

CAE Policy for Under 18s on Adult courses

CAE offers a portfolio of courses for children, teenagers and adult, general and professional students. In principle, courses are aimed at children (9 to 13 years); teenagers (12 to 17) and adults (16 years plus) and these age ranges are adhered to. Professional Centre Courses are aimed at students 25 +.

In accordance with the current best practice and our *Accreditations, CAE Educational, Health and Safety, Safeguarding, Privacy, Recruitment, Training and Induction policies*, CAE has a responsibility for the well-being of all students, and a statutory duty of care, especially to children under the age of 18 - whether they are joining a children's or an adult course of study.

16 and 17 year olds are entitled to join the CAE Adult courses, and special provisions for the safeguarding and welfare of under-18 year olds on adult courses is made as below:

(In the rare cases where CAE decides to accept a 15 year old student on the adult programme, or to allow a 17 year old student to join a teenage programme, full consideration to the request will be given and a rationale for the decision will be agreed.)

Enrolment:

CAE will notify the parents and agents of any children enrolled on adult courses, of the implications of such a decision and will be asked to give their signed permission as appropriate.

Recruitment:

In accordance with the *CAE Recruitment policy*, all staff and homestay hosts will be subject to safer recruitment procedures, interview and suitability checks. Enhanced DBS checks are requested for all staff. All homestay hosts are asked to sign a declaration confirming that no adult in the home has a police record or has been declared unsuitable to work with under 18s. DBS checks are requested for all new homestays and for all homestays hosting U18s (working with Cambridgeshire County Council where appropriate e.g Private Fostering arrangements). Homestay hosts asked to read and sign a copy of the English UK Homestay Code of Practice/ CAE Homestay Agreement.

Staff Awareness:

CAE will implement ongoing training and opportunities for development and discussion particularly in relation to Safeguarding and Child protection issues.

CAE staff and homestay hosts will be informed of all students under 18 who are registered on an adult programme. They will be aware of the systems put in place to offer these students full support and meet the standards of duty of care: e.g.:

New arrivals circulated; Class lists with U18s highlighted; student photo board accessible to key staff; Student photos taken on first day and saved to CLASS; Safe arrival emails sent to parents and agents.

Transfers:

Children and teenagers booked on a CAE Young Learner programme are entitled to a CAE transfer –included in course fees. An out of hours transfer service is also available.

Students (including those Under 18) who are booked on an Adult programme are not usually entitled to an organised CAE transfer. Special transfers can be arranged on request for an additional charge. This information will be provided to the parent/ agent booking all U18s on to adult programmes.

The adult responsible for the booking can then choose to OPT IN to the optional transfer. Should they OPT OUT, they assume full responsibility for the student until such time as they arrive at CAE Girton.

All U18s are issued with *CAE homestay and transfer confirmation documents* which can be presented to Immigration on arrival in the UK. (Adult students (18+) are not issued with this documentation.)

These documents comprise:

- (i) Homestay details
- (ii) Transfer confirmation details (which clarifies the course the student is due to commence, documentation required and any transfer arrangements **made/ or not made**)
- (iii) Copy of Letter of Consent to Travel - which is to be completed and signed by the parent/ guardian of the child and **includes emergency contact number** for the school. This document is also sent at time of booking

CAE sends a Confirmation of Safe Arrival email to parent/ agent/ guardian of **all students U18 on the first day of their course. This email confirms emergency contact details during the child's course.**

Pastoral Care and support:

All students on adult courses meet the Academic Director on their first day.

All students on adult courses receive regular tutorials with their class tutor at which they can raise any issue whether academic or personal. Tutors are aware of under-18 year olds and will pay particular attention to the support of these students. Students are encouraged to take any issues relating to homestays to the accommodation officer and for any other welfare issues they are referred to the deputy principal, who is a trained counselor. More specifically, for U18s, the following support is provided:

- a) Course under 1 month – responsibility of AD/DYL in conjunction with class teacher
- b) Over one month – assign to a long-term tutor for regular tutorials
- c) Details of *Who to Talk to* are included in a *Welcome letter* which is sent to students care of homestay hosts prior to arrival (*see copy below*).

