

INTO 

MANCHESTER



INTO MANCHESTER STUDENTS UNDER 18 POLICY

2022_2023

INTO Manchester – Under 18s Policy

Under English law, anyone under the age of 18 is considered to be a child. This means that INTO has a special duty of care to students under the age of 18. Parents also continue to have a legal responsibility, even if they are not living in the UK and are able to make any additional provisions they feel necessary for the wellbeing of their child whilst their child is under 18. .

Students under the age of 18, are considered to be a child under the law in England, Wales and Northern Ireland. Therefore, INTO has a duty to safeguard and promote under 18 welfare. We wish to ensure that under 18s are provided with a safe and secure environment in which to study and thrive. The following rules and procedures have been put in place to safeguard all under 18s and encourage students to take responsibility for their own conduct and behaviour.

Living in an Adult setting in England

Universities and Colleges in England may be very different from Universities and colleges in other countries and are not like boarding schools. Universities and colleges are adult environments where nearly all of the students are over the age of 18 and have the freedom and responsibilities of adults.

INTO recognises that international students under the age of 18 need extra support and help. This information will set out the ways in which INTO Manchester will care for students under the age of 18.

All students under the age of 18 will, for the most part, be treated by INTO in the same way as any other student, nearly all of whom will be over 18 years of age.

Guardianship

A Guardian is someone who can act in the parents' place if there are any problems or emergencies. They provide an added level of care for students under the age of 18 although parents continue to have a legal responsibility over their child even if they are not living in the UK.

Whilst INTO will put in place additional support for students under the age of 18, we cannot take full parental responsibility. We strongly recommend a Guardian, who resides in the UK, be appointed by the student's parents before they arrive. The role of a Guardian needs to be agreed between the parent and the appointed person. Details of the Guardian or evidence of an alternative arrangement must be provided to us before student arrival to the UK.

For students not living in INTO appointed accommodation (further information on this below) it is compulsory for the parent to appoint a UK based Guardian who is over the age of 21. Further information on accommodation requirements set out below.

Guardianship options:

A Guardian can be a friend or relative living in the UK who is over 21 years of age and who is trusted by the parents and family. They must be aware that they are to be a UK Guardian, INTO may contact the Guardian at relevant times during the student's studies.

Alternatively, there are a variety of Guardianship agencies in the UK. INTO only suggest agencies that are members of AEGIS accreditation programme. Details of these can be found by clicking on the below link.

Go to website: <https://aegisuk.net/parents-agents/>

If a Guardian is appointed to act as a child's guardian in the UK, INTO requests that this information is shared by completing **Form 4**, in the student's confirmation pack.

What INTO will do to support and help students under the age of 18

General statement

All students will be treated with dignity, respect and fairness by all staff. They will be provided with a learning environment which is free from physical, emotional and social abuse.

All INTO staff have police checks to make sure that they have not committed any offence which would make them unfit to look after any students. These are known as "Disclosure and Barring Service" (DBS) checks. All staff who have direct responsibilities for students under the age of 18 are required to attend appropriate training.

INTO also has separate Safeguarding Policies to safeguard its students from abuse, which includes physical, emotional, and sexual abuse or bullying. Students or, if INTO has permission to share information, a student's parents, should contact the Centre Director or Head of Student Services if there is any concern that a student is suffering abuse from any other student or member of staff. The concern will be dealt with in line with the [Safeguarding and Prevent Policy](#).

Support for students

Student Services Team

INTO has a Student Services Team, whose role it is to look after the welfare of all of our students, but particularly those under the age of 18. The Student Services Team has designated members of staff who are responsible for the care and support for under 18s. They are made aware of each student under the age of 18 so that they can provide extra help and support to these students.

As well as helping with day to day support, questions and problems, the Student Services Team also help student with:

- Advice and guidance
- Visa and BRP questions
- Registration with a Medical Centre
- Social Programme and activities

In addition INTO Manchester also has a welfare team who will introduce themselves specifically to those students under 18 so that they have, if they want, one point of contact whom they know they can turn to for assistance.

Welfare Support

INTO has a Student Services Welfare Team, whose role is to look after the welfare of all of our students. The role of the Welfare team includes helping students with personal problems (emotional, academic, family, financial) and crisis management involving, for example, medical issues.

