**ISLINGTON CENTRE FOR ENGLISH**

**Young Learners’ Groups in an Adult School**

ICE accepts students aged 16 and above (15+ in exceptional circumstances) on their adult English courses throughout the year.

However, the school also allows students aged 11 – 17 in closed groups. With both adult classes & young learners in the school at the same time, the following safeguards have been put in place to minimise the opportunity of adult students having unsupervised access to those under 16.

**Safeguards**

The safeguards below are to ensure there is minimal contact/unsupervised access between junior groups & regular adult students. As a general rule, when there are young learners’ groups in the school, their lessons will be held in 98, with adult classes being held in 97. However, should there be too many students for this to be feasible, the following safeguards will be followed:

**Classrooms**

To minimise contact/unsupervised access classrooms will be allocated to junior groups accordingly:

* 1 class or juniors – Zone 1
* 2 classes of juniors – Zones 3 & 4
* 3 classes of juniors – Zones 1, 3 & 4
* 4 classes of juniors – Zones 1, 3, 4 & 10
* 5 classes of juniors – Zones 1, 3, 4, 10 & Student Zone

**Doors & Signage**

When there are juniors in the school, signs will be placed strategically to ensure all adult students are aware of in which area of the school the juniors are.

 Zone 1

 Signs will be placed on the door that leads from the Stairwell to Reception.

Room 3 & 4

Signs will be placed on the stairwell outside the door to Reception. This will be on a small free-standing whiteboard.

Zones 1, 3 & 4

Signs will be placed on the door that leads from the stairwell to Reception and on a free-standing whiteboard in the stairwell outside Reception too.

Zones 1, 3, 4, 10

As above plus signs will be placed on the door that leads from the front door to the downstairs toilet in building 97. There will also be an additional sign on the entrance from the corridor to the Student Zone.

Zones 1, 3, 4, 10 & Student Zone

As above

**Other Sources of Information for Adult Students**

Adult students will also be informed of the safeguards taken by the school during induction on their first day.

The Director of Studies will inform all students the week before that a junior group will be arriving the following week and the safeguards that the school will take during this period.

**Arrival at school**

Upon arrival at the school, all junior group students will be escorted to, and must wait in Zone 1 until their group leader arrives. Either the Safeguarding Officer or Deputy will be there to supervise until the group leader is present. Any junior student that arrives after their group leader will be escorted to Zone 1 by a member of the Reception team. Teachers must collect their students from the Zone 1 and escort them to the classroom at the beginning of lessons.

**Break times**

The regular break time for General English classes is at 10:30 – 10:45. All junior groups will have one ten-minute breaks & one 5-minute break during a 2.5-hour lesson instead: 10:05 – 10:15 & 11:05 – 11:10. Teachers must escort their students to & from Zone 1 at break times.

**Lunch times**

All lessons (General English & closed groups) will finish at the same time, so there is an increased possibility of contact between adults & juniors. Therefore, it is imperative that the teacher for the junior group escorts the students to Zone 1 to meet their group leader before returning to the Teachers’ Room.

**Leaving Ceremony**

Each closed group will hold it’s own individual leaving ceremony in their classroom with their teacher on the final day of the course.

**Toilets**

All toilets at ICE are individual cubicles with locks.