

Advice and Safety Information for Students Under 18

Designated Safeguarding Officers (DSO)

The school has a team that is specially trained to work with young adults. If you have any welfare problems or any concerns about another student that is aged under 18 please speak to a member of this team. The team includes: Andy Gaskins (Assistant Director of Studies), Harriet Rees (Accommodation Co-coordinator) and Elizabeth Swindells (Registrar).



L-R: Andy Gaskins, Harriet Rees and Elizabeth Swindells

Student card

You should always carry your student card with you. The school telephone number and the 24-hour emergency number are printed on this card. The 24-hour number should only be used in emergencies.

Tips for staying safe in London

London is one of the safest capital cities in the world; however it is a good idea to follow the advice below to make sure you stay as safe as possible.

- Keep your jacket and bag close to you when are out. Make sure your money, phone and other valuable objects are inside a closed bag or in a safe pocket particularly when you are on the tube or in crowded areas.
- Stay alert when you use your mobile phone particularly if you have to use it when it is dark.
- Ensure that you are clear about how you will return home at the end of a night out and plan your route in advance.
- Make sure that your mobile phone is fully charged before you go out.
- Do not carry large amounts of money around with you. St Giles has a large safe and you are very welcome to leave any valuables such as your passport with us at the school.
- Avoid going to parks or other places where there are not many people at night time.
- If you go out at night, try to stay in well-lit and busy spaces.
- Travel with friends when possible.

Transport

- Buses and the Tube are the best way to travel around London. You can pay for your journeys using your debit card, credit card (if they have the contactless symbol) or Oyster Card.
- Buses run from around 05.30 to 23.45, many bus routes (but not all) also have a night service that runs from 23.45 – 05.30. There is also a night tube service on several central London underground lines. You can find transport information, tube and bus maps and journey planners at www.tfl.gov .
- Always keep your jacket and bag close at hand and be discreet when using your mobile phone or iPad. Do not carry too much money with you.
- Only black (hackney) cabs are allowed to pick up customers from the street. A licensed taxi should have its license number displayed on the back of the vehicle. All taxis should use a meter unless you negotiate a set price for your journey in advance. If you want to book a taxi you can ask your homestay provider if they know any reputable local companies. You can also use the TFL (Transport for London) Cab wise service. If you text the word CAB to 60835 you will receive the contact details for the nearest reputable taxi company from TFL. The largest mini cab company in London is *Addison Lee* (tel. 020 7407 5000).
- If you experience anything that makes you feel unsafe or uncomfortable please talk to a member of the student services team on the ground floor or speak to one of our designated safeguarding officers.

Let us know:

- You must inform the School if you are likely to be late for class (e.g. over 15 minutes) or if you are not able to come to School on a specific day for whatever reason. The school investigates all cases of absence among under-18s.
- Members of staff are not allowed to share their personal details including contact details and social media with you. They are also not allowed to meet you outside of officially approved school activities. If a member of staff acts in any way that makes you feel uncomfortable or as described above please tell one of our designated safeguarding officers straight away.
- Your homestay host has made a commitment that he or she will always remain in the homestay accommodation overnight. If this is not the case please inform the School immediately.
- You are not permitted to stay out overnight until written permission has been obtained from your parents by the School.
- If you encounter any individual who holds radical or extremist views that could lead to violence or the spread of hatred and intolerance in the local community.

In the evenings

- London is usually a safe place to be but at night please be careful. For example, do not go to parks when it is dark or to places where there are no other people.
- If you go out at night or at weekends, tell your host family where you are going, and with whom. Leave a telephone number or address where you can be contacted at all times. Make sure that your phone has been re-charged and that you have enough credits before you leave the house.
- If you are going to be late for dinner, please have the courtesy to tell your host.
- You must be back at your homestay by 23.00 on weekdays, and 00.00 at weekends
- At night, please take care and try not to walk home by yourself. If you have to walk, take routes that are well lit and busy. It is best to go home with a group of friends,

take public transport (remember to check the times of the last services) or take a licensed taxi.

