

## **University of Greenwich: Student & Academic Services Framework Policy for students under the age of 18 years.**

### **1.0 Introduction**

The University of Greenwich is committed to safeguarding and promoting the welfare of young people under 18 and vulnerable adults, who seek to access services or activities within the university. All members of staff who come into contact with children and vulnerable adults are in a position of trust. Members of staff are therefore responsible for ensuring that they are aware of this and act accordingly to ensure that the University's duty of care is implemented.

This framework policy sets out the background, principles and procedures of the Directorate of Student and Academic Service's support for students who are under the age of 18 years (herein referred to as "young people/person"). With due regard to the law such young people are considered to be a child, or minor. A vulnerable adult is defined by law as a person aged 18 years or over, who has one or more of the following conditions – A learning or physical disability, a physical or mental illness, or who has a reduction in physical or mental capacity.

The University therefore has a legal duty to consider special measures which need to be taken to ensure that it discharges its duty of care. The aim of this framework policy is to ensure appropriate pastoral support for young people who are currently studying at the University, to ensure that their welfare and wellbeing is maintained.

The University's policy is to communicate directly with students, not parents/guardians and this will also be the case for students under the age of 18 years. In rare circumstances, consent for emergency medical treatment may over-ride this requirement and in the case of such an emergency, a senior staff member of the university will act on medical advice and do what is in the best interests of the young person, working in consultation with the Head of Student Wellbeing Services.

### **2.0 Related Policies**

- University of Greenwich Safeguarding Policy (2020)
- University of Greenwich Admissions Policy and Procedure (2019)
- University of Greenwich Principal Conditions of Registration
- University of Greenwich (2020) Children on Campus Policy
- University of Greenwich (2020) University Procedures and Tier 4 Conditions of Sponsorship Requirements

- University of Greenwich (2020) Students Giving Cause for Concern Policy
- Faculty of Education and Health (2015) – Safeguarding, Children, Young People and Adults at Risk: Guidance Notes for Students when undertaking Practice Learning Experience/Work Experience.
- Faculty of Education and Health (2015) Guidance for Staff within the Faculty of Education and Health on how to respond to the disclosure of Safeguarding Issues raised by students.
- HM Government (2015) What to do if you are worried a child is being abused. Advice for Practitioners. DFE.
- HM Government Policy (2015) Keeping Children Safe in Education, DFE.

### 3.0 Regulatory context

- **Duty of Care.** The university has a duty of care to all staff and students. There is an enhanced duty of care requirement to ensure the safety of vulnerable adults and young people under the age of 18 years, as outlined in the Education Act 2002 and HM Government Policy (2015) Keeping Children Safe in Education, DFE. <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- **Data Protection Act 1998.** Parents/guardians have no automatic right of access to information about the student's progress, results or any other personal circumstances. Therefore, the student must give their consent to the university to provide any information to parents/guardians.
- Home Office Policy, Tier 4 guidance places certain obligations on educational institutions who recruit students under the age of 18 from outside of the European Economic Area (EEA).

### 4.0 Process for admission and registration of students under 18 years of age

The process for admission and registration of students under 18 years of age at the time of registration is detailed in Appendix 1.

#### 4.1 Admissions

The University of Greenwich is committed to the principles of fair admissions and fair access through the recruitment of students who demonstrate the potential to benefit from the academic experience we offer, irrespective of their social, cultural or economic background. Information about an applicant's age is not considered at the application stage.

When an offer has been made to a young person who will be under 18 at the time of registering at the University, they will receive information as part of their core email communications from Admissions directing them to this policy to explain the measures which will be taken by the University to fulfil the duty of care and directing them to return the Parents/Guardians Consent Form (Appendix 2).

## **4.2 International Students**

It will be a condition of accepting a young person from overseas that they have a guardian in the UK who has the authority to take decisions and provide consent on the young person's behalf.

The University will adhere to specific regulatory duties set by UK Visas and Immigration (UKVI) where a young person from outside the EEA requires a Tier 4 student visa to study in the UK. These arrangements are detailed in Appendix 3 and 3a.

## **4.3 Registration**

It is a condition of registration with the University of Greenwich, as outlined by the Principal Conditions of Registration, that the parents/guardians of any student who is under the age of 18 at the time of registering confirms, by signing and returning the Parents/Guardians Consent Form (Appendix 2), their acceptance of the arrangements set out in this document; once the student reaches the age of 18, these accepted terms will automatically be regarded as agreed by the student.

The applicant will only be permitted to register with the written authorisation of an appropriate adult, normally their parents/guardians.

## **4.4 Notification of age of student**

Student Wellbeing Service, within the Directorate of Student and Academic Services, undertakes to provide Directors of Student Experience with the names of any students within their Faculty who are under the age of 18 years. The Directors of Student Experience will also ensure that Personal Tutors are provided with this information.

