



# Care of under 18s Policy in Main School

## Care of students aged 16 and 17 in the adult school

In the UK anyone under the age of 18 is considered a child. As such, we have an extra care of duty towards this group of students to ensure that their welfare needs are properly met and that they have a safe and secure time with us here at CES.

CES provides extra procedures in place for students aged 16 or 17 who are studying in the main adult classes, both in the summer and year round.

In particular:

- The emergency phone has the telephone numbers of all individual 16-and-17-year-olds in the main school.
- For individual 16-and-17-year-olds in adult classes, we maintain a daily signing in/out sheet in reception. Students who are absent are contacted immediately by phone by a member of staff and their whereabouts is ascertained.
- For 16-and 17-year-olds who are part of a group but who are in adult classes, a member of staff checks their attendance at the start of each lesson throughout the day and informs their group leader(s) of any absences so the group leader(s) can contact them by phone to check their whereabouts.
- During the Junior School only, end of June to the beginning of August, when there are larger numbers of students than normal, 16-and 17-year-olds who are on a Junior Summer Group program but have classes in the adult school, are required to wear an orange lanyard to help identify them.
- We have a special meeting for individual students aged 16 and 17 once every week, normally Tuesday in the morning break time, with our welfare staff to ask if they are having any problems, or to ask if they need any help or advice about anything.
- We have an additional part to student inductions for under-18s. This will cover all the same topics as the regular induction but more time is spent on talking what to do and what not to do, staying safe in Scotland, how to find help if it is required and so on. Students are required to sign the Under-18-Rules.
- We make all staff aware of which students are 16-and-17-year-olds on activities undertaken outside the school
- We regularly offer social activities that do not exclude 16-and-17-year-olds
- Teachers are aware of 16-and-17-year-olds in the registers, and they know that if they have any special concerns about these students in lessons, that they should raise them immediately with the Welfare Officer.

## Care of students aged 12-15 in the adult school

CES provides extra procedures in place for students aged 12-15 who are studying in the main school.

In particular:

- Students aged 12-15 are never put in adult classes.
- Students aged 12-15 will be only ever part of group and they will be in closed classes.
- Classes will normally be at a different time to normal timetable in order to reduce/avoid the same break times as the adult classes.
- A member of staff checks their attendance at the start of each lesson throughout the day and informs their group leader(s) of any absences so the group leader(s) can contact them by phone to check their whereabouts.
- Students aged 12-15 who are in closed classes in the main school, are required to wear an orange lanyard to help identify them
- We have an additional part to student inductions for under-18s. This will cover all the same topics as the regular induction but more time is spent on talking what to do and what not to do, staying safe in England, how to find help if it is required and so on. Students are required to sign the Under-18-Rules.
- We make all staff aware of which students are under-18 on activities undertaken outside the school
- Teachers are aware of students' ages in the registers, and they know that if they have any special concerns about these students in lessons, that they should raise them immediately with the Welfare Officer.