

Accommodation and Campus Services

UNDER 18'S POLICY – ACCOMMODATION AND CAMPUS SERVICES

The under 18's policy will apply to students housed in University accommodation whose 18th birthday falls after the first day of the Residence Contract of the year of entry to the University. This policy will not apply to students once they reach their 18th birthday.

Arrangements during the Academic Year

Our responsibility to under 18 year old students

1.0 Accommodation and Campus Services will:

- 1.1 House all those students who fulfil the terms of the guarantee in University owned/partnership accommodation – see Home from Home Booklet for further details.
- 1.2 Where possible, give preference for vacancies in University-owned/partnership accommodation to students who do not qualify for the guarantee.
- 1.3 House students in accommodation where there is easy access to a member of Resident Support Staff or to a 24 hour staffed reception facility.
- 1.4 Integrate students who are under 18 with those who are over 18.
- 1.5 Criminal Record Bureau (CRB) checks will be carried out on new Residential Support, Portering and Security staff employed by Accommodation and Campus Services.
- 1.6 Provide relevant training for Partnership staff and Resident Support staff employed by the University, room key holders and staff with regular access to study bedrooms.
- 1.7 Recommend that our Housing Partners carry out CRB checks on front line employees.
- 1.8 Arrange a meeting before Christmas with each student whose 18th birthday falls after the end of Semester 1. The Resident Support Officer or the Tenant Liaison and Lettings Manager will conduct the meeting to discuss the transition from home life to University accommodation and to check on general well-being.
- 1.9 Arrange follow-up meetings where required by the student.
- 1.10 Promptly inform the person named as next-of-kin on the Application Form if we become aware that the student:
 - a. Is in serious rent arrears – more than 1 term in arrears
 - b. Is in serious breach of the Residence Contract invoking the Disciplinary Regulations.
- 1.11 In all cases except those in 1.10 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.

- 1.12 Ensure that students under age 18 are aware of whom to contact in case of difficulties.
- 1.13 Encourage Residential Bar staff to check proof of age in cases where they are not sure.

2.0 Accommodation and Campus 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 out identification and will carry out repairs/works between 9.00am and 5.00pm 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 owned accommodation.
- 2.4 Monitor how the student spends their leisure time or manage their finances.
- 2.5 Insist on re-arranging the initial contact meeting in point 1.9 if the student chooses not to attend.
- 2.6 Apply this policy to under 18 year old students housed in the private sector.

3.0 Students' responsibility to Accommodation and Campus Services

Students will:

- 3.1 Be required to enter into a Residence Contract with the University and abide by its terms and 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 paragraph 1.10. This will be the next-of-kin mention on the Application Form unless the student notifies Accommodation and Campus Services otherwise.

PLEASE NOTE THIS POLICY IS CURRENTLY UNDER REVIEW AND MAY BE SUBJECT TO CHANGE FOR THE 2008/09 SESSION

[See Lettings Policy](#)

February 2008