International House Manchester

SAFEGUARDING FOR ADULTS POLICY

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Policy Statement

International House Manchester (IH Manchester) is committed to ensuring the welfare and safety of all adult learners and staff by fostering a positive, inclusive, and professional environment. This policy outlines the measures we take to safeguard students and staff from harassment, abuse, discrimination, and other risks, both in-person and online.

Policy Aim

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IJ Tours Ltd trading as "International House Manchester" - Company number: 5813751 School Address: Arthur House, Chorlton Street, Manchester. M1 3FH

MEMBER ENGLISH UK

We are committed to:

- Promoting the well-being and safety of students and staff.
- Ensuring a respectful and harassment-free workplace and learning environment.
- Providing clear reporting and support mechanisms for any concerns related to harassment, abuse, or discrimination.
- Aligning with British Council and UK employment and education regulations.

Scope

This policy applies to all students, staff, volunteers, and contractors at IH Manchester. It covers all interactions in the classroom, online platforms, social settings, and workplace environments.

Key Contacts

Title	Contact details	Role
Designated Safeguarding Lead (DSL) and Prevent Officer	Claire Bouédo Telephone: +44 (0) 7572 467787 Email: claire.bouedo@ihmanchester.com Cover arrangement: John O'Leary Telephone: +44 (0)7455 563 392 Email: john@ihmanchester.com	Lead responsibility for safeguarding. Responsible for the prevention of radicalisation, extremism and being drawn into terrorism
Welfare and Accommodation Manager	Claire Bouédo Telephone: +44 (0) 7572 467787 Email: claire.bouedo@ihmanchester.com Jordan Clark Telephone: +44 (0) 7572 467787 Jordan.clark@ihmanchester.com	Responsible for pastoral guidance and ensuring the safety and well-being of learners and staff.
Principal	John O'Leary Telephone: +44 (0)7455 563 392 Email: john@ihmanchester.com	Managerial oversight Deputises for the DSL and Prevent Officer in their absence

Key Safeguarding Principles

WELL-BEING & MENTAL HEALTH SUPPORT

1. The school will foster a supportive learning and working culture.
2. Staff and students are encouraged to report any concerns related to stress, mental health, or well-being to designated personnel.

PROFESSIONAL BOUNDARIES & ETHICAL CONDUCT

1. All staff and students must maintain professional relationships and avoid any behaviour that could be misinterpreted as inappropriate or unprofessional.
2. Personal interactions between staff and students should always remain within professional boundaries.

ZERO TOLERANCE FOR HARASSMENT, ABUSE, AND DISCRIMINATION

1. Harassment (sexual, verbal, or physical), discrimination, and abuse in any form will not be tolerated, in alignment with the school's Anti-bullying and Harassment Policy.
2. All individuals are expected to abide by the school's Diversity, Equality, Inclusion, and Belonging (DEIB) policy.
3. Any reported incidents will be investigated promptly, and appropriate disciplinary action will be taken where necessary.

Promoting Good Practice

Maintaining a professional, respectful, and inclusive environment is essential for both students and staff. The following guidelines ensure a safe and supportive atmosphere where everyone is treated with fairness and dignity.

1. GOOD PRACTICE TOWARDS STUDENTS

Adult students, especially those learning English as a second language, may be vulnerable due to language barriers, cultural differences, and unfamiliarity with local laws. As teachers and staff hold positions of authority, it is crucial to prevent any misuse of influence.

BEST PRACTICE GUIDELINES

- Maintain Professional Boundaries – Avoid behaviours that could be misinterpreted as overly familiar or inappropriate.
- Prioritise Student Welfare – Treat all students with fairness, respect, and dignity, ensuring a safe learning environment.
- Be Inclusive and Supportive – Foster an open and respectful relationship with students based on honesty and mutual respect.
- Lead by Example – Demonstrate professionalism and ethical conduct, upholding core British values such as respect, fairness, and integrity.
- Report Concerns Promptly – Follow safeguarding procedures if you witness misconduct, exploitation, or inappropriate behaviour.
- Provide Constructive Feedback – Encourage student progress with supportive and motivational feedback, avoiding negative criticism.

