

This Guidance sets out important guidelines for Regent's staff and all other individuals acting on behalf of Regent's (e.g. visiting lecturers, temporary staff members and consultants), to follow when working with anyone who is under 18. Students who are under 18 are among our most vulnerable, as for the purposes of safeguarding, under UK law they are children until their 18th birthday. As such we have an enhanced duty of care to these students.

Adhering to these practical guidelines will help to maintain appropriate boundaries. This Guide should be read in conjunction with the Regent's [Safeguarding and Managing Student Risk Policy](#).

Bi-Weekly Check-ins

Students under the age of 18 will have bi-weekly check-ins with the Student Wellbeing & Disability Advisor to monitor their safety and wellbeing until their 18th birthday. If students miss more than one check-in, their parents and/or UK Guardian will be contacted as a precaution. Such check-ins can be in-person, via Microsoft Teams or by email.

International Students

International students are living away from their family and loved ones which can increase their vulnerability. All international students who are under 18 should have a UK based guardian. However, guardians may not live close by and although we ask them to maintain regular contact with the student, they may rarely physically see them. Please consider this in your interactions with international students who are under the age of 18 and ensure that you are satisfied that these students are receiving the help, support and guidance they need. If you are concerned that this is not the case, please inform the Designated Safeguarding Officer: Stephanie.Murphy@regents.ac.uk.

Interacting with U18 Students

At Regent's we treat all students with respect and dignity, reflecting their age, background, culture and any specific learning differences. If you are unsure how best to interact with U18s in your classes, you should seek support from your line manager or the Designated Safeguarding Officer. If it is within the remit of your role to hold 1-1 meetings with a U18, it is advisable to undertake such meetings in a room with a glass panel where other staff members can see you; if this is not possible, meet with the U18 student in an office occupied by another staff member.

Remember to set clear boundaries and apply them consistently when advising U18 students. It is important to be transparent, explaining to students why such boundaries are required. You should never share your personal mobile number, email, home address or personal information with any student regardless of their age. Additionally, you should not follow students or communicate with them on social media, apps or internet sites and neither should you accept their follow requests as such behaviour blurs professional boundaries.

Be careful to use professional language when around U18 students, do not take part in any form of inappropriate behaviour or contact whether verbal, or physical and never take photographs or videos of children under the age of 18, whereas this may appear harmless, it

could be misconstrued. Any social media containing U18 students should be filmed via Regent's Marketing & Communications department. If a U18 student initiates any form of physical contact with you, you should break away from this contact, explain your professional boundaries and inform your line manager immediately.

Managing Concerns

If you have welfare concerns about a student there are several actions you can take:

1. Referral to Student Wellbeing & Disability: wellbeingdisability@regents.ac.uk
2. Discuss with the Designated Safeguarding Officer- Stephanie Murphy, Head of Student Experience & Wellbeing
3. Refer to the [Safeguarding & Managing Student Risk Policy](#) for guidance on managing safeguarding concerns.

Cause for Concern & Safeguarding

A student may disclose a situation where they or another child under the age of 18 has been exposed to abuse or serious harm either on campus or at home. Regent's has a duty to act on all safeguarding issues. Please report any safeguarding issues to the Designated Safeguarding Officer immediately: Stephanie.Murphy@regents.ac.uk. The **Report + Support** tool, which will be introduced to Regent's from Autumn 2025 onwards, has detailed information about support available and options – go through this together so that they can decide what they want to do. For further information refer to the: [Safeguarding & Managing Student Risk Policy](#) .

Contacting Parents and Guardians

This should only be carried out by a member of the Wellbeing & Disability team, the Designated Safeguarding Officer or their nominee. Consent does not have to be sought before contacting the parents or guardians of people under the age of 18 in line with Data Protection Legislation.

Field Trips

Some of our courses may involve compulsory or optional field trips, excursions or other periods of study away from the university. If students who are under 18 are attending, the member of staff with overall responsibility for the trip should complete a risk assessment to include consideration of DBS requirements, safeguarding training for all staff attending, staff supervision arrangements and sleeping arrangements. This should be signed off by the Course Leader prior to the trip. Do not use your personal car to transport a lone U18 student to field trips or any other activity.

Explicit consent for students under 18 to attend should be sought from their parent or guardian, who should have information about supervision, planned activities and sleeping arrangements. Other students should be made aware that there is an under 18 present on the trip, and [therefore they must not buy them alcohol] breaching any requirements of under 18s (for example buying alcohol) might open them up to General Misconduct allegations, please refer to the [Staff and Student Code of Conduct](#) for more information.

Relationships with U18 Students

Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust to engage in sexual activity with someone who is under 18 years. Regent's considers that any staff member who comes into contact with U18s in the course of their employment is in a position of trust, whether or not they meet the strict legal definition. Any alleged sexual activity between anyone in a position of trust and an U18 connected with Regent's will therefore be treated as a serious disciplinary matter and referred to the Police. Even platonic relationships with U18 students are inappropriate and could lead to disciplinary action. Please refer to the [Staff and Student Code of Conduct](#), [Relationships With Other Staff Or Students Policy](#) and the [Staff Disciplinary Policy](#) for more information.

Buying Alcohol for Students Under the age of 18

Staff must not buy alcohol for students under the age of 18 in any circumstance, buying alcohol for a student under the age of 18 could lead to you being disciplined in accordance with Regent's [Staff Disciplinary Policy](#).