

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 parents or guardian to attend the programme.
2. The Children Act 2004 define people under the age of 18 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. 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 decide 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 on the course to assess suitability to admit students 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. The University will ensure that any member of staff (both academic & support) with pastoral and/or academic responsibilities for students under the age of 18 has an Enhanced Disclosure and Barring Service (DBS) check if the work that is being undertaken is regulated activity. Further information on the DBS process and or regulated activity is available from Human Resources or the DBS Policy and Procedure. 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. In addition, staff working with under 18s, should familiarise themselves with the guidance in Appendix 2, 'Guidance on working with students under the age of 18.
10. It is likely that School's will have a pool of academic staff that has been DBS checked and they will need to consider if there is a need and how these staff are deployed in the eventuality that a student under the age of 18 is admitted to a programme within the School.
11. 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.
12. The University does not own any Student Accommodation but works with a preferred provider, McComb (Bolton) Ltd.
13. Students under the age of 18 choosing to live in the Halls of Residence with McComb will be allocated their own room subject to a successful application. 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. The Halls of Residence's are self-catering. Students should contact the property manager, McComb (Bolton) Ltd at Orlando Village concerning matters relating to their accommodation or any other issue as staff are not able to provide constant supervision. The University cannot accept any liability whatsoever. 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.

- Admissions Policy
- Safeguarding Policy & Procedure
- Regulations for the Use of Computer Facilities
- Student Mental Health Policy
- Student Dignity at Student Policy
- DBS Policy and Procedure

Monitoring and Review

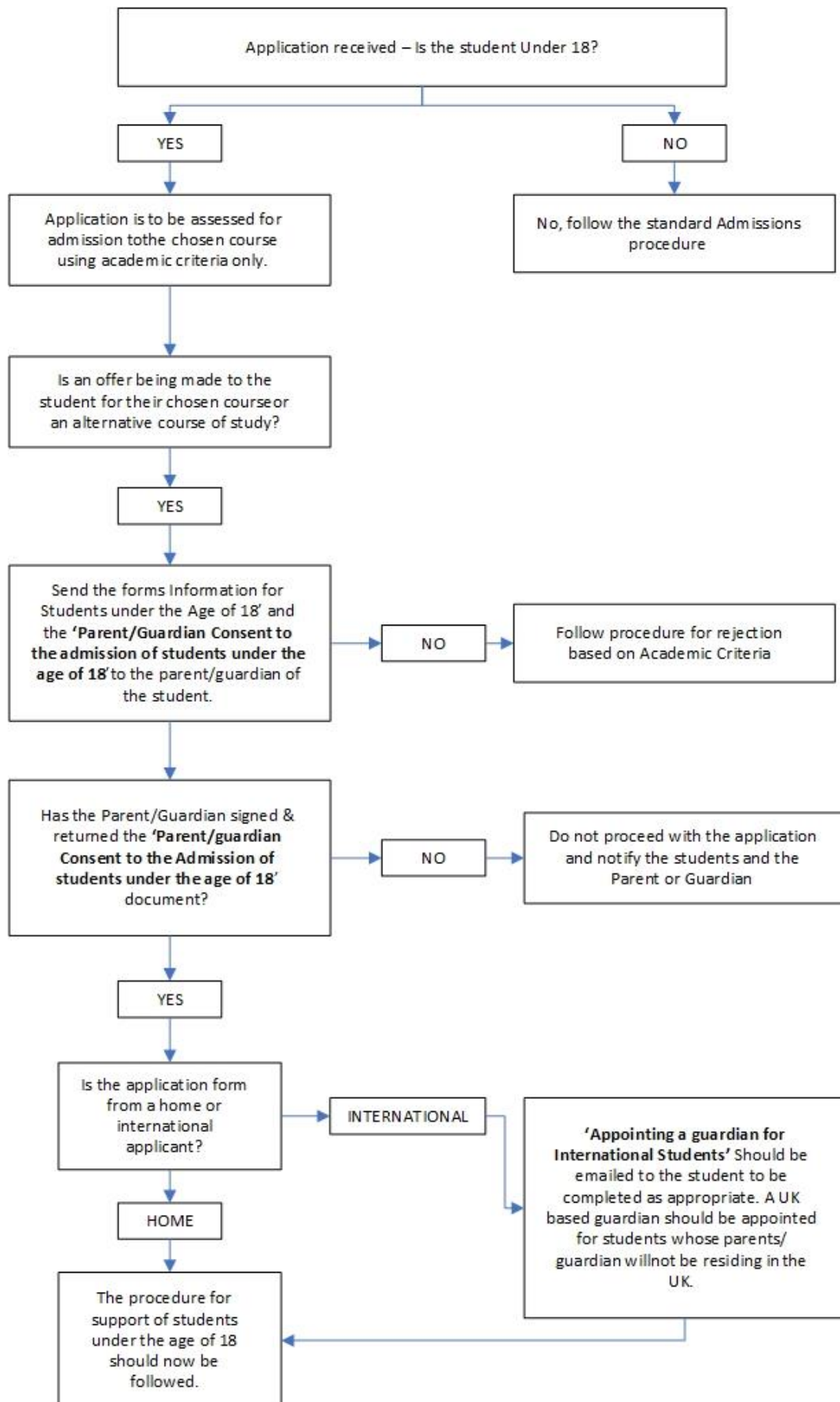
19. Student Services in consultation with the Division of International and Postgraduate Development are responsible for monitoring the implementation and effectiveness of this policy.

