

## U18s health and safety policy

### WELFARE/IMPLEMENTING SAFEGUARDING/ADULT & UNDER-18 INTERACTION



## UNDER 18'S DO'S AND DONT'S



DO send an email to compliance if you are late or sick at [compliance@themcacademy.co.uk](mailto:compliance@themcacademy.co.uk)

DO speak to your Safeguarding or Welfare officers if you have a problem or feel unsafe

DO report any issues with your home stay to accommodation at [accommodation@themcacademy.co.uk](mailto:accommodation@themcacademy.co.uk)

DO ask your teacher for a break if you feel stressed

DO look after yourself

DO wear your **GREEN** lanyard at all times

DO have fun!



DON'T share personal details online OR with people you don't know

DON'T bully other students or members of staff

DON'T keep any problems to yourself, MC Academy staff are here to help!

When you leave the building on a social activity DON'T leave your teachers side

In case of fire or emergency please stay with your teacher

DON'T forget to wear your **GREEN** lanyard

DON'T go to the 3rd floor unsupervised

DON'T go to the prayer room unsupervised

Please DON'T use the 3rd floor toilet



### ABSENTEEISM (GENERAL)

#### *a Tier 4 provision (Attendance Policy 2013)*

There are additional requirements for those students on Tier 4 visa:

1. If the student fails to enrol they will be reported with the reason for non-attendance ( if known) within 10 days of the expected start date
2. If the student fails to attend for 10 consecutive lessons without contacting the school with a valid reason beforehand they will be reported.

As well as the legal requirements for Tier 4 Students, regular attendance at school is essential to ensure uninterrupted progress and to enable all students to reach their full potential. To this end MC Academy has a rigorous policy of checking and following up student attendance.

There are a number of steps that the student admin team follow.

Reviewed: January 2025

Next Review: July 2025

1. On an informal basis attendance is checked via Intrinsic on Wednesday morning to show those students who haven't attended school that week. If there has been no contact to explain the absence then we would ring or email just to check if they were ok and remind them that they must let us know if they will not attend school for any reason.
2. On Friday the 5 and 10 day absences are printed from Intrinsic. Letters are sent either in the post or by email to these students warning about their level of absence. This could be either a first or second warning depending on how many times the absence has occurred.
1. If absence persists once the 5 and 10 day letters have been issued then the Director of Studies will contact the student with details of a meeting to take place in school to discuss their attendance.

### ***b U18s (additional requirements)***

Being mindful of our duty of care to students under the age of 18 the following procedure will be adhered to.

1. Admin team will highlight any students under the age of 18 on the register.
2. If an U18 is not in class 15 MINUTES AFTER LESSON STARTS, the admin team will contact the student or person taking responsibility for them such as the agent / parent or host family to find out where they are.
3. An absent U18 student is interviewed to check reason for non-attendance so as to ensure whether there are causes for concern or not.
4. Outcome of the interview to be recorded on student's file on the enrolment system.

## **2 VISITS AND TRIPS**

It is employees' responsibility to remember their professional boundaries. To ensure the safety of staff and U18s...

- The formal risk assessment for such trips has to be undertaken in advance.
- ***Obtaining formal consent and providing parents/carers with information of the activities and the conditions of the trips in which their children will be engaged (this is done through the Parental Consent form for Under 18 to Participate in Activities).***
- Under 16s will also be monitored during the breaks of their lessons. Whenever possible, students in closed groups will have different breaks and will be monitored by a member of staff when using the bathroom facilities as these are located outside of the main school building.
- Before a trip, students will be given our social programme phone number (07523645186)
- If a child does not appear at any time expected, the Visit/trip leader should ring the student on their mobile phone repeatedly for 15 minutes. If there is no answer, contact:
  - I. the school directly (if in school time)
  - II. the school emergency number (if after school time)
  - III. Majid Abufares or \_\_\_\_\_ to discuss the situation (if no response from the emergency number)
- The supervision ratio for MC Academy Social activities both on- and off-site is:
  - 9 to 14 years  
1 adult for 10 to 12 children
  - 15 to 18 years  
1 adult for 10 to 15 children

Telephone contact numbers for out-of-hours Majid Abufares (School Owner and Principal) 07958 716944

It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

- Sex, age and ability of group;
- Pupils with special educational or medical needs;
- Nature of activities;
- Experience of adults in off-site supervision;
- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, both general and on specific activities;
- Requirements of the organisation/location to be visited;
- Competence and behaviour of pupils;
- First aid cover.

### **3 PHOTOGRAPHY AND VIDEO**

The images of a child must not be used without the specific approval of the parent/guardian. Also, make sure that:

- You don't take unauthorised images of children at MC Academy.
- All children to be photographed are appropriately dressed.
- You do not take photographs focussing on one child.

### **4 ELECTRONIC CONTACT WITH U18s**

Staff are expected to follow the same professional distance in any electronic contact (including telephone communications such as texting and on-line environments) with children as they would in usual day-to-day situations. The following directions apply to all members of staff:

- Do not initiate electronic contact with a child.
- In a situation when a child contacts you electronically, remember to be friendly, professional and neutral. When a child seeks to establish an inappropriate personal relationship, inform your employer and send a copy of any relevant communications.
- Avoid situations that involve the exchange of professional information.
- If a child confides sensitive information to you electronically, such as details of abuse, react as shown in Section 3.6 (Child Telling an Adult).
- Staff should not give their personal contact details to children, including their mobile telephone number.
- Staff should only use equipment e.g. mobile phones, provided by MC Academy to communicate with children, making sure that parents have given permission for this form of communication to be used.
- Staff should only make contact with children for professional reasons and in accordance with any organisation policy.
- Staff should recognise that text messaging is rarely an appropriate response to a child in a crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible.
- Staff should not use internet or web-based communication channels to send personal messages to a under18/young person.

