



The Bournemouth School of English

Contract of Care

a guide to the level of care and supervision given to children

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Applies to: All parents/guardians of students under the age of 18.

Context: The Bournemouth School of English offers tuition, accommodation, leisure programmes, and travel solutions to children aged 10 - 17.

This document details the level of care and supervision given to children and asks for parental agreement.

Last updated: April 2017

To be reviewed: Annually

School

The school offers English language lessons to Children and Young Adults at any time of year. Children are taught in separate classes whereas Young Adults may be integrated with older students.

Summary of care

The school operates a safer recruitment policy for all members of staff, to ensure that they are suitable to be in contact with children. All staff also receive Level 1 Safeguarding training when they begin working with us, and Level 2 Safeguarding training is provided to every permanent member of staff every two years.

All students are put in classes according to the level of English, based on the results of the school's placement test, and classes are provided with consideration of age, maturity, and level of English.

The school organises different timetables for children and adults; this helps us to maintain a distance between those of different ages at times when supervision is minimal. However, because the school has adult students all-year-round and has an open coffee room area, it is impossible to completely segregate age groups. We therefore provide an adult on duty during break times to monitor and supervise behaviour and interaction.

Children are required to attend every lesson, without fail. If a child is absent for any lesson, the school will make contact immediately to understand the reason for the absence. Frequent absence, or absence without reason, will result in disciplinary action according to the school's policies.

Children are expected to behave sensibly and respectfully at all times; we do not allow behaviour that is inappropriate to an educational environment, nor behaviour which is disruptive to others.

Young Adults

Children aged 16 - 17 are welcomed as Young Adults; this means that they will be treated as an adult, will interact and engage with adults on a regular basis, and will be expected to behave in a mature and sensible way. The degree of supervision and monitoring is reduced, but the school will still provide a level of care appropriate to their age.

Young Adults may be taught in classes with adults; the average age is 24 years and there is no maximum age. Class content is appropriate to the average age of the students rather than the minimum age.

Young Adults may be unsupervised during break times; they will naturally interact with adults of all ages and all nationalities.

Young Adults are given a welfare tutorial every 4 weeks; at this meeting, the school's Welfare Officer talks to them about their personal circumstances and checks that there are no problems. A parent/guardian will be informed of any issues.

Homestay Accommodation

The school offers homestay accommodation for children at any time of year; those under the age of 16 are limited to a maximum length of stay which is 27 days unless accompanied by a close adult relative.

Summary of care

The school requires references and criminal record checks for every homestay host; each host is given safeguarding guidance and advice on looking after children whenever they accept a student under the age of 18.

The school recommends that all children share their bedroom with another student of the same sex, of approximately the same age, but with a different mother tongue. The advantages of this arrangement are that children are encouraged to integrate more, to use their English more frequently, and to travel in pairs at all times.

Homestay accommodation for children is on a full-board basis; this includes three meals every day as well as a weekly washing service, a weekly change of bed clothes, and a weekly room cleaning service. If your child will not eat with their homestay host, the school must receive written instructions.

Breakfast and dinner will be taken at home with the family and a packed lunch will be given every day.

Children under the age of 16 must go home for dinner and must eat with their homestay host. They must respect the dinner time of the family, which will typically be around 18:00, and may not leave the house after dinner.

Regardless of the dinner time, all children must be at home before 19:00 every evening.

The school conducts regular checks to ensure that children are following these curfew times and homestay providers are obliged to act immediately if any child is not at home at the correct time, and to inform the school. If your child is not at home before the curfew time, this will be serious misconduct and disciplinary action will be taken according to the school's policies.

Young Adults

Children aged 16 - 17 are welcomed as Young Adults; this means that they will be treated as an adult, will interact and engage with adults on a regular basis, and will be expected to behave in a mature and sensible way. The degree of supervision and monitoring is reduced, but the school will still provide a level of care appropriate to their age.

