



Care of Under 18s Policy & Procedure 2016

Introduction

The English Language Centre's courses are primarily aimed at adults aged over 18 but we do welcome students aged 16 and 17. ELC has a responsibility to provide a safe & healthy learning environment for all our students and staff but especially for students under the age of 18 and vulnerable adults. This document describes how we care for students aged under 18 but it should be noted that:

- ELC does not provide 24 hour supervision
- students under the age of 18 will study in classes with adults
- students will travel between homestay and school unsupervised
- students will be unsupervised outside lesson times and the time spent at homestay

Parental Agreement

Before arrival at ELC, we require the parents/guardian and students aged under 18 to sign and send to ELC a "Parental Agreement" to confirm that they understand the systems and rules that we have in place for the welfare of under 18s and the level of supervision that we provide for under 18s. ELC will initially speak to the student about minor breaking of the rules. ELC will inform the parents in the case that the student is regularly not abiding by the agreed terms of the Parental Agreement, or immediately in the case of a serious breaking of the rules.

Arrival/Departure from/to airport to/from accommodation

We strongly advise all parents/guardians of students under 18 to arrange a taxi transfer from/to the airport on arrival and departure.

All students must travel with a completed Parental Consent to Travel form signed by their parents/guardians.

ELC arranges all taxi transfers with a local taxi driver/company who provide an annual declaration that the drivers they use have had a satisfactory DBS check and the vehicles they use all comply with legal requirements.

Accommodation

In the case of students under 18, we normally require that they stay in homestay accommodation. Alternative arrangements where the student will have adult supervision, such as staying with a family friend, will be accepted provided we have written confirmation of the arrangements from the parents at the time of the enrolment. We would not expect individual students aged under 18 to stay unsupervised in a hotel or guest house.

ELC will normally only place a student under 18 in a homestay following an initial inspection by our Accommodation & Welfare Officer and a satisfactory DBS (Disclosure and Barring Service) check on the main carer, who is also required to sign an annual declaration covering all adult members of the family. ELC also requires that other any students in the homestay will be of a similar age.



Homestays provide breakfast and dinner every day. Lunch is not provided and ELC does not have a canteen. Students normally buy lunch at one of the many shops, restaurants or supermarkets within 5 minutes' walk of school. Parents should ensure that their child has sufficient money for lunch.

- Students will be placed in a single room, unless travelling with a friend of the same sex and similar age in which case twin room accommodation may be possible.
- The student is treated as part of the host's family and they eat together in the evening
- There will always be a responsible adult at home overnight.
- The student will return home by 23.00 Sunday to Thursday and midnight on Friday & Saturday. Our homestays have been asked to contact the school if this rule is broken.
- The student must provide written permission from their parents 1 week beforehand should they wish to stay out overnight or go on an overnight trip.

ELC staff

All staff at the school have a responsibility in relation to safeguarding and promoting the welfare of all students but especially those under 18. ELC follows safe recruitment practices and require that all members of staff undergo a DBS check before taking up employment, and thereafter at 3-yearly intervals, and sign an annual declaration of suitability to work with under 18s.

We provide all staff who work with under 18s with basic awareness training in safeguarding and child welfare.

We employ full time Accommodation & Welfare Officers who have delegated responsibility in particular for the welfare of under 18s, and we have a designated Child Protection Officer (Phil Hopkins, CEO).

Key personnel and responsibilities:

Senior manager with overall responsibility for safeguarding and child protection:

Brighton & Eastbourne - Phil Hopkins (CEO)

Designated Safeguarding Person (DSP)/child protection officer (CPO)

Phil Hopkins (CEO) – trained to safeguarding Level 3

In Brighton:

In the absence of the above, the following person can substitute

Julia Sandiford (Marketing Administrator) – trained to Safeguarding Level 2

Trained staff who can deal with day-to-day issues of welfare and safeguarding

Ali Passmore (Accommodation & Welfare Officer) – trained to Safeguarding Level 3

In Eastbourne:

In the absence of the above, the following person can substitute

John Veale (Centre Manager, Eastbourne) – trained to Safeguarding Level 3

Trained staff who can deal with day-to-day issues of welfare and safeguarding

Jay Rowley (Accommodation & Welfare Officer) – trained to Safeguarding Level 2



Day One at ELC

After an initial test supervised by an academic manager, ELC provides a full induction for new students that includes a tour of the building, Health & Safety Information and introduces key staff (eg Accommodation & Welfare, social organiser). Under 18s specifically:

- are made aware who they should talk to if they have a problem or need help
- are given an ELC student card which includes the school's emergency number which we ask they immediately add to their mobile phone
- are given an advice and emergency details information sheet (see below) which includes a reminder of curfew times
- complete an Emergency Contact form to double-check that we have up-to-date contact details for parents/guardians

Ongoing support for under-18s during the course

All key staff are made aware of the names of students aged under 18 in school. Every Friday a list of students under 18 the following week is generated by the Accommodation & Welfare Department and circulated to key staff (eg. academic managers, social organisers, weekend duty person).

All registers include the ages of students so that teachers can be aware of students aged under 18 in their class and provide necessary support as required.

All students under 18 who are staying for more than 4 weeks will have a monthly welfare meeting with an Accommodation & Welfare Officer.

Attendance and lateness

We keep a register of attendance for all students and mark lateness. Every day by 09.15 an academic manager checks that all students aged under 18 are in class. If not, they call the student's mobile phone. If there is no response, they inform an Accommodation & Welfare Officer who will check with the homestay and follow up until we are sure that the student is safe (eg either in class or sick at home). In both cases we keep a record in the student's file.

Internet access and WiFi

ELC provides all our students with free access to the internet via PC or WiFi so that they can stay in contact with friends and family.

Our servers are set to block content that is not suitable for under 18s.



Social Programme

We provide a full programme of afternoon and evening activities Monday to Friday, and full-day guided excursions at weekends. Although the programme is not specifically designed for students aged under 18, we do aim to offer a number of activities every week that are suitable for under 18s. We publish the social programme every week on our website here:

Brighton: www.elc-schools.com/about/elc-brighton/social-programme/bsocprogthisweek.pdf

Eastbourne: www.elc-schools.com/about/elc-eastbourne/social-programme/esocprogthisweek.pdf

Activities are clearly marked:

- * - a member of ELC will be present for this activity
- 18+ - you must be 18 or over to attend this event and will need to provide identification
- AF - no alcohol available at this event

For activities where the meeting point is not given as ELC, students will need to make their own way to the event unsupervised. After all activities, students will make their own way home unsupervised. For evening activities, particularly when it is dark, we strongly advise all students under 18 to travel back to their homestay with a friend living nearby.

ELC organises one-day guided excursions at weekends to destinations such as London, Oxford, Cambridge, Bath & Stonehenge and Canterbury. These are supervised by ELC staff but there will normally be some time (2-3 hours) where the students will be unsupervised, for example to go shopping. We require that all students provide the tour leader with their mobile phone number and take particular care to ensure that under 18s have the mobile phone number of the tour leader in case of emergency.

ELC also sells tickets for excursions run by 2 local companies (Discovery Tours and UKStudy) which organise full day and weekend excursions for students from other local language schools. These companies have carried out their own risk assessments and say they follow best practice in particular with regard to students aged 16 and 17. However, these students are treated as adults. As with excursions organised by ELC, one-day excursions organised by these companies are guided but there will normally be some time (2-3 hours) where the students will be unsupervised, for example to go shopping. These companies also organise excursions that involve 1 or 2 nights away (eg to Scotland, to Manchester & Liverpool).

Related Policies and Documents

See also:

- Child Protection Policy Statement
- Staff Code of Conduct
- Staff recruitment and training
- Data Protection
- Prevent Policy

April 2017 – Phil Hopkins, Chief Executive