

Procedure for the Support of Students under 18 years of age.

Introduction

1. Occasionally the University will admit students under the age of 18. The University requires that students who apply for a place on a university programme and will be under the age of 18 on admission must have the permission of their parent or guardian to attend the programme.
2. The Children Act 2004 defines people under the age of 18 years as children and although not specifically covered by the legislation, universities have an enhanced duty of care towards students who are legally children.

The procedure

3. The University will not act in 'loco parentis' in relation to students under the age of 18. This means that the University will not act in a parental capacity towards any child under the age of 18.
4. For overseas applicants where the parent or guardian is not resident in the UK the University expects that the parent/guardian of the student appoint a UK-based guardian.
5. In recognition of the need to avoid discrimination on the basis of age, the first assessment of all applications will be on the basis of the academic criteria for entry. Age related risk assessments will only be undertaken on applications where the entry requirements are met. The applicant will be informed of the outcome of the risk assessment, including any actions required.
6. In some cases (where a student is very young or an application form gives rise to an indication of special vulnerability) it may be necessary to require the applicant and their parent/guardian to visit the University for an interview with School and Student Services staff. This will ensure the applicant and their parent /guardian have a realistic understanding of the University environment and enable the University to identify any additional support or particular risks.
7. If the University sponsors an international student under the age of 18, it must keep a copy of a letter from the parents or legal guardian consenting to the arrangements that have been made with regard to the student's application, travel, reception and care arrangements in the UK. Students aged 16 or 17 have a legal right to live independently in the UK, and so may make

arrangements for their own accommodation. But they require the consent of their parent(s) or legal guardian to do this.

8. Individual programme leaders within Schools will be expected to undertake a risk assessment prior to admitting a student under the age of 18 (see Appendix 1 'Risk Assessment for a student under the age of 18'). Course content and material that the student may come into contact with should be considered for its appropriateness. Delivery of the programme, study arrangements, possible work experience and field trips should be included as part of the risk assessment, but this list is not exhaustive.
9. Student Services will make recommendations and coordinate arrangements arising from any risk assessment process, but such arrangements will be the responsibility of the subject areas within the relevant School's. Personal support and accommodation arrangements should be included as part of the risk assessment and will be undertaken by Student Services
10. The University will ensure that any member of staff (both academic and support) with pastoral and/or academic responsibilities for students under the age of 18 has an Enhanced Disclosure and Barring Service check (DBS) and is provided with 'Guidance on working with students under the age of 18' (Appendix 2). This will include staff with service at the University of Bolton, who have not previously been subject to DBS checking and now have responsibility for students under the age of 18.
11. It is likely that School's will have a pool of academic staff that has been DBS checked and they will need to consider how these staff are deployed in the eventuality that a student under the age of 18 is admitted to a programme within the School.
12. All applicants who will be under 18 on entry to the University will receive a copy of 'Information for students under the age of 18' (Appendix 3). Applicants will be required to provide a signed a form 'Consent to the admission of a student under the age of 18' which can be found in the document 'Parent/Guardian Consent to the Admission of Students under the age of 18' (Appendix 4). This document should be signed by the student's parent/guardian before a formal offer can be made to the student.
13. Students under the age of 18 choosing to live in the Halls of Residence will be allocated their own room. However they will share bathroom and kitchen facilities with other residents which will include adult students and possibly their guests/visitors of the opposite sex. Students are not supervised whilst they are residing at the Halls of Residence and are free to come and go as they please without the need to sign in or out, or inform staff of their whereabouts. Both the University's Halls of Residence's are self catering. Students may contact any member of staff concerning matters relating to their accommodation or any personal issue but staff are not able to provide constant supervision.

This information will be provided to all students under 18 years of age who are applying for halls of residence.

