



## **Under 18's Accommodation Policy and Procedures**

### **Accommodating students under the age of 18**

The under 18's policy will apply to all students under 18 living in University owned and managed accommodation. This policy will not apply to students once they reach their 18<sup>th</sup> birthday. This policy does not apply to students who are under 18 when they apply but reach age of 18 before they arrive at the University.

References in this section to a "Parent" include guardians or other responsible adults nominated by the parent or guardian as representing the student's interests whilst the student is at the University. References in this policy to "students" are to students to whom this policy applies, i.e. under 18's, unless stated to the contrary.

The University requires a parent or responsible person over the age of 18 to act as guarantor and sign the Tenancy Agreement. This means that the guarantor must pay any sums agreed under the Tenancy Agreement if the student fails to do so.

The University cannot assume parental responsibility for a student under the age of 18. Students and their families should bear in mind that the University is an adult environment. Students are expected to behave like adults and to assume adult levels of responsibility.

Students are expected to have the necessary skills to study and live independently alongside people from a wide variety of backgrounds.

University accommodation is offered on the understanding that the student will be able to adapt to living away from home and to be able to cope after the setbacks in a practical matters.

### **The University's responsibilities to students under the age of 18 years**

#### **The University will:**

- Offer accommodation to all those students who fulfil the criteria set out in the accommodation policy.
- Give priority choice of accommodation to students who qualify for the guaranteed accommodation.

House students in accommodation close to where there is easy access to a 24-hour staffed reception facility – preferably on the campus at which the student's course is based

Accommodate students in single rooms rather than shared rooms, as a priority

Accommodate students in ensuite rooms rather than standard rooms, as a priority

Accommodate students in catered facilities rather than self-catered facilities, as a priority

Integrate students who are under 18 years of age with those who are over 18. Obtain end documentation, including a Licence Agreement terms and conditions, including catering terms and conditions if required, to the student and guarantor that is required to be accepted signed and returned to the Accommodation Office by the guarantor before the student can take up residence

Carry out regular DB checks on staff who have one to one contact with under 18 year olds as part of their everyday duties, and routinely and regularly monitor the

Insist staff only enter student bedrooms at allocated times or following room entry procedures

Provide relevant training and guidance for accommodation staff employed by the University, room key holders and staff with regular access to study bedrooms and emphasise that all staff have a responsibility to report concerns

Arrange a meeting within one month of the start of the academic year with the Accommodation Manager or line manager and encourage the student to attend. The Accommodation Manager will conduct the meeting to discuss the student's transition from home life to University accommodation and to check on the student's general wellbeing

Arrange follow up meetings where requested by the student, but not otherwise

Promptly inform the person named as next of kin on the student's accommodation application form if accommodation staff become aware of and/or are concerned about the student's health involvement in an accident or serious breach of their accommodation agreement including rent arrears. Provide counselling and first aid, if requested to do so or life threatening first aid only

Encourage staff in University managed bars to check proof of age in cases where they are not sure

Treat sympathetically any requests for a change of room within the University accommodation always subject to availability and suitability. No charge will be made for the room change, if approved

Ensure that students are aware of who to contact in case of difficulties, and ensure that students have means of ensuring confidentiality where they wish it. The University will try and encourage students to involve a parent where appropriate **but we will take a student's request for confidentiality and the student's welfare as paramount, even if this means not telling their parent at the student's request.**

Take seriously any suspicions and allegations of abuse and respond swiftly and appropriately, following the University's U18 Policy. This could result in contact with official authorities e.g. police, social services etc

Pay particular attention to training students in fire safety and evacuation procedures

Ensure students are aware of laundry facilities and how to use the , and where to purchase food, personal hygiene products and other necessities