What to do if you have any problems

- If you have a problem at school with your class, with other students or with anyone else at the school, please tell your Teacher, the Director of Studies, the Principal or the school office team. If you have a problem with your accommodation please talk to Harriet in the Accommodation Office. You can also ask your family to speak to us.
- If you are not at the school and you have a serious problem or emergency, please call one of the numbers on your student card.
- If you are subjected to any form of racial discrimination or harassment report this to the school immediately.
- If your behaviour causes concern to the School or to your host family, St Giles reserves the right to inform your parents or your agent where appropriate.

The Law – What you can and cannot do

- You **cannot** legally buy or drink alcohol if you are under-18 years of age. You can drink alcohol in a restaurant to drink with food if you are accompanied by an adult.
- You **cannot** legally buy tobacco/cigarettes if you are under-18 years of age.
- All soft/hard drugs are illegal in the UK. If someone offers you drugs always say **NO!**
- The age of consent for sexual activity in the UK is 16.
- You cannot rent a house or apartment or book a hotel room until you are 18.

How to get extra help if you need it

Being safe is important; if you don't feel safe it can make you feel unhappy or stop you doing things you enjoy like going out with your friends. The information here can help you keep yourself and your friends safe. But remember, if you're really worried about anything, you should talk to someone about it.

1. If you are being **hurt, abused or neglected** at home, tell a teacher or a member of staff that you trust or you can call Childline on **0800 1111** or visit www.childline.org.uk.
2. If you are being **bullied or harassed** at school or anywhere else, tell your teacher or a member of staff; St Giles has strict rules against this form of behaviour. You can also get more information from these websites: www.kidscape.org.uk
www.bullying.co.uk
3. If **a crime has happened to you**, or you have witnessed a crime and you feel scared, you can get help. Phone Victim Support on **0845 30 30 900** or visit www.victimsupport.org.uk
4. To make sure you **stay safe on-line**, follow our [golden rules](#) or get more information on these websites: www.kidsmart.org.uk, www.thinkyouknow.co.uk, www.childnet.com, www.digizen.org
5. If you are being **bullied online (known as cyberbullying)**, you should tell someone. Most mobile and internet providers can block hurtful messages and take down posts. For more advice visit: www.bullying.co.uk/cyberbullying
6. Help **keep yourself safe while exploring your sexuality**; check out these websites for information and advice on everything you need to know: www.brook.org.uk; www.nhs.uk/livewell/sexandyoungpeople; www.besavvy.org.uk
7. If you're being **sexually exploited** or you think your friend might be, visit this website for help and information; www.stop-cse.org/saysomething

8. If you need help with a **drug or alcohol problem** you can phone Camden’s FWD drug and alcohol service on **020 7974 4701**. You can also get information from these websites: www.talktofrank.com; www.thecoolspot.gov, www.al-anon.alateen.org
9. If you feel you can’t cope with emotional or mental difficulties, or if you are self-harming, you need to get help from your GP. You can call the following numbers if you need to talk to someone or visit these websites for information: The Samaritans **08457 909090**, Childline **0800 1111**, Get Connected **0808 808 4994**, www.youngminds.org.uk, www.rethink.org/living-with-mental-illness; www.mind.org.uk; www.harmless.org.uk

Useful telephone numbers

Remember: You should give the school and your host family your mobile telephone number, and **you should ask your host family for their contact details.**

St Giles London Central	Office hours: M-F 08.30 to 17.30	020 7937 0404
St Giles Emergency Number	Outside of office hours	078 0491 9788
Need urgent help fast?	Police/Ambulance/Fire	999
Non-Emergency (Police)	Metropolitan Police	101
Non-Emergency (Health)	NHS Direct (health)	111
Problem on public transport	British Transport Police	0800405040 or text 61016

We hope you enjoy your time here! Stay Safe!