

Policy	Coordinator	Nominated Director	Key additional Staff involved	Aims	Outline	Role of School & Residential Staff
<b>Additional Educational Needs</b>	Directors of Studies & Vice/Deputy Principal	Director of Academic Development	Teachers	<ul style="list-style-type: none"> <li>To reach high levels of achievement for all</li> <li>To be an inclusive community</li> <li>To request that known additional learning needs are stated prior to enrolment;</li> <li>To reserve the right not to admit a student if we feel we cannot best provide for him or her;</li> <li>To ensure the identification of all students requiring AEN provision as early as possible in their school career</li> <li>To have in place systems whereby teachers are aware of such students.</li> <li>To provide a realistic assessment of how well we can meet the student's needs;</li> <li>To meet individual needs through a wide range of provision</li> <li>To attain high levels of satisfaction and participation from students, parents or fee payers, representatives and carers.</li> <li>To share a common vision and understanding with all stakeholders</li> <li>To give transparent resourcing to AEN</li> <li>To provide curriculum access for all</li> <li>To work towards inclusion in partnership with other agencies</li> <li>To achieve a level of staff expertise to meet students' need</li> <li>To regularly monitor how well we are meeting a AEN student's learning needs;</li> <li>Ensure all students make effective progress and realise their full potential;</li> <li>Ensure all students take a full and active part in school life</li> </ul>	This policy outlines our approach towards AEN students, including how to identify students who need extra help in their studies. This will include providing an Individual Education Plan that would be provided for the student and their parents/ parent representatives and would be reviewed at least twice a year. It also outlines examples of the support that will be given, not just to the AEN students, but also to the teachers involved with the student.	<b>Teachers will:</b> <ul style="list-style-type: none"> <li>aim to provide lessons which acknowledge a range of learning styles and approaches (see Curriculum Policy)</li> <li>be responsible and accountable for the progress and development of the students they teach;</li> <li>have high expectations of students with educational needs;</li> <li>be aware of the school's policy for the identification and assessment of students with educational needs and the provision it makes for them;</li> <li>report suspected educational needs to the Director of Studies;</li> <li>work closely with the Director of Studies and/or Vice/Deputy Principal (as SENCo);</li> <li>provide extra information on academic reports with respect to the student's educational needs;</li> <li>be aware of the Individual Education Plan for an AEN student whom they teach;</li> <li>implement any advice and teaching strategies given by the Director of Studies and/or Vice/Deputy Principal (as SENCo);</li> <li>provide high quality teaching for all students;</li> <li>deliver the individual programme for each educational needs student;</li> <li>include students with educational needs in all class activities;</li> <li>ensure their planning includes differentiation;</li> <li>set challenging targets;</li> <li>track and monitor the progress of all students;</li> <li>inform the Director of Studies and/or Vice/Deputy Principal (as SENCo) of any identified barriers to learning and lack of progress of students;</li> <li>undertake appropriate training if and when required;</li> </ul>
<b>Admissions Register and Attendance</b>	Directors of Studies & Vice/Deputy Principal	Group Compliance Manager	First Day Contacts Attendance Checker Teachers Accommodation Department Welfare Officer Registrar	<ul style="list-style-type: none"> <li>To comply with The Education (Pupil Registration) Regulations 2006.</li> <li>to create a culture in which a minimum of 90% attendance is accepted as the norm;</li> <li>to demonstrate that good attendance and punctuality is valued by the school;</li> <li>to maintain and develop effective communication regarding attendance between parents, parents' representatives, fee payers and the school;</li> <li>to have in place procedures to prevent truancy;</li> <li>to maintain accurate records of attendance;</li> <li>to evaluate student attendance against agreed attendance targets;</li> <li>to ensure that students who are enrolled are actually attending lessons and subject to our Safeguarding Policy.</li> </ul>	Outlines responsibility of First Day Contacts to make students aware of our attendance procedures and of our Attendance Checkers to record attendance for monitoring and accountability reasons. It is important that all staff take registers at the start of every lesson and inform the Attendance Checker of any absence. The Attendance Checker must contact absent students within 90 minutes of their first scheduled lesson and follow procedures to locate them as soon as possible if no contact is made. Registration is recorded on either paper registers or on ISAMs. All students should maintain at least 90% attendance. Students should inform the College of any absence, whether planned or unplanned. If they are ill they should call the College before they are due to start lessons. Academic students should seek authorisation for absence from their DOS, for compulsory school age students we should also receive permission from their parent or guardian 48 hours in advance. EFL students should inform the DOS about any intended absence, though EFL students are not permitted authorised absence during their course unless it is a pre-agreed holiday. Student with poor attendance will be placed on the Ladder of Sanctions. This policy also lays out procedures to be followed in the event of u18 students going missing during the school day and how an Admissions Register should be run and saved each term, showing all students on the school roll.	<b>All school personnel will:</b> <ul style="list-style-type: none"> <li>comply with and implement this policy;</li> <li>set an example of punctuality and good attendance as specified in staff contracts; non-compliance is treated as a disciplinary issue;</li> <li>inform the Attendance Checker of any concerns about attendance or suspected truancy;</li> <li>emphasise to students the importance of punctuality and good attendance;</li> </ul> <b>Teachers will:</b> <ul style="list-style-type: none"> <li>ensure that attendance registers are taken at the beginning of every lesson and are accurate and up to date;</li> <li>notify the attendance checker if a student is not in class at the point of registration;</li> <li>monitor class and individual attendance patterns;</li> <li>be aware of the criteria for absence and attendance</li> <li>bring to the attention of the Director of Studies any irregularities in student attendance and any concerns about suspected truancy;</li> <li>discuss individual student attendance at student-teacher and Director of Studies-student consultations</li> </ul> <b>Homestay Hosts and/or Residential Manager/Wardens will be responsible for:</b> <ul style="list-style-type: none"> <li>reinforcing the importance of punctuality and good attendance;</li> <li>supporting the school's procedures for students' absence;</li> <li>notify the school if a student in their home or residence is too unwell to attend school or any irregularities in student behaviour which might affect their attendance (e.g. staying up too late, overuse of computers, not returning home) as laid out in the Homestay Handbook.</li> </ul>
