

Information for Parents - Care of Under 18s

OISE Oxford

We want your child to have a safe and enjoyable time with OISE Oxford. Because your child is under 18 it is very important that you and your child understand what they can and cannot do in the school, in the homestay accommodation (if arranged by us) and in Oxford generally. We have put specific safeguarding measures in place to keep your child as safe as possible during their course. Please explain the following information to them prior to their arrival in Oxford.

In the school

- Your child may be in class with adults so they will be expected to behave with maturity.
- All tutors and staff members are police checked (DBS) in order to ensure their suitability to work with under 18s.
- Your child is expected to attend all of their lessons and in the event that they do not arrive at the school at the correct time, we will call them or their host family to make sure that they are ok. If you wish for your child to be absent at any time during the course, please arrange this with the school in writing.
- Your child is responsible for providing their own lunch.

The school has a 24 hour emergency number which your child can use to contact a member of staff in case of emergency. As a parent, you can call this if you have any urgent concerns for your child's welfare outside of school hours. The number is : 07899 773119.

OISE Oxford has 2 Designated People, Edward Alden and David Addyman, to look after your child's welfare. At least one of them will introduce themselves to your child on their first day at school so they know who to speak to if they have ANY problems. Their contact details are as follows:

Edward Alden

01865 247272

edward.alden@oise.com

David Addyman

01865 247272

david.addyman@oise.com

OISE Oxford also has an Accommodation and Welfare Officer, Joanna Shaw, who your child can speak to in case of any problems with their host family, if they are feeling unwell or need help with anything during their time at the school.

Leisure activities

- Your child may come into contact with adult students during school-organised leisure activities.
- All activities are accompanied by police checked leaders who will have read a risk assessment of the event and will take all necessary steps to ensure your child's safety whilst on the activity.
- The activity leaders will provide your child with a contact number to call in the event that they become separated from the group.

In the homestay accommodation

- All host families accommodating under 18 students are police checked to ensure their suitability to work with under 18s.
- If your child goes out in the evenings or weekends they must tell their host family where they are going and what time they are coming back. Your child should exchange mobile numbers with the host family in order to keep in contact whilst they are out. If they are going to be late they must call their host to let them know. If they do not, the host family will contact the school, who will in turn endeavour to contact your child or, failing that, their emergency contact.
- 16 and 17 year olds must return to their host families no later than **10.30pm**.

In Oxford

There will be times when your child is unaccompanied by an adult. For example, on their journey to and from the school and at times during the evenings and at the weekend. Please also note the following information:

- It is illegal for under 18s to buy alcohol or tobacco. If they try they will be asked to prove their age with ID or their passport. They should not go to pubs, bars or clubs where alcohol is sold.
- It is recommended that your child travels by public transport or licensed taxi. They should NEVER take a 'mini-cab' or accept a lift from a stranger.
- If they are going out alone they should tell a friend, the school or their host family where they are going and what time they are coming back.
- For their own safety, they should not carry a lot of money on them or display expensive jewellery, mobile phone, etc. There may be pickpockets in crowded shopping centres and other busy areas.

If you have any concerns at all about your child's safety whilst on their course, please do not hesitate to contact the school on 01865 247272 or on our emergency number (07899 773119). Alternatively you can email oxford@oise.com.