14. Until students reach the age of 18 it will be a condition of any offer that the parents or guardians of students under the age of 18 act as guarantors for any financial contracts that are entered into with respect to tuition fees, accommodation fees etc. This will be made clear in the 'Authorisation and parental consent' form which parents or guardians are required to sign before a formal offer can be made to the student
15. Emergency contact information will be collated for students under the age of 18. In the case of international students the parent/guardian of the student is asked to indicate whether they will be residing in the UK with the student. If they are not living with the student the parent/guardian will be required to appoint a UK based guardian-see Appendix 5 'Appointing a guardian for International Students'. The University will act on this information until the student reaches their 18th birthday.
16. With all students under the age of 18 in the rare event that emergency medical treatment may be required before the parent/guardian can be contacted the University will assume responsibility to act on medical advice in the student's best interests.
17. Students under the age of 18 will be treated as any other student, which means we will not usually disclose any information about progress or personal information to parents or guardians unless the student has given us written permission to do so. The only exceptions will be in cases of emergencies and where child protection issues are involved

Equality Impact Assessment

18. The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and the avoidance of discrimination to other equality groups related to age, sexual orientation, religion or belief or gender reassignment

Other Related Policies

19. This policy should be read in conjunction with
 - The Admissions Policy
 - Child Protection Policy
 - Regulations for the Use of Computer Facilities
 - Student Mental Health Policy
 - Student Harassment and Bullying Policy

Monitoring and Review

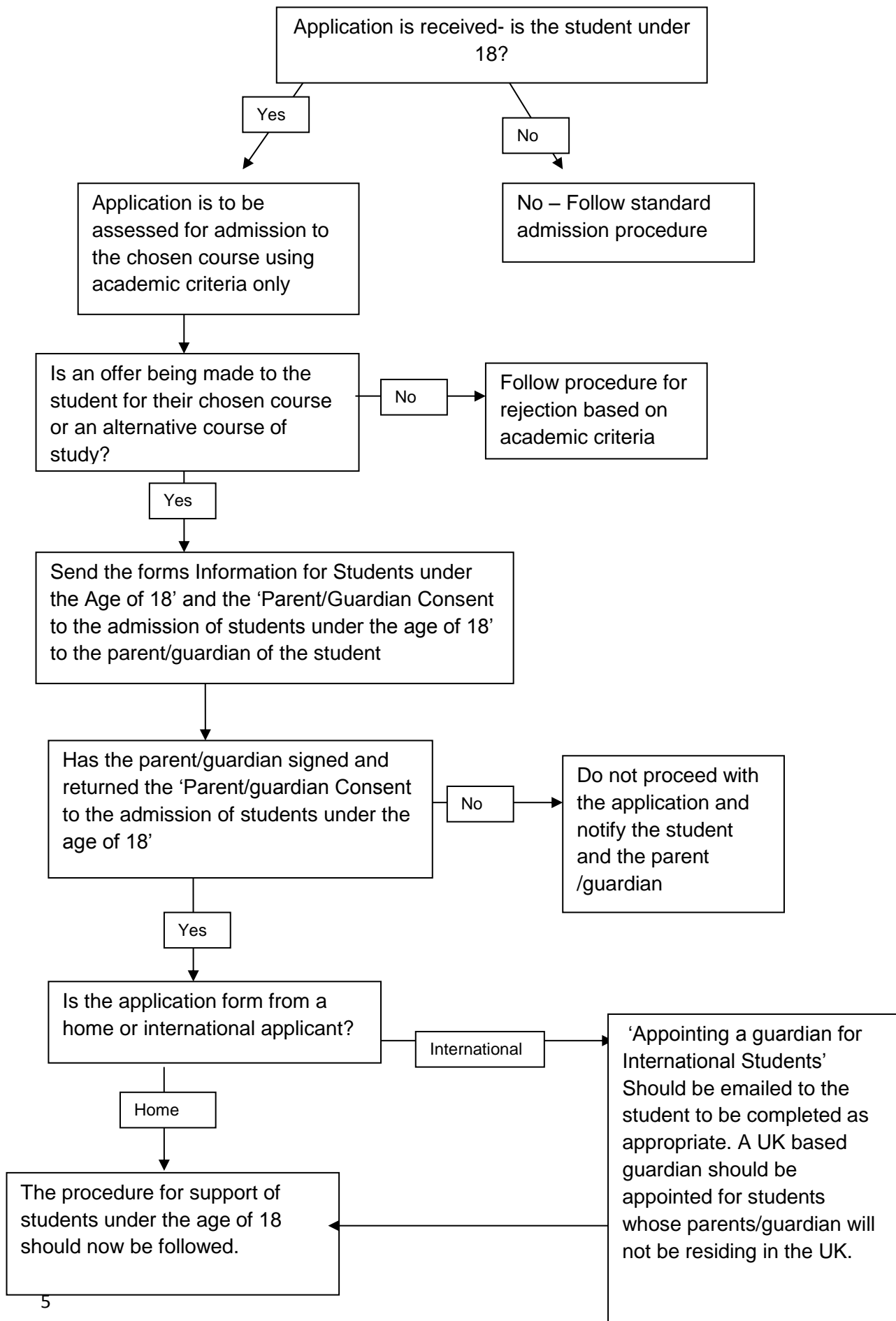
20. The Student Services Manager and the Director of Student Recruitment and Admissions are responsible for monitoring the implementation and effectiveness of this policy.

