

STUDENTS UNDER 18 YEARS OF AGE POLICY AND PROTOCOLS

Introduction

1. The University of Law (the University) recognises that it has a duty of care for all students and is committed to providing a safe and secure environment for all who access its facilities and services. The University's [Students of Concern Policy](#) sets out how the University promotes the safety and wellbeing of all students to sustain an environment where all can engage fully in a community of learning. This policy sets out the principles under which the University ensures the care and safety of students under the age of 18. This policy should be read in conjunction with the University's [Safeguarding Children and Adults at Risk Policy](#) and the [University's Disclosure and Barring Service \(DBS\) and Recruitment of Ex-Offenders Policy](#).

Scope of this policy

2. The policy applies to the admission of all students who are under 18 years of age at commencement of a programme admitted in accordance with the [Recruitment, Selection and Admissions Policy](#).
3. This policy should be read in conjunction with the following documents;
 - [Students of Concern Policy](#)
 - [Safeguarding Children and Adults at Risk Policy](#)
 - [Safeguarding Children and Adults at Risk Procedures](#)
 - [Dignity at Work and Study Policy](#)
 - [Disability Support and Inclusion Policy](#)
 - [Disclosure and Barring Service and Recruitment of Ex-Offenders Policy](#).
 - [Prevent Duty Policy](#)
 - [Staff Code of Conduct](#)
 - [Student Code of Behaviour](#)
 - [Student IT Acceptable Use Policy](#)
 - [Student Social Media Policy](#)

Responsibility for this policy

4. Ultimate responsibility for the development of clear and effective safeguarding processes and procedures and overseeing their application lies with the Designated Safeguarding Lead. Ultimate responsibility for the development of clear and effective processes and procedures associated with the quality assurance and maintenance of standards of academic provision and overseeing their application lies with the Academic Board of the University.

Expectation

5. The University has in place, monitors, and evaluates arrangements and resources which enable all students to develop their academic, personal, and professional potential.

Key aims and principles

6. The University ensures that:

- 5.1. students under 18 years of age are fully supported in their personal and academic development to encourage them to develop their full potential;

- 5.2. students under 18 years of age are enabled to understand the need to take responsibility for their own learning;

- 5.3. parents of students under 18 years of age are able to understand that the University is an adult environment and treats all its students as independent, mature individuals;

- 5.4. relevant staff who have frequent contact with students under 18 years of age have DBS checks in accordance with the [University's Disclosure and Barring Service \(DBS\) and Recruitment of Ex-Offenders Policy](#);

- 5.5. relevant policies and procedures are in place and are adopted for safeguarding students under 18 years of age in accordance with the University's [Safeguarding Children and Adults at Risk Policy](#).

Procedural Approach

7. The University is committed to equal opportunity for all its students irrespective of age, class, creed, disability, ethnic origin, gender, marital status, nationality or sexual orientation, and to complying fully with all applicable legal requirements set out in the [Equality Act 2010](#). In England and Wales, anyone younger than 18 years of age is defined as a child.

8. Whilst the University acknowledges that anyone under the age of 18 is legally a child, University students' study in an adult environment where all students are treated the same. The University has a duty of care to all students and staff especially students under the age of 18.

9. The Admissions Department treats any applicant under 18 years of age with parity. The Admissions Department informs the Campus Dean where a student under 18 years of age is joining a programme of study at their campus. The Campus Dean

is required to demonstrate compliance with this policy prior to the student being inducted onto their programme of study. This includes carrying out DBS checks on members of staff who will have frequent contact with the student. The checklist used to determine a campus's compliance with this policy is set out in Appendix D.

