



# UNDER 18 STUDENT HANDBOOK

Information for Young Learners (Under-18s)

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Emergency tel: +44 (0) 7888 148 074

Website: [www.roseofyork.com](http://www.roseofyork.com)

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Dear Student,

Thank you for choosing Rose of York Language School.

We hope that you will enjoy your time at the school, improve your English and make many new friends. Rose of York is a very friendly school, where students of every nationality can study together and enjoy life in London. In this handbook, you will find useful information about the school and life in London, but if you need any more information please come to see us when you have arrived at school or send us an email, we are always happy to help.

We look forward to welcoming you and hope that you enjoy your experience at Rose of York Language School, London.

Yours sincerely,  
Director of Studies (and Designated Safeguarding Lead – DSL)

**Emergency Contact details**

The school is open from Monday to Friday 08:30-18:00

Telephone: +44 (0) 207 434 0643

Email: [hello@roseofyork.com](mailto:hello@roseofyork.com)

24-hour emergency number: +44 (0) 7888 148 074

## Your First Day

Time	Activity	Notes
08:45	Arrive at school	1. Go to reception on the first floor 2. Give reception your name and passport; we will make a copy of your passport and return it to you
09:00	Test	Approximately 30 minutes and includes a speaking test.
09:30	Meet the DoS	You will go through the answers in your test and complete an Individual Learning Plan (ILP)
10:00	Induction	You will be given lots of important information, be shown around the school and introduced to important members of staff and your classmates. During this time, the DSL will schedule a welfare meeting with you every Tuesday if you are under 15 years old or every second Tuesday if you are 16 to 18 years old. This meeting is to check that your classes and accommodation are OK and to answer any questions or help with any problems you may have.
10:30	Student card	Go to reception where we will take your photo and give you your student card
10:45	Go to class	
12:30	Class finish	

If you are late (not at school by 9:30) – You **MUST** report to Reception every day when you arrive at school. If you are going to be late for more than 15 minutes or absent from school, you or your guardian/homestay must inform the school immediately either by phone 0207 580 9888 or by email to [hello@roseofyork.com](mailto:hello@roseofyork.com). You will be given a student card on your first day. The school's contact details and emergency phone number are displayed on your card – please remember to always carry this card with you. This card also entitles you to certain discounts in some shops.

## How do you get to school?

Our accommodation options are all located near transport links to Central London. We are in the centre of town, just 5 minutes' walk from Oxford Circus and a 1-minute walk from Tottenham Court Road. If you are staying in a student residence or homestay organised by us, we will email you a detailed map and instructions on how to get to school. If you are staying in accommodation that is not organised by us, provide us with your address and we will give you a suggested route and map on how to get to school.

## Rose of York's Support Staff

These are some of the members of staff that you will meet on your first day:

- Director of Studies (DoS) and Designated Safeguarding Lead (DSL)
- Head of Operations, Deputy DSL, Welfare Officer, Deputy Fire Safety Manager
- Accommodation and Welfare Manager, Student Services Advisor, First Aid Officer, Fire Safety Manager
- Student Services, Public Relations Officer

Our support team is trained to look after you and help you in all aspects of your stay. Please do not hesitate to go to ask for any help.

## What useful telephone numbers do I need?

Rose of York school (8:30am-6pm Monday to Friday)	+44 (0) 207 434 0643
Emergency telephone number	+44 (0) 7888 148 074
Emergency services (Police/Ambulance/Fire)	999
Non-Emergency (Police) Metropolitan Police	101
Non-Emergency (Health) NHS	111
British Transport Police (problems on public transport)	0800 40 50 40
Childline - If you have a problem and you do not want to tell anyone you know	0800 11 11 <a href="http://www.childline.org.uk">www.childline.org.uk</a>

Remember to exchange contact telephone numbers with your homestay and save all important numbers on your mobile phone.

The school's emergency phone number is +44 (0) 7888 148 074

If you're not sure if classes are running due to unforeseen emergency situations or unusual/severe weather, please check our Facebook page for updates ([www.facebook.com/Rose-of-York-Language-School-53869141131/](https://www.facebook.com/Rose-of-York-Language-School-53869141131/)) or check your email.

