



UNDER 18s

The safety and well-being of under 18s is very important to us. Please read the following information very carefully to ensure you understand your role in our safeguarding policy.

Everyone at school, adults and under - 18 students should read our Safeguarding Policy

Under 18s in mixed age groups

Our minimum age for enrolment in mixed age classes is 16.

Your parent or guardian must sign a consent form for you to join classes that also have over 18s. This form confirms their understanding of the risks involved and their belief that UKCE's safety measures are enough. Your parent/guardian may also need to complete a Transfer of Responsibility form if you are staying with an adult who is not your parent or homestay host.

Student cards

You will get your student card with a red lanyard on your first morning and **you must wear your student card at all times** while in the school.

Travelling to and from the school

We will provide information from www.tfl.gov.uk to help you arrange the journey. When you have received travel advice, you will have to sign a confirmation form. Your parent or guardian must also sign a consent form allowing you to travel to and from the school. Oxford Street is usually a safe place, but it is also a popular tourist area, so please be careful.

Before your lessons

An attendance register for under 18s is kept at reception. **You must check in at reception before the beginning of your class.**

When your class has finished, you are very welcome to stay at the school and use the computers or books.

Attendance

If you are going to be absent or late, your parent or guardian must notify the school as soon as possible. If you notify the school yourself, we will confirm with your parent or guardian.

If you have not arrived at the school within the first 15 minutes of your lesson, we will make an immediate call to your parent or guardian.

If you are regularly late or absent without permission from your parent or guardian, your course may be cancelled.

Internet Policy

We have wifi and computers available to all of our students. It is not allowed to access any pornographic material. Please also be aware of other misuses of the internet, such as bullying or fraud. We will advise you about internet safety when you register and you will be asked to sign a form confirming that you have received this advice.

Accommodation

If you are staying in accommodation organised by us, your parent/guardian will need to complete a Homestay Plan in the parental consent form. Keys to the homestay will only be provided at the discretion of the hosts.

Social Programme

Please remember under-18 students cannot go to a pub or to the cinema to watch an over-18 movie. Don't worry! We have lots of fun social activities that under 18s can attend. Have a look on Facebook or Instagram.

Problems

- If you have a problem big or small, at school, or with your accommodation or any other kind of problem, please tell someone at the school. Our safeguarding officers are Stephanie, Beren, Gianluca and Laura. They are always very happy to talk to you. You can also talk to your teacher, or the Head of Studies. You can also ask your family to speak to us. The important thing is to talk to us.
- If you are not at the school and you have a serious problem or emergency, please call. The school telephone number is 0207 734 6485 and the emergency number is 07956 190 553 - it is available 24 hours a day, seven days a week.
- If you need to contact the police, or get an ambulance, or call the fire service, **call the UK emergency number: 999**

Here is a link to a short version of our safeguarding policy.

For the full policy, please see [HERE](#).