10. Each student is allocated an Academic Coach who they can turn to for help and advice if they are having difficulties. The role of the Academic Coach is explained in the Academic Coach Guide to Student Support. The Campus Dean ensures that a Academic Coach of a student under the age of 18 is aware of their responsibilities under this policy as set out in Appendix A.
11. The University's approach to safeguarding children and adults at risk is set out in its [Safeguarding Children and Adults at Risk Policy](#). As set out in the [Prevent Duty Policy](#) the University considers its duty to have due regard to the need to prevent people from being drawn into terrorism under the [Counter Terrorism and Security Act 2015](#) as a safeguarding matter. The University has in place Safeguarding Officers (SO) and Deputy Safeguarding Officers (DSO) across the campuses to assist staff who may have any concerns about possible risk to a child. These designated persons do not necessarily have child protection experience but they have received training and will have on-going support to allow them to carry out this key role in determining, with appropriate advice when necessary, whether, and at what stage, a referral should be made to the appropriate authority. All staff receive training in relation to safeguarding and are made aware of the University's process for raising safeguarding concerns.
12. The University requires all members of the University community to respect the rights and dignities of others and staff and students are expected to abide by the University's [Staff Code of Conduct](#) and the [Student Code of Behaviour](#). The University will not tolerate any form of harassment, bullying or victimisation and its approach to reports of unacceptable behaviour is set out in its [Dignity at Work and Study Policy](#). Reports of unacceptable behaviour can be made online at <https://reportandsupport.law.ac.uk/>.

Parental Responsibilities

13. The University does not accept an *in loco parentis* responsibility for students under the age of 18.
14. Where a student's parents are resident in the UK, they are responsible for the student. If the student is studying on a programme that requires attendance at one of the University's campuses and the student's parents are not resident in the UK,

they must appoint a guardian in the UK to carry out the tasks and responsibilities of the parent as delegated. If there is not a suitable guardian, parents can access a list of accredited agencies from the Association for the Education and Guardianship of International Students to seek a guardian located in the UK.

15. Save for circumstances where parental consent would result in a child breaking the law, parents are asked to give consent for their child's involvement in anything that requires students to be 18 years of age or more.
16. The University requires various documentation from parents before their child can be admitted to the Programme of Study. Details of these documents are set out in the protocols to this policy (Appendix A).

Travel to the UK

17. When non-UK students are travelling to the UK the student's parents must confirm to the University what arrangements are in place for the student to be met at the point of entry to the UK. It is expected that the student will be met by their appointed guardian. If this is not possible the University will assist the parents in making suitable arrangements.

Accommodation

18. Students have a legal right to live independently in the UK, so they can make their own arrangements for accommodation if preferred. The University has an online accommodation portal which provides property listings for all of its locations together with helpful advice on renting a property.
19. Non-UK Students must provide their parent(s)/legal guardian(s) consent to live independently in the UK.

Contracting with the University

20. There are certain occasions where a student under the age of 18 is considered not legally competent to contract with the University. These contracts include but are not limited to:
 - 19.1 the full and timely payment of course fees to the University;
 - 19.2 the fulfilment of the terms and conditions of the University.

The University requires students under the age of 18 who are involved in such contracts above to act through a parent or a guarantor and requires such parent or guarantor to guarantee and fulfil the contractual obligations.

Support for students with a disability

21. There is no difference in the support offered to students under 18 years of age in relation to disability support. Students studying at the University who are under the age of 18 can apply for the same level of funding as those over the age of 18 and should refer to the [University Disability Support and Inclusion Policy](#).

Consumption of alcohol and social activities

22. It is illegal for alcohol or tobacco to be sold to or bought by individuals who are under the age of 18 years. Individuals are subject to random checks in relation to their age when using any licensed premises in the UK.

23. The University cannot undertake to supervise any individual student to ensure that the law is not broken in relation to licensed premises in the UK, or at University social events (such as those at the Fresher's Induction week).

Use of IT and social media

24. All students of the University have access to IT to enhance their learning experience. The University's [Student IT Acceptable Use Policy](#), by which all students are required to abide, outlines how computers, networks, email, data, and internet usage are controlled and managed by the University. This policy is designed to ensure that the necessary levels of protection are in place to successfully provide these services for students.

25. The University of Law recognises that social media can offer many social, academic, and professional benefits and it is an important method of communication. However, there is an inherent risk attached to its use, in that, it is an instantaneous and far-reaching form of communication and inappropriate use can impact upon staff, students and the reputation of the University. The [University's Student Social Media Policy](#) aims to help students understand the implications of the misuse of social media.

