

College Policies

2017



34 Brighton Road, Purley,
Surrey, London, CR8 3AD
T: +44 (0) 20 8660 5060

www.purleycollege.co.uk
info@purleyschool.co.uk

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Mission Statement

Our mission is to give all our learners the best possible educational, cultural and homestay experience no matter how short or long the stay. We seek to recruit and train the best staff and to locate the highest quality homestay providers. We aim to create a caring, open, relaxed and tolerant learning environment in which children and adults can reach their individual learning goals and develop an awareness and understanding of cultures other than their own. We furthermore aim to develop a collegiate atmosphere where colleagues are constantly challenged and supported to develop their skills and are given regular opportunities to share their knowledge and experience with colleagues.

The College aims

To provide an excellent education to students of all backgrounds.

To provide a safe learning environment where students can live and learn.

To provide the best facilities and resources possible.

To provide students with opportunities to enjoy the rich cultural and social benefits of staying in London.

To encourage staff and students to value the international College community.

To recruit, support and develop quality staff who are committed to promoting the values and aims of the College.

Curriculum Policy

At Purley Language College all of our students come from outside the United Kingdom and the curriculum is tailored to reflect the needs and aspirations of overseas students.

Aims

The main aims of the curriculum are as follows:

It should encourage students to pursue academic excellence and achieve their full potential.

It should be well-planned, coherent and demanding, catering wherever possible for the needs of individual students.

It will exploit the international classroom dynamic to create communicative lessons.

On short courses it will focus on activation of previous language learning and not on acquiring significant new areas of lexis or grammar.

Cultural visits, 'speaking club' and hands-on task-based activities will take place instead of classroom-based lessons where appropriate and possible.

It should encourage students to take up opportunities to study independently.

It should recognise diversity and encourage respect for the cultures and religions of others.

It should be supported by regular mini-tutorials, learner plans and study reviews.

It should be enriched by a range of social activities.

It should be carried out with due regard to the College's policies.

Bullying and Harassment Policy

Purley Language College is committed to providing a supportive, caring and safe environment where any incident of bullying or harassment is not acceptable and will not be tolerated. Anyone experiencing bullying is encouraged to report it. Any such allegations will be taken very seriously, investigated and addressed. No member of the College community should tolerate bullying.

Many of the College's students are young and away from home and may be vulnerable to bullying by their peers. Whilst bullying has not been a significant problem for the College in the past, the College aims to ensure that bullying remains rare. Students and staff are encouraged to report any incidents of abuse or bullying.

Bullying and harassment can take many forms and may take place between pupils, between pupils and staff, or between staff; by individuals or groups; face-to-face or indirectly.

An awareness of the following types of bullying is necessary:

Physical (e.g. pushing)

Extortion (e.g. demanding payment in money or goods)

Gesture (e.g. threatening hand gestures)

Exclusion (e.g. not allowing another to be part of a group or activity)

Verbal (e.g. Insults or spreading malicious rumours)

Cyber bullying (where technology is used as a means of verbal and emotional bullying e.g. text messaging, social networks)

Procedure

A written record of the Bullying Incident should be made by the member of staff receiving the allegation as soon as possible. If the alleged victim reports the incident by themselves, they should be reassured that they are being listened to and supported.

The Incident should be reported to the Welfare Officer or Director as soon as possible.

The victim and alleged bully should be interviewed separately and a written record made.

Interviews with students who witnessed the alleged incident(s) might also be necessary at this stage.

Consideration will be given as to whether a session involving an appropriate member of staff, victim and bully would be appropriate and productive.

In the case of actual bullying appropriate disciplinary action will be carried out and recorded.

The causes of bullying should be considered from the perspective of both the victim and the bully in order to establish how to avoid repetition of the initial incident.

Policy and Control Measures on Anti-“Radicalisation” – Prevent Legislation

The College has in place several control measures for helping reduce the extremely remote possibility of learners being “radicalised” to join groups or encourage others to join groups that use violence and other extreme, illegal means to achieve political or ideological goals.

