

## Resources Policy

BSC Young Learners Ltd. (BSC YL) department uses both self-designed resources as well as holds licenses to third-party designed materials to enhance its portfolio.

BSC YL resource portfolio materials are to be used by BSC YL employees to deliver the full extent of BSC YL's programmes to the highest standards, and to be used for reference as appropriate, and broken down into the following divisions:

- Academic & teaching
- Activity & excursion
- Welfare & safeguarding
- Operations & logistics

### Academic & Teaching

British Study Centres Young Learners strive for not only an excellent teaching standard with outstanding lessons, but also highest possible learning outcomes for our students while providing maximum teacher support.

Therefore, an array of teaching material and supplies has been put in place and will be provided on-site and online.

### Activity & Excursion

BSC YL endeavours to ensure that its course participants' activity and excursion materials are safety certified by CE standards as per UK government guidelines:

*By placing the CE marking on a product a manufacturer is declaring, on his sole responsibility, conformity with all of the legal requirements to achieve CE marking. The manufacturer is thus ensuring validity for that product to be sold throughout the EEA. This also applies to products made in third countries which are sold in the EEA and Turkey.*

<https://www.gov.uk/guidance/ce-marking>

In addition to a CE marking, where possible, materials used are inspected for age appropriateness, specifically for YLs aged 8+ years old. Where items have an older age suitability indicated, such as films, efforts will be made by BSC YL staff to verify student's ages and regulate participation accordingly. Where this is not possible, parental consent may be required.

Inventory of items is taken and any age-specific unsuitability is noted. Certain stock is only sent to specific centres with means to make use of such items. For example, a set of cricket equipment is unlikely to be made available to a centre without sports grounds.

Suitability of attraction, pertaining to free and paid entrances, and excursion destinations is determined at the discretion of the BSC YL Operations Team.

### Safeguarding & Welfare

Supplier employees are vetted by their local authority and confirmation of suitability to work with YLs is verified in the Terms of booking between the supplier and BSC Young Learners Ltd. upon booking (regardless of whether payment has been made).

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BSC YL follow safeguarding policies in accordance with English UK and UK/Irish government guidelines.

*All organisations that work with or come into contact with children should have safeguarding policies and procedures to ensure that every child, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, has a right to equal protection from harm.*

*Setting up and following good safeguarding policies and procedures means children are safe from adults and other children who might pose a risk. This includes voluntary and community organisations, faith groups, private sector providers, as well as schools, hospitals and sports clubs.*

<https://learning.nspcc.org.uk/safeguarding-child-protection>

BSC YL employees undergo DBS (Disclosure and Barring Service), Disclosure Scotland (and PVG (Protecting Vulnerable Groups) where possible, though this is not a requirement) and Garda vetting processes prior to commencing contracts of employment with BSC YL. Failure to achieve suitability status will result in offers being rescinded.

### England & Wales

*Employers must be based in England or Wales to apply for a standard or enhanced DBS check, regardless of where the work will take place. This is because the legislation that governs eligibility of checks applies only in England and Wales.*

<https://www.gov.uk/government/collections/dbs-eligibility-guidance>

### Scotland

*Disclosure Scotland checks and shares information about people's criminal records. This helps organisations to employ the right people for certain types of work, like working with children or protected adults.*

*A PVG certificate contains all unspent and certain spent conviction information. It also contains any other non-conviction information that the police or other government bodies think is relevant.*

*Disclosure Scotland continually monitor PVG scheme members' records for vetting information including criminal convictions that may affect their suitability to work with vulnerable groups.*

<https://www.mygov.scot/disclosure-types/>

*The PVG Scheme [...] only applies to 'regulated work'. There are 2 types of regulated work – work with children and work with protected adults.*

<https://www.mygov.scot/pvg-scheme/types-of-work-covered-by-pvg/>

### Ireland

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*The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also creates offences and penalties for persons who fail to comply with its provisions.*

*The Act stipulates that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person.*

*Garda vetting is conducted on behalf of registered organisations only and is not conducted for individual persons on a personal basis.*

<https://vetting.garda.ie/>

### LADO

*All BSC YL centres have designated LADO (Local Authority Designated Officer) contact information for reference out with the [BSC YL Escalation Structure](#), as required indicated in the [BSC YL Safeguarding Policy](#) and [BSC YL Disciplinary Policy](#). Contact with LADO is at the joint discretion of the BSC YL centre's CM (Centre Manager) responding to a breach and their respective BSC YL Operations Manager or the BSC YL Director.*

*Statutory guidance and procedures state that every Council has a duty to manage allegations and concerns about any person who works with children and young people in their area. This includes Council staff, staff or partner agencies and volunteers. Sutton Council complies with this duty by employing a LADO.*

*The LADO is responsible for managing all child protection allegations made against staff and volunteers who work with children and young people.*

[https://www.sutton.gov.uk/info/200235/safeguarding\\_children/1522/local\\_authority\\_designated\\_officer\\_lado](https://www.sutton.gov.uk/info/200235/safeguarding_children/1522/local_authority_designated_officer_lado)

### **Operations & Logistics**

BSC YL Operations Team supplies BSC YL centre staff with a list of key contacts, such as third-party sports coaches, and local information prior to opening the centre. In addition, a list of suppliers are provided, such as coach company contact details, to enable BSC YL centre management teams to make arrangements within pre-agreed terms of booking and SLA arrangements.