26. To assist and prepare parents/guardians for students working online the University has prepared general guidance (Appendix F) which forms part of the documentation sent to parents/guardians before their child is admitted to the Programme of Study.

Use of Images

27. Where the University wishes to use an image of a student under the age of 18 a parental consent form must be completed (Appendix E).

Clubs, Societies and Events

28. Students who are under the age of 18 are encouraged to join University clubs and societies but are not able to hold office until after their 18th birthday. This is because Officers carry legal responsibilities. Their participation in certain activities may be limited.

Responsibility for implementation

29. Responsibility for the implementation of this policy and protocols lies with the Admissions Department and Campus Deans.

Monitoring and evaluation

30. Responsibility for reviewing and evaluating the effectiveness of this policy lies with the Designated Safeguarding Lead. Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

Version history:

Version	Amended by	Revision summary	Date
V1.0	Head of International Visa Office	Initial drafting	30/05/13
V1.1	Head of Careers Service	QA review	05/07/13
V1.3	External Consultant	External amendments	28/08/13
V1.4	Academic Registrar	Review	25/09/13
V1.5	Academic Board	Approval	03/10/14
V1.6	Student Officer	Review	04/11/13
V1.7	Head of International Visa Office	Update	02/12/13
V1.8	Head of International Visa Office	Update	05/02/14
V1.9	Centre Director – Birmingham	Review	05/02/14
V1.10	Head of Quality Assurance	Final amends	21/02/14
V1.11	VP – AGQS	Sign-Off	03/04/14
V1.12	Head of International Visa Office	Update	10/06/14
V1.13	Disability Support Officer	Update	11/11/14
V1.14	Director of Operational Services	Update	11/10/16
V1.15	Academic Board	Approval	25/10/16
V1.16	Director of Operational Services	Update	11/05/17
V1.17	Director of Operational Services	Update	01/10/18
V2.0	Registry Officer	Change to coding convention	24/03/20
V2.1	Senior Quality Officer	Further naming convention clarifications	26/03/20
V2.2	Director of Student Experience, Wellbeing and Inclusion	Review	October 2021
V2.3	Director of Student Experience, Wellbeing and Inclusion	Review	January 2024
V2.3	Approved by Academic Board		8 February 2024

APPENDIX A

Protocols

A. Parental Responsibility

Completion of compulsory documents:

a) Parents' Agreement (Appendix B)

Parent(s)/legal guardian(s) must sign the Parents' Agreement prior to the student joining their programme of study.

b) Guardianship Letter (Appendix C)

Please see Appendix B. Parent(s)/legal guardian(s) resident outside of the UK must sign the Guardianship Letter prior to the student joining their programme of study

c) 24 hour emergency contact and Next of Kin contact details

Emergency contact and Next of Kin details must be provided at the point of induction to the Programme of Study. The person listed as an emergency contact should be in the UK (a relative or trusted friend).

d) Travel Information – non UK students only

Confirmation of the students travel details to the UK and where the student is travelling independently, consent from the parent/guardian for independent travel and details of who will be meeting the student at the point of entry to the UK.

e) Accommodation Information – non UK students only

Students who want to live independently must submit a letter from their parent(s)/legal guardian(s), confirming their consent for the student to live independently in the UK. If the student is staying with a relative or a friend, parents must indicate this in the letter.

B. DBS Checks

Teaching and Employability staff who have frequent contact with a student under 18, including the students' Academic Coach, will have an Enhanced DBS check.

Members of student support teams are required to have a DBS checks as set out in the [DBS and Recruitment of Ex-offenders Policy](#).

DBS checks are carried out by the People and Organisational Development team.

C. Academic Coach

Under 18s are assigned to an Academic Coach who teaches them during the first semester of their programme of study.

