

THE ENGINEERING AND DESIGN INSTITUTE LONDON

UNDER 18'S POLICY

Summary	Policy detailing: <ul style="list-style-type: none">• Requirements for admitting under 18 students to study at TEDI-London• Responsibilities of staff in terms of supporting under 18 students• Legal obligations regarding parental consent, data protection and safeguarding		
Policy Owner	Assistant Registrar – Student Experience		
Policy Sponsor	Academic Board		
Policy applies to	Applicants and Students of TEDI-London under the age of 18 (16-18)		
Relevant legislation and policy	<ul style="list-style-type: none">- Admissions Policy- Safeguarding Policy- IT Usage Policy- Health and Safety Policy- Student Emergency Contact Policy- Privacy and Data Protection Policy- Student Protection Policy- Terms and Conditions		
Equality impact assessment completed			
Version	1		
Approved by		Approval date	
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DOCUMENT CONTROL

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1. INTRODUCTION

- 1.1. The Engineering and Design Institute (TEDI-London) does not discriminate on any grounds, including age, against any applicant who has met the entry requirements for a programme of study. Students are normally aged 18 years or above however we sometimes admit students who are under the age of 18 years at the start of their programme of study.
- 1.2. TEDI-London is an adult environment; students are expected to act as adults and to assume adult levels of responsibility. Students are expected to have the necessary skills to study independently alongside people from a wide variety of ages and backgrounds. TEDI-London is not obliged, nor is it able, to take on the usual rights, responsibilities, and authority that parents/guardians 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.
- 1.3. TEDI-London treats all students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way. However, TEDI-London acknowledges that anyone under the age of 18 is legally a child and recognises that students under the age of 18 may therefore have unique needs in relation to their support and wellbeing. Admission of such applicants therefore requires additional consideration in order that TEDI-London can ensure that it fulfils its obligations and meets any additional needs in relation to support and wellbeing.

2. POLICY STATEMENT

- 2.1. The purpose of the Under 18 Policy at TEDI-London is to ensure the relevant legislation is adhered to for the safeguarding of persons under the age of 18 and to provide guidance on arrangements offered to protect the personal safety and social wellbeing of under 18 students.

3. SCOPE OF THIS POLICY

- 3.1. This Policy applies to all students under the age of 18 when applying, enrolling, or studying at TEDI-London.
- 3.2. The policy should be used in conjunction with the Admissions Policy and the Student Safeguarding Policy.

4. ROLES AND RESPONSIBILITIES

- 4.1. This Policy has been considered and approved by the Academic Board.
- 4.2. The Registrar has ultimate responsibility for the development and implementation of this policy.
- 4.3. Relevant professional services staff will have responsibility and accountability in the application of this policy.

5. ADMISSIONS PROCESS FOR STUDENTS UNDER 18 YEARS OF AGE

- 5.1. In line with the Equality Act 2010, TEDI-London is committed to the principles of fair admissions and fair access through the recruitment of students who demonstrate the potential to benefit from the academic experience we offer, irrespective of their social, cultural, or economic background. Information about an applicant's age is not considered at the application stage. When an offer has been made to a young person who will be under 18 at the time of registration they will receive information as part of their core email communications from Admissions directing them to this policy to explain the measures which will be taken by TEDI-London to fulfil the duty of care and directing them to return the Parental Consent Form (Appendix 1).
- 5.2. A student aged 16 or 17 has the legal right to live independently in the UK and may make their own accommodation arrangements. However, when an international student aged 16 or 17 applies for a visa under the student route, they must have their parents'/guardians' permission to both travel to the UK and to live independently. As part of the student visa application process, students aged 16 or 17 must provide written permission from their parents/guardians and alongside this evidence of their relationship with their parent(s) or legal guardian(s).
- 5.3. Acceptable evidence includes one of the following original documents:
 - birth certificate showing the names of the applicants' parent(s).
 - certificate of adoption showing the name(s) of the applicants' parent(s) or legal guardian(s).
 - a court document naming the applicants' legal guardian(s).
- 5.4. All TEDI-London international applicants and students under the age of 18 are required to have a UK-based guardian who TEDI-London can contact in the case of emergency and can act in loco parentis. A UK-based guardian may be a responsible adult who is relative or friend of the family living in the UK. If this is not an option, another option is to approach an accredited guardianship service which will be able to provide this support on a privately-arranged basis. TEDI-

London recommends looking at the Association for the Education and Guardianship of International Students (AEGIS) and selecting an agency from the approved list.

