***Students under 18 years old***

***Junior welfare policy (16/17 year old students)***

This is to inform you that as you are under 18 years of age there are laws restricting your activities in the United Kingdom and that there are certain rules to be observed and adhered to.

‘ELC’ primarily caters for students over 18 years old. Whilst we welcome students over 16 it should be understood that we do not provide 24 hour supervision and therefore it is very important that parents consider whether students under 18 are sufficiently and emotionally mature enough to act responsibly during their stay at ‘ELC’.

**Supervision:** We do not provide 24-hour supervision for students aged 16-17. However, all students at ‘ELC’ receive a high level of support from our staff throughout their experience and homestay and all staff are made aware of any students aged 16-17. Outside of class times your child will not be supervised by ‘ELC’ staff. Your child will not be supervised during their free time e.g. during lunch time, travelling between the school and host family and in the evenings within the curfew time **22.00 /10 pm**.

Young adults are **unsupervised** during school break times and between the end of classes at 15:15 and 18:00 when they **must** return to their homestay families for dinner. Students must inform both ‘ELC’ and their Homestay of intended activities and destinations out of the norm, during the period between school and their return home at 18:00. This is to ensure the safety and welfare of students at all times.

All young adults are subject to a night curfew time; this is a time by which they must be at home and after which they are not allowed to leave the house.

**Curfew time for young adults aged 16-17 years old 22:00 / 10:00 pm**

Homestay hosts are asked to ensure that the students come home at the agreed time each evening. They also ensure there is a responsible adult in the house when the student returns after school and overnight.

The school will issue every young adult with an ‘ELC’ student card with **emergency** telephone numbers to contact out of school time.

Young Adults must go home for dinner and must eat with their homestay host. They may leave the house after dinner and tell the homestay host where they are going, but must be at home before **22:00** every evening. They must have a mobile phone and the ‘ELC’ student card with them at all times.

All parents of young adults are sent a Code of Conduct shown in the ‘ELC’Student Handbook and a consent letter together with an ‘ELC’ Contract of Care to sign and return by email prior to the student’s arrival. This is to make sure that all parents and / or UK relatives are informed in advance and agree to the ‘ELC’conditions.

Parents are made aware that adult classes at ‘ELC’ are comprised of students of mixed nationalities and ages, including students under 18 years. However, please be aware that ‘ELC’ English courses are designed for students aged 18 +. All students aged 16-17 will be mixing with students aged 18 or older in their classes.

Parents are informed that there are lower levels of supervision for under 18 year old students (16/17 years old) studying on adult courses when there may be periods where they are not supervised, and by their Homestay hosts, outside schools hours (subject to the curfew requirements).

Young adults (16/17 years old) on courses must attend classes commencing at 9.30 am. If a young person is more than **30** minutes late for class then the office will contact them and the homestay by phone, text SMS and email to find out where they are to ensure their welfare. **100% attendance is expected.**

‘ELC’ will take appropriate action, such as contacting their parents and / or giving them a verbal warning if they do not follow the rules.

A record of all significant welfare issues is kept in the office. ‘ELC’ follows a strict policy for dealing with bullying and abusive behaviour. If there are any cases for concern the Designated Safeguarding Person decides on the actions to be taken and external agencies are contacted if deemed appropriate.