

INTO »



INTO UNDER 18S POLICY STATEMENT

Last updated: June 2022

INTO POLICY STATEMENT FOR STUDENTS UNDER THE AGE OF 18 YEARS

Aim

It is a condition of enrolment with any UK INTO Centre that the parent or guardian of any student who is under the age of 18 years confirms, by signing and returning the **Parent Consent Form** (attached at **Appendix A**), their acceptance of the arrangements set out in this Policy Statement. Once the student reaches the age of 18, these accepted terms will automatically be regarded as agreed by the student.

Introduction

INTO is committed to equal opportunities in its admissions, and INTO Centres admit students who are under the age of 18 years. Students are expected to have the necessary skills to study and live independently alongside people from a wide variety of ages and backgrounds.

Admission to an INTO Centre is offered on the understanding that the students will be able to adapt to living away from home and deal with the practicalities that this involves. Students are also expected to have the necessary skills to study and live independently alongside people from a wide variety of ages and backgrounds.

However, INTO acknowledges that, under the laws of England and Wales, and Northern Ireland, anyone under the age of 18 is legally a child and recognises that students under 18 years therefore have different needs in relation to their support and wellbeing. Staff in student support services and accommodation at the relevant INTO Centre(s) work together to ensure the wellbeing of students under the age of 18 is maintained accordingly.

For clarification purposes, the age that a child becomes an adult in Scotland is different to that within England, Wales and Northern Ireland – in Scotland, anyone over the age of 16 is deemed legally an adult. However, for the purposes of safeguarding its students and ensuring their wellbeing, INTO Centres will treat students who are under the age of 18 and who are studying in Scotland as if they were still legally a child.

IMPORTANT: specific operational procedures for students under the age of 18 may differ according to each INTO Centre. The relevant INTO Centre's own operational policy in relation to students under the age of 18 is available on request.

Parental Responsibility

INTO Centres are not able to take on the usual rights, responsibilities and authority that parents have in relation to their child, and will not act *in loco parentis* for students who are under 18. The parents or guardians of any student under the age of 18 retain the usual rights, responsibilities and authority that they have in relation to their child. INTO will therefore require the parent/guardian to sign and return the INTO Parent Consent Form before their child can enrol onto an INTO programme.

When a student reaches the age of 18, they assume full legal responsibility and the conditions associated with the INTO Parent Consent Form no longer apply.

Parent or Guardian

In addition to the parent/guardian details of who normally looks after the student, INTO will also require that the student provides details of a guardian based in the UK, in addition to living with someone over the age of 21 whilst in the UK, if the following applies:

- a) The student intends to stay in privately rented accommodation in the UK (i.e. accommodation not sold to them via INTO or INTO's partners during the admissions process); and
- b) The student is under the age of 18 when enrolling at an INTO Centre; and
- c) The student's parents live outside of the UK.

Details of guardianships are available on request from INTO. The student's parent/guardian should look for a guardianship agency which is a member of AEGIS (see: <https://aegisuk.net/>).

Airport pick-up

In the UK Government's Student Route visa policy guidance, there is a requirement for all students under the age of 18 years to have suitable care arrangements in place for their travel to and living arrangements whilst studying in the UK.

To ensure the safety of a student under 18 years on arrival in the UK, INTO requires parents of students under the age of 18 to use the 'airport pick up' service, unless they have made satisfactory alternative provision for their child to be met. If this service is booked in advance, a taxi will be there to meet your child and bring them to the relevant INTO Centre. All of the drivers of the taxi service that INTO Centres use have had police checks to make sure they are suitable to collect students aged under 18.

Parents/guardians must complete both the '**Airport Transfer Form**' and the '**Arrivals Details Form**', sent with the student's course confirmation letter.

As an alternative to the meet and greet service, parents/guardians may arrange for someone else to meet the student at the airport, but must complete **Form 5** (included as part of the student's confirmation pack) to let the relevant INTO Centre know the full details, including flight number, flight arrival time at the UK airport, the name of the person collecting the student and their expected arrival time at the relevant INTO Centre.

Next of Kin (Emergency Contact)

It is very important that emergency contact details are provided for students under the age of 18 and such students and/or their parents are required to supply this information prior to their registration at the relevant INTO Centre. **Students under 18 will not be allowed to enrol on their INTO programme unless this information is provided.**

Emergency

On rare occasions, consent for emergency medical treatment may be required before parents or guardians can be contacted. INTO therefore requires parents to give their consent that, in the case of such an emergency, a senior member of INTO Centre staff has permission to act on medical advice to do what is in the best interests of the student. By signing the Parent Consent Form, the student's parents or guardians indicate their consent for INTO Centres to act in this way.

