

<p>Safeguarding Policy (Section F) / Welfare & Implementing Safeguarding Policy and Procedure</p>	<p>FOR ETOs & PARENTS AND/OR LEGAL GUARDIANS OF U18s</p>
<p>Updated: March 17</p>	<p>Due to be reviewed: March 2018</p>

F1. USE OF RISK ASSESSMENTS

OVERVIEW

Capital School of English (CSE) believes that all students have a right to live, study, develop and achieve in a safe and supportive environment. All members of the school community (staff, homestay providers, group leaders and parents or legal guardians) have a responsibility to **safeguard** all students, and an extra **Duty of Care** for students under 18 (U18s). Part of our safeguarding responsibility is to ensure Risk Assessments are conducted to identify potential causes of harm and determine the reasonable steps to be taken to prevent that harm.

RESPONSIBILITIES FOR ALL STUDENTS

CSE ensures all students, including U18s, are safe in or out of the school, at social events organized by the school or in accommodation provided by the school by:

- Conducting annual risk assessments of the building. These are completed by the Health & Safety Representative following the school's Health & Safety – Risk Assessment process. For more information on this process, please contact the school on info@capitalschool.co.uk or 01202 546 875.
- Ensuring all members of staff are made aware at induction of the risk assessments and their location.
- Conducting risk assessments for all classroom activities which take place off the premises.
- Ensuring that risk assessment for external classroom activities include identifying the number of U18s in the class and ensuring appropriate measures are in place for them. These are completed by the teacher prior to the external classroom activity.
- Conducting risk assessments for all social programme activities organised by the school. These are completed by the Social Co-ordinator or Social Organiser.
- Ensuring all homestay providers conduct a risk assessment of their home, and submit the necessary paperwork to the school Accommodation Officer(s).

RESPONSIBILITIES SPECIFIC TO U18s

CSE ensures all students U18 are safe in or out of the school, at social events organized by the school or in accommodation provided by the school by:

- Ensuring all parents/guardians complete a Parental Permission Form and medical form prior to their child(ren) travelling to the UK. Based on the information disclosed in these forms, a personal risk assessment may be required.

PERSONAL RISK ASSESSMENTS

CSE does not believe it is necessary to conduct a personal risk assessment for each student under the age of 18.

CSE will conduct a personal risk assessment for any students with disabilities, irrespective of age. See relevant section from Emergency Evacuation Plan/Procedure for students with disabilities (January 2017): Our policy is to be welcoming to students regardless of their abilities. On the rare

occasions we have had requests from students or partner ETOs to accept students with disabilities we firstly, through reasonable questioning ascertain the type of disability the student has. Each student will be considered on a case-by-case basis. On arrival a nominated fire marshal will speak to the student regarding the evacuation from the building and this nominated person is the student's point of contact in the event of an emergency.