21. This policy will be reviewed every 3 years.

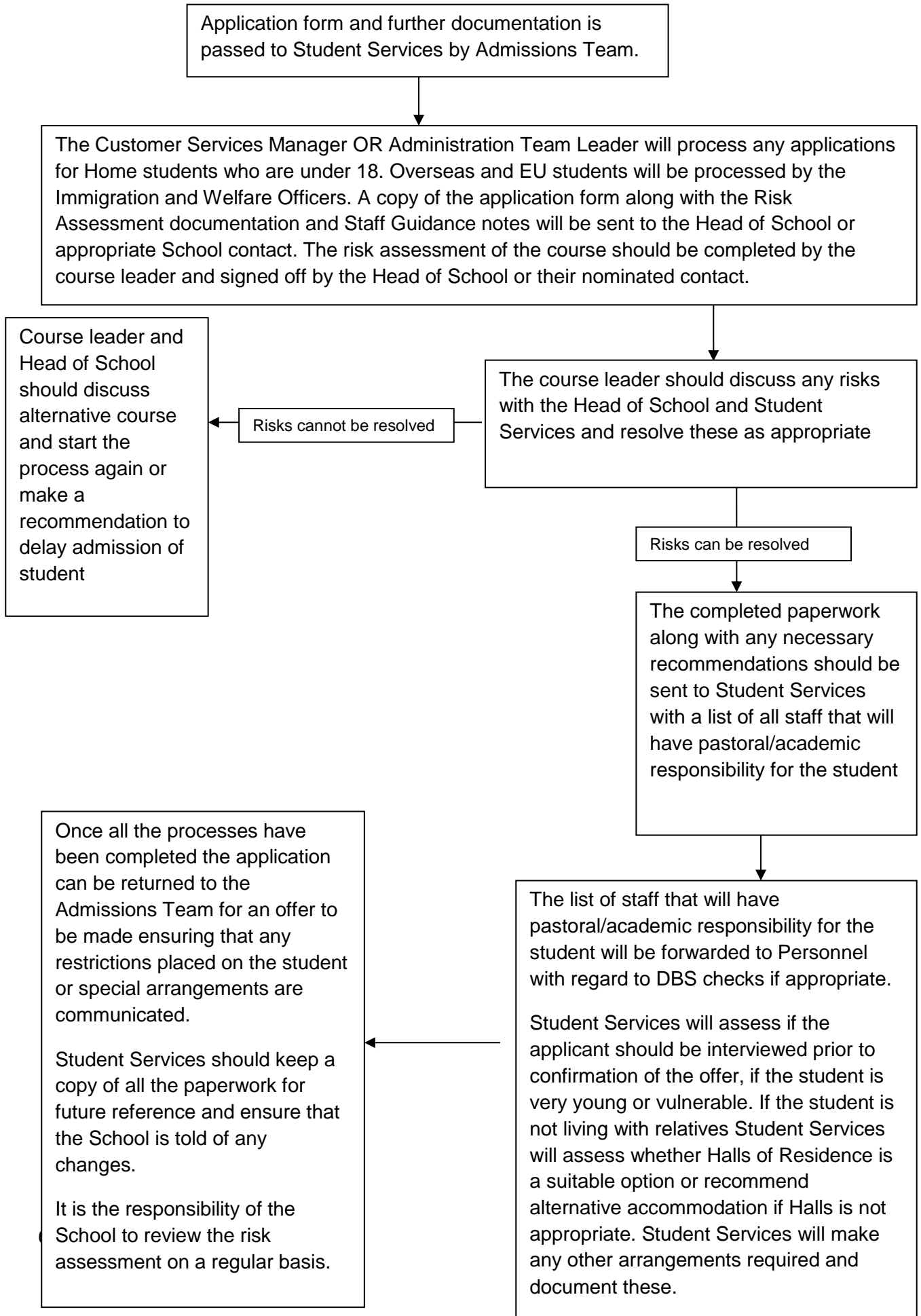
22. This policy will be available on the University's website. Its existence will be brought to the attention of prospective students under the age of 18, by the Admissions or International Office as appropriate.

