

Under 18s Policy*

Colchester English Study Centre accepts students from the age of 11, under certain circumstances (closed groups), and students from the age of 11 at our ILH summer schools. The Centre recognises the need to adopt special measures to keep these students safe.

We have a formal induction process for Under 18 Students and responsible Group Leaders.

The induction is carried out during the first morning at the Centre (usually Monday) and is delivered by the Welfare & Accommodation Officer.

The induction is based upon the relevant Handbooks and the objectives are to ensure that Students and Group Leaders understand:

- their Handbook
- their individual responsibilities regarding Safeguarding Policies and Child Protection Procedures
- CESC duties and responsibilities and which staff are responsible for what

The Student Induction process will be finished when the student is able to sign the acknowledgement that they have received and understood the information relating to the following:

- CESC staff – who they are and what they do
- What CESC expects of me – how to be a good student
- Classes and learning
- The Activities Programme
- Free time/Curfews
- What to do if I have a problem
- School rules and the law in the UK
- Staying safe
- Homestay
- Smoking/Vaping
- Tour
- Student ID card
- Student Handbook

The Group Leader Induction is carried out by the Welfare & Accommodation Officer and the Principal. We view the Group Leader role as crucial in supporting CESC/ILH staff to ensure welfare and well-being, together with enjoyment for the under 18's in their group.

The induction meeting with Group Leaders will make sure that the Group Leaders have:

- met the Principal and know where his office is
- found out where to go for student welfare and first aid
- been given the main CESC phone number and CESC/ILH 24hr emergency contact numbers
- provided their mobile contact number to the Welfare & Accommodation Officer
- obtained the mobile contact numbers for their students and given this list of numbers to the Admissions Officer
- had a tour of the building
- seen where the meeting point is for excursions
- been told lesson, activity, excursion and Under 18 curfew times
- received an activity programme
- been told what to do in case of a fire and been shown the fire assembly points
- been advised of the Centre rules e.g. code of conduct
- Read and understand the Safeguarding and Child Protection Policy
- Read and understand the Abusive Behaviour Procedure
- been shown the staff room, staff kitchen and invited to make use of those facilities

How we keep younger students safe at CESC

- register at reception on arrival each morning
- register at reception before they leave the Centre, and state where they are going and also whereabouts they are at lunch time,
- All students under the age of 18 must return to their homestay provider by 1800

Curfews are as follows

- 12-13 1800
- 14-15 2100
- 16-17 2200

(this is negotiable with Group Leaders)

- If a call is made to the emergency phone, the duty member of staff will contact the Group Leader immediately. If there is no Group Leader, the member of staff will take action as required
- Students under 18 will be supervised on site by a member of staff during breaks
- Students under 18 are taught in closed groups unless students 16+ have their parents' consent to be allowed in adult class.
- Students of the same sex are not accommodated together unless parents have specifically requested a brother and sister to share accommodation.
- There is a supervision ratio of 1:15 on excursions
- If a student under 18 does not arrive within the first 10 minutes of the lesson in the morning, teachers report to the Principal, and Welfare Officer, and the Welfare Officer contacts the student immediately. If the student cannot be reached, then the Welfare Officer contacts the Homestay Provider. If they cannot be contacted by phone, then the Welfare Officer visits the home within 30 minutes.
- There is a separate section for Under 18s in the student handbook