<b>Anti-bullying</b>	Welfare Officer	Group Compliance Manager	Directors of Studies Teachers	<ul style="list-style-type: none"> <li>to maintain a school environment that is both safe and secure for all students</li> <li>to have in place established systems that will deal with incidents of bullying</li> <li>to develop confident students who will notify staff of any incident of bullying</li> <li>to inform everyone connected with the school of the school's anti-bullying policy</li> </ul>	We take bullying very seriously. All incidents of bullying must be recorded and dealt with. Students should be offered counselling and support if they are a victim or perpetrator of bullying. All staff should receive guidance on how to notice signs of bullying and how to deal with bullying. Students should receive workshops/lessons on bullying through PSHE, visiting speakers and the general curriculum.	<b>School personnel will:</b> <ul style="list-style-type: none"> <li>be aware of the signs of bullying in order to prevent bullying taking place;</li> <li>be aware of the outside agencies and organisations that offer support to victims of bullying;</li> <li>take all forms of bullying seriously;</li> <li>make sure that all pupils know what to do if they are bullied;</li> <li>encourage pupils to report any incidents of bullying to any member of the school or residence personnel;</li> <li>support any pupil who has been bullied;</li> <li>undertake the appropriate training;</li> <li>implement the school's equalities policy and schemes;</li> <li>report and deal with all incidents of discrimination;</li> <li>report all incidents of bullying to the appropriate member of staff;</li> <li>raise awareness of the wrongs of bullying through PSHE and other forums;</li> <li>use preventative strategies, such as 'buddy systems'</li> </ul>
<b>Assessment</b>	Directors of Studies	Director of Academic Development	Teachers	<ul style="list-style-type: none"> <li>To ensure that all students are accurately and fully assessed prior to enrolment or entering a class;</li> <li>To recognise the role of assessment in increasing teaching and learning efficiency;</li> <li>To use assessment as an effective means of learning for both teachers and students;</li> <li>To use the results of assessment to continually reevaluate both teaching and learning;</li> <li>To recognise and use a varied range of effective assessment methods, both formal and informal;</li> <li>To ensure that all assessment is placed in context, and considered in relation to set goals and targets;</li> <li>Retain and accurately record and collate assessment data as required</li> </ul>	Assessment takes the form of both formative (as an integral part of learning, conducted during learning as a means of constantly assessing understanding) and summative (i.e. end of term or weekly tests). Students should be assessed throughout a lesson and also periodically in the form of testing, feedback etc. All students with a course longer than 12 weeks should receive a personalised Study Plan which outlines their progress so far and targets for improvement. All Academic and Diploma students should have a record of work. All assessment data should be used to monitor progress and inform planning.	<b>Teaching staff will assess students to:</b> <ul style="list-style-type: none"> <li>ascertain the level of attainment; *plan the next stage of learning; * provide information for record keeping; *report assessments to students, parents/parents' representatives/guardians and school personnel as required; *include assessment data in their progress reports; *endeavour to keep up-to-date with new assessment initiatives; * attend in-house training</li> </ul> <b>Teachers' planning will show:</b> <ul style="list-style-type: none"> <li>clear learning objectives and outcomes; *differentiation; *key questions; *opportunities for peer and self-assessment; *curricular targets; *references to previous learning; *objectives and success criteria; *lesson evaluation and plans for subsequent lessons; *resources and materials with level reference</li> </ul> <b>Teachers will give students written and/or oral feedback which will:</b> <ul style="list-style-type: none"> <li>be constructive and specific; *be centered on the qualities of the work; *be linked to the learning objectives and learning outcomes; *identify strengths and weaknesses; *identify what the student needs to do to improve and how improvements will be achieved</li> </ul>
<b>Behaviour and Discipline</b>	Directors of Studies & Vice/Deputy Principal	Group Compliance Manager	Welfare Officer Principal	<ul style="list-style-type: none"> <li>to create an ethos that makes everyone in the school community feel valued and respected;</li> <li>to promote good behaviour by forging sound working relationships with everyone involved with the school;</li> <li>to promote tolerance and understanding of difference;</li> <li>to promote self-discipline and proper regard for authority among students;</li> <li>to prevent all forms of bullying among students by encouraging good behaviour and respect for others</li> </ul>	All staff should work together to promote and improve behaviour and discipline. Any concerns should be reported to the relevant DOS or Welfare Department. The College uses a Ladder of Disciplinary Sanctions for bad behaviour which takes students through a series of 6 steps increasing in severity, leading to expulsion. A Sanctions Book is held by the Principal. This policy also details how and when to use reasonable force to restrain a student. Good behaviour should be praised and rewarded. Students who demonstrate poor behaviour should be offered support and welfare issues should be looked into in case there are underlying issues present. This policy also outlines procedures for the positive restraint of students and the use of force. This policy also details where colleges can find guidance on searching, screening and confiscation.	<b>School staff are expected to:</b> <ul style="list-style-type: none"> <li>encourage good behaviour and respect for others in students;</li> <li>be aware of the policy;</li> <li>apply all rewards and sanctions fairly and consistently;</li> <li>be aware that the Ladder of Sanctions does not replace the teacher's ability to apply classroom management measures to remedy poor conduct;</li> <li>promote self-discipline amongst students;</li> <li>deal appropriately with any unacceptable behaviour;</li> <li>contact the DOS with concerns about student behaviour and discipline;</li> <li>provide well-planned, interesting and demanding lessons which will contribute to maintaining good discipline;</li> <li>attend periodic training on behaviour management, including positive restraint of students;</li> <li>ensure the health and safety of the students in their care;</li> <li>identify problems that may arise and to offer solutions to the problem</li> </ul>