The College considers such “radicalisation” to be a very serious form of bullying for which the school has a zero tolerance policy. Students risk being expelled and reported to the police if there are grounds to suspect they have attempted to “radicalise” others.

College team members are trained to be on the lookout for any signs that students are being influenced against their better judgment and to report this to a senior manager immediately. This includes influence from online sources, insofar as the College is able.

Computer checks

The College regularly checks computer use to ensure internet filters are active and is alerted if there is any attempt to visit websites that condone violence or contain any sort of degrading or inappropriate content.

Senior management will investigate any suspect activity and decide what if any action should be taken. This may involve conversations with those suspected of involvement, review of internet logs and in more serious instances the police may be involved at an early stage.

The College tries above all to foster an environment which is open, caring and tolerant and where there is respect for one another's views and beliefs.

Data Protection Policy

Purley Language College is committed to compliance with the requirements of the Data Protection Act 1998.

The College will therefore aim to ensure that all staff who have access to any personal data held by the College are fully aware of and abide by their duties under the Data Protection Act 1998.

Data means information which –

(a) is being processed by means of equipment operating automatically in response to instructions given for that purpose,

(b) is recorded with the intention that it should be processed by means of such equipment,

(c) is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system,

(d) does not fall within paragraph (a), (b) or (c) but forms part of an accessible record as defined by section 68, or

(e) is recorded information held by a public authority and does not fall within any of paragraphs (a) to (d)

In order to operate the College has to collect and use information about people. This may include students, group leaders, homestay families and employees as well as others directly or indirectly involved with the college. In addition, it may be required by law to collect and use information in order to comply with the requirements of Government.

This personal information must be handled and dealt with properly however it is collected, recorded and used, and whether it is on paper, in computer records or any other format.

Under the Data Protection Act 1998, data must be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with the data subject's rights

secure

Not transferred to other countries without adequate protection.

Purley Language College is committed to the correct treatment of personal information. The college will ensure that it treats personal information lawfully and correctly.

Equal Opportunities Policy

The aim of this policy is the promotion and protection of equality of opportunity in Purley Language College

It is our policy to provide equality to all, irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having or not having dependents
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins)
- disability
- sexual orientation
- age
- medical issues

We are opposed to all forms of unlawful and unfair discrimination. All staff, students and visitors to Purley Language College will be treated fairly and will not be discriminated against on any of the aforementioned grounds. Decisions will be made objectively, without unlawful discrimination, and based on aptitude and ability.

Purley Language College recognises that there is a statutory duty under the NI Act 1998, to implement an equal opportunities policy. This policy applies to applicants for employment, volunteers, students and homestay families.

Purley Language College is committed to the principles and practice of Equality.

Equality commitments

We are committed to:

- promoting equality of opportunity for all persons
- promoting a supportive and harmonious learning environment in which all men and women are treated with respect and dignity and in which no form of intimidation or harassment is tolerated
- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- fulfilling all our legal obligations under the equality legislation and associated Codes of Practice
- complying with our own equal opportunities policy and associated policies
- taking lawful affirmative or positive action, where appropriate
- breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of employment/study.

Implementation

We expect all employees and students to abide by this policy and help to create the equal environment which is its objective.

In order to implement this policy we shall:

- communicate the policy to employees by including it in the staff handbook and induction process endeavour through appropriate training to ensure that we will not consciously, or unconsciously discriminate in the selection or recruitment of prospective employees and/or students/host families

- incorporate the equal opportunities policy into roles and responsibilities

 - Incorporate an awareness of equal opportunities into general communications practices (e.g. staff meetings, inductions, activities etc).

Disability Policy

Purley Language College accepts that in many countries special educational needs may not be recognised in the same way they are in the United Kingdom. However, the College asks for all students to declare any special needs, learning difficulties and disabilities as part of their application. In all cases the College aims to provide every assistance to students with special needs and disabilities.

