

Group Leader(s) from abroad: Care of under 18s

CIE Oxford's recruitment, induction and monitoring practices.

Recruitment:

- Accompanying Group Leaders (GLs) will (prior to arrival):
 - be sent the Pre-arrival information (explain to students in their mother tongue)
 - acknowledge receipt of an agreement describing their rights and obligations while accompanying students to CIE Oxford
 - receive a formal mail requesting police checks are done prior to arrival
 - assist students/families with consent and permissions forms
 - acknowledge receipt of the 'care of under 18s' Policy
 - complete online safeguarding courses (below)

Induction:

- Upon arrival with group at CIE Oxford, Group Leaders will:
 - attend and assist (with translation, as a minimum) a face-to-face induction
 - provide their phone number in the UK (as well as keep an up-to-date list of their students' mobiles) - in case of emergencies
 - sign to confirm their familiarity with the Under 18s Policy
 - be made aware of who the DSL and Deputy DSL are
 - provide original Police checks from their country of origin
 - be made aware of their duties to induct new students, as and when necessary

Monitoring:

- Students can, and are encouraged to, feedback and/or report any issues at any time through CIE Online (if 15 or over), using the complaints form or in person (everyone)
- The 'care of under 18s' Policy, including whistleblowing, encourages the culture of care
- Online safeguarding courses and DBS checks are refreshed in line with guidelines above

Group Leader(s) duty of care:

- GL(s) are expected to be fully inducted on CIE's 'care of under 18s Policy.
- In addition GL(s) are expected to take basic training in:
 - Generalist Safeguarding Training through the Oxfordshire Safeguarding Childrens Board (OSCB) website <http://training.oscb.org.uk/elearning-list>
 - PREVENT through the Home Office <https://www.elearning.prevent.homeoffice.gov.uk/>
- If, after reading CIE's policy and completing the training, GLs are in any way concerned about the welfare of any child at CIE they will inform the DSL or Deputy DSL
- All staff (including de facto staff like GLs) understand that safeguarding is everybody's responsibility
- The culture of care nurtured at CIE means no one who reports a genuine concern needs fear retribution (re. whistleblowing policy)
- All staff are aware of allegation procedures (outlined in the policy above)

In cases of problems, complaints or allegations made against a Hosts or CIE staff :

- Problems or Complaints will be brought to the attention of Julie King who will take the appropriate action
- Allegations will be brought to the DSL or Deputy DSL as a matter of urgency and actions taken thereafter will be in accordance with the information outlined in the Child Protection Policies above (see 11 & 13 [in care of under 18s policy](#))