

Title:	Under-18s Accommodation Policy
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The under 18's Accommodation Policy covers students:

- who want to book BU accommodation, i.e. University managed or contracted private accommodation partner accommodation; and
- whose 18th birthday falls after the first day of the accommodation contract of the year of entry to the University.

This policy will cease to apply students once they reach their 18th birthday.

Related documents:

- [Admission and Support for Students Under 18: Policy and Procedure](#)
- BU Information Pack in relation to U18 Students*
- [Safeguarding Policy](#)
- [\(Accommodation\) Booking Policy](#)

**Provided to relevant students by BU Admissions following their application to study at BU*

ARRANGEMENTS DURING THE ACADEMIC YEAR

Roles and responsibilities in relation to students who are under 18 years of age:

1. The University will:

- 1.1 Subject to the terms and conditions of the University's [Booking Policy](#), prioritise students under the age of 18 to book into BU accommodation. This is accommodation for which bookings are secured through the BU accommodation portal, and which will either be managed directly by the University or by a private accommodation partner who has an accommodation services contract with the University. Information about the University's Accommodation Guarantee is set out in the Bournemouth University's [Bookings Policy](#)
- 1.2 As stated in the [Admission and Support for Students Entering the University Under the Age of 18. Policy & Procedure](#), the University is an adult environment. Students studying at BU should be prepared to live independently and alongside others and take responsibility for looking after themselves. In this context, in booking students into accommodation (whether managed by the University or by a private accommodation partner) the University will not aim to separate students who are under 18 from the general student population including students who are over 18. We will contact under 18 students during the booking process to discuss their accommodation options, to assist them in understanding their accommodation options and making a booking which is appropriate for them as individuals. However, it is for the student and their parents/guardians to take final decisions on selecting and booking the specific BU accommodation.
- 1.3 Carry out a risk assessment on all University staff working within University managed accommodation where there are/could be students under 18 years of age residing to assess and decide if a Disclosure and Barring Service (DBS) check is required.

- 1.4 Following a risk assessment, for all University staff deemed to require a DBS check ensure that this is conducted, received and held on file by BU Human Resources.
- 1.5 Following a risk assessment, for all University staff not deemed to require a DBS check, e.g. if their main place of work is not student accommodation, but who still require to occasionally work in University managed accommodation, to ensure that the staff member carries identification, conducts works between 9am and 5pm (except in an emergency situation), is advised prior to conducting the works that there are students under the age of 18 residing in that specific accommodation, and, where possible, is accompanied by a member of DBS checked University staff when visiting a room where there is known to be a student under the age of 18 years.
- 1.6 Ensure that all University Security Contractors working in University managed accommodation hold a Security Industry Authority Licence (SIA) which includes a DBS check and to be held on file by BU Estates
- 1.7 In respect of all other (non-DBS checked) University contractors or agency staff working in University managed accommodation, prior to commencing their duties in respect of accommodation occupied by a student under the age of 18, ensure they are aware of this and, where possible, ensure they are accompanied and/or managed by a DBS checked University member of staff or approved Contractor when visiting a room where there is known to be a student under the age of 18 years.
- 1.8 Provide relevant training on the correct process for entering accommodation for all staff that require access to student's bedrooms in University managed accommodation, keeping a record of the name of the person accessing the room along with the date and time of access.
- 1.9 Request, receive and hold the University's contracted Accommodation Partner's own policy and process for accommodating, safeguarding and managing students under 18 years of age.
- 1.10 To only book students under the age of 18 into the University's contracted Accommodation Partner's accommodation where the partners can satisfactorily demonstrate that relevant members of staff have been DBS checked, that their policy allows and, in the opinion of the University, a robust process is in place to adequately safe-guard the student.
- 1.11 For students booked into the University's directly managed accommodation, use information provided under sections 3.3 to 3.5 to, promptly inform either the student's parent/legal guardian or any UK guardian if we become aware:
 - that the student is in serious rent arrears – more than 1 term
 - that the student is in breach of their accommodation Licence
 - of a medical emergency relating to the student
 - that there is a significant welfare related concern regarding the student,
- 1.12 Where the student books a room with one of its Accommodation Partners, the University will share information provided under sections 3.3 to 3.5 with any third-party provider of such accommodation, who may use this information in accordance with their own policy and processes.
- 1.13 Ensure that students under 18 are aware of whom to contact in their accommodation in case of difficulties or emergencies; and
- 1.14 Apply the University's Safeguarding Policy where applicable to ensure that where BU becomes aware of specific concerns or issues relating to a student under the age of 18, which relate to their living arrangements within BU accommodation, these are managed appropriately.