The College considers all declared special needs, learning difficulties and disabilities on a case by case basis through discussions between the student (and guardian in the case of U18's), the Welfare Officer, the relevant tutor(s) and the Directors. The College reserves the right to assess the needs of each student and make a judgement about the ability of the College to meet those needs.

Purley Language College has developed substantially over time. While every effort is made to adapt and modernize facilities, it is not hard to conclude that a student with impaired mobility might be put at a disadvantage, and find access to some College facilities difficult. This situation could not be reasonably improved without making major alterations to physical features of the College at prohibitive cost.

The College will always aim to meet the needs of any student with special needs. However, in instances where a student's special needs are not declared as part of the application or the College feels that it is unable to adequately cater for a student's needs, it reserves the right to refuse admission.

Disciplinary Policy

Students of Purley Language College should:

- Act honestly and treat all members of the College community and the public with respect.

- Arrive punctually and correctly equipped for each lesson.

- Listen carefully and use their time in class appropriately and effectively.

- Do not disturb teaching, or the learning of others.

- Take responsibility for their own safety and that of others.

 - Behave calmly and sensibly when moving around College, when waiting for lessons and when not directly supervised.

 - Take care of the College environment, ensuring that everybody's property is respected and safeguarded.

- Be aware of the College Rules.

The College Rules are set by the Directors and are outlined in the student handbook. The College Rules are designed for:

- the safety and well-being of everyone at the College
- the reputation of the everyone at the College
- the protection of College property and the wider environment

The College Rules apply to all age groups and at all times when the pupil is at College, representing the College or could be identified as a member of the College for instance when travelling to and from the premises

Disciplinary action

Expulsion

A student may be expelled for a serious breach of College rules, a serious criminal offence or some deliberate action designed to cause damage to the property or reputation of students, staff or a homestay family. Upon expulsion all outstanding fees shall be payable and no refund will be given. The Directors are required to act fairly and will not to expel a student other than in grave circumstances. Should a student be expelled from the college the responsibility for the students return (e.g. flights and accommodation) will lie with the individual student or the student's parents in the case of under 18's. If a student is expelled they will also be also be expelled from their Homestay family. All cases will be treated individually and the conditions of expulsion are up to the discretion of the Directors.

Suspension

A student may be placed under suspension for a period of time decided by the Directors while a complaint is investigated or as a disciplinary action in its own right. In the case of under 18's the student may still be required to attend the College, but not be allowed into class or on activities. All cases will be treated individually and the conditions of suspension are up to the discretion of the Directors.

Other Disciplinary actions

The Directors may decide the use of other actions which comply with good educational practice and promote compliance with the College Rules e.g. denial of access to certain activities, privileges or rewards. A parent or student who is dissatisfied with any disciplinary action may follow the College's Complaints procedure, detailed below under "Complaints".

Complaints

We take all complaints very seriously. If you have a complaint you should take the following steps:

1. Speak to someone in school who can if necessary pass on the complaint to the right person.
2. If the complaint cannot be resolved in this way, you can write to the Principal at jan@purleyschool.co.uk or fill in our complaints form at <http://www.purleycollege.co.uk/complaintform> or call him on his mobile phone number +447773450961
3. We aim to respond within 48 hours. Some complaints may take much longer to resolve, especially if they are very serious and require investigation
4. If you are still not happy with the response from the College, you can follow the English UK complaints procedure detailed in a document on their website:

Health & Safety Policy

Purley Language College is committed to a healthy and safe environment for staff and students alike. To this end the College aims to ensure a working environment in which there is an awareness of the vital importance of our health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others. It is our Policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards. In particular this includes ensuring that:

The college meets and exceeds all its legal requirements for health and safety.

The College monitors and responds to all matters relating to the health and safety of all persons on College premises.

Risk of fire is reduced by periodic fire risk assessments and ensuring fire procedures are properly communicated including fire evacuation procedures and periodic fire drills. Fire equipment and alarms are tested or checked periodically.

Any areas where food is stored or eaten are kept clean and tidy.

