

February 2024

Dear Director, Principal, Head of ELT

### **BRITISH COUNCIL REGULATIONS**

All British Council accredited UK English language centres accepting students under the age of 18 are required to meet inspection criteria relating to the safeguarding of students.

Inspection criterion S4 requires:

“Recruitment procedures for all roles involving responsibility for or substantial access to under 18s will be in line with safer recruitment good practice and the organisation's safeguarding policy.”

*Inspection criteria, requirements and additional guidance document 2024-28.*

This means that language centres employing staff who have lived or worked outside the UK and agencies or schools sending local group leaders or teachers with students will need to obtain evidence of their suitability to work with children. For this purpose, they will need to require a Police ‘Certificate of good conduct’ or ‘certificate of criminal record’ from the relevant authority in their country of residence (or former residence).

Until such checks have been completed, offers of employment cannot be confirmed and individuals can only be allowed limited access to and responsibility for students. In the case of group leaders arriving with students, additional supervision will have to be provided by the language centre which may result in increased costs to the sending agency, school or customer.

Yours sincerely



Elizabeth McLaren  
Manager Accreditation UK  
British Council

[elizabeth.mclaren@britishcouncil.org](mailto:elizabeth.mclaren@britishcouncil.org)