U18s Welfare Ticklist for Groups Coordinator and Welfare Officer

*Document last updated 29th July 2019*

Olivia (Head of Welfare & Safeguarding): 07475267114

Tim Shoben (Deputy Safeguarding Lead): outside office hours: 07540 696 505

* I have given each student the emergency numbers:
* I have informed our Welfare officer of each student’s name & contact number:
* I know the ETO’s contact details and they are contactable:
* I know how each student travels into school & back to their accommodation:
* I have provided each student with the *Stay Safe in London* & *My First Day at ICE* documents:
* I have introduced myself and Welfare Officer to the students:
* I have met the group leader(s) and exchanged *working* contact details with them:
* I know their weekly plan as far as possible & have advised of any safety issues with the benefit of my local knowledge (is there a train strike? demonstration? carnival? football match on?)
* If we have organised their accommodation, they are in Homestays and we have the contact details and the family has provided each student with a map and travel directions.
* Relevant ICE teachers have been informed and they know to report the late arrival, or no-show, of an U18.
* The Young Students at ICE contract has been signed by the ETO/ Group leader.
* We have seen signed copies of the Parental consent form for each student, either in English or the overseas equivalent.
* We are checking arrival of every U18 daily before lessons at reception.
* We have a police check, or international equivalent, on the group leaders (see British Council guidelines on web site).