



Policy for the care of under 18s in the adult school

Care of individual and group students aged 16 and 17 in adult classes

In the UK anyone under the age of 18 is considered a child. As such, we have an extra duty of care 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 takes additional safeguarding measures for students aged 16 or 17 who are studying in adult classes in the adult school, both in the summer and year round.

In particular:

- The emergency phone holder has 24-hour access to contact details for all students in the school, including those under 18 years of age
- 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 Summer School only, 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 with our welfare staff to ask if they are having any problems and 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 about what to do and what not to do, staying safe in England, how to find help if it is required. 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 they should raise them immediately with the Welfare Officer.

Care of students aged 12-15 in the adult school (closed group students)

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

In particular:

- Students aged 12-15 are never put in adult classes.
- Students aged 12-15 will only ever be part of group and they will be in closed classes.
- Classes will normally be at a different time to the normal timetable in order to reduce/avoid the same break times as the adult classes.
- We ask group leaders to sign in all of their students at the start of the day and to ensure their presence in the school throughout the day
- 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 a special induction specifically for closed group students studying on out of summer programs in the adult school

General

In general we take the following measures to ensure the safety and security of all of our students, but in particular those aged under 18. Specifically we:

- Provide students, their parents/guardians and group leaders with pre-arrival handbooks and post arrival information about the course, accommodation, activities, levels of supervision, contact details and emergency number for the school.
- Provide all students with CES student identification cards.
- Provide a full and comprehensive induction covering important aspects of living and studying safely in the UK, including school rules, what students may or may not do in their free time and who to see if they have an problem
- Ensure that staff wear staff identification badges when on school premises
- Ensure that all CES staff and homestays are DBS/PVG checked and references are followed up