



Stay Safe at ICE!

Last updated: 2nd January 2018

Hi! I'm Amanda. As well as being the Director of Studies, I am also the Welfare Officer. You can talk to me if you have a personal problem that you can't discuss with your teacher. My office is on the top floor in the staffroom in 98 White Lion Street. You can tell me anything you like.

As someone under 18, there are a few things you need to remember to do at ICE:

- Wear your Under-18 wristband.
- Sign in every day at reception.
- Fill in and carry a Group Safety card with you at all times. Ask your teacher for help.
- If you can't come in one day, you must let us know. Give us a call on 0207 278 5553 or send an email to reception@letslearnenglish.org
- Let us know how you are getting to and from school. Do you get picked-up? If so, by whom?
- It is illegal in the UK for under-18s to drink alcohol.
- Don't talk to strangers.

London is a big, capital city

Like all big cities, London can be dangerous at certain times in certain places. It is important to stay as safe as possible and you can do this by following these simple rules:

- You need to know: your address, the school's name and address, your host family's and group leader's contact telephone numbers. Take our ICE Group Travel leaflet with you. It is designed to fit into your wallet.
- Travel in pairs (2 people) or small groups. Don't travel on your own.
- Avoid walking around housing estates at night. Walk only in well-lit areas, ie., main streets with lots of people around
- Keep your mobile phone fully charged in case of emergencies.
- If you are going out somewhere, tell your friends, host family and group leader. Your host family will give you a time that you must return to their house. Make sure that you do return at or before this time, as it is a matter of respect for their rules. Also, if you are late without pre-arranging this, people will worry about you and may even call the police.
- Most nightclubs are for over 18s only for a good reason. Please obey these rules!

Group Travel Safety Card

My name is

I am a student at Islington Centre for English (ICE) - 97 White Lion Street, Islington, N1 9PF (opposite Angel station).
+44 (0) 207 278 5553

I am with the group.

My group leader's name is

His/her phone number is

Taxis

- Only get into a taxicab that is clearly licensed. It must have a license in the window. Only licensed 'black cabs' (not always black!) can pick up passengers on the street without pre-booking

This document must be shared with U18s on arrival and read by all staff at ICE without exception.

- You can call a *mini-cab* from a business card or take one from a shop-front on the street. This is a private hire car that is a car with a driver available for hire only on a pre-booked basis. If one stops and asks you if you want a lift, you must say, "No, thank you!"

Be Responsible on Social Media

We all love to use Facebook, Instagram & other social networking sites with our friends. However, to be safe, please remember the following:

1. If you are under the age of 18, do not connect with adults on Social media. That includes teachers and other staff from ICE.
2. Do not share pictures of yourself online with people you don't know.
3. Do not start a conversation with people online that you don't know. Remember, just because someone says they are the same age as you, they could be much older. If you are unsure, ask a parent or our Welfare Officer for advice.
4. Do not share passwords with anyone online.
5. Once you have put a photo of yourself online, it is there **forever!** Take a minute to think about this!! Would you want it to be looked at if you go for a job in the future? Could the photo embarrass you when you are older?
6. If you are thinking about posting pictures of yourself online, first consider whether you would do the same thing in front of a stranger in the real world! This is actually what you are doing online.
7. Never visit web sites or access images or video meant for people over the age of 18.
8. If you are being bullied online, you should tell a parent, a teacher or our Welfare officer.
9. ICE may post pictures of students online (particularly Facebook). Please let us know if you would like us not to do this.

Social Events

Most social programme events are for people aged 18 and over. If there is an event that you can attend, a member of staff will let you know.

