

Express English College

Welfare of Under 18 Students

How we look after students under 18 at Express English College.

2026/27 · Manchester, UK

Welcome To Express English College

Express English College is a Manchester-based private college that aims to offer quality English Language education to international students who want to study English in the UK. We give students an engaging, motivational and memorable learning experience; we endeavour to not only improve our students' English language skills but also boost their confidence.

We take the welfare of all our students very seriously. We want you as students of the school to remain safe, secure, and happy whilst you spend time studying with us.

Team

First of all we would like to introduce our staff.

Edward – Principal, Designated Safeguarding Lead (DSL)

Tracy – Welfare Officer, Deputy Designated Safeguarding Lead (DDSL)

Gabi – Administration Officer, First Aid Officer, Fire Marshal

Welfare for U18 statement

To the best of our ability, Express English College commits to creating a safe space for those under 18, involving:

- Adapting best practices from accreditation bodies and official guidelines into our current processes;
- Providing parents with essential information so they can make well-informed decisions about the programs their children participate in at our college;
- Implementing systems to ensure our facilities, activities, and processes meet our students' health, safety, and welfare needs;
- Putting measures in place to safeguard students during activities outside our premises;
- Establishing clear guidelines suitable for student ages regarding permissible activities outside scheduled programming;
- Adopting safer recruitment strategies to assess the suitability of staff working with minors;
- Setting clear behavior expectations for students, staff, and any other adults interacting with minors;
- Entering into agreements with host facilities, subcontractors, and service providers that align with our health, safety, and welfare standards for minors;
- Ensuring all accommodations are secure and appropriate for young international students;
- Offering staff training, guidance, and procedures tailored to the academic and personal needs of young international students;

- Providing support and information to students under 18 where a responsible adult's involvement is necessary;
- Establishing effective supervision, management, and control systems to prevent physical, emotional, sexual abuse, and neglect;
- Maintaining transparent procedures and sharing necessary information with external safeguarding bodies as outlined by "Working Together to Safeguard Children" and "Keeping Children Safe In Education";
- Encouraging staff to confidentially report any concerns about colleague behavior to a designated individual;
- Conducting regular monitoring and reviews of all operations to ensure compliance with our policies and legal obligations;
- Addressing breaches of this policy or any allegations of misconduct involving children or young persons with appropriate action.

Welfare of U 18 Practice:

Express English College is dedicated to ensuring the safety of children, which includes anyone under 18 years of age. Our staff and homestay hosts understand their role in being alert to the risks that children, teenagers, and vulnerable adults face and implementing strategies to protect them while they are enrolled in our courses.

Important details about our approach to safety can be found on this webpage, and our comprehensive Safeguarding Policy is accessible through our [website](#).

Supervising Students Aged 16 and 17

During school hours, lessons, and planned activities, we ensure close supervision of students. Those aged 16 and 17 who are enrolled in adult courses are included in these measures.

- Students under 18 wear Pink lanyards, and those over 18 wear purple, making it easier for staff to identify younger learners.
- Teachers are informed of under-18 students in their classes through marked registers.
- The Welfare officer and the Academic Manager conduct daily attendance checks each morning. The Welfare Officer attempts to contact any absent students and, if unsuccessful, reaches out to the student's host family or parent/guardian, followed by an emergency contact if needed. If these attempts fail, the Designated Safeguarding Lead (DSL) is notified to decide on further actions, which might include visiting the student's address or contacting the police if the student cannot be found and no contact has been made with guardians or emergency contacts.
- Attendance for afternoon classes is also monitored, following the same procedure as morning checks.

- On their first day, students are briefed on fire safety procedures, including escape routes. Homestay hosts are asked to ensure students are familiar with these routes.
- All school-organised activities and trips undergo detailed risk assessments. Staff members carry a list of participants, with under-18s clearly marked, along with the school's emergency contact number. We maintain a supervision ratio of at least 1 adult to every 5 students under 18.
- For external activities, like weekend trips with Smile Adventures, safeguarding policies are reviewed and guides are DBS-checked. Communication protocols are in place to confirm students' arrivals with their hosts. If a student is missing at departure time, Smile Adventures initiates contact efforts, followed by a physical search if necessary. The emergency contact and local police are informed if the student cannot be contacted.
- All staff members receive a minimum of Level 1 Safeguarding training and additional training on industry-specific issues.

Unsupervised Time

Students are unsupervised outside of school hours, lessons, and scheduled activities, emphasising the importance of our safeguarding measures during these times.

At Express English College, we have specific guidelines for students aged 16 and 17 who are enrolled in adult courses, aimed at ensuring their safety and wellbeing. Here's an overview of what we cover, especially during their first day:

Orientation and Safety Awareness

- **Legal Awareness:** We inform students about UK laws concerning smoking, alcohol consumption, and illegal drugs.
- **Curfew and Conduct:** A 11 pm curfew is enforced. Students are taught about personal safety, the importance of keeping their mobile phones charged, and the necessity of informing their homestay hosts of their whereabouts and companions when outside of the homestay environment. They must also notify their host if they will miss dinner, providing reasons.
- **Communication in Case of Delay:** If a student does not return as expected, especially for meals, hosts are instructed to contact them. Should they be unreachable, the school is to be informed immediately, irrespective of whether it's before the curfew.
- **Understanding the Consequences:** A learner agreement is signed by students to acknowledge these rules, highlighting that repeated violations could result in their course termination and arrangements for their return home.

