

Black Mountains College

Under-18s Policy and Procedure

Policy

1. Purpose

Black Mountains College is committed to providing a safe, supportive and inclusive environment for all students.

Whilst the College primarily serves adult students, it also enrolls students aged 16–18 and may occasionally engage children and young people through educational, outreach and community activities.

This policy sets out the College's approach to supporting and safeguarding students under the age of 18.

2. Scope

This policy applies to:

- Students aged under 18 enrolled on College programmes.
- Children and young people participating in College activities, events or outreach programmes.
- Staff, volunteers, contractors and visiting lecturers involved in activities with under-18s.

3. Principles

The College will:

- Safeguard and promote the welfare of all children and young people.
- Recognise that students under 18 may require additional support and protection.
- Provide a safe learning environment.
- Promote equality, dignity and respect.
- Work in partnership with parents, carers and external agencies where appropriate.
- Ensure that safeguarding concerns are managed in accordance with the College Safeguarding and Protection Policy.

4. Responsibilities

The College

The College will:

- Maintain appropriate safeguarding arrangements.
- Undertake safeguarding risk assessments where under-18s are involved in activities.
- Provide appropriate supervision and support for all students under the age of 18.
- Ensure staff understand their safeguarding responsibilities.
- Maintain suitable safeguarding reporting procedures.

Students

Students under 18 are expected to:

- Behave responsibly and safely.
- Follow College policies and procedures.
- Raise concerns about their own safety or the safety of others.

Parents and Carers

Parents and carers remain responsible for students outside scheduled College activities unless otherwise agreed.

The College encourages appropriate communication with parents and carers while recognising the rights, maturity and developing independence of young people.

5. Safeguarding

All safeguarding concerns involving students under 18 must be reported immediately through the College safeguarding procedures.

Staff must not investigate concerns themselves.

Where there is an immediate risk of harm, emergency services should be contacted without delay.

6. Review

This policy will be reviewed annually or sooner if required by changes in legislation, guidance or College operations.

Procedure for Supporting Students Under 18

1. Identification of Students Under 18

The College will:

- Record the age of students during enrolment.
- Maintain a register of students under 18 where appropriate.
- Identify any additional safeguarding or support requirements via the College Under-18s Safeguarding Review Form.
- Follow the following Safeguarding process prior to course start for every under-18 student:
Enrolment → Under-18 Safeguarding Review Form completion → Support/Risk Assessment (if required) → Ongoing monitoring

2. Consent and Emergency Contact Information

Before enrolment or participation in College activities, the College will obtain:

- Emergency contact details.
- Parent or carer details where appropriate.
- Relevant medical, welfare or support information where necessary.

The College will process personal information in accordance with data protection legislation.

3. Learning Environment

Under-18 students are generally expected to study alongside adult students.

The College will:

- Promote respectful behaviour and professional conduct.
- Monitor learning environments for safeguarding concerns.
- Take appropriate action where concerns arise.

4. Trips, Visits and Outdoor Activities

Where activities involve under-18s, the College will:

- Undertake proportionate risk assessments.
- Ensure appropriate supervision arrangements.
- Provide emergency contact arrangements.
- Communicate relevant information to parents or carers where appropriate.

Additional arrangements may be required for residential activities.

5. One-to-One Meetings

One-to-one meetings with under-18 students are often necessary for teaching, tutorials and student support.

Staff should:

- Use appropriate professional spaces.
- Where possible, meet in locations visible to others or with transparent doors.
- Maintain professional boundaries at all times.
- Keep appropriate records of significant welfare discussions.

6. Online Learning and Communication

Staff must use approved College systems for communication with all students.

Staff should not:

- Communicate with under-18 students through personal social media accounts.
- Share personal contact details unless specifically authorised for operational purposes.

Online safeguarding concerns must be reported through normal safeguarding procedures.

7. Transport

College staff should not normally transport students under 18 in private vehicles.

Where exceptional circumstances arise:

- A risk assessment should be completed.
- Appropriate authorisation should be obtained.
- Safeguarding considerations must be documented.

8. Accommodation and Residential Activities

Where the College organises residential activities involving under-18s:

- Appropriate supervision arrangements will be established.
- Risk assessments will be completed.
- Staff and student accommodation arrangements will be clearly defined.
- Additional safeguarding measures may be implemented.

9. Photography, Video and Media

Photographs, video recordings and promotional materials involving under-18s will only be used in accordance with the College's consent and data protection procedures.

10. Safeguarding Concerns

Any concern regarding the welfare, safety or wellbeing of a student under 18 must be reported immediately to:

- The Designated Safeguarding Lead (DSL); or
- A Deputy Designated Safeguarding Lead.

Examples include:

- Concerns about abuse or neglect.
- Bullying or harassment.
- Radicalisation concerns.
- Online safety concerns.
- Sexual misconduct.
- Significant changes in behaviour or wellbeing.

The role of College staff is to report concerns, not investigate them.

11. Partner Organisations

Where activities are delivered with partner organisations, the College will ensure that safeguarding responsibilities are clearly understood and that appropriate safeguarding arrangements are in place.

12. Associated Documents

This procedure should be read alongside:

- Safeguarding and Protection Policy
- Prevent Policy
- Health, Safety and Wellbeing Policy
- Student Code of Conduct
- Field Trips and Visits Policy and Procedure
- Data Protection Policy
- Equality, Diversity and Inclusion Policy

Version	Date Reviewed	Who reviewed	Next review date
1	15/6/26	Christianne Wakeham	July 2027