



UNDER 18's POLICY

Document Control

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Environmental Impact Assessment (EIA):	The Governance and People Services unit oversees this policy to ensure compliance with the University's EIA requirements and those of any relevant external bodies.

POLICY RELATING TO STUDENTS UNDER 18 YEARS OF AGE

1. Occasionally the University admits students who are under the age of 18 upon commencement of their studies. In most cases this will be a temporary situation, as the student will be approaching their eighteenth birthday. The University is an adult environment and treats all its students as independent, mature, competent individuals; students who are under the age of 18 years will be treated in the same way. However, the University acknowledges that anyone under the age of 18 living in England is legally a child and that some legal restrictions apply.
2. The decision whether to admit any individual under 18 year olds will always be made on a case-by-case basis, depending on the individual facts and supporting evidence (including relevant Risk Assessments). The Pro Vice-Chancellor Marketing, Recruitment & Admissions is responsible for the admission of students under the age of 18 (in conjunction with Senior Admissions staff). The Deputy Vice-Chancellor and Provost is responsible for the monitoring, welfare and support of students under the age of 18 (in conjunction with Senior Administration and Student Support staff)
3. Before the arrival or registration of a student under the age of 18, the University's Director of Student Life (or nominee) will complete the appropriate risk assessment as detailed on Hope's Risk Assessment webpages¹ in consultation with the applicant and the parent/guardian - please also refer to Appendix 1 "Guidance on Young Persons Vulnerability". The legal parent/guardian of the applicant must return a completed consent form before the student arrives on campus to commence their studies at the University (Appendix 2).
4. By signing the Parental/Guardian Consent form, parents/guardians give their permission for the applicant to sign whatever contracts are necessary for registration into the University where they are allowed to do so by UK legislation. The parent/guardian shall act as a guarantor and honour all obligations under any contracts with the University that the student has entered into prior to their 18th birthday.
5. Immigration regulations require an English-speaking UK Guardian to be nominated if the Parent/Guardian of a student under the age of 18 resides outside of the UK. The UK Guardian should be someone who can be contacted quickly in an emergency situation and cannot be a staff member or a registered student at the University. The role will cease on the student's 18th birthday. Where applicable, Part B of the Parental/Guardianship Consent form must be completed and returned before the student arrives on campus to commence their studies at the University. It is vital that the nominated guardian is aware they are taking on the role and responsibilities.

¹ Details of Risk Assessment processes and associate forms / templates can be found here - <https://www.hope.ac.uk/gateway/staff/peopleservices/healthandsafety/riskassessments/>

6. Students who have not attained the age of 18 can, in some circumstances, have their decision relating to medical treatment overridden by parents and hence, emergency contact details must be provided by students or parents/guardians prior to the student's arrival at the University. However, please note that in general, a competent child from the age of around 16 is entitled to make decisions regarding medical treatment, and that such consent cannot necessarily be overruled by parents.
7. It is the University's usual practice to deal with students and not with parents; this approach will also apply to students who are under the age of 18 years. Although those under 18 are regarded as children under UK law, they still have the legal right under data protection legislation for information about them not to be disclosed without their explicit consent unless there is an exceptional and legal reason that justifies sharing information. This means that the University is not able to give information to parents / guardians regarding the student's progress, results or any other personal circumstance unless the student has given specific consent.
8. Programmes of study may involve compulsory or optional field trips/excursions or other periods of study away from the University. Subject to the University's duties to all students under Health and Safety law, the University is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities. The standard process for the Risk Assessment of Fieldwork will apply². The parent/guardian therefore retains parental responsibility for their child during such trips/excursions.
9. It is illegal in the UK for alcohol or tobacco (including vapes) to be sold to or bought by individuals who are under the age of 18 years. Any attempt by a student under the age of 18 to engage in the purchase of alcohol / tobacco /vapes may result in the University invoking its Student Code of Conduct and Misconduct Policy.
10. The University will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the University's control but cannot undertake to supervise any individual student. Individuals are subject to random checks in relation to their age when using any licensed premises in the UK. It is the responsibility of the parent/guardian to ensure their child is aware of the legal position regarding the purchase of alcohol and tobacco products.
11. As a matter of law in England, a person under the age of 18 is a child. The University will report any suspicions or allegations of abuse of children to the appropriate Social Services officer. Any such suspicions or allegations will be reported to the University Designated Safeguarding Officer (DSO) who will enact the University's Safeguarding Procedure as required.
12. Parents/guardians should recognise that residential accommodation offered by the University is generally intended for the use of adults and that, save in

² Full details of the processes and associate Risk Assessment forms for Fieldwork and trips can be found here - <https://www.hope.ac.uk/gateway/staff/peopleservices/healthandsafety/fieldworkandinternationaltravel/>

exceptional circumstances (e.g. relating to health issues or disability), special arrangements cannot be made because a student is under the age of 18 years.

13. A person of age 16 or 17 has the status to enter into necessary contracts for education and accommodation but until their 18th birthday will not be legally competent to enter into all legal contracts. When a student is under 18 years of age the University requires the student's parents/guardians to explicitly honour all obligations (under any contracts with the University) that the student enters into prior to their 18th birthday. It is the responsibility of the parent/guardian and the student to discuss the contents of the contracts and to take legal advice if felt necessary.
14. The University will notify the following internal colleagues that a student will be under the age of 18 on entry to the University including but not limited to: Security staff; Campus Services staff; Residential Life team, the relevant Personal tutor(s) and Head of School(s).

