



RESIDENTIAL SERVICES

UNDER 18's POLICY

The under 18's policy covers students applying for University managed or allocated accommodation whose 18th birthday falls after the first day of the Residence Contract of the year of entry to the University. This policy will cease to apply to students once they reach their 18th birthday.

ARRANGEMENTS DURING THE ACADEMIC YEAR

Our responsibility to under 18 year old students:

1. Residential Services will:

- 1.1 Give priority access to those students who apply before 31 August in University managed or allocated/partnership (Unite plc and Signpost Homes) accommodation. After 31 August we will use our best endeavours to offer University or partnership accommodation.
- 1.2 House students in Halls type accommodation where there is easy access to a member of Resident Staff or to a 24 hour staffed reception facility. ("Halls" type accommodation)
- 1.3 Integrate students who are under 18 with those who are over 18.
- 1.4 Carry out Criminal Record Bureau (CRB) checks on new Resident Staff and Security staff employed by the University
- 1.5 Provide relevant training for Resident Staff employed by the University and staff with regular access to study bedrooms.
- 1.6 Recommend that our Housing Partners carry out CRB checks on front line employees.
- 1.7 Promptly inform the person named as next-of-kin if we become aware that the student:
 - a. Is in serious rent arrears – more than 1 term
 - b. Is in serious breach of the Residence Contract Terms & Conditions or the Rules of Residence invoking Disciplinary Regulations.
- 1.8 Ensure that students under 18 are aware of whom to contact in case of difficulties
- 1.9 In all cases we will try to 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.

2.0 Residential Services will NOT:

- 2.1 Carry out CRB checks or provide training for University Contractors (attending to repairs within the residences). All Contractors will however, carry identification and will carry out repairs/works between 9am and 5pm except in an emergency situation.

- 2.2 Carry out CRB checks on our Housing Partners
- 2.3 Carry out any checks, other than those mentioned above on under 18's living in University managed accommodation
- 2.4 Monitor how the student spends their leisure time or manages their finances
- 2.5 Apply this policy to under 18's housed in the private sector.

3.0 Students' responsibility to Residential Services

Students will:

- 3.1 Be required to enter into a Residence Contract with the University and abide by its Terms & Conditions.
- 3.2 Provide the name and address of a parent, guardian or other responsible adult who will be the University's point of contact for notification under 1.7.