

Policy & Guidelines for Under 18 Students residing in On Campus Accommodation

1. Introduction

These guidelines apply to students who will be UNDER 18 at the point of entry into Regent's University London accommodation on campus. The purpose of the guidelines is to promote and safeguard the welfare of students who are under the age of 18 years whilst living on campus. The policy will cease to apply to students once they reach their 18th birthday.

2. Application Process

Students who will be under 18 years of age when they move into the accommodation will be required to provide the contact details of a parent or guardian who will be responsible for all contractual matters and will be the primary contact for the housing booking until the student turns 18.

In the case of Study Groups residing in Reid Hall, Group Leaders will be responsible for all contractual matters and will be the primary contact for the housing booking.

3. Whilst a Resident in Reid Hall

Students and their families should bear in mind that the on-campus accommodation is an adult environment with shared communal areas. The shared bathrooms are segregated by sex but not by age.

The University cannot assume parental responsibility for a student under the age of 18 years. Students are expected to behave like adults and to assume adult levels of responsibility. They are expected to have the necessary skills to study and live independently alongside people from a wide variety of backgrounds. Places in Reid Hall are offered on the understanding that the student will be able to adapt to living away from home and to looking after

4. Responsibilities

a) Responsibilities of Accommodation and Hall Management Team:

- i. Preference will be given to under-18s who apply for accommodation.
- ii. To make Under-18s aware of who to contact in case of difficulties.
- iii. In all cases encourage students to involve the responsible adult where appropriate.
- iv. Treat sympathetically any requests for a change of room within the University accommodation (always subject to availability and suitability).
- v. A Residential Assistant will meet with the under-18 when they check-in for the first time to provide them with information regarding support services, life at University, an outline of support offered to under 18s and contact details for Support & Welfare team.
- vi. DBS (Disclosure and Barring Service) checks are carried out on all the halls team (including Hall Management, Resident Advisors). Although some specialist contractors that are brought on site for occasional works will not be DBS checked but will be supervised by a member of halls team and no other students will also be DBS checked.

- vii. No member of the halls team will act in Loco Parentis or provide direct supervision of the under 18.
 - viii. No member of the halls team will monitor how the under 18 spends their leisure time, including whether meals have been taken at breakfast/brunch/dinner, or how they manage their finances.
 - ix. No member of the halls team will be responsible for monitoring the viewing content on the TV in the communal area.
- b) Responsibilities of the under 18:
- i. To abide by the terms and conditions of the Licence Agreements and related documents.
 - ii. To provide the name and address of a parent or other responsible adult who will be the University's point of contact of notification under this policy.
 - iii. To provide an active mobile number for the duration of their residence, until they turn 18;
 - iv. To attend meetings with the Resident Assistant, as arranged, until they turn 18.
- c) Additional responsibilities for U18 ELC students
- ECL students residing in Reid Hall are expected to follow any additional requirements outlined in the ELC U18 documentation.
- d) Additional responsibilities for study groups with U18 students
- Groups leaders will be responsible for the welfare and behaviour of any U18 students whilst residing in Reid Hall.

5. External Halls of Residence

Where U18 students choose to apply for accommodation in alternative Halls of Residence, the U18 Policy and safeguarding regulations for the relevant accommodation provider will apply. The Regent's University accommodation team will not be responsible for the student's safeguarding.

In the case of U18 ELC students, all accommodation arrangements must be made through the English Language Centre.

6. Private Accommodation

The Accommodation Team will provide information on Private Accommodation to U18 students and their parents/guardians on request. The University does not have any arrangements with private providers and will not be responsible for the student's safeguarding whilst living in private accommodation.

In the case of U18 ELC students, all accommodation arrangements must be made through the English Language Centre.

7. Under 18 Guests

Adults living in Reid Hall are allowed to have guests to stay overnight and need to complete the Guest Form. If adults wish to have an U18 guest stay with them e.g. a child or sibling, they will need to:

- Complete the Reid Hall Guest form
- In the case of siblings, provide confirmation in writing from the parent/guardian of the U18 guest that they give permission for the under 18 to stay as a guest with the named adult
- Confirm that they take sole responsibility for the safeguarding of the under 18 guest whilst staying in the Halls of Residence

8. Concerns

Any concerns should be report to:

- Senior Accommodation Officer
- Reid Hall Administrator