



Policy for students aged under 18 enrolled at the International College

St Clare's is committed to safeguarding children and vulnerable adults on all its sites. The welfare, emotional, and physical wellbeing of all students in our care are our absolute priority. For those students who are under the age of 18, we put in place additional measures to ensure their safety and appropriate support.

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

1. Background

- 1.1. Any student under the age of 18 is defined as a 'child' in English law.
- 1.2. Each member of staff, whether an employee or a volunteer, has a duty of care to protect children on our courses from harm.
- 1.3. The regulations below apply to all students on all courses at the International College throughout the year.

2. Staffing and training

- 2.1. The college has appointed and trained one Designated Safeguarding Lead (DSL) and two Assistant Designated Safeguarding Leads (ADSLs) for under 18s at the International College and on Short Courses in summer or through the year.
- 2.2. They all hold a Level 3 Safeguarding Certificate from OSCB (Oxfordshire Safeguarding Children Board).
- 2.3. The college follows best practice in 'safer recruitment' of all teaching, administration and support staff. This includes the rigorous analysis of applications, obtainment of two 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.
- 2.4. Homestay providers and Group Leaders undergo training and receive appropriate documentation prior to becoming members of the wider St Clare's team.
- 2.5. Contractors are welcomed at both receptions where they sign in and receive a short induction. The appropriate member of staff always meets the contractor and escorts them around the college.
- 2.6. 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.

3. Procedures for students aged under 18 at the International College

- 3.1. Attendance in class is obligatory and monitored by teachers, the College Accommodation and Welfare Officer and the Directors of Studies. Students are encouraged to attend the 'after-class' activities arranged by the college, but attendance is not obligatory.
- 3.2. 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.

- 3.3. There are regular meetings with each student to check progress outside the classroom and provide advice as necessary. Members of staff are informed of any pastoral or welfare need on a need-to-know basis.
- 3.4. Where possible, special provision is made for those students under 18 years of age on excursions, visits and other activities organised by the college (separate accommodation, no consumption of alcohol, restrictions on entry to clubs etc.)
- 3.5. 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.

4. Accommodation for students aged under 18 at the International College

- 4.1. **Students who have reached the age of 17 years and 11 months** when they join St Clare's (or at an entry point), will be placed into our adult International College (IC) residences, however, they will be required to follow the rules listed below in addition to the '**Code of Conduct**' and '**Rules for residences**':
 - 4.1.1. They will need to return to their residence by curfew and report to the Residence Manager or Host Parent. Their curfew time is 22:30 Sunday to Thursday and midnight on Friday and Saturday.
 - 4.1.2. In accordance with UK law, under 18-year-olds will not be permitted to drink alcohol or bring alcohol onto College property.
- 4.2. **Students who are under the age of 17 years and 11 months** at each course start date (as published on the website) who are placed in IB World School (IB) residence or Homestay accommodation and must follow their house rules. In addition, the rules below will also apply:
 - 4.2.1. They will need to return to their residence by curfew and report to the Residence Manager or Host Parent. Their curfew time is 22:30 Sunday to Thursday and midnight on Friday and Saturday.
 - 4.2.2. Visits between Pre-IB, IB and IC accommodation will be limited to common areas and must be authorised by the Residence Manager and / or House Parent. Permission for visits should be requested at least 48 hours in advance.
 - 4.2.3. IC students who are over 18 are not permitted to visit Pre-IB or IB Houses.
 - 4.2.4. Visitors are allowed in houses from 16:15 on weekdays and from 10:00 on Saturday and Sunday. Visitors must leave 15 minutes before curfew, or by 9.30pm if an evening House Meeting is taking place.
 - 4.2.5. The host student is responsible for ensuring guests sign the Visitors' Book and for ensuring they leave 15 minutes before curfew. Visitors are the responsibility of their student host, who must accept responsibility for their actions while in the house.
 - 4.2.6. Visitors may not stay overnight.
 - 4.2.7. The House/Host Parent may insist that visitors leave at any time.
- 4.3. We operate on a basis of trust in our community and expect our students to show full understanding of the importance of these rules and support the College in creating a harmonious and safe place for all students and staff.
Please note that any breach of the above accommodation rules may result in disciplinary action and removal of the student from the residence and/or College.

4.4. Parent/Guardian agreement

- 4.4.1. The Parent/Guardian agrees to the participation of the Student in all elements of the Course including the full education programme and the full activities programme.
- 4.4.2. The Parent/Guardian agrees that if a Student is aged 16 or 17 years old they will enjoy considerable freedom and independence during their free time until 22:30 each day. They can, for example, go into Oxford city centre unsupervised, using public transport.
- 4.4.3. The Parent/Guardian agrees that if a Student is aged under 18 they may come into contact with course content and materials primarily intended for adults. Further information on course content may be obtained from the Director of Studies.
- 4.4.4. The Parent/Guardian authorises the College nurse to provide the Student with non-prescription medication for minor ailments and injuries.
- 4.4.5. The Parent/Guardian 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 to refer the Student to a doctor or hospital for medical tests or treatment.