Students are issued with a *CAE Student Photo Identity card* – which details homestay address and telephone, school emergency contacts, police and reliable taxi service. U18s are expected to carry this card at all times. Students receive a copy of the *Student Code of conduct* – which includes guidance and information specific to U18s.

Accommodation allocation:

CAE best practice policy on homestay allocation is as follows:

- Children and teenagers will be expected to share a twin room with a child of similar age but from a different country.
- No more than 4 children will be accommodated in each homestay home.
- Children on the Teenage Homestay programme will be allocated to a homestay with other teenage course students.
- The accommodation officer will make every effort to determine if there might be any other students hosted by the family at the same time.
- Children under 18 will normally not be placed in a homestay with adult students over 18 years of age. Such cases would require specific parental consent.
- Under 18s on an adult course may be expected to share a twin room with another Under 18 adult course student.
- Under-18s are not allowed to take university self-catering accommodation.

Bearing the best practice model in mind, the accommodation officer will assess the risk of placing U18s on adult courses in a homestay with students 18 +, and of teenage course students (U17) or Group course students with U18s on an adult programme. A final decision will be made, and rationale prepared, for cases where such a decision is deemed the better solution. The welfare and best interests of the students remain paramount.

Reasons considered could be: *Proximity of homestay to school, and ease of access for younger students; a preference to be allocated to a homestay where there are other students, than to be alone in a homestay; particular student requests and special needs; knowledge of the background, experience and interests of the homestay host and match to student needs; nationality mix.*

In such cases additional efforts will be made to monitor the placement and progress and wellbeing of all students, especially U17s and U18s who might be affected.

Guidance to Homestay hosts:

As essential members of the CAE team, homestay hosts will be trained and supported in the responsibilities of hosting U18s – whether those on a teenage course or those who have joined an adult programme.

Those supporting/ hosting 16/ 17 year olds on an adult programme may require more support.

CAE maintains regular contact with hosts and will respond and advise to any concerns. Homestay hosts are advised to refer to the SG policy available on the CAE website, to this U18s on Adult courses policy, and to undertake the *Level 1 basic awareness safeguarding training*.

Food:

Homestay hosts provide Bed/ breakfast and dinner accommodation. Lunches and daytime snacks are available to buy at the CAE Canteen. Children and Teenager programmes are inclusive of CAE lunches.

Students on the adult programmes are required to make their own lunchtime arrangements (either privately) or by eating at the CAE canteen. Under 18s enrolled on an adult programme are informed of this arrangement and those responsible for their booking are informed that weekly lunchcards can be purchased on the first day.

CAE staff will monitor student eating patterns should there be any concerns.

Information for students:

All students on Adult courses (including U18s) receive a **CAE handbook** (which includes reference to special provision for U18s) and **welcome letter** on arrival. The handbook details most of the essential information relating to the full CAE programme. The letter includes details of **who they can speak to** should they have any queries, worries or concerns. It also clarifies the relationship with CAE – which has a duty of care and is responsible by law for the safeguarding of all students and especially those under the age of 18.

All students are issued with a **Code of Practice** which highlights particular areas of concern for students under 18. E.g: *overnight stays; travel abroad; homestay curfews; alcohol; drugs and smoking; use of photographs.*

Students U18 are issued with a **CAE ID card** which includes **emergency contact details.**

Attendance:

Class tutors/ Academic Director should inform the Front Office as soon as possible of any students under 18 who do not attend class unless previously excused. CAE Front office will contact the homestay to follow up on **student absence.** Detailed records kept on CLASS.

Social Programme provision for U18s:

Social activities staff are made aware of all students under 18 attending adult courses in order that suitable provision can be made.

