



## ESCP Business School (London Campus)

### Policy for students under the age of 18 years

<b>Document title:</b> Policy for students under the age of 18 years	
<b>Owner:</b> UK Director of Student and Academic Services	
<b>Approving body:</b> Academic Standards and Quality Committee	<b>Date of approval:</b> August 2023
<b>Version:</b> 1.1	<b>Next review date:</b> August 2024
<b>Supersedes:</b> 1.0	<b>Previous review dates:</b> August 2022

## Contents

<b>1. Introduction</b>	3
<b>2. Parental responsibilities</b>	3
<b>3. Contracts</b>	3
<b>4. Internet access</b>	3
<b>5. Field trips</b>	3
<b>6. Social activity</b>	4
<b>7. Alcohol &amp; tobacco</b>	4
<b>8. Holding office</b>	4
<b>9. Evening lectures</b>	4
<b>10. Relationships with staff</b>	4
<b>11. Health</b>	4
<b>12. Child Protection/Safeguarding</b>	4
<b>13. Parental consent</b>	4
<b>14. Emergency contact</b>	5
<b>15. Notification</b>	5
<b>16. If you do not have a contact in the UK</b>	5
<b>Consent Form</b>	6

## **1. Introduction**

The School may admit students who are under the age of 18 years. In most cases, this will be a temporary situation, as the student will be approaching their eighteenth birthday.

The School is an adult environment and treats all its students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way. The School will correspond directly with students under 18 years of age rather than parents or legal guardians.

The School recognises that anyone under the age of 18 living in England is legally a child and that some legal restrictions apply to this group, e.g. prohibition on the consumption of alcohol on licensed premises.

## **2. Parental responsibilities**

The School 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.

International students aged 16 or 17 must obtain the written consent of a parent or legal guardian so that they can live and travel independently when applying for a UK student visa.

Parents/legal guardians must complete and sign the appended Consent Form. We ask that parents/guardians fill in the consent form, having read the document above so that the School can offer appropriate support and safeguarding for students who are under 18 and may be either more vulnerable or not have the same rights older students. In signing the form, the parent or guardian will be accepting the arrangements outlined and the responsibilities of the student, themselves and the School.

## **3. Contracts**

A person of 16 or 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. The School reserves the right, where a person must be aged 18 or over to be legally competent to enter into a contract with the School, to require a student's parents to honour all obligations (under any contracts with the School) that the student enters into prior to their 18th birthday.

## **4. Internet access**

Parents and guardians of students under 18 should note that internet access is unrestricted at the School. It is not possible for the School to limit access to any particular sites or categories of information. Students under 18 will be expected to observe the same rules and regulations about acceptable use of the Internet as all other students.

## **5. Field trips**

Programme(s) may involve compulsory or optional field trips, excursions or other periods of study away from the School. Subject to the School's duties under health & safety law, the School is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities.

## **6. Social activity**

Students are treated as adults and are expected to attend teaching activities and to both live and study independently without formal supervision. The school environment provides peer groups of mixed adults, none of whom undergo criminal record checks. Participating in social activity on and off campus is at the student's discretion and the School cannot take additional responsibility for a student who is under the age of 18 years in relation to such activities.

## **7. Alcohol & tobacco**

It is illegal for alcohol or tobacco to be sold to or bought by individuals who are under the age of 18 years. The School will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the School's control but cannot undertake to supervise any individual student.

## **8. Holding office**

Students who are under 18 years are not allowed to hold office, for example, they may not be secretary or treasurer to a sports club or other students' association.

## **9. Evening lectures**

Like most higher education institutions, the School operates extended teaching hours so lectures and contact time with tutors could be between 9 am and 9 pm. The School cannot undertake to supervise any student travelling home during these extended hours.

## **10. Relationships with staff**

The School believes the professional relationship between a student and a member of staff is an important part of the student's educational development. To ensure that students maximise their learning experience, it is vital that trust and confidence exist between staff and students, and this could be jeopardised if a member of staff has a romantic/intimate relationship with a student.

Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which includes members of School staff) to engage in sexual activity with someone who is under 18 years. It is the School's view that any sexual relationship with a student under the age of 18 years would constitute gross misconduct by a member of staff.

## **11. Health**

Students under 18 should ensure that they are registered with a GP if they live away from home. Parents or guardians are responsible for ensuring that the School has been informed of any special needs or requirements.

## **12. Child Protection/Safeguarding**

The School has a duty to protect individuals under the age of 18 from abuse and is obliged to report any suspicions or allegations of abuse of children to the appropriate Social Services Officer, as set out in the Safeguarding Policy.

## **13. Parental consent**

The School's policy is that it deals with students and not with parents or guardians. This approach will apply equally to students who are under the age of 18. The School will therefore correspond with students and not with parents or guardians unless the School receives



express written permission from the student or there is a medical, criminal or similar emergency.