Young Adults are not subject to Private Fostering regulations, and so may live with one homestay host for more than 27 days.

If a Young Adult is not sharing their room, they will be more isolated and will frequently need to travel alone on public transport.

Young Adults must go home for dinner and must eat with their homestay host. They may leave the house after dinner, but must be at home before 22:00 every evening. They must have a mobile phone and school student card with them at all times.

Young Adults are given a welfare tutorial every 4 weeks; at this meeting, the school's Welfare Officer talks to them about their personal circumstances and checks that there are no problems. A parent/guardian will be informed of any issues.

Leisure

We offer supervised leisure programmes during July and August; this programme gives parents/guardians the knowledge that their children are supervised and accompanied on constructive and age-appropriate activities.

Summary of care

To ensure adequate supervision and care outside of class time, all children must be booked on our **Summer Programme** unless alternative arrangements have been made in advance with a parent / guardian. For an alternative arrangement to be satisfactory, a pre-agreed responsible adult must collect the child from the school no later than 12:45 each day.

The organised leisure programme take place from Monday - Friday, between 13:00 - 17:00, and on Saturdays, between 08:00 - 20:00. The programme includes one full-day excursion, one half-day excursion, and a variety of different activities each week.

The leisure programme is fully supervised by appointed members of school staff as well as externally appointed responsible adults such as tour guides, lifeguards, and activity leaders.

During many activities, and all excursions, supervision is remote; this means that a responsible adult will not be with every child all the time. The responsible adults will be nearby, and easily available, but do not stay with every child all the time. When children are allowed free time, to go shopping for example, they must stay in groups of 3 (minimum) for their own safety and are given limits on where they can go and what time they must be back. Every child must also have a mobile phone with power and signal, as well as their student card.

Children who are booked on the Summer Programme must join every activity and excursion. The children are given clear information about destinations and departure times; it is every child's responsibility to be at the meeting points in time. If a child is late or absent, they will be unsupervised and potentially in danger. Absence will be treated in the same way as absence from school, and may result in disciplinary action.

It is important to note that Sundays are free days, with no supervision from school staff. It is the school's strong recommendation that children stay with their homestay hosts on Sundays, when they can socialise and speak in English. However, the school also understands that children may prefer to socialise with their friends on Sundays; where this is the case, children are still subject to the curfew times as noted in the Accommodation section of this document.

Young Adults

Children aged 16 - 17 are welcomed as Young Adults; this means that they will be treated as an adult, will interact and engage with adults on a regular basis, and will be expected to behave in a mature and sensible way. The degree of supervision and monitoring is reduced, but the school will still provide a level of care appropriate to their age.

Young Adults are not obliged to join the Summer Programme; if booked on any other programme, they will be unaccompanied and unsupervised outside of class time. They will be expected to respect UK law and the school rules; the school will give them guidelines on staying safe in and around Bournemouth but will not monitor where they are, or what they are doing.

Although the school issues every Young Adult with a student card, which includes emergency contact details, a Young Adult not booked on the Summer Programme is responsible for their own safety and well-being when away from school or their homestay host.

Young Adults are given a welfare tutorial every 4 weeks; at this meeting, the school's Welfare Officer talks to them about their personal circumstances and checks that there are no problems. A parent/guardian will be informed of any issues.

Travel

We offer transport solutions to and from any UK port of entry as well as around Bournemouth; we work with trusted partners to ensure that children are protected and comfortable.

Summary of care: Airport transfer

A child must not travel to/from a UK airport without an adult accompanying them. A child must be accompanied by a parent/guardian/group leader OR must be met and accompanied by a representative of the school, such as a taxi driver. The responsible adult must accompany the child at all times and ensure their safe arrival at the specified destination.

The companies we contract to provide transport services use drivers who are fully licenced and insured, with relevant criminal record checks in place and, wherever possible, a background in child protection.