<b>Community Cohesion</b>	Activity/Social Programme Coordinator	Director of Operations	Directors of Studies Welfare Officer Teaching Staff Activities Staff	<ul style="list-style-type: none"> <li>To promote community cohesion in order to contribute to a society in which there is a common vision and a sense of belonging by all communities.</li> <li>To promote acceptance of diversity within our community</li> <li>To promote connections beyond the school to the local community and wider global community.</li> </ul>	This policy outlines how Kings creates a safe, inclusive and accepting community within the school, and extending into the wider community both locally and globally. This will be implemented through the inclusion of challenging stereotyping and prejudices in lessons, as well as building students' understanding of the common values around them, running college events that create a sense of community and engaging with national and global initiatives.	<b>School staff are expected to;</b> <ul style="list-style-type: none"> <li>encourage and promote respect for others and cultural diversity within the school;</li> <li>encourage students' participation in school and community activities;</li> <li>if teaching, provide lessons which will contribute to diversity, challenge stereotypes and promotes common values.</li> </ul>
<b>Complaints</b>	Principal	Director of Operations	Principal Board of Directors Independent Hearing Panel	<ul style="list-style-type: none"> <li>to deal with any complaint against the school or any individual connected with it by following the correct procedures</li> <li>to deal with all complaints thoroughly, in a timely manner and by being open, honest and fair when dealing with the complainant</li> </ul>	This policy details how complaints should be dealt with in the timeframes in which this should be done. Where a complaint cannot be dealt with informally or by the college or Board of Directors, an independent hearing panel may be called.	<b>School personnel and volunteers will:</b> <ul style="list-style-type: none"> <li>be made aware of this policy and procedures during induction and the school personnel handbook;</li> <li>know how and where to direct a complainant if they are unable to solve the student's complaint themselves</li> <li>be prepared, should the student for some reason not want to go to the appropriate person him/herself, to do so on their behalf and advise the student of the proposed solutions until the complaint is resolved</li> <li>understand that the member of staff responsible for finding the solution to the complaint is responsible for ensuring that the complaint is logged on the student record in CLASS</li> </ul>
<b>Crisis and Critical Incident Management</b>	Principal	Group Compliance Manager	Vice/Deputy Principal Welfare Officer Directors of Studies Site Manager Health and Safety Coordinator Accommodation Manager Residence Manager Residence Warden (where residence involved) Student Services Manager Registrar	<ul style="list-style-type: none"> <li>To ensure procedures are in place to protect staff and students in an emergency situation;</li> <li>To limit risk to staff and students as far as possible;</li> <li>To manage critical incidents and crisis in an appropriate way, efficiently and swiftly, minimising disruption and damage;</li> <li>To ensure adequate steps are taken to support staff and students after a crisis or critical incident and the return to business as usual is managed effectively</li> </ul>	This policy sets out the procedures to be followed in the event of a crisis or critical incident on site or on a school sponsored activity. It outlines measures that should be taken to prevent serious incidents, the role of the Crisis Management Team in preventing and preparing for incidents and the phases of response to a critical incident or crisis, including lock down procedures.	<b>School personnel and volunteers will:</b> <ul style="list-style-type: none"> <li>comply with this policy;</li> <li>be aware of and comply with all procedures in the event of a crisis;</li> <li>co-operate with those devising and updating procedures;</li> <li>report any new risks, concerns or hazards to a member of the Crisis Management Team ;</li> <li>make volunteer helpers aware of the relevant procedures when they work in school;</li> </ul>

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<b>Curriculum</b>	Directors of Studies & Vice/Deputy Principal	Director of Academic Development	Subject Coordinators (group wide) Subject Leaders Senior Teachers Teachers	<ul style="list-style-type: none"> <li>To provide an appropriate and challenging curriculum to our international student body;</li> <li>To provide learning experience that is engaging, fun and stimulating to all students;</li> <li>To promote an awareness of and respect for a diversity of cultures, values, beliefs and abilities;</li> <li>To equip students with a range of skills and a desire for lifelong learning;</li> <li>To prepare students for studies in the UK, or a career using English, where appropriate, and to help them adapt to a new culture and educational system;</li> <li>To provide a structured programme which will allow students to achieve their academic and/or linguistic aims;</li> <li>To give students a positive learning and cultural experience which will enhance their personal growth, and lead them to contribute the values of diligence, tolerance, generosity and ambition to their own societies</li> <li>To address the spiritual, moral, social and cultural needs of our learners in both learning and teaching</li> </ul>	Our curriculum policy details how the lessons we provide should be part of an overall curriculum, shaped by the needs of our learners. Lesson should be planned in accordance with an overall scheme of work and show provision for differentiation and individualisation.	<b>Teachers will:</b> <ul style="list-style-type: none"> <li>comply with all aspects of this policy;</li> <li>undertake careful planning of all areas of the curriculum but will be encouraged to take time to reflect, react to and make the most of to develop those unexpected learning opportunities which will further develop students' experiences;</li> <li>be encouraged to develop the curriculum by taking into consideration and using the range of cultures that we have within the college;</li> <li>review, evaluate and update their scheme/record of work in liaison with their Co-ordinator, Head of Department/Senior Teacher/Subject Leader/ADoS to reflect the needs of their students and ensure completion of the curriculum in their subject area</li> <li>submit their scheme of work to the academic administration;</li> <li>use a range of teaching and learning styles to address the needs of all students;</li> <li>ensure regular and appropriate homework is given and independent study is encouraged</li> <li>report to Director of Studies and Subject Leader as appropriate;</li> <li>undertake training where relevant to enhance their teaching;</li> <li>make every effort to provide a challenging and stimulating class environment to their students, paying attention to the range of students within the classroom and endeavouring to individualise the learning experience for the students where possible</li> <li>attend relevant cross school and departmental meetings and CPD sessions</li> </ul>
