

Procedure 4.12 Consent from Parents or Guardians

This procedure has been developed to ensure the Academy complies with the requirements set out by accreditation bodies for the safeguarding of U18s. These include the need to obtain consent from parents or a guardian before accepting students who are under 18 onto any courses.

When a student, agent or any other person enquires about the enrollment of U18s onto any of the Academy's courses, the Academy staff dealing with the enquiry will inform them that written consent from the parents or guardian of U18 students will be required before they will be able to start the course.

The parental consent form

A copy of the Academy's *parental consent form* will be handed to, or sent by email to the parents/guardian, agent or U18 applicant if they express the desire to enroll onto any of the Academy's courses.

The parental consent form consists of the following sections:

- Data protection guarantee
- Student details
- Parents' or guardian's details
- Consent for the U18 to travel
- Consent for the U18 to stay in approved accommodation
- Agreed curfew time of 10 pm
- Permission for the U18 to partake in leisure activities
- Permission for the U18 to spend some time in unsupervised activities such as shopping
- Medical information the Academy should be aware of and permission to arrange medical treatment if required
- Attendance requirements
- Consent for taking photographs or video clips of U18s
- Home doctor's contact details for long-stay U18s
- Consent for students who are 16 or 17 years old to be in regular contact with other students who are over 18 years old.

All sections of the form must be agreed and signed by the parents or guardian of U18 students and handed to an Academy staff member before the U18 students can start a course at the Academy, or be placed in accommodation in the UK, with the support of the Academy. Scanned copies of the signed parental consent form may be sent by email, but students arriving from the UK will be informed that they also need to present hard copies of their signed parental consent forms on arrival in the UK.