They will also act as the first point of contact in the centre for students if they require other support services, such as counselling or arrangements because of a disability. They also hold meetings during term time and where required offer out-of-hours emergency support, such as attending hospital or the police station with students, if the student's guardian or parent cannot be contacted.

Social Programme and Social Activities

INTO runs a range of social activities in the evenings and at weekends, some of these may be at a small cost to the student. Some activities may not be available to students under the age of 18 and these will be clearly marked and monitored. INTO Manchester will always try to ensure there is a range of activities for all students.

INTO Manchester also works closely with an activities company called 'Smiles Adventures' here in Manchester. Smiles provides fully risk assessed activities for all students within INTO Manchester. These range from day trips to social catchups. It is a great way for all students to have a social support network whilst they are studying in Manchester.

We strongly encourage students to join and participate in social activities, where appropriate.

Academic Advisors/Tutors

All INTO students are assigned an Academic Advisor/Tutor at the beginning of the academic year. Academic Advisors/Tutors are available to discuss and deal with any issues which might arise as part of a student's studies. If a student's attendance falls below the minimum standard expected in any month, their Academic Advisor/Tutor may arrange a meeting with a student to discuss the reasons for this, as well as discussing overall engagement in their studies and how they can improve.

Academic Support Team

Academic Support Team takes responsibility for daily attendance monitoring. All teachers will take a register at the beginning of every class and if students are absent or not engaging during their online classes, the Academic Support team will follow up with the student to find out why they haven't attended class and if they need any help or support. Further detail can be found at the Attendance paragraph below.

The Academic Support team is also here for all students if they have any questions regarding to their timetable or course.

Language Advisors

For some languages, we have language advisors available to speak to students in their own language. The language advisors are there to help students if they need to speak to someone in their own language. The language advisors are also available to speak to parents if necessary and appropriate. If the need arises and we do not have a language advisor who speaks the student's native language, we will do our best to find someone within the Centre who does speak the student's language.

24 hour emergency support

INTO has a 24 hour emergency support line, which means that students can contact someone from INTO on weekends and out of office hours.

The Emergency number is: +44 (0) 7907721469

Please note that this number should only be used for emergencies and not for general enquiries.

Pre-departure

Students will receive a pre-departure guide before they leave home to come to INTO. INTO will also provide pre-departure presentations and opportunities for students to ask questions before they travel to the UK. We highly recommend that students and parents read this guide together to make sure that the student is prepared for their arrival in the UK.

Accommodation

All students under 18 should live at INTO referred/arranged residential accommodation. This is close to the centre and all amenities within the city. There are Senior Residents on site 24 hours to respond to any queries. However please be aware INTO residential accommodation is not on a campus and is an adult environment. Students should expect to be independent, used to cooking and cleaning for themselves and have a sufficient level of English.

Please note that we are not able to segregate students by age, gender, religion or ethnic group.

INTO's standard policy is that all under 18s must live at INTO residential accommodation, and only in **exceptional circumstances** would a student under the age of 18 be permitted to have alternative arrangements. However, if a parent would prefer for their child to live in alternative accommodation the following rules must be met before an under 18 student leaves their home country:

- The child must live with an appointed adult (Guardian) who is over the age of 21. They must reside in the same house/flat with this adult throughout the time they are under the age of 18;
- Parents must also pay and confirm the services of an accredited Guardianship Company additionally to the appointed adult referred to above. The Guardianship Company must be an accredited AEGIS company.

Students living in INTO referred/arranged accommodation will be provided with 1 bedding pack per room. This bedding pack will include:

- 1 x Pillow
- 1 x Duvet
- 1 x Pillow and duvet bed covers
- 1 x Mattress protector
- 1 x Mattress sheet

INTO Manchester accommodation is an adult environment and students are expected to cook and clean for themselves, this includes the communal areas within each flat.

Laundry facilities are provided at the accommodation and students will be shown how to use these.