<b>Data Protection Procedures</b>	Principal	Director of Operations		<ul style="list-style-type: none"> <li>To allow all school personnel their right to have access to their personal data.</li> <li>To allow all parents their right of access to their child's records.</li> <li>To protect all school personnel's right to privacy in line with the Data Protection Act 1998.</li> <li>To protect all students right to privacy in line with the Data Protection Act 1998.</li> </ul>	<p>This policy sets out Kings' obligations regarding the handling of personal data. We believe that personal data covered by the Data Protection Act 1998 includes the school admission register, attendance registers, students' curricular records, assessment data, class lists, reports to parents, students' disciplinary records, school personnel files, school financial information, school strategic and school improvement plans, recorded CCTV footage, students' family and home contact details, records of contractors and suppliers and records of students entering public examinations.</p> <p>We will ensure that under the Data Protection Act 1998 all school personnel are able to access their personal data that is held about them. We believe it is our duty to respond to any request of access within 40 days.</p> <p>We will ensure a student's educational records will be made available to their parents or carers on receipt of a written request within 15 school days.</p>	<b>School personnel will:</b> <ul style="list-style-type: none"> <li>comply with all aspects of this policy;</li> <li>be aware of all other linked policies;</li> <li>follow the safe and confidential system procedures that are in place to protect personal data and student records;</li> <li>apply in writing for access to their personal data;</li> <li>comply and respect confidentiality of personal information at all times but especially when involved with interviewing new school personnel;</li> <li>provide accurate and up to date personal information;</li> <li>inform the school of any changes to their personal data</li> </ul>
<b>Dealing with Allegations Against School Personnel</b>	Principal & Welfare Officer (as Designated Safeguarding Lead)	Group Compliance Manager	Deputy Designated Safeguarding Leads (DoSs)	<ul style="list-style-type: none"> <li>To investigate all allegations against school personnel seriously and impartially by providing protection for the student and support for the named person in the allegation.</li> <li>To work with other schools to share good practice in order to improve this policy.</li> </ul>	<p>We will ensure that all allegations are taken seriously and investigated immediately and impartially in order to provide instant and effective protection for the student concerned and to provide support for the person who is the subject of the allegation.</p> <p>We encourage all school personnel to protect themselves against false accusations by treating all students with dignity and respect, and to ensure that they never work alone with a student, always maintaining a safe and appropriate distance, avoiding physical contact and being cautious when dealing with sensitive moments.</p> <p>We understand that we have a legal duty once an allegation has been made to undertake a full investigation, to record the decisions reached and action taken.</p>	<b>School personnel will:</b> <ul style="list-style-type: none"> <li>comply with all aspects of this policy;</li> <li>implement the school's equalities policy and schemes;</li> <li>report and deal with all incidents of discrimination;</li> <li>attend appropriate training sessions on equality;</li> <li>report any concerns they have on any aspect of the school community</li> </ul>
<b>Equality</b>	Principal	Group Compliance Manager	Directors of Studies Welfare Officer Student Services	<ul style="list-style-type: none"> <li>To introduce and put into practice the Equality Act 2010 that combines and builds upon the existing legislation covering discrimination and promotion of equality of opportunity.</li> <li>To treat everyone equally irrespective of their gender, ethnicity, disability, religion or belief, sexual orientation, age or any other protected characteristic.</li> <li>To achieve the highest standards of teaching and learning for all children irrespective of their gender, ethnicity, disability, religion or belief, sexual orientation, age or any other protected characteristic.</li> </ul>	This policy states that we believe everyone has the right to be treated equally and should not be discriminated due to age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex and sexual orientation.	<b>School personnel will:</b> <ul style="list-style-type: none"> <li>comply with all the afore mentioned aspects of this policy;</li> <li>attend appropriate training programme</li> <li>report incidents of unequal treatment to the Principal and/or SMT;</li> <li>maintain an overall school ethos of respect and tolerance for one another;</li> <li>promote equality, inclusion and good community relations;</li> <li>challenge inappropriate language behaviour;</li> <li>tackle bias and stereotyping;</li> <li>insist on good student conduct;</li> <li>act as role models;</li> <li>be alert to signs of racial harassment and bullying;</li> <li>carefully monitor all groups of students to ensure that they make progress and achieve their targets;</li> <li>provide a stimulating, relevant and exciting curriculum that will motivate and enthuse all students;</li> <li>ensure planning is differentiated in order to provide full access for all students;</li> <li>create a positive classroom ethos that is welcoming to both sexes;</li> <li>ensure students feel valued and have individual targets;</li> <li>open to the views of students</li> </ul>
<b>E-Safety</b>	Principal	Group Compliance Manager	E-Safety Coordinator IT Manager Welfare Officer Senior Academic Department member (i.e. DoS/ADoS) Senior EFL Department Member (i.e. DoS/ADoS) ICT teaching staff	<ul style="list-style-type: none"> <li>To make education, rather than software, the most effective tool in maintaining E-Safety;</li> <li>To ensure that all Internet users are aware of the risks and the benefits of using the Internet and other technologies to find and share information;</li> <li>To provide guidance that students can use to protect themselves outside the classroom;</li> <li>To allow reasonable access to the valuable range of educational resources on offer online;</li> <li>To ensure that the same values and knowledge are shared by students, staff, and host carers.</li> <li>To work with other organisations to share good practice in order to improve this policy.</li> </ul>	Students require the internet as a part of their learning experience across all curricular activities and in order to develop lifelong learning skills. This policy takes into consideration the increasing number of mobile communication technologies and the need to keep students safe whilst they are using these. The policy outlines the ways we can provide safeguarding and awareness of the benefits and risks of their online experiences to students, staff and parents. It outlines key e-safety areas to be aware of and the Kings Acceptable User Agreement for students. Any inappropriate material that is found by school personnel or students must be reported to the E-Safety Coordinator.	<b>School personnel will:</b> <ul style="list-style-type: none"> <li>comply with all aspects of this policy;</li> <li>undertake appropriate training;</li> <li>accept the terms of the Staff Acceptable Use Agreement before using any Internet resource in school;</li> <li>be responsible for promoting and supporting safe behaviours with students and E-Safety procedures;</li> <li>will ensure that the use of Internet-derived materials complies with Copyright Law</li> </ul>