Procedure for the Support of Students under 18 years of age.	
Procedure Reference	
Version Number	1.1
Version Date	12/08/2015
Name of Developer Owner	Helene Kelly/Beverley Knights
Procedure Owner(School/Centre/Unit)	Student Services
Person responsible for implementation (Postholder)	Student Services Manager
Approving Committee/Board	CMG
Date Approved	07 December 2012
Effective from	07 December 2012
Dissemination method	Website, information to be included in offer letters
Review Frequency	Every 3 years
Reviewing Committee	
Consultation History (individuals/groups consulted with dates)	Director of Marketing and Communications 26/8/10 The Head of Built Environment and Engineering (circulated within BEE) - 26/8/10. Age Advisory Group of the Equality and Diversity Committee – 26/8/10 Associate Director Marketing and International Recruitment
Document History (e.g. rationale for an dates of previous amendments)	Technical updates and nomenclature updates 11/08/2015

Flowchart procedure for the admission of students under the age of 18.



Flowchart procedure for the support of students under the age of 18.



Risk Assessment for a student under the age of 18

Appendix 1

Name of Student:

Student Number:

Course:

School:

Description of Risk	What is the Risk	Guidance	Course Leader's Comment
Psychological capacity	There will be difference in the psychological capacity of students under the age of 18 based on experience, skills personality and attitudes. Lack of awareness may lead to a higher chance of accident.	Risk assessment must be undertaken and course content considered concentrating on areas of work which could be beyond a young person's emotional coping ability	
*Physical capacity	Students under the age of 18 may not have the physical capacity of some manual handling activities.	Training and supervision must be provided and a risk assessment completed.	
*Toxic, harmful, corrosive and irritant substances	Students under the age of 18 are not at any greater risk than any other student	Complete a risk assessment in line with COSHH requirements and ensure training and supervision	
*Electrical Hazards	The risk of electric shock, burns and electrocution. Students under the age of 18 are not at any greater risk than any other student without the technical knowledge.	Students under the age of 18 should not carry out any work involving electricity unless they have enough technical knowledge and experience and are appropriately supervised.	

<p>Access to unsuitable information on the internet</p>	<p>Information available on the internet may not be suitable for a student under the age of 18 based on experience, skills, personality and attitudes.</p>	<p>Assess whether alternative information is available or whether the material is suitable for a student with support. Refer to the <i>Regulations for the Use of Computer Facilities for further guidance</i></p>	
<p>Any other Risk identified by the School</p>			

Completed by (print name):

Date:

Signed:

Signed by:

Head of School

These guidance notes are to be read in conjunction with the Procedure for Support of Students under the age of 18.

