

Care of Under 18s Guidelines

Information for Students and Parents/Legal Guardians

SCL International College welcomes students aged 12 and above on a range of courses throughout the year.

The school has two campuses of seasonal usage to which under 18s can apply.

- **Camden Town: Students aged 16+ only. Summer centre only. Used all year round for closed groups.**
- **North Acton: Students aged 12+ only. Summer centre only. Closed groups only.**

Closed groups of Students aged under 18 can join one (or a blend) of the following programmes all year round:

- **General English**
- **Online English**
- **Intensive English**
- **IELTS Exam preparation**
- **OET Medical English**
- **Combination Courses: General English + IELTS; General English + OET**
- **International Summer campus (only in the summer)**

SCL has a responsibility to provide an enjoyable, comfortable, and safe learning environment for all our staff and students. This is especially important for students under 18 and adults at risk and this page explains how we care for these learners.

Students under 18 on our courses must be aware that:

- SCL does not provide 24-hour supervision.
- Attendance is checked at the beginning of the first lesson or activity; students must then remain on the premises until lunchtime.
- Students under 18 are not allowed to leave the premises during break times (unless parental consent is given for this for those aged 16 or 17, or they are with a Group Leader or supervised by a member of staff).

Last Reviewed: October 2022

Stay Campus London Ltd. - c/o Hallmark Estates Limited, 46 Great Marlborough Street, Soho, London W1F 7JW
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Company Number: 09877237

- Students cannot leave the premises unsupervised at lunchtime (unless parental consent is given for this for those aged 16 or 17 on adult courses, or they are with a Group Leader or supervised by a member of staff).
- Any travel to weekday social activities is fully supervised by either Group Leaders or SCL Staff.
- Exact levels of supervision depend on the age, gender and needs of the students during activities and trips: the amount of structured time with full supervision is always greater than any unsupervised time. During excursions, students must remain in groups of three or more within a restricted area during unsupervised time.
- Students aged 16+ may be unsupervised during free time after lessons or activities.
- Students are provided with and must wear a green SCL lanyard (12-15 years) or grey lanyard SCL lanyard (16 – 17 years), which makes them easily identifiable to staff.
- Students must return home by 21.30 (14-15-year-olds) or 22.00 (16-17-year-olds). Students under 18 are not allowed out in the evenings unaccompanied by a Group Leader.

Emergency Phone

A member of the SCL Safeguarding Team can be contacted 24 hours per day, seven days per week in the case of an emergency. This number is given to all students during Induction and appears on the student card attached to their lanyards and wristbands that we require under 18s to always wear. Students are also asked to enter the emergency number onto their phones.

Parental/Guardian Agreements

Before a student under 18 begins studying at SCL, both the parent/guardian and the student must sign and return to us several documents. These confirm that they understand the school's procedures and the rules for the welfare of under 18s and the level of supervision that we provide. It is important that parents and under 18s understand that if a student under 18 breaks our rules, SCL will inform the parents/guardian and in serious cases has the right to ask the student to return home: in such cases, the fees are not refunded.

It is also important that the parents/guardian give SCL the **student's mobile number along with next of kin details** and once the student has arrived in the UK, s/he must keep the phone switched on and charged.

Pastoral Care

We take the safety of our students very seriously at SCL and all our staff, teachers and contractors have a minimum basic level of safeguarding for under 18s. This means they know how to recognise and respond to

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any students who may appear unhappy or distressed at any time during their stay with us and are trained to lookout for signs of abuse. More details on this can be found on our SCL Safeguarding Policy.

- We understand that living away from home can be difficult for some students, especially for young learners. Our Student Services & Welfare Manager and Deputy Safeguarding Lead for Kentish Town & Camden (Denisa Sava), Academic Manager and Deputy Safeguarding Lead (**Paul Clarke**) and Designated Safeguarding Lead (DSL), Gary Spiers and are available throughout the day to speak to students about any problems or concerns they have, along with our the rest of our Designated Safeguarding Team Designated Safeguarding Team:
- **Byron Skelton**; Senior Academic Manager; **Joana Lauro**; Operations Manager, **Arianna Pedrini**; Admissions Manager, **Gennifer Becouarn**; Student Services Coordinator, **Beatrice Venturini**; Groups Coordinator, **Marta Marin Gallego**; Kentish Town Residence Manager, **Mario Gomes**; North Acton Residence Manager, **Fernando Corell**; North Acton Assistant Residence Manager **Ellie George**; Camden Residence Manager, **Alex de Souza**; Regional Operations Manager.

All our teachers and office staff can also offer advice and support to anyone feeling homesick or lonely. Outside office hours, we have a 24-hour emergency telephone number that students can call.

We also appreciate that sending a child abroad to study can be worrying for parents, so we want to make sure that we give parents all the information they need to be confident that they are making the right decision when sending their child to SCL. We also require parents/guardians to provide us with as much information on their child as possible, including any medical conditions, so that we can provide the best level of care for them at all times. Our **Parental Consent Form** requires that they ensure that their child is aware of such issues as curfews and unsupervised time, accommodation and school rules that must be agreed to.

We take our responsibilities for young learners very seriously and we have rigorous policies and procedures in place to make sure children have the best possible experience in a safe and secure learning environment.

If there are any aspects of the programme that are not clear, please feel free to contact us. Please also refer to our full list of policies on this website.

Note for Parents/Legal Guardians

Students attending SCL courses are supervised by our staff during lessons and organised activity programme. Students must take part in the full activity programme and are not permitted to be absent

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