<b>First Aid</b>	First Aid Coordinator	Director of Operations	Welfare Officer Health and Safety Officer	<ul style="list-style-type: none"> <li>to have in place procedures to ensure that we meet our responsibilities for dealing with accidents and First Aid requirements;</li> <li>to ensure that adequately-trained First Aid personnel are available to visitors, staff and students;</li> <li>to ensure all school personnel know the names of the First Aid Personnel</li> </ul>	This policy details our first aid procedures. The First Aid Coordinator and is responsible for ordering and maintaining first aid supplies; arranging training of first aiders and ensuring there are an adequate number; recording first aid incidents; ensuring all staff are aware of first aid procedures and of the names and locations of College first aiders and first aid supplies	<b>School Personnel will:</b> <ul style="list-style-type: none"> <li>be aware of the names of the First Aiders on the school;</li> <li>be aware of school First Aid procedures;</li> <li>not attempt to give first aid treatment themselves;</li> <li>not use their private car to transport a casualty to hospital;</li> <li>use a taxi to transport a casualty to hospital if an ambulance is not required;</li> <li>seek assistance from a First Aider if access to a kit is needed for personal use;</li> <li>not remove First Aid equipment from its designated place;</li> <li>report any loss or damage to first aid equipment to the First Aid Coordinator;</li> <li>reported to the First Aid Coordinator if a First Aid kit is poorly stocked;</li> <li>inform the school on recruitment, and the First Aider on the scene, if possible, of any relevant allergies or conditions they may have</li> </ul>
<b>Health and Safety</b>	Health and Safety Officer	Director of Operations	Principal Site Manager Educational Visit Coordinator Residential Accommodation Manager	<ul style="list-style-type: none"> <li>To establish a safe and healthy working and learning environment for all students, school and residential accommodation personnel and visitors.</li> <li>To ensure that all predictable risks have been identified and risk assessed for curriculum activities such as art, design and technology, ICT, music, physical education and science.</li> <li>To encourage everyone to take responsibility for their own health and safety and that of others.</li> <li>To provide and maintain equipment.</li> <li>To establish safe operating systems within the school and residential accommodation.</li> <li>To provide training and updated information.</li> </ul>	This policy outlines our commitment to health and safety and the measures taken to ensure that staff, students and visitors to Kings sites. A Health and Safety Committee exists to ensure all areas of health and safety are considered and actioned. All staff and students should receive health and safety information on induction, with periodic updates where necessary and. All visitors and contractors should also be made aware of basic health and safety and fire evacuation procedures.	<b>School and residential accommodation personnel will:</b> <ul style="list-style-type: none"> <li>carry out their duties in accordance with the Health and Safety Policy;</li> <li>take reasonable care of themselves and others whilst at work;</li> <li>ensure students: <ul style="list-style-type: none"> <li>wear appropriate clothing in art and D&amp;T lessons;</li> <li>tie their hair back when undertaking art, D&amp;T and science lessons</li> <li>wear appropriate clothing and footwear in PE and on school trips or activities;</li> <li>do not wear jewellery or watches during PE or swimming;</li> <li>wear sun protection when taking part in summer PE field activities;</li> <li>consume sufficient water to prevent dehydration during PE activities;</li> <li>wash their hands before and after handling food;</li> <li>tie their hair back when handling food;</li> <li>students are not affected by loud music;</li> </ul> </li> <li>co-operate with the Principal and others in school to comply with legislation;</li> <li>attend appropriate training;</li> <li>report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Officer</li> <li>implement the school's equalities policy and schemes;</li> <li>report and deal with all incidents of discrimination;</li> <li>attend appropriate training sessions on equality;</li> <li>report any concerns they have on any aspect of the school community</li> </ul>
<b>Hygiene</b>	Health and Safety Officer	Director of Operations		<ul style="list-style-type: none"> <li>To promote a high standard of hygiene in order to prevent the spread of infection.</li> <li>To encourage all students and staff to understand the ways of preventing the spread of infection.</li> </ul>	This policy outlines the steps that should be taken to maintain and promote a healthy lifestyle and a high standard of hygiene in order to decrease the spread of infection. Students should also be made aware of different methods for stopping the spread of infections and the different guidelines in the policy for doing so.	<b>In dealing with spills of blood, vomit or excrement school personnel will follow these procedures:</b> <ul style="list-style-type: none"> <li>Rubber gloves must be worn at all times.</li> <li>Disposable wipes must be used and flushed away immediately.</li> <li>Floors and other affected surfaces must be disinfected with the appropriate chemicals.</li> <li>Any soiled fabrics must be washed or discarded.</li> <li>Soiled garments to be placed in sealed polythene bags and then sent home or washed on the premises.</li> </ul> <b>School personnel will encourage students to understand:</b> <ul style="list-style-type: none"> <li>the ways of preventing the spread of infection;</li> <li>the importance of personal hygiene</li> </ul> <b>School personnel will report any concerns they have about the cleanliness of any student to the Welfare Officer.</b>

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<b>Lone Workers</b>	Health and Safety Officer	Group Compliance Manager	Principal Line Managers	<ul style="list-style-type: none"> <li>To have in place risk assessments and safety procedures for lone workers.</li> <li>To work with other schools to share good practice in order to improve this policy.</li> </ul>	This policy details the measures that should be taken to risk assess and protect the safety of those working at a time or place where no other staff are present - for example at the weekend, in the evening or at weekends.	<b>School personnel will:</b> <ul style="list-style-type: none"> <li>comply with all the afore mentioned aspects of this policy;</li> <li>carry out their duties in accordance with the Safety Policy;</li> <li>take reasonable care of themselves and others whilst at work;</li> <li>recognise the hazards and risks involved by working alone by: <ul style="list-style-type: none"> <li>attending training and information sessions where necessary;</li> <li>following the safe working procedures such as first aid, communication procedures and emergency procedures;</li> <li>complying with the safe working procedures;</li> <li>reporting any concerns they have</li> </ul> </li> <li>implement the school's equalities policy and schemes;</li> <li>report and deal with all incidents of discrimination;</li> <li>attend appropriate training sessions on equality;</li> <li>report any concerns they have on any aspect of the school community</li> </ul>
<b>Premises Manager</b>	Site Manager (as Premises Manager)	Director of Operations	Health and Safety Officer Residential Accommodation Manager First Aid Coordinator	<ul style="list-style-type: none"> <li>To have in place a premises manager and to be compliant with health and safety legislation</li> </ul>	This policy outlines the need for a Premises Manager and their responsibilities for health and safety provision in schools, such as: fire safety, managing asbestos, managing legionella, managing security, PAT testing electrical appliances and generally managing buildings.	<b>School personnel will:</b> <ul style="list-style-type: none"> <li>comply with all aspects of this policy</li> <li>undertake appropriate training, where necessary;</li> <li>work closely with the premises manager to ensure the health and safety of student, school personnel and visitors to the school</li> </ul>