## A few important rules

These rules exist to help create a safe and comfortable atmosphere to study in and to ensure that students are respectful towards each other.

- Depending on your age, you may be able to leave the school during your free time. See the table below:

Permission to leave the school	
12-13 years old	You must never leave the school unattended if you are 13 and under. If you need to leave, a member of staff will accompany you outside classroom hours and during your lunch breaks. Please ask at reception if you need help.
14-15 years old	You can leave if you are 14 or 15 years old with your parents/guardian's consent. However, you <b>MUST</b> come to reception before you leave the building and tell us where you are going/who you are going with and sign out. When you return to school you <b>MUST</b> come to reception and sign in.
16+ years old	If you are 16+ years old you may leave and don't have to inform reception.

- You must never leave the classroom during lesson time. We advise you to use the toilet before class or during break times. But if you really need to leave the classroom, please ask your teacher
- You should arrive on time for your lessons. If for some reason this is not possible then you/your guardian should inform the school immediately. Do not arrive more than fifteen minutes late for a lesson. If you are more than fifteen minutes late, you will not be allowed to enter the classroom
- You must turn off your mobile phone during the class. If you are expecting an important call, you can ask the teacher for permission to keep your phone on but the teacher must be asked first
- You are not allowed to eat or drink in the classrooms, only in the student room

## School Facilities and Student Services

**Students' Room** - The student's room is on the first floor and this is a place where students can have lunch, relax and socialise with their classmates.

**Social Activities** - We have prepared a very fun social programme for you. You will be attending activities every day after morning class and on Saturday if you have requested. You will always be accompanied by a teacher and specific details of each activity will be given to you every day after class. Please always follow your teacher's instructions in order to make sure the activity is as safe and as enjoyable as possible.

**Welfare** - Student welfare is a priority at Rose of York. We are always on hand to help with any issue, large or small, academic or personal. Rose of York's administration and designated welfare staff have been specially trained and are always available to assist you. All our staff take the time to get to know our students and take good care of you. We will give you all the help, support and advice you need about studying and living in London. Whatever you need, you will always find a cheery face available to offer practical help or answer any of their questions. We want you to have an enjoyable, stress-free stay so you can focus on the main reason for your visit – improving your English!

**Safeguarding** - Rose of York takes its responsibility seriously to safeguard any students, under the age of 18 and vulnerable adults learning at the school. Children are defined as people under 18. All teachers and members of staff are made aware of any student who is under 18, and will therefore provide any special help and attention that is required of them. We aim to provide a safe environment for all our students while they are studying at Rose of York, attending any of our social activities or living in accommodation provided by us.

**Attendance Rules for Under 18s and vulnerable adults** - It is essential that Rose of York takes its responsibilities for the welfare of students under 18 seriously. Therefore, a set of policies and rules must be followed. All teachers and members of staff are made aware of any student who is under 18 and will consequently provide any special help and attention that is required of them.

You are required to report to Reception every day when you arrive at school. If you are going to be late for more than 15 minutes or absent from school, you or your guardian/homestay must inform the school immediately either by phone 0207 434 0643 or by email to [hello@roseofyork.com](mailto:hello@roseofyork.com)

A member of staff will go to the classroom at the beginning of the lesson to ensure that any under 18 who hasn't reported to reception has arrived safely at school. If any student is not there, they will inform a Designated Safeguarding Lead (DSL) and we will phone the student or guardian/homestay. If the school is not able to contact the student or their homestay/UK guardian the student's parents will be contacted.

We expect all our staff to share this commitment and behave accordingly. All concerns are passed to our Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DSL).

Student Responsibilities - All students should be aware that they are expected to comply with Rose of York's attendance policy. Students should advise and seek permission from Reception staff should they require an extended period of leave, including a holiday. Students must attend 80% of classes. This requirement is reinforced through induction activities and the student handbook.

