



Students Under 18 Policy

POLICY FOR UNDERGRADUATE STUDENTS UNDER THE AGE OF 18 YEARS

AIMS

It is a condition of registration with New College of the Humanities (the College) that the parent¹ of any student who is under the age of 18 years confirms, by signing and returning the "Consent Form for Students Under 18" (consent form), their acceptance of the arrangements set out in this document; once the student reaches the age of 18 years, these accepted terms will automatically be regarded as agreed to by the student.

This policy applies to UK/EU/EEA/Swiss students only. The College does not accept Tier 4 visa holders who are under the age of 18 years. Tier 4 visa holders must be 18 years or older upon their arrival in the UK.

INTRODUCTION

Occasionally the College admits students who are under the age of 18 years.² In most cases this will be a very temporary situation as normally the student will be turning 18 by 31 December in the year they start their programme. The College does not accept students under the age of 17. The College is an adult environment and treats all its students as independent, mature individuals. Students who are under the age of 18 years will be treated in the same way. The usual personal and academic support arrangements will apply to students who are under 18 years. This normally includes the allocation of a Personal Tutor, as well as a range of specialist student services. However, the College acknowledges that anyone under the age of 18 living in England is legally a child and that some legal restrictions apply to that student, e.g. prohibition on the consumption of alcohol on licensed premises and the sale/supply of videos with a British Board of Film Classification of 18 years of age.

PARENTAL RESPONSIBILITIES

The College is not able to take on the usual rights, responsibilities and authority that parents have in relation to a child, and it will not act in loco parentis in relation to students who are under the age of 18 years.

CONTRACTS

A person of 17 has the status to enter into necessary contracts for education and accommodation but until their 18th birthday will not be legally competent to enter into all legal contracts, e.g. for tuition fees. In circumstances where a person must be aged

¹For ease of purpose 'parent' refers to either the student's parent, legal guardian or Guarantor.

²NCH does not normally accept students under the age of 18.

18 or over to be legally competent to enter into a contract, the College requires a student's parent to act as a Guarantor and to honour all obligations (under any contracts with the College) that the student enters into prior to their 18th birthday. **By signing the consent form, the parent agrees to this.** Failure to pay debts due to the College could result in studies being suspended.

STUDENT ACCOMMODATION

Parents should recognise that residential accommodation recommended by the College is generally intended for the use of adults and that accommodation options for students under 18 years are limited.

FIELD TRIPS

Programmes may involve compulsory or optional field trips, excursions or other periods of study away from the College. Subject to the College's duties under health & safety law, the College is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities. Unless indicated otherwise, **by signing the consent form the parent gives consent for the student to take part in these activities on that basis.**

ALCOHOL

It is illegal for alcohol to be sold to or bought by individuals who are under the age of 18 years. The College will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the College's control but cannot undertake to supervise any individual student. The Student Union is responsible for ensuring that appropriate arrangements are in place for student-run events.

HOLDING OFFICE

Students who are under 18 years are encouraged to join Student Union clubs and societies but are not able to hold office until after their 18th birthday (this is because Officers carry legal responsibilities). Their participation in certain activities may be limited.

RELATIONSHIPS WITH STAFF

Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which may include members of College staff) to engage in sexual activity with someone who is under 18 years.

CHILD PROTECTION

As a matter of law in England, a person under the age of 18 is a child. The College has a responsibility to protect those under the age of 18 years from abuse and is obliged to report any suspicions or allegations of abuse of children to the appropriate Social Services officer. Any such suspicions or allegations will be reported to the Safeguarding Officer who will contact the appropriate authorities.

NOTIFICATION

The Safeguarding Officer will be notified, prior to registration, of any student who will be under the age of 18 years on entry to the College. Personal Tutors will also be notified. Other relevant staff will be informed of a student's age in order to allow the College to enforce the rules as laid out in the Safeguarding Policy.

PARENTAL INVOLVEMENT

It is the College's usual policy that it deals with students (with whom it has a contractual relationship) and not with parents. Although those under 18 are regarded as children under UK law, they still have the legal right under the General Data Protection Regulations (2018) for information about them not to be disclosed without their explicit consent.

This means that the College is not able to give information to parents regarding the student's progress, results or any other personal circumstances unless the student has given specific consent. This approach will also apply to students who are under the age of 18 years. The College will therefore correspond with students, not parents.

EMERGENCY CONTACT

Students who have not attained the age of 18 can have their refusal to receive medical treatment overridden by parents and hence, emergency contact details must be provided by students or parents prior to the student's arrival at the College. **Students under 18 will not be allowed to register unless this information is provided.** Students must immediately inform the Student and Academic Services team if there are changes to any of the contact details provided.

Title	Students Under 18 Policy	Author	Head of Admissions
Location	NCH Academic Handbook	Approved by	Academic Board
Version	1.0	Last updated	August 2018
Publication date	September 2018	Review date	September 2020
Related policies	Safeguarding Policy		
Quality Code	UK Quality Code Chapter B2		



CONSENT FORM FOR STUDENTS UNDER 18

This form needs to be completed by **students and their parent/guardian** once they have read the accompanying Students Under 18 Policy. This form and the accompanying policy apply to home and EU students only. The College does not accept Tier 4 visa holders who are under the age of 18 years.

PERSONAL DETAILS

Student Name:

Date of Birth (DD/MM/YY):

Programme of study:

Programme start date (DD/MM/YY):

STUDENT AGREEMENT (to be completed by student)

Please read the statements below and sign to confirm that you agree with them:

- I understand and accept the information provided in the Students Under 18 policy.
- I understand and accept the information provided in the Safeguarding Policy.
- I understand and accept that there will be some activities (e.g. alcohol at College events) which I will not be able to do.
- Until I reach the age of 18, I understand and accept that:
 - I will comply with UK laws and the College’s rules and regulations
 - In the case of an emergency, the College reserves the right to contact my ‘emergency contact’ without first seeking my permission
 - If I apply to withdraw from my programme, my parent/guardian named below will be alerted to my application
 - I will comply with all conditions on the use of facilities belonging to the College and Student Central, including access restrictions and the sale of alcohol.

Signature: Date:

TO BE COMPLETED BY PARENT/GUARDIAN

Emergency Contact Details

Emergency contact in **home country** for the period the student is at the College:

Name:

Relationship to student:

If Emergency Contact does not speak English, what is their first language?

.....

Address:

.....

Phone number 1:

Phone number 2:

Emergency contact in **England*** for the period the student is at the College:

Name:

Relationship to student:

If Emergency Contact does not speak English, what is their first language?

.....

Address:

.....

Phone number 1:

Phone number 2:

**If you do not have an Emergency Contact in England, please provide a second one in your home country.*

PARENT/GUARDIAN AGREEMENT

Please read the statements below and sign to confirm that you agree to them:

- I understand and accept the information provided in the *Students Under 18* Policy.
- I understand and accept the information provided in the Safeguarding policy.
- I understand and accept that I remain legally responsible for the student named above until they reach their 18th birthday.
- I understand that data pertaining to the student cannot be divulged to third parties, including parents, without explicit consent of the student.
- I consent to the student undertaking the programme of study and participating in such extracurricular activities as the student shall determine.
- I accept that the College’s obligation of confidentiality is owed to the student and to nobody else. Accordingly, other than in an emergency, the College shall not divulge confidential information, for example about a student’s academic progress, to a parent or anyone else without the consent of the student.

Signature: Date:

Please ensure that all sections have been completed and return this form to katherine.baker@nchlondon.ac.uk, Head of Admissions.

To contact us during office hours, please ring 020 7637 4550.