<b>Religious Worship</b>	Principal	Group Compliance Manager	Directors of Studies Welfare Officer Accommodation Officer	<ul style="list-style-type: none"> <li>To promote equality, tolerance and acceptance by maintaining a secular environment in school and a sense of belonging for students of different religions;</li> <li>To accommodate special arrangements for acts of worship where possible, if requested;</li> <li>To acknowledge and respect all religions but above all, positive coexistence and freedom of choice</li> </ul>	As an international school with students from a range of nationalities, religions and cultures, it is our duty to ensure tolerance, equality and acceptance within a national and international community. This policy outlines our desire to promote equality and acceptance by including a rich and varied curriculum by including examples of different religious festivals or events and make reasonable arrangements to accommodate personal acts of worship.	<b>School staff are expected to;</b> <ul style="list-style-type: none"> <li>work with respect for all religious beliefs;</li> </ul>
<b>Risk Management</b>	Health and Safety Officer	Director of Operations	Principal Site Manager Educational Visit Coordinator Residential Accommodation Manager	<ul style="list-style-type: none"> <li>To have in place a thorough process of risk management in order to maintain a safe and secure working and learning environment.</li> </ul>	The policy outlines the process of risk management as a means of controlling all the activities of the school such as systems, jobs, tasks, people, equipment, etc. in order to reduce the possibility of accidents. It outlines how and when risk assessments should be done and by whom.	<b>School personnel must:</b> <ul style="list-style-type: none"> <li>comply with this policy;</li> <li>be aware of and comply with all current risk assessments;</li> <li>co-operate with those devising and updating risk assessments;</li> <li>report any new risks to the Health and Safety Officer;</li> <li>make volunteer helpers aware of the relevant risk assessments when they work in school;</li> <li>make children aware of the risks of certain activities;</li> <li>report any concerns they have on any aspect of the school community</li> </ul>
<b>Safeguarding &amp; Child Protection</b>	Welfare Officer (as Designated Safeguarding Lead)	Group Compliance Manager	Principal Vice Principal Directors of Studies (as Deputy Designated Safeguarding Lead) Accommodation Manager(s) Residential Accommodation Wardens	<ul style="list-style-type: none"> <li>To have in place procedures to ensure that we meet our responsibilities for safeguarding and promoting the welfare of children from abuse.</li> <li>To ensure that all school personnel are aware of what action to take when dealing with a child protection issue.</li> <li>To have in place the appropriate personnel to ensure that we meet our responsibilities for safeguarding and promoting the welfare of children from abuse</li> <li>To ensure all school personnel know the names of the Designated Safeguarding Lead and associated staff such as the Deputy Designated Safeguarding Lead</li> <li>To organise and update training regularly to maintain the level and practice of Safeguarding in our schools</li> <li>To be aware of the Local Children's Safeguarding Board and refer to them if required for training and advice as and when necessary</li> <li>To create and provide a learning environment that is safe, secure, warm and welcoming for students combined with sound security systems and procedures.</li> <li>To establish and maintain an ethos where students, parents, agents, guardians and host carers feel secure in being able to talk confidently to school personnel about any concerns or fears they may have knowing that they will be taken seriously.</li> <li>To establish and maintain procedures for safer recruitment and to establish and maintain sound working relationships with parents, agents, guardians and support agencies.</li> <li>To work with other schools to share good practice in order to improve this policy.</li> </ul>	All staff and those connected with the school are responsible for implementing our safeguarding procedures. All staff and host carers must be DBS checked and receive safeguarding training. Any visitors to the school must sign in and out and wear a visitors badge. If any signs of abuse are noticed by a member of staff they must report it to the Welfare Officer (or DOS in his/her absence). The Welfare Officer will work with the Principal to investigate the situation and call in outside services. Staff may be required to attend a Child Protection Case Conference or Strategy Meeting where appropriate/necessary. All cases of suspected abuse will be recorded and responded to immediately. Counselling will be available for any staff in the case that they are involved in identifying signs of abuse if they require it. Staff must be aware that any disclosure that causes concern of abuse or a safeguarding issue should be reported and students should be made aware that a disclosure of this nature will not be kept in confidence by any member of staff. This policy also includes guidance on dealing with small groups or individual students and a staff code of conduct, outlining what staff should do in respect of their conduct with students and other staff and a guide to the provisions in place for under 18s at Kings.	<b>School personnel, volunteers and Host Carers (for students under 18) will :</b> <ul style="list-style-type: none"> <li>be made aware of this policy and all other safeguarding policies and procedures during induction, the staff/homestay handbook and training;</li> <li>be aware of the names of the Designated Safeguarding Leads;</li> <li>be trained in identifying signs of harm and abuse;</li> <li>be aware of the Guidelines When Dealing with Small Groups of Individual Students (above);</li> <li>undertake training on responding to a student;</li> <li>know how to report any suspected case of harm or abuse;</li> <li>respond immediately to any student;</li> <li>know what to do if a student makes a disclosure;</li> <li>receive support and counselling if they feel distressed from being involved with a case or incident;</li> <li>be kept up to date with changes in procedures;</li> <li>be prepared to attend a Strategy Meeting;</li> <li>be prepared to attend a Child Protection Case Conference;</li> </ul>