For any taxi service, the school will give details of the company, who will provide the driver's name and mobile phone number. We will also give the child's mobile telephone number to the company in advance. In case of emergency, every student is given contact details for the school in advance of travel.

On arrival, the driver will wait in the airport arrivals area and hold a sign with the child's name and the name of the school. The driver will then take the child directly to the pre-agreed destination: either the school or the child's UK accommodation address. The driver must wait with the child until a responsible adult has acknowledged and accepted the child.

On departure, the driver will collect the child from a pre-agreed location, take them directly to the airport, and assist the child with the check-in procedure. The driver must ensure that the child enters the departure area before leaving the airport.

Although **Young Adults** are not obliged to use our Airport Transfer service, it is strongly recommended because it offers the greatest amount of safety and comfort, with the least amount of stress or potential for problems.

A child, even one who is 16 or 17 years old, will face difficulty and stress if they have to deal with flight delays, roadworks, or missed connections... all in a foreign language and a country they are not familiar with. A taxi service, although more expensive, is undoubtedly the safest and most reliable option for everyone.

Summary of care: Public transport

Although the school is located in the centre of Bournemouth, it is necessary for students to use the local public bus services to travel to and from homestay accommodation. Our Summer Programme includes travel cards for local buses; the card will be sent to the homestay address and will be valid from the first day of school.

When using public transport, children will be **unaccompanied** and **unsupervised**.

To help children remain safe, we give clear advice for travelling, which is in our **Code of Conduct for all students**. We also offer a special service called **SaferTravel**, which provides a personal taxi driver for every journey, every day.

Important rules & Safety advice

When you are in the UK, you must respect and obey UK law, even if it is different to the law in your country. You must not break any UK laws; if you do break the law, the police will not accept that you did not know or did not understand.

At any age:

- it is illegal to buy or carry offensive weapons, including knives and Pepper / CS spray;
- it is illegal to buy, sell, or take drugs, or be involved with banned substances in any way.

If you are under 18 years of age:

- it is illegal to buy or drink alcohol;
- it is illegal to buy cigarettes;
- it is illegal to enter licenced premises (pubs, nightclubs, restaurants) unless you are accompanied by an adult;
- it is illegal to enter a casino;
- it is illegal to gamble;
- it is illegal to watch any films which are classified as 18+;
- it is illegal to buy dangerous substances or solvents;
- it is illegal to buy fireworks;
- it is illegal to use false identification or pretend to be older than you are.

If you are under 16 years of age:

- it is illegal to smoke cigarettes;
- it is illegal to drive;
- it is illegal to have sex (heterosexual or homosexual) or engage in any form of sexual activity;
- it is illegal to watch any films which are classified as being for people older than you;
- it is illegal to buy lottery tickets or scratch cards.

Important Safety Advice

- You must always carry a mobile telephone which works in the UK; it must always be switched on and it must have enough power and credit at all times. You must keep all telephone numbers you are given in your mobile telephone. You must give the school and your homestay host your mobile telephone number. You must tell the school and your homestay host if you change your mobile telephone number.
- If you are going out, tell someone what time you will be back; if you are going to be late, contact them.
- You must not walk alone in the dark – stay with friends and take a bus or taxi rather than walking.
- If you have to walk alone, even in the daytime, keep to well-lit and busy streets.
- Never go anywhere with someone you do not know well.
- Do not invite anyone to your homestay house unless you have agreed this in advance.
- Do not give anyone information about you or where you live.
- If you intend to drive a car, ride a motorbike, or ride a bicycle in the UK, you must understand the British Highway Code, the penalties for driving offences, and the obligation to have a driving licence and relevant insurance. Driving in the UK is not the same as in other countries and even the most capable and experienced driver must be aware of the dangers.
- You have been given a copy of the school's **Code of Conduct for all students**. It is your responsibility to read and understand this document, and you must follow its guidelines at all times. This is for your own safety as well as for the protection of others.