## **4.5 Risk Assessment**

A designated member of staff should ensure that a risk assessment is undertaken for the young person within each Faculty, designated by the PVC. The risk assessment will assist in mitigating or removing any potential risks, as well as serve a prompt to review working practices. A copy of the risk assessment guidance note and risk assessment form can be found at appendix 4 and 5.

## **5.0 Emergency Contact**

Emergency contact details for parents/guardians are an essential requirement prior to arrival and any changes must be notified promptly to the Student Centre. Parents/Guardians who live overseas will be required to nominate a Guardian who is based in the UK.

## **6.0 Safeguarding**

\*The University has safeguarding processes in place to ensure the safety and wellbeing of young people and vulnerable adults.

Faculties admitting students under the age of eighteen will be required to:-

- Identify a named member of staff who will have responsibility as the personal tutor for the young person.
- Undertake to ensure that staff are reminded of the offence of abuse of position of trust under the Sexual Offences (Amendment) Act 2000.
- Ensure that the personal tutor has undertaken training in Safeguarding Young People. Further information about training can be found here: [https://www.educare.co.uk/programmes/safeguarding-young-people/?utm\\_campaign=Safeguarding+Training&utm\\_source=google&utm\\_medium=ppc&utm\\_term=%2Bsafeguarding+%2Badults+%2Blevel+%2B2+%2Btraining&utm\\_content=1667373x852915875721990710](https://www.educare.co.uk/programmes/safeguarding-young-people/?utm_campaign=Safeguarding+Training&utm_source=google&utm_medium=ppc&utm_term=%2Bsafeguarding+%2Badults+%2Blevel+%2B2+%2Btraining&utm_content=1667373x852915875721990710)
- In circumstances where the Personal Tutor is required to meet with a young person on a one to one basis, ensure that the personal tutor is accompanied by a second member of staff. Where there is a safeguarding concern, a Designated Safeguarding Officer should accompany the Personal Tutor.

The above measures should be followed for any other staff member who is expected to have substantial one to one contact with students under the age of eighteen.

## **7.0 Directorate of Student and Academic Services (SAS) Student Services support**

The Directorate of Student and Academic Services (SAS) provides an extensive range of services to students regardless of age. These include Counselling, Mental Health Advice, Chaplaincy and Disability and Dyslexia services. Where one-to-one meetings are held with young people, staff will have undertaken and passed a DBS check at 'enhanced' level.

A DBS check should be undertaken every 3 years. Staff are also responsible for informing the University immediately, if there is any change in their circumstances which could affect their clearance.

The Directorate of Student and Academic Services undertakes to ensure the following procedures are in place, monitored and reviewed regularly:

- Notification procedure for the Directors of Student Experience
- Prompt individual communication with the young person to flag up the support services available to them at the university and in the local community (e.g. Medical Centres,) and to provide them with a designated SAS staff who will be available to provide them with information, advice and support, as required, see appendix 4.

## **8.0 Procedure for responding to and reporting safeguarding concerns**

The University of Greenwich has an institution wide safeguarding policy, which details the procedure for staff responding to and reporting safeguarding concerns. For more information, please consult: University of Greenwich Safeguarding Policy (2018).

Pastoral support issues and any other concerns should be referred to the Head of Student Wellbeing or Assistant Director Student and Academic Services (Student Centres and Engagement) who will work together to co-ordinate individual support.

Students can also seek further support from the Student Wellbeing Service.

## **9.0 Training**

The University will ensure that the Designated Safeguarding Officers and other staff who are likely to be in regular contact with young people and vulnerable adults receive appropriate training.

The University will also provide information and training in recognising the signs of abuse and to raise awareness in order to ensure staff understand the procedure if a young person discloses abuse or any other protection issue.

## **10.0 Student Accommodation**

The residential accommodation offered by the University is intended for the use of adults. Therefore, unless the young person will reach the age of 18 during their first year, they will not have access to university accommodation, unless required for quarantine purposes, and suitable accommodation is available for the required period. The parent/guardian will need to ensure that the student has suitable accommodation, and this must be confirmed in writing to the Admissions department. Accommodation details will be held within the student record system.

## **11.0 Field Trips**

Where there are activities which require the young person to be off campus overnight, the Programme Leader must ensure that the trip organisers are aware that there will be under 18 year old students who will be participating and take appropriate child protection measures. This should include a risk assessment.

## **12.0 Contracts**

Young people under the age of 18 are unable to enter into legal contracts.

### **13.0 Alcohol and Tobacco**

It is illegal for a young person to buy or be sold alcohol or tobacco. The young person will be expected to comply with the University's Alcohol and Drugs policy. The University will take reasonable steps to ensure that the law is observed on licensed premises which are under the University's control. However, the University cannot undertake to supervise any individual student.

The Students' Union is responsible for ensuring that appropriate arrangements are in place for its own licensed premises.