2 The University will not:

- 2.1 Carry out DBS checks for University contractors, whose main place of work is not the University's accommodation, e.g. agency staff, cleaning operatives and maintenance

contractors. However, all Contractors will be required to: carry identification, conduct their duties between 9am and 5pm (except in an emergency situation) and, where possible, be accompanied by a member of University staff when visiting a room where there is known to be a student under the age of 18 years as stated above.

- 2.2 Carry out DBS checks on University contracted Private Accommodation Partner employees or contractors.
- 2.3 Carry out any checks, other than those mentioned above on under 18's living in University accommodation
- 2.4 Monitor how the student spends their leisure time or manages their finances.
- 2.5 Apply this policy to students under the age of 18 who choose to live in privately rented accommodation

3 The student will:

- 3.1 For University managed accommodation, be required to enter into an accommodation contract (the 'Student Licence') with the University and abide by its [Terms & Conditions](#).
- 3.2 For University contracted Private Accommodation Partner accommodation, be required to enter into an accommodation contract and abide by any associated Terms & Conditions as supplied.
- 3.3 Read and complete BU's U18 Information Pack and sign the Student Declaration Form within the Pack. Where the student is booking a room with one of the University's Accommodation Partners, this information will also be shared with the relevant Accommodation Partner
- 3.4 To enable the University or its Accommodation Partner to share information as provided for in 1.11 and 1.12, provide the University or its Accommodation Partner with and keep updated (or ensure that their parent/legal guardian provides and keeps updated) the name and contact details (including email, phone and postal address) of a parent/legal guardian.
- 3.5 For the same purpose referred to in 3.4, where the student's parent/legal guardian is based outside the UK, provide the University or its Accommodation Partner with and keep updated (or ensure that their parent/legal guardian provides and keeps updated) the name and contact details (including email, phone and postal address) of an alternative guardian who is authorised to act on the parent/legal guardian's behalf in responding to the matters set out in 1.11.

4 The parent/legal guardian of the student will:

- 4.1 Read BU's U18 Information Pack and sign the Parent/Legal Guardian Declaration Form within the Pack, accepting responsibility for the student's liabilities to the University and providing the information referred to in paragraph 3.4 and 3.5. This information will be shared with any Accommodation Partner providing accommodation for the relevant student. You might also then be contacted by the Accommodation Partner and required to agree and abide to any policies and procedures they have related to housing students under the age of 18.
- 4.2 Respond promptly to contact from the University or its Accommodation Partner under 1.11 or 1.12.

5 Data Protection

- 5.1 Full information about how student personal data is processed in connection with University-managed accommodation is set out in the University's [Student Privacy Notice](#) Information about how parent/guardian personal data is processed is included in the BU U18 Information Pack. The sharing of student information with parents/guardians provided for in 1.11 and 1.12 is specific to students under the age of 18. This information is shared on the basis that the

sharing is necessary for the performance of contracts to which you are a party and/or necessary for legitimate interests pursued by the University and its Accommodation Partners (including the enforcement of the terms on which accommodation is provided and protection of the interests of other students resident in the accommodation). Special category data relating to health and welfare matters is shared only where this is considered necessary to safeguard you, to protect your vital interests or to provide you with confidential services/support, where it is not possible or not appropriate to seek your consent first before contacting your parent/guardian.

ARRANGEMENTS OUTSIDE OF THE ACADEMIC YEAR

4. Summer Accommodation

- 4.1 Outside of the standard academic year the University can enter into accommodation agreements with students, colleges, language schools and other educational providers (normally July – September)
- 4.2 If the students living in University accommodation during this time are under 18 years of age the University will continue to abide by all terms detailed in section 1. of this policy.
- 4.3 The University reserves the right to not take a booking from any students who are under 18 years of age. However, any students who are permitted to book accommodation are expected to abide by sections 3.1 and 3.4 to 3.5 of this policy
- 4.4 Any third-party group booking for University accommodation, where there are students who are under the age of 18 years old, should be able to demonstrate accreditation with the British Council; supply the University with a Safeguarding Policy that sets out how it will manage the risks and safeguard the wellbeing of its students during their time in University accommodation as well as respond to the requests of the University as set out in its Safeguarding Checklist for Summer lets form.