



University of
Salford
MANCHESTER

Admission of Students under 18 years of age Policy

Version Number 1.1

Effective from 1st July 2017

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Student Experience & Support

Document Control Information			
Revision History incl. Authorisation: (most recent first)			
Author	Summary of changes	Version	Authorised & Date
Helen Parker	General revision of policy and supporting processes	V1.1	ASQAC 29/03/2017
Linda Tompkins	New policy using guidance taken from Safeguarding Children and Vulnerable Adults Policy (which has been replaced by the Safeguarding Policy V2.0 2014)	V1.0	Ops Board: 04/12/2014
Policy Management and Responsibilities:			
Owner:	This Policy is issued by the Associate Director of Student Experience & Support, who has the authority to issue and communicate policy on student support and will be responsible for communication of the policy.		
Others with responsibilities (please specify):	All subjects of the Policy will be responsible for engaging with and adhering to this policy.		
Author to complete formal assessment with the following advisory teams:			
Equality Analysis (E&D, HR) Equality Assessment form	1. <i>This is mandatory. March 2017</i>		
Legal implications (LPG)	2. <i>N/A</i>		
Information Governance (LPG)	3. <i>Advice provided Summer/Autumn 2016</i>		
Student facing procedures (QEO)	4. <i>Spring 2017</i>		
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The owner and author are responsible for publicising this policy document.			

1.0 Purpose

The purpose of this policy is to safeguard the welfare of students who are under the age of 18 when they commence their studies at the University until they turn 18 (referred to below as **Under 18s**).

This policy is directly related to and should be read in conjunction with the University Safeguarding Policy (see Related Documentation). It is also based on and incorporates elements of the legislation and national guidance (including but not limited to):

- The Children Act 2004
- The Education Act (2002) Section 175
- The Data Protection Act 1998
- The Protection of Children Act 1999
- The UN Convention on the Rights of the Child
- The Sexual Offences (Amendment) Act 2000
- The Children Act 2004
- The Safeguarding Vulnerable Groups Act 2006
- The Protection of Freedoms Act 2012
- The Management of Health and Safety at Work Regulations 1999
- The Equality Act 2010

2.0 Scope

This policy applies to all University employees, people applying to be students, third party employees (e.g. agency employees), associates and students who in the course of their duties (organised activities and services for Under 18s) may have contact with Under 18s. All University employees are in a position of trust, in particular those employees who teach, support, and guide or in any way interact with students. It is incumbent on all employees and students to be aware of this and to act appropriately at all times.

The University has a responsibility for safeguarding and the University Secretary is the Principal Safeguarding Officer (PSO). There are a number of Designated Safeguarding Officers (DSO) who have a responsibility to report any allegations or cases of abuse to the appropriate authorities. (See Related Documentation)

3.0 Policy Statements

3.1 Students Under 18

Most students will be 18 or over when they commence their studies at the University or turn 18 soon after they start. The University is an adult environment and treats all its students as independent, mature individuals. Students who are under the age of 18 years will be treated in the same way. Although the University acknowledges that anyone under the age of 18 is legally a child and may have additional needs for their support and welfare, the University is not able to take on the usual rights, responsibilities and authority that parents have in relation to a child, and it will not act in loco parentis in relation to students who are under the age of 18 years. All students under 18 years at their study start date, and who are not normally resident in the UK, must have a UK guardian.

Offers of admission to students who will be under 18 at registration will only be made where the University is satisfied that the student meets entry requirements and there may still be exceptions where professional body age restrictions apply. Applicants will be notified of this Policy and the Safeguarding Policy and will agree to comply with any arrangements to support and safeguard under-18s (for example relating to licensed premises on campus, providing emergency contacts in event of welfare concerns).

The Marketing & External Relations (MER) must liaise with askUS throughout the process. For the admission of Under 18 applicants see the departmental responsibilities outlined below and detailed in a flowchart at Appendix A.

