

**KEEPING YOUNG LEARNERS SAFE
REGULATORY AND COMPLIANCE REQUIREMENTS**

KAPLAN INTERNATIONAL LANGUAGES

- **Year round schools can accept young learner groups**
(except London Leicester Square) Liverpool going through Accreditation process bookings can be accepted but clear with Compliance
- **Minimum age 12** (except London Covent Garden & Dublin which is 14+)
- **Our year round schools can accept closed groups only not individual bookings**
- **Kaplan Summer Centres (June-August) can accept young learner individual bookings**
(KI Bath KI Torquay Alpadia Brighton Alpadia London Alpadia Keele)

KAPLAN DUTY OF CARE OBJECTIVES

- To provide a high level of duty of care for all U18s and U16s
- To ensure we are compliant and meet the requirements of our accrediting bodies
- To provide agents with the highest level of service and accurate and up to date information enabling them and parents to be confident in the care Kaplan provides to all young learners

REGULATION FOR U18/U16

The UK government regulations state that *“those who teach minors need to be especially careful in ensuring we act in the best interests of the minor”*

Therefore, our accrediting body, Accreditation UK (British Council) expects Kaplan to ensure Safeguarding is a top priority

Kaplan recognises these responsibilities in the care of minors within the required legal framework and that international students may be more vulnerable because of their distance from their families and unfamiliarity with British culture Kaplan ensures enhanced duty of care

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Kaplan put specific measures in place to ensure that parents feel assured that their son/daughter is being well cared for in a safe environment we ask parents to read all information and the website FAQs + Support found at:

<https://www.kaplaninternational.com/junior-language-courses/summer-camps>

We also ask parents to sign consent forms + return to Kaplan pre-arrival

Kaplan have in place:

- A comprehensive Safeguarding Policy explaining our commitment to safeguarding students
- Staff, hosts and group leaders are subject to rigorous recruitment procedures and necessary police checks
- Hosts are visited regularly and references are taken for their suitability to accommodate U18 students

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- Provide staff and hosts with appropriate support, training and guidance to ensure that they can support and give a high level of duty of care to Under 18 students
- Provide a named contact person for extra support, meet with them on a regular basis, monitor any accommodation issues and liaise with the home stay and students' parents/ legal guardians if necessary; and
- Immediately follow up with hosts and residence staff if students have missed over 30 mins of the start of their lesson

KAPLAN ENSURES GROUP BOOKINGS ARE CHECKED AND APPROVED:

- Does the group require a bespoke course outline?
- Do all student meet the minimum age requirement for the school?
- Do Kaplan need to prepare aims of the week/lessons
- Do we require pre-arrival testing?
- Has the agent requested a planned activity & leisure programme?
- Is the activity programme suitable for the students age?
- Have Kaplan explained we require signed minor documents from the parents?
- Have we informed the agent all students must have a UK address when arriving at the airport?
- Is the agent aware all group leaders must sign an agreement and have clear guidance on expectations while accompanying their group?

PRE-ARRIVAL CHECKLIST

Kaplan works closely with agents to ensure required information is communicated to parents and U18/U16 documents are received ensuring there are no delays * If agents or schools are having a pre-departure event documents can be sent for parents to complete and sign during the event

- Minor documents should be received 4 weeks before the course start date
- These documents are completed correctly and **signed by parents**
- Police checks must be received 4 weeks before the start date and not more than 3 years old
- Group Leader declarations must be signed and received 4 weeks before the start date
- Medical Insurance purchased pre-arrival
- Travel Insurance has been highly recommended pre-arrival
- The minimum age has been checked at each centre

***For bookings made closer to the start date aim to get the above documents in as soon as possible it's important they are received before the group arrival date**

KAPLAN REQUIREMENTS IN SCHOOL

- Kaplan ensures there is a named person in each school responsible for U18s & U16s Teachers and activity staff should have clear information on their duties and responsibility
- Group leaders and other adults travelling with students under 18 are responsible only for students in their own group
- Absence must be reported and followed up at the start of the lesson
- There is sufficient adult supervision for all scheduled activities both on-site and off-site, taking into account the the activity, age, gender and needs of the students
- Travel between accommodation and school is supervised (GL or Kaplan staff meeting points, walk in/public transport, taxi mini bus)
- There are clear rules, appropriate to the ages of the students, for what they may do outside the scheduled lesson or activity times and without supervision, appropriate to the age of the students and the location, with procedures in place to ensure these are followed

U16 RESIDENCE REQUIREMENTS

- Located in a safe environment
- Provide 24/7 care, with responsible adults (known to and vetted by the provider) will be present overnight the ratio of staff to students is 1:20 for students aged 12–17 students should always be with Kaplan staff or Group Leader and sign in and out
- First aid facilities and first aider is available at all times, together with an arrangement with a local doctor in case of emergencies.
- U16s should not be accommodated adjacent to or on the same floor as students 18+
- Meals in homestay and residential accommodation will be provided as agreed and offer a well-balanced diet self- catering is not suitable for U16s

U16 HOMESTAY REQUIREMENTS

- **Homestay:** hosts treat the student as a member of the household, eating together and sharing living areas; no more than four students are accommodated in the homestay
- **Private homes:** accommodates more than four students, student houses, halls or hostels, catered or self-catering. where there is no overnight supervision is not suitable for U18s or U16s
- Students cannot be accommodated for more than 27 nights in homestay without foster care arrangements in place
- U16 students will not be accommodated with students of 18 years or older
- Hosts are aware of the rules of students free time outside scheduled activity times, what time they are expected home at night, and work with Kaplan to ensure the rules are adhered to
- A responsible adult (known to and vetted by the provider) is present overnight and normally be present when U16 students are at home

U16 GENERAL ACCOMMODATION REQUIREMENTS

- Under 18 students must return to the host or residence for their evening meal and by curfew time
- Accommodation will be selected as close to school as possible:
- Students aged 12-13 are accompanied on longer journeys to and from school and their activities
- Travel to and from homestay to school for students aged 14 to 17 is independent but remotely supervised
- The school has 24 hour emergency phone for students to call if they need help or support
- Host families also have the emergency phone numbers and will alert the school immediately if a student is not home by the arranged time or curfew
- Under 18 students that wish to stay overnight or at weekend with friends and family will only be permitted if there is approval from parents/ legal guardian and the person they wish to stay with.

QUESTIONS????



THANK YOU

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