

Parental Consent form for students under the age of 16

The school:

- Will only arrange accommodation for students who are 16 or over and we will only accept under 16s if they are staying with parents or their family; please provide details on the final page.
- Will ensure that all social events are supervised by adult members of staff, all of whom are DBS checked.
- Provides an emergency contact number which can be contacted 24 hours. This is (+44) **(0)7482660030**.
- Has a safeguarding policy which can be viewed in the office of the school. The safeguarding policy contains procedures in the event of a disclosure or allegation of abuse and the referral to official agencies. It also contains information about e-safety and Prevent Duty information.

NB. In accordance with statutory requirements child safeguarding disclosures cannot be retained as a confidential matter. All formal disclosures by a person under 18 years of age must be reported.

Parents/Guardians:

- Must inform the school of any medication their children are taking, together with a note from the prescribing doctor on the dosage and frequency the medication must be taken. Communicate staff will NOT administer medication to the student. See the end of this form for more information (Note 1)
- **Must provide a 24-hour contact number and email for the parents or legal guardians of students. This must be provided at registration.**

Students aged 15 or under:

- Will not be in adult classes, and will not share common areas with adult students.
- Will be taught in groups with other children of similar age. If there are no other under 16 students attending a course at the same time, students will be taught 1:1 tuition.
- Will be supervised by the teacher whilst in lessons in the school. However, they will not be supervised outside of scheduled tuition time. Outside of lesson times the school expects these students to be collected by their parent or legal guardian.
- Communicate School does not organise accommodation or social activities for children under 16 only. Children under 16 can attend the regular social activities if accompanied by a parent or guardian.

Drop Off / Collection and Supervision of Children Policy - Under 16s

Supervision in the school building

- Once arrived, children must be supervised by parents or guardians until the class start time.
- Children are supervised by teachers and other staff during the time of the class and in breaks.
- Children should not be left unaccompanied in the building before the class time and if they arrive early for the class, children must wait in their classroom and be supervised by their parents at all times.
- The school expects that parents are punctual when dropping off and collecting their children to and from school.
- The parents or guardians must phone the school if they are going to be late when collecting the child. The school can then arrange for supervision of the child until the parent or guardian arrives.

Late/non-collection procedure

Parents and carers share in the responsibility to work with school staff to ensure their children are safe and in the care of a responsible adult. Parents should notify the school immediately (by contacting the school office on 01612358480) if it becomes apparent that the person collecting their child may be late. If the person collecting the child is going to be more than 5 minutes late, the child will be taken to the reception where they will wait to be collected. If a child is not collected within 5 minutes of school finishing and the school has not been notified that the person collecting the child is going to be late, the school will:

- Attempt to contact the parents/carers on their home, work and mobile numbers.
- Keep a record in the database of incidents where parents/carers are late for no explained or good reason, or where there are repeated incidents.
- Send an email to the parent/carer notifying them of the course may be cancelled without a refund if they continue to collect their child late. See appendix 1.

Independent Travel to/from School

“There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school”. (*Is it legal? A parent's guide to the law by the Family and Parenting Institute*).

There is no set legal age that children can walk to and from school independently or be left on their own. This is the decision of the parents or guardians. The school is not responsible for the safety of children on their journey to and from school.

The school permits only children who are 14 and 15 years old to travel home unaccompanied, only if the school receives written consent from parents.

Safe Travelling

If parents choose to let their child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence. Parents should work with their children to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness. The most important factor to consider about the suitability of a child walking to/from school alone is any risk to the child. Before the first class, a discussion between the school and the parent takes place, to identify alternative options if necessary, e.g. another parent taking the child home. Ultimately the responsibility for a child's safety rests with the parent.

Drop Off and Collection by Older Siblings

It is the parent's responsibility to ensure that the child is dropped off and collected by a responsible person. There is no minimum age set in law when a young person is allowed to remain in charge of another child, however, it is an offence to leave a child alone if it places them at risk. This can include in the care of an older sibling if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (Children and Young Persons Act 1933). Therefore, parents/carers must understand and be prepared to take responsibility for the care and safety of their eldest child, even while that child is acting in a caring role for younger siblings.

Leaving School during the Class

The school office and class teacher should be informed in advance if a child needs to leave during the class. No child is allowed to leave during the class unless the parent/guardian arrives to collect him or her. Parents need to report to the School Reception if they need to collect their child.

Non-collection procedure

In the event of a child not being collected from school and the school receiving no notification from the parent/carer **within 45 minutes** of the end of the class, the Police will be informed and a safeguarding referral will be made to Children's Services. The school will keep detailed, timed records of the action taken and calls made to contact the parents/carers and emergency contacts. Under no circumstances will school staff go to look for the parent/carer or take the child home with them. If this situation happens, Communicate School has a right to cancel the course without a refund.

Break times

Students are supervised in the school during break times by their teacher or another member of school staff.

Parent/Guardian Declaration

I confirm that I have read and understand the above (with the guidance of the Student Services Officer if necessary) and give permission for my child to be taught at Communicate School of English. In an emergency and until such time as I can be contacted. I agree to treatment deemed necessary by qualified medical personnel. I confirm that I have read and understood the rules concerning drop off/collection of children.

In particular, I understand:

- what will happen if children are early/late for class.
- the supervision rules during/outside class time.

- what will happen if parents/guardians are consistently late to collect their child from school.

If the child is *not* staying with the parent - ACCOMMODATION DECLARATION

I agree that my child _____ (student's name) stays at the following address during their course of study at Communicate School of English:

Details of the family member / guardian responsible for my child:

Name: _____.

Relationship to child: _____.

Landline: _____.

Mobile: _____.

Name of student _____

Date of birth of child _____

Name of parent/guardian _____

Signature of parent/guardian _____

Date _____

Telephone Number of parent/guardian _____

Email of parent/guardian _____

NOTE 1.

Communicate requires to be fully informed of any medical condition/disability of a prospective student in order to be able to provide appropriate care for the student. In the case of such information not being provided Communicate may have to refuse acceptance of the student and request that the student is returned home at his/her own expense. Communicate staff and host families cannot be responsible for administering or safeguarding medicines. Students who are prescribed medication are asked to bring a letter from the doctor or prescriber with the name of the medicine, the dosage and frequency of taking it and the name of the condition for which it has been prescribed, clearly described in English. This is in case the student needs medical attention whilst in our care. In the event that a student is taking regular medication, the student must be responsible for the care and administration of her/his own medication. Communicate requires written confirmation from the student or parent/legal guardian to that effect prior to accepting the student.

Appendix 1

To the parent/carer of,

As you are aware *..[name of student]..* was collected late from school on the above date. I would like to remind you that in order to keep your child safe, the school is obliged to implement its Late Collection Procedure for children not collected on time. If you are regularly late to collect your child, fail to collect your child within 5 minutes of school finishing, or fail to make suitable alternative collection arrangements this may lead to the school contacting Police and Children's Services and cancelling the course without a refund. Please make an appointment to speak to the School Office Manager or Principal if you would like to discuss this further.