

Dear partner,

Re: Safeguarding in the UK – Police Certificate of Good Conduct

As you will no doubt be aware, student safety in the UK is very important in our industry. As a British Council accredited organisation, we have a duty of care to all students under the age of 18 on our programmes and as a result of this must adhere to guidelines on best practice.

Safeguarding as a subject is constantly evolving therefore the guidelines are always changing. This requires regular revision of our Safeguarding Policy to ensure compliance.

In-line with this, we have to see evidence of background checks for all adults (18+) involved in group travel with access to students under 18 years of age.

This requires that:

1. All group leaders, and any other adults (18+) in the group, must produce a **POLICE CERTIFICATE OF GOOD CONDUCT** or a **CERTIFICATE OF CRIMINAL RECORD** from their home country. This also includes family members or friends who are travelling as part of the group and/or accompanying them during their stay.
2. Certificates must reach Mackenzie School at least TWO weeks prior to the programme commencement date.
3. We can consider alternatives as follows:
 - i) If the leader in question is a teacher, we can accept a letter from the headteacher of the school in which they declare they have conducted background checks and can vouch for the suitability of the teacher in question.
 - ii) An agent may complete an Agent Declaration and assume liability for checking the suitability of any leaders. Mackenzie School of English can provide the declaration to be signed.

We thank you in advance for your assistance with this.

Yours sincerely,

Laura Hutchinson
Bookings and Accommodation Manager