## Safety in London

### How can I stay safe?

- London is one of the safest cities in the world, but it is important to be careful and follow our advice below, to ensure that your time here is as safe and enjoyable as possible.
- Always keep your coats and bags next to you. Put valuable objects e.g. mobile phones, credit cards etc inside a closed bag or inside pocket – be aware of pickpockets or thieves on the tube and in other busy areas.
- Do not carry large amounts of money around with you.
- Be aware of your surroundings, especially at night, and always tell somebody where you are going and when you expect to return to your homestay.
- Students who are 16 or 17 must return to the homestay by 10pm from Sunday to Thursday and 11pm on Friday and Saturday\*.
- Be alert when you are using your mobile phone, especially at night.
- If you go out at night, stay in areas that have good lighting and where there are lots of people.
- Stay in groups / travel with your friends whenever possible.
- Plan your journey by checking bus and train times before you travel.
- Ensure you have the phone number for your homestay and the school and give your correct mobile number to your homestay and the school. (Your student card has all the school's contact details so remember to keep it with you).

\*curfew times may change depending on the agreement with your accommodation and parents/guardians.

### Personal Safety

The UK is generally a safe place with low levels of crime but whenever you travel to a new country, it is vital that you look after yourself.

- In an emergency, call 999 to contact the police, fire brigade or ambulance. This call is free of charge from any UK phone but should only be used in an emergency.
- If you need to report a crime or an incident that is not an emergency, dial 101, or ask someone at the school to contact your local police station for you.
- As an international student coming to the UK it's a good idea to make sure you've learnt as much as you can about your school and the local area before you arrive.
- Use the internet to familiarise yourself with the UK's customs, British manners, and relevant laws. This will help you to be more aware of crime or fraud risks and less likely to become a victim.
- International students can be specifically targeted by criminals because they assume you won't know the area and will have lots of valuable items.

- You can look after your belongings by hiding valuable items. For example, when not at home, put your cash and credit cards in a drawer and your laptop under your bed so it can't be seen through the window.

If you get lost or feel in danger, you can ask for help from a police officer or you can go into a shop or bank and ask a somebody working there. If a stranger speaks to you, do not speak back to them and do not go anywhere with them.

## Valuables

If it's not necessary, don't bring it. Some valuables are safer left at home. Making friends with students who know the area and can show you around or give you advice on the best areas to live is a good idea. The Police in the UK are friendly and approachable, don't be intimidated by them.

## 5 top tips for international student safety:

1. Make sure you know where you will be living, your way around and how to get to and from your accommodation and Rose of York. If you are not sure, someone to help you!
2. Don't carry large amounts of cash with you when in the UK, £50 is the most you would realistically want to have with you.
3. Make sure you have travel and property insurance that covers you abroad. Check to see if you need medical insurance too.
4. Keep a photocopy of your travel documents, the data page of your passport and any visa information in a safe place.
5. Keep the telephone number of the school handy, in case you need to call for help. Our emergency phone number is 07888 148074. Our landline is 0207 434 0643 and the email address is [hello@roseofyork.com](mailto:hello@roseofyork.com)

## Licencing laws in the UK

The laws in the UK may be different from those in your home country. This especially applies to the use of tobacco, alcohol and weapons:

**Drugs** - You must not carry drugs with you (unless prescribed by a doctor) or use any illegal drugs, including cannabis, ecstasy, LSD or amphetamines. You may be charged with possessing an illegal substance if you are caught with drugs, whether they are yours or not. The penalties depend on which drug and the amount you have, and whether you are also dealing or producing the drug. The most severe penalty can be an unlimited fine and life in prison.

**Alcohol** - You can be stopped, fined or arrested by police if you are under 18 and drinking alcohol in public.

If you are under 18, it is against the law:

- for someone to sell you alcohol
- to buy or try to buy alcohol
- for an adult to buy or try to buy alcohol for you
- to drink alcohol in licensed premises (e.g. a pub or restaurant)

If you are 16 or under, you may be able to go to a pub (or premises primarily used to sell alcohol) if you are accompanied by an adult. However, this isn't always the case. It can also depend on the specific conditions for that premises. You must be 18 and over to buy alcohol.

**Weapons** - It is illegal to carry any sort of weapon, including knives, self-defence chemical sprays, guns or stun guns.

**Tobacco** - You must be 18 and over to buy or use tobacco.

## How can I adjust to life in the UK?

You will probably notice a lot of differences between life in London and life in your home country. Many students experience different feelings and changes when they study overseas. The three main stages are:



1. The Honeymoon Period - you are excited and happy to be living in your new country
2. Culture Shock - you feel a bit lonely and miss your family and friends at home
3. Acceptance - you start to enjoy the changes, you can manage your new feelings and can find solutions to any problems in your new country.

