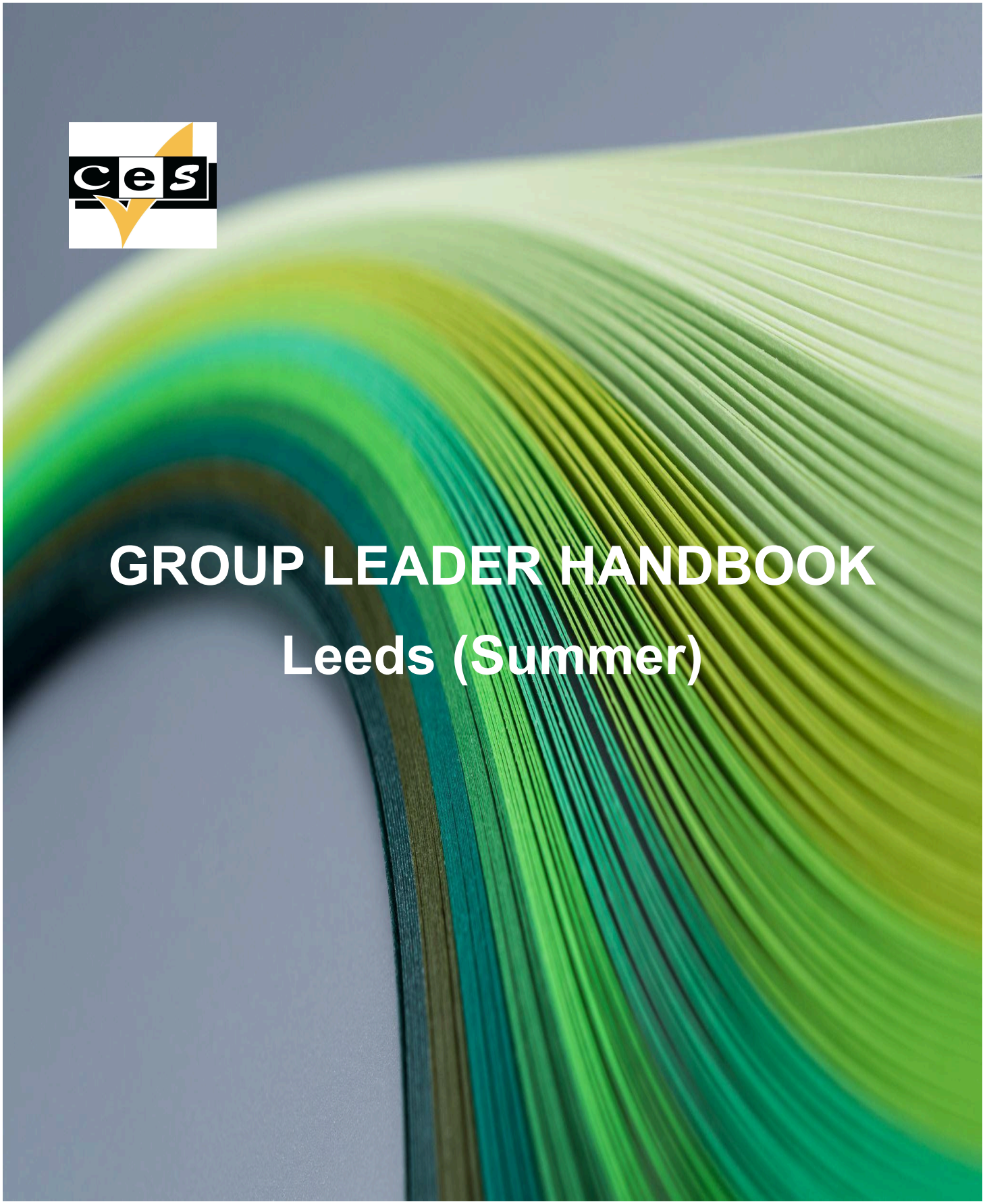


GROUP LEADER HANDBOOK

Leeds (Summer)

WELCOME

Hello and welcome to the CES. We hope that you enjoy your stay with us and that you find the following information useful.

MISSION STATEMENT

Mission statement

It is our aim to provide the highest level of English language learning in a safe and secure environment.

Methodology Statement

The teaching/learning approach is designed around developing the four skills and is primarily communicative. The Centre of English Studies places the highest importance on providing a safe and secure environment for all of our students and staff, but especially for young learners and juniors. Our recruitment processes and procedures will reflect this on-going commitment by making every reasonable effort to ensure that we employ appropriate, highly qualified members of staff who understand and share this commitment**. Care, Excellence and Success in teaching and learning.**

YOUR CONTACT DETAILS

It is essential that we are able to contact you at all times while you are with us. This is for the safety of you and your students. If you have not done so already, please make sure you give your mobile phone number to the school.

