



The Institute
of Contemporary
Music Performance

U18 Policy

| Version number | Date approved (including committee) | Reason for production/revision | Author | Proposed next review date |
|----------------|-------------------------------------|--------------------------------|--------------------------|----------------------------|
| V1.0 | Feb 2020 ExCo | New Policy | Head of Student Services | Biennially and as required |

Related policies

- Admissions Policy
- Safeguarding Policy and Procedure
- Equality & Diversity Policy & Procedure
- Student Mental Health Policy and Procedure
- Student Charter
- Student Disciplinary Policy and Procedure

External Reference

1. Equality Act 2010, <https://www.legislation.gov.uk/ukpga/2010/15/contents> The policy has been informed by the Equality Act 2010 consolidated, simplified, strengthened and replaced previous legislation, consolidating equality legislation with respect to nine protected characteristics.
2. The Children Act 1989 provides the legislative framework for child protection in the UK
3. The Children Act 2004
4. Safeguarding Vulnerable Groups Act 2006
5. Working together to safeguard children (Department for Education, 2018) an updated version of the key statutory guidance for anyone working with children in England. It sets out how organisations and individuals should work together and how practitioners should conduct the assessment of children.



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1. Policy Statement

1.1. ICMP is committed to equal opportunities in its admissions. Occasionally ICMP admits students who are under the age of 18 years. In most cases this will be a very temporary situation, as the student will be approaching their eighteenth birthday. ICMP 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.

1.2. The minimum age for students to study at ICMP is 16.

2. Principle Aims

2.1. It is a condition of registration with ICMP 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, 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.

3. Scope

3.1. This policy is for any student who will be under the age of 18 at the start of their programme of study at ICMP, including but not limited to:

3.1.1. Undergraduate certificate, diploma and degree courses

3.1.2. Summer Schools

3.1.3. Non-accredited short courses

4. Parental Responsibilities

4.1. ICMP 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.

5. Legal Restrictions

5.1. 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 illegal for a minor to gamble online or in a gambling establishment.

6. Next of Kin (Emergency Contact)

6.1. It is particularly 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 with ICMP. **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. Estranged Students who are unable to provide Next of Kin, Parent or Guardian information will be assessed and admitted on a case by case basis.

7. Health

7.1. In rare instances, consent for emergency medical treatment may be required before parents or guardians can be contacted. ICMP therefore requires parents to give

their consent that, in the case of such an emergency, a senior member of ICMP has permission to act on medical advice and do what is in the best interests of the child. **By signing the Parent Consent Form, the student's parents or guardians indicate their consent to act in this way.**

7.2. Parents or guardians are responsible for ensuring that ICMP has been informed of any special needs or requirements at least one month in advance of the course start date.

8. Parental Involvement

8.1. It is ICMP's usual policy that it deals with students (with whom it has a contractual relationship) and not with parents. This approach will also apply to students who are under the age of 18 years. This means that ICMP is not able to give information to parents regarding the student's progress, results or any other personal circumstance unless the student has given specific consent. ICMP will therefore correspond with students, not parents. Further information for parents and details on how students can give 'consent to share' is available on the Parent Information pages.

9. Child Protection/Safeguarding

9.1. As a matter of law, a person under the age of 18 years is a child. The University 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 ICMP's Designated Safeguarding Lead, who will contact the appropriate authorities.

9.2. The **Head of Student Services** as Designated Safeguarding Lead is responsible for advising on the admission and support of students who are aged under 18. Monitoring the welfare of students who are aged under 18.

10. Notification of Age of Student

10.1. The **Head of Admissions** is responsible for:

10.1.1. Informing the Designated Safeguarding Lead on the admission of students who are aged under 18 onto any programme of study at ICMP.

10.1.2. Informing the Head of Undergraduate Programmes on the admission of students who are aged under 18.

10.2. The Programme Leader and Deputy Programme Leader of the relevant programme of study will be notified, prior to enrolment, of any student studying on their programme who will be under the age of 18 years on entry to ICMP. The Student Wellbeing Team and relevant Disability Advisers, Mental Health Advisers and Counselling Providers will also be notified as relevant. Teaching and other staff will not routinely be made aware of a student's age.

11. Contracts

11.1. 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. In circumstances where a person must be aged 18 or over to be legally competent to enter into a contract ICMP requires a students' parent to honour all obligations that the student enters into prior to their 18th birthday. **By signing the Parent Consent Form, the student's parents or guardians indicate their consent to act in this way.**

12. Student accommodation

12.1. ICMP is not a traditional campus style institution nor does it have residential accommodation for students. Parents/ Guardians need to be aware that, if a person is under 18, the law says they aren't legally allowed to hold a tenancy but there are other options which you can look into such as, a licence, a guarantor or joint tenancy.

13. Co-Curricular Activities

13.1. Programmes may involve compulsory or optional trips, excursions or other periods of study away from ICMP. ICMP is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities. Unless indicated otherwise, **by signing the Parent Consent Form the parent/guardian gives consent for the student to take part in these activities on that basis.**

14. Alcohol

14.1. It is illegal for alcohol to be sold to or bought by students who are under the age of 18 years. ICMP does not have a dedicated student union building or performance venue and as such uses known licensed live music premises and other venues for the purpose of Freshers activities, student social activities, extra-curricular activities, masterclasses and final performance showcases. ICMP will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under ICMP's control but cannot undertake to supervise any individual student.

15. Relationships with staff

15.1. Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which includes members of ICMP Staff) to engage in sexual activity with someone who is under 18 years.

16. Additional advice for students under 18 and outside the UK

- 16.1. If a student is under the age of 18 when they apply to ICMP and their parents live outside the UK, ICMP requires that the student provides details of a guardian based in the UK. This is as well as parent or guardian details of who normally looks after them. ICMP also needs to know who would need to be contacted in the case of emergencies.
- 16.2. The UK based guardian may be a relative or friend of the family but their consent must be sought before providing ICMP with their contact details.
- 16.3. ICMP will only be able to register the student once they have provided details of the UK based guardian.
- 16.4. If the student does not have a contact in the UK then they will need to make arrangements to obtain a guardian before completing and returning the consent form and they will not be allowed to register as a student until they have provided all details.