Any medical matters are dealt with properly. The First Aid box is situated in Reception. The First Aid Officer is the first point of contact in any medical matters. For more serious medical matters external medical assistance should be called in. Dial 999 in emergencies.

The First Aid Box in reception and the portable First Aid Kits for activities are fully stocked

Both staff and students are made aware of their own health and safety responsibilities

Students are advised to take out travel insurance where possible to cover medical expenses.

Risk assessments are completed in certain cases. These include: any social activities on or off-site and a general risk assessment for the College premises. See Appendices B (General Activities Risk Assessment) & Appendix C (Activity Schedule & Risk Assessment Template) for social activity risk assessments.

The risk of accidents within the building and on any excursion is assessed and reduced taking action wherever necessary to prevent accidents.

A warm and comfortable environment is maintained including adequate heating, lighting and furniture.

The Health and Safety Representatives at Purley Language College are Jan Fossgard (jan@purleyschool.co.uk) and Sarah-Jane Reilly (sarah@purleyschool.co.uk)

First Aid Policy

First Aiders

Will be aware of the need to keep their qualifications up to date and inform management if they are almost out of date.

Always attend a casualty when requested to do so and treat the casualty to the best of their ability as safely as possible. This includes wearing gloves whenever blood or body fluids are present and calling for help from other First Aiders or Emergency Services when required.

Help fellow First Aiders at an incident and provide support.

Act as a person who can be relied upon to help when the need arises.

Ensure that the portable first aid kits are adequately stocked and always to hand.

Insist that any casualty who has sustained a **significant** head injury is seen by professionals at the hospital.

Ensure that a student who is sent to hospital by ambulance is either accompanied in the ambulance at the request of paramedics or followed to hospital by a group leader or suitable member of staff.

Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the office.

Ensure that everything is cleared away, using gloves, and all dressings etc. are put in a yellow bag for contaminated items and sealed tightly before disposing of the bag in a sanitary bin. Any bloodstains on the ground must be washed away thoroughly with a bleach/ water solution of a ratio at least 1:10. No contaminated or used items should be left lying around.

Management

Monitor and respond to all matters relating to the health and safety of all persons on school premises.

Ensure all new staff are made aware of First Aid procedures in school.

Ensure that relevant insurances are in place.

Provide staff with information regarding any relevant serious illness.

Ensure that first aid cover is available.

Staff

- Familiarise themselves with the first aid procedures in operation. They will also ensure that they know who the current First Aiders are.
- Have regard to personal safety.
- Report all accidents at work to the office.

Safeguarding Policy

The Government has defined the term 'safeguarding children' as:

'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'

Safeguarding practices are most commonly applied to children under the age of eighteen. Key aspects of legislation have recently been extended to include similar standards of protection to 'vulnerable adults'. A vulnerable adult is defined as a person aged eighteen or over, who has either a dependency upon others in the performance of, or a requirement for assistance in the performance of basic functions; a severe impairment in the ability to communicate with others; or has a reduced ability to protect themselves from assault, abuse or neglect. This can be as a result of a learning or physical disability (not normally to include dyslexia); a physical or mental illness chronic or otherwise (including an addiction to alcohol or drugs); or a reduction in physical or mental capacity.

Purley Language College considers all its students, including adult students, to be vulnerable since they may lack linguistic skills and cultural knowledge, they are likely to be far from the support of family and friends and may be inadequately prepared for life in the UK.

Purley Language College is therefore committed to providing a safe and secure environment for all students, as well as staff and individual visitors who access its facilities and services.

The College recognises its particular responsibility to safeguard the well-being of children engaged in College's activities by ensuring that there are appropriate arrangements in place to provide a safe and secure environment and to deal with issues concerned with suspected or reported abuse. The College seeks to ensure that its policy and procedures comply with statutory duties, reflects guidance and good practice in safeguarding children and vulnerable adults, and that safeguarding arrangements are proportionate and based upon common sense.