GENERAL ASSISTANCE

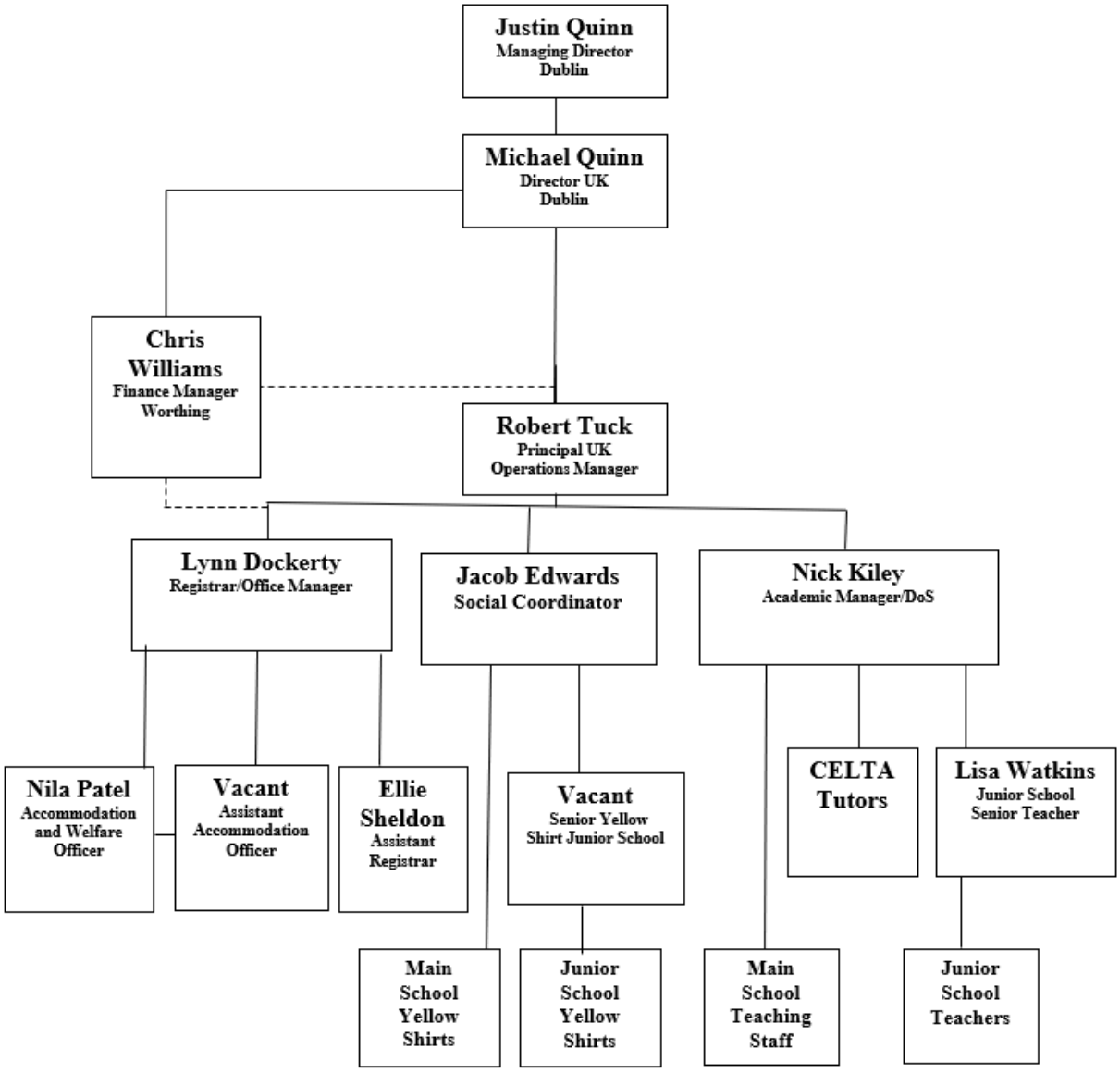
While you are here we share a duty of care to all of your students and there are a few things that we would be very grateful if you could help with. Please:

- Make sure all of your students have your mobile number.
- Make sure your students give their mobile number to their host.
- Make sure you have all your students' mobile numbers.
- Assist CES staff in getting your students to classes and activities on time.
- Assist CES staff with supervising general behaviour of your students whilst on excursions and activities.
- Be present in the school whenever your students are not in class and always contactable if you should leave the school buildings whilst your students are in class

Please remember we need your active support to make sure that all of your students have a fun, safe and rewarding time with us here in Leeds!

WHO WE ARE (IF YOU HAVE A PROBLEM OR COMPLAINT, SPEAK TO THE FOLLOWING PEOPLE)	
Robert Tuck	Principal
Lynn Dockerty	Registrar
Lisa Watkins	Junior Summer Senior Teacher
Nila Patel	Accommodation Officer/ Assistant Safeguarding Lead
Nick Keley	Director of Studies/Academic Manager
Jacob Edwards	Social Coordinator

Centre of English Studies Leeds
Organisational Structure



OVERVIEW OF LEEDS JUNIOR SUMMER SCHOOL

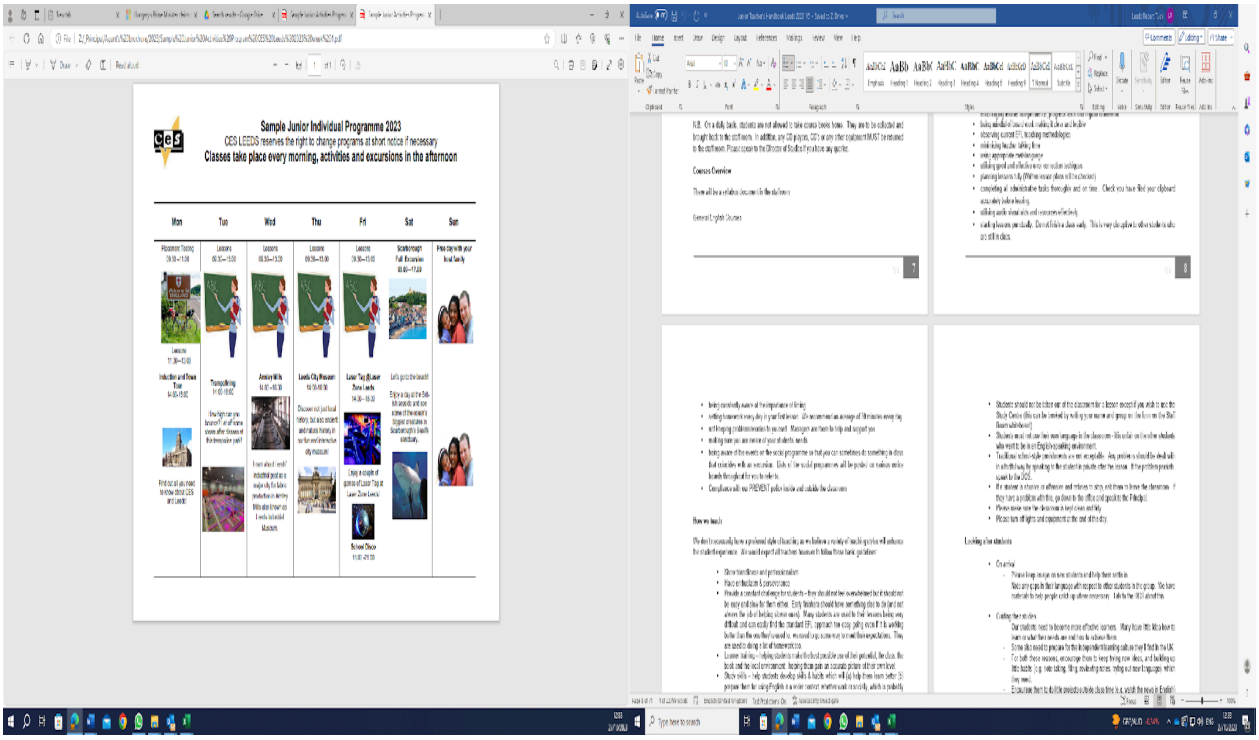
CES Leeds Junior Summer School is co-located in two buildings next to each other.

