

# **COLLEGE OF AGRICULTURE, FOOD AND RURAL ENTERPRISE**

## **Information for potential students under 18 years of age (at date of enrolment) and their parents/legal guardians**

### **1. Introduction**

- 1.1 CAFRE is committed to ensuring that any students who are under the age of 18 receive the same quality of experience as those students aged over 18, whilst also meeting the additional legal requirements that apply to this age group.
- 1.2 A significant number of CAFRE students are aged under 18 and would therefore legally be regarded as children. The College has a well-developed Child Protection Policy along with other internal procedures aimed specifically at caring for and protecting students under the age of 18 in an adult environment. Our Child Protection Policy is included within the Student Handbook, available on our website. The College is also fully compliant with the requirements of the Disclosure and Barring Programme.  
<https://www.justice-ni.gov.uk/articles/disclosure-and-barring>
- 1.3 Parents and prospective students should however be aware that whilst additional measures are in place to support under 18's, CAFRE is primarily an adult environment. Students joining CAFRE are expected to behave like adults and to assume an adult level of responsibility. This is considered a key part of their personal development.

Students under 18 will receive support from a tutor, a team of student support staff and a Student Support Officer but they will not receive the level of supervision they would receive in school. They are expected to have the necessary skills to study or work and live independently alongside students over 18 from a wide variety of backgrounds.

### **2. Procedures**

Students under 18 who have been offered and accepted a place on a CAFRE course must :

- ensure that the consent form (see Appendix 1) is signed by your parent/legal guardian and returned to College Education Admin. This form provides a statement of agreement by your parent/ legal guardian to the activities you are likely to engage in as part of your course. It also highlights that CAFRE may have to take action on your behalf in certain circumstances, such as authorising emergency medical treatment.

*Note that CAFRE does not act 'in loco parentis' and the permission of a parent or legal guardian has to be sought where you wish to make certain decisions, for example, entering into specific contracts or making a complaint. The permission of your parent/legal guardian may also be sought in the event of illness, accident or disciplinary matters.*

- be aware that it is not legally possible to offer you confidentiality, as certain disclosures must be reported because of your age. However, you still have rights under the General Data Protection Regulation Freedom of Information Act, for example *information about results in assignments and examinations or about health issues should not be disclosed to a third party without your consent, unless this is part of a contract or there is a legal obligation to do so or if CAFRE or a third party has a legitimate interest, such as an employer who is funding a student.* However, failure to pay any sums of money under contract can be disclosed to parent(s)/carer(s) or legal guardians or any debt collection agency.
- follow the law in relation to matters such as purchasing alcohol, giving consent, holding office etc. Failure to do so may result in legal and or disciplinary action.
- understand that CAFRE **must** hold details of your emergency contact details, including those relating to your parent(s)/carer(s) or legal guardian(s). It is essential that you provide such details and inform us of any changes to these details to ensure that we contact the appropriate person where necessary.
- Inform staff when you leave Campus and return to Campus. All under 18 year old students (staying in our residential accommodation) **must** be back on Campus before 11.00pm. A late pass enabling students to return after 11.00pm will only be issued with parental consent and at the discretion of staff. Late passes will be restricted to one per week.
- be aware that a record will be kept by the Student Support Officer or the Student Support Team in relation to any incidents and their outcomes involving persons under 18.

## Appendix 1

Dear Parent/Legal Guardian,

### Parent/Guardian Consent Form

As your son/daughter/ward is starting as a student at CAFRE and s/he is under the age of 18, we are writing to inform you about CAFRE's policy and procedures in relation to his/her protection and safety, which address the requirements of current legislation.

Before your son/daughter/ward can be enrolled with CAFRE, we require you to read and acknowledge your consent/understanding of the following:

1. I/we understand that the College of Agriculture, Food and Rural Enterprise (CAFRE) does not act 'in loco parentis' for my/our son/daughter/ward. This means that my/our permission will be sought if s/he wishes to make certain decisions, such as entering into specific contracts or making a complaint.
2. I/we accept that we may have to be informed if s/he is taken ill, has an accident or in any way has to be disciplined.
3. I/we consent to the activities that my/our son/daughter/ward will be undertaking as part of his/her studies on the programme being pursued.
4. I/we consent to CAFRE acting on medical advice in the best interests of my/our son/daughter/ward to authorise emergency medical treatment if it is not possible to contact either me/us or the appointed guardian.
5. I/we agree to accept liability for any of my/our son's/daughter's/ward's debts to CAFRE.
6. I/we understand and accept that CAFRE is an adult environment and that my/our son/daughter/ward will generally be treated as an adult where the law permits.
7. I/we understand and accept that while studying at CAFRE my/our son/daughter/ward will be subject to the law and to the Regulations, Policies and Procedures of CAFRE.
8. I/we understand that, in accordance with statutory requirements, it is not possible to offer confidentiality to a person under 18 and that any disclosures must normally be reported to a parent/carer/legal guardian apart from child protection issues which will be reported to appropriate authorities.
9. I/we understand that subject to paragraph 7 (above), the operation of the General Data Protection Regulation and Freedom of Information Act prevents CAFRE releasing information relating to my/our son's/daughter's/ward's academic, personal or social progress without him/her giving express consent to this. **However, failure to pay any sums of money under contract can be disclosed to myself/ourselves or any debt collecting agency.**
10. I/we realise that this consent form becomes null and void once my/our son/daughter/ward reaches the age of 18.

# Parent/Guardian Consent Form

Student Name \_\_\_\_\_ Course \_\_\_\_\_.

I understand and consent to the points 1 to 10 set out in the accompanying document Appendix 1 “**Parent/Guardian Consent Form**”.

**Name of Parent/Guardian** (Block Capitals) \_\_\_\_\_

\* **Billing Name** (if different from above) \_\_\_\_\_

**Billing Address** \_\_\_\_\_  
\_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\* See point 5 above.