### Centre Locations

BSC YL's centres are most commonly, though not exclusively, in locations intended for YLs and/or education. Centre locations are evaluated to meet British Council suitability standards for YL and risk assessments for locations and facilities are composed by BSC YL Central and reviewed by centre management teams.

Centre facilities and available resources are used by BSC YL as permitted by the host centre itself and in accordance with age restrictions, parental consent and statutory limitations (for example, a site blocker preventing under 18 year olds from accessing restricted material while using a host centre's Wi-Fi connection).

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### Summary of Resources

The below is a general summary of resources which represents a sample list of the resource portfolio used across all BSC YL centres.

Academic & Teaching	
Resource	Purpose
Bespoke NGL impact books: Impact Green (A1-A2) Impact Orange (A2-B1) Impact Red (B1) Impact Pink (B1-B2) Impact Grey (B2-C1)	For students aged 13 and above. The official BSC coursebooks based on the General English curriculum. To be used by all teachers during GE classes as well as project lessons.
NGL impact books: Impact Foundation Impact 1 Impact 2 Impact 3 Impact 4	For students aged 13 and above. To supplement the bespoke BSC books. Additional ideas for GE classes and projects can be found here.
NGL Our World: Our World 3 Our World 4 Our World 5 Our World 6	For students aged 8 – 12. To be used by all teachers during all General English and project classes with younger students.
Lesson Planners	Each book mentioned above comes with a lesson planner book which contains very detailed page by page lesson plans.
Learning Software	Both NGL impact and NGL Our World come with a learning software installed on all the schools' computers. To be used for audio and video material as well as interactive activities and games during GE lessons and projects.
Curricula: General English Ready for GCSE 21 <sup>st</sup> Century Skills Performing Arts Exam preparation IELTS Exam preparation Cambridge Coding and Robotics STEM Street Art & Culture Future Leaders and Entrepreneurs	Academic guides on how to deliver each programme.

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NCUK	
Fidelo Teacher Portal	To keep track of classing, classes and registers, as well as teacher and student timetables.
Moodle	Pre-course level testing, pre- and post-course content for students.
Lesson materials/ Realia	A variety of games, toys and stationery to be used by teachers when planning and conducting YL lessons. Additionally, there are various books on grammar, passive and active skills, teaching methodology, and teacher training to support teachers in lesson planning.
Stock/Inventory	A list of materials available and their condition to keep track of what activity equipment is available, how many items are available and what stock is needed to satisfy the academic programme.
Performance Observation & CPD	A tool used to identify staff performance.
Rotas & Timesheets	A method of documented working hours and managing duty allocations.

Activity & Social Programme	
Resource	Purpose
Student Notice boards	To advertise activity sessions, daily and weekly schedules and times, and to provide updates to students.
IGL Notice boards	To advertise activity sessions, daily and weekly schedules and times, and to provide updates to IGL.
Staff Notice boards	To advertise activity sessions, daily and weekly schedules, rotas and times, and to provide updates to staff.
Timetables & Programmes	To update students and IGLs on group-specific schedules.
Activity Attendance Registers	To identify which students are participating in which session or activity.
Sign-Up Sheets	To give students the option of choosing in which activity or session they would like to participate.
Stock/Inventory	A list of materials available and their condition to keep track of what activity equipment is available, how many items are available and what stock is needed to satisfy the social programme.
Performance Observation & CPD	A tool used to identify staff performance.
Rotas & Timesheets	A method of documented working hours and managing duty allocations.
Activity 'How to Guides'	Instructions on how to lead particular activities.
Session Planners	To identify the running order and delivery of a session's activities.

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Optionals & Additional Bookings	To enhance the existing and pre-agreed social programme.
Excursion Checklist	To identify exactly which people are on exactly which vehicle.
Vouchers	To identify exactly how many adults and exactly how many children are entering an attraction.

Safeguarding & Welfare	
Resource	Purpose
Signs & banners	To provide staff, students & IGLs with information and directions.
Incident Report Forms	To record safeguarding or welfare allegations.
Risk assessments	To identify risk factors in all aspects of the BSC YL experience (on-site, off-site, third-party involvement, health & safety). Updated fortnightly when in use.
Performance Observation & CPD	A tool used to identify staff performance.
Rotas & Timesheets	A method of documented working hours and managing duty allocations.
House Registers	To monitor student's attendance.

Operations & Logistics	
Resource	Purpose
Policies	To identify measures to keep students safe while on BSC YL programmes.
Procedures	To identify actions to keep students safe while on BSC YL programmes.
Protocols	To identify guidelines to keep students safe while on BSC YL programmes.
Feedback Questionnaires	To evaluate and improve on performance and overall experience.
Consent Forms	To receive
Incident Forms	To record events pertaining to specific people/groups.
Event Logs	To record information and monitor development thereof.
COVID-19 annexes to existing policies	To contribute to existing policies regularly updated for COVID-19 pandemic.
Risk assessments	To identify risk factors in all aspects of the BSC YL experience (on-site, off-site, third-party involvement, health & safety). Updated fortnightly when in use.
IPC Measures	To outline infection prevention & control measures in relation to COVID-19 outbreak at any given centre.

A more detailed depiction of BSC YL documentation is available upon request.