



Parent/Guardian Consent

Thank you for deciding to send your child to our UKCE summer centre. We know that they will have a great time. Our first priority is all of the children's welfare and safety. To help us do that we need to take some of your time to get answers to our questions.

We appreciate your support

Neil Harvey

Chief Executive – UKCE

Your Child's Full Name:

Your Child's Date of Birth (dd/mm/yyyy):

Emergency Contacts

1	Your Name	
	Your relationship to the child	
	Your Mobile Telephone Number (include the country code)	
	Your Home Telephone Number (include the country code)	
	Your First Language	
	Do you speak English?	YES NO

2	Name of other contact	
	Your relationship to the child	
	Your Mobile Telephone Number (include the country code)	
	Your Home Telephone Number (include the country code)	
	Your First Language	
	Do you speak English?	YES NO

Physical

Is your child currently taking any medicines? **YES** **NO**

If **YES**, what is the name of the medicine, and please tell us how and how often it needs to be taken:

Does your child have any allergies that require medication or treatment? **YES** **NO**

If **YES**, what is the name of the medicine, and please tell us how and how often it needs to be taken. Please also tell us the symptoms of her/his allergic reaction:

Does your child require a special diet for medical reasons? **YES** **NO**

If **YES**, please tell us the precise nature of that require diet:

Does your child have any other current physical medical conditions that we should know about?

YES **NO**

If **YES**, please tell us about those conditions and make us aware of what we should know about them:

Mental

Does your child have any other current mental health issues that we should know about?

YES **NO**

If YES, please tell us about those issues and make us aware of what we should know about them:

If YES, is your child currently receiving any medication for those issues? **YES** **NO**

If YES to the previous question, what is the name of the medicine, and please tell us how and how often it needs to be taken:

Please note that for any medicines we cannot be responsible for medicines which are not recognized in the UK and which are not clearly labelled in English. Children who need to take prescribed medicines should bring a letter from their doctor **IN ENGLISH**.

If you have not arranged travel and medical insurance through UKCE, please tell us

Name of Your Insurer:

Policy Number:

Your medical consent

I agree and understand that:

- It may be necessary for UKCE staff or hosts to provide first aid to my child
- Where a medical emergency arises, UKCE will use reasonable endeavours to obtain my consent before any action or medical treatment is administered. However, I understand that where it is not possible to obtain my consent, or where emergency treatment is required, UKCE will act on medical advice and do what it is in the best interest of my child
- Information about my child's medical conditions may be given to selected members of staff and homestay hosts and any other persons or organizations whom UKCE deems necessary. UKCE will always act to protect the data privacy of your child
- I am responsible for any costs that may arise from medical treatment of my child

Your signature:

Date:

Programme Participation

The Summer Centre activity and excursion programme is designed to be stimulating and interesting for young people, and their participation in that programme is important to ensure that they get the most benefit from their stay in the UK.

Please read through the section below and then sign your agreement and understanding below.

- I understand that a person aged under 18 is legally a child in the UK
- An official individual photograph will be taken on arrival for UKCE records
- I allow my child to participate in the activity and excursion programme as organised, staffed and supervised by UKCE
- I agree that my child must attend all scheduled classes during the course
- I allow my child to participate in supervised swimming activities: **YES** **NO**
- I allow my child, where living in homestay, to travel from host to school and back independently
- I agree that my child will obey the laws of the UK and, specifically, that they are neither permitted to smoke nor drink alcohol at any time
- I agree that my child has understood the attached school rules – which cover, but are not limited to
 - o Absence
 - o Behaviour
 - o Abusive behaviour
 - o Internet Safety
 - o Respect for different cultures
 - o Curfews
- I agree to make my child understand that failure to comply with the above requirements could result in his/her expulsion from the programme without any refund of fees and that liability for repatriation will rest with me
- I understand that UKCE liability (and that of its group companies, officers, directors and employees) is excluded to the fullest extent permissible by law.

Your Name:

Your Signature:

Date:

Consent for Photography and Filming

We really enjoy running our summer centre and we like to show other people that everyone is having a good time. With parents' consent we use still and moving images to help other children see what a great time they could have. We would like to gain your approval to show any images taken during the course.