Admission stages:

- a. Application is received by Marketing & External Relations (MER) from an Under 18 and MER determines that the applicant satisfies the entry requirements and that there are no age restrictions by professional bodies or programme requirements.
- b. MER process application in the same way as other applicants and where appropriate receives a conditional offer. MER include the under 18 process completion as a condition of the offer.
- c. All applicants who will be under 18 on the day that their programme of study commences will be sent an email by MER thanking them for their application and stating that, as part of the University 'Admission of students under 18 years of age' policy, they are requested to provide details of their parents / carers' contact details. The details must be supplied via a link to a form, which when completed electronically by the applicant is transmitted to the askUS 'Under 18' email address. Identification will be via student ID number.
- d. Upon receipt of the Student Form containing the parent / carer details, askUS to send a letter (via email) to the parent / carer including links to the Parental Consent Form.
- e. Upon completion, askUS receive alert and notify MER via the appropriate inbox to indicate that the forms have been returned.
- f. askUS to add guardian details to Banner.
- g. Under 18's application follows normal procedures as for all other applicants
- h. askUS send a list every Monday of applicants with outstanding Parental Consent Forms to appropriate MER admissions mailbox
- i. askUS runs report on a regular basis to capture those under 18s eligible to register. This alerts askUS to inform the School Operations Manager. askUS to send the students the document 'Information for all students under 18 years of age' and also email to offer to address any concerns via email or telephone conversation.
- j. For all under 18s the School Operations Manager and relevant Programme Leader should complete a Risk Assessment (Appendix B). This risk assessment should include risks over and above the standard such as identification of those personnel with whom the student may have 1:1 contact and indicate the need for a DBS check. Compliance

with this assessment is the responsibility of any staff who would routinely interact with each student. It is the responsibility of the School Operations Manager to keep the master copy of this document and send a copy to askUS Under 18 inbox (askus18@salford.ac.uk) to ensure compliance of this stage of the process.

- k. askUS will aim to provide all International Under 18s with the details of a student mentor within one month of starting at university.
- l. The School Operations Manager is responsible for informing the relevant school staff of the arrival of an under 18 and procedures can then be followed in line with the University Safeguarding Policy (see Appendix D of Safeguarding policy)
- m. askUS will notify the University of Salford Students' Union of the arrival of an Under 18 (see section 3.8 below).

3.2 Safer Recruitment and Selection Procedures

Many employees across the University will be in regular or significant occasional contact with under-18s in the course of their teaching or other work, or will be in positions of particular trust e.g. Student Support employees, security employees, named advisers in departments. Although there is no expectation that employees teaching in Higher Education should be Disclosure and Barring Service DBS checked (see related documentation), an institution may be considered negligent if it fails to make appropriate safeguarding arrangements. Where employees are teaching a student who is under 18, it is a University requirement that any school staff with one to one contact will be identified and DBS checked. Additionally employees in askUS in regular weekly one-to-one contact with the student will also be required to be DBS checked. Employee vetting requirements are set out in the on-boarding process with specific reference to the pre-employment checks, outlined in the HR Recruitment Code of Practice (See Related Documentation).

3.3 Safeguarding Concerns

As a matter of law a person under the age of 18 years is a child. In line with the Safeguarding Policy, there is a network of trained Designated Safeguarding Officers (DSO's) who will act as the points of contact within the University for receiving safeguarding concerns and referring onwards to the appropriate authority. Employees and Students have a responsibility to be alert to the possibility that an individual under 18 may have been abused or be at risk of abuse. Such concerns should never be left unreported. The DSOs will have received training and be aware of what further reporting (to Social Services Department or Police) and actions may need to be taken. For full information consult the Safeguarding Policy (see Related Documentation).

3.4 Medical treatment

Students who are 16 or over generally have the legal capacity to consent to their medical treatment. Parents and guardians should be aware that in these cases the student is entitled to make his/her own decisions about giving consent for medical treatment. However, for all students under 18 years of age, parents will be asked before studies begin, for UK guardian contact details in the event of a medical emergency. Even with such consent, the child's view must also be taken into account. If a medical emergency arises and it is not possible to contact the parent / guardian using the contact details supplied, the University will, on behalf of the

student's parent / guardian, give such consent to treatment where it is in the best interests of the student.