20. The policy will be reviewed every 3 years.

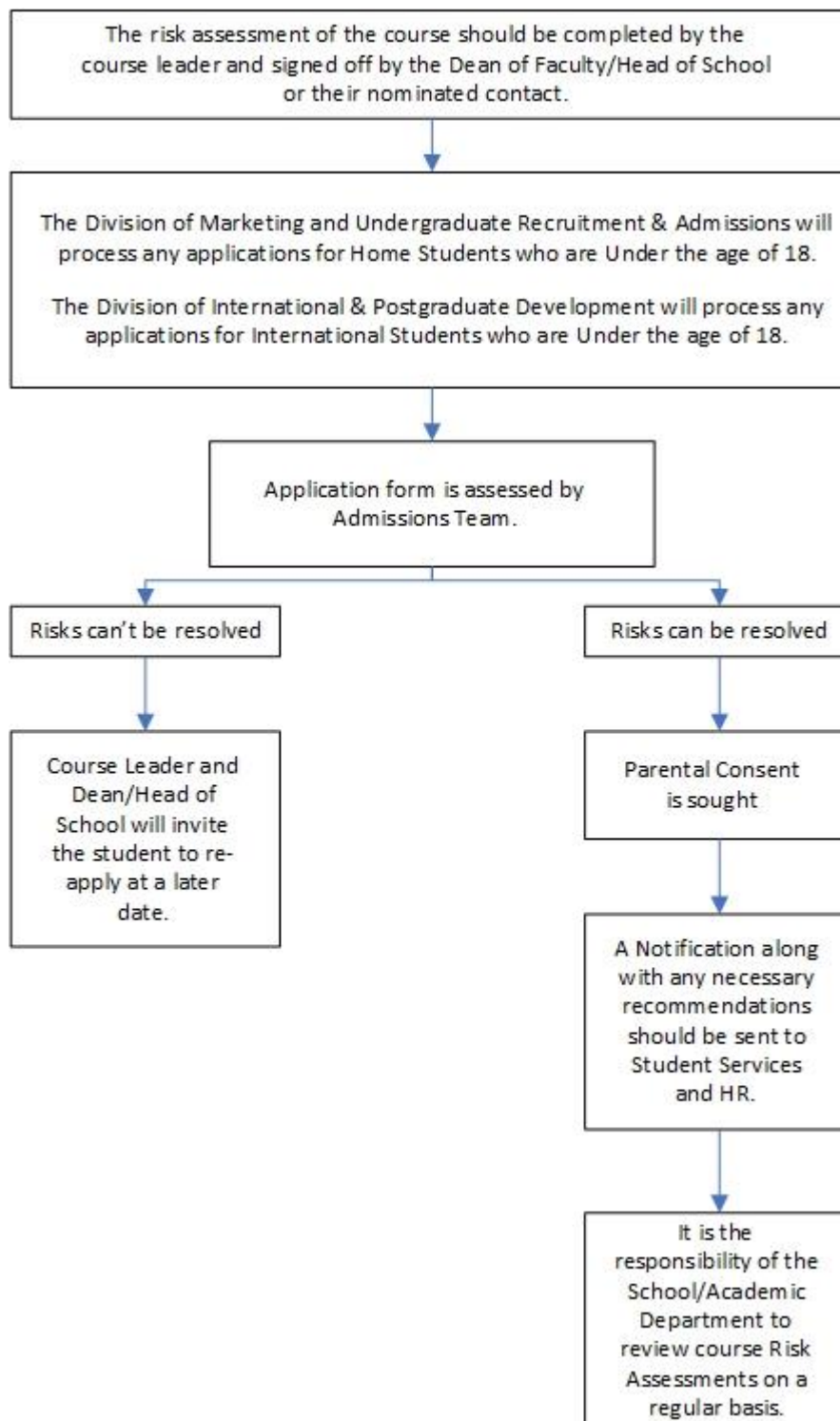
21. This policy will be available on the University's website. Its existence will be brought to the attention of prospective students under the age of 18, by the Division of International and PG Development as appropriate.