I, the undersigned, agree that images of my child may be used for promotional purposes in the following formats:

Still Photographs in Printed Material, e.g. Brochures	YES	NO
Still Photographs on line, e.g. UKCE website	YES	NO
Video on line, e.g. UKCE Website	YES	NO

I give permission to take photographs and / or video of my child as shown above

Full Name:

Signature:

Date:

CENTRE RULES

To help us run a successful summer centre where each child is treated fairly and equally, there are a number of rules that we expect all children to follow. This is part also of our Safeguarding Policy, which can be viewed on line at <https://www.ukenglish.org.uk/ukcesafeguarding2019/>

The rules presented here are the basic rules and will be covered in the student induction on arrival. Fuller versions of the policy documents that are behind these rules are available on our website at <https://www.ukenglish.org.uk/students-under-18s/>

Guiding Principle – the safety and security of each child is paramount, and we will act accordingly.

Absence

Children must attend all classes, activities and excursions for which they are scheduled. If a child is unwell, then they may be excused but they will have to be looked after in the School sick bay.

Behaviour

Children are expected to behave in accordance with School rules and the instructions of responsible adults. They should behave courteously to each other and all adults, showing respect and paying attention to their own safety and the safety of others.

In accommodation, children should:

- respect their fellow residents and be careful of everyone's health and safety
- respect the accommodation and avoid damaging the furnishings and facilities
- respect the privacy of the hosts and not give out their information or invite guests without their permission
- never be in possession of weapons or replica weapons
- not rearrange the furniture in their accommodation
- not drink or smoke if they are under the age of 18. Other smoking devices (such as e-cigarettes) are also not permitted.
- never cover smoke detectors
- only sleep in their allocated room – this is for fire safety reasons

In class, children should:

- arrive on time for lessons
- not eat in classrooms
- only use phones in class as directed by the teachers
- try to maximise their learning by using English in class
- participate in all learning activities

In general, children should:

- arrive on time for activities
- participate fully in activities
- do nothing that risks the health and safety of other children or adults
- follow the instructions of responsible adults at all times

Abusive behaviour

The safety and wellbeing of each child is paramount, and we expect the full support of all adults and children in ensuring this is so. Abusive behaviour will not be tolerated by any person.

Any person found to be behaving in an abusive manner will be subject to the appropriate disciplinary procedure.

Abusive behaviour may consist of, but is not limited to:

- Verbal abuse
- Harassment
- Bullying
- Actual or threatened violence
- Damage to personal property

Internet Safety

UKCE recognises the potential risks that are posed to children on the internet. The summer centre operates a high level of control on sites that can be accessed. In addition, we will advise all children of these guidelines.

- Don't post any personal information online – like your address, email address or mobile number
- Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore.
- Keep your privacy settings as high as possible
- Never give out your passwords
- Don't befriend people you don't know
- Don't meet up with people you've met online. Speak to a staff member about people suggesting you do
- Remember that not everyone online is who they say they are
- Think carefully about what you say before you post something online
- Respect other people's views, even if you don't agree with someone else's views doesn't mean you need to be rude
- If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately.

Respect for different cultures

Our summer centre welcomes people from around the world who speak different languages, live in different cultures and have different life experiences. Each of those is equally valid and all children and adults should show the same level of respect to each other, irrespective of their background. Abusive behaviour based on colour, race, ethnicity or religion is not tolerated and will be dealt with through the appropriate disciplinary mechanisms.

Curfews

For the good health, well being and safety of all children we operate an age appropriate curfew policy both for homestay and residential accommodation. The standard curfews are tabled below

Under 14 years of age – not allowed out unless accompanied by hosts or staff

14- and 15-year olds – 21:30

16- and 17-year olds - 22:00

All children to be in their own allocated room at and after curfew. Any child found outside of their accommodation after curfew will be subject to disciplinary procedure.

Free and Unsupervised Time

An important part of the programme is that the children have and enjoy unsupervised time. This is a privilege and the right to that free time may be withdrawn as part of any disciplinary procedure.

To ensure that children are safe and allowed to enjoy that free time they must always:

- wear their UKCE wristband
- keep their mobile phones charged
- be with at least two other students
- get to their homestay for dinner time

Please remember that more detailed policies and procedures can be found on our website at <https://www.ukenglish.org.uk/students-under-18s/>