Transport and Emergency Contacts

- **Public Transport Guidance:** On the first day, we ensure students understand their travel routes, including buses and public transport, to and from their homestay.
- **Emergency Contact:** Each student receives a card with essential contact information, including the homestay phone number, address, email, school office and emergency numbers, and emergency services, to keep in their wallet.

For Lessons-Only Under 18s

- **Guardian Responsibilities:** Parents, guardians, or homestay hosts of under-18 students attending lessons only are required to present a valid photo ID at the school. They must sign the parental consent taking responsibility for the student outside school hours, including providing a confirmed address for the student's stay and written parental consent.
- **Safety Checks:** The Designated Safeguarding Lead (DSL) is informed about these arrangements, with additional checks conducted if necessary. We reserve the right to cancel or refuse bookings if we are concerned about a student's safety during unsupervised times.

Welfare Checks and Curfew Monitoring

- **Welfare Checks:** The welfare officer conducts regular, informal welfare checks on students under 18 to ensure their comfort and safety.
- **Curfew Monitoring:** The welfare Officer may contact homestay hosts to verify adherence to curfew times.

If a student does not return home

- The procedure involves attempting to contact the student, followed by reaching out to their emergency contact, and notifying the police if both efforts fail.

Airport transfers

- Students must book airport transfers through the school, or we must verify that a responsible guardian will collect them.

General Policy

Underage Students Accommodation: Students aged 16 and 17 on our adult courses are required to stay in homestay accommodation, as student residence accommodation on adult courses is only available to those aged 18 and older. Students on the residential Junior Summer Programme (ages 12–17) stay together in a supervised hall of residence; see the [Junior Summer Programme](#) and the [Junior Terms and Conditions](#). On the Junior Summer Programme, students are supervised at a ratio of at least 1 adult to every 5 students, the

residence curfew is 9:30 pm, airport transfers on arrival and departure are included, and travel and health insurance is required.

Homestay for 16 and 17 Year Olds

Room Allocation: Each student is allocated an individual room unless a different arrangement is requested by the student's parents or guardians.

Host Selection: Hosts for under-18 students are carefully chosen based on their character and suitability for hosting younger students. This includes specific recruitment procedures and Enhanced DBS (Disclosure and Barring Service) checks.

Placement Considerations: Normally, under-18 students will not be placed in homes with students of the opposite sex. In cases where 16 and 17-year-olds are placed with over 18s, a risk assessment is conducted. Factors considered include the host's experience, the presence and character of other adults in the house, bedroom layout, bathroom arrangements, whether the host has their own children at home, cultural similarities between students, and the age difference among students.

Student Grouping: Where feasible, students will be placed close to one another to facilitate group travel to and from school.

Our homestay accommodation policies are designed with the utmost concern for the wellbeing of our underage students, ensuring they have a secure and supportive environment during their educational journey with us.

Express English College prioritizes the health and safety of all our students, with particular focus on those under the age of 18. Below, we outline our comprehensive approach to managing medical care, emergencies, enrolment, transfers, welfare, and insurance for our underage students.

Medical Care and Emergencies

- **Pre-Arrival Information:** Parents must inform the school of any allergies, chronic conditions, or regular medications for the student prior to arrival.
- **First Aid:** The school has staff trained in First Aid available every day. For trips, risk assessments consider the proximity and availability of emergency services.
- **Medication and First Aid:** Only First Aid-trained staff may administer first aid or medication to students under 18, except in emergencies where immediate consultation with First Aiders isn't possible. Homestay hosts must consult the school before giving any medication to underage students.
- **Handling Emergencies:** For emergencies, staff follow UK health guidelines, which may include contacting the NHS Helpline, visiting a walk-in centre, doctor, or hospital. The student's family or group leader will be contacted immediately.

Enrolment

- **Expectations:** Underage students are expected to comply with the course terms and conditions.
- **Parental Responsibilities:** Parents/guardians are required to complete a parent contract, provide 24-hour emergency contact details, ensure their child has a mobile phone operational in the UK, and communicate course and accommodation details to their child. Additional authorization documents may be required during enrolment.

Transfers

- **Arrival:** Under-18 students must book an incoming transfer with the school or provide evidence of arrangements made with an adult family member, guardian, or group leader.
- **Departure:** The return transfer service is optional. If not booked through the school, staff will confirm with the student that suitable arrangements have been made.

Welfare

- **Support:** A designated welfare officer provides pastoral support throughout our language programmes. This person is introduced during induction.
- **Daily Routine:** Students are greeted each morning, supervised during class times, and can receive support from staff during office hours (9:00–16:00). A 24-hour emergency phone is available for urgent assistance outside these hours.
- **Activity Safety:** All activities are risk-assessed; some are supervised by staff, while others are suggestions for independent exploration. The school has a 24-hour emergency contact number, welfare staff on-site, and all key staff are trained in Safeguarding.

Insurance

- **Recommendation:** It's advised that all students arrange travel and medical insurance ensuring they travel with necessary documents for potential claims.
- **EU Students:** Some medical treatments are free for EU students or those from countries with reciprocal agreements with the UK, provided they have a European Health Insurance Card. Dental treatment, however, is not covered.

By implementing these policies, Express English College aims to ensure a safe, supportive, and enriching experience for our underage students, providing peace of mind for both students and their families.

For further information, please see our Student Handbook – Under 18.

Review: Updated October 2026. This document is reviewed by the management team at least every six months. Next review due April 2027. It may also be subject to any changes based on UK law.