In the first pastoral appointment the Academic Coach will explain their role to the student and also explain the importance of attending sessions and that attendance is monitored. The Academic Coach will also check the following matters with the student:

- Whether the student has a disability that they have not yet declared and if not to make the student aware of the Disability and Inclusion Service and tell the student that the tutor sends an email to the service asking them to contact the student directly (disabilitysupportservice@law.ac.uk)
- Whether the student has any issues with their accommodation and if so to make the student aware of the accommodation service (accommodation@law.ac.uk)
- Whether the student is registered with a doctor and if not strongly encourage the student to register.
- Whether the student has read the Code of Behaviour and if not provide the student with a copy of the code (or explain where it is located online) and explain how reports of unacceptable behaviour can be made online at <https://reportandsupport.law.ac.uk/>.
- Whether the student has read the [IT Acceptable Use Policy \(Students\)](#) and if not provide the student with a copy of the policy (or explain where it is located online).
- Whether the student is aware of the Student Hub on ELITE and what support is available to students – welfare, counselling, and study skills in particular. The Academic Coach will also provide the student with a copy of the Campus Advice and Support Booklet
- Provide the student with details of the Campus Safeguarding Officers
- Provide the student with a copy of the parental consent form for use of images of children (Appendix E).

APPENDIX B

Parents' Agreement

To Whom It May Concern

Your daughter/son (print name).....

will be younger than 18 years of age when admitted to The University of Law. It is very important that you read the University Policy on Students under the age of 18 which is enclosed with this letter.

You are required to read and sign the Parents' Agreement before your child enrolls onto the programme of study.

The University has a duty of care to all students and staff especially students under the age of 18. However, the University does not accept an in loco parentis responsibility for children.

If you are not resident in the UK, you must appoint a guardian in the UK to carry out the tasks and responsibilities of the parent as delegated. If there is not a suitable guardian, you can access a list of accredited agencies to seek a guardian. A list of accredited agencies can be obtained from:

The Association of Educational Guardians for International Student (AEGIS)
66 Humphreys Close
Randwick
Stroud GL5 4NY
Tel/Fax: +44 (0) 1453 755160
Email: secretary@aegisuk.net

You will be asked to give consent for your child's involvement in anything that requires students to be 18 years of age or more.

In addition to this Agreement, you also must submit the following documents before your child can be admitted to the programme of study:

- 24 hour emergency contact and Next of Kin contact details
- Travel Information (for Non-EEA students)
- Accommodation information (Non-EEA students)
- Medical/Disability support details (if applicable)

There are certain occasions where a student under the age of 18 is considered not legally competent to contract with the University. In these situations, the University requires students under the age of 18 who are involved in such contracts to act through a parent or a guarantor and requires such parent or guarantor to guarantee and fulfil

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the obligations therein. Where these are required, you must act as a guarantor to that contract.

You will be informed if your child fails to pay any fees agreed under our Terms and Conditions. Your details will be passed on to the University's solicitors.

In an emergency, medical treatment may be required before parent(s)/legal guardian(s) are contacted. Therefore, you must give your consent that in case of an emergency, the University has permission to act on medical advice.

All students of the University have access to information technology to enhance their learning experience. Detailed within the Under 18 years of age policy document is a link to the [Conditions of Use of The University of Law's IT Systems](#). It is important that you read and discuss these with the student ahead of the student commencing study. A breach of the IT guidelines may result in the student being subject to disciplinary action and possible exclusion.

I confirm that I have read and accept The University of Law Students under 18 years of age policy and the conditions of use of The University of Law's IT systems.

.....
(print name)
Parent(s)/Legal Guardian(s)

.....
(signature)
Parent(s)/Legal Guardian(s)

Address:
.....
.....
.....

Date:

APPENDIX C

Guardianship's Letter

Students Under 18 Years of Age



To Whom It May Concern

I, (name)..... , father/mother (delete as applicable),
authorise (name).....to act as a
guardian for my daughter/son (delete as applicable).....
while they are studying at The University of Law.

I confirm that above named guardian will carry out the tasks and responsibilities of a parent until the child's 18th birthday.

GUARDIAN

Name.....

UK address.....

.....

.....

Mobile no:.....

Landline no:.....

Email:.....