6. DISCLOSURE BARRING CHECKS (DBS)

- 6.1. All members of staff working in contact with students under the age of 18 will be subject to satisfactory Enhanced DBS check where eligible under DBS criteria. This includes, but is not limited to, the Academic Team, Campus Facilities Team, Admissions Team, and Student Experience Team.
- 6.2. As well as undertaking a compulsory DBS check the relevant staff will be given appropriate training and guidance around safeguarding and the enhanced duty of care owed to under 18s.

7. SAFEGUARDING

- 7.1. As a matter of law, a person under the age of 18 years is a child. TEDI-London 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. Any such suspicions or allegations will be reported to the Assistant Registrar- Student Experience who will follow the safeguarding procedure as outlined in the TEDI-London Safeguarding policy.

8. ACCOMMODATION

- 8.1. TEDI-London residential accommodation partners are generally intended for the use of adults but there are accommodation providers listed on our website that take residents under the age of 18. The parent/guardian will need to ensure that the student has suitable accommodation, and this must be confirmed in writing to the Admissions department. Accommodation details will be held within the student record system.

9. TEACHING AND LEARNING

- 9.1. It is the responsibility of individual academics to ensure that written, audio and visual materials used in class are suitable for the entire student group. It is likely that in most classes, the vast majority of students will be over 18; however, tutors may be required to make alternative arrangements if they are informed that under 18s are present in the group.
- 9.2. Some courses may involve excursions away from campus. Subject to TEDI-London's duties under health & safety law, TEDI-London is not able to take any

additional responsibility for a student who is under 18 in relation to such activities. Unless indicated otherwise, by signing the Parental Consent Form, parents give consent for their child to take part in such activities on this basis.

10. INTERNET ACCESS

- 10.1. Internet access at TEDI-London is not routinely restricted by parental controls, although access to certain inappropriate websites is restricted centrally. Students under the age of 18 will be allowed the same level of access as all others and will be expected to observe the same regulations relating to acceptable use of the internet.
- 10.2. TEDI-London will not make any special arrangements for restricting access to particular internet sites for students who are under the age of 18. They will be expected to comply with the usual rules and regulations for the use of IT as all other students.

11. DATA PROTECTION

- 11.1. Although regarded as children by the law, students under the age of 18 still have the right under the Data Protection Act 2018 for information about them not to be disclosed without their consent. Consequently, the University will not disclose any information to parents without the express written consent of the student, learner or apprentice concerned.

12. KING'S COLLEGE LONDON STUDENT'S UNION (KCLSU)

- 12.1. KCLSU does not allow students who are under 18 into their student's union or other organised events where alcohol is available. All signed in guests must provide a passport or driving licence as ID. Students who are under 18 are encouraged to join KCLSU clubs and societies but they are not allowed to hold any office which carries legal responsibility (e.g., secretary or treasurer). Some KCLSU societies are not suitable for under 18s and therefore involvement cannot be permitted.

13. SOCIAL ACTIVITY

- 13.1. Students are treated as adults and are expected to attend teaching activity and to both live and study independently without formal supervision. The TEDI-London environment provides peer groups of mixed group adults, none of whom will undergo criminal record checks, unless required for their particular programme of study. Participating in social activity on and off campus is at the discretion of the

students and TEDI-London is not able to take additional responsibility for a student who is under the age of 18 years in relation to such activities

- 13.2. It is illegal for alcohol and/or tobacco to be sold to or bought by students who are under the age of 18 years. TEDI-London will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under TEDI-London's control but cannot undertake to supervise any individual student. The KCLSU Students' Union is responsible for ensuring that appropriate arrangements are in place for its own licensed premises and for complying with any restrictions on the sale or supply of alcohol to students who are under the age of 18.

14. PARENTAL CONSENT FORM

- 14.1. TEDI-London 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. The TEDI-London Parental Consent Form will be requested during the CAS insurance process and must be completed prior to registration to acknowledge their acceptance of the policies and arrangements. This is a condition of admission for all students who will be under 18 years of age at the time of registration.
- 14.2. Where a student is from overseas and the parents remain outside the UK, we require details of a guardian for the child who is in the UK, and preferably in or near to London, and who will be accessible to the child and to the university if the need should arise.
- 14.3. TEDI-London recognises that not all UK students under the age of 18 have a parent or guardian, for instance some of those who are care leavers or estranged from their families may not. Where students have a personal advisor from their local council, the personal advisor may act as their guardian for the purposes of this policy. TEDI-London believes that all students should have equal access to higher education and that its own policies should not impede this. Therefore TEDI-London can support guardianships to be arranged in situations where there is no appropriate guardian.

