



Care of 16 & 17 Year Olds in Main School (Adult) Courses Policy

This policy provides guidance for staff on the ways in which we implement our ‘watching brief’ for safeguarding Young Adults on adult courses.

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Section 1: Introduction

The management and staff of Churchill House School of English Language (CHSOEL, the School) all take responsibility for the safeguarding of children in our care. The policy and procedures to ensure such safeguarding is provided are in line with the National Care Standards Commission’s standard on child safeguarding for boarding schools. Whether directly or indirectly involved, the successful provision of safeguarding for juniors depends upon all members of staff playing their part.

The Designated Safeguarding Co-ordinator (DSC) has overall responsibility for Safeguarding practice at the School and is currently the Accommodation Manager, Sue Thompson. She is trained to Level 3 ‘Child-Safe’ Child Safeguarding Training.

Definition: The British Council and Child Safeguarding policies define children as those students under 18. There is no legal differentiation between 12 and 17 year olds.

The following policy, in addition to our Safeguarding Policy, applies only to those students aged 16 and 17, known at CHSOEL as Young Adults (YA), who are studying in the Main School in Adult Classes. The DSC has overall responsibility for this policy with the assistance of Anne Cave (Young Adult Welfare Officer).

There is a team of senior staff who are particularly responsible for the welfare of YAs. They are; Sue Thompson (the DSC, Accommodation Manager); John Benfield (Social Club Manager) and Anne Cave (Director of Studies and Young Adult Welfare Officer). Their role is to provide monitoring for all aspects of the students’ stay and to be constantly vigilant with regard to their attendance and demeanour in classes, their general behaviour during all school activities and trips and their overall experience of living with a host family. Any significant concerns are noted and shared with other relevant members of staff.

All staff are DBS checked and this information is held by the DSC. They have a copy of the YA Policy and have signed to confirm that they have read it and understand their commitment to the policy. They all undergo online training in Introduction to Safeguarding Young People Level 1.

All new staff are given a copy of the Safeguarding Policy and complete Level 1 online training.

The Policy is updated annually by the DSC.

All staff should avoid any non-business electronic contact with students before, during and after their stay as per the Young Learners EnglishUK policy.

All host families are risk assessed annually by the Accommodation Manager (Sue Thompson) or their staff. All host families complete Level 1 online safeguarding training, All YA students are accommodated in families where there are no students aged 18 years and over.

Social Club activities and trips are also risk assessed for suitability for YA students.

Section 2: Pre Arrival

Sales staff are trained to advise customers and agents that YA students must be in full time classes on arrival. This is to ensure maximum safety whilst they acclimatise to their new surroundings and culture.

All agents and parents are made aware before booking that YA students will be in classes and activities with adults and that there will be certain times of the day that they will be unsupervised e.g. walking to and from school, lunch breaks and other free time. They are also made aware that the students will be carefully monitored in all school areas and that poor attendance in classes or unacceptable behaviour of any kind would receive formal warnings, and if the behaviour is not amended, could ultimately lead to expulsion.

They are sent the 'Information for Parents of Young Adult Students on Adult Courses' document at the time of booking which contains the salient points of this policy

Host family selection is based on our criteria for all children under 18. The host families are checked annually and all members of the family 18 years and over, sign the Children Act 1989 Declaration form and are informed in writing that DBS disclosures may be obtained.

The families are risk assessed by CHS staff during annual visits and they are in receipt of the Accommodation Handbook.

Students are sent Host family details and profiles prior to arrival so that adjustments can be made if required.

All students are sent a copy of our Student Handbook electronically with their booking confirmation and the Social Club checks that they have received (and read and understood) this within 24 hours of their arrival at the School.

Section 3: Arrival

The Arrivals report highlights 16 and 17 year olds in the Main School so that they can be given special attention during intake. The Director of Studies, Anne Cave, (or her delegate when the number of arrivals is great) meets each student on arrival day to discuss their classes and explain that their attendance in classes and activities will be specially monitored. It is also pointed out that Anne is their Welfare Officer and they can come to her with any personal problems or worries of any kind, not just those relating to classes.

The Social Club staff meet each YA student within 24 hours of arrival for a welcome briefing, to explain Emergency Procedures and the implications of their specific Identity Card. In addition to checking that students have received the Student Handbook, they are given a copy of the Social Club Information Booklet. It is explained to students that they will be sharing activities with adult students and that any unsuitable behaviour by any adult, be it a member of staff, another student or a member of their host family, needs to be reported. Inappropriate behaviour is not acceptable and will be investigated and dealt with immediately. It is also explained that they can attend any Social Club activity in our Clubroom but must leave at 23.00 and must be back with their Host Family by 23.30 each night.

The Accommodation Manager (or her delegate in summer) also meets all students especially the YAs within their first week and contacts the host family to get feedback on how well the young student is settling in and their general behaviour. All families are aware that they can contact the school at any time to discuss issues and open communication between families and the Accommodation Department is encouraged.

Section 4: During the Course

To maintain awareness in all departments about which students require extra care and vigilance, the front screen of the individual student record of YAs in the main school has an especially high-lighted field next to the age.

The following monitoring and welfare systems are in place to achieve the best learning outcome for our YA students.

Young Adult Feedback

All YAs are called in for an informal chat each month by the Social Club Head of Department or the Teaching Dept. to check on their welfare and progress, etc. This meeting will also remind the YAs of who they can talk to should they have any concerns or problems. All conversations and action taken are recorded on the individual student's record under the monitoring tab in Datastore. If there are any particular problems the Social Club Manager and Young Adult Welfare Officer will discuss these and talk to the relevant department.

Classes

The class register sheets for YAs have an attachment to remind teachers about the extra level of care required for YAs.

Teachers are aware that all absences of YA students must be reported to Anne Cave or someone else in the Teaching Department, by the first break (or even earlier if there is any other reason for concern). Although all students are monitored re class absences or lateness and are called in for a talk with the Teaching Dept if there are two unexplained absences in a week or a pattern of absence over weeks, this process is much more stringent with YAs than with adult students. With YAs the host family are called immediately we are notified of the absence, and if there is no acceptable reason the student is advised to attend school. Further absence would lead to a series of more formal oral and written warnings (the agent or parent may be informed during this process) and continued poor attendance would ultimately lead to the parent(s) being asked to remove their child from the School.

Every student record on Datastore has a monitoring tab where records and comments from all the feedback systems are stored. This is accessed only by Heads of Department and/or their named representatives, e.g. the Young Adult Welfare Officer. This screen is used to keep all comments on YAs overall behaviour and any areas of concern, giving a wide view of all aspects of their stay. Any area of concern may be e-mailed to members of the YA Welfare Team.

Electronic Contact between Staff and Young Adult Students

Churchill House is a member of Young Learners English UK and therefore has agreed to be bound by the YLEUK Social Contact with Juniors (under 18) Policy (see separate document) on electronic contact between staff and students.

Teaching staff at the Main School are allotted professional e-mail accounts. These accounts can be monitored by the school management as necessary. E-mail contact with 16 & 17 year olds in adult classes should be confined to professional subjects, e.g. class-based activities and homework only and must be handled through these accounts.

NB. All e-mail contact with under 16s is forbidden and any such contact would result in disciplinary investigation and action including dismissal.

Reviewed Annually

Latest Review: January 2018 – Anne Cave, Director of Studies