not just the most recent.

E5 DBS Applications and renewals

The IEC follows the [Guidance](#) for DBS applications and renewals and works with AU HR to ensure that an Enhanced DBS check is carried out for all staff who will have substantial access to U18s.

Teachers who have been working overseas are additionally required to provide a police certificate from the last country that they were working in and if this is not possible then additional references (which are suitable to be followed up with a phone call) .

Enhanced DBS checks must be renewed every 3 years for IEC permanent staff.

Enhanced DBS checks must be renewed annually for returning summer staff who will have substantial access to U18s.

E6 Recruitment of homestays – N/A

E7 Applicants waiting for DBS

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

- Ensure that teacher is not assigned a class with U18s, swapping teachers as required to ensure only DBS checked staff teach U18s
- Ensure that an IEC staff induction, self-declaration form & Basic Safeguarding Training has been completed

- Follow up with an additional 3rd reference – which might include a spoken reference - asking specific questions about suitability of the candidate to work with U18s etc
- Ensure that teachers will not be allowed to teach unsupervised and will be allocated to a classroom nearest to the IEC DSO and closely monitored or have an additional member of the IEC Safeguarding Team present in their online teaching room/VLP
- Ensure that the staff member does not have unsupervised access to U18s
- Candidates are made aware at the job offer stage that appointment is subject to satisfactory DBS check

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.

E8 Applicants with a criminal record

Candidates are made aware at advertisement, interview and job offer stage that appointment is subject to satisfactory DBS check.

The University's main concern in respect of applicants with criminal convictions must be the safety of students, staff, visitors etc. If a conviction/caution or any other relevant information is revealed, the Chair of the interview panel will follow the [AU Guidance on the Rehabilitation of Offenders](#) in consultation with the Principal Safeguarding Officer for Staff.

E9 Applicants where a criminal record check is not possible

If an individual is appointed to a post for which an Enhanced 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. This will include not assigning the staff member to work unsupervised with U18s.

If an overseas criminal record check is not possible then:

- (i) These facts will be checked via the government website
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- (ii) If a check really is not possible then an additional reference from the country where the police check could not be done, preferably from a person who saw the candidate working with U18s will necessary. At least one of these additional references must be available for a spoken reference check.

E10 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.

E11 – E15

N/A

F - Welfare/implementing safeguarding

F1 Use of risk assessments

AU risk assesses all aspects of normal University business and the IEC conducts additional risk assessments to help ensure the health and safety of all IEC students and staff, including U18s. All IEC risk assessments consider Safeguarding and Prevent issues. The IEC Administrative Manager and IEC Director are 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 (i) Supervision and 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 an accompanying Group Leader, then it is expected that this Group Leader will also accompany their students & especially the U18 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 DSO/ADSO will include discussion on safety and differences in cultural norms.

F2 (ii) Safety during unsupervised time

All IEC students are provided with information on how to stay while in the UK, warned of dangers and provided with the IEC 24-hour emergency number and a thorough induction on other sources of emergency help.

U18s have specific inductions where the U18 rules are explained and where they are encouraged to contact the IEC with any concerns or worries. These are followed up by regular U18 Forum meetings where safety is emphasised.

IEC immediately follows up on U18 absences and enacts missing student (See F5) procedures where a U18 cannot be traced following absence from class.

AU is an adult environment and before accepting any booking for U18s, IEC ensures that parents and any agents, partner institutions and group leaders are aware that IEC U18 students are not supervised outside of scheduled class time and scheduled summer social activities. IEC is careful to make parents and any agents, partner institutions and group leaders that students are entering an adult environment and will be unsupervised for much of their stay.

In the case of U18 groups, the accompanying group leader is responsible for any supervision outside scheduled IEC activities, and this is clearly communicated and agreed prior to any group booking being confirmed.

By signing the IEC Parental Information and Consent form parents consent for their children to live and studying in an adult environment and without supervision by IEC/AU outside of scheduled activities, and are asked to consider whether they are confident their children are ready for such an environment.

F3 IEC Welfare Provision

The IEC Welfare Tutor is responsible for IEC student welfare and is supported in this role by the IEC Director, IEC Administrative Manager and IEC Safeguarding Team. AU Student Support provides the wider context for IEC student welfare.

Academic year tutorials

In the academic year all IEC students, including U18s, have regular tutorials (weekly) 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. Online U18 tutorials are centrally timetabled so that the open door policy is maintained and another member of staff could 'pop in' at any time.

The IEC Welfare Tutor provides additional pastoral tutorials at a student or teacher's request or if there is a cause for concern. Completed IEC concern forms are kept in the IEC Safeguarding & Welfare folder on Sharepoint.

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 Welfare Tutor.

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 and the IEC Under 18 rules are also available on the IEC website for parents to read.

Once an U18 student has arrived at the IEC, the IEC Welfare Tutor 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 Welfare Tutor (or the IEC Administrative Manager or Course 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

The IEC noticeboard 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 Administrative Manager (or a member of the IEC Safeguarding Team) 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.

F4 Dealing with Welfare Concerns

All student concerns, including those of U18s, are reported to 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 staff will follow the AU Reporting flowchart.

All concerns are noted on an IEC Concern Form which is kept on Sharepoint and to which all members of the Safeguarding Team have access.