There are two summer school locations set a 5-minute walk apart:

CES Leeds
9 Park Place
Leeds
LS1 2RU

The University of Law
15-16 Park Row
Leeds
LS1 5HD

- **In June and August** classes will probably be at the main school at CES Leeds. We will have morning classes and afternoon activities.
- Classes begin at 09.30 Monday to Friday.
- The first session is from 09.30-11.00. There is a 30 minute break from 11.00-11.30. The second session is from 11.30 – 13.00.
- Lunch is then normally between 13.00 and 14.00 and you are on duty during this period. You are expected to monitor the students and to interact with them.
- At 14.00 students go to common room in order to leave for afternoon activities.
- **June and August Timetable example below.**



- **In July** classes will probably be at the University of Law with the exception of the middle week (13-17 July) which will probably be in the main school again. . We will have a zigzag timetable with alternating morning classes and afternoon activities.
- Morning classes are from Monday to Friday 09.30- 13.00. There is a 30 minute break from 11.00-11.30.
- Afternoon classes are from 14.00 – 17.30 Monday to Friday. There is a 30 minute break from 15.30-16.00.
- Lunch is then normally between 13.00 and 14.00 and you are on duty during this period. You are expected to monitor the students and to interact with them.
- At 14.00 students go to the canteen on the top floor in order to have lunch.
- **July Zigzag timetable example below**

Sample Junior Social Program 2 weeks
CES LEEDS reserves the right to change programs at short notice if necessary
one full-day excursion, one half-day excursion, 4 social activities and junior disco per week.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Induction and Town Tour  Find out all you need to know about CES and Leeds!	Lessons 09.30—13.00 	 **Tropical World and Roundhay Park** **Half-day Excursion** 09.00-13.00 Come and see baby animals, butterflies and insects in this beautiful glasshouse. Time to explore the park afterwards!	Lessons 09.30—13.00 	**Fish and Chip**  You are in England—so try one of our favourite meals!! The best Fish and Chips in Leeds!!	**York** **Full Day Excursion** 09.30—17.30 	Free day with your host family 
Lessons 14.00-17.30 	**Leeds City Museum** 14.00—16.00 With everything from Egyptian mummies to local history and everything in-between, this is sure to be an interesting afternoon! 	Lessons 14.00-17.30 	**Leeds City Art Gallery** 14.00 –16.00 Learn about local artists and also see some world famous art! 	Lessons 14.00-17.30  **Under 18's Disco Evening** 	**York** See this amazing city, home to Romans and Vikings, and the capital of Yorkshire! Also famous for chocolate and great shops!	

GENERAL RESPONSIBILITIES OF GROUP LEADERS

1. The Group Leader is expected to liaise between the group in their charge and the CES personnel at their centre.
2. The Group Leader must offer co-operation and assistance to the CES Centre Principal or its local representative in relation to the general welfare of the group and the success of the programme.
3. Group Leaders must **not** change a student's class. If there is a problem, please discuss it with the Principal or the Director of Studies. Do **not** tell the student their class will be changed but suggest that they talk to their first class teacher.
4. Under **no** circumstances is a Group Leader to **remove** a student from a host-family. Moves can only be made after consultation with CES and when **permission and arrangements** have been made by our Accommodation Officer.
5. Provide the centre Principal with a full list of all the group's mobile phone numbers.
6. The Group Leader is to make sure they have the mobile phone number of their centre Principal.

SPECIFIC DUTIES OF GROUP LEADERS

The Leader will be expected:

