

# Under-18s in Adult School Policy



## 1. Why this policy matters

At Lewis School of English, we welcome students aged 16 and 17 in our Adult School. Because you are under 18, we put extra welfare and safeguarding arrangements in place to help keep you safe and supported.

This policy explains what we expect from you, what support we provide, and what extra rules apply if you are under 18.

## 2. What we expect

If you are under 18 in the Adult School, you must:

- attend all lessons
- follow school rules and staff instructions
- attend weekly welfare check-ins and any other meetings we arrange
- follow any extra rules that apply because you are under 18
- ask for help if you are worried, unsure or have a problem

We also expect you to make safe and sensible decisions outside lessons.

## 3. Welfare and safeguarding support

If you are under 18, you must attend our weekly welfare check-ins with the Welfare Manager. We may also arrange other meetings if needed.

These meetings help us:

- check that you are safe and well
- support you if you have a problem
- identify concerns early

If you are worried about your own safety or someone else's safety, you should speak to a member of staff straight away.

## 4. Key contacts

If you need help, you can contact:

- **Welfare Manager:** Suzie Brierley, at Reception, [suzie@lewis-school.co.uk](mailto:suzie@lewis-school.co.uk)
- **Designated Safeguarding Lead (DSL):** Larissa Ribeiro, in the Academic Office, [larissa@lewis-school.co.uk](mailto:larissa@lewis-school.co.uk)
- **Deputy Designated Safeguarding Lead:** Alistair Walker, Director, in the Director's Office, [alistair@lewis-school.co.uk](mailto:alistair@lewis-school.co.uk)

## **5. Attendance**

If you are under 18, you must attend all lessons.

You may also need to attend weekly welfare check-ins, other welfare meetings and any support meetings we arrange.

Lateness, absence or unexplained non-attendance may lead to action under our attendance, discipline or safeguarding procedures.

## **6. Supervision outside lessons**

The Adult School is not a junior centre. This means we do not provide normal supervision outside lessons, weekly welfare check-ins and other arranged school activities.

However, we do provide welfare support, guidance and safeguarding procedures for students under 18.

If you are worried or unsure what to do, please ask us.

## **7. Travel, activities and age-related rules**

If you are under 18, you must tell us your travel arrangements to Southampton from the airport, station or port.

We may recommend or arrange taxi transfers. If you want to travel by train or coach, you should tell us in advance so that we can give you guidance.

We also offer social activities for adult students. Some activities, venues or parts of the programme are only for students aged 18 or over. If you are under 18, you must follow any age-related rules we give you.

If you are under 18, you must not:

- buy or drink alcohol as part of school activities or arrangements
- smoke or vape where this is not allowed by school rules or by law
- bring alcohol, cigarettes, vapes or other age-restricted items into situations where this would break school rules

If this happens, we may deal with it under our discipline and safeguarding procedures.

## **8. Accommodation and curfew**

If we arrange your accommodation, we will put appropriate welfare and safeguarding arrangements in place.

You must:

- follow accommodation rules
- tell us if you feel unsafe or uncomfortable

- ask for help if there is a problem in your accommodation or daily routine

If you are staying in homestay accommodation, you must be back by curfew unless we have agreed something different in advance.

Curfew is:

- **10.30pm from Sunday to Thursday**
- **11.00pm on Friday and Saturday**

If you are going to be late or there is a problem, you must contact your host straight away. If you do not return on time, we may treat this as a welfare, safeguarding or discipline matter.

## **9. Behaviour and contact with parents or guardians**

We expect you to behave respectfully towards staff, hosts and other students at all times.

You must follow:

- school rules
- attendance rules
- welfare arrangements
- safeguarding guidance
- any specific rules that apply because you are under 18

We must have suitable parent, guardian and emergency contact details for all students under 18.

Where needed, we may contact parents, guardians or other appropriate adults about attendance, welfare, safeguarding, discipline or emergencies.

## **10. Linked policies**

This policy should be read with our:

- Safeguarding Policy
- Attendance & Lateness Policy – Adults
- Discipline Policy – Adults
- Privacy Policy for Students

You can find our school policies at: <https://lewis-school.co.uk/school-policies/>

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