

# London College of Contemporary Arts

## Students Under 18 Policy and Procedures

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### Amendment History

1. New document to confirm an existing approach and procedures (documentation) used at the College. Formatted to the new policy document template being introduced for July 2019.

## **Introduction**

The London College of Contemporary Arts (the College) recognises that it has a duty of care for all students. Although the College admits relatively few students under the age of 18, it has a particular legal and moral responsibility to safeguard and promote their welfare. This policy sets out the principles under which the College ensures the care and safety of students under the age of 18. This policy should be read in conjunction with the College's Safeguarding Policy and the College's Disclosure and Barring Service (DBS) and Recruitment of Ex-Offenders Policy. The College recognises that central to this policy is the College's responsibility for the academic standards of all taught programmes and the quality of learning opportunities for students.

## **Responsibility for this policy**

Ultimate responsibility for the development of clear and effective safeguarding processes, procedures and overseeing their application lies with the Designated Safeguarding Lead. Ultimate responsibility for the development of clear and effective processes and procedures associated with the quality assurance and maintenance of standards of academic provision and overseeing their application lies with the Academic Board of the College.

## **Scope of this Policy**

The policy applies to all students who are under 18 years of age at commencement of a programme in accordance with the Recruitment, Selection and Admissions Policy.

## **Expectation**

The College has in place, monitors and evaluates arrangements and resources which enable all students to develop their academic, personal and professional potential.

## **Responsibility for Implementation, Monitoring and Evaluation**

Responsibility for the implementation of this policy and protocols lies with the Senior Management Team.

Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

## Key aims and principles

The College ensures that:

- students under 18 years of age are fully supported in their personal and academic development to encourage them to develop their full potential;
- students under 18 years of age are enabled to understand the need to take responsibility for their own learning;
- parents of students under 18 years of age are fully informed that the College is an adult environment and treats all its students as independent, mature individuals;
- relevant staff who have frequent contact with students under 18 years of age have DBS checks in accordance with the College's Disclosure and Barring Service (DBS) and Recruitment of Ex-Offenders Policy;
- relevant procedures are in place and are adopted for safeguarding students under 18 years of age in accordance with the College's Safeguarding Policy.

## Procedural approach

The College is committed to equal opportunities for all students irrespective of age, class, creed, disability, ethnic origin, gender, marital status, nationality or sexual orientation, and to complying fully with all applicable legal requirements set out in the Equality Act 2010. In England and Wales, anyone younger than 18 years of age is defined as a child.

Whilst the College acknowledges that anyone under the age of 18 is legally a child, its students study in an adult environment where all students are treated as such. This policy addresses the circumstances where the College's duty of care for students under 18 years of age differs to other students and staff.

The College carries out DBS checks on members of staff who will have frequent contact with the student. The checklist used to determine which members of staff have DBS checks is set out in Appendix D. College has in place a Designated Safeguarding Lead and a Deputy Safeguarding Lead to assist staff who may have any concerns about possible risks to a child. These designated persons do not necessarily have child protection experience but they have received training and will have on-going support to allow them to play this key role in determining whether, and at what stage, a referral should be made to the appropriate authority. Full details of the responsibilities of the Designated Safeguarding Lead and Deputy Safeguarding Lead are set out in the College's Safeguarding Policy.

## Parental Responsibilities

The College does not accept an *in loco parentis* responsibility for students under the age of 18.

Where a student's parents reside in the UK, they are responsible for the student. If the student's parents are not in the UK, they must appoint a guardian in the UK to carry out the tasks and responsibilities of the parent, as delegated. If there is not a suitable guardian, parents can access a list of accredited agencies from the Association for the Education and Guardianship of International Students to seek a guardian located in the UK.

Other than circumstances where parental consent would result in a child breaking the law, parents are asked to give consent for their child's involvement in anything that requires students to be 18 years of age or more.

The College requires a consent form, from parents, before their child can be admitted to a programme of study. Details of this form and the accompanying information provided for students under 18 years of age are set out in Appendix A.

### **Travel to the UK**

When non-UK students are travelling to the UK, the student's parents must confirm to the College what arrangements are in place for the student to be met at the point of entry to the country. It is expected that the student will be met by their appointed guardian. If this is not possible, the College will assist the parents in making suitable arrangements.

Non-UK students must provide their parent(s)/legal guardian(s) consent to live independently in the UK.

### **Contracting with the College**

There are certain occasions where a student under the age of 18 is considered not legally competent to contract with the College. These occasions include but are not limited to:

- the full and timely payment of course fees to the College
- the fulfilment of the terms and conditions of the College.

The College requires students under the age of 18 who are involved in such contracts to act through a parent or other guarantor, and requires that parent or guarantor to guarantee and fulfil the contractual obligations.