Staff will ensure that U18s are not allowed to drink alcohol. Alternative arrangements/ options will be made when visits to pubs, nightclubs appear on the social programme.

Staff are aware that different cultures will have different attitudes to leisure activities and will take these into account in planning the social programme.

Travel within the UK/ Travel abroad:

U18s must inform the Front office if they plan to travel alone to London or elsewhere in the UK. They are required to complete a Travel form which will be held on file. Parents will be notified.

CAE will confirm travel plans with homestay hosts. Excursions booked through the school with external operators are not supervised by CAE staff. Students U18 must be accompanied by a nominated responsible adult student, or have permission from a parent/ guardian to join these trips.

Travel abroad requires separate written parental consent AT ALL TIMES.

SAMPLE DOCUMENTS: WELCOME LETTER (sent to student C/O homestay prior to arrival)

Dear Student,

Welcome to CAE! We look forward to meeting you at 9.00 on Monday morning. Please bring your passport or ID card with you.

You are enrolled on the following course(s) and we look forward to getting to know you over the coming weeks or months.

Your Adult student handbook is enclosed. Please read it carefully.

At CAE we offer a full and varied programme with opportunity for Academic study; the experience of studying a language in the country; opportunity for social interaction with native English speakers and live in a homestay; the chance to meet and study alongside students from all over the world and to take responsibility for your own learning, development, actions and progress in a foreign country.

At CAE we consider your safety and welfare as very important. We want to be sure that you have a safe and enjoyable educational experience with us. Living in the UK will be different to living in your own country in many ways, and we will assist you where possible through this experience. It should be a positive life-changing experience for all CAE students.

Under UK Law all CAE staff and homestay hosts have a duty of care to all students and in particular to any students under the age of 18 years. **You will receive a Code of Practice with your timetable when you start your course. Please read it carefully.**

Please consider all these issues carefully and take care of yourself and others while you are at CAE. All CAE staff and homestay hosts are willing to help and advise but talk to the following members of staff if you are worried or experiencing difficulties:

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| Accommodation/general questions/ permission to travel | CAE Reception staff |
| Classes | The Academic Director |
| Personal problems | The Deputy Principal |
| Social Activities/Student ID cards | The Social Activities staff |

John Barnett
Principal

CAE Student Code of Practice

All students on all courses, please remember:

- Treat other students, CAE staff and Homestay hosts with respect
- Try to speak English at all times
- Attend all lessons and inform your teacher or CAE Reception if you are unable to attend (01223 277230)
- Be on time for lessons. Latecomers may be refused entry.
- Switch off mobile phones during scheduled lesson and activity time.
- Please keep CAE tidy.
- Remember that smoking at CAE is only allowed in certain areas (please use the ashtrays provided)
- Chewing gum is not allowed on CAE premises.
- Ask permission before inviting friends to visit your homestay. Do not bring friends home when the host is not at home. Inform your homestay host if you expect to be home later than usual or will miss meals.
- Drug use is illegal. Please respect English laws.
- It is illegal to buy alcohol or tobacco for Under 18s. Also, students who drink too much in a foreign country become vulnerable and put their possessions and personal safety at risk. If any student is asked to leave the homestay for alcohol related reasons, CAE is not obliged to find the student alternative accommodation.
- Students who break UK law or seriously compromise CAE regulations will be asked to leave CAE, with no refund of fees.
- You should speak to a member of CAE staff should you have any concerns about your own welfare or the welfare of other students.

Under 18 year olds:

- Carry your CAE ID card at all times and especially when outside of the school grounds
- It is illegal to buy alcohol for yourself or others.
- You should be home by 11.00 p.m. If you know you will be late, make sure you inform your homestay.
- Before any travel out of Cambridge, you MUST complete a Travel Consent Form with full details of how you are travelling and where you are staying. We need the completed form 48 hours before the start of your trip.
- Hiring a bicycle requires parental consent.
- If you need any help or advice, please talk to a member of staff.