1. To attend a number of meetings with the Principal and Social Coordinator of the CES centre.
2. To ensure students in their charge comply with all CES rules and regulations – such as under 18 rules, curfew times, anti-bullying and disciplinary procedures.
3. To **actively** encourage students' co-operation and involvement in the programme and to ensure the good behaviour of the group. Group Leaders should read carefully the **Guide to Students**, explain it to their students and ensure that they understand it and co-operate fully.
4. To carry out specific tasks assigned by the CES Centre Principal or its local representatives in relation to such things as group arrival and departure procedures, tour arrangements, programme planning and supervision.
5. To be available at the centre every day to supervise their students at the morning break and lunch break. To facilitate this supervision Group Leaders will be asked to vacate the staffroom at break time.
6. To work closely with senior staff in the centre, providing an easy channel of communication between them and the group, particularly during the first three days of the course.
7. The Junior School Senior Teacher is **only** available to discuss issues regarding levels when students and teachers are in class. Please do not approach them outside of these times.
8. Discuss with their students the social activity opinions suggested and give the Social Co-ordinator a detailed account of the options preferred.
9. To take part in organising their students for afternoon activities and also accompany them on activities and half and full day trips. Where activities include half or full day trips organised by CES a Yellow Shirt will be available to accompany the Leader but please note that he/she is not a tour guide. In the case of full day tours, students must be at the departure point at the required time as CES cannot hold buses for students arriving late.
10. CES may not send a Yellow Shirt with groups taking on optional activities. On these occasions, the group must be accompanied by their Group Leader.
11. Should an accident occur, the Group Leader will be asked to take the student either by **taxi or ambulance** to the nearest hospital. CES will endeavour to have a Yellow Shirt, if available, to accompany the Group Leader. The Group Leader will be responsible for transport costs, which are covered by their insurance. CES have introduced this rule, as senior staff must be on campus at all times to comply with our insurance cover. Should an incident occur away from CES premises Leaders are asked to advise CES staff of the details as soon as is reasonable in the circumstances.
12. Leaders are expected to accompany their students to evening discos organised by CES and to join with CES staff in supervising them.

SPECIFIC INFORMATION FOR UNDER-18S WHO ARE PART OF A GROUP AT THE JUNIOR SUMMER SCHOOL

1. Students must read and sign that they agree to our under 18 rules and provide their parent/guardian's contact details.
2. Students will be under the direct supervision of you group leader(s). The group leader(s) will check attendance with CES staff every morning (and afternoon if appropriate). Students, group leaders and host families are contacted immediately in the event that students do not attend a lesson or are repeatedly late for lessons.
3. We offer a special meeting just for individual under-18-year olds once a week with our social programme staff. The purpose of this meeting is to have a chat, to ask if students are having any problems, to check how they are finding things so far, and to ask if they need any help or advice about anything. **IT IS COMPULSORY TO ATTEND THIS MEETING.**

4. Students will be integrated into group's compulsory social program and they must fully participate in it.
5. We have a special disco for young learners, or an evening activity, that ends at 9pm one evening a week. Students will normally return home on public transport. We attempt to 'buddy' them up with other students in the area/home so that they are not going home alone.
6. We expect students to return to your host family directly after school in the afternoon. Host families know when to expect them home after classes and they will monitor their time-keeping according to the curfew times set for their ages in the evenings. Students are expected to be at home in the evenings unless:
   - **Attending the school organised disco**
   - **On an activity organised and supervised by their group leader**
   - **Out with friends with the knowledge of their host family and in strict accordance with our curfew times**
7. We try to place students in a group in the same geographical area so they can walk home together.

ORGANISATION AT JUNIOR SUMMER SCHOOL

- On the first day, normally a Monday, students may do a placement test (unless you have already done one before you arrived).
- Every Monday classes are mixed with new and existing students to ensure a good nationality and gender mix.
- Students will be put in a class appropriate for their level of English primarily. However, subject to availability, we may be able to put students in classes in some weeks according to age bands also.
- Their course book is for class use only.
- Students must return all course books at the end of their stay.
- At the end of their course they will receive a Course Completion Certificate assessing their progress.

Course description

- The English course will broadly follow the course book syllabuses and a weekly scheme of work. Emphasis will be on developing listening and speaking primarily, but there will also be reading, writing, grammar and vocabulary work. Students will have some lessons related to their social activity program. There will be project work, possible student presentations. There will be a weekly progress test. Homework can be expected.
- We want your students to do lots of speaking! Please remember, encourage to speak English all the time!
- To see exactly what you will be studied in the week, look at the **Weekly Schemes of Work** on classroom walls.

Social programme

- Please check the Social Programme timetable for information about social activities and excursions. This will be displayed on the notice board outside the hall at Swarthmore.
- You have already paid for all your activities and excursions.
- The social programme is compulsory for all students.
- Students must not leave any of the social programmes unless they are told to do so by a member of staff or their group leader.
- All the social activities start at 14.00. GLs are expected to accompany their group on excursions.

Lunch and Break Time Arrangements

Students should stay in the school during break and lunch times unless agreed with their group leader. The common room at the University of Law has a vending machine. There are plenty of shops and near both junior school locations.

HOMESTAYS

Please go through this section with your students

Understandably, it can take students several days to settle into a homestay, and if problems do arise, it is usually in the first 24 hours. Please note that students will only be moved to another homestay in exceptional circumstances. If there are any problems concerning a homestay, please talk to the Accommodation Officer. **Please do not visit the families in person as any direct communication should be via the school.** It would be mutually beneficial if you could encourage your students to communicate as much as possible to their families to avoid any misunderstandings. There are some simple rules to follow:

- if there is a particular food that your student does not like he or she should tell the host.
- if your student is unhappy for any reason, he or she should tell the host.
- if your student wants more to eat, he or she should tell the host – hosts do not want their students to be hungry.
- remind your students to say 'please' and a 'thank you'. This will help a lot.
- students should also ask about laundry arrangements.
- please ask your students not to dye their hair without the host's permission as we have had a number of occasions where students have stained carpets and furniture.
- remind your students that they are not staying in a hotel, but in a family home. They should not treat the homestay as if they are in a hotel.
- ask your students to observe curfew times and to be quiet if coming home late at night.
- please advise your students that in the UK we flush toilet paper down the lavatory and do not have separate bins. Sanitary towels, however, should be disposed of separately.
- students should leave the bathroom clean and tidy and take care not to soak the floor with water.
- **Students should respect the host's wishes as regards mealtimes and give advance notice if they are not going to be home for dinner because of an activity. This means that if you are going to be late home from any activity, your students or you MUST call each homestay to tell them you are going to be late. If they would like a meal left out for when they return later in the evening, again they should advise their host.**
- As most of our families have to leave early in the morning to go to work, students will usually be shown where the breakfast cereals, bread etc are and invited to help themselves A lot of families will also leave packed lunches ready in the fridge. If a student feels their lunch is insufficient, they need to speak to their host.
- **tell your students to give their mobile phone number to their host and to keep their phones switched on at all times. This is for the health and safety of the student. Hosts need to know where their students are in the evening and become anxious if they do not arrive home when expected.**

RESIDENCE

Please go through this section with your students if you have students at the summer school residence.