### **Admissions procedures for students under 18 years of age**

The Admissions Department treats any applicant under 18 years of age in the same way as other prospective students. The Admissions Department is responsible for informing the Principal and relevant Course Manager if a student under 18 years of age is joining a programme of study at the

College as well as ensuring the relevant documentation described in Appendix A has been provided to the College prior to admission.

### **Consumption of alcohol and social activities**

It is illegal for alcohol or tobacco to be sold to or bought, or to be consumed on College premises by individuals who are under 18 years of age. Individuals are subject to random checks in relation to their age when using any licensed premises in the UK.

The College cannot supervise any individual student to ensure that the law is not broken in relation to licensed premises in the UK or at College social events (such as those that take place in the 5<sup>th</sup> floor Gallery). The consumption of alcohol on College premises by a student under 18 years of age would be considered a disciplinary issue and subject to the College's disciplinary policy.

### **Use of IT and social media**

All students of the College have access to IT to enhance their learning experience. The College's IT Acceptable Use Policy (Students) outlines how computers, networks, email, data and internet usage are controlled and managed by the College. All students are expected to abide by this policy which is designed to ensure that the necessary levels of protection are in place to successfully provide these services for students. Students under the age of 18 are encouraged to pay particular attention to the section "Students Under the Age of 18" within the policy.

### **Use of Images**

In the event the College wishes to use an image of a student under the age of 18, parental consent is sought in the consent form which must be completed prior to admission (Appendix A).

### **Clubs, societies & events**

Students who are under the age of 18 are encouraged to join College clubs and societies but are not able to hold office until after their 18th birthday. This is because Officers may carry legal responsibilities. Their participation in certain activities may be limited.

**Appendix A**

**PARENTAL CONSENT FORM**

To be completed by the parent/guardian of students aged 16-17 years old, wishing to study at London College of Contemporary Arts, 9 Holborn, London, EC1N 2LL.

**STUDENT DETAILS**

First Name	
Family Name	
Date of Birth	
Nationality	
Mobile Number	
Email Address	

**PARENT/GUARDIAN DETAILS**

First Name	
Family Name	
Address	
Telephone Number	
Mobile Number	
Email Address	

**PERSONAL INFORMATION**

Please tick the box to indicate that you understand the following:

- I hereby give consent for the above-named student to participate in activities and excursions organised by the London College of Contemporary Arts.
- I understand and accept that London College of Contemporary Arts does not accept any parental responsibility for the above-named student.
- It is necessary for London College of Contemporary Arts to record details of students, including medical and educational needs, and to take a photograph of each student. Any such information is strictly for internal and welfare purposes only, and is stored securely and in line with UK Data Protection laws.
- During the course, representatives of London College of Contemporary Arts may take photographs, videos or other images of students, either for educational, marketing or social media purposes. I hereby give consent for such images to be taken which include the above-named student.
- Students at London College of Contemporary Arts may be interviewed by press, broadcasters or other media. I hereby give consent for the above-named student to participate in such interviews should he/she wish to do so. There is no obligation whatsoever to do so.

**AUTHORISATION**

By signing below, I hereby confirm I am the parent or legal guardian of the above-named student, and I have given consent for him/her to attend the desired London College of Contemporary Arts course.

<b>Name of Parent/Guardian</b>	
<b>Signature</b>	
<b>Date</b>	

## London College of Contemporary Arts - further information for students under the age of 18

This guidance note outlines the London College of Contemporary's (LCCA) approach to you as a student aged under 18. Although you are under 18, LCCA will not assume parental responsibility for you. We request that you show this information to your parent/guardian. You and your parent/guardian should be aware that:

You will be entering an adult environment and we will expect you to behave as an adult. In return, we will treat you as an adult.

As a student at LCCA, you will be expected to be able to take care of yourself, take the initiative to resolve any problems which you may experience, and take responsibility for fulfilling the demands of your programme of study.

With respect to the Data Protection Act, you will normally be treated as any other student; this means that we will not usually disclose information about your progress or any other personal information, even to your parents/guardian, unless you have given us permission to do so.

Internet and email facilities are provided on the principle of unrestricted access. You will be expected to observe the law in your use of them.

You will be expected to observe the law in respect of the purchase and consumption of alcohol.

Until you reach the age of 18, it may be a condition of your offer that your parents/guardians act as guarantors for any contracts you enter into with respect to tuition fees etc. Once you have reached the age of 18, you will be personally liable.

In the rare event that consent for emergency medical treatment may be required before your parent/guardian can be contacted, LCCA will assume responsibility to act on medical advice in your best interests.

You may be required to meet with your academic adviser at more frequent intervals than other students for the purposes of closer monitoring of your attendance, progress and general welfare.

Your parents/guardian will be required specifically to consent to your admission to LCCA.

Where parents/guardians are not resident in the UK, it may be necessary to appoint a UK-based guardian for a student under 18 on entry.

Like all students, you will be provided with information about the wide-ranging sources of support available to you as a student at LCCA.

For further information please contact:

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info@LCCA.org.uk