- Acknowledge Power Dynamics – Ensure that no advantage is taken over students due to their potential vulnerabilities.
- Uphold a Zero-Tolerance Approach – Prevent and address any form of harassment, discrimination, exploitation, or abuse.

BEHAVIOURS TO AVOID

- Inappropriate Relationships – Do not engage in any form of intimacy with students, as it constitutes an abuse of power.
- Inappropriate Jokes or Comments – Avoid making or encouraging sexual, suggestive, or offensive remarks.
- Unprofessional Language – Do not use discriminatory or inappropriate language in the presence of students.
- Socialising Inappropriately – Avoid meeting students outside school hours in ways that compromise professional boundaries.
- Ignoring Student Concerns – Always take student complaints seriously and report them appropriately.
- Unnecessary Physical Contact – Refrain from physical contact unless necessary for safeguarding purposes.

ONLINE TEACHING CONSIDERATIONS

- Maintain the same level of professionalism as in a physical classroom.
- Conduct sessions in a professional setting with an appropriate background.
- Turn off video and audio when temporarily leaving the session.
- Avoid sharing personal information or engaging in private discussions.
- All online classes, meetings, and activities should only occur through the school's official platforms (Zoom and Microsoft Teams).
- Students and staff should not set up classes or meetings outside of those scheduled by the school.

For more information, refer to the Online Safety Policy.

2. GOOD PRACTICE TOWARDS WORK COLLEAGUES

A positive and respectful workplace is key to fostering collaboration, productivity, and staff well-being.

BEST PRACTICE GUIDELINES

- Foster Mutual Respect – Treat colleagues professionally and courteously, regardless of role or seniority.
- Encourage Open Communication – Address concerns constructively and avoid gossip or negativity.
- Support Diversity and Inclusion – Respect different backgrounds, perspectives, and needs.
- Maintain Professional Boundaries – Be mindful of personal discussions and physical contact.
- Prevent Harassment – Refrain from inappropriate jokes, comments, or behaviour that could make others uncomfortable.
- Follow School Policies – Adhere to safeguarding and anti-harassment procedures.
- Report Concerns – Raise any workplace misconduct or harassment through the correct channels.

- Recognise Contributions – Acknowledge and appreciate colleagues' efforts to create a positive atmosphere.

BEHAVIOURS TO AVOID

- Inappropriate Remarks – Avoid making jokes or comments of a sexual, discriminatory, or offensive nature.
- Gossip and Cliques – Foster inclusivity rather than divisions among staff.
- Unnecessary Physical Contact – Refrain from touching colleagues in ways that could be misinterpreted.
- Ignoring Safeguarding Issues – Always report concerns rather than assuming someone else will handle them.

Reporting Concerns & Procedures

HOW TO REPORT A CONCERN

Concerns regarding harassment, abuse, or any form of misconduct should be reported to the Designated Safeguarding Lead (DSL) or the Principal. Reports can be made in person or via email.

- All reports will be handled confidentially.
- Investigations will be conducted fairly and promptly. For specific reporting procedures, please refer to the relevant policies: Complaints Policy, Code of Conduct and Exclusion Policy, and Whistleblowing Policy and Procedure.
- If misconduct is found, appropriate action (e.g., warnings, dismissal, or legal action) will be taken, following the school's Disciplinary and Grievance Policy and Procedure and Code of Conduct and Exclusion Policy.

Online Safety & Cybersecurity

- All staff and students must adhere to the school's Online Safety Policy.
- Personal data and communications should be handled securely to prevent breaches of privacy.
- Cyberbullying, harassment, and inappropriate online behaviour are strictly prohibited.

Recruitment & Employment Safeguarding

- The school ensures all employees meet ethical and professional standards by following a strict recruitment policy.
- All staff are required to complete the school's safeguarding training with refresher training every two years.

Related Policies

Related policies can be found here.

- Code of Conduct and Exclusion Policy
- Teaching and Learning Policy

Reviewed April 2025 – Next review March 2026 or in the event of staffing, policy, or legislative changes

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MEMBER ENGLISH UK

- Anti-bullying and Harassment Policy
- Diversity, Equality, Inclusion and Belonging Policy
- Online Safety Policy
- Disciplinary and Grievance Policy and Procedure
- Complaints Policy
- Whistleblowing Policy and Procedure
- Recruitment Policy