

Policy for students under the age of 18 (2022/2023 entry)

**Introduction**

London Contemporary Dance School requires that the parent or legal guardian of any student who is under the age of 18 years confirms, by signing and returning the enclosed form, their acceptance of the arrangements set out in this document; once the student reaches the age of 18, these accepted terms will automatically be regarded as agreed by the student.

London Contemporary Dance School is committed to equal opportunities in its admissions and applicants are considered on their individual merits. Occasionally London Contemporary Dance School admits students who are under the age of 18 years. These students and their families should understand that London Contemporary Dance School is an adult environment and students are expected to assume an adult level of responsibility. Students are expected to have the necessary skills to study and live independently alongside people from a wide variety of ages and backgrounds. Places are 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. London Contemporary Dance School 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.

However, London Contemporary Dance School acknowledges that anyone under the age of 18 is legally a child and recognises that students under the age of 18 may therefore have different needs in relation to their support and wellbeing. Support services, and academic departments work together to ensure the wellbeing of students under the age of 18 is maintained accordingly.

**Child Protection/Safeguarding**

As a matter of law, a person under the age of 18 years is a child. London Contemporary Dance School 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 Children's Social Care service. Any such suspicions or allegations will be reported to London Contemporary Dance School's Lead Safeguarding officer, who will contact the appropriate authorities. Please refer to the [The Place - Safeguarding Policy](#)

**Parental Responsibility**

London Contemporary Dance 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.

## **Next of Kin (Emergency Contact)**

It is particularly important that emergency contact details are provided for students under the age of 18 and their parents/legal guardians are required to supply this information prior to their registration with London Contemporary Dance School. Students under 18 will not be allowed to register on their course unless this information is provided. For students whose parents are not in the UK, this could be a UK Guardian. See 'Additional advice for students under 18 and outside the UK' at the end of this document.

## **Estrangement**

If you are a student who is estranged or going through the process of estrangement from your biological or adoptive parents, we require proof of this situation. We also need you to provide us with your appointed guardian as next of kin. Information on supporting statements to prove estrangement and further information for estranged students can be found here: [Standalone](#)

## **Health**

When you turn 16 you can give consent for most medical or dental treatment without a parent's knowledge. Treatment will remain confidential.

In the event of a life-threatening emergency that occurs while your child is within The Place, a qualified first aider will manage the emergency until an ambulance arrives and takes your child to hospital. Medical decisions pertaining to a life-threatening situation will be made by the first aider/paramedic/doctor who is currently managing the situation. A member of staff from The Place will accompany your child and will contact you immediately. If a paramedic or doctor needs to perform a lifesaving intervention that requires a signature before you can be contacted, the paramedic or doctor will make the medical decisions and the acting member of staff will sign the paperwork. Please see the *Parental consent for medical treatment and data form* for further information.

Parents or legal guardians are responsible for ensuring that London Contemporary Dance School has been informed of any specific needs or requirements.

## **Parental Involvement in Academic Affairs**

It is London Contemporary Dance School's policy to deal directly with students and not with parents; this approach will also apply to students who are under the age of 18 years. Unless the situation is deemed a safeguarding issue London Contemporary Dance School will correspond with students, not parents or guardians. This means that London Contemporary Dance School is not able to give information to parents/guardians regarding the student's progress, results or any other personal circumstance unless the student has given specific consent.

Although those under 18 are regarded as children under UK law, they still have the legal right under General Data Protection Regulation (GDPR) 2018 for information about them not to be disclosed without their explicit consent.

## **Notification of Age of Student**

The Director of Registry and Student Well-Being will be notified, prior to registration, if any student within the school is under the age of 18 years on entry to the School. Their Personal Tutor and relevant student support services will also be notified. Teaching and other staff will not routinely be made aware of a student's age.

## **Contracts**

As a general rule, those under the age of 18 are unable to enter into legal contracts. Where contracts are required, e.g. for tuition fees, London Contemporary Dance School requires the parent or legal guardian to act as guarantors and to honor all obligations under any contracts with London Contemporary Dance School that the student enters into prior to their 18th birthday. Failure to pay debts due to London Contemporary Dance School could result in studies being suspended.

## **Student Accommodation**

Parents and Guardians should recognise that their child may be residing with students who are over the age of 18. London Contemporary Dance School does not provide any halls of residence and the majority of students live in shared accommodation. We have a strong relationship with the University of London Housing Service who might be able to help find appropriate accommodation.

For students who turn 18 after 30<sup>th</sup> October 2022 it is a condition of their offer that they live with host family where you can be sure that your child is in a secure environment until they turn 18.

## **Legal Restrictions**

Under UK law, minors are unable to purchase alcohol, tobacco, solvents, fireworks and knives. They are also restricted from entering Nightclubs unless the event is specifically for under 18s. If accompanied by an adult, 16 and 17-year olds are able to drink (but not purchase) beer, wine or cider with a meal. Some pubs and bars will admit entry to minors, but they will not be allowed to purchase alcohol. There are also age restrictions on certain films, video games and it is illegal for a minor to gamble online or in a gambling establishment.

