

Safeguarding Policy (Section F) / Welfare & Implementing Safeguarding Policy and Procedure	FOR ETOs & PARENTS AND/OR LEGAL GUARDIANS OF U18s
Updated: November 2018	Due to be reviewed: November 2019

F3. MISSING STUDENTS

OVERVIEW

Capital School of English (CSE) believes that all students have a right to live, study, develop and achieve in a safe and supportive environment. All members of the staff have a responsibility to **safeguard** all students, and an extra **Duty of Care** for students under 18 (U18s). Part of our safeguarding responsibility is to ensure all students attend scheduled classes and adhere to the Student Attendance and Absence policy.

F3A. STUDENTS MISSING FROM CLASS

CSE expects all students to attend ALL their scheduled lessons on time and are not allowed to be absent unless permitted by CSE.

Certificate: No Certificate of Study and/or End of Course Report will be given if attendance is less than 80%.

U18s: An U18 register is completed during every lesson (09:00, 10:45, 12:45, 13:45 and 15:30). Any absent U18s are contacted immediately to check on their well-being.

Warning and Disciplinary procedure: Any student who is repeatedly late, leaves early or is absent and whose attendance drops below 80% may be given a verbal warning and/or a written warning for poor attendance. If poor attendance continues, the student will not be allowed to continue at the school (expelled) immediately with no refund of any fees.

For more information see: Student Attendance and Absence Policy and Procedure

F3B. STUDENTS MISSING FROM EXCURSIONS

On all excursions, irrespective of the age of the student, to prevent the potential occurrence of students going missing CSE will:

- Ensure the Social Activity phone number is on any maps provided to the students.
- Encourage students to remain with the group.
- Regularly check students are with the group.
- Ensure all students have the Social Activity phone number and encourage students to contact the Social Organiser should they get separated from the group.
- Remind students of the School Emergency Phone number on the back of their Student ID card and encourage students to use it should they get separated from the group.
- Provide a clear explanation of what is available in the area with the use of landmarks, and general 'how to' guidelines.
- Set clear boundaries and time frames for free time.

- Set meeting times earlier than necessary, usually 30 minutes prior, to ensure late students have time to meet the rest of the group and to deal with any issues should they arise.
- Encourage students to spend their free time in groups.

F3C. STUDENT NOT RETURNING TO HOMESTAY

SPECIFIC TO U18s

U18s: Homestays are informed of curfew times for U18s in the Terms & Conditions, and informed to contact the school emergency number immediately.

For more information see Terms & Conditions for Homestays and Under 18 Code of Conduct.