

## Care of Under 18s: Information for Parents

Edinburgh College offers courses for adults, including students aged 16 and 17 years old. The College works to ensure a safe learning environment for all our students, but this is especially true for those under the age of 18. There are a range of support systems in place for all of our students.

However, please note:

- Edinburgh College does not provide 24 hour supervision of students
- Students under the age of 18 will study in classes with adults of all ages
- Students will travel unsupervised between homestay and the College
- Students will be unsupervised when not in class or in their homestay

Before arrival at Edinburgh College, parents/guardians of students must sign the [Parental Agreement form](#) below to confirm that they understand the support systems and rules that Edinburgh College has in place for the welfare of under 18s, and the level of supervision that we provide.

### Airport Transfers – Arrival and Departure

The College offers a free airport meeting service to all international students arriving for a full-time course during the academic year. This includes welcome and transfer to the student's accommodation.

All students should travel with a completed Parental Agreement form signed by their parents/guardians. This should be carried in hand luggage, because it may be needed on arrival in the UK airport.

For the return journey, International Team staff will be happy to assist your child to book a taxi to the airport. Please ensure that they come and see us if they require help with this, and that they have enough money to pay for the taxi (estimate £15 - £25, depending on location of accommodation).

### Accommodation

Edinburgh College has a dedicated Accommodation Officer who can arrange homestay accommodation for students, and is available to help with any accommodation questions or problems. The Accommodation Officer can be contacted on [accommodation@edinburghcollege.ac.uk](mailto:accommodation@edinburghcollege.ac.uk).

We strongly recommend that students under 18 should stay in homestay accommodation (half board) during their time in Edinburgh. If parents would prefer to make alternative arrangements (for example if the student will be staying with an adult family member or family friend), please provide details on the **Parental Agreement Form** below. We would not expect students aged under 18 to stay unaccompanied in a hotel, guest house or youth hostel.

Our homestay hosts are very experienced in providing a “home-from-home” for our international students. All of our homestay accommodation is inspected every two years by Accommodation staff in accordance with Accreditation UK (British Council) criteria.

Edinburgh College will only place a student under 18 with a homestay host following a satisfactory PVG scheme check on all adult members of the family (Protecting Vulnerable Groups – [www.disclosurescotland.co.uk/faq](http://www.disclosurescotland.co.uk/faq)).

Students will be placed in single room accommodation, unless travelling with a friend of the same gender and similar age, in which case twin room accommodation may be possible.

**Students must return to their homestay by 11.00pm each night.** Our homestay hosts have been asked to contact the College if this rule is broken. Students must provide written permission from their parents in advance if they wish to stay out overnight or go on an overnight trip. Written permission should be in the form of an email sent to [international@edinburghcollege.ac.uk](mailto:international@edinburghcollege.ac.uk) from the parent/guardian email address as specified on the Parental Agreement Form below.

There will always be a responsible adult at home overnight.

## Catering

Homestay (half board) includes breakfast and dinner every day. Students are treated as part of the host's family, and they usually eat together in the evening. Please inform the College of any special dietary requirements.

Lunch is not provided by homestay hosts. During the week, students will be able to buy lunch in the College cafeteria, which serves a range of hot and cold food. At the weekends, homestay hosts will advise students as to the best place for them to buy lunch. Parents should ensure that their child has sufficient money to buy their lunch (estimate £5.00 per day).

## Transport

Students will travel between their homestay and the College unsupervised.

Although some students may be able to walk, most will be required to take a short journey by public transport (bus or tram). All homestays are on direct bus routes to the College and to the city centre. All students are given a transport route map and information on how to use the local bus / tram service. A single journey on a bus or tram costs £1.70, and a day-ticket is £4.00. Many students will wish to buy a Student Ridacard, which costs £16 for 1 week, or £48 for 4 weeks (plus £3 for the card). Information about buses in Edinburgh can be found here: [www.lothianbuses.com](http://www.lothianbuses.com).

## Day One at Edinburgh College

Edinburgh College provides a full induction for all new students, which includes a tour of the building, living in Edinburgh information, Health & Safety Information and introduces key staff (e.g. International Admissions Officer; Accommodation Officer).

During the induction, all students will be:

- made aware who they should talk to if they have a problem or need help
- given an Edinburgh College student card which includes the International emergency mobile phone number
- given an advice and emergency information sheet which includes a reminder of curfew times
- complete an Emergency Contact form to double-check that we have up-to-date contact details for parents/guardians

## During the Course

The College has a number of staff who are available to provide welfare support to students under 18 throughout their course, including the International Admissions Officer, International Advice & Compliance Officer and International Support Assistant. These members of staff are available to help any student who has a question or problem during their studies.

All relevant staff are informed as to which students are aged under 18, so that they can be aware of any students who may require additional welfare support.

All of our classes have a daily register of attendance. If a student aged under 18 is not in class, the International Team staff will contact the student directly. If the student does not respond, the International Team staff will contact the homestay host, and establish the reason for the absence.

## Social, Cultural and Sporting Activities

The College runs a number of social and cultural activities for our students throughout the year, and there are a number of social groups and sporting clubs organised through the Students Association. Parents will be asked to confirm on the Parental Agreement form that their children can take part in any College organised activities.

Social activities run by the International Team are designed to be suitable for students under 18 years old and are led by dedicated staff, with a maximum of 30 students per staff member. During all social programme activities, students may be given some free time to explore the location unsupervised. They will always be informed as to where the staff member will be, and how to get in touch with them if required. At the end of social programme activities, students will travel independently back to their accommodation. Staff members are available to provide travel advice for any student who is unsure of how to get home.

