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UNIVERSITY OF  
CHICHESTER

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## **Under 18's Accommodation Policy and Procedures**

### **Accommodating students under the age of 18**

The under 18's policy will apply to all students under 18 living in University owned and managed accommodation. This policy will not apply to students once they reach their 18<sup>th</sup> birthday. This policy does not apply to students who are under 18 when they apply but reach age of 18 before they arrive at the University.

References in this section to a "Parent" include guardians or other responsible adult nominated by the parent or guardian as representing the student's interests whilst the student is at the University. References in this policy to "Students" are to students to whom this policy applies (i.e. under 18's), unless stated to the contrary.

The University requires a parent or responsible person over the age of 18 to act as guarantor and sign the Tenancy Agreement. This means that the guarantor must pay any sums agreed under the Tenancy Agreement if the student fails to do so.

The University cannot assume parental responsibility for a student under the age of 18. Students and their families should bear in mind that the University is an adult environment. Students are expected to behave like adults and to assume adult levels of responsibility.

Students are expected to have the necessary skills to study and live independently alongside people from a wide variety of backgrounds.

University accommodation is offered on the understanding that the student will be able to adapt to living away from home and to be able to look after themselves in all practical matters.

### **The University's responsibilities to students under the age of 18 years**

#### **The University will:**

- Offer accommodation to all those students who fulfil the criteria set out in allocation policy
- Give priority choice of accommodation to students who qualify for the guaranteed accommodation.

- House students in accommodation close to where there is easy access to a 24-hour staffed reception facility – preferably on the campus at which the student’s course is based.
- Allocate students to single rooms rather than shared rooms, as a priority.
- Allocate students in ensuite rooms rather than standard rooms, as a priority.
- Allocate students catered facilities rather than self-catered facilities, as a priority.
- Integrate students who are under 18 years of age with those who are over 18.
- Send documentation, including a Licence Agreement terms & conditions, including catering terms and conditions if required, to the student and guarantor that is required to be accepted/signed and returned to the Accommodation Office by the guarantor before the student can take up residence.
- Carry out regular DBS checks on staff who have one to one contact with under 18-year olds as part of their everyday duties, and routinely and regularly monitor them.
- Insist staff only enter student bedrooms at allocated times or following room entry procedures.
- Provide relevant training and guidance for accommodation staff employed by the University, room key holders and staff with regular access to study bedrooms and emphasise that all of them have a responsibility to report concerns.
- Arrange a meeting within one month of the start of the academic year with the Accommodation Manager or line manager and encourage the student to attend. The Accommodation Manager will conduct the meeting to discuss the student’s transition from home life to University accommodation and to check on the student’s general well-being.
- Arrange follow-up meetings where requested by the student, but not otherwise.
- Promptly inform the person named as next of kin on the student’s accommodation application form if accommodation staff become aware of and/or are concerned about the student’s health; involvement in an accident; or serious breach of their accommodation agreement (including rent arrears).
- Provide counselling and first aid, if requested to do so or life threatening (first aid only).
- Encourage staff in University-managed bars to check proof or age in cases where they are not sure.
- Treat sympathetically any requests for a change of room within the University accommodation (always subject to availability and suitability). No charge will be made for the room change, if approved.
- Ensure that students are aware of whom to contact in case of difficulties, and ensure that students have means of ensuring confidentiality where they wish it. The University will try and 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.**
- Take seriously all suspicions and allegations of abuse and respond swiftly and appropriately, following the University’s U18 Policy. This could result in contact with official authorities e.g. police, social services etc.

- Pay particular attention to training students in fire safety and evacuation procedures.
- Ensure students are aware of laundry facilities and how to use them, and where to purchase food, personal hygiene products and other necessities.
- Insist contractors carry out DBS checks on their employees with regular access to study bedrooms or close or unsupervised contact with students.
- Provide training to contractors before entering a study bedroom, if doing so on an irregular basis.

### **The University will not:**

- Carry out DBS checks or insist on JSA registration for contractors attending to irregular ad-hoc repairs within the residences. All contractors will, however, be required to carry identification and will carry out repairs/works between 9.00 am and 5.00 pm except in an emergency situation. The University will make students aware of the requirement for contractors to carry identification and of their normal working hours.
- Act in Loco Parents or provide direct supervision of person
- Carry out DBS checks on other students – even where the student(s) is/are over the age of 18.
- Monitor how the student spends their leisure time or manages their finances.
- Insist on re-arranging the initial contact meeting arranged above or any follow-up meeting if the student chooses not to attend, or report nonattendance to parents.
- Intrude unnecessarily on students' reasonable privacy.

### **Students' responsibilities to the University**

#### **Students will:**

- Provide ID, including proof of age, when requested to do so by Accommodation Office staff or nominee.
- Be required to enter into a standard-form accommodation contract with the University and abide by its terms and conditions (including discipline) and abide by Policy and related procedures.
- Provide the name and address of a parent, guardian or other responsible adult who will be the University's point of contact for notification. This will be the next of kin mentioned on the student's application form unless the student notifies the University otherwise.