Some students will be in our Junior Summer School Residence at Leeds Trinity University, Brownberrie Ln, Horsforth LS18 5HD.

Residential accommodation is available from **11th July to 2nd August 2026.**

Students are accommodated in flats of 4- 6 bedrooms**.** Every bedroom is fully en-suite and has a single bed, fixed wardrobe, computer desk and chair, reading lamp and bookshelves. WiFi included. Boys and girls and ages separated in flats on different floors. We do not put under-16s with over-18s in the same flats. **The** rooms cleaned twice a week. Laundry facilities available. There is 24/7 adult supervision onsite by CES staff.

Breakfast and dinner are in the canteen. Vegetarian options are available.

Breakfast is between 07.30 – 08.30

Packed lunches can be collected in the canteen at breakfast
Dinner 18.30 – 19.00

Students who are in Leeds Trinity University Residence will have a coach to shuttle them to and from Leeds Trinity University to CES Leeds.
The bus leaves at Leeds Trinity University 08.30 and returns from outside CES Leeds at 17.30 Monday to Friday. It takes about 20- 25 minutes.
In the event that students miss the shuttle bus, they can take the number 50 or 50A bus using their weekly bus ticket. It will take about 40 minutes.
Students will need to use public transport to go to and from the Junior Disco on Friday evenings.
There are up to 5 evening activities per week at the residence in addition to the standard social program in order to keep the students occupied in the evenings. These activities included movie nights, indoor and outdoor sports, quiz night and karaoke nights.

CURFEW

Please be aware that in the UK anyone under the age of 18 is considered a child in the eyes of the law.

These are the CES rules regarding curfew times:

- If the student is aged 15 to 17, he or she must obtain their host's permission to stay out after 22.00 and he or she must be home before 22.30 at the latest.
- If the student is aged 12 to 14 he or she must not leave the area of their homestay in the evenings and they must be indoors by 21:00 hours. Students taking part in an evening activity with their group must be home by 22.00 at the latest. If the student is 17 or younger, hosts must know where they are at all times.
- For students under the age of 18, the host must know the student's whereabouts at all times other than when the student is participating in classes or social activities supervised by the school or by you.

CHANGES TO YOUR PROGRAMME

Please advise hosts if you are making a change to the social programme or if you are expecting to return later than scheduled from an excursion. It is your responsibility to ensure students get back to homestays safely after activities or excursions.

ADVICE THAT APPEARS IN THE JUNIOR STUDENT HANDBOOK

The following appears in the handbooks that your students will receive

Advice for staying in a homestay

	Give your mobile phone number to your homestay host
	Always keep your CES student card with you.
	Ask about laundry/clothes washing arrangements
	In the UK we flush toilet paper down the lavatory and do not have separate bins. Sanitary towels should be disposed of separately
	If you are ill and cannot come to lessons, you must contact your group leader or ask your host family to ring the school as soon as possible.
	Always switch off lights and heaters when you leave a room
	Take quick showers. Hosts may also ask you to shower at certain times. Try not to shower late at in the evening

	You should be home for all evening meals or let your family know well in advance if you will not be home for dinner. Tell your host if you would like special food
	You should ask your host if you want to use the kitchen or take food from the kitchen
	Keep your room tidy in your host family
	No take away food in bedrooms or in your host family's house without their permission
	Do not lose your key if you are given one - **IF YOU DO, YOU WILL HAVE TO PAY FOR ANY COSTS.**
	Keep valuable items locked in your suitcase – **CES WILL NOT ACCEPT RESPONSIBILITY FOR LOST OR STOLEN ITEMS**
	Do not make a noise – especially after you go to bed or when you come in during the evening

	If you would like to invite your friends over, please ask your host family first if this would be okay
	Remember ☐ Be polite and helpful. ☐ Practise your English. ☐ Your homestay is not a hotel. ☐ Take your keys with you. ☐ Remember to lock the front door when you go out ☐ Do not make private arrangements with the homestay host. ☐ The homestay host's bedrooms and cupboards are PRIVATE

SCHOOL RULES	
	Never speak to strangers and never accept lifts from them or go anywhere with them. Go everywhere with a friend if you can.
	Do not carry a lot of money or and do not show expensive items in public
	No fighting or bullying anywhere or at any time
	No smoking is allowed anywhere or at any time for students under the age of 16. Students between 16 and 17 years of age may not buy cigarettes in the UK. No smoking in school buildings.
	No alcohol is allowed anywhere or at any time. Illegal drug use will not be accepted

	Do not steal or shop lift
	Do not play with fire alarms or fire extinguishers – **IF YOU DO, YOU WILL HAVE TO PAY FOR ANY COSTS**
	Do not damage school or host family property - **IF YOU DO, YOU WILL HAVE TOP AY FOR ANY COSTS**
	Make sure you have the school emergency number (00 44 7875 617403) and your group leader's number. **YOU MUST KEEP YOUR PHONE ON AND BE CONTACTABLE AT ALL TIMES WHEN YOU ARE NOT IN SCHOOL**
	Go to every class on time
	**REMEMBER, NO BULLYING!**

Health, safety and emergencies	
Do	
	☐ try to stay in public places where there are plenty of people
	☐ try to walk with other students if you go out and when you go home

	walk away from any trouble or problem
	look around before using mobile phones in public places. Do not take anything expensive out with you
	queue
	carry a photocopy of your passport or ID.
	read the fire notices in the school and at the back of this guide
	speak to us if you are worried about anything
	take care going up and down the stairs. Do not run inside the building