Please remember that these feelings are normal, but there are a few things you can do to help you adjust to the new country:

- Contact friends and family at least once a week by phone, Skype, Facebook, WhatsApp.
- Make friends and talk to someone who is feeling the same.
- Eat healthy food, drink lots of water and get enough sleep.
- Have fun and relax.
- Improve and practice your English by making the most of your time in London.
- Living in England is fun so you should try to make the most of all the activities in London and practise your English at school and outside the classroom!

### Who can I talk to?

If you are having any problems or feel unhappy or lonely you can talk to your teacher or any of your friends. You can also talk to the Designated Safeguarding Lead or the Director of Studies (DoS). The DoS is available to talk to you at break times and after class. You will probably need to make an appointment with reception. Remember that you will have your weekly meeting with the DoS as well, to answer any questions or help with any problems you may have. The Welfare Officer, in reception, is also available to help you with any questions or problems.

### What study skills will help me improve my English?

- Take responsibility for your own learning – if you don't understand or you want to know something please ask your teacher or any of the staff, they are all happy to help you.
- Create a vocabulary book to record all the new words you learn in your classes and look at it every day to remember what you have learnt.
- Keep a study journal in which you can write down anything interesting or that you are not sure of so that you can ask your teacher.
- Try to use at least 5 new words every week in conversation outside the classroom.
- Take advantage of our free readers in the library to help build your reading skills and learn more about English literature.
- Create a conversation club with your fellow students. Meet after class, have lunch together and practise your English in a friendly environment.
- Don't worry about making mistakes – they are the best way to learn. Be positive and have fun with learning English.
- Watch TV with English subtitles to improve your listening and vocabulary skills.
- Try to write at least 200 words every day, or start a blog or diary about your time in London. This is also a great way to keep in touch with your family and friends.
- Try to understand the lyrics of your favourite English language songs every week.

### What will I learn?

- You will learn General English skills to help you communicate in a variety of situations including shopping, going on holiday and making friends.
- Study English at Rose of York and learn the grammar and vocabulary you need for everyday life.
- Improve your pronunciation, your speaking, listening, reading and writing. Our General English lessons are designed to maximise learning through enjoyable communication tasks. You will learn colloquial English as it is spoken by native speakers.
- Regular tests and progress reports from your teacher enable you to see continuous improvement.

### How do I stay safe on the internet?

When you use the Internet, especially on social media sites such as Facebook, Instagram, Twitter etc., ask yourself these questions, and follow the advice below:



- Do you know everybody on your 'friends' list? If not, you should 'unfriend' them or stop all contact with them.
- Do you know how to use and set privacy and security settings? If not, please ask your parent, homestay or teacher to help you.
- Do you ever get messages from strangers? If so, how do you handle them? Please tell a parent, homestay or teacher about them immediately.
- Do you know anyone who has made plans to meet someone offline that they've only ever spoken to online? Has anyone ever asked you to meet them offline? If the answer is yes, do NOT go. Tell your parent, homestay or teacher about this.
- Are people in your group of friends ever unkind to each other, or to other people, online or on phones? If so, what do they say? Has anyone ever been unkind to you? Please tell your parent, homestay or teacher about it if this has happened.
- Has anyone at your school, or anyone else you know, taken naked or sexy photos and sent them to other people, or received photos like that? If yes, please tell your parent, guardian or teacher about this.
- For more information about staying safe on the internet and how to use it responsibly, please follow this link: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

Please be aware that you may be targeted for radicalisation, either on the internet or in person, because you are a student from another country. If you or any other students are approached by people with unwanted extreme opinions, wanting to get you involved, please let us know immediately by telling your teacher, reception staff or the DSL and do not enter into any interaction with them. Please see our PREVENT policy on our website for more information: <https://www.roseofyork.com/handbooks-and-policies/>

## What responsibility does the school have?

The school has a responsibility to safeguard children and vulnerable adults. Therefore:

- Rose of York has a strict Code of Conduct for Staff which is enforced through our Safeguarding Policy (please see our full Safeguarding Policy on our website: [www.roseofyork.com](http://www.roseofyork.com))
- Rose of York provides advice and pastoral support to children and vulnerable adults regarding accommodation, both within the first week of their stay and on a regular basis afterwards.
- Rose of York provides ongoing support to children and vulnerable adults regarding classes and learning in a regular, timetabled weekly meeting with the DSL (DoS).
- Rose of York ensures that the best interests and safety of any children and vulnerable adults participating in social programme events are safeguarded and to ensure that health and safety risk assessments are carried out whenever necessary.
- Rose of York checks the daily attendance of all students under 18.

