

# Parental Consent and Welfare Agreement for Students Under 18

## Introduction

As a British Council accredited provider and member of English UK, Churchill House has a legal and safeguarding duty of care towards all students while they are attending our programmes in the UK.

This document applies to all students under the age of 18 attending a programme organised by Churchill House School of English Language, including:

- Individual students
- Group students travelling with a Group Leader
- Residential students
- Homestay students
- Students participating in lessons, activities, excursions, transfers, and related programme services

This document is designed to ensure that parents/guardians understand the arrangements in place and provide the necessary permissions and consents required under UK law, British Council requirements, safeguarding guidance, and UK GDPR regulations. Churchill House policies regarding the following aspects of our programmes are covered in this document:

- Duty of Care and Safeguarding
- Medical information and emergency treatment
- Medication
- Accommodation (residential and homestay)
- Supervision and free time
- Excursions and activities
- Travel and transfers
- Visitors, Meetings with Family Members, and Leaving the Centre with Third Parties
- Photography and Marketing Consent
- Data Protection and Privacy
- Behaviour and Conduct
- Insurance
- Parent/Guardian Acknowledgement
- Marketing Communications

Note: Churchill House programme content may vary depending on the centre and type of booking

This document applies to all students under the age of 18 attending a programme organised by Churchill House School of English Language (Churchill House), including:

- Individual students
- Group students travelling with a Group Leader
- Residential students
- Homestay students
- Students participating in lessons, activities, excursions, transfers, and related programme services

## **Duty of Care and Safeguarding**

While students are attending a Churchill House programme in the UK, Churchill House holds a legal duty of care for student welfare, safety, supervision, and safeguarding.

This responsibility applies to all students under the age of 18, including those travelling individually and those travelling as part of organised groups.

Operating in accordance with British law, British Council accreditation requirements, Churchill House is responsible for implementing appropriate safeguarding procedures, supervision arrangements, welfare support, health and safety measures, and emergency procedures while students are participating in lessons, activities, excursions, accommodation arrangements, and transfers organised as part of the programme.

All Churchill House staff are expected to contribute to student welfare and safeguarding. In addition, designated welfare and safeguarding staff are available to support students and manage concerns relating to student well-being, safety, behaviour, medical needs, homesickness, or safeguarding matters.

For group bookings, the welfare and safeguarding responsibility may be shared operationally with accompanying Group Leaders; however, Churchill House retains overall safeguarding responsibility while students are participating in the programme.

Parents/guardians cannot waive Churchill House's legal safeguarding responsibilities.

Students are expected to:

- Follow centre rules, student code of conduct and staff instructions
- Behave respectfully towards staff, students, Group Leaders, and members of the public
- Follow health and safety instructions
- Attend scheduled lessons, activities, and excursions unless otherwise agreed

Parents/guardians acknowledge that Churchill House may apply disciplinary procedures where necessary in order to protect student welfare and safety

## **Medical Information and Emergency Treatment**

Parents/guardians must provide accurate and complete medical information before student arrival, and if any medical information changes before or during the programme Churchill House must be informed immediately.

This includes:

- Medical conditions
- Allergies
- Dietary requirements
- Medication details
- Mental health or welfare concerns relevant to student care

In the event of illness or injury, Churchill House staff may:

- Arrange first aid treatment by trained first aiders on the staff team
- Arrange medical treatment
- Arrange hospital treatment
- Contact emergency services
- Administer emergency medication where appropriate and authorised by emergency contact,

Parents/guardians authorise Churchill House staff, acting in loco parentis and in the student's best interests, to arrange and approve emergency medical treatment where urgent medical attention is required and parents/guardians cannot be contacted immediately.

This may include:

- First aid treatment
- Medical assessment
- Hospital treatment
- Emergency dental treatment
- Diagnostic procedures
- Ambulance transport
- Administration of emergency medication where appropriate

Parents/guardians understand and accept that, under UK medical procedures and safeguarding requirements, hospitals, doctors, and emergency medical providers may require consent directly linked to the institution responsible for the student while they are in the UK.

Parents/guardians therefore acknowledge that Churchill House must hold appropriate medical consent information in order to safeguard students effectively and avoid delays to treatment in emergency situations.

Churchill House will always make reasonable efforts to contact parents/guardians and emergency contacts as quickly as possible in the event of serious illness, injury, hospital treatment, or safeguarding concern.

Any costs relating to medical treatment, prescriptions, transport, emergency dental care, hospital attendance, insurance excesses, or other associated medical expenses remain the responsibility of the parent/guardian unless covered by valid insurance.

## **Medication**

Students must declare to Churchill House staff all medication brought to the UK.

