

## MSE: POLICY ON SAFEGUARDING THE WELFARE OF STUDENTS

Mayfair School of English accepts students from the age of 16 years into its adult classes. Bearing in mind that under-18s are considered to be children, we have a separate, comprehensive safeguarding policy in place designed for safeguarding minors. We are also committed to taking all reasonable and practicable steps to ensure the welfare of all our students whilst they are studying at the school.

The aims of our policy can be summarized as follows:

- To ensure that all students are able to study in a safe and secure environment.
- To ensure that all students are aware of the various support services available to them.
- To ensure that all staff, both administrative and academic, have declared their suitability for their position and consented to undergo a DBS check if required.

### Staff selection, recruitment and promotion

All staff appointments to Mayfair School of English are made with reference to the school's *Policy on staff recruitment, selection/promotion and CPD*. This policy has been designed to ensure that recruitment is conducted on a fair, non-discriminatory basis and that all staff appointed to the school are suitable to hold a position within the school. Safer recruitment procedures are in place to ensure that staff working directly with children undergo all the relevant checks to ensure their suitability for working with minors. In addition, the school considers the retention of high-caliber personnel post-appointment via the provision of opportunities for continuous professional development (CPD) to be just as important as appointing the right candidate at the interview stage.

[View/Download our policy on staff recruitment, selection/promotion and CPD.](#)

### Admissions

Mayfair School of English permits students from the age of 16 years to enrol with parental consent onto adult English courses. All registration staff are trained to ensure that our Safeguarding Children policy is rigorously adhered to in the case of every enrolment, irrespective of whether the student is enrolling directly or via an agency.

[View/Download our policy on student enrolments \(covering admissions and exclusions\)](#)

### Accommodation

Mayfair School of English only provides accommodation services to students of the school according to its policy on student enrolments (see above). Only students over the age of 18 may be placed into accommodation provided by Britannia Student Services or other accommodation providers. This policy applies to all three types of accommodation, which are as follows:

- Private home providers
- Student residences
- Studio apartments

Individual students aged 16-17 years may only be placed in homestay or residential accommodation if accompanied by a family member who is responsible for them. Groups of teenagers aged 16-17 may stay in homestay accommodation if paired with other students and supervised by accompanying group leaders.

Except in the case of some residences and private home providers, all accommodation options are offered on a single occupancy basis per room or studio. Where shared (twin) occupancy is offered as an option, it is on the basis that the other person will be of the same gender. This will be explained to students selecting this option by our accommodation department prior to confirmation of the booking.

Accommodation is offered by British Council approved accommodation services agency Britannia Student Services: homes are inspected prior to placing students and inspected at regular intervals thereafter. In addition, all students placed in accommodation are required to provide First Day Feedback to ensure that they are happy with the standard of their accommodation and Last Day Feedback for the school's own quality assurance procedures. Negative feedback of any kind will immediately trigger consultation with the accommodation provider to resolve the problem; further liaison with Britannia Student Services will be conducted as required.

## **Airport Transfers**

All students booking accommodation through the school are given the option to use the airport transfer service provided by Britannia Student Services.

## **Monitoring**

All students enrolling at the school are required to provide up-to-date emergency contact information in the United Kingdom, as well as details of next of kin (if different) in accordance with our *Policy on student enrolments*. In addition, in line with our Policy on Attendance, all students are monitored for attendance on a weekly basis, where students have failed to attend the school as expected; they will be contacted by a member of the administrative staff and asked to provide an explanation.

[View/Download our policy on student enrolments \(covering admissions and exclusions\)](#)

[View/Download our policy on attendance](#)

## **Safety and welfare of students on site**

Mayfair School of English is committed to providing a safe work and study environment for all staff and students at its Oxford Street site. This commitment is underpinned by our Health and Safety Policy, which is reviewed on a regular basis (at least twice a year).

[View/Download our full Health and Safety Policy.](#)

## **Safety and welfare of students off site (Social Programme activities)**

All students at Mayfair School of English over the age of 18 may participate in outside activities (social programme). Only via consent and at the discretion of the Principal may students aged 16 -17 years participate in any social activities.

As part of its Social Programme the school arranges an off-site event, usually on a Friday evening (from 4.15 pm approximately ), or occasionally Saturday daytime. The school endeavours to provide a range of activities within its programme including cultural activities (museums, galleries, etc), social (bars, clubs), outdoor (parks, picnics and walks) and excursions (boat trips, visits outside London). All such activities are organised and accompanied by a member of the teaching staff, or on rare occasions a member of the administrative staff.

Social programme events are advertised on notice boards around the school and the school's social programme co-ordinator(s) visit the classes to promote events. If students are interested in attending one of these events, they should sign up or obtain tickets from the office.

All social programme events will be arranged/approved following a risk assessment conducted by the school's social programme organiser(s). As our students are adults, the school envisages the role of the accompanying teacher to be that of a 'facilitator' rather than a 'supervisor'.

For these events the school aims to maintain a ratio of no more than 30 students to a teacher/event leader.

1<sup>st</sup> January 2017