## **Alcohol and Tobacco**

London Contemporary Dance School will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under control of The Place but cannot undertake to supervise any individual student. Individuals are subject to random checks in relation to their age when using any licensed premises in the UK. Please refer to the [Student Alcohol and Drug Policy](#)

## **Relationship with staff**

Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which includes members of London Contemporary Dance School and Place staff) to engage in sexual activity with any student. [Policy on Sexual Misconduct Harassment Related Behaviours.](#)

## **Additional advice for students under 18 and outside the UK**

For students who turn 18 after 30<sup>th</sup> October 2022 and whose parents live outside the UK, London Contemporary Dance School requires that you provide details of a guardian based in the UK. This is as well as parent or guardian details of who normally looks after you. London Contemporary Dance School also needs to know who you would want us to contact in the case of emergencies.

The UK based guardian may be a relative or friend of your family, but you should ask for their consent before providing London Contemporary Dance School with their contact details.

London Contemporary Dance School will only be able to register you as a student once you have provided details of the UK based guardian. If, however you do not have a contact in the UK who is willing and able to act as a guardian then there are agencies who will, for a fee, make arrangements for you. The Association of Educational Guardians for International Students (AEGIS) inspects and provides accreditation to guardianship organisations in the UK in line with current UK legislation.

[www.aegisuk.net](http://www.aegisuk.net)

If you do not have a contact in the UK then you will need to make arrangements to obtain a guardian before completing and returning the consent form and you will not be allowed to register as a student until you have provided all details.

## **Changes to next of kin/emergency contact/guardian details**

You must inform London Contemporary Dance School straight away if there are changes to any of the contact details provided.

### **Introductory Meeting**

All students who are under the age of 18 when they start their studies at London Contemporary Dance School will be required to attend a mandatory Introductory Meeting at the start of the academic year. Failure to attend a meeting will mean that they have not met the requirements for full registration and their registration will be suspended until they have met the requirement. Parents and UK Guardians are welcome to attend the meeting along with the student if they wish to.

### **Expectations of UK-based parent or UK Guardian:**

- To be the named contact in case of a medical emergency
- To provide ongoing support to the student
- To contact the student at least once a week
- To contact London Contemporary Dance School if you have concerns about the student being ill and missing lectures/tutorials
- To contact the London Contemporary Dance School with any other concerns about the student

# THE PLACE LONDON CONTEMPORARY DANCE SCHOOL

## Parent Consent Form 2022-23 - students under the age of 18

This form should be completed by the parent/legal guardian of an Applicant to London Contemporary Dance School who will be under the age of 18 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 London Contemporary Dance School and met the necessary conditions of the offer.

The specific expectations that London Contemporary Dance School has of UK-based parents, UK Guardians and Guardianship Agencies will cease on the student's 18th birthday. If you have any queries about this form, or would like to convey additional information to London Contemporary Dance School please email [anna.helsby@theplace.org.uk](mailto:anna.helsby@theplace.org.uk)

### SECTION A (To be completed by the parents/guardians of all applicants under the age of 18)

**Name of Applicant:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Course Applied for:** \_\_\_\_\_

**Emergency contact information:** \_\_\_\_\_

In the unlikely event of an emergency involving this applicant after they enroll at London Contemporary Dance School and before they reach the age of 18, please provide contact details below. These details will be used in line with our Student Emergency Contact Protocol.

**Name:** \_\_\_\_\_

**Relationship to Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Mobile phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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## CONSENT - Please read carefully

By signing this document, I confirm that I am the parent/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.

I confirm that I have read and accept the conditions outlined in the "Policy for Students Under the Age of 18 Years" document provided by London Contemporary Dance School. I accept that London Contemporary Dance School will not act in loco parentis should the above applicant be admitted to London Contemporary Dance School.

**Name of Signatory:** \_\_\_\_\_

**Relationship to Applicant:** \_\_\_\_\_

**Signed: Date:** \_\_\_\_\_

*Please complete Section B if the applicant lives outside of the UK only (International/EU students)*

If you are the parent of a student under the age of 18, and you reside outside of the UK, you will need to appoint a UK Guardian who resides in the UK. Your signature will indicate your consent for your child to travel and live independently in the UK. You will also need to provide evidence of guardianship in the form of a birth certificate, adoption certificate or court document and submit a copy with this form.

## Section B

To be completed by parents/guardians of applicants living outside the UK only (International/EU students).

**Name of Signatory:** \_\_\_\_\_

**Relationship to Applicant:** \_\_\_\_\_

**Signed by first Signatory: Date** \_\_\_\_\_

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If you live outside the UK and the applicant will be less than 18 years of age upon commencement of the course, the University requires that you provide the contact details of a guardian based in the UK (please see policy document section 'Additional advice for students under 18 and outside the UK') Please provide these details below:

**Name of legal guardian (and name of Guardianship Agency if appropriate):**

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**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_