Don't	
	☐ get in cars with strangers. Take a taxi at night if you can't use the shuttle bus
	☐ stand in groups and block the streets or block the doors to shops
	☐ drop rubbish or cigarettes ends on the pavement
	☐ lean out of windows
	☐ speak too loudly on public transport or in public places

What you can and can't do in your free time
☐ You will have free time in the evenings and on Sundays. ☐ You must follow the times when you have to be home in the evenings ☐ You may not leave Worthing (except with your group leader if you have one or with your host) ☐ You must go home immediately after school finishes using the buses provided ☐ You must spend Sundays with your group leader, host or with friends in Worthing and with the permission and knowledge of your host. Your host must know where you are at all times ☐ You must be contactable at all times you are not in school (i.e. during your free time) **AND <u>YOUR PHONE MUST BE KEPT ON</u>** ☐ You are not allowed to go to Brighton, London or anywhere out of Worthing on your own at weekends or in the evening, except with permission from the school or your group leader. In your free time you must stay in Worthing area. ☐ You must never be out alone if you are aged 12-14 ☐ You must always be with your group or with friends

- Students attending the CES disco (Summer only) or taking part in an evening activity with their group leader (if you have one) must be home by 22.00 at the latest. If you are 17 or younger, host families must know where you are at all times

What time do I have to be home?



Age	Time
If you are aged 15 to 17	you must ask for your host's or group leader's permission if you want to stay out unsupervised and **you must be home by 22.00**
If you are aged 12 to 14	you must not leave the area of your home in the evenings, except with your group leader or on a school organised activity, and you must be **home by 21:00 hours.**
All students	We expect you to go straight home to your homestay after school in the afternoons. **Your host will expect you home between 5.00 and 5.30pm.** You should use the CES buses if you do not live within walking distance of the school.

DOCTORS AND DENTISTS

Students should call you (their group leader) or ask their host to call the school (00 44 (0) 7815622294) if they won't be attending lessons because they are sick. If a student needs treatment, the school can advise.

If students cannot make an appointment with a doctor, they can go to a pharmacy (ask in reception for details) or if they feel very sick and need to see a doctor we recommend Burmantofts walk-in medical centre which is near to the school.

Burmantofts Health Centre
Cromwell Mount,
Leeds
LS9 7TA
Tel. 0907 018 0010
Monday – Friday 08.00 – 18.30

If there is an emergency they can go to Leeds General Infirmary or St James's Hospital and wait to see a nurse / doctor.

Leeds General Infirmary (LGI) A&E Department reception telephone 3923354 - sited on the Ground Floor, Jubilee Wing, LGI, Calverley Street, Leeds (main switchboard telephone 2432799).

St James's Hospital A&E Department reception telephone 2067021 - sited on the Ground Floor, Chancellor Wing, St James's, Beckett Street, Leeds (main switchboard telephone 2433144).

EMERGENCIES

The emergency number is (00 44 (0) 7815622294) and should only be used if, for instance, a student has been injured or there is a real and genuine emergency. Please note that this is **not** the number for social programme enquiries. Any other problems should be reported to the main school or junior centre manager the following morning. In emergencies, the Police can be contacted from any phone free of charge by dialling 999.

SAFEGUARDING

Nila Patel is our Assistant Designated Safeguarding Lead. If you need to speak to her please call the school. The Designated Safeguarding Lead is Robert Tuck (the Principal).

00 44 (0)113 2427171
Leedsaccommodation@ces-schools.com

Just to give you some guidance, we have reproduced here some very basic information and tips on good practice in relation to Child Protection issues.

A Child's Rights

Anyone under the age of 18 is legally considered to be a child in the UK

- All children have rights. No one can take away a child's right to be safe
- All children have the right to say 'no' if any person tries to do something to them which they feel is wrong.
- All children have the right to be supported against bullies.
- All children must feel they can tell an adult of any incident that frightens or confuses them or makes them unhappy.
- All children must know that if they go to an adult for help, they will be listened to seriously and supported.
- All children have the right to be treated with respect and to be safeguarded from harm

Defining Child Abuse

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm.

Types of Abuse

Physical Abuse: This is where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.

Sexual Abuse: This occurs when adults (male and female) use children to meet their own sexual needs, whatever form this may take. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

Emotional Abuse: This is the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development.

Neglect: This occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development

Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent
- the young person describes what appears to be an abusive act involving them
- another young person or adult expresses concern about the welfare of a young person
- unexplained changes in a young person's behavior e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- engaging in sexually explicit behaviour

All allegations and suspicions should be reported to the DSP or to the DSL.

If in doubt – report it

Good and bad practice

All responsible adults should be encouraged to demonstrate exemplary behaviour in order to promote a child's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate. Remember, following good practice can be as much for your benefit as for the student's benefit.

You should

- work in an open environment
- avoid situations where there is only one adult present if possible. If you have to speak to a young person by yourself, do so in a room where the exit is clearly visible and, where possible, the door to the room is left open.
- Remember other people may misinterpret your actions no matter how well intentioned
- challenge unacceptable attitudes of behavior from other adults or students
- set an example you wish and expect others to follow
- treat all young people equally and respect a young person's right to personal privacy
- confront and deal with bullying.
- put the welfare of each young person first
- ensure that other staff memb*ers* or group leaders are present if physical contact is prolonged
- or sensitive - for example to comfort a crying child, if someone is injured or if you have to separate fighting children.
- ensure you work in pairs with the appropriate gender of staff doing the supervising if students have to be supervised in changing rooms.
- be an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- ensure you know who the first aiders are.
- ensure, wherever possible, that another adult is present if you have to administer first aid and you are in doubt as to whether necessary physical contact could be misunderstood by the young person.
- use appropriate language.
- alert a senior member of CES staff immediately if you feel that you may be at risk of being the subject of or exposed to unwarranted accusations in connection with younger students