## Internet access and WiFi

Edinburgh College provides all our students with free access to the internet within the College building so that they can stay in contact with friends and family. Our servers are set to block content that is not suitable for under 18s.

## Medical Treatment

It is very important that any medical or mental health conditions are disclosed to the College at the point of application, so that we can ensure we are able to provide your child with adequate support. If your child is on any regular medication, it is essential that they bring a sufficient supply with them to Edinburgh.

The College has trained First Aiders on site who can provide a first response in the case of illness or injury on the campus. In case of an emergency, we will arrange for your child to receive emergency medical treatment. If it is not an emergency, we will advise your child how to access medical advice and services in Edinburgh.

While in the UK, emergency treatment is provided free for students through the NHS (National Health Service), however there may be a charge for other (non-emergency) treatment. Some countries have an agreement with the UK for free medical attention, so you should investigate this and consider taking out medical insurance. Under NHS rules, young people (aged 16 or 17) are usually considered to be old enough to consent to their own medical treatment, and this can only be overruled in exceptional circumstances.

## 24-hour Emergency Contact

All International students are given a mobile number which they can telephone in an emergency, and which is available 24 hours a day. We recommend that students put this number directly into their own mobile phone at the start of the course.

**The International emergency number is: +44 (0) 7876 873 319**

## Safeguarding at Edinburgh College

All staff at the College have a responsibility for safeguarding and promoting the welfare of all students but especially those under 18. All Edinburgh College staff are checked through the PVG scheme (Protecting Vulnerable Groups - <http://www.disclosurescotland.co.uk/faq>) and complete basic awareness training in safeguarding young people.

The College has a Safeguarding Policy, and procedures for reporting any welfare concerns to our designated Safeguarding team. Please contact us if you would like to receive a copy of our Safeguarding Policy.

**The safety and welfare of our students is of great importance to us.**

**Please contact the International Team staff if you have any questions about support or safety issues:  
[international@edinburghcollege.ac.uk](mailto:international@edinburghcollege.ac.uk)**

## Parental Agreement Form

### Student details

First name:		Family name:	
Date of birth:		Gender:	

### Details of Parent / Guardian completing this form

First name:		Family name:	
Relationship to child:		Address:	
Mobile phone:		Email:	
First language:		Do you speak English?	

### Emergency contact details

- Same as parent / guardian details above

First name:		Family name:	
Relationship to child:		Address:	
Mobile phone:		Email:	
First language:		Do they speak English?	

- I have read the Information for Parents and understand the support systems and rules that Edinburgh College has in place for the welfare of under 18s, and the level of supervision the College provides.
- I give my permission for my child to travel to Edinburgh and to study at Edinburgh College.

Signed.....

Date.....

## Confirmation of Accommodation Arrangements for Student Under 18

Name of student under 18	
Name of parent / guardian of student	

- I agree to my child staying in homestay accommodation arranged by Edinburgh College
- I have made alternative arrangements for my child's accommodation (details below)

Signed..... Date.....

### Other Accommodation

If your child is staying with family members or is in accommodation arranged by yourself, please give full details:

Address in Edinburgh	
----------------------	--

Your child must stay with a responsible adult for the duration of their course. A responsible adult must be at home overnight in the accommodation. Please give details of who they will stay with.

Name of responsible adult in the accommodation	
Age of responsible adult	
Telephone number	
Relationship to child (e.g. aunt, uncle, family friend)	

How will your child travel around Edinburgh? (e.g. bus, taxi, pick-up)

From airport to accommodation	
From accommodation to college	
From college to accommodation	
From accommodation to airport	

## Photo and Video Consent

I give my consent for photographs and/or filmed images of my child to be used in the promotion of Edinburgh College International as described below. I understand the photographs and/or filmed footage will be stored by Edinburgh College, on a limited-access secure college folder, and may:

1. Be used in college publicity material, e.g. course catalogues, posters and flyers, to be circulated on a worldwide scale
2. Be used by local, national or international press in advertising/features relating to the college
3. Be used on the college's website to promote college services
4. Be used in college publicity videos and/or national or international television adverts and features
5. Be used on the college's social media channels
6. Be used to promote the services of the Edinburgh College Development Trust via website, printed materials or press activity.

I understand that although I can withdraw my consent at any time, any published material will not be recalled. Consent withdrawal must be sent to [international@edinburghcollege.ac.uk](mailto:international@edinburghcollege.ac.uk).

I have read the form above and give permission for my child to feature in photographs or video footage which will be stored and used by Edinburgh College (the data controller).

### You have the right to:

- Be told what personal information Edinburgh College is keeping about your child.
- Withdraw your consent for Edinburgh College using your child's image/footage
- Make Edinburgh College change any personal information that's wrong, or out of date.
- If it's wrong or out of date, to stop us using your personal information until we've put it right.

If you want to know more about your rights, or if you want to contact Edinburgh College to make use of one or more of your rights, please email [DP@Edinburghcollege.ac.uk](mailto:DP@Edinburghcollege.ac.uk) or phone 0131 297 8663.

Terms and conditions can be found on our website [www.edinburghcollege.ac.uk/photographyconsent](http://www.edinburghcollege.ac.uk/photographyconsent)

Name.....

Email.....

Signed.....