

This policy sets out rules for Junior (under 18) students attending a summer camp with IH Belfast and highlights the level of care which should be provided by IH staff at all times.

International House Belfast is committed to providing a secure and friendly environment where all members of the community, whatever their background or character, are protected from harm and respected by others. The quality of pastoral care influences the ethos and tone of our whole school. It is of crucial importance in creating an atmosphere in which young people feel secure, know that they are valued as individuals, and are encouraged in their learning, growth and social development in a healthy and safe environment.

IH Belfast wants students to be happy, healthy and safe – no matter whom they are.

We aim to inform and reassure parents that their children are being educated in a safe and caring atmosphere. **Our safeguarding policy ensures we have clear channels in place for the safeguarding of young people and that we have dedicated managerial staff to be contacted in the case of an emergency and anyone involved with the school is made aware of this policy,** it is also available as a download at <http://ihbelfast.com/policy/>. However, all staff, teaching and nonteaching, have a responsibility for pastoral care. IH Belfast recognises that a student should be able to address any member of staff they feel comfortable with, with any concerns they may have. The management arrangements within the school enable and encourage all staff to contribute effectively to establishing and maintaining a climate which is characterised by good relationships and mutual respect. This is why we ask all our staff to take part in Safe CIC training, which covers all areas of child protection.

All IH Belfast staff know the schools' policy for and are trained in child protection. We want students to be safe and able to talk to our staff if they need to.

Our lead for safeguarding is:

**International House Belfast Designated Person
for Safeguarding**

Duanes Santos

Director

International House Belfast

Telephone: 0044 (0) 2890 330700

Email: dsantos@ihbelfast.com

Our deputy is:

**International House Belfast Deputy Person for
Safeguarding**

Carole Kane

International House Belfast

Telephone: 0044 (0) 2890 330700

Email: carole@ihbelfast.com

We will try to safeguard children as follows:

- By adopting child protection guidelines and accepted procedures



CARE OF JUNIORS AGREEMENT

- By providing children with expected codes of behaviour and ensuring they understand what those are, especially bullying.
- By sharing information about child protection and good practice
- By sharing information about any concerns.
- IH Belfast will ensure there is sufficient adult supervision for all scheduled activities (excluding classroom teaching)
- IH Belfast will ensure there is one adult per twelve group members for excursions where the element of risk is similar to that of normal daily life (e.g. excursions to sites of historic interest, local walks etc). The ratio of 1:12 will be reviewed for each activity, taking into account the nature of the activity, age, gender and needs of the students and if there is increased risk than normal daily life. The Group leader involved in an excursion's planning and organisation, and who is well prepared, will make more informed decisions and will be less at risk.
- Group leaders are responsible for their own group only and will not be counted in our supervision ratios.
- Any activities where professional qualifications are required to lead them (e.g. rock climbing, canoeing) will be led only by professionally qualified instructors.
- IH Belfast will ensure there is sufficient adult supervision to deal with an emergency.
- Providing information and guidance to participants is an important part of preparing for an excursion. Participants should clearly understand what is expected of them and what the excursion will entail. Participants must understand what standard of behaviour is expected of them and why rules must be followed. Lack of control and discipline can be a major cause of accidents. Participants should also be told about any potential dangers and how they should act to ensure their own safety and that of others.
- The following information on matters that might affect the leader's (and participant's) health and safety should be given:
 - dates of the excursion;
 - times of departure and return
 - the location where the participants will be collected and returned
 - mode(s) and duration of travel
 - the size of the group and the level of supervision
 - name of leader, and other staff (if applicable)
 - clothing and equipment to be taken (if applicable)
 - details on the cost of the visit.
- Whatever the length and nature of the excursion, regular head counting of participants should take place, particularly where there are opportunities for participants to become separated. All supervisors should carry a list of all participants involved in the excursion at all times, preferably on their person
- The group leader should establish rendezvous points and tell participants what to do if they become separated from the group.



CARE OF JUNIORS AGREEMENT

- IH Belfast will ensure there is sufficient adult supervision in residential accommodation to deal with any emergency arising at all times. IH Belfast will ensure there is 1 adult to 12 under 18s in residential accommodation. There will be a first aid kit/facilities and a First Aid trained member of staff available at all times.
- Under 18s will never be placed in accommodation with other student who are over 18s.
- In residential accommodation Male and female students will be separated by wing/floor.
- Supervising residential staff will always be of same sex as the under 18s they are supervising in their area.
- Group leaders are responsible for their own group only and will not be counted in our supervision ratios.
- We have paid special attention to our homestay accommodation service, so families and homes that we have inspected and selected, guarantee students a comfortable and welcoming stay while they are in Belfast.
- All homestay families used by IH Belfast for under 18s have undergone thorough checks to ensure their suitability. This includes a criminal record check 'Access NI', a home interview and inspection along with a home visit every 2 years.
- IH Belfast does not place any students of the same nationality or mother tongue with the same homestay provider, unless this has been requested directly from the parent/guardian.
- Junior students will not be left unsupervised at home.

Abusive behaviour - The following behaviour is not tolerated at International House Belfast:

- Bullying of any kind (physical or verbal)
- Racism (with respect to other races, nationalities, cultures and religions)
- Excessive and / or loud swearing
- Sexual harassment of any kind
- Aggressive behaviour towards staff, students or visitors (e.g. shouting at other students inappropriately, kicking furniture)
- Theft (stealing other people's property or International House Belfast property)
- Vandalism (e.g. deliberately breaking damaging school furniture / computers)
- Any illegal activity (illegal under UK Law)