

Guidance for schools on accepting adult infill students

Context

Getting It Right for Every Child ('GIRFEC') means that all those people who have a responsibility to help children and young people will make sure that they do their best to keep them safe and healthy and help them to achieve their potential. At the heart of the GIRFEC approach is the need to create a safe and supportive environment where learning can take place.

All young people have rights and responsibilities. They have the right to feel safe, supported, included and respected:

“As children and young people, we have a right to be protected and be safe from harm from others” (Protecting Children and Young People: The Charter 2004 and the rights set out in the United Nations Convention on the Rights of the Child).

The overarching principle of this policy is the protection and wellbeing of the children in our education establishments. It is the responsibility of all school staff to help children and young people to be safe. Staff must constantly demonstrate this through their planning and their actions.

Procedures

Where an enrolment request from anyone over the age of 18 years is received, the following should be considered when making a decision whether to accept the request or not:

- schools have no obligation to accept requests from adult students and decisions should be made by schools on a case by case basis
- school should consider logistical aspects such as the impact on class sizes, staffing and resources
- schools should consider the needs of learners and any potential impact upon individual learners or classroom dynamics

Where a school decides to accept a request, the following **must** be carried out prior to the adult student beginning the course:

- the adult student **must** be asked to produce an up to date and valid Enhanced Disclosure received from Disclosure Scotland. This cost of this is expected to be met by the adult student however this can be at the discretion of the school in certain circumstances
- the adult student will be enrolled on Seemis and listed as an S9 student
- a full risk assessment **must** be completed by school which gives consideration to the following:

-signing in and out at the school office and the wearing of a visitor badge at all times.

-being in the school building for the minimum time necessary for completion of the course.

-only travelling through certain areas of the school building.

-access to appropriate toilet facilities

-access to student social, dining, library and ICT facilities.

-agreed parameters in terms of behaviour, conduct and appearance.

-agreed parameters in terms of online communication with students and use of school systems such as Glow.

-awareness of school CP procedures, who the DMS are and who to speak to if they have a concern.