The University will ensure that any staff (both academic and support) with pastoral responsibilities for students under the age of 18 have an Enhanced Disclosure and Barring Service and are provided with guidance on working with students under the age of 18. This will include staff with University service who have not previously been subject to a DBS check and now have responsibility for students under the age of 18.

Staff identified as requiring such checks are required to co-operate with these measures in order for the University to comply with the statutory obligations.

If possible members of staff should avoid situations where there is only one staff member present with a student under the age of 18. On the occasion when a confidential or one- to- one meeting is required these should be conducted in a room where the exit is clearly visible and where realistic, the door left open.

Meetings outside the normal teaching hours should be avoided wherever possible with students under the age of 18. Where meetings cannot be avoided another member of staff must be informed that they are taking place.

There may be occasions when younger students are placed in settings outside of their normal place of study. This may be a placement or field trip and organisers must ensure that policies and procedures and risk assessments are in place to protect younger students from risks.

Programme leaders should assess the course content as part of the risk assessment, taking into consideration the material that the student will be exposed to as part of their academic programme, including access to unsuitable material on the internet and its appropriateness.

In the case of a student under the age of 18 disclosing abuse or staff have cause for concern, they should refer to the University of Bolton's Child Protection Policy and Code of Practice, ([www.](#)) explain to the student that this information will need to be shared and pass this information to the University's named Designated Safeguarding Officer.

1. Students who will be under 18 are legally considered to be children under UK Law.
2. You should make yourself familiar with this document and ensure your parent/guardian has sight of this. Below are some points you should bear in mind if you are offered a place on your chosen course of study.
3. You should be aware that you are entering an adult environment and we will expect you to behave as an adult. The University will treat you as an adult throughout the duration of your study.
4. You will be expected as a student to take care of yourself, make reasonable effort to resolve any issues you have and take responsibility for completing the demands of your course.
5. You will be treated as any other student, which means we will not usually disclose any information to your parent/guardian (except in the case of emergency) unless you have given us written permission to do so.
6. Internet and email facilities are provided throughout the university campus and at the Halls of Residence. You will be expected to observe University regulations in respect of Internet use.
7. You will be expected to observe the law with regard to consumption of alcohol whilst you are under the age of 18 and should familiarise yourself with these laws. You should be aware that the University is an adult environment and therefore alcohol will be available to purchase on the premises however it is illegal for a child under the age of 18 to purchase or consume alcohol.
8. It will be a condition of your offer that until you reach the age of 18 your parent/guardian will act as a guarantor for any financial contracts that may be entered into with respect to tuition fees, accommodation fees and any other sums owed to the University. Once you have reached your 18th birthday you will be liable for all financial contracts entered into.
9. You may be restricted in terms of your module choice and participation in placements on your chosen course of study. This will be assessed by the course leader and a risk assessment undertaken. Your School of study will inform you of any restrictions when making an offer of a place.
10. University accommodation may not be available or some restrictions may be placed upon you if you live in the Halls of Residence to ensure that you are allocated an appropriate room at the Halls of Residence. Student Services will undertake a risk assessment and will inform you of any restrictions if applicable or why we cannot accommodate you in the Halls of Residence.

11. You may be required to meet with your personal tutor on a more regular basis than other students to ensure close monitoring of your attendance, progress and welfare whilst studying at the University.
12. In the event that emergency medical treatment is required the University will try their best to get hold of your parent/guardian and/or emergency contact. In the event we are unable to do so the University will act on medical advice in your best interests.
13. It is important whilst studying at the University of Bolton that you register with a Doctor's surgery in Bolton. Details of practises in the area are available from the Student Centre.
14. Your parent/guardian will be required to give consent to your admission if an offer is made to you for your chosen course at the University.
15. If your parent/guardian will not reside in the UK with you it will be required that a UK based Legal Guardian is appointed until you reach your 18th birthday.
16. Like all students you will be provided with information, advice and guidance from a wide range of services at the University and will be supported throughout your studies.