15. TRAINING, DISSEMINATION, AND IMPLEMENTATION

- 15.1. TEDI-London will ensure that all TEDI-London staff will receive a briefing on this policy and receive appropriate training. TEDI-London will also provide information and training in recognising the signs of abuse and to raise awareness in order to

ensure staff understand the procedure if a young person discloses abuse or any other protection issue.

- 15.2. This policy and related guidance are available for reference on TEDI-London's website.
- 15.3. All parties who fall within the scope of TEDI-London's Under 18's Policy, including contractors and academic partners, will be provided with a copy of the policy and guidance on how to follow it. All contractual relationships with parties covered by this Policy shall always require compliance with this Policy.

16. MONITORING AND REVIEW

- 16.1. This policy will be monitored and reviewed formally on an annual basis and may be updated in between to reflect any changes to government legislation. It will be disseminated to all staff at TEDI-London and communicated to students under 18 years of age during the admissions process. Training will also be provided to all TEDI-London Staff and will be available as part of new starters induction process.

17. IMPACT ASSESSMENT

- 17.1. This policy has been impact assessed and measures contained considered to be sufficient to reflect issues relating to protected characteristics as referenced within the Equality Act 2010.

Parental Consent Form

Complete at return to studenthub@tedi-london.ac.uk

This form should be completed by the parent (for the purposes of this form, the term 'parent' refers to parent or legal guardian) of an applicant to The Engineering and Design institute (TEDI) who will be under the age of eighteen at the time they commence their studies.

Please note that this form only needs to be completed when the applicant has confirmed that they will be studying at TEDI and has met the necessary conditions of the offer. The specific expectations that TEDI has of UK-based parents, UK Guardians and Guardianship Agencies will cease on the student's 18th birthday, as will the specific support for students under the age of eighteen.

Please refer to the TEDI-London Under 18's Policy for further information regarding the support available to students who are under 18 at the point of enrolment and if you have any questions, please contact studenthub@tedi-london.ac.uk.

Please read all information carefully before completing.

Applicant Details	
Applicant's first/given name	
Applicant's surname/family name	
Applicant's personal email address	
Name of course(s) applied for	
Applicant's date of birth	
Parent or Legal Guardian Details	
Your first/given name	
Your surname/family name	

Your relationship to the Applicant	
Your full postal address	
Your postcode (if applicable)	
Your telephone number	
Your email address	

CONSENT - Please read carefully

If the above-named applicant takes up a place to study at TEDI-London, as their parent I confirm that I understand and agree to the following statements:

1. Parental Responsibility

TEDI-London does not assume any parental responsibility in relation to students, including those under the age of eighteen. The campus is an adult environment and courses are designed for students who are aged eighteen or over. By returning this form, you confirm that you understand and accept this is the environment in which your child will be studying.

2. Contracts

As a rule, under UK law, a minor is unable to enter a contract. However, current legal advice states that this does not apply to the provision of education, and therefore, a student over the age of sixteen and under the age of 18 will be able to register personally with the TEDI-London in the same way as an adult student. Should any future occasion arise which the student needs to enter any contract with the TEDI-London which may not be legally binding due to age, we may request that a parent act as a guarantor for that particular contract.

3. Disclosure of Information

The GDPR and Data Protection Act 2018 prohibits TEDI-London from disclosing information about a student's progress, whether academic or personal, to parents or other third parties without the student's express consent which confirmed via the TEDI-London Registration form. This applies to students of all ages including those under the age of eighteen.

4. Further requirement for parents who reside outside of the UK:

Appointment of a UK Guardian Students under the age of eighteen must demonstrate that they have guardianship in the UK. If a parent resides outside of the UK, they must appoint a UK Guardian who can be contacted in case of an emergency. The UK Guardian must be able to speak English, live in the UK, have a UK postal address and a UK telephone number. The UK Guardian cannot be a registered student or a member of staff at the University (unless related). The UK Guardian can either be an

individual known to the family or the service can be hired from a Guardianship Agency.

5. Expectations of UK-based parent or UK Guardian

- To be the named contact in case of an emergency
- To provide ongoing support to the student
- To contact TEDI-London if you have concerns about the student

By signing below, I confirm that I am the parent or legal guardian of the applicant named above and that all the information I have provided is correct and true. If any of the information I have provided is found to be false, I accept that the registration of the applicant could be terminated.

Parent/Legal Guardian Signature:	
Date:	