Appendix 1 – Guidance on Young Persons Vulnerability:

Vulnerability Factors	Management Considerations & Actions ³
Proximity to Family / Next of Kin	<ul style="list-style-type: none"> • <i>Family support available? Buddy / mentor system required?</i> • <i>For International students – is assistance or transportation required from airport to campus etc</i> • <i>For International students – has UK Guardian been nominated and is information checked for accuracy on a regular basis?</i> • <i>Emergency contact information collected</i> • <i>Extent of parental/guardianship involvement explained – the University’s usual policy of only dealing or discussing matter regarding the student with the student themselves, regardless if student is under 18.</i> • <i>Consider if homesickness is likely and arrange appropriate support.</i> • <i>Consider putting regular contact points in place with appropriate staff.</i> • <i>Consider any known disabilities.</i>
Accommodation Arrangements	<ul style="list-style-type: none"> • <i>Where students aged under 18 reside on campus, ensure basic information is given with regards to safe cooking, fire risks and emergency evacuation.</i> • <i>Consider appropriate age setting – placement in Hope accommodation students of a similar age.</i> • <i>Ensure that parent / Guardian is aware of accommodation type e.g., en-suite or shared facilities</i>
Age Related Factors	<ul style="list-style-type: none"> • <i>Ensure that parent / Guardian/Young person is aware of age related content for media/ videos that may be shown on an exceptional basis on campus</i> • <i>Ensure that parent / Guardian/Young person is aware of the legal Restriction on the sale of alcohol / vapes/ tobacco products to those under 18.</i>
Exposure to harmful activity / substances	<ul style="list-style-type: none"> • <i>Consideration of the Fieldwork Risk Assessments and associated age related factors</i> • <i>Consider specific risks to young persons related to the course – e.g. are there any risks to health heightened by a consequence of their lack of experience or absence of awareness risks</i>
Emotional Social Support	<ul style="list-style-type: none"> • <i>Consider if homesickness is likely and arrange appropriate support.</i> • <i>Consider putting regular contact points in place with appropriate staff.</i> • <i>Consider any known disabilities.</i>

³ To be discussed with applicant/student and parent/guardian

Appendix 2 – Part A

Parent / Guardian Consent Declaration Form

Student Name:	
Student Date of Birth:	
Student ID Number:	

I hereby confirm that I am the parent/guardian of the above-named student, with legal parental responsibility for the individual named above, and I give my consent for them to attend Liverpool Hope University to enrol on a programme of study on the University premises.

As the above-named individual commences study at Liverpool Hope University, they have my permission to sign contracts necessary for induction into the University. This parental/guardian consent is valid until the eighteenth birthday of the student.

As the above-named individual takes up a place of study at Liverpool Hope University, I, the undersigned parent / guardian:

- Have read the Policy for Students Under 18 years of age
- Understand that I continue to have parental/guardianship responsibility for the student and the University shall NOT have parental/guardianship responsibility and shall NOT be liable for any acts or omissions by the student.
- Agree that I shall remain primarily responsible for the student's personal supervision and welfare.

For this purpose, I,

- Understand that I shall be responsible for ensuring that the University's rules and regulations are adhered to by the student.
- Agree to act as guarantor for the tuition and accommodation fees incurred by the student together with any other sums owed to the University until the student attains 18 years of age.
- Consent to the student undertaking the programme of study and participating in such extra-curricular activities as the student shall determine.
- Agree that Liverpool Hope University, if the student is unable to consent and if it is not possible to contact a parent/guardian in the event of an emergency, may authorise emergency medical treatment, acting on medical advice in the best interests of the student.
- Accept that the University's obligation of confidentiality is owed to the student and to nobody else. Accordingly, the University shall not divulge confidential information, for example about a student's academic progress, to a parent / guardian or anyone else without the consent of the student, except where required as part of a police investigation or as part of a Safeguarding process.
- Understand that this agreement shall remain in force until the eighteenth birthday of the student.

Parent/guardian Consent	
Full Name:	
Signature:	
Date:	
Relationship to student:	
Address:	
Contact Telephone No:	
Email:	

Appendix 2 – Part B

UK Guardianship Declaration Form

Student Name:

Student Date of Birth:

Student ID Number:

Declaration of legal guardianship in the UK where the signatory at Part A, i.e. the parent /guardian will not be continuously present in the UK or intends to leave the UK before applicant /student reaches the age of 18.

The guardian nomination is a Home Office requirement under UK immigration law. The legal guardian for the applicant/student named above whilst in the UK will be:

Full Name:	
Address:	
Contact Telephone No:	
Email:	
Relationship to the Student (if applicable):	

I, as the consenting parent / guardian, have informed the above-named UK legal Guardian of their liability and responsibility as the nominated legal guardian. I confirm that the nominated legal guardian can speak and understand English and they will be available if the University needs to communicate with them.

I agree to the University contacting the UK legal Guardian and discussing the student when there is an urgent reason to do so and it has not been possible to contact the parent/guardian directly.

Parent/guardian Consent	
Full Name:	
Signature:	
Date:	
Relationship to student:	
Address:	
Contact Telephone No:	

Legal Guardian Consent	
Full Name:	
Signature:	
Date:	