

## **POLICY ON THE WELFARE OF STUDENTS UNDER 18 YEARS OF AGE**

Until recently the college only accepted students aged 18 and over. It has now been decided to extend to 16 and 17 year olds and CRB checks are required for all teachers, administrators and managers who may possibly have one to one unsupervised contact with these students.

Leeds Language College restricts its courses to students aged 16 plus.

1. The college principal has been designated under 18 year old Protection Manager and his deputy, the Director of Studies, is responsible to him for safeguarding both under 18 year olds and vulnerable adults.
2. Teachers will be warned if a student aged 16-17 joins their classes and have been briefed on monitoring student safety in class, as well as avoiding discussion topics which would be unsuitable for students aged under 18.
3. Teachers are encouraged to organise study trips and to fill in a risk assessment for each. The study trips include preparation and review activities. Junior students can only be taken to leisure trips to venues which are suitable for their age.
4. Junior visiting groups (students aged 16 and 17) would normally be allocated at least one teacher and one group leader/teaching assistant per 10 students for leisure activities.
5. Overseas and local group leaders and any staff coming into unsupervised contact with under 18 year old students will be CRB checked.
6. Where a leisure or sports activity has been formally organised it will be supervised by an adequately trained guide or instructor.
7. Home stay Accommodation arranged through the college is only available to students over 18 years of age.
8. Students under 18 years of age would be expected to accompany adult family members to the UK or stay as part of a visiting school group accommodated in a hotel or special residential accommodation.
9. The college has had enquiries from overseas groups who have stated they wish to arrange their own accommodation in Leeds or have asked for residential accommodation. We have inspected various residential venues in Leeds to ensure they meet our standards and are appropriately managed.
10. Students aged under 18 must have their application form for a course counter-signed by an adult parent or guardian who has been informed of the college's terms and conditions. This person will normally take responsibility for ensuring the student arrives at the college on time and has adequate provision to arrive home safely. The parent/guardian must also complete a form informing the college about care arrangements made for the student during their stay.
11. The college shall discourage students aged under 18 from attending late classes, and will advise students to attend classes earlier in the day. The final decision should be undertaken by the adult parent/guardian of a student aged under 18.
12. Students aged under 18 will not be permitted to drink alcohol, smoke cigarettes or other substances at Leeds Language College. Any incidents seen, heard or reported through third persons shall be written down in the Incidents and Accidents file and immediately reported to parents, guardians and the relevant authorities.
13. All staff are asked to be aware that some individuals may use social media, electronic devices such as mobile phones, tablets and cameras to groom and exploit under-age students. Teachers are required to report any cases of inappropriate or suspicious on-line conduct or activity such as cyber-bullying, stalking or photographing of under-age students.