## What responsibility do I have?

To make sure all students have a safe and fun time at Rose of York please make sure you follow our Code of Conduct for Students:

- No knives or other weapons
- No drugs – unless prescribed by a doctor for a medical condition, these must be handed in on arrival for safe and appropriate storage and dosage
- No alcohol or cigarettes
- No bullying or harassment, either verbal or physical
- No fighting or swearing
- No stealing
- Students must always show respect to all staff, other students and accommodation providers
- No mobile phones to be used during English classes unless permitted by the teacher
- Travel in pairs or groups rather than alone. If you need to use a taxi, ensure it is a licenced taxi. You can ask a responsible adult to book one for you.

## School Rules

We want you to have a fun and educational time at Rose of York Language School. Please follow the rules below to ensure that you, your classmates and the other students at the school have a positive and safe experience.

- Arrive on time, classes start at 09:15am. There is a 15-minute rule – students cannot enter the classroom if you are more than 15 minutes late, you must wait at school and join your class after break
- Under 18s must report to reception before going to class
- Turn off your phone and put it in your bag unless the teacher asks you to use it in class
- Be respectful to your classmates and the teacher
- Speak only English inside the building
- Do not smoke or drink alcohol
- Phone the school, or ask your homestay to call if you are sick or late. We have a duty of care and are required to monitor the attendance of all students under 18. We must follow procedure if a student is late and/or has not contacted the school
- Speak to your teacher or any of the welfare staff if you have any questions or problems
- You may only drink water while you are in the classroom
- Do not leave the building without permission from the Designated Safeguarding Lead (DSL) or without a responsible adult

## Fire Safety procedure

It is imperative that all staff and students are aware of the procedures in the event of a fire. Please read these instructions and familiarise yourself with the location of the fire alarms and exits.

### If you discover a fire:

Set off the alarm

Call the fire brigade immediately by dialling 999 and report the fire

Our full postal address is: 45 Oxford Street  
London  
W1D 2DZ

### Evacuate the building:

When the alarm is sounded, **ALL** staff and students must leave the building immediately. Use the nearest safe fire exit and remember to close all windows and fire doors behind you. You should not waste time by collecting personal belongings.

### **FAMILIARISE YOURSELF WITH THE EXITS**

- 1<sup>st</sup> Floor: Exit through the main entrance on the ground floor.
- 2<sup>nd</sup> Floor: Exit through the fire window in room 2B on the second floor
- 3<sup>rd</sup> Floor: Exit through the fire door in room 3B on the third floor.
- 4<sup>th</sup> Floor: Exit through the fire door in room 3B on the third floor.

Assembly Point - Soho Square Gardens: Turn left from the building walk 50 metres, then turn left down Soho Street, walk a further 50 metres and cross the road into Soho Square Gardens. Meet by the statue of Charles the Second.

## Complaints Procedure

Complaints at Rose of York are rare. If a student of Rose of York has a complaint, there are two procedures, one for academic complaints (under the control of the student's teacher/teachers), and one for non-academic complaints (all other complaints). At Rose of York we promise:

- to listen to all complaints, take them seriously and treat them confidentially when possible.
- to assess all complaints objectively, appropriately, and seek independent evidence of any information given in a complaint when appropriate.
- to take the most appropriate course of action to deal with the complaint, considering the views of all parties involved.

**Rose of York will keep records of all complaints. All complaints are private and confidential and Rose of York will secure any personal information we collect to prevent loss, misuse, unauthorised access or disclosure.** If you want more information about the complaints procedures, please do not hesitate to contact us, or you can find the full Complaints Policy and Procedure on the website: [www.roseofyork.com](http://www.roseofyork.com)

## Safeguarding Policy Summary

Policy Statement - Please see the full policy on our website: [www.roseofyork.com](http://www.roseofyork.com)

Who are we? - Rose of York Language School is a small school based in central London that teaches English to international students aged 12 years upwards.

