
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.
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 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

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

10. 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

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.

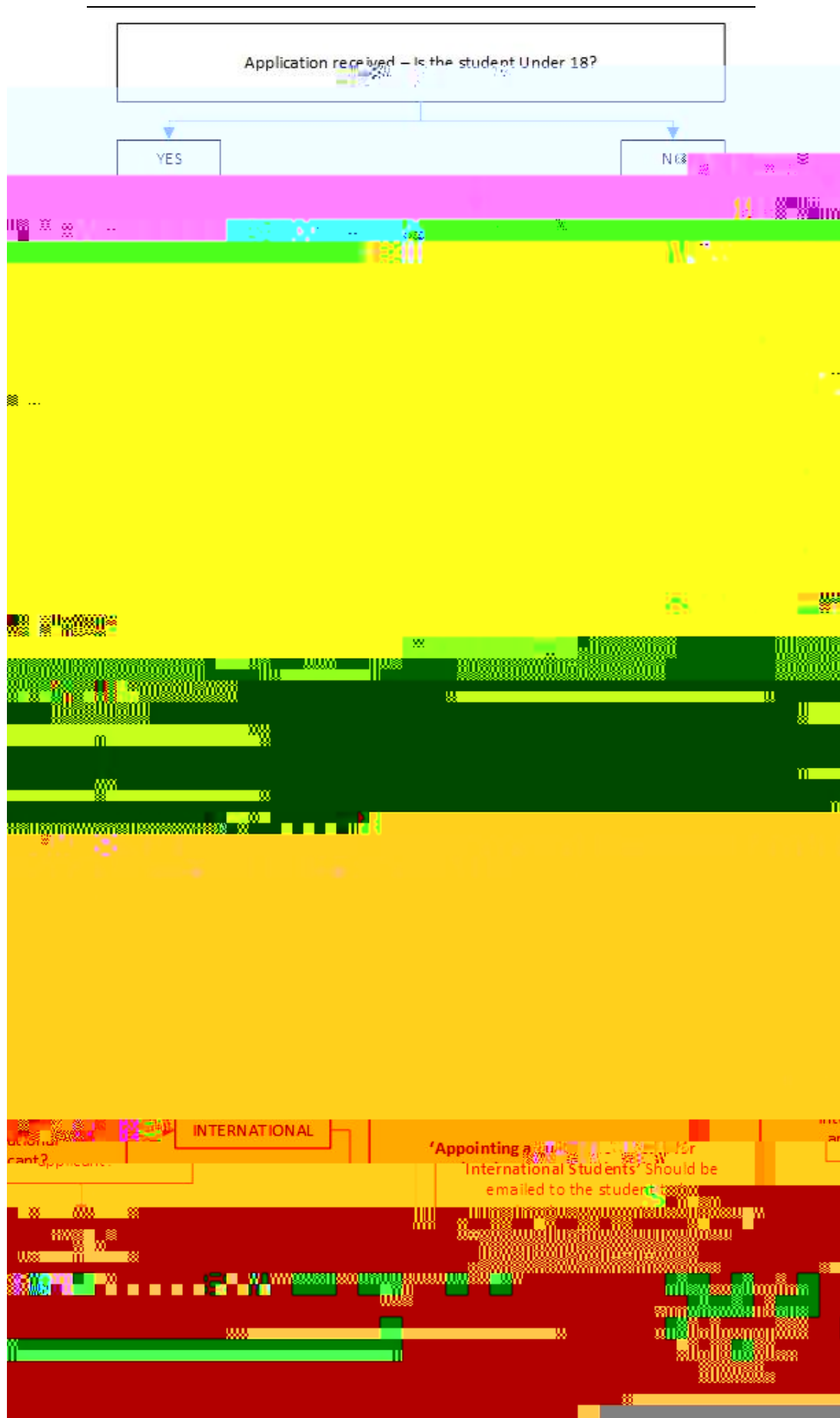
13. Students under the age of 18 choosing to live in the Halls of Residence with McComb will be allocated their own room subject to a successful application. However, they will share bathroom and kitchen facilities with other residents which will include adult students and possibly their guests/visitors 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 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.

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. _____ ence 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



The risk assessment of the course should be completed by the course leader, and signed off by the Dean of Faculty/Head of School or the nominated course leader.

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 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	

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,

Information for Students

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

Appendix 4

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 Univers

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