Parent(s) name

Date, place

APPENDIX D

Campus Compliance Checklist – to be submitted to the Designated Safeguarding Lead or on before 1 September immediately preceding the admission of a student under 18 years of age

Campus:	
Safeguarding Officer and Deputy Safeguarding Officer notified that a student under 18 years of age joining	YES / NO
DBS checks for relevant staff below completed or applied for	Indicate if completed (C) or applied for (A)
Academic Coach	
Name:	
Tutors	
Name:	
Name:	
Name:	
Name:	
Name:	
Name:	
Name:	
Name:	
Academic Coach and Tutors teaching students under 18 years of age have read <ul style="list-style-type: none"> • Students Under 18 Years of Age Policy and Procedures • Safeguarding Children and Adults at Risk Policy and Safeguarding Procedures • Students of Concern Policy • Student Code of Behaviour and can explain where to report incidents of unacceptable behaviour online • Student IT Acceptable Use Policy 	YES/NO
Academic Coach briefed by SO/DSOas to requirements for the first pastoral appointment	YES/NO

Campus Dean Signature: _____

Date: _____

APPENDIX E
Parental Consent Form for Use of Images of Children

I/we,the parent(s)/guardian(s) of:

(child's full name).....

(child's full name).....

(child's full name).....

hereby give The University of Law permission to use any still and/or moving image ie video footage, photographs and/or frames and/or audio footage depicting my/our children named above taken by (name of photographer)

.....

on behalf of The University of Law, on (date).....

at (place).....

for any of the following uses:

- Advertisements, marketing, leaflets, or any other use such as for training, educational or publicity purposes.

The above consents will apply throughout the world and be for an indefinite period/expire on (date).....delete as appropriate

Signed.....Date.....

Signed.....Date.....

Address.....

.....

Postcode.....

APPENDIX F

**Parental Guidance re Online Safety
For U18**

Students Under 18 Years of Age

At the University of Law, we take safeguarding very seriously.

To assist and prepare parents and/or guardians for students remote working instances the University of Law has prepared some general guidance and a list of helpful information links to assist in safeguarding at home. The University provides information and training for students about online safety when they join their programme of study.

Top Tips for young adults

- **Don't tell strangers** where you live, your phone number or where you go to University. Only your friends and family need to know that.
- **Don't send pictures** to people you don't know. You don't want strangers looking at photos of you, your friends or your family.
- **Tell a parent or guardian** if you find or get sent anything that makes you uncomfortable or scared.
- **Follow guidance** provided by a reputable source such as those listed below.



TheUniGuide

TheUniGuide website provides advice for students and a place to learn about the internet, the website provides tips and helpful information on topics such as staying safe on social media and protecting your privacy on the internet.

Visit [TheUniGuide website](#) for further information.



Child Exploitation and Online Protection command

CEOPS provides information for children across many age ranges as well as providing you with a space to report any malicious material and to speak to trained representatives about your concerns. More information can be found at the [CEOPS website](#).



National Society for the Prevention of Cruelty to Children

The NSPCC provide Support and tips to help you keep children safe. From advice on children’s mental health to staying safe online, support for parents and what to do if you’re worried about a child. More information can be found at the [NSPCC website](#).

Below we have outlined other useful links with information on how to keep safe on the internet and how to use parental controls across different devices types. Please note this is a limited list of common providers if you do not find your provider or your device in this list you can find more information regarding parental controls by contacting the provider directly.

Windows 10 Devices	https://www.netnanny.com/blog/how-to-set-parental-controls-for-windows-10/
Apple Mac Device	https://www.macrumors.com/how-to/manage-restrictions-macos-parental-controls/
Virgin Media Parental Control	https://www.virginmedia.com/shop/broadband/parental-control
Sky Broadband Parental Controls	https://www.sky.com/help/diagnostics/sky-broadband-shield/sky-broadband-shield
Apple iPhone and iPad	https://support.apple.com/en-gb/HT201304
Android Devices	https://support.google.com/googleplay/answer/1075738?hl=en-GB

Parental Guidance re Online Safety

6.0 CONTROL DOCUMENT INFORMATION

Version history:

Version	Amended by	Revision summary	Date
1	Senior IT Security Analyst	Document Creation	23/07/2020

Sign off history:

Version	Signed off by	Date
1	Director of Student Experience, Wellbeing and Inclusion (DSL)	24/7/20
2	Director of Student Experience, Wellbeing and Inclusion (DSL)	05/01/2024