What is Safeguarding? - Safeguarding is a broad term that means 'looking after' and Rose of York takes its responsibility to safeguard any children and vulnerable adults learning at the school seriously. It is the responsibility of everyone within the organisation, including teachers, other school staff and students, to report any concerns about risks or incidents of abuse or exploitation of children and vulnerable adults to a Designated Safeguarding Lead (DSL).

Who is responsible? - The key personnel are:

<b>Director of Studies</b> (Designated Safeguarding Lead – trained in Advanced Safeguarding)
<b>Head of Operations</b> (Designated Safeguarding Lead, trained in Advanced Safeguarding)
<b>Welfare Officer</b> (Deputy Safeguarding Lead, trained in Advanced Safeguarding)
<b>Accommodation Officer</b> (Safeguarding Officer – trained in Level 2 Safeguarding)
<b>Student Services Officer</b> (Safeguarding Officer – trained in Level 2 Safeguarding)

However, all staff are responsible for the Safeguarding of students and are trained in Basic Safeguarding awareness.

Telephone numbers:

Rose of York Language School: +44 (0) 207 434 0643		
Emergency 24-hour school telephone: +44 (0) 7888 148 074		
Emergency Services: 999 (or 112)	ChildLine: 0800 1111	NSPCC: 0808 800 5000

Classes - All teachers, members of staff and group leaders are DBS-checked (or the equivalent) and inducted by one of the Safeguarding Officers on their first day. All staff receive a copy of this Safeguarding summary document.

All students are given an induction on their first day at Rose of York and a placement test ensures they study in a class appropriate to their level of English (based on the CEFR scale).

Contact - Students are all issued with a Student card on arrival; this has all the School's contact details. The parents/guardians also know this information because it is included on the Parental Consent Form for Under 18s. Every student under 18 must have a completed Parental Consent Form before they start their course.

CCTV - There is CCTV throughout the school, which is under surveillance by the Managing Director.

Risk Assessments and Health & Safety - These are carried out on a regular basis in line with Health and Safety guidelines.

School Rules - These are given during the first day induction, including information on staff members, school rules, available facilities at the school, health and safety, and evacuation and first aid procedures. The rules and emergency contact details are further promoted in the Student Handbook, online publicity and on posters around the school. Social Programme: ages are clearly marked if for over 18 years only (e.g. pub night)

### Airport Transfers

- Rose of York strongly recommends organising airport transfers for under 18s and it is compulsory for under 16s if travelling without a responsible adult.
- The school works with a provider who only uses trained, licensed and DBS-checked drivers.
- As soon as a taxi transfer is booked and confirmed, the School sends a confirmation document to the student/parent/agent with instructions, contact numbers of the transfer company, the School and the School's emergency phone +44 (0) 7888 148 074
- Any problems are directed to the Accommodation Officer.

Rose of York allows 16 and 17-year olds to travel independently from their entry point in the UK to their accommodation providing the details of how they do this are given on the Parental Consent form.

### Welfare meeting

- Advising under 18s on their first day, making an appointment for them with the DOS/DSL.
- Highlighting it in the U18s Additional Information booklet on the student's first day.

### Accommodation

- Under 18-year-old individuals are offered homestay and residence accommodation.
- All accommodation placements meet British Council guidelines.
- The School ensures that under 16s are not placed in the same accommodation where they will have to share facilities with over 18 students, the School always endeavours not to place under 18s in mixed gender homestays
- Curfews\*: The School ensures that under 18s return by curfew times by informing the homestays and group leaders (under 16s at their homestay's specified dinner time/16 & 17-year olds at 10pm from Sunday to Thursday and 11pm on Friday and Saturday).
- Homestays/residence staff and accommodation providers are made aware of the Safeguarding Policy.