The College recognises that it has a duty to help staff and students recognise their responsibilities (through guidance, support and training), minimise risk and avoid situations (where possible) where abuse or neglect might be alleged. Given the nature of the service provided by the College, staff are advised to consider how an action may be misperceived by people from different cultural backgrounds.

Safeguarding structure and responsibilities

The College has in place an organisational structure (detailed at the end of this document) for safeguarding children and vulnerable adults. Staff working in direct contact with children and vulnerable adults on a day-to-day basis may come across signs of harm and/or abuse. Staff need to ensure that concerns for the wellbeing of a child or vulnerable adult are reported to the Welfare Officer or Director as quickly as possible who will invoke the appropriate procedures to protect the child or vulnerable adult, involving Social Services and/or the Police as appropriate. The Director has overall accountability for safeguarding children and vulnerable adults at the College.

Control measures

Purley Language College takes a risk management approach to safeguarding children and vulnerable adults.

The College obtains enhanced DBS disclosures for all staff.

In organising teaching, activities and delivery of student services, the College carries out risk assessments, and makes reasonable, proportionate changes where required.

The College reserves the right to refuse to admit a child or vulnerable adult to a programme of study, or other activities, if it judges that the procedures necessary to safeguard that individual's well-being go beyond what is reasonable and proportionate.

If a criminal conviction is disclosed which indicates that a student may be a risk to children or vulnerable adults the College reserves the right to refuse admission.

The College reserves the right, in accordance with its employment procedures, to suspend and/or dismiss staff members from employment or from undertaking a specific role with respect to that employment. This may be in circumstances where the individual acquires or extends a relevant criminal record, or where they have withheld information about their criminal record at the point of employment.

Where an allegation of inappropriate behaviour, abuse or neglect is made against a member of staff (occurring in the course of their work), the College, will carry out a full investigation into the circumstances before any action is taken. It may be necessary to suspend the individual for their own protection until this is concluded.

All College staff are advised to minimise physical contact with students, except for reasons of health and safety, or where physical contact may be a necessary part of learning. Staff are also advised to avoid being alone with a child outside of a one to one lesson.

All College staff are reminded of the offence of abuse of positions of trust under Sections 16 to 19 of the Sexual Offences Act 2003, which makes it an offence for a person aged 18 or over to intentionally behave in certain sexual ways in relation to a child aged under 18, where the person aged 18 or over is in a position of trust defined as:

'looking after a child aged under 18 who is receiving education at an educational institution and the child aged under 18 is receiving, and person aged 18 or over is not receiving, education at that institution.'

Code of Conduct

- Teachers should arrive in good time for the start of lessons.
- All staff will treat all students in a fair and unbiased manner, including (for teachers) fairness in grading and marking, in the giving of praise and encouragement and in the time spent with each learner.
- All staff will not give their home or mobile phone numbers to any student; nor should they add them as 'Friends' on their personal Facebook or other social media pages
- Teachers will not undertake to give private lessons to any student or ex-student without the agreement of the Principal.

- All students and staff are expected to treat one another with courtesy and respect.
- There is some behaviour for which the College has a zero tolerance policy for both staff and students. These include harassment, bullying, actual or threatened violence, damage to personal property, and verbal and other abuse based on racial, sexual or religious differences.
- Staff should avoid physical contact with students
- Staff should avoid being alone with students. In 1-1 situations it is good practice to leave the door open
- Teachers should avoid highly emotive, controversial political and religious topics that could lead to misunderstandings especially in the language classroom. If you are planning a lesson which might provoke strong reactions it is best to talk through your plan with a senior member of the academic team.
- Staff should not give or accept valuable gifts to/from students
- Staff should not exercise favouritism but endeavour to treat everyone equally
- Staff should give allowance and consideration for the fact that learners come from a culture different from our own and so their behaviour may be different. If in doubt, seek guidance from a senior team member.
- Staff should not do anything that may bring the College into disrepute

Whistleblowing Policy

The College has formal and informal systems in place for staff to air their concerns and grievances and it encourages them to use these channels as far as possible.