### **5 INTERNET SAFETY**

We are aware of the risks associated with the internet, mobiles and social networking sites, such as:

- Cyber bullying
- Grooming
- Potential abuse
- Exposure to inappropriate content

Reviewed: January 2025

Next Review: July 2025

- Racism

We make all our students aware of possible risks and dos and don'ts of internet use during their induction. Also, pupils can familiarise themselves with other students' ideas on internet safety by looking at the posters created and displayed in the computer room and leaflets obtained from NSPCC.

Learners who are in closed groups are accompanied by either a group leader or a teacher at all times which minimises opportunities for mis-use.

Encouraged online activities:

- The use of e-mail between pupils(s) and teacher(s), between pupil(s) pupil(s), between school and pupils for information and homework purposes.
- Use of the Internet to investigate class topics to encourage language and personal development.
- The development of pupils' general research skills which can be applied in further education and employment.

## **6 EXTREMISM (see MC Academy Policy on Prevent)**

- From day one, our students are made aware of the rules that we follow in our school regarding respect, equality and racism and consequences when these are disobeyed.
- Our welfare officers Debbie Hickson, Rahila Tauqueer, Nisrin and Antonio are available to discuss in confidence any issues that may arise.
- All our classrooms, except the PC room, have a single transparent wall through which we can see what happens in the classroom and act accordingly. Teaching one to one lessons in the PC room must be done with the door open.
- The common area where students spend their breaks is open.

## **7 TRANSPORTING CHILDREN AND YOUNG PEOPLE**

There will be occasions when adults are expected or asked to transport children as part of their duties. Adults, who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. Where adults transport children in a vehicle which requires a specialist license/insurance e.g. PCV or LGV- staff should ensure that they have an appropriate licence and insurance to drive such a vehicle.

It is inappropriate for adults to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with the parents/carers.

There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a senior manager and parents/carers.

This means that adults should:

- Ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/ or ability to drive.
- Be aware that the safety and welfare of the child is their responsibility until they are safely passed over to a parent/carer.
- Record details of the journey in accordance with agreed procedures.
- Ensure that their behaviour is appropriate at all times.
- Ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being

driven ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned.

### **8 HOMESTAY (see MC Academy Homestay Handbook)**

Home Visits: There are staff at MC Academy for whom home visits are an integral part of their work (Accommodation Officers) and the school has appropriate policies and related risk assessments in place to safeguard U18s and these adults.

A risk assessment ('Risk Assessment' / 'Homestay Checklist') is always done to evaluate any known factors regarding U18, parents and others living in the household. Following an assessment, appropriate risk management measures are put in place before visits are agreed. Where little or no information is available, visits should not be made alone. There will be occasions where risk assessments are not possible or not available, e.g. when emergency services are used. In these circumstances, a record must always be made of the circumstances and outcome of the home visit. Such records must always be available for scrutiny. Specific consideration is given to visits outside of 'office hours'. Staff should:

- Agree the purpose for any home visit with senior management (Imad Ahmed).
- Adhere to agreed risk management strategies.
- Always make records including times of arrival and departure and work undertaken.
- ensure any behavior or situation which gives rise to concern is discussed with one person in the management team or the safeguarding team.
- Ensure that they have access to a mobile telephone and an emergency contact person.

Under no circumstances should an adult visit a child in their home outside agreed work arrangements or invite a child to their own home or that of a family member, colleague or friend. If in an emergency, such a one-off arrangement is required, the adult must have a prior discussion with a senior manager and the parents or carers and a clear justification for such arrangement is agreed and recorded.

### **9 BEHAVIOUR MANAGEMENT**

All children and young people at MC Academy have a right to be treated with respect and dignity, even in those circumstances where they display difficult or challenging behaviour.

Adults should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable in any situation. Only sanctions or rewards which are part of the behaviour management policy, which is widely publicised and regularly reviewed, should be used. The use of corporal punishment is not acceptable

### **10 MISCELLANEOUS**

- Staff should remember the value of being positive with U18's and giving regular praise, but not gifts.
- Staff should always be fair, consistent and considerate in their dealings with U18's.
- Staff should avoid physical contact other than in exceptional circumstances, when it cannot or even should not be avoided (i.e. situations in which the well-being or safety of the child would otherwise be at risk, such as a fire or protection from an assailant.) Even then, staff should always be fully conscious of the risk of their actions being misconstrued.
- First Aid and Administration of medicine to Under 18s should only be done in accordance with the MC Academy policy. Staff who do so must comply with reporting requirements, make other adults aware of what is being done, explain to the child what is happening, always act and be seen to act in the best interests of the child and always ensure that appropriate risk assessment is undertaken first.
- Staff should not socialise with U18's outside of school.

Reviewed: January 2025

Next Review: July 2025

- Staff should never smoke or drink when working in the presence of U18s and should always use every opportunity to encourage suitable attitudes for U18s on such matters.
- Staff should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work. They should ensure they take care to ensure they are dressed appropriately for the tasks and the work they undertake. Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations.

For further details, staff should refer to the National Guidance for Safer Working Practice for Adults who Work with Children and Young People.