<b>Safer Recruitment and DBS Checking</b>	Principal	Group Compliance Manager	Anyone recruiting new staff members	<ul style="list-style-type: none"> <li>To ensure compliance with all current guidance and legal requirements.</li> <li>To provide protection for children and vulnerable adults against those who might wish to harm them.</li> <li>To protect the interests of the school from those who may not be considered suitable to work with pupils and vulnerable adults.</li> <li>To ensure the practice of safe recruitment of school personnel and volunteer helpers.</li> <li>To ensure that a fair and legal recruitment procedure is in place.</li> <li>To work with other schools to share good practice in order to improve this policy.</li> </ul>	Outlines procedures for employment - all staff involved in recruitment should refer to this policy. Key elements include: no person should commence work with completing a Banned List check; all new staff must be informed that they will have a DBS check; all job descriptions should inform candidates that we have a responsibility for safeguarding young people; references should be sought prior to interview. This policy also outlines the level of check required for all staff, host carers and visitors to the school.	<b>School Personnel will:</b> <ul style="list-style-type: none"> <li>follow all steps of recruitment process when recruiting new staff</li> <li>be prepared to engage with all necessary checks prior to commencing an appointment with Kings</li> <li>cooperate with requests for periodic re-checking</li> </ul>
<b>School Security and Intruders</b>	Site Manager Health and Safety Officer	Director of Operations	Reception/ front of house staff	<ul style="list-style-type: none"> <li>To protect students, school personnel, visitors, buildings, grounds and equipment from damage, arson and theft.</li> <li>To provide a secure environment for students, school personnel and visitors to the school.</li> <li>To ensure the personal safety of the whole school community by having in place procedures to deal with intruders to the school building or school grounds.</li> </ul>	We believe it is essential to have in place strong school and residential accommodation security systems to protect students, school personnel, visitors and equipment. The Security Committee are responsible for ensuring that security procedures are all in place and all school personnel are responsible for being aware of these procedures and helping to maintain them where possible by reporting any breaches in school security immediately to the Security Committee.	<b>School and residential accommodation personnel must:</b> <ul style="list-style-type: none"> <li>be aware of and comply with this policy; * take registers at the start of lesson (in accordance with the Attendance Policy); * report absenteeism immediately (in accordance with the Attendance Policy); * follow the unauthorised absence procedures outlined in the Attendance Policy once notification of absenteeism has been received; * undertake appropriate training in security procedures; * inform and remind students of security procedures such as the reporting of unidentified school and residential accommodation visitors; * remind compulsory school age students that they should not leave the school premises or to leave the group without permission while on an educational visit; * be aware of their responsibilities to ensure a safe learning environment; * be aware of school and residential accommodation security procedures such as how to protect students from harm, guard against assault, and safeguard property; * be aware that all school and residential accommodation visitors will wear identification; * make students aware of school and residential accommodation security procedures especially what they need to do when an intruder is identified on the school or residential accommodation premises; * report any identified school and residential accommodation intruders; * report any identified breaches in school and residential accommodation security</li> <li><b>School and residential accommodation personnel when dealing with an unidentified person on the school premises or in the school grounds or in residential accommodation must:</b> <ul style="list-style-type: none"> <li>be polite, calm and non-confrontational; * ask the nature of their business; * escort or direct the person to the school reception or residence warden to obtain a visitor's identification and sign in, if the nature of their business is legitimate school business</li> </ul> </li> <li><b>At the school reception or at student residences, staff dealing with an intruder must:</b> <ul style="list-style-type: none"> <li>establish how the visitor breached school security; * ask the intruder to leave if the reason is not legitimate; * act calmly and non-confrontationally if the intruder appears to pose a threat by acting in an agitated, irrational manner and refuses to leave the school premises;</li> <li>seek support from other school personnel, if available, who should call the police if the intruder refuses to co-operate; * remain calm and display non-aggressive body language while remembering that the safety of the students is paramount; * not use force to evict or restrain the intruder; * try to direct the intruder away from areas occupied by students; * back away from the intruder if the intruder displays a weapon; * reassure the intruder that the weapon is not necessary and it should be put away; * not try to disarm the intruder; * ensure that enough information is acquired in order to give a detailed description of the intruder to the police should the intruder leave prior to the police arriving; * contact the police should the intruder refuse to leave or feel that the intruder poses a threat to either staff or students</li> </ul> </li> <li><b>All school personnel who are not dealing with the intruder but have been notified of his/her presence must:</b> <ul style="list-style-type: none"> <li>remain with the students in their care reassuring them, if need be, that they are safe and secure and are not in any danger</li> </ul> </li> </ul>
<b>School Trips and Activities</b>	Educational Visits Coordinator &/or Social Programme/Activities Coordinator	Director of Operations	Activity Leaders Staff taking educational visits or activities	<ul style="list-style-type: none"> <li>to provide a clear and coherent structure for the planning and evaluation of educational visits and activities in order to enhance curricular and recreational opportunities for students</li> <li>to adopt best practice when assessing and conducting school trips and activities</li> <li>to ensure the welfare, safety and effective supervision of all students on all school trips and during school activities</li> </ul>	All educational trips and activities will be authorised by the Educational Visits Coordinator or Social Programme/ Activities Coordinator. Risk assessments and planning documentation should be completed before a trip is authorised. A ratio of 1 adult to 15 - 20 students should be adhered to. All Activities leaders should be trained and allocated a group of students to supervise. Students should know who their allocated Activities Leader is and how to contact them throughout the trip. An appropriate number of Activities Leaders should be first aiders. All students should give their mobile phone number to the Educational Visits Coordinator and should be contactable at all times. This policy applies to educational visits, activities, excursions and social programme events.	<b>Activity Leaders or those taking Educational Visits or Activities will complete the a Visit Plan before any visit is authorised, containing the following information:</b> <ul style="list-style-type: none"> <li>a Risk Assessment(s) *the nature, purpose and length of the visit; *the age groups involved and student numbers; *student names;</li> <li>*contact details; *emergency contact details; *student medical records; *the number of adults; *DBS checks of helpers; *Supervisor-student ratio; *costings of the visit; *contact details; *travel arrangements; *itinerary of visit; *medical and first aid supplies; *the appropriate number of qualified First Aiders; *school mobile phone; *emergency procedures</li> </ul>

