

Under 18 Policy

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1. Purpose

- 1.1 This policy outlines the roles and responsibilities of the ICMT in relation to students under the age of 18. It also outlines the responsibilities of the parents of students under the age of 18.

2. Scope

- 2.1 Occasionally the ICMT admits students who are under the age of 18 years at enrolment. This will be a temporary situation in most cases, as the student will be approaching their eighteenth birthday.
- 2.2 The ICMT is an adult learning and social environment and treats all its students as independent, mature individuals. The usual personal and academic support arrangements will apply to all students. In England, anyone under the age of 18 is legally a child.

3. Overview

- 3.1 This policy should be read in conjunction with the ICMT's Academic and General Regulations and the ICMT's Policy & Procedures for the Protection of Children and Vulnerable Adults.

4. The policy

4.1 Parental/Guardian's responsibilities

- 4.1.1 The ICMT cannot take on the usual rights, responsibilities and authority that parents have in relation to a child. It will not act in *loco parentis* in relation to students who are under the age of 18.
- 4.1.2 The ICMT requires the contact details of a parent/guardian for all students under the age of 18. In addition, the contact details of a UK-based guardian for overseas students must be provided, who will be accessible to the student under the age of 18 and the ICMT should the

need arise. All full-time students under 18 will be monitored by the Student Services Manager or equivalent support service once per month.

4.1.3 The ICMT requires a copy of the guardian's agreement with the parents, in which the guardian agrees to act in the best interests of the welfare and safety of the student until their 18th birthday.

4.1.4 In relation to international students, the ICMT cannot, under its Tier 4 licence, sponsor a student visa application until parental consent has been received for the student to make the visa application and until confirmation has been received that the student will be accompanied or met on arrival when they come to the UK, or that consent is given for the student to travel independently.

4.2 Contracts

4.2.1 A person of 16 or 17 may legally enter into some contracts. Where contracts are required, e.g. for tuition fees, the ICMT requires a parent or guardian to act as guarantor and honour all obligations under any contracts with the ICMT that the student enters into before their 18th birthday. By signing the section within enrolment, the parent agrees to this. Failure to pay debts due to the ICMT could result in the student being suspended and a Tier 4 student's visa being curtailed. For more information, please see the ICMT General Regulations.

4.3 Field Trips

4.3.1 The course may involve field trips, excursions or other periods away from the ICMT. Subject to the ICMT's duties under health & safety law, the ICMT cannot take any additional responsibility for a student under the age of 18 in relation to such activities. Unless indicated otherwise, by signing the section within enrolment, the parent/guardian gives consent for the student to participate in these activities on that basis. Students participating in exchange programmes with other institutions will adhere to the policies and procedures applicable to that institution/country.

4.4 Alcohol, Tobacco and Drugs

4.4.1 It is illegal for alcohol and tobacco to be sold to or purchased by students under the age of 18 years. The ICMT will take reasonable steps to seek to ensure that the law is not broken in

relation to licensed premises under the ICMT's control but cannot undertake to supervise any individual student. Students and their parents/guardians should also be aware of the ICMT's General Regulations in relation to Drugs and Alcohol.

4.5 Child protection

- 4.5.1 As a matter of law in the UK, a person under 18 is a child. The ICMT will report any suspicions or allegations of abuse of students under 18 years to the appropriate authorities.

4.6 Relationships with staff

- 4.6.1 Under the Sexual Offences Act 2003, it is a criminal offence for any person in a position of trust (including members of ICMT staff) to engage in sexual activity with someone under 18 years of age.

4.7 Notifications

- 4.7.1 Faculty will be notified of any student under the age of 18 years after enrolment at the ICMT.

4.8 Parental involvement/notification

- 4.8.1 Although those under 18 are regarded as children under UK law, they still have the legal right under the Data Protection Act (1998) for information about them not to be disclosed without their explicit consent.
- 4.8.2 The ICMT may need to contact parents/guardians to discuss incidents in an emergency to protect our students and staff's well-being and vital interests.

4.9 Emergency contact/health

- 4.9.1 Students who have not attained the age of 18 can have their refusal to receive medical treatment overridden by parents in exceptional circumstances. Hence, students or parents must provide emergency contact details before the student arrives at the ICMT. However, please note that a child from the age of 16 is entitled to consent to medical treatment and that parents cannot overrule such consent.

- 4.9.2 It is a condition of admission to the ICMT that the parents or guardian of any student who is under the age of 18 confirms, by signing and returning all sections of the ICMT Parental Consent Form (for under 18s) on enrolment, which is their acceptance of the arrangements set out in this document.
- 4.9.3 Once the student reaches the age of 18, these accepted terms will automatically be regarded as agreed by the student.



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