



Under 18-year-olds: International College and Short Courses

'St Clare's is committed to safeguarding children and vulnerable adults on all its sites.'

[The following guidelines should be read in conjunction with the college-wide **'Safeguarding and Child Protection Policy'** on the college website and staff portal.]

A. Background

- Any student under the age of 18 is defined as a 'child' in English law.
- Each member of staff, whether an employee or a volunteer, has a 'duty of care' to protect children on our courses from harmful behaviour and influences.
- The regulations below apply to all students on all courses at the International College throughout the year and on the Banbury Road and Rye campuses in summer.

B. Staffing and training

1. The college has appointed and trained one Designated Safeguarding Lead (DSL) and three Assistant Designated Leads (ADSLs) for under 18s at the International College and on Short Courses in summer or through the year.
2. They all hold a Level 3 Safeguarding Certificate from OSCB (Oxfordshire Safeguarding Children Board).
3. The college follows best practice in 'safer recruitment' of all teaching, administration and support staff: rigorous analysis of applications, 2 references, enhanced DBS and/or Criminal Records checks, on-site training and an open culture of reporting. All staff attend Level 1 Safeguarding Training every three years.
4. Homestay providers and Group Leaders undergo training and receive appropriate documentation prior to becoming members of the wider St Clare's team.
5. Contractors are welcomed at both receptions where they sign in and receive a short induction. The appropriate member of staff meets the contractor and escorts around college.
6. Regular meetings of the college Risk Management team monitor risks in all areas, including safeguarding. The Health & Safety Officer co-ordinates Contingency Planning across the college and senior staff are trained to respond to a variety of emergencies. Staff are involved in table-top exercises as appropriate to their roles.

C. Parent agreement

1. The Parent agrees to the participation of the Student in all elements of the Course including the full education programme and the full activities programme.
2. The Parent agrees that if a Student is aged 15, 16 or 17 years old attending Courses for Teenagers they will enjoy considerable freedom and independence during their free time until 23:00 each day. They can, for example, go into Oxford city centre unsupervised taking public transport.
3. The Parent agrees that if a Student is aged under 18 and attending Courses for Adults they may come into contact with course content and materials primarily intended for adults.
4. The Parent authorises the College nurse to provide the Student with non-prescription medication for minor ailments and injuries.
5. The parent accepts the reasonable decisions of the College nurse including to send the Student home if he/she is unwell and unable to continue the Course or refer the Student to a doctor or hospital for medical tests or treatment.

D. College Procedures for under 18-year-olds on adult courses

1. Attendance in class is obligatory and monitored by teacher and DOS. Students are encouraged to attend the 'after-class' activities arranged by the college, but attendance is not obligatory for students aged 15+.
2. Students are accommodated with approved homestay providers (host families). Curfew is 23:00 for this age group. When a student reaches the age of 18 they can choose to move to a college residence (depending on availability).
3. The college creates a 'personal care plan' for each student under the age of 18. This contains any relevant health and welfare information including contact details of parents and other emergency contact arrangements.
4. There are regular meetings with each student to check progress outside the classroom and provide advice as necessary. Members of staff are informed on a need-to-know basis.
5. Where possible, special provision is made on excursions, visits and other activities organised by the college (separate accommodation, no consumption of alcohol, restrictions on entry to clubs etc.)
6. The Induction and Orientation process includes Life Skills training for all students This includes sessions on anxieties, emergencies and safety through activities and role-plays. Additional sessions take place at regular intervals during the term.

E. College Procedures for under 18-year-olds on junior and teenager courses

1. Attendance in class is obligatory and monitored by teacher and DOS/Dean/Welfare Officer.
2. Students are encouraged to attend the 'after-class' activities arranged by the college, but attendance is not obligatory for students aged 15+.
3. Under 15s may not leave the Junior campus without supervision.
4. Students aged 15, 16 and 17 on the teenager campus are expected to send a text message, stating their whereabouts, to their warden if they leave the campus after 19:30. Curfew and check-in is 23:00 every night of the week for students under the age of 18, unless on the Junior Course when earlier bed-times apply.
5. Welfare staff support students throughout the day and night. Summer Deans are appointed to supervise teenagers after class at the Teenager campus and a Course Director and Welfare Officer take day-to-day responsibility for younger teenagers at the Junior campus.
6. The Induction and Orientation process includes Life Skills training for all students This includes sessions on anxieties, emergencies and safety through activities and role-plays.