

4.12 Consent from Legal Guardians					
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Review No	5	Next Review Date	July 2022	Approved on	19/07/2021

Procedure issued: April 2014

Procedure owner: Principal / CEO

- ❖ This procedure is shared with our students and/or can be obtained:
 - on our website <https://docklandsacademy.co.uk/policies-and-procedures>,
 - on the desktops of all computers in the library on the top floor,
 - by emailing us at info@docklandsacademy.co.uk.
- ❖ Also, our students are informed about the main aspects of the procedure in the Student Handbooks, Induction Seminar and Learning Agreement.
- ❖ The procedure is reviewed and monitored on a regular basis for currency and fitness as part of our Annual Policy and Procedures Review.

1. Introduction

1.1 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 legal guardian before accepting students who are under 18 onto any courses.

1.2 When an U18 student enquires about the enrollment onto any of the Academy's courses, the Admissions Team will ask for especially a written consent from the parents or guardian of them along with the following documents:

- Application form
- Initial Documents
 - Certified and dated copies of Passport
 - Visa copy
 - Home Office/UKBA letters
 - Medical certificates (if any)
 - Proof of Address
 - Certified and dated copies of student qualifications (if applicable)
 - Educational qualifications
 - English language certificates
 - And/or Recognition of Prior Learning



- Parent Consent Form (Students aged under 18)
- Online Safety Acceptable Use Agreement (Students aged under 11-15 or 16-18)
- Video / Photograph Consent Form
- Admissions Feedback Form
- Learning Agreement
- Induction Declaration Form

2. The Parent Consent Form

2.1 A copy of the Academy's Parent 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.

2.2 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
- Home doctor's contact details for long-stay U18s
- Attendance requirements
- Consent for students who are 16 or 17 years old to be in regular contact with other students who are over 18 years old.

2.3 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. Prospective students will also have to co-sign the consent form, showing awareness that their parent / guardian has discussed the contents of the form with them to which they've also agreed.

3. Related Documents

3.1 Policies

- 4 Admissions

3.2 Procedures

- 1.7 Data Protection
- 1.9 Review and Revision of Policies and Procedures
- 4.1 Enrolment and Selection
- 4.4 Attendance Monitoring
- 4.6 Student Induction
- 4.10 Refund of Tuition Fees and Compensation
- 4.11 Student Protection Plan
- 5.2 Welfare Services and Pastoral Care
- 5.3 Equality, Diversity and Special Needs
- 6.15 Safeguarding
- 6.16 Prevent Duty (Racist, Discriminatory, Abusive and Extremist Behaviour)
- 7.1 Review and Sign off PI
- 7.4 HE Public Information

3.3 Student Terms and Conditions

3.4 External reference points:

- **Office for Students (OfS) Requirements and Guidance** at <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/>
- **UK Quality Code Advice & Guidance – Admissions, Recruitment and Widening Access** at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>
- **Higher Education Code of Governance** (Committee of University Chairs, December 2014) at <https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf>
- **Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers** at <https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf>
- **OIA The Good Practice Framework: Handling Students Complaints and Academic Appeals** at <https://www.oiahe.org.uk/media/1859/oia-good-practice-framework.pdf>
- **Pearson Recognition of Prior Learning Policy** at https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition_of_prior_learning_and_process_policy.pdf
- **Competition and Markets Authority Guidance for HE Providers** at <https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers>
- **UKCISA Code of Ethics** at <https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics>
- **UK Visa & Immigration (UKVI) regulations** at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>
- **Equality Act – 2010** at <https://www.legislation.gov.uk/ukpga/2010/15/contents>