



## GUIDANCE FOR APPLICANTS UNDER 18 AND THEIR PARENTS/GUARDIANS

The University owes a duty of care and is committed to the safety and wellbeing of all its students but in respect of those who will be under 18 when undertaking their course of study, such duties are enhanced. In UK law, such students are regarded as children and we would therefore ask you and your parents/guardians to have regard to the following conditions which will be applicable to your time at the University until you are 18:

1. Whilst recognising that the University has an enhanced duty of care, it does not act in loco parentis. You are expected to take primary responsibility for your own emotional and physical development during your time at the University. The University is, essentially, an adult environment and you will therefore be required to act responsibly, be expected to live independently without supervision and be comfortable living and studying alongside people whose ages and backgrounds are very diverse.
2. Students under 18 will be assigned a personal tutor and asked to see them and/or the Pastoral Support Officer regularly as identified in the risk assessment process to be undertaken. This member of staff and any other undertaking Regulated Activity and/or having significant contact with you will be DBS<sup>1</sup> checked. However, not all members of staff teaching at the Language Centre can be/have been DBS checked.
3. As a result of the enhanced duties referred to above, the University must decide whether it can offer you an appropriate environment in which to study. Your admission is, therefore, subject to the University completing a satisfactory risk assessment in order to assess whether reasonably practicable steps can be taken to put in place sufficient measures to safeguard your wellbeing, having particular regard to your age.

As a general rule the risk assessment will be carried out within 5 working days and a decision notified to you within 10 working days.

The result of that risk assessment may identify conditions which would apply to an offer and which you would be required to accept in order to formally receive your offer.

For example, amendments or restrictions conditions regarding University accommodation; enhanced personal tutor contact and completion of a parental consent form in respect of consent to emergency medical treatment, photographs and videos.

In exceptional circumstances, the risk assessment may identify that the University is not in a position to put in place sufficient control measures to safeguard your wellbeing, in which case, we will be unable to proceed with your offer.

4. You and your parent/guardian are encouraged to provide any additional information which you believe may be relevant to the risk assessment to be undertaken by the

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<sup>1</sup> The DBS (Disclosure and Barring Service) is responsible for processing requests for criminal records checks, the eligibility for which depends on the type of role being carried out by a member of staff.

University (for example, ensuring that the University is informed of any special needs/requirements) as soon as possible.

5. Although students under 18 are regarded as minors, their rights under the Data Protection Act 1998 require that no information be disclosed about them (including to parents) without their consent. Students under the age of 18 must be prepared to consent to personal information being released to parents/guardians in the event of medical emergencies.
6. Applicants under 18 do not have full legal capacity to enter into contracts. Accordingly, where necessary, for example, in relation to fees or accommodation, the University may ask parents/guardians to act as guarantors.
7. It is illegal for alcohol to be sold to anyone under 18. Whilst the University will take reasonable steps to ensure that alcohol is not sold to a student under 18, it expects students to act responsibly by not attempting to purchase alcohol. Similarly, internet access is unrestricted and it is not possible for the University to limit access to age appropriate sites and, therefore, students under 18 will be expected to observe rules and regulations about acceptable use of the internet and access to other adult material in the University.
8. Where parents/guardians are not resident in the UK they still remain primarily responsible for the welfare of the student. The University recommends that your parents/guardians consider the appointment of a local Guardian resident in the UK. Please provide a copy of the relevant Guardianship Agreement with that person in which he or she agrees to act in that capacity and provides their contact details. Further information is available at [www.aegisuk.net](http://www.aegisuk.net). If parents/guardians not resident in the UK do not consider the appointment of a Guardian resident in the UK to be necessary, this must be confirmed in writing. Emergency contact details must be provided.
9. We strongly encourage you to live in University accommodation. If you wish to live in University accommodation you must clearly identify in your application for accommodation that you will be under 18 when you join us. The accommodation office will then allocate you accommodation that is particularly suitable for under 18 year old students. Further information about these choices and the process can be obtained by contacting the accommodation office by email on [accom@leeds.ac.uk](mailto:accom@leeds.ac.uk) or by telephone on +44-(0)113-343-7777. Where a student decides to live in private accommodation, parents/guardians are responsible for approving this.
10. There may be additional measures that could apply to your offer. If these become necessary you will be contacted to discuss them.
11. Please show this document to your parents/guardians. We hope that you are reassured that the above measures are in place to assist you in your student career here at Leeds. If you wish to discuss these measures please do not hesitate to contact us by email at [langc@leeds.ac.uk](mailto:langc@leeds.ac.uk).