



**MACKENZIE**  
School of English

## **Safety Provision**

### **Staff**

- All staff are PVG checked
- 2 permanent members of staff at any time hold current first aid certificates
- All teachers have previous experience in teaching young learners
- Safety is highlighted at employee induction and in Employee Handbook
- All staff are suitably qualified for their roles
- School staff are aware of supervision ratios
- Staff are trained in safeguarding (level 1 & 2)
- School Safeguarding Policy is openly available for staff reference
- Safeguarding Officer in place
- Weekly (or more regularly if required) staff meetings for all departments

### **Student Specific**

- Personal Details Form – logged on system, hard copies stored and emergency contact lists circulated to permanent staff and easily accessible on iPhones
- Emergency Number Cards given at induction with 3 possible numbers on them
- Policy on attendance and punctuality clearly communicated to all students
- Absences always followed up by office team
- Roll calls done at the start of each session and physical registers held by teachers



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- Feedback is collected both weekly and at course end to pick up on any problems and improve our service for future students
- Lesson topics and content are appropriate to the age range of the students
- Posters around the school indicate who students should approach if they have a problem
- Weekly meetings held with individual students to check on their progress
- Advice and guidance on H&S and fire exit procedure given at induction
- Procedure for dealing with abusive behaviour is highlighted to all students
- GTKE activity to help students find their way around, and also covering road safety and how to use the local bus service.
- Maps and bus and travel information given to all students at arrival
- All students covered by school Insurance Policy
- Taxis home to host after all evening activities
- School open and supervised in the evenings
- Student curfew in place and communicated to all students along with details of what will happen if they break curfew
- Zero tolerance policy regarding use of alcohol or drugs

### **Hosts**

- Declarations/references and/or Disclosures checked within host accommodation
- Fire Risk assessments, use of smoke alarms and Gas Safety Certificates requested annually
- Annual inspections of accommodation conducted
- Newsletters sent to hosts to inform them of any change to safety procedures
- Host Evenings held twice yearly to enhance and build upon host relations



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- Terms and Conditions signed by all hosts
- Hosts have access to BC guidelines and a 'Host Handbook'
- All hosts are on main bus routes within a 4 mile radius of the school
- BC guidelines are adhered to in relation to the age, gender and number of students in home-stay
- Students are placed in 'clusters' i.e. in the same area or same bus route to promote travelling together to and from school and host
- Parental Consent forms are used and circulated to hosts
- Hosts aware of curfews and have contact numbers to call if students break curfew

### **Activities**

- Risk assessments conducted for all activities
- Students and group leaders briefed before every activity
- Staff/student ratio observed at 1:20
- Activity staff given a pack containing safety guidelines and first aid kits for every activity
- Activity staff are first aid trained
- Activity staff given allergy and medical information on every student on activity
- Highly reputable coach companies used (as required)

### **General**

- School cleaned daily and well-presented and maintained
- Classrooms well-lit with suitable heating and ventilation as required



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- Stairwells and common areas kept well-lit and free from obstruction
- Fire doors in use where required and adherence to common policy regarding window opening height
- Access to filtered drinking water in the entrance hall
- Intercom system in place at front door
- Police Station in local vicinity
- Regular fire drills conducted
- Fire extinguishers tested annually by professional company
- Emergency lighting and fire alarms tested in-house in accordance with regulations
- PAT testing carried out annually by professional company
- Fire risk assessment in place, reviewed annually
- Health & Safety Policy in place and on display
- Efficient organisation of meet & greets; suitable background checks done on meet & greet staff
- COSHH and catering guidelines being observed
- Only reputable private transport companies used (coaches & taxis)
- We subscribe to Ellis Whittam to give guidance on employment law, H&S advice and ensuring legal guidelines are met
- Accident Report Book in use
- School working to guidelines laid out by accreditation bodies i.e. British Council