You should not

- spend time alone with young people away from others.
- betray a situation of trust

- permit abusive peer activities (eg initiation ceremonies)
- share changing rooms, washrooms, toilets or bedrooms with children.
- take young people alone in a car on journeys
- engage in rough, physical or sexually provocative games or contact
- share a room with a child
- enter children's rooms alone in a residence or invite children into your rooms
- take young people to your home where they will be alone with you
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments or threats to a child, even in fun
- reduce a child to tears as a form of control
- do things of a personal nature for children or disabled adults, that they can do for themselves
- have unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given. Keep any physical contact with a child brief and don't touch a child anywhere that would normally be covered by a swimming costume. In situations where it is necessary for adults to restrain a young person/child in order to prevent self-injury, injury to others or damage to property, only the minimum force necessary must be used and any action taken must be only to restrain
- not engage in Intimate or sexual relationships with young people in your care

The CES Code of Conduct

The CES Code of Conduct is founded on the principle that trust should be created between an adult and students aged under 18 so that a safe school culture is created. We expect all adults who come into contact with young CES students (under the age of 18) to adhere to this Code of Conduct. This Code of Conduct is for the safety of both the student and the adult responsible for their care:

- All staff and responsible adults need to set standards and to be excellent role models (for example be somebody children can trust, use appropriate language, be punctual, be fair and not to have favourites, give clear instructions, know professional boundaries, be positive, react and respond appropriately to a variety of situations)
- All staff and responsible adults need to have appropriate appearance. Without this young people will not respect you.
- All staff and responsible adults should refrain from smoking, drinking alcohol and of course taking any form of illegal drug
- Staff and responsible adults should not swear in front of young learners
- Staff and responsible adults should be aware of CES guidelines on the use of social networks and misuse of IT. This is covered in more detail later in other policies available in the teacher's staffroom
- Staff and responsible adults should be aware of appropriate forms of behavior in accommodation, particularly around bedrooms and bathrooms and the right to privacy
- Staff and responsible adults should be aware of the correct action to take with regard to arranging transportation for young learners.

STAFF TELEPHONES

- Please do not ask for the personal phone numbers of activity leaders
- We have instructed activity leaders not to give out their personal phone numbers
- Activity leaders on excursions will have a CES phone provided just for the duration of the trip, and you will have that phone number.
- The phones will be handed back after the excursion and so will not be answered.
- In an emergency out of normal hours you can call the school emergency number

This system has been put in place for the safeguarding and welfare of your students.

TOLERANCE AND RESPECT

We expect all staff, students, group leaders and homestay hosts to show tolerance and respect to each other. Extremist views or opinions that seek to challenge the idea of tolerance and respect for each other will not be accepted. CES schools provide a truly international environment where students from all over the world may study in safety and security. If you feel that **anyone** is not following the policy of showing tolerance and respect, please tell us immediately. See below for who to speak to. In accordance with the above statement, we follow the PREVENT policy as laid down by the UK government.

PREVENT

Prevent is a government strategy to stop people becoming involved in any type of violent extremism (whether religious, political. homophobic etc) and/or in supporting terrorism and it affects everyone, not only under 18s but all students, staff, homestays and group leaders. We aim to raise awareness and implement the policy through training, the school curriculum, the correct and appropriate use of IT (avoiding extremist on line content, please ask for a copy of our IT policy if you want one) and through all of our handbooks and publicity documents (such as this one). A central part of Prevent is to promote core British values:

- Democracy
- The rule of law
- Individual liberty
- Respectful tolerance of different faiths or beliefs

What is radicalisation: act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.

What is extremism: holding extreme political or religious views which may deny right to any group or individual. Can be expressed in vocal or active opposition to core British values

If you have any concerns that this policy of tolerance and respect is not being followed by anyone, then you should report your concerns to:

Prevent Lead

Robert Tuck

leedsprincipal@ces-schools.com

0113 2427171

USEFUL TRAVEL INFORMATION

TRAIN

The ticket office staff at **Leeds central train station** can give students information about travelling by train to any part of the UK. They can also visit the National Rail website to find train times and other information – go to www.nationalrail.co.uk or call National Rail Enquiries on 08457 484950. For advance ticket bookings visit www.thetrainline.com

If students plan to do a lot of travelling, ask about a Young Persons Rail Card, which gives them a one-third reduction on any train fare. Go to www.16-25railcard.co.uk for more details.

BUS & COACH

The staff at the **Coach and Bus Centre** and at the **Tourist Information Centre at Leeds Library** can give students information about bus and coach travel. (NB: A bus travels around a town, a coach travels between towns).

Students may want to consider buying a weekly *First Bus* bus ticket (approximately £25/week) which gives them bus travel all over Leeds for a week. These can be purchased directly from bus drivers. Alternatively monthly bus passes can be bought from the Bus Station. These require a photocard. A *First Bus* monthly bus pass costs about £64 a month.

LOCAL INFORMATION

- **BANKS –** If students want to exchange foreign currency or travellers' cheques, go to the Post Office on Albion Street.
- **TOURIST INFORMATION – Tourist Information Centre at Leeds Library**, The Headrow, Leeds, West Yorkshire LS1 3AA

  Tel: 0113 242 5242. Or online www.visitleeds.co.uk

- **CAFÉS –** The nearest cafes to the school are located on St. Paul's Street.