#### **14. Emergency contact**

Students who have not attained the age of 18 can have their refusal to receive medical treatment overridden by parents. However, please note that a child from the age of 16 is entitled to consent to medical treatment and that parents cannot overrule such consent.

#### **15. Notification**

Relevant staff will be notified of any student who will be under the age of 18 years on entry to the School.

#### **16. If you do not have a contact in the UK**

If you do not have a contact in the UK who can act as a guardian, then you will need to make arrangements to obtain a guardian before completing and returning the Under 18 Consent Form and include details of the guardian on the form. There are guardianship agencies available on the [AEGIS](#) website. Please ensure that the agency you agree to work with has experience supervising University/higher education students, as many agencies are aimed at children staying at boarding schools which is very different.



## Consent Form

(For Applicants who will be Under 18 when joining ESCP Business School London Campus)

**Before registering on your course you and your parents/guardians must complete this form:**

- Please ensure it is signed by yourself and your parents/legal guardians
- If you will be sponsored by us as a Tier 4 (General) student you must also supply a copy of your birth certificate, certificate of adoption or a court document confirming legal guardianship

Student ID number	
Student Name	
Course Name	
Date of Birth	

Please tick one of the boxes below to indicate which of the following statements applies:	
<p><b>A. Parent/guardian will be resident in the UK</b></p> <p>I, the parent/guardian, intend to be resident in the UK until my son/daughter/ward turns 18 years of age. I acknowledge that as soon as I am no longer able to reside in the UK I will make provision for a UK Guardian and inform the School within one (1) week of any change.</p>	
<p><b>B. Parent/Guardian will not be resident in the UK</b></p> <p>I, the parent/guardian, do not intend to be resident in the UK. Until my son/daughter/ward turns 18 years of age I have arranged for a nominee who is over the age of 18 years and is resident in the UK to act as a UK Guardian. I have provided contact details for the UK Guardian below*:</p>	
<b>*Contact Details for UK-based Guardian</b>	
Family Name	
First Name	
Home phone	
Mobile phone	
Email	
UK Address	

### Parent/Guardian Consent



Please note that student's parents/legal guardians must sign this form.

**Processing of Personal Data**

By completing this form the UK Guardian hereby provides his/her consent to the collection and further processing of the personal data (including any sensitive personal data) contained within this form in accordance with the School's Under 18 Policy. And for the purposes set out above, and as otherwise legally required or lawfully permitted from time to time under the Data Protection Act 1998.

<p>I confirm that I have read the School's Under 18s Policy and understand the nature of the School's relationship with its students under the age of 18. I hereby provide my consent to the School processing the personal and sensitive personal data about me which I choose to submit to the School, for the purposes set out in this Policy.</p>	
<p><b>Parent or Legal Guardian of the above named student/applicant:</b></p> <p>Print Name .....</p>	<p>Signature: .....</p> <p>Date: .....</p>

<p><b>For Parents/Legal Guardians of an International Student sponsored under the School's Tier 4 license only</b></p>	
<p>I confirm that I have given my consent to the student making, or having made, a Tier 4 (General) visa application)</p>	<p>Print Name .....</p> <p>Signature: .....</p> <p>Date: .....</p>

**• Student/Applicant Consent**

<p>I confirm that I have read the School's Under 18s Policy and understand the nature of the School's relationship with its students under the age of 18. I hereby provide my consent to the School processing the personal and sensitive personal data about me which I choose to submit to the School, for the purposes set out in this Policy.</p>	
<p>Name.....</p>	<p>Signature: .....</p> <p>Date: .....</p>



**TO BE COMPLETED FOR INTERNATIONAL STUDENTS SPONSORED UNDER THE SCHOOL'S TIER 4 LICENSE ONLY:**

<b>Confirmation of Student's Travel, Reception and Accommodation Arrangements, and Proof of Relationship</b>	
<p>Confirmation of the student's travel arrangements to the UK:</p>	<p>Method of travel: .....</p> <p>Date of travel: .....</p> <p>Will the student be accompanied? Yes/No</p> <p>If Yes, by whom? .....</p>
<p>Confirmation of the arrangements for the student's reception when they arrive in the UK e.g. name of person who will meet them, when and where, and/or details of taxi company that will pick them up, etc.</p>	
<p>Confirmation of student's living arrangements in the UK:</p>	<p>Full address: ..... ..... .....</p> <p>Contact telephone number: .....</p> <p>Who will be residing there: ..... .....</p> <p>Any other relevant details: ..... .....</p>
<p>Please enclose a copy of one of the following documents to prove your relationship with the student as their parent or legal guardian (translated into English if necessary):</p> <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Certificate of Adoption</li> <li>• Legal Document</li> </ul> <p>(Please do not provide the original document as we cannot guarantee its safe return)</p>	<p>To be completed by the parents/legal guardians who is named on the document:</p> <p>I confirm that a copy of the relevant document is enclosed with this form and this is a genuine copy of the original document:</p> <p>Name: .....</p> <p>Signature: .....</p> <p>Date: .....</p>