3.5 Record Keeping and Confidentiality

It is the University's usual policy to deal directly with students and not their parents. This approach will also usually apply for Under 18s. Under the Data Protection Act 1998, the University is not able to give information to parents or guardians about the student without the student's consent. An exception to this, however, is where a student fails to pay any fees owed to the University and it becomes necessary to disclose this to any parent / guardian who is acting as guarantor.

It should be noted that consent is still required from Under 18s in the same way as for adults with regard to matters of data protection e.g. how the University processes personal data such as education records.

In accordance with statutory requirements, where safeguarding issues are involved, the priority is the safety of the individual who may be at risk. There may be occasions where a safeguarding issue is reported without obtaining the under 18's consent.

3.6 Contractual arrangements

As an under 18 may not have the legal capacity to enter into contracts in all cases, the University requires the student's parents to honour all obligations the student may have under contracts with the University which are entered into before the student's 18th birthday.

3.7 Accommodation

Residential accommodation offered by the University partners is generally intended for the use of adults. Early bookings are advisable (note that bookings normally start being taken in February of each year).

All University partner accommodation is managed by Campus Living Villages with whom bookings will need to be made- [visit Campus Living Villages at: www.salfordstudentvillage.com](http://www.salfordstudentvillage.com)

Arrangements with private accommodation providers are the responsibility of the parents / guardians, please refer to [Private accommodation providers at: www.manchesterstudenthomes.com/Accommodation](http://www.manchesterstudenthomes.com/Accommodation)

3.8 Leisure time

Under 18s are eligible to be a member of the Students' Union and to access its services and activities. However certain restrictions apply:

- a. Under 18s are able to fully take part in all Student Union activities but they are not eligible to hold positions of responsibility, such as office as a sabbatical officer or act as a student trustee. Membership of a student activity group will be at the discretion of the Union to ensure that the appropriate safeguarding conditions can be put in place and that the activities are suitable for an under 18.
- b. Membership of certain societies will be refused due to age restrictions e.g. gambling activity.

- c. The Students' Union has a licensed venue which sells alcohol and, although Under 18s are able to use the venue (until 9pm), it is illegal for the student to buy (or consume) alcohol or for anyone to sell it to them. The Students' Union is responsible for its licensed premises.
- d. The University Catering provider, Chartwells, (not the Students' Union), has overall responsibility for the three shops on campus that sell alcohol, tobacco and cigarettes. It is illegal to sell these to Under 18s.

3.9 Work Placements

Anyone on work experience placements is regarded in health and safety law as an employee. Therefore students on work experience must be provided with the same level of health, safety and welfare protection given to other employees (for University Health and Safety Policy see Related Documentation).

The University cannot leave everything to the employer, the University MUST inform the employer that the student is under 18 and ensure that they have in place appropriate insurance and health and safety procedures and that they are aware of the additional responsibilities of employing young people including any DBS requirements.

As with all students on placements, but of particular importance with under 18's students, there should be suitable arrangements for maintaining contact between the student and their School / tutors. (For Work Based Learning and Placement Policy see Related Documentation).

3.10 Relationships with Under 18s

It should be noted that whilst a child can consent to sexual activity once they reach the age of 16, under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (teacher, student, mentor, academic employee etc.) to have a sexual relationship with a child under 18 where that person is in a position of trust, even if the relationship is consensual. (For Consensual Relationship Policy see Related Documentation).

3.11 Field Trips

Certain courses may involve compulsory or optional field trips, excursions or periods of study away from the University. No additional responsibility can be accepted by the University for a student who is under the age of 18 years in relation to such activities. A separate risk assessment must be carried out before any field trip can take place. (For Travel and Field Work Policy see Related Documentation).

3.12 University Welcome and Induction

On acceptance of an offer made by the University, new students will be provided with online information outlining where to find their timetable, the welcome activities taking place and where to get advice and guidance such as wellbeing, disability and learner support and money advice and funding.

[New Student Welcome pages: http://www.salford.ac.uk/welcome/home](http://www.salford.ac.uk/welcome/home)

[Student Support and guidance: http://www.askus.salford.ac.uk/](http://www.askus.salford.ac.uk/)

3.13 Visa Requirements

In all cases where a Tier 4 (general) student is under the age of 18, the University has a responsibility to ensure that it has parental / guardian consent for the student to travel and live independently in the UK. This is confirmed in the Parental Consent Form.

