

## 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

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

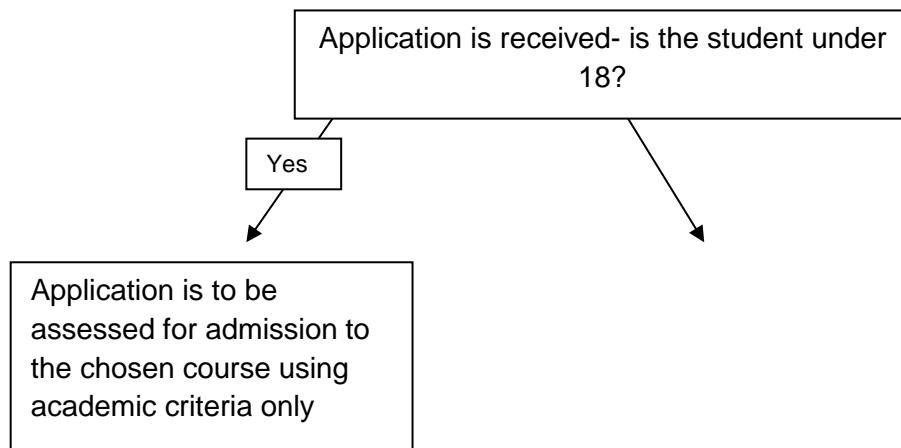
8. Individual programme leaders within Schools will be expected to undertake a risk assessment prior to admitting a student under the age of 18 (see Appendix 1). Material that the student may come into contact with should be considered for its appropriateness. Delivery of the programme, study arrangements, 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. 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 Schools 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 form of Consent to the admission of a student under the age of 18 which can be found in the document 'Consent to the admission of a student under the age of 18' which can be found in the document 'Consent to the admission of a student under the age of 18'.

14. Until students reach the age of 18 it will be a condition of any offer that the

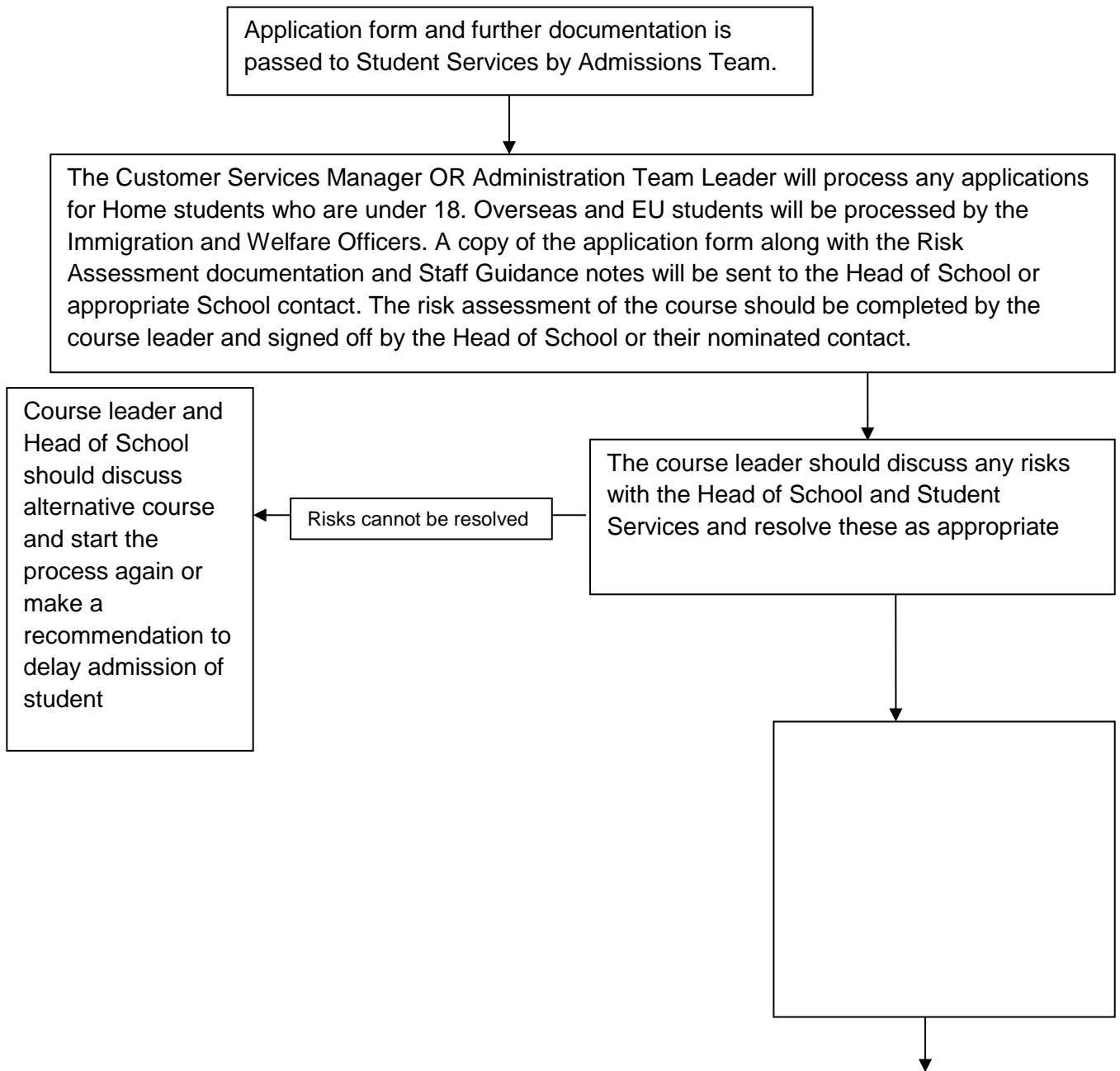
## Monitoring and Review

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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:





***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 tre tau\*CID 12 >>B1(e)-3(

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 (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

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 'RFWRU' V VXUJHU\ LQ %ROWRQ 'HWDLOV RI SUDFWL 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



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.



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.

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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](mailto:studentimmigration@bolton.ac.uk)

<p>Details of how and when your child will travel to the UK.</p>	
<p>Will your child be accompanied on their journey to the UK? (if so please state by whom)</p>	
<p>Confirmation of the arrangements I R U \ R X U reception when they arrive in the UK (who will meet them at the airport and how will they travel to their accommodation)</p>	
<p>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)</p>	