Meet and Greet (Airport pick-up) Service

In the Policy Guidance for Student Route of the Points Based System it states that '*All children studying in the United Kingdom must have suitable care arrangements in place for their travel, reception at port and living arrangements while here.*

All students under 18 years old are children. If you are 16 or 17 years old and applying as an adult student, students must have their parent(s) or legal guardian(s) written consent that the student can live and travel independently.'

To ensure the safety of students under the age of 18 on arrival in the UK, we require parents of students under the age of 18 to use the 'meet and greet' service, at the cost set out in the brochure or the website, unless they have made satisfactory alternative provision for their child to be met, which must be agreed with the Centre in advance. A taxi will be arranged to meet the student and take them to their accommodation.

All of the drivers of the taxi service we use have had police checks to make sure they are suitable to collect students aged under 18. Students can confirm their arrival plans to the UK by completing the '[Arrivals Details Form](#)'.

If alternative suitable arrangements have been made and confirmed to the Centre and the parent does not wish the meet and greet service, parents should complete **Form 5** to let us 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 INTO Manchester. This needs to be completed and agreed with the Centre before the student leaves their home country.

Medical Services

All INTO Manchester students are required to register with a GP in the UK.

Please note that people aged 16 or over are able to give their own consent for medical treatment and their wishes will be respected by medical staff. INTO can 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 or the doctor thinks they are mentally unfit to give consent).

INTO will not administer medication or supervise the taking of medication. If a student is unable to take care of themselves and there are serious concerns for their welfare, INTO is likely to contact a student's parent or guardian but will try to take the student's wishes into account where practicable. GDPR regulations will be followed. If in unfortunate circumstances a student is deemed to be unfit to make their own decision, for example, if they are unconscious, the hospital and the doctor will follow formal procedures and contact the student's next of kin.

Dental Services

There is a dental hospital in Manchester where students can get emergency dental treatment. It is however vital that they register with a dentist upon arrival. A charge is made for dental treatment, however it may be possible to re-claim the charge for emergency dental work from the student's insurance. It is strongly recommended that students have a thorough dental check before leaving home to ensure they are arriving in the UK with no problems. Dental treatment in the UK is excellent but it is expensive – please be aware that insurance only covers "emergency" treatment.

Contact with Parents

Due to General Data Protection Regulations (GDPR) the INTO Centre is not always able to share student information with parents or guardians without the explicit consent from the student. This includes students under the age of 18.

We strongly advise students to contact parents regularly and share information regarding their wellbeing and studies.

In an emergency free direct dial contact can be made from the phones on the Welcome Desk at the INTO reception.

Complaints

INTO has a written [Complaint Policy](#) which is available to all students in the Student Handbook and available on the Virtual Learning Environment.

Our expectations of students

Accommodation

Parents will be required to sign student accommodation contracts. Students will be expected, with the support of their parents, to comply with the accommodation rules. Although the student who is under the age of 18 is considered a child in the UK the contract signed by the parent will also apply to the student.

It is important that the Terms and Conditions of the accommodation the parent is signing up for, is read and understood before signing. Some disciplinary processes and rules will apply to the student from the accommodation contract, as they do to all other residents within the accommodation. However, additional regulations are in place in order to safeguard students under the age of 18:

INTO Manchester accommodation is an adult environment and students are expected to cook and clean for themselves, this includes the communal areas within each flat.

Laundry facilities are provided at the accommodation and students will be shown how to use these.

Curfew

INTO operates a Curfew for students under the age of 18 staying at INTO referred accommodation.

All under 18s are expected to be in their accommodation by 10.30pm every day and complete a curfew register with the Onsite Welfare and Accommodation team. Once signed in the students are not permitted to leave the accommodation again until the following morning.

Supervision outside of class times

INTO Manchester is an adult environment and outside of class times there is very limited supervision. Students are expected to be independent learners and able to look after themselves.

For students living in INTO referred/arranged accommodation students must be back in the accommodation for the curfew (as stated above).

For students living in private accommodation with their parent/guardian the responsibility of supervision and ensuring they comply with this is the parent/guardian's and not that of INTO Manchester.

Travel to and from the INTO Manchester Centre

Students are expected to travel to and from their accommodation and the INTO Centre independently. INTO referred/arranged accommodation is only a short walk from the INTO Centre.

