

1. General Policy Statement

The East Sussex College Group (ESCG) recognises that it has an important role to play in helping to promote and safeguard the welfare of all students and to help protect them from abuse; particularly those under the age of 18. Whilst we have a legal duty of care to ensure the safety and wellbeing of these students, we need to work in partnership and cooperation with parents/guardians, group leaders and our partner schools/colleges to reduce any potential harm or risk to students.

This policy is to be used in conjunction with the [College's Safeguarding documents](#) and the student's fully completed parental consent form.

2. Scope

Promoting and safeguarding the welfare of those under the age of 18 includes:

- Ensuring that all parents or guardians complete and return the parental consent form prior to their child arriving in the UK;
- Implementing a specified curfew¹ (Sunday-Thursday 10.00pm and Friday-Saturday 11.00pm) or as stated on parental consent form if earlier
- Ensuring that all students adhere to their curfew with the support of the parent/guardian, host provider and local police;
- Disciplining a student who does not meet their curfew time;
- Disciplining a student who breaks the rules of their parental consent form;
- Asking a student where necessary to leave the course and ensure a safe return to their home country;
- Reporting where required any concerns of potential risk of harm to the designated team.

3. Responsibilities

ESCG has a responsibility to ensure that all students are safe from harm and abuse and takes this level of responsibility seriously. Parents/guardians and our partner schools/colleges also have this level of commitment. We feel that working together as a partnership to implement the curfew policy and procedure will go some way to reducing any potential risk to the student and to hopefully ensure they have a fulfilling and enriching experience in the UK.

4. Weekend or Overnight Stays Away in the UK

It is important that parents, students, and the college work together to minimise the **additional risks of travelling unsupervised**. These are greater for an overseas student due to language and cultural differences. Unsupervised trips should be planned to take place during **weekends and half term** holidays to avoid disrupting teaching. If a trip is judged to be unsafe, **the college reserves the right to refuse permission and withdraw the student if college policy is not respected**.

¹ (the time a student needs to be in their host accommodation)

College permission for an unsupervised trip requires the following conditions:

- The student does **not travel alone**. Travel with at least one person aged 19+ years old is strongly recommended.
- Full details and consent from the parent(s) or legal guardian(s) must be received **seven** days before the trip. Details must include:
 - Contact numbers for the parent(s) or legal guardian(s)
 - **Names, addresses, phone numbers** of all the people travelling together
 - Confirmation that the student has **travel insurance** – the college insurance does not cover unsupervised trips and the college has no liability for any incidents that occur during the trip.
 - **Address of the overnight accommodation** which must be **staffed**: an unstaffed hotel or air BnB is not permitted due to safety reasons.

5. Weekend or Overnight Stays Away outside the UK

Unsupervised overnight trips outside the UK have a higher level of risk for an under 18 year old student.

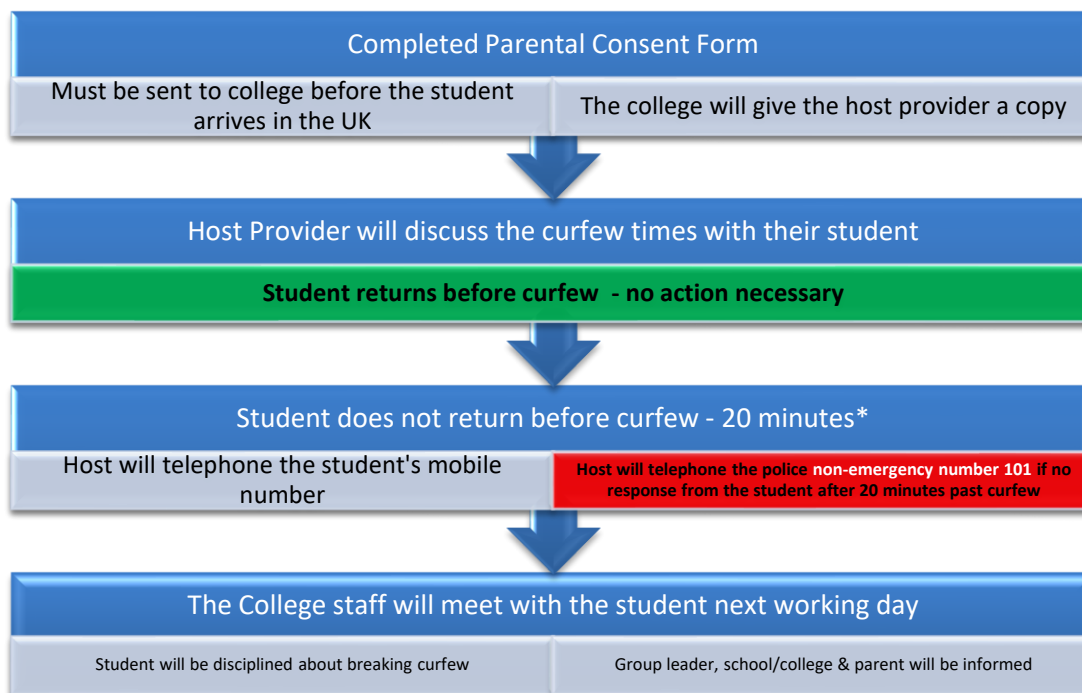
No unsupervised trip is permitted beyond Europe.

College permission for an unsupervised trip overseas requires all the conditions listed in Section 4 above, plus those below:

- Full details from the parent(s) or legal guardian(s) consent must be received **fourteen days** before the trip. Details must also include:
 - Confirmation that the parents take **100% responsibility** for managing any incidents that occur during the trip.

6. Curfew Procedure

The following information sets out what ESCG expects from the student, their parents/guardian, host families and school/college in ensuring the set curfew times are adhered to and, what the college will do should curfew times not be met:



* ESCG recognises that there may be times when a student is required to attend evening events to enhance their overall learning or social experience in the UK. One such example is a student attending a birthday meal in Brighton that takes place in the evening. After the event, the student will be taking a scheduled train from Brighton to Lewes or Eastbourne. When a situation like this arises, we ask that a common-sense approach is adopted which will include knowing the expected time of arrival of the student at the allocated station. It will be good practice to either arrange pick-up of the student or have a pre-booked licenced taxi to take the student home. Please note, this is an exception to the rule and not the norm.

The host will:

- Telephone the police (non-emergency number 101) and report this as an 'un-authorised absence' after 20 minutes past curfew time if they cannot contact the student;
- Update the police should the student arrive after they have been reported;
- Contact the relevant accommodation team to inform them that the student has broken their curfew (via email or telephone the next day)
- Keep the college updated if a student develops a pattern of exercising the 'exception to the rule'.

The police will:

- Ascertain the level of response required on an individual basis;
- Carry out a search of the student during their routine patrol;
- Support the implementation of this policy and procedure and may wish to speak to the student if they break their curfew more than once.

The college will:

- Arrange to meet with the student and group leader (if applicable) to discuss the consequences of their action;
- Liaise with the student's college/school/agent and parent on the outcome of meeting;
- Ask a student to leave the course if they continue to break their curfew and/or any aspects indicated on their parental consent form.

We understand the impact this policy and procedure will inevitably have on all those concerned. However, we would like to reassure our partner agents/schools/colleges and ultimately the parents that we are implementing this procedure for the safeguarding of all students.

-Thank you for you co-operation and understanding in implementing this policy-