

Under 18

Safeguard Policy

TMUC

ADMISSION POLICY for university programmes

SAFEGUARD POLICY

POLICY FRAMEWORK

The Millennium Education (TME) Group has adopted the norm to provide a safe and protective environment for all activities under the jurisdiction of TMUC Colleges. It is expedient to provide protection and care for under 18s on premises from all forms of physical or mental violence, injury, neglect, maltreatment, exploitation, abuse and matters ancillary thereto.

Since TME has been engaged with students of all ages, ranging from 2 years till 30 typically, it is aware of not only the safety requirements but also the importance of safeguarding learners from all risk events. It remains in compliance to the relevant laws to ensure a safe and appropriate environment for its students, especially the under 18s.

COMPLIANCE TO CHILD PROTECTION LAWS

As TMUC colleges are educational institutions, in order to take all appropriate legislative, administrative, social and educational measures to protect the child from any mental or physical harm, where:

- “child” means any person under the age of eighteen years;
- “educational institution” means any institution where any kind of instruction is imparted in a formal or non-formal way whether it is on a full time or part time basis;

The colleges abide by the relevant laws including but not limited to Islamabad Capital Territory Child Protection Act 2018, Punjab Children Ordinance 1983, Protection Against Harassment Act 2010, and some of the relevant legislation in The Punjab Destitute and Neglected Children Act 2004.

RAISING SAFETY CONCERNS

Management team at TMUC regularly revises and updates the Safeguarding policy for its compliance. If, however any stakeholder on campus deems important to bring to notice any suspected hazard, relevant [reporting form](#) can be filled and dropped in one of the complaint boxes placed at campus; or designated Safeguarding Officer can be approached. The stated/expressed concern will be immediately looked into and appropriate steps will be taken to mitigate the hazard, if required. The decision about handling the concern will also be communicated to the applicant/claimant verbally and through email.

SAFEGUARDING OFFICER

There is a designated member of staff for student well-being and counselling at each of the campuses. This staff member will be given an additional role of a Safeguarding Officer/Counsellor in order to be accessible to the under 18s during college timings, and even afterwards, to be reached out for any concerns or issues.

PARENTAL RESPONSIBILITY

The college is unable to take on the usual rights, responsibilities and authority that parents or legal guardians have in relation to a child, and it will not act in *loco parentis* in relation to students who are under the age of 18 years. However, a protective environment will be provided which would allow the student to raise any apprehensions or concerns faced during their academic term.

It is the college usual policy to deal with students and not with parents or legal guardians. This approach will also apply to students who are under the age of 18 years, which implies that TMUC will not be able to give information to parents or legal guardians regarding the student's progress, results or any other personal circumstance unless the student has given specific consent. The institute will therefore correspond with students and not parents or legal guardians.

STUDENT'S RESPONSIBILITY

The college provides an adult learning environment in which all students are treated as independent and mature individuals. Students under the age of 18 will be treated in the same manner. All students are expected to comply with the requirements of the Student Code of Conduct and Disciplinary Procedure.

STAFF RESPONSIBILITY

All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have a special session to be made aware of the presence of under 18s on campus and the special duty of care that needs to be extended towards them.

As a general rule, those under the age of 18 will require parent or legal guardian consent to go on trips off campus, especially if this involves overnight stays. Organisers of such activities must also consult the College/Campus Head (Principal) prior to these activities being undertaken if they involve students under the age of 18 years.

EMERGENCY CONTACT

Emergency contact details must be provided for students under the age of 18 years and such students and/or their parents are required to supply this information prior to their joining the college programme. In rare instances, consent for emergency medical treatment may be required before parents or guardians can be contacted. The college therefore requires parents or legal guardians to give their consent that, in the case of such an emergency, a senior member of the college has parental permission to act on medical advice and do what is in the best interests of the child.

PARTICIPATION IN COLLEGE ACTIVITIES

Students who are under the age of 18 are encouraged to join Students Union clubs and societies but are not able to hold office until after their 18th birthday (this is because holders of office can carry legal responsibilities). Their participation in certain activities may be limited.

ASSURANCE

Partner University is assured that TMUC will safeguard and protect any under-18 student enrolled in its programme of study. TMUC is not only under a moral obligation to do so but also under legal constraints and legislation.

DECLARATION

By signing the enclosed proforma, the student's parents or guardians indicate their consent to this document and the stated policy.

CONSENT PERFORMA FOR APPLICANTS UNDER 18 ON COMMENCEMENT OF THEIR COURSE

To be completed by the parents/guardians of the applicant.

Name of Applicant			
Date of Birth		Student Number	
Course Applied for			

I hereby confirm that I have read and accept the conditions outlined in the “Under 18 Safeguard Policy” document provided by TMUC. I accept that the College will not act *in loco parentis* should the above applicant be admitted to TMUC.

Name of Signatory			
Relationship to Applicant			
Signed		Dated	

EMERGENCY CONTACT DETAILS

In the unlikely event of an emergency involving this applicant after they enroll at the College and before they reach the age of 18, please provide contact details below.

Name of Emergency Contact			
Relationship to Applicant			
Address of Emergency Contact			
Telephone Number		Mobile Number	

RECEIVED & ACKNOWLEDGED BY THE HEAD OF INSTITUTE

Name of Signatory			
Signed		Dated	