Medication must:

- Be in original packaging
- Be clearly labelled in English where possible
- Include dosage instructions

Churchill House reserves the right to supervise, store, or manage medication where necessary for safeguarding reasons.

Students must not share medication with other students.

## **Meals**

In residential settings all meals (breakfast, lunch and dinner) are provided by the centre.

In host family settings, the host family provides breakfast and dinner for the students, while lunch during weekday is provided by the school for students on full board. The host family also provides lunch at weekends.

Meals are usually hot meals however, packed meals may be provided in certain circumstances.

If a student has special dietary requirements, these must be communicated in advance in order to make necessary arrangements with the centre and/or family. Please note that Churchill House cannot guarantee to be able to provide all dietary requirements and special dietary requirements may be subject to extra charges.

## **Accommodation**

## **Residential Accommodation**

Students staying in residential accommodation must:

- Follow centre rules and student code of conduct
- Respect curfews and supervision arrangements
- Respect accommodation staff and other students
- Keep rooms reasonably tidy and safe

Room arrangements and bathroom facilities (ensuite or shared) may vary between centres,

Bathroom facilities may be:

- Ensuite
- Shared between students
- Shared by floor or corridor

Students may be asked to share rooms with students of a similar age.

## **Homestay Accommodation**

Students staying in homestay accommodation are expected to:

- Respect host family rules
- Follow agreed curfews
- Inform hosts and staff of any concerns
- Respect the home environment

Homestay arrangements, meals, and facilities may vary between households.

Churchill House homestays are recruited and checked according to British Council accreditation requirements.

Homestay accommodation is allocated in advance of student arrival, any special requests must be made at the time of booking and for summer school bookings requests must be made by 1 June.

Students in homestay accommodation are allowed to travel to/from their homestay independently but must go directly to the school in the morning and directly home again in the evening for their dinner. Students cannot return home during the daytime. They are required to take part in all scheduled activities on their programme but when they have no activities in the school they must spend the evening with their homestay family.

## **Supervision and Free Time**

Levels of supervision vary depending on:

- Student age
- Type of programme
- Whether students are travelling individually or in groups
- Centre rules
- Risk assessments

For group bookings, Group Leaders may supervise students during parts of the programme in cooperation with Churchill House staff.

Students may be permitted limited supervised free time depending on:

- Age
- Centre policy
- Group arrangements
- Risk assessment procedures

Students must:

- Follow sign-in/sign-out procedures where applicable
- Always carry emergency contact details
- Follow staff and Group Leader instructions, including staying within agreed boundaries
- Return at agreed times to agreed meeting points

## **Excursions and Activities**

Churchill House provides a variety of excursions and activities for students, including:

- Sports
- Social activities
- Excursions
- Educational visits
- Off-site activities

Activities and excursions may include:

- Half-day excursions
- Full-day excursions
- Private coach travel
- Public transport travel where appropriate
- Museum and attraction visits
- Walking tours
- Shopping free time

All activities and excursions are risk assessed in advance. While Churchill House takes reasonable precautions to manage risks, participation in activities always carries some level of inherent risk. For supervision reasons, students are required to attend all activities

on time and for the full duration, but they will not be forced to take part if they are uncomfortable with the nature of the activity.

Parents/guardians consent to student participation in programme activities and excursions.

Students under 13 years old are supervised directly by staff or Group Leaders throughout excursions.

Older students may be permitted limited free time in designated areas for a specified period, subject to:

- Risk assessment
- Centre rules
- Student maturity
- Group arrangements
- Staff judgement

Students must follow all safety instructions given by staff, Group Leaders, activity providers, and transport operators.

## **Travel and Transfers**

Transfer arrangements may vary depending on:

- Individual or group bookings
- Arrival/departure airport/station
- Flight/train/bus times
- Student age
- Airline or provider procedures

Unless previously authorised via consent form sent to Churchill House, all students under the age of 18 must be accompanied to/from the centre by:

- A parent/guardian
- A Group Leader
- A Churchill House transfer representative
- Another authorised adult approved in advance

Churchill House can provide a supervised 'meet and greet' transfer service.

Where this service is booked, students are:

- Met on arrival in the UK
- Supervised at the airport/station
- Assisted where necessary
- Escorted using licensed transport arrangements
- Assisted during departure and check-in procedures where applicable

Where parents/guardians arrange their own transfers, Churchill House may require advance details including:

- Full name of the responsible adult
- Telephone number
- Identification details
- Relationship to the student

Churchill House may refuse to release a student to an unauthorised person where safeguarding checks cannot be completed.

