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BRITISH COUNCIL
for the teaching
of English in the UK

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Condensed Safeguarding Policy (Staff)

Quality English

CELT is registered in England and Wales as the 'Centre for English Language Teaching Ltd.' Company registration No. 2469983

MEMBER ENGLISH UK

OET Premium Preparation Partner

Background

This condensed version of CELT's safeguarding policy has been created to clarify your roles and responsibilities as a CELT staff member. It is designed to ensure that both you and our students have a safe and positive experience, and that you know what to do in the unlikely event of a safeguarding issue.

CELT is committed to providing the safest possible environment for all our students, especially those under 18 and vulnerable adults. Safeguarding under-18s is the responsibility of every adult. We all share a legal and moral Duty of Care to protect them from anything that is not in their best interests. Therefore, we have a range of policies and procedures in place. Please refer to the Policies and Procedures page on our website for more details.

CELT's recruitment practices are designed to ensure that suitable individuals are employed to work with under-18s (see the Safer Recruitment Policy for more details). Risk assessments are a key tool in safeguarding all our students, particularly those under 18. All staff are required to assist in preparing these assessments and adhering to the safer procedures they identify.

Code of Conduct

CELT has an established Code of Conduct designed to support and protect students, staff, and homestay providers by setting clear boundaries and standards. This code aims to create the friendly and professional environment we aspire to, with specific reference to under-18s and vulnerable adults. As role models, adults with responsibility must behave appropriately. All CELT staff members and prospective employees are expected to be familiar with this Code of Conduct. Key topics include:

- Avoid being left alone with under-18s in an enclosed space (keep the door open).
- Be vigilant about under-18s accessing violent, adult, or otherwise inappropriate material online, and report any concerns to the school.
- Avoid sharing your personal telephone number with under-18s, and exercise caution with social media (e.g., Facebook, Twitter, Instagram).
- Be mindful of appropriate language and topics of conversation.
- Avoid any personal relationships with under-18s, and be aware of the dangers of crushes.
- Uphold the law regarding alcohol, cigarettes, and drugs.
- Be aware that it is illegal for under-18s to get a piercing or tattoo in Wales.
- Dress appropriately in all professional settings.

PREVENT Counter-Terrorism

CELT is a multicultural and international community that actively promotes intercultural understanding. We aim to educate all our students on the importance of accepting and tolerating a range of views and beliefs, provided these views are reasonable. While it is unlikely to occur at CELT, if you suspect someone is expressing views that could harm or denigrate those with different beliefs, you must inform a senior member of the Safeguarding Team immediately. This is particularly important if there is an attempt to radicalise other students. For more information, please see CELT's Prevent Policy.

Child Protection

Saying nothing is not an option!

If you are concerned that an under-18 is, or may be, at risk of harm, you must contact a member of CELT's Safeguarding Team, who are available 24 hours a day, 7 days a week (see the chart at the end of this document). Your concern could be based on something you have observed or something you have been told. Signs may include:

- Unexplained physical injuries
- Changes in behaviour, such as becoming withdrawn, aggressive, or exhibiting mood swings
- Overtly sexual behaviour or language
- Fear of a particular person
- Signs of low self-esteem

If an under-18 confides in you about abuse, they are experiencing or have experienced, it is crucial that you:

- LISTEN
- Do not ask any questions
- Do not promise confidentiality, as you must contact a member of the safeguarding team immediately
- Write a report using the student's own words
- Do not discuss the matter with anyone outside the safeguarding team

School Background

Founded in 1989, CELT has offered adult courses at its centre on Salisbury Road, Cardiff since 2000, and courses for under-18s (aged 13-17) at its dedicated junior centre on North Road, Cardiff since 2009. Since January 2019, the school has also accepted 17-year-old learners on its adult courses at Salisbury Road, subject to parental consent. Adult courses run year-round, while junior courses run year-round

for closed groups, with continuous enrolment in open classes during July and August for the under-18 Holiday Language Course.

Accommodation is provided with local homestay providers or in one of CELT's Student Residences (for adults aged 21 and over). Some students choose to arrange their own accommodation privately. The majority of juniors stay with school homestays, while approximately 50% of adult students stay in homestays. The remainder arrange private accommodation, and a maximum of nine adult students are accommodated in the residences at any one time.

CELT Safeguarding Team

Celt - Centre for English Language Teaching

Designated Safeguarding Person (DSP) and Child Protection Officer (CPO)

NEIL HARRIS
Director of Academic Development
029 2033 9290
Salisbury Road & North Road

Safeguarding Specialist (Level 3)

Senior Manager with overall responsibility for Safeguarding & DSS

GRACE DURIGHELLO
Director/ Director of Studies
029 2033 9290
Salisbury Road

Safeguarding Specialist (Level 3)

Designated Safeguarding Staff (DSS)

BEN LODGE
Assistant Director of Studies
029 2033 9290
Salisbury Road & North Road

Safeguarding Advanced (Level 2)

Designated Safeguarding Staff (DSS)

GREG NELSON
Principal
029 2033 9290
Salisbury Road

Safeguarding Specialist (Level 3)

Designated Safeguarding Staff (DSS)

CHEN HODGES
Administrative Assistant
029 2033 9290
Salisbury Road

Safeguarding Advanced (Level 2)

Designated Safeguarding Staff (DSS)

SARAH LING
Accommodation and Welfare Officer
029 2033 9290
Salisbury Road

Safeguarding Advanced (Level 2)

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This service is available to anyone who does not feel able to discuss child protection concerns with a CELT staff member.