

All new and returning Oxford Spires Staff undergo training to ensure they are sufficiently prepared for their role and responsibilities. Safeguarding plays a key element.

All Oxford Spires International staff receive a full induction prior to students' arrival. The centre induction is designed to provide centre specific information. All staff are required to sign an induction form to record that they have received and understood the training and documentation, which includes Safeguarding.

The induction typically covers the following areas:

Welcome & Introductions

- About Oxford Spires
- Meet the Management Team
- Roles Responsibilities & Communication Channels
- Oxford Spires Mission, Vision and Values
- Staff Portal & Handbooks
- Staff Expectations

Overview & Logistics

- Locations
- Student Numbers
- Group Details
- Staff Overview
- Rotas & Timetables

Safety, Welfare & Supervision

- Incident & Accident Forms
- Missing Student Procedures
- Emergency Planning
- Safeguarding Training
- Policy Training

Using the Database (Elsieapp)

- Registers
- Allergies, Special Educational Needs (SEN), Additional Information
- Homestay Students
- Room Lists

Student Management

- Behaviour Management
- Student Complaints



In addition to the induction of all staff a range of written, online and other face to face training is given:

Written Induction Materials

- All staff are sent the Staff Handbook and company Safeguarding Policy along with their work contracts
- All staff are sent the Staff Information Pack at least a week before their contract starts
- All teaching staff are sent the Teacher Handbook at least a week before their contract starts

Online Training

- All staff complete an Introduction to Safeguarding and Prevent course before arrival

Face to Face Training

- The Centre Managers arrive at least a day before their staff to receive a face-to-face induction in Head Office (see checklist)
- The Senior Teachers receive a face-to-face induction (one day) with the Operations /Academic Manager before the teaching staff arrive
- All other staff attend a compulsory, paid induction before the students arrive, which goes over the content of the handbooks in more detail (see checklist). Staff are then divided into activity and teaching staff for role-specific training
- Any staff arriving once the programme has started will receive a shorter induction with the Centre Manager and Senior Teacher/Senior Activity Leader before starting work

Continuous Development

If any areas are identified as lacking, staff will receive the necessary training.

Oxford Spires Head Office will also conduct Centre Checks whereby staff will be randomly selected and tested on their knowledge, in particular Safeguarding.