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| Care of Students Under 18  |  |  |  |
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We have a responsibility to provide an enjoyable and safe learning environment for all our staff and students. This is especially important for students under 18 and vulnerable adults.

Who are Students Under 18?

All students under the age of 18 are children under UK law. The rules are the same for all nationalities, even if a student is considered an adult in their home country.

Bath Academy welcome students aged 9 - 17 throughout the year. Under 18 students can join a range of our courses:

English as a Foreign Language

* In the summer (July-August), our Summer School for teenagers aged 12-15 (Individuals and Groups)
* Milton Abbey Summer School aged 9-15
* During the academic year (September-June), our tailor-made English Language closed group courses for teenagers aged 12 -17 (Groups only)
* Throughout the year on our adult courses for 16 and 17-year old students (Individuals only).

Academic courses

* GCSE
* A Level Programme
* University Foundation Programme

# How do we do it?

We have a [Child protection and Safeguarding Policy](https://www.bathacademy.co.uk/wp-content/uploads/2020/03/ELT-Child-Protection-and-Safeguarding-Policy-1.pdf). This document explains what we do to ensure the safety and well-being of our Students.

We only hire people who are safe and trained to work with children

* We check all references, the person’s work history, qualifications and proof of identity
* Staff are checked for suitability with one of official UK services which looks at criminal and other records in England and Wales
* Staff/Group Leaders who lived or worked outside of UK have clean police record (“police certificate of good conduct” or equivalent)
* Staff/Group leaders complete British Council or Child Protection Company’s Safeguarding courses
* We have designated Safeguarding Officers
* First Aid will be available at all times provided by trained members of staff
* Bath Academy (Bath center only) nurse is available during clinic hours
* Students will be made aware that they should report any behaviour which makes them uncomfortable or upset, and they will be explained who they can talk to if they have concerns*.*

Young students will always study with other students who are under 18 years old. ​Sometimes 16 or 17-year olds can study with adults if we and parents agree.

We make sure students are supervised and safe on-side and outside lessons, which usually means a leisure programme for students 9-15 years old.

* There is enough adult supervision for all scheduled activities: 1 Adult for 10 Students
* We have clear rules for what Students may do when they are not supervised
* Risk assessments - Every activity will have a risk-assessment to ensure children will be kept safe
* Our activities are appropriate to students’ age
* We ensure that all students Under 16 are fully accompanied travelling to and from airports as part of their journey to and from the course
* We arrange transfers for 16/17-year olds on adult courses unless parents/guardians have alternative arrangements.
* Please note, if parents/guardians organise transport, there may be problems at the border if UK officials are not happy about the situation.
* We provide guidance and support to parents/guardians.
* We have regular welfare meetings with students.
* We are not taking responsibility for students’ supervision outside scheduled activities

Bath Academy is responsible for accommodation and meals unless we have a written confirmation about different arrangement from parents/guardians

* Our Hosts and House parents are suitable to work with children
* Students are supervised in accommodation
* A responsible adult will always be present overnight and normally be present when students under 16 are at home or in residence (*except for short periods during a day).*
* Students Under 16 are not housed with Over 18 in Homestays.
* Our Hosts and House parents know Bath Academy rules for students and work with us to ensure these are followed.

We have a 24-hour contact number for the parents/ guardians, agent or group leader of students, and in turn they must have a phone number to contact us at all times.

This number is printed on student cards and on the wristband that we always require under 18s to wear.

# Juniors 12-17 individuals and groups

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| Your child will not come into regular contact with other students over the age of 18, in class and during the social programme.Your child must stay in accommodation organised by Bath Academy only. Weekly laundry service provided in our accommodation.  |
| You child has to be back home by 21.30 (13-15-year-olds) or 22.00(16-17-year-olds). |

Bath Academy do not provide 24-hour supervision.

Your child will be asked to wear a Bath Academy wristband with our Emergency number.