F5 Missing students

- 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 UK 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 Administrative Manager or a member of the IEC Safeguarding team immediately
- The IEC Administrative Manager 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 Administrative Manager 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 contact cannot be made, IEC will email the student (requesting a read receipt) asking them to make contact immediately, and advising that a **Police Welfare Check** may be necessary.
- If a response is not received, IEC will contact the Campus Life Manager on duty via the Accommodation Office and report reasons for concern. The Campus Life Manager will complete Student of Concern Referral form, and request a check on whether the student's card has been used to access accommodation or other buildings, and if necessary, to request a check from the Site Security team of the student's accommodation.
- If there is sufficient cause for concern (mail unopened, parents report no contact, card not used, not present in accommodation) either the Campus Life Manager or IEC will call 101 to request a Police Welfare check.
- IEC Will keep the student's parents and Student Support student-support@aber.ac.uk informed via email (throughout the process).

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.
- The [AU Missing Student Procedures](#) provided guidance to be followed in all cases where a student is feared missing

F6 Emergency Contact Details

All IEC students must give the contact details of their parents/ next of kin and confirm if they speak English. Another contact must be given if they do not speak English. These records are kept on the IEC central administration files so that all members of the Safeguarding Team can access them if required.

F7 Accommodation

- (i) Accommodation arrangements for student U18
IEC U18s on adult courses are housed in AU Halls of Residence with adult students.
IEC U18s on U18 courses are housed together as a closed group, with their group leader(s).
- (ii) What happens if U18 wishes to spend time away from their accommodation e.g. at the weekend

If an U18 wishes to stay away from their organised accommodation, then the student must inform the IEC of where they are going and provide all the contact details and travel arrangements, and confirm to IEC that they have informed their parents,

F8 First Aid and medical information

First Aid

All AU 24-hour Campus Security team are first aid trained.

The IEC Social Organiser leading the summer social programme is first aid trained.

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

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.

<https://www.wales.nhs.uk/ourservices/directory/Hospitals/92>

Omission of Medical conditions

The IEC requires that any additional requirements as the result of serious health conditions are declared when any 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.

The IEC must know all about any medical / behavioural conditions for U18s before they arrive in the UK and must have consent for emergency medical treatment – parents are required to give this information on the IEC Parental Consent form. All details of medication, control of medication and dispensing information is also required to be submitted to the IEC prior to the students arriving.

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.

Provision for more vulnerable students

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

<https://www.aber.ac.uk/en/student-support/>

F9 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.

Parents also receive the U18 rules and must sign to confirm that they are in agreement with these rules.

Please see the IEC Student Handbook/IEC website for further details on IEC Student Charter and Code of Conduct.

F10 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.

Long-term (6-weeks+) IEC students undergo a fire safety induction as part of the University accommodation license pack. This session is delivered by the local authority Mid & West Wales Fire and Rescue Service.

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

F11 Airport Transfers

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

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 an IEC arranged taxi. All drivers of the chosen IEC coach and taxi companies are DBS checked.

F12 Online-safety

All IEC students receive advice on online 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 and if they have any concerns about their online teaching.

Online teaching, 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/

F13 Radicalisation and Extremism – Prevent

<https://www.aber.ac.uk/en/hr/safeguarding/preventduty/>

<https://www.aber.ac.uk/en/sscs/student-dignity-respect/#read-the-code-on-student-dignity-and-respect>

<https://www.aber.ac.uk/en/media/departmental/student-support/resources/dignityandrespect/student-code-on-dignity-and-respect.pdf>

The IEC expects all its students to show respect and tolerance of people from different countries, religions, races and with different views – as long as their views are not extreme (i.e. proposing harm to others). All IEC students also need to be familiar with the 4 core British Values of Democracy, Rule of Law, Respect & Tolerance and Individual liberty. If any student does not show respect and tolerance to other students then this will be considered a serious concern and appropriate action will be taken if necessary. Please also see the IEC Student Charter.

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 Welfare Tutor** (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 and Welfare Log.

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. Staff need to be alert that changes in children’s behaviour which could indicate that they are in need of help or protection.

Any concerns, including any changes in behaviour influenced by the factors that may contribute to vulnerability, should be raised with the IEC Safeguarding Team 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 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

PREVENT TRAINING All staff must undertake the mandatory PREVENT training which is available via Blackboard.

F14 Parental Consent

IEC communicates with parents before confirming any U18 course booking to ensure parents understand that their children are entering an adult environment and to ensure they understand the support and levels of supervision their children will receive.

All parents of IEC U18s must 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.

Parents of IEC U18s coming as part of a U18 group booking receive a different form, outlining the measures IEC puts in place for U18 groups and the responsibilities of the IEC, the group leader, students and parents.

The IEC Safeguarding Procedures and the IEC Under 18 rules are also available on the IEC website for parents to read.

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

F15 & 16 n/A

F17 GDPR & Safeguarding

AU provides training and detailed guidance on GDPR and all records are kept in line with the [AU GDPR policy](#).

F18 Contextual Safeguarding

At IEC pre-arrival information, student inductions, U18 forums and in response to any events - aspects of living in Aberystwyth are covered & discussed. For example:

- not swimming in the sea in unsafe areas – always swimming where there is a life guard
- never swimming at night
- being careful about walking around town at night
- taking safe taxis from the taxi rank at the station
- highlighting when certain rugby and football matches are on so that they can avoid happy or angry fans
- highlighting certain cultural celebrations – the Friday before Christmas being a big night for drinking alcohol – so they can avoid the areas with the most pubs etc
- bringing sensible waterproof shoes
- bring a raincoat
- having a working UK mobile phone

F19 Mental Health and Wellbeing

AU takes the mental health and well-being of its students and staff extremely seriously. Support is available for both [students](#) and [staff](#) and IEC staff are regularly signposted to these sources of support – both for themselves and in order to signpost students.