

## UNDER 18 YEAR OLDS: SUMMER SCHOOLS 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.]

### BACKGROUND

1. Any student under the age of 18 is defined as a 'child' in English law.
2. 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.
3. The regulations below apply to all students on all courses at the International College throughout the year and on the Banbury Road and Rye St Antony campuses in summer.

### STAFFING AND TRAINING

4. The college has appointed and trained one Designated Safeguarding Lead (DSL) and two Deputy Designated Leads (DDSLs) for under 18s enrolled on Summer Schools and Short Courses.
5. All Safeguarding Leads hold a Level 3 Safeguarding Certificate from OSCB (Oxfordshire Safeguarding Children Board).
6. The college endeavors to follow best practice in 'safer recruitment' of all teaching, administration and support staff: rigorous analysis of applications, receiving and verifying two references, carrying out enhanced DBS and/or Criminal Record checks, on-site training and an open culture of reporting. All staff are required to complete Level 1 Safeguarding Training prior to appointment.
7. Homestay providers and Group Leaders undergo training and receive appropriate documentation prior to becoming members of the wider St Clare's team.
8. 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.
9. 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.

### PARENT AGREEMENT

10. The Parent agrees to the participation of the Student in all elements of the Course including the full education programme.
11. The Parent agrees that if a Student is aged 14-17 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. Some additional measures may be put in place, from time to time, that restricts this level of freedom if the College deems it to be necessary.
12. 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.
13. The Parent authorises the College nurse to provide the Student with non-prescription medication for minor ailments and injuries.
14. 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.

### **COLLEGE PROCEDURES FOR UNDER 18-YEAR-OLDS ON ADULT COURSES**

15. For Summer Schools and Short Courses students, the minimum age is 17 years old.
16. Attendance in class is obligatory and monitored by teachers and the Director of Studies. Students are encouraged to attend the 'after-class' activities arranged by the college, but attendance is not obligatory for students aged 17.
17. Students are accommodated with approved homestay providers (host families) or in a residence with a House Parent. Curfew is 23:00 for this age group. When a student reaches the age of 18 they can choose to move to the adult residence (subject to availability).
18. 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.).
19. The Induction and Orientation process includes Life Skills training for all students This includes sessions on anxieties, emergencies and safety through activities. Additional sessions take place at regular intervals during the term.

### **COLLEGE PROCEDURES FOR UNDER 18-YEAR-OLDS ON JUNIOR AND TEENAGER COURSES**

20. Attendance in class is obligatory and monitored by teachers and the Director of Studies and the Welfare Managers.
21. On Teenager courses, students are encouraged to attend the 'after-class' activities arranged by the college, but attendance is not obligatory. On Juniors courses, students are required to attend all activities.
22. Students aged 14-17 on the teenager courses are required to send a text message, stating their whereabouts, to their House Parent if they leave the campus after 19:30. Students under the age of 15 on teenager courses must return to the main St Clare's campus by 9.30pm each night.
23. Students on the Junior Courses are not permitted to leave the campus without staff supervision.
24. Curfew and check-in is at 23:00 every night of the week for students under the age of 18, unless on the Junior Course when earlier bed-times apply.
25. Welfare staff support students throughout the day and night. Welfare Managers are appointed to supervise teenagers after class at the Teenager campus and a Centre Manager and Welfare Manager take day- to-day responsibility for younger students at the Junior campus.
26. The Induction and Orientation process includes Life Skills training for all students This includes sessions on personal safety, who to contact in emergency or if they are unwell or feel unsafe.
27. St Clare's reserves the right to implement additional levels of supervision and restrictions to free time (e.g. bringing forward curfew times) if deemed necessary to promote the safety of students.