Policy	Coordinator	Nominated Director	Key additional Staff involved	Aims	Outline	Role of School & Residential Staff
<b>Sex and Relationships</b>	Welfare Officer	Group Compliance Manager	Directors of Studies Teaching Staff	<ul style="list-style-type: none"> <li>To offer all students of compulsory school age a planned programme of education about human development, relationships, sexuality and family life which is developmental and appropriate to the age and maturity of the student.</li> <li>To teach sexuality within a moral framework emphasising stable relationships and family life.</li> <li>To encourage students to develop a positive attitude to all body functions.</li> <li>To help students understand that they have rights over their bodies.</li> <li>To help students recognise peer social pressure and boost self-esteem.</li> </ul>	All students of compulsory school age should receive sex and relationship education as part of their course. This will involve outside speakers and agencies and also be offered through PSHE. Parents have the right to request their student is removed from these classes. All sex and relationship education should take into consideration a student's culture and values. Sex and Relationships Education should also be made available to the whole-school body through workshops/lectures where appropriate.	<b>School personnel will:</b> <ul style="list-style-type: none"> <li>be made aware of this policy and comply with the policy;</li> <li>use a variety of teaching methods and resources to deliver the SRE programme</li> <li>be trained and supported if necessary in delivering the SRE programme;</li> <li>understand that the lesson must be delivered with impartiality and a message of tolerance and acceptance;</li> <li>consider establishing a class 'Code of Conduct' with the students during these lessons to create positive behaviour and mutual respect;</li> <li>deal with issues and students' questions with openness and sensitivity;</li> <li>be aware of cultural assumptions and values that students may bring about Sex and Relationships;</li> <li>respect a student's confidence, but understand that they are obliged to report concerns, in keeping with Kings' Child Protection Policy and Kings Safeguarding Policy</li> <li>only deliver SRE in timetabled lessons, with prior consultation with the Directors of Study or the Welfare Officer – SRE should not be undertaken in one-to-one settings or informally with students as this may be deemed inappropriate.</li> </ul>
<b>Sickness and Medicines</b>	Welfare Officer	Group Compliance Manager	Principal Medicine Administrators Host Carers/ Residence Wardens First Day Contacts Registrars Activity Leaders Academic/EFL Administrators	<ul style="list-style-type: none"> <li>To outline the procedures for administering prescribed medicines to students.</li> <li>To clarify the responsibility of each member of staff involved in the implementation of this policy.</li> <li>To outline procedures and nominated persons for administration of medicines to students in school.</li> <li>To have in place procedures to deal with all students who become ill at school.</li> <li>To safeguard all students' health and welfare at all times when dealing with sickness.</li> </ul>	Students should make the College aware if they take regular medication and an Individual Health Care Plan will be designed for that student by the Medical Coordinator. No member of staff should issue medication with the exception of the Medical Coordinator or staff who have received specific training to do so, who will keep medication in a locked cabinet or fridge. All taking of medication will be recorded in a Medicines Log, kept by the Medical Coordinator. The Medical Coordinator will be trained in administering medicines and which medicines are appropriate to make available. All students should inform the College of any medical conditions or allergies and should have signed a Medical Consent Form (or their parent or carer). Sick students should be taken to the medical room and the Medical Coordinator should be informed. Someone may be required to stay with the student or take the student to the hospital or GP. Staff should not take students to hospital in their own cars, a taxi should be called.	<b>School personnel will:</b> <ul style="list-style-type: none"> <li>comply with all aspects of this policy;</li> <li>be aware that they should not dispense medicines to students;</li> <li>refer students requiring basic medicines to the Welfare Officer;</li> <li>assess the condition of any student thought to be unwell in a kind and caring manner;</li> <li>notify the Welfare Officer of any student taken ill;</li> <li>escort the student to the Welfare Officer, or Medical Room, as appropriate,</li> <li>ensure the comfort of an ill student by staying with them, if needed, while awaiting for the Welfare Officer or another member of staff;</li> <li>be aware of who the nominated school Medical Coordinators and First Aiders are</li> <li>seek immediate medical advice if a student is in danger;</li> <li>call for an ambulance if a student is in immediate danger;</li> <li>escort a student to hospital if necessary</li> <li>implement the school's equalities policy and schemes;</li> <li>report and deal with all incidents of discrimination;</li> <li>attend appropriate training sessions on equality;</li> <li>report any concerns they have on any aspect of the school community</li> </ul>
<b>Student Consultation</b>	Principal	Director of Operations	Directors of Studies Welfare Officer Accommodation dept	<ul style="list-style-type: none"> <li>to develop a school environment that recognizes and values the opinions of students</li> <li>to have in place established systems that allow students to express their views</li> <li>to ensure a regular forum exists for feedback obtained to be evaluated and acted upon</li> <li>to ensure all students are aware of the feedback channels available to them</li> </ul>	This policy states our intention to encourage students to inform their teacher or the correct member of staff should they have a comment to make on any aspect of the school. Staff members should remember that we endeavour to provide an 'open door' policy, as well as supplying other channels for students to make their comments heard in a variety of different ways.	<b>School personnel will:</b> <ul style="list-style-type: none"> <li>be aware of these means of feedback and student consultation;</li> <li>support this policy by listening to or requesting the views of their students, where appropriate;</li> <li>direct students to these individuals or forums when needed;</li> </ul>
<b>Visitors and Contractors</b>	Health and Safety Officer	Director of Operations	Reception/ front of house staff	<ul style="list-style-type: none"> <li>To ensure that the school premises are safe and that the safety of visitors to school is also protected.</li> </ul>	This policy outlines the requirements for all visitors, including contractors, to the school to ensure that they do not jeopardise the health, safety and welfare of students or school personnel.	<b>School personnel will:</b> <ul style="list-style-type: none"> <li>comply with this policy;</li> <li>take reasonable care of their own health and safety;</li> <li>take reasonable care of the health and safety of students, visitors and contractors;</li> <li>take part in training when required;</li> <li>be aware of the working agreement between the school/residence and any contractor undertaking work in the school/residence</li> </ul>