



Safeguarding Policy

Addendum for students under the age of 18 years

Reviewed: November 2025

Next review: November 2026

This addendum is to be applied along with the Safeguarding policy as/when an under 18 student is enrolled. For the purposes of the policy Under 18s will be referred to as: Young Person/Child

Policy for students under the age of 18

Aims

It is a condition of registration with the East Midlands School of Business Management that the parent or 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.

Introduction

ESBM is committed to equal opportunities in its admissions. All applications are considered on their individual merits. Students and their families should understand that ESBM is an adult environment; students are expected to act as adults and to assume 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. ESBM 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, ESBM 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. Staff in support services and academic departments work together to ensure the wellbeing of students under the age of 18 is maintained accordingly.



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Parental Responsibility

ESBM will assume the responsibilities and authority that parents have in relation to a child, and it will act (if necessary) *in loco parentis* in relation to students who are under the age of 18 years. Precise details of responsibilities are laid out in the Under 18 Application form which parents must sign.

Absence

Under 18s are highlighted on each register. All under-18s must be registered by their teacher every day. They must report absence within 30 minutes (by 10.00). This is monitored by reception and any missing student will be immediately contacted and their absence noted. Should the matter raise further concern a contact to first the Supervising adult/Emergency contact (UK) and then, if necessary the Parent/Guardian will be made.

The reason for all authorised absence is checked with the Supervising adult/Emergency contact (UK) and/or if necessary the Parent/Guardian.

Communication

As per policy staff will contact under-18 students first when dealing with learning matters and lateness/attendance. In doing this Managers will use phone or email. But teachers will use only email and always copy the Parent/Guardian, Principal and Administration into the message.

Next of Kin (Emergency Contact)

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. **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.

Consent for emergency medical referral is required on the U18 application form. **By signing the U18 application form, the student's parents or guardians indicate their consent to act in this way.**

Parents or guardians are responsible for ensuring that ESBM has been informed of any special needs or requirements.

Parental Involvement

It is ESBM's preferred policy to deal with students initially concerning ongoing academic issues whilst at ESBM academic issues whilst keeping parents informed. We fully understand that parents residing overseas will have a focus on the welfare and well-being of their child. ESBM will undertake to keep open lines of communication to parents where possible on all matters concerning student welfare.



Child Protection/Safeguarding

As a matter of law, a person under the age of 18 years is a child. ESBM 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 ESBM's appropriate designated person, who will contact the appropriate authorities.

Notification of Age of Student

The relevant teacher, Director of Studies and Principal will be notified, prior to registration, of any student within their department who will be under the age of 18 years on entry to ESBM.

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 ESBM requires parent or guardians to act as guarantors and to honour all obligations under any contracts with ESBM that the student enters into prior to his or her 18th birthday. **By signing the Parent Consent Form, the parent agrees to this.** Failure to pay debts due to the school could result in studies being suspended.

Student Accommodation

Accommodation whilst attending ESBM is the sole responsibility of the parents/guardian and ESBM takes no responsibility for any issues related to the residence of any student whilst registered with ESBM.

Trips and Visits

There may be optional field trips, excursions or other visits away from ESBM. In such cases an appropriate risk assessment will be completed. **By signing the Parent Consent Form parent/guardian gives consent for the student to take part in these activities.**

Alcohol and Tobacco

It is illegal for alcohol or tobacco to be sold to or bought by individuals who are under the age of 18 years.



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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 ESBM staff) to engage in sexual activity with someone who is under 18 years.

Changes to next of kin/emergency contact/guardian details

Parents/Guardians must inform ESBM straight away if there are changes to any of the contact details.