

Care for Under 18s Policy

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Reviewed:	
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Introduction:

STAR Exeter is dedicated to providing a secure and supportive environment for all students under the age of 18. Our Care for Under 18s Policy outlines the procedures and protocols in place to ensure the safety, well-being, and welfare of minors enrolled in our programs.

Key Procedures:

- 1. Under 18 Sign-In Sheet:** Upon arrival each morning, all students under the age of 18 are required to sign in using the designated under 18 sign-in sheet. This enables us to keep track of their attendance and whereabouts.
- 2. Weekly Welfare Meetings:** We conduct weekly welfare meetings with all students under 18 to check on their well-being and address any concerns they may have. These meetings provide an opportunity for students to voice their needs and for us to offer support and assistance where necessary.
- 3. Attendance Monitoring:** All teachers are responsible for monitoring the attendance of students under 18 in their classes. If a student under 18 is absent without prior notification, teachers are required to report this to the office after 5 minutes.
- 4. Absentee Follow-Up Protocol:**
 - Upon receiving a report of an absent student under 18, the office staff will promptly attempt to contact the student to ascertain their whereabouts and ensure their safety.
 - If contact with the student cannot be established, the homestay provider will be contacted to inquire about the student's whereabouts and well-being.
 - If the student is not staying with a homestay provider or if contact cannot be made with the homestay provider, the next point of contact will be the student's next of kin.
 - In cases where concerns for the safety or welfare of the student under 18 arise, immediate action will be taken to ensure their well-being, including contacting relevant authorities if necessary.

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Conclusion:

STAR Exeter is committed to providing a safe and supportive environment for students under the age of 18. Through the implementation of these procedures and protocols, we aim to safeguard the welfare and well-being of minors under our care, ensuring their educational experience is enriching, positive, and secure.