The College acknowledges that whistleblowing has its place however, especially if all channels have been exhausted and/or the reporting of the matter would be in the public interest.

The UK government has published a list of prescribed people and their contact details, for example the Children's Commissioner: <https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies>

The College follows all relevant UK and EU laws on protecting Whistleblowers.

"Safer Recruitment" & Training Policy

Purley Language College is committed to providing excellence in teaching of English to students for purposes of work, study or travel. We are committed to providing students with excellent courses in a warm, friendly and professional environment, as well as caring for every aspect of their stay.

General principles

In our recruitment process for Administration and Academic staff, we are looking for staff who will best help us achieve the high standards that we wish to deliver, and will ensure that we provide a safe & healthy learning environment for all students and staff.

Purley Language College has a responsibility to provide a safe & healthy learning environment for all students and staff but especially for students under the age of 18 and vulnerable adults.

With regard to employment of administration and teaching staff, Safer Recruitment practices will include requesting a DBS disclosure for all staff and requiring a declaration of suitability to work with under-18s in accordance with our Safeguarding Policy.

Purley Language College is an equal opportunities employer and is fully committed to treating all its staff, students and potential staff equally in accordance with our Equal Opportunities Policy.

The process of appointment is underpinned by criteria for selection, based on relevant knowledge, skills, attitudes and physical ability to do the job as detailed in an up-to-date job description. Information provided by prospective employees and referees is treated in confidence in accordance with our Data-Protection Policy.

Purley Language College is committed to the training and professional development of all staff.

Procedures

Candidates for administration and academic roles must provide a copy of their CV. A detailed job description can be provided to the potential employee on request.

In the case of all staff, the following points apply:

References will be followed up.

All gaps in CVs must be satisfactorily explained.

Proof of identity, original qualifications and right to work in the UK will be required.

Reference requests will specifically ask if there is any reason that they should not be employed to work with children under the age of 18.

Appropriate Criminal Records Bureau checks will be required in accordance with our Safeguarding Policy

In all cases, prospective candidates will be invited to interview. The objectives of the interview are:

To provide candidates with further information about the school and the job to enable them to Decide whether they wish to work at the school.

To provide the Management with an opportunity to decide whether the candidate is suitable.

To provide a question and answer session

Purley Language College Safeguarding Structure

the Purley Language College Safeguarding Team comprises the following team members:

Safeguarding Lead (during and out of hours)

Jan Fossgard (07773450961 jan@purleyschool.co.uk)

Deputy Safeguarding Staff

Lynie Ubando (07481 896026 homestay@purleyschool.co.uk)

Other Safeguarding Team Members

Sarah-Jane Reilly (0208 660 5060) & Maddy Sakakini (07910 883427)
info@purleyschool.co.uk maddy@purleyschool.co.uk

The UK government has defined safeguarding as:

‘The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully’

The purpose of the Purley Language College Safeguarding Team is to:

To oversee the implementation of the College’s safeguarding policy at Purley Language College. At Purley Language College we consider adult students to be vulnerable also as they may be in an unfamiliar culture far from the support of family and friends.

The team aims to

- Raise awareness of safeguarding issues among the entire staff at Purley Language College
- Promote best practice
- Stay abreast of developments by attending refresher and other training courses
- Meet regularly to discuss safeguarding concerns
- Create an environment in which children and adults in the school’s care are kept safe from harm at all times

If the team becomes aware of a concern, the The Designated Staff will

1. Investigate
2. Record

3. Inform (if required)
4. Act if necessary
5. Monitor

All staff members at Purley Language College have a duty to act if they have a safeguarding concern however slight. If in doubt, report to one of the Safeguarding Team Members (above).

A secure online form for reporting concerns is here: www.purleycollege.co.uk/disclosureform
The full College policy is here: www.purleycollege.co.uk/downloads/college_policies_pdf

A free online training course is available here: www.safeguardingchildren.co.uk/learning-improvement/nyscb-basic-awareness-elearning

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