[Tier 4 students – How to apply for your course](#)

[Guidance on application for UK visa as Tier 4 student](#)

4.0 Policy Enforcement / What happens when the policy/procedure is not followed

Where appropriate, specify what should happen when a policy/procedure/code of practice is not followed and any sanctions should be included as a discrete statement.

Reference should be made, where relevant, to existing policies and procedures.

5.0 Related Documentation

The following documents can be found on the [University of Salford Policies pages](#) <http://www.salford.ac.uk/policies> or under 'P' via the Staff Channel A-Z index.

- Safeguarding Policy
- Health and Safety Policy
- Student Vetting Policy
- Student Support Policy Framework
- Admissions Policy
- Work Based Learning and Placement Policy
- Student Criminal Convictions Policy

The following policies can be found on the HR pages

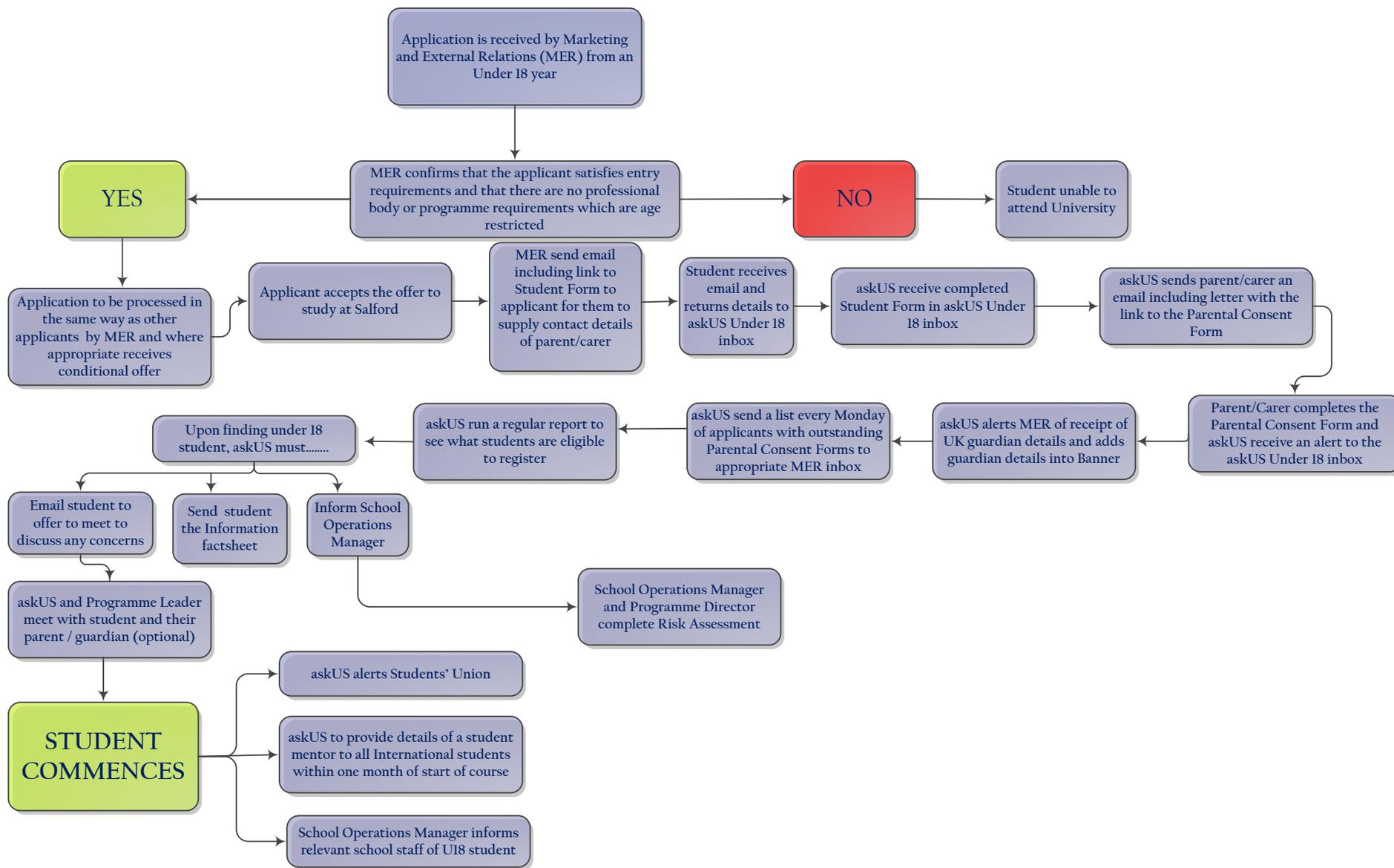
HR pages: <http://www.salford.ac.uk/hr>

- U18 and Children on the Premises Policy
- Consensual Relationship Policy
- HR Recruitment Code of Practice
- Travel and Field Work Policy

6.0 Appendices

- Appendix A: Admission of U18 student departmental responsibilities flowchart
- Appendix B: Risk Assessment Considerations

Appendix A: Admission of U18 student departmental responsibilities



Appendix B: Risk Assessment Considerations

This is table to give ideas of considerations, a formal risk assessment should be completed (using the HR Health Safety and Wellbeing [Risk Assessment template](#)) for each occasion where an Under 18 is being considered for a course. The Risk Assessment should be completed by the Programme Director and the School Operations Manager, and advise askUS when completed.

#	Hazard	Risks associated with Hazard	People affected	Precautions already in place	Suggestions of actions to mitigate identified risks	Responsibility
1	1:1 contact with the under 18 years	<ul style="list-style-type: none"> False allegations of abuse made by student whether justified or not 	<ul style="list-style-type: none"> Personal tutor Programme Leader Student and Graduate Diversity Officer, Director Other tutors Other students Student mentors 	Student & Graduate Diversity (SGD) Officer DBS checked	<ul style="list-style-type: none"> A record to be maintained of all SGD 1:1 sessions with Under 18 to be stored on advantage system. Issues shared