Parent/Guardian Consent to the admission of students under the age of 18.

Appendix 4

Students full Name «Students Full Name»

Date of Birth «Date of Birth»

I am writing to you as the Parent/Legal Guardian of «Students Full Name». As you will be aware, «Student Forename» will be under 18 years of age at the start of the course they wish to apply for at the University of Bolton.

If you are the Parent of an International Student who will not be residing in the UK with your child you must appoint a UK based guardian who will take on the responsibilities for your child as listed in this document. You must also indicate who should be contacted in case of an emergency. Please see appendix A – ‘Appointing a Guardian for International Students’ at the back of this document

Responsibilities of the University

1. The University will admit on academic grounds students under the age of 18 and will undertake a full risk assessment of the proposed course before admitting a student under the age of 18.
2. The university will ensure that personal tutors with responsibility for students under the age of 18 have undergone a Disclosure and Barring Service check (DBS Check) prior to admitting the student.

Responsibilities of the Parent/Guardian of a child applying for a course at the University of Bolton.

1. I understand that the University will not accept responsibility for student welfare and I will make appropriate arrangements to ensure safety whilst off campus. I understand that the University will not act ‘in loco parentis’ at any time for any student admitted under the age of 18 at the University of Bolton. This means that the University will not act in a parental capacity toward any child under the age of 18.
2. I will ensure that there is appropriate accommodation provided for «Student Forename» throughout the year and understand that it is my responsibility to arrange this up until the date «Student Forename» is 18. I understand that the University does provide Halls of Residence accommodation and that consideration will be given to individual applicants as to whether this accommodation will be available based on a risk assessment undertaken by University’s Student Services. If Halls of Residence accommodation is suitable for your child you must ensure appropriate accommodation is arranged for your child during vacation periods.
3. I understand that it is my responsibility to ensure that the University’s rules and regulations are adhered to by «Student Forename» at all times if admitted to their chosen course of study.

4. I agree to act as a guarantor for any financial contracts that may be entered into on admission of my child to their chosen course with respect to tuition fees, accommodation fees and any other sums owed to the University up until the student reaches the age of 18.

Consent to the admission of a student under the age of 18

Student Name	
Date of birth	
Course	

I give permission for my child to make an application and be considered for admission to their chosen course of study at the University of Bolton commencing academic year 2015/16. I accept the responsibilities outlined in the document 'Parent/Guardian Consent for Admission of a Student under the Age of 18' and understand that this and any other agreement remains in force until the students 18th birthday.

I have read and understand the document 'Information for Students Under the Age of 18' and if admitted will ensure that my child is fully aware of this document and the environment they are entering.

Signed

Print Name

Date

Please tick in the box next to the statement which applies:	
I intend to reside in the UK with my child until they reach their 18 th birthday	
I do not intend to reside in the UK with my child. I have arranged for a UK based guardian who will reside in the UK who will take on the responsibilities as listed on the above policy until my child reaches their 18 th birthday	

UK Guardian/emergency contact details	
Name	
Contact telephone number	
Mobile telephone number	
Email address	
Home address	

This section is to be completed by international students who will require sponsorship under Tier 4 of the Points Based System.

Confirmation of your child's travel, reception, care and accommodation arrangements in the UK

Please note: This document and the information contained forms part of the sponsorship duties required of the University when agreeing to sponsor a student under the age of 18.

A Confirmation of Acceptance for Studies will not be issued until this section has been completed and returned to studentimmigration@bolton.ac.uk

Details of how and when your child will travel to the UK.	
Will your child be accompanied on their journey to the UK? (if so please state by whom)	
Confirmation of the arrangements for your child's reception when they arrive in the UK (who will meet them at the airport and how will they travel to their accommodation)	
Confirmation of where your child will live when they arrive in the UK (include address of accommodation and if applicable who else will be staying in the accommodation)	