

## WELFARE POLICY – STUDENTS UNDER 18 YEARS OF AGE

Norwich Study Centre (NSC), Flying Classrooms takes the welfare of our students and staff seriously. Special attention is given to the welfare of students under the age of 18. Students under the age of 18 are taken care of in line with the policies stated below:

### Procedures for Under 18s

The school accepts students aged under 18 on the following conditions:

1. Students who come with their parents or guardians while they study with us: Their parents/guardians are responsible for the student's welfare. However, during their studies at the school, we take care of the student and monitor whether they have any problems. We will be ready to support them if necessary.
2. Students who come in an organised group with leaders: The leaders are responsible for student welfare. We work closely with leaders and homestay providers who take these students.

When any changes (emotional/physical) are noticed, the Safeguarding Officer/Director talks to student to discern the problem and help find a solution. Once an issue has been raised, the school keeps in close contact with parents/guardians/leaders. Good communication between the school, students and parents/guardians/leaders is essential to manage any concerns and resolve matters promptly.

Out of school hours, there is an emergency number. All students are shown the emergency number when they start at the school and the number is in their handbook and on their student card. The homestay providers and students can call this number in case of an emergency.

School Director

Reviewed 20 May 2021