

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

F4. WELFARE PROVISION – UNDER 18s

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 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 U18 students receive extra Welfare Support.

U18 WELFARE OFFICER

Though all members of the staff have a responsibility to **safeguard** all students, and an extra **Duty of Care** for students under 18 (U18s), CSE has a dedicated U18 Welfare Officer.

U18 WEEKLY MEETINGS

All Under 18s are required to attend a weekly meeting with the U18 Welfare Officer. These meetings enable the U18 Welfare Officer to find out more about how the U18 students are doing outside of school.

EMERGENCY SCHOOL PHONE – 00447969524647

All students, irrespective of age, are given the School Emergency Phone number, which students can use to contact a member of staff outside of school opening hours.

U18 WELFARE PHONE

All U18s are given the U18 Welfare Phone number, which they can use to contact the U18 Welfare Officer during school times (Monday - Friday 08:30-17:30). U18s can also WhatsApp the U18 Welfare Officer on this number (00447414083406).

16 – 17 YEAR OLD ACTIVITY PROGRAMME (SUMMER TERM ONLY)

All social activities clearly indicate the minimum age to attend the activity. Students are required to show their Student ID card when registering for an activity. Under 18s are not able to register for 18+ activities.

STUDY PROGRAMME

Study Programmes for all students, irrespective of age, highlight not only the class times but also times students can use the Self-Study Centre.

DURING LESSONS

U18s must attend all their lessons. 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.

Late U18 students **must** go to the Self-Study Centre until the start of the next lesson.

U18s are not allowed to leave the lesson, unless approved by the U18 Welfare Officer, DOS, Managing Director or a member of staff covering these roles.

U18s cannot leave the school during lesson times unless authorised by the U18 Welfare Officer or a member of staff.

U18 STUDY AND ACTIVITY PROGRAMME (SUMMER TERM ONLY)

All Study Programmes in the Summer Term also highlight the times students can attend social activities.

INFORMING ETOs, PARENTS &/OR LEGAL GUARDIANS AND HOMESTAY PROVIDERS

The Study Programme (year round) or Study and Activity Programme for all U18s are emailed to the homestay and their parents and/or guardians or ETOs (depending on the contact details on the 'Parental Consent Form'.

INDEPENDENT TRAVEL

If an Under 18 requests a holiday or day off with an overnight stay an 'U18 Permission to Travel Form' must be completed before permission is granted.

Note:

- Local visits on their own outside of class times to Poole, Christchurch or Swanage, which are all accessible via "yellow bus", will not require written authorisation.
- A day trip booked or organised through the travel companies in the school, such as London, Oxford, Bath, Jurassic coast, etc. **will not** require written authorisation from the parents.
- A day trip not booked or organised through the travel companies in the school **will** require written authorisation from the parents.
- Any overnight trip, regardless of whether it has been booked through the school, going with friends or relatives, **will** require written authorisation from the parents.

CURFEW TIMES

U18s must always be home for curfew times:

- 22:30 Sunday – Thursday
- 00:00 (midnight) on Friday & Saturday

If an U18 returns home after the curfew times, the homestay provider will contact the school and appropriate action will be taken. Contact can be made out of hours using the homestay emergency number.