TITLE OF POLICY: Support of Students under 18 years of age.	
Policy ref:	
Version number	1.3
Version date	09/08/2022
Name of Developer/Reviewer	Student Services Team Leader
Policy Owner (Group/Centre/Unit)	Student Services
Person responsible for implementation (post holder)	Student Services Team Leader
Approving committee/board	Education Committee
Date approved	12/08/2015
Effective from	12/08/2015
Dissemination method e.g. website	Website
Review frequency	Every 3 years
Reviewing committee	Student Services Division of International and Postgraduate Development Division of Marketing and UG Recruitment & Admissions Deans of Schools
Consultation history (individuals/group consulted and dates)	Technical updates and nomenclature updates. 09/08/22.

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



Flowchart procedure for the support of Students Under the Age of 18 – Academic Requirements



Risk Assessment for a Student Under the age of 18

Appendix 1

Name of Student:

Student Number:

Course/Programme of Study:

School/Faculty:

Description of Risk	What is the Risk	Guidance	Course/Programme Leader Comments
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.	
Access to unsuitable information on the internet.	Information available on the internet may not be suitable for a student under the age of	Assess whether alternative information is available or whether the material is	

	18 based on experience, skills, personality and attitudes.	suitable for a student with support. Refer to the <i>'Regulations for the Use of Computer Facilities for further guidance'</i> policy.	
Any other risks identified by the School			

Completed by (Print Name):

Date:

Signed:

Signed by:

(Head/Dean of Faculty)

Appendix 2

Guidance on working with students under the age of 18

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 will have an Enhanced Disclosure and Barring Service (DBS) check if the work they are undertaking is deemed to be regulated activity. Staff working with under 18s will be provided with guidance on working with students under the age of 18 and will be expected to engage in Safeguarding Training. 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 Safeguarding Policy and Procedure, explain to the student that this information will need to be shared and pass this information to the Designated Safeguarding Champion (DSC), Senior Designated Safeguarding Champion (SDSC) or Designated Safeguarding Officer (DSO).

Appendix 3

Information for Students Under the Age of 18

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 chose 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 (expect 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. 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. The University does not own any student accommodation but works with one preferred supplier, McComb (Bolton) Ltd. McComb (Bolton) Ltd offer accommodation in Orlando Village. It is at the discretion of McComb (Bolton) Ltd if they will provide accommodation to an under 18.

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 or Life Lounge.
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.

Students Full Name:

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’*.

Responsibilities of the University of Bolton

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 (DBS Check) if appropriate 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 not provide Halls of Residence accommodation and that it is my responsibility to find suitable accommodation. This will include suitable accommodation during any vacation period.
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 for the Admission of a Student Under the age of 18.

Student Name:	
Date of Birth:	
Course/Programme of Study:	
Academic Year (Commencing):	

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. 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 student's 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 18th 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 18th 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 a Student Route Visa.

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 internationalstudents@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).	