- **CINEMA** – The Vue Cinema in The Light shopping centre, and the Trinity Cinemas, are the nearest for Hollywood and Bollywood films. For independent films try The Hyde Park Picture House or the Cottage Road Cinema in Headingly.
- **NIGHTCLUBS** – There are *loads* of clubs offering a fantastic night out. Tiger Tiger has popular student nights along with Halo and Oceana, they play everything from chart pop music to RnB and Dubstep. However, if students are looking for a different night out with live salsa, reggae or international music try Hi-Fi or The Wardrobe. If rock music is more their thing, the O2 Academy are worth a look and often have famous bands playing.
- **LIBRARY** – The city library is free to use and is situated next to the Town Hall. Students will need to take ID and may need to pay a deposit to borrow books.
- **TEN PIN BOWLING** – 1st Bowl is situated next to the Merrion Centre. We go bowling from the school most weeks but if students want to go with their friends make sure they take I.D. as they will get a student discount!
- **MUSEUM & ART GALLERY –** The museum is on Millennium Square, and the Art gallery is next to the town hall. Both are free to look around, but are closed on Mondays.
- **POST OFFICE –** Situated on Albion Street, inside the St Johns shopping centre. This is the best place to change currency too.
- **POOL/SNOOKER CLUB** – The Elbow Rooms situated on The Calls is a funky American Pool lounge which has amazing burgers and a laid back atmosphere.
- **RELIGION** - Whatever their religion, there are places of worship to be found locally. If students require information, please ask in reception.
- **RESTAURANTS** – Leeds has so many different restaurants and bars offering many different types of international and local cuisine. Student should ask staff as we all have our favourites!
- **SHOPS** – Shops are generally open from 09.00 – 17.30, Monday to Saturday, Sunday 10.00 – 16.00. Thursday is late night shopping in some shopping centres and they are open until around 8pm. The Trinity Shopping Centre is open until 20.00 everyday. The White Rose Centre on the outskirts of Leeds is open until 8pm every night except Sunday. Students can catch the number 3 bus from outside the Corn Exchange to get there.
- **SPORTS CENTRE/SWIMMING POOL** – Kirkstall Leisure Centre is the nearest and cheapest centre. It has a pool and a small gym as well as fitness classes. Students can catch the number 33 bus from Park Row to get there.

TOUR INFORMATION

If you do not have a social programme arranged, or if you would like to add extra activities and/or excursions to your pre-arranged programme, please speak to us and we will be happy to help.

HALF-DAY EXCURSIONS

Kirkstall Abbey

Situated on the outskirts of Leeds in Kirkstall, the abbey is one of the most complete examples of a medieval Cistercian abbey in Britain. Set in wonderful parkland along the banks of the River Aire, Kirkstall Abbey boasts historic architecture amid a haven of wildlife and greenery. Entry is free to the Abbey grounds and parkland. There is also a museum in the grounds which houses a replica Victorian street complete with shops and a pub! Entry to the museum costs £3.80 and it is open from 10.00 – 17.00 every day.

Tropical World

A beautiful glass house filled with butterflies and birds, plus the odd hungry terrapin! The perfect place to escape to on a dreary afternoon. Situated in a beautiful Victorian walled garden across the road from Roundhay Park, it is open from 10.00-18.00 every day, entry is £3.50 and you can catch the number 2 or 12 bus to get there.

Harrogate

Harrogate is a spa town in North Yorkshire, England. The town is a tourist destination and its visitor attractions include its spa waters and RHS Harlow Carr gardens. Nearby is the Yorkshire Dales National Park.

> Harrogate spa water contains iron, sulphur and common salt, and have long been a cure for ill-health and rheumatic problems. Home also to Betty's tearooms and some quirky old shops and pubs, it is well worth a visit. Don't forget your camera

FULL-DAY EXCURSIONS

York

York is the city that gives Yorkshire its name. First settled by the Vikings it was once the capital city of England. It has a bustling tourist industry due in part to the city walls and beautiful Minster. You can explore the Viking museum, find out about the history of chocolate, or maybe take a boat trip. York also has some fantastic shops and restaurants. If that all sounds too tiring - students could just relax with a nice cup of tea at one of the many café's by the river!

Manchester

A lively and bustling city known for its music and two football clubs. Famous bands from Manchester include The Smiths, Oasis and The Happy Mondays. It is also home to the legendary Hacienda nightclub.

Great food, bars and nightlife as well as fantastic shopping and leisure opportunities make it well worth a visit.

Liverpool

Famous for the Beatles, its docks and the 'Scouse' accent, Liverpool is an industrial city on the banks of the Mersey river. It was awarded the European capital of culture award in 2008. Liverpool was also the Port of Registry for the Titanic and has a large museum dedicated to the ill-fated ship. Liverpool also has Merseyside Maritime Museum, International Slavery Museum, Tate Liverpool and The Beatles Story which are worth a visit.

Fire Instructions

FIRE INSTRUCTIONS CAN BE FOUND ON THE WALLS

1. DO NOT PANIC!

   If the alarm sounds during break time and you are with your students, please lead them calmly to the nearest exit (clearly marked FIRE EXIT). Make sure they are all following you and when you are outside, walk along Stoke Abbott Road towards the end of the road. When you are there, check all of your students are with you and be prepared to report to the Director of Studies that all students are present and correct.

2. If the alarm sounds during class time, do not worry about your students. Their teacher will take care of them. Make your way calmly to the nearest exit (clearly marked FIRE EXIT).

3. Do not stop to chat to any one or to search for anybody in a different room.

4. Once outside walk calmly away from the exit and go to the assembly point
5. Your students will be brought there by their teacher
6. Do not go back into the building unless told by the Principal that it is safe to do so.

While every effort has been taken to ensure the accuracy of the information contained in this handbook, Centre of English Studies cannot accept responsibility for any inaccuracies.

Emergencies

It is very unlikely that you will ever have any problems either in Worthing or outside of Worthing on an excursion. If something does happen then this is the advice as given by the UK government

RUN



Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then…

HIDE



It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so…

TELL



Tell the police by calling 999.

- If possible, stay with your yellow shirts
- Do what they say
- Do what the Police say
- Never put yourself in any danger