\*If under 18s do not return to their homestay by curfew time and they have not advised the school, group leader or their homestay, the school will default to the Missing Student Policy. Please see our Missing Student Policy on our website: [www.roseofyork.com](http://www.roseofyork.com)

Aims of the Safeguarding Policy - The central aim of the policy is to ensure the safety and well-being of students is in line with Safeguarding legislation. The DSL's main responsibility is to implement the policy by raising awareness amongst staff members and other adults who work with under 18s.

### Main Aims:

- To educate students on how to keep safe and how to recognise behaviour that is not acceptable.
- To recognise and support any child or vulnerable adult who has been subject to abuse.
- To ensure that all staff employed at the school understand their responsibility to be alert to signs of child abuse and to refer any concerns to the Designated Safeguarding Lead (or any of the Safeguarding Officers (SO) if the DSL is unavailable).
- To ensure that new staff are only appointed when all the appropriate checks have been made in line with the safer recruitment procedure.
- To deal appropriately with every suspicion or complaint of abuse.
- To design and operate procedures which promote this policy.
- To design and operate procedures, which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations.
- To be alert to the medical needs of children and vulnerable adults with medical conditions.
- To take all practicable steps to ensure that school premises are as secure as possible.
- To assess the risk of all students being drawn into terrorism, including support for extremist ideas that they are part of (refer to our Prevent Policy).
- To identify students who may be vulnerable to radicalisation, and know what to do when they are identified (Prevent Policy).
- To have regard for and awareness of Section 17 and Section 47 of The Children Act 1989 – a duty to safeguard and promote the welfare of children.

This policy applies to all staff, including senior managers, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Rose of York. Rose of York expects a strong Safeguarding ethos amongst all adults working with children.

We will do this by implementing and reviewing the arrangements recorded within this policy – under the following headings:

1. **Code of Conduct** – for children and staff
2. **Safer Working Practice for Staff**
3. **Safer Recruitment** - recruiting staff safely, ensuring all necessary checks are made
4. **Staff Training** - ensuring that staff with specific Safeguarding responsibilities receive certified training and that all staff working within the company receive Basic Awareness Safeguarding training
5. **Welfare and Implementing Safeguarding** – implementing security procedures, providing staff and students with appropriate safety equipment and protection, valuing, listening to and respecting children, sharing information about Safeguarding with children, parents and relevant agencies
6. **Recognising Child Abuse**
7. **Handling Allegations** - implementing clear procedures for responding to concerns and allegations

If you require further information, please do not hesitate to contact us or you can see the full Safeguarding policy on our website: [www.roseofyork.com](http://www.roseofyork.com)

## The Multi-National Environment and PREVENT

Rose of York is a multi-national and multi-cultural environment, where students can broaden their horizons, make new friendships and develop greater understanding of each other through mixing with others from different countries and cultures.

Please be aware that you, or someone you know, could be targeted for radicalisation because you are a student from another country. If you or any other students are approached by people with unwanted extreme opinions, wanting to get you involved, please let us know immediately and do not interact with them.

Rose of York promotes democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs. We encourage students to respect one another and to respect and tolerate all differences. It is the school's responsibility to keep our students' safe and equip them for life in a modern multi-cultural society.

Rose of York aims to create an environment where all students and staff feel safe and supported and we do not allow display or promotion of inappropriate materials or organisations. There is no place for the voicing of extremist views of any kind in our school, whether they are from external agencies or from internal sources – students, staff or homestay. Our students see the school environment as a safe place where controversial issues, if mentioned at all, can be explored safely and where our teachers encourage and facilitate this – the school has a duty to ensure this happens.

Rose of York understands its responsibilities under the Counter Terrorism & Securities Act 2015 to prevent all people of different ages being radicalised or drawn into terrorism and seeks to meet its obligations by educating staff in the terminology and risks covered by the Act (See the Prevent Policy).

Should you be concerned about the change in behaviour or if you notice any signs which could indicate the need of help or protection for any student or member of staff please report this to your teacher, the Designated Safeguarding Lead/s, the Welfare Officer or any other responsible adult (usually a member of staff or your homestay, if you feel more comfortable doing this).

If you require further information, please do not hesitate to contact us or you can see the full PREVENT policy on our website: [www.roseofyork.com](http://www.roseofyork.com)

This handbook is kept up to date and reviewed annually.

Policy reviewed: August 2017

Due to be reviewed: August 2018