Parents or guardians are responsible for ensuring that INTO has been informed of any special medical requirements.

INTO will only give consent for medical treatment if a student under the age of 18 is unable to do so themselves (for example, if they are unconscious).

Contracts

INTO will require a student's parent(s)/guardian(s) to honour all obligations under any contracts that the student enters into with INTO prior to their 18th birthday (e.g. payment of tuition and accommodation fees).

Parental involvement

It is any INTO Centre's usual policy to deal with students, and not with parents or guardians. This approach will apply equally to students who are under the age of 18 years. The relevant INTO Centre will therefore correspond with students, and not normally with parents or guardians (unless in an emergency).

Student accommodation

Parents and guardians should recognise that residential accommodation offered by INTO and/or INTO's partners is generally intended for the use of adults. The type of accommodation that is available for students under 18 may differ according to which INTO Centre the student enrolls at. Further details on accommodation options can be found within the relevant INTO Centre's own operational policy in relation to under 18s.

Residence curfew and nights away

Specific rules regarding residence curfew and nights away for students under the age of 18 can be found within each INTO Centre's under 18s policy.

Sale of alcohol and other restricted goods and services

In the UK, it is illegal for alcohol and other restricted goods to be sold to, or bought by, people who are under the age of 18 years. INTO Centres endeavour to take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the control of an INTO Centre, but cannot undertake to supervise any individual student. Those under the age of 18 years are not permitted entry to any nightclubs or Students' Union for club nights. An up-to-date list of age restricted products can be found on the PASS website - see [Help & Advice | The National Proof of Age Standards Scheme \(pass-scheme.org.uk\)](https://www.pass-scheme.org.uk)

Child protection

As a matter of law in England and Wales, and Northern Ireland, a person under the age of 18 years is a child. INTO and the INTO Centres have a responsibility to protect those under the age of 18 years from abuse, and will report any suspicions or allegations of abuse of children to the appropriate Social Services Officer.

INTO has a safeguarding policy to protect its students from abuse.

Data protection

Although those under 18 are regarded as children under the law, they still have the right under the Data Protection Act 2018 for information about them not to be disclosed without their consent. This means that, where consent is required, INTO Centres are not able to give information to parents regarding the student's progress, results or any other personal circumstance unless the student has given his/her specific consent. However, if the student fails to pay any sums agreed on contract (see Contracts above) then it may be necessary to disclose this to any guarantor and any third party agencies.

Enquiries

Any enquiries about the content of this policy should be addressed in the first instance to the Head of Student Services or equivalent, at the relevant INTO Centre.

APPENDIX A – PARENT CONSENT FORM

Form 1

PARENT CONSENT FORM must be signed by Parent/Guardian

Name of student:

Application ID:

- I give my consent to my son/daughter's application for this course of study
- I understand and accept that INTO [INSERT CENTRE NAME] cannot accept full parental responsibility for my son/daughter
- I understand that my son/daughter's programme of study will be conducted online and that INTO [INSERT CENTRE NAME] will contact them by telephone, email, video-conferencing or e-learning software in order to provide and administer the course and associated services.
- I confirm that my son/daughter will be residing with me during the programme of study at the address provided on their application form.

Or

- I confirm that my son/daughter is living at the following address and have provided below the detail of the person responsible for their wellbeing during this time.

Address where student will be living: _____

Name of person responsible for taking care of the student during this time: _____

Telephone Number: _____

Email Address: _____

- I understand and accept that INTO [INSERT CENTRE NAME] is an adult environment with both adults and students under the age of under 18 taking part in online classes and that my son/daughter will generally be treated as an adult
- I understand and accept that INTO [INSERT CENTRE NAME]'s e-learning and e-mail services are provided on the principle of unrestricted access
- I agree to accept liability for all my son/daughter's debts to INTO [INSERT CENTRE NAME]
- I understand and accept that while studying with INTO [INSERT CENTRE NAME], my son/daughter will be subject to the rules and regulations of INTO [INSERT CENTRE NAME]

I declare that I have read and accept the above conditions

Name of parent.....

Relationship to student (e.g. mother, father).....

Signature.....

Date.....