



<b>Policy Owner</b>	ACBT College Principal
<b>Contact Officer:</b>	Course Coordinators
<b>Policy Number:</b>	QMKPO002 - ACBT
<b>Approved by:</b>	ACBT Board of Management (16/06/2017); Quality Assurance Unit (17/5/17)
<b>Date Approved:</b>	16 June 2017
<b>Last Reviewed:</b>	May 2017
<b>Related Policies:</b>	Progress and Graduation Policy Attendance Policy Critical Incident Policy
<b>Related Forms</b>	Minors Pre-Approval (Form A) Excursions: Teacher Proposal Form Student At Risk Form

## 1. Overview

1.1. This policy provides the operational guidelines release of information, support, monitoring and risk prevention for underage students.

## 2. Organisational Scope

2.1. This policy applies to all prospective and current students if under the age of 18 whilst studying at ACBT, except where otherwise stated.

## 3. Definitions

3.1. **Legal Custodian:** Person who has legal custody of an underage student whilst the student is a minor and for the duration of their enrolment with ACBT.

3.2. **Course Coordinators:** Individuals appointed to Coordinate activities of each of the courses at ACBT

## 4. Policy Principles

4.1. Local underage students are monitored by the Course Coordinators, but there are no requirements pertaining to their accommodation/care arrangements.

4.2. Underage students are required to fill form (Pre Approval form A) which outlines details of home address, living address, emergency contact details and any illnesses.

4.3. Underage students are required to grant ACBT permission to provide parent (or guardian listed in form A) with any information pertaining to ongoing academic progress , results and attendance

## 5. Policy Content

5.1. ACBT has in place procedures to:

- Ensure the college is compliant with Sri Lankan authority of child protection (National Child Protection Authority Act No 50 of 1998 )
- Provide welfare support for underage students as and when required.

5.2. Staff Working with Underage Students

All staff (academic, administration and marketing) that have contact with underage students have a role in ensuring the welfare of the students is protected. These responsibilities are outlined as follows:

## Underage Students (Minors) Policy

- Lecturers/teachers are requested to complete and submit a Student-at-Risk form for any student, whom they regard as requiring intervention by ACBT staff. Intervention may include one or more actions including increased monitoring, welfare advice, counselling, academic support or formal warnings.
- ACBT Course Coordinators are responsible for the following duties as they relate to underage students:
  - Exercise duty of care with regards to student arrangements and monitor student attendance, progress, and welfare arrangements
  - Offer intervention strategies to students at risk to facilitate corrective action
  - Alert Senior Management to any potential or actual critical incidents involving underage students
  - Liaise with carers and relatives in regard to underage (minors) student care.

### 5.3. Processes for Minors – Living Arrangements nominated by Parents

Parents (or legal custodians) who have decided to accept an offer from ACBT, need to take the following steps to confirm accommodation arrangements for their child whilst studying at ACBT Provider.

- Parents must complete and sign a Minors Pre-Approval (Form A), indicating that the student will be living with them or a legal custodian; their place of living and the contact telephone numbers;
- Parents/Student need to return this signed form to ACBT Course Coordinators
- Students must advise the Course Coordinators as soon as possible of any changes to the information provided in Minors Pre-Approval (Form A),

## 6. Administrative procedures

- 6.1. Underage students will be informed about this policy at the point of offer. They will also be informed about this policy at the orientation.
- 6.2. Staff will be informed about this policy at induction where it is related to their duty statement. Further information is provided (at least) on an annual basis during staff meetings.
- 6.3. Policy will be accessible via the ACBT website (<http://www.acbt.net/policies>)