

Duty of Care to under 18's at Newcastle International School of English.

It is our responsibility to treat all of our international and foreign students as 'vulnerable' but 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 but we need to be more targeted and focused in our duty of care to under 18's.

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 Student Welfare assistant 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.
- Making a phone call to the emergency contact number on the students application form.
- Calling to the home stay property to make sure the student is ok – (Joanna)

If we have not made contact with the student in a 24 hr period we will contact the police to register the student as missing.

That is our duty of care to under 18's to ensure that we are doing all that we can to protect them whilst they are in our care.

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 under 18's 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.

They will have been given a tour of the local vicinity in their induction and advised of bus and metro timetables and frequency etc...