with Director of Student Experience and Support, the SGD Officer and Personal Tutor. Programme Leader assigned as Personal Tutor to be DBS checked and made aware of the University Safeguarding Policy Appendix E Director of Directorate to be DBS checked to provide cover in the absence of PL/PT. Course does not require 1:1 contact with other students Student volunteer mentor(s) 	Programme Directors for School based employees askUS for other employees and students
2	Group work	<ul style="list-style-type: none"> Abuse of student False allegations of abuse by student against employees, other students 	Other students	<ul style="list-style-type: none"> Group work to include a minimum of 3 students UCAS student data to be checked for any safeguarding concerns within the group 		Programme Leader Marketing and External Relations
3	Access to inappropriate material	Student likely to access age inappropriate material	Under 18 Parents	Included in parental/guardian consent form ICT Acceptable Use		askUS

#	Hazard	Risks associated with Hazard	People affected	Precautions already in place	Suggestions of actions to mitigate identified risks	Responsibility
				Policy		
4	Internet and Social media	Internet bullying	Under 18	ICT Acceptable Use Policy	Contact with Wellbeing Service	Personal Tutor SGD Officer
5	Insurance cover					Finance
6	Medical Emergency	Injury Physical/mental Illness Existing condition	Under 18 Personal Tutor School Office Security	Parent/guardian consent form and medical declaration U18 and Student Support Policy Framework		Programme Leader askUS
7	Serious misbehaviour	Injury to others, damage to property, academic misconduct	Employees, students, visitors, volunteers, USSU Security	Academic regulations, student charter	Parental/University signed agreement	askUS
8	University Partner Accommodation	Misbehaviour Abuse 1-1 contact	Other students Employees Under 18	Admission of students U18 Policy, Student Support Policy Framework		askUS Campus Living Villages Other accommodation providers
9	Teaching/learning spaces	Standard risks		University risk assessment		Programme Leader
10	Field trips	Standard risks		Field Trip consent form		Programme Leader
11	Placements	Legal requirements regarding U18s and U16s	Student	Student Support Policy Framework		
12	Students Union	Bar Gambling Shops Student clubs & societies membership	Student	Signs in Bar regarding U18 restrictions		