For students living in private accommodation with their parent/guardian travel to and from their accommodation and the Centre will be the responsibility of the parent/guardian and not that of INTO Manchester.

Nights and weekends away

If a student under the age of 18 wishes to be away from the INTO centre overnight or for a weekend, they must get permission in advance by at least one week.

Overnight Stay Criteria

- Overnight stays should not interfere with studies (overnight stays during the week during term time will usually be refused)
- They should have clear, safe travel plans (this will usually mean an u18 being accompanied)
- They should involve staying with an appropriate adult over the age of 21
- The student must stay in a safe and appropriate location
- The reason for an overnight stay must be age-appropriate
- Overnight stays should not impact a student's wellbeing (eg. missing a medical appointment to visit a friend)

Please complete this form seven days in advance of the date of the overnight stay to allow us to review your request.

Please note, INTO Manchester reserves the right to refuse any overnight stay request should it not meet the criteria above or be in the best interests of the student and their studies.

A request for permission must be submitted to the Onsite Accommodation and Welfare Team from the student's guardian or parent by using the following link – [Overnight Stay Request Form](#).

Once the request has been received, INTO will discuss the travel plans with the student's parent, either directly or through the agent. In the event that a student's parents have informed INTO that they have a guardian in the UK, we will pass the details of the proposed trip to them to make a decision.

*Please note that if it is not possible to contact a student's parent/guardian on time, permission will not be granted. In all cases, INTO will need to know where the student is going and who they will be travelling with. If any of this information cannot be provided, permission may not be granted.

Finance

All students studying at INTO Manchester are expected to manage their own expenses and monthly budgets. The Student Services team will be available to assist students in opening a bank account in the UK.

Alcohol and Cigarettes

In the UK it is illegal for alcohol or cigarettes to be sold to anyone under the age of 18. It is also illegal for anyone under the age of 18 to buy alcohol or cigarettes.

INTO does not allow smoking or drinking alcohol by any student in the Centre. Smoking is not permitted in any of the INTO recommended or arranged accommodation.

Please note that under English law it is a criminal offence to smoke in any enclosed place used by the public.

Conduct and behaviour of students

All students are expected to treat other students, staff and visitors of INTO with respect, dignity and fairness. Students under the age of 18 are treated in the same way as other students and are expected to take responsibility for their own behaviour. The 'Student Code of Conduct' is given to all students when they arrive at INTO. A copy is available on request.

Attendance

Good attendance is key to academic success. INTO Manchester expects students to attend **all academic sessions**.

Student attendance is monitored carefully and where attendance is not satisfactory, the Centre has an absence procedure, which is administered by the Academic Support Team. The Centre has an additional obligation to report to the Home Office, UK Visas and Immigration (UKVI) any changes that may affect the terms of an international student's visa, including absence from the programme.

Any student who persistently misses classes will be given a formal warning. INTO reserves the right to permanently exclude any student who does not make the required improvements and reaches the withdrawal stage of the Engagement and Attendance process.

Disciplinary Action

Any student who fails to meet INTO's expectations for attendance or behaviour and conduct is likely to face disciplinary action.

Disciplinary action for minor offences will range from a reprimand to a fine. For major offences, for example where the student's behaviour puts others at significant risk, or where the student has persistently failed to attend classes as required by INTO Manchester, the student will be subject to formal disciplinary action. The Centre Director has the authority to suspend or permanently exclude the student from INTO.

If, for any reason, disciplinary action is taken against a student under the age of 18, the parents will be informed, if consent is given by the student. They will be told why the student was disciplined, what is expected of the student in the future and what will happen if the student fails to meet the expectations.

In the unlikely event of a student under 18 years of age being permanently excluded from INTO, the student will not be asked to leave INTO before parents have been informed and have had the chance to make arrangements for the student to return home.

A copy of the Disciplinary Policy and Procedures is available on request

Internet

INTO Manchester is an adult environment and so does not have controls on websites to prevent younger people viewing them. Therefore, your child will have access to any website which can be viewed by other members of INTO Manchester, within the regulations laid out in the IT Acceptable Use Policy. Please see the INTO Manchester Online Safety Policy for further details on how INTO Manchester promotes online safety to all its students.