Students must remain in groups of three or more during unsupervised time.

Travel between homestay/residence and school unsupervised but students are typically accommodated in pairs in the same homestay and travel together. The homestay will show the route to and from school before the first lesson.

Your child will be either walking or travelling by bus.

Your child must telephone Bath Academy or his/her house parent and the Group Leader immediately if he/she is lost.

You will be contacted if we do not hear from him/her one hour or more from your child’s expected arrival.

Your child must not travel outside Bath unless the school has prior written permission that your child is with an approved responsible adult.

We organise UK airport transfers for groups and individuals. You/group leaders will receive a confirmation email with the driver’s name and emergency phone number for the College.

The group of students are the responsibility of their Guardian (group leader) whilst travelling to and from the airport in your country at the beginning and end of a course.

# Juniors 16-17 individuals

Your child will come into regular contact with other students over the age of 18, in class and during the social programme.

The course will be designed accordingly to protect the younger students from exposure to unsuitable materials and situations.

We have Risk Assessment for lessons and social activities

An inclusive leisure programme is not required for 16–17-year olds enrolled on adult courses

We provide some activities for extra fee.

Your child may join groups for activities/excursions and will be supervised by school/college staff.

Travel between homestay/residence and school unsupervised.

The homestay will show the route to and from school before the first lesson.

Your child will be either walking or travelling by bus.

Your child must telephone Bath Academy or his/her house parent and the Group Leader immediately if he/she is lost.

You will be contacted if we do not hear from him/her one hour or more from your child’s expected arrival.

Your child must stay in accommodation organised by Bath Academy only, unless accommodation arranged privately with your family or very close friends.

If your child stays with a family member or friends, we reserve the right to visit and check your child’s accommodation.

Your child must be home by 10pm or at the time agreed on between you and the people he/she is staying with.

The airport transfer must be arranged by Bath Academy.

Your child must not travel outside Bath unless the school has prior written permission that your child is with an approved responsible adult.

Your child may do unsupervised shopping, visiting museums, sport centres, friends and family.

Your child must tell Bath Academy Welfare Officer what his/her plans are. Your child must also complete a travelling form, leaving addresses and contact numbers.

Parents or Guardians will be contacted to confirm permission.

Bath Academy do not provide 24-hour supervision.

We have regular welfare meetings with students.

# Milton Abbey Summer School

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| Bath Academy provides 24-hour supervision on site.The boarding nature of Milton Abbey Summer School means that pupils are on site 24 hours a day.Your child may do unsupervised shopping during excursions outside. Your child will be asked to wear a Bath Academy wristband with our Emergency number.Students must remain in groups of three or more during unsupervised time.Your child will not come into regular contact with other students over the age of 18, in class and during the social programme.Your child must stay in Milton Abbey residential houses. They are separated for boys and girls. Weekly laundry service provided in our accommodation. Summer school coordinator should make regular checks around the houses |
| You child has to be in room by 22.00. The houses will be locked at 22.15There is at least one member of staff in each house overnight. Members of staff and students have separate bathrooms. |

Medicines

Pupils who bring medicines to School must hand them over to Summer School Coordinator on arrival, together with written instructions as to their use from their home doctor or parents. Under no circumstances are pupils to provide or pass on medicines to other pupils.

Meals

Breakfast, lunch and supper are provided in the School Dining Room, and all pupils are expected to attend these meals. Packed lunches provided for excursions.

Your child may visit Tack Shop on site to buy snacks.

Valuables

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| Pupils should avoid bringing valuable items to School if at all possible. Cash and other valuables should be deposited with the Bath Academy coordinator/Group Leaders for safekeeping. |

We organise UK airport transfers for groups and individuals. You/group leaders will receive a confirmation email with the driver’s name and emergency phone number for the College.

The group of students are the responsibility of their Guardian (group leader) whilst travelling to and from the airport in your country at the beginning and end of a course.