# DUTY OF CARE FOR UNDER 18s POLICY

**inlingua Cheltenham**

revised Feb 2017

It is our responsibility to treat all of our international students as ‘vulnerable’ due to different environments & cultures, especially the under 18’s in our care.

We must ensure that their time here is as safeguarded as possible.

We have a ‘no show’ procedure within our policy for absent students however we are more targeted and focused in our duty of care to under 18’s that extends beyond school hours.

Firstly if a student under the age of 18 is absent without leave we would record their absence in the daily register.

It would be the responsibility of the Registrar to make contact with the student. By means of:-

 Making a phone call to the students personal number – (we may try this a number of times)

 Contacting the student by email in case they have no calling credit.

 Calling to the home stay property to make sure the student is ok.

 Making a phone call to the emergency contact number on the students application/Emergency contact form.

If we have not made contact with the student in a 6 hour period we will contact the police to register the student as missing. Alongside these actions, members of staff will be mobilised to look for the misplaced student. Our duty of care to under 18’s is to ensure that we are doing all that we can to protect them whilst they are a student of inlingua Cheltenham.

We require that whilst they are in the care of their home stay providers that they still have some level of control, the home stay provider has ground rules for each individual student and of course they will be adapted for students under 18 i.e. curfew’s etc...

Whilst students are to be responsible for their behaviour and safety whilst they are unaccompanied we will have done all that is possible to advise the student on life in the U.K and on how to behave and where to frequent.

The parent or group leader with responsibility for the student under 18 gives permission for emergency medical treatment to be carried out if necessary. They will also allow the student to travel in and around Cheltenham by public transport, to take part in organized excursions and engage in cultural and sporting activities. Students will have been given a tour of the local vicinity in their induction and advised of bus and metro timetables and frequency etc... The activities programme must be staffed according to the ratios of the school, for the various programmes we offer, with a maximum of 1 to 15 for adults and if the students are under 16 then the ratio reduces up to 1 to 12.

The parent or guardian will be asked to sign the booking form to accept these Terms and Conditions.