



Children under the age of 12 Policy

PLUS understands that the safeguarding of children is of the upmost importance and recognises that children under the age of 12 can be more vulnerable. The following guidelines will be put in place to ensure the safety of any child under 12 that is placed in our care:

Pre-Arrival

- Students under 12 cannot be in the same group with students over 18 and under no circumstance can they be left alone with over 18s that might be present on campus.
- It is recommended that Group Leaders travelling with under 12's have proven previous experience working with children and that they are trained in first aid.
- Individual students under 12 that aren't in a group with other students will not be accepted by PLUS
- Agents are to ensure that Group Leaders are aware that enhanced supervision is required for activities on and off campus. Supervision levels will vary depending on the children's age, gender and behaviour.
- A "Personal Emergency Evacuation Plan" in the event of a fire will be arranged for each student under 12.

Accommodation

- In order to arrange appropriate supervision, students under 12 should be accommodated in rooms adjacent to the group leaders' and it must also be made extremely clear where the group leader's bedroom is if the child is to have any issues.
- The rooming is to always be arranged so that children under the age of 12 do not share an apartment with anyone with a difference of age of more or less than 2 school years.
- It is advisable that students under 12 are accommodated in en-suite rooms. If this is not possible, appropriate arrangements should be made for separate bathroom facilities for them and older students.
- The windows in accommodation must be hinged so nobody can enter.
- The accommodation must be inaccessible to anybody not within the child's allocated group.
- Agents are requested to inform beforehand PLUS Operations Department of the presence of any under 12 students. PLUS Head Office will inform PLUS staff at the centre and any relevant party of their presence. PLUS Head Office will complete a Risk Assessment.

While On Campus

- Upon arrival Group Leaders with students under 12 in their groups might be required to attend a short induction with the Campus Manager who will draw their attention to the above mentioned and any additional information or safeguarding measures they think it could be relevant or applicable.
- To keep the students safe, we suggest a ratio of 1 adult to 10 children if one or more students under 12 are present in their group. This might vary depending on the circumstances and if more than two under 12 students are present in the group.
- Students under 12 shouldn't be placed in the same classrooms as students over 15. Depending on the centre, the number of students under 12 and their level of English they might be placed in a separate classroom. In any case the teachers will be informed of the presence of students under 12 in their classes.
- In case of a student under 12 missing from lesson, teachers are required to inform the Course Director immediately.
- When the child needs to use the bathroom outside of their personal accommodation, the group leader is to keep a vigilant eye on their entrance and exit to the bathroom.
- There must be no sharp objects, cleaning products or scalding hot water the child could harm themselves on in their accommodation room. The group leader should do an additional check of this upon arrival.