Parents/guardians are responsible for ensuring:

- Accurate travel information is provided
- Students hold correct travel documentation
- Airline/Transport Provider requirements for minors are followed;
- For students travelling alone, parents/guardians must check airline rules regarding unaccompanied minors, as some airlines restrict or charge additional fees for this service.

Churchill House is not responsible for delays or disruptions caused by:

- Airlines
- Immigration authorities
- Weather
- Transport providers
- Events outside reasonable control

## **Visitors, Meetings with Family Members, and Leaving the Centre with Third Parties**

For safeguarding reasons, visitors are not permitted to enter the centre, accommodation, or activity areas without prior authorisation from Churchill House.

Parents/guardians must understand that Churchill House cannot release a student under 18 into the care of another adult unless clear safeguarding checks have been completed.

Students under 18 may only leave the centre with:

- A parent/guardian
- An authorised relative
- An accompanying Group Leader
- Another authorised adult approved in advance by Churchill House

All visits, meetings, collections, or temporary releases from the programme must be arranged in advance.

Churchill House may require the following information before approving any arrangement:

- Full name of the adult visiting or collecting the student
- Relationship to the student
- Mobile telephone number and contact details
- Copy of passport, national identity card, or photo driving licence submitted in advance where requested
- Confirmation from the parent/guardian
- Confirmation from the Group Leader or booking agent where applicable

When the adult arrives to meet or collect the student, Churchill House staff may:

- Request original photo identification
- Verify identity against documents provided in advance
- Contact the parent/guardian directly before releasing the student
- Contact the Group Leader for confirmation
- Record the date, time, destination, and return arrangements

Churchill House reserves the right to refuse release of a student where:

- Identity cannot be verified
- Written permission has not been received
- The arrangements are unclear, inconsistent, or appear unsafe
- Safeguarding concerns exist or staff believe the release may place the student at risk

Any visitor arriving without prior authorisation may be refused access to the centre.

Meetings with family members during excursions are only permitted where agreed in advance and subject to the same safeguarding and identification procedures.

Strict conditions may be placed on:

- The location of the meeting
- Length of the visit
- Supervision arrangements
- Collection and return procedures

These procedures form part of Churchill House safeguarding and duty of care responsibilities under British law and British Council accreditation requirements.

## **Photography and Marketing Consent**

Churchill House may take photographs or videos during programmes for:

- Social media
- Marketing materials
- Printed brochures

- Website content
- Internal training and promotional purposes

Parents/guardians may choose whether or not to consent to the use of student images.

Refusal of consent will not affect participation in the programme.

Consent may be withdrawn at any time by contacting Churchill House.

## **Data Protection and Privacy**

Churchill House processes personal data in accordance with UK GDPR and UK data protection legislation.

Student information may be used for:

- Programme administration
- Safeguarding, including incident reports
- Medical support
- Emergency contact purposes
- Immigration compliance where required
- Accommodation and transfer arrangements
- Educational administration

Information may be shared where necessary with:

- Medical professionals
- Emergency services
- Accommodation providers
- Group Leaders
- Government authorities where legally required

Parents/guardians acknowledge that Churchill House must hold and process student data in order to provide the programme safely and legally.

## **Behaviour and Conduct**

Students are expected to behave responsibly and respectfully throughout the programme and follow the Churchill House student code of conduct.

Serious misconduct may result in disciplinary action, including:

- Restrictions on participation in the programme
- Extra work or chores (e.g. picking up litter)
- Removal from activities
- Dismissal from the programme in serious cases

Examples of serious misconduct may include:

- Bullying
- Violence
- Racism or discrimination
- Possession of illegal substances
- Alcohol consumption
- Smoking or vaping
- Behaviour that places students or staff at risk

Parents/guardians understand that, in serious cases of misconduct, students may be sent home at the parent/guardian's expense.

## **Insurance**

Parents/guardians are strongly advised to ensure students have appropriate travel and medical insurance covering:

- Illness
- Accidents
- Cancellation
- Personal belongings
- Travel disruption

## **Parent/Guardian Acknowledgement**

Parents/guardians should read this document carefully together with the Student Handbook and Safeguarding Policy before students travel to the UK.

By allowing a student to attend a Churchill House programme, parents/guardians acknowledge that Churchill House will apply these procedures, safeguarding measures, supervision arrangements, and welfare policies while students are attending the programme.

## **Mobile Phone Requirement**

All students are required to bring a fully operational mobile phone with them, unless agreed in advance with Churchill House. This is essential to ensure continuous and reliable communication between the student, the school, and group leaders throughout the program.

## **Under-18s and Parental Consent**

Parents or guardians of all students under the age of 18 must complete and submit our digital Parental Consent Form prior to arrival. Failure to submit this form before arrival will result in the student being refused entry/admission to the program