### **14.0 Sexual Relationships with Young People**

Under the Sexual Offences Act 2003, it is a criminal offence for any person in a position of trust (this may include University staff) to engage in sexual activity with a person who is under 18 years.

### **15.0 Holding Office or Positions of Responsibility**

Young people are encouraged to join University or Students' Union clubs and societies. However, they will not be permitted to hold office until after they have reached 18 years old.

### **16.0 Policy Review**

This policy will be reviewed on an annual basis.

\*The DBS regulations state that only specific staff are eligible to undertake a DBS check at enhanced level.

## Process for admission and registration (Students Under 18 Years Old)

### Admission

*Dates active: from open to close of admissions cycle*

1. Admissions communicate the Under 18 Policy and conditions of registration to all offer holders as part of core email communications during the application process.
2. The following text is included in a core email communication received by all offer holders:

*“If you will be under 18 years of age at the time of [registration](#), the university will undertake certain arrangements to fulfil our duty of care, as detailed in the [Framework Policy for Students Under the Age of 18 Years](#). It is a condition of registration that your parent or guardian confirms, via return of the [Parents/Guardians Consent Form](#) their acceptance of these arrangements.”*

3. Completed Parents/Guardians Consent Forms are returned to Admissions via [aoc@greenwich.ac.uk](mailto:aoc@greenwich.ac.uk) who upload them to the university’s online document retention service, Xtender, and are then subject to the University’s data policies.
4. Files are saved according to the following naming convention:  
Parents/GuardiansConsentForm.

### Visa compliance

*Dates active: from open to close of admissions cycle*

5. Student Visa Compliance team run report of under 18s and then search Xtender to identify those who have not returned Parents/Guardians Consent Forms.
6. Student Visa Compliance team will follow specific regulatory duties set by UK Visas and Immigration (UKVI) where a young person from outside the EEA requires a Tier 4 student visa to study in the UK. These arrangements are detailed in Appendix 3 and 3a.

### Registration

*Dates active: from confirmation to close of registration*

7. Student Wellbeing run a Business Objects report to identify Home and EU under 18s invited to register to notify Directors of Student Experience with the names of any students within their Faculty so that they can complete the necessary risk assessments and actions. The report is also used to provide communications to Under 18s about the Student Wellbeing Service and to provide them with a named Counsellor who will be their wellbeing point of contact until they are 18 years old.
8. Student Wellbeing will search Xtender for the under 18s invited to register to confirm if they have submitted Parents/Guardians Consent Forms. This will be

repeated regularly to account for late applicants. Student Wellbeing then place a hold on registration for students missing Parents/Guardians Consent Forms, and they will be directed to complete the forms or contact Student Wellbeing Service for advice.

9. Student Wellbeing will contact the under 18 students who have been invited to register but are being prohibited from doings as their registration is pending return of a completed Parents/Guardians Consent Form. Student Wellbeing will release hold as and when completed and signed forms are received.



**Parents/Guardians Consent Form  
(Under 18 Years Old)**

**Dear Applicant,**

**It is a condition of registration at the University of Greenwich that the parent or guardian of a student who is under the age of 18 years confirms their acceptance of the arrangements as set out in the Student & Academic Services Framework Policy for students under the age of 18 years. Once you have reached the age of 18, the terms within the policy will automatically be regarded as agreed by yourself.**

**Please ensure that your parent(s) or guardian(s) have read and understood the Student & Academic Services Policy and completes and signs the form below.**

**Students under 18 will not be allowed to register on their course unless this Parents/Guardians Consent Form is completed and returned and contact details of a UK based guardian are provided. The UK based guardian should be an adult who the university can contact in case of an emergency.**

**Please return your completed form to: [aoc@greenwich.ac.uk](mailto:aoc@greenwich.ac.uk)**

Dear Parents/Guardians,

As your child/ward is under 18 years old and is due to undertake a course of study and/or participate in activities at the university, we require your consent in order to assist in ensuring that your child's welfare and wellbeing is maintained. Your child/ward will be required to sign up to the University's Principal Conditions of Registration. Please carefully read the attached document, **University of Greenwich: Student & Academic Services Framework Policy for students under the age of 18 years.** <https://docs.gre.ac.uk/rep/sas/under-18-policy>

Travel (for applicants based overseas)

Your child/ward is expected to make their own independent arrangements to travel to the UK and should discuss these with you prior to booking. **The University is not able to assist with travel arrangements.**

Upon arrival in the UK, your child/ward is responsible for arranging their onward travel to campus. They should discuss and agree these arrangements with you before departure. Please ensure that they arrive in the UK **with a plan for their onward journey from the airport** and they know **the address of their accommodation.** Information on travelling to campus can be found here: <https://www.gre.ac.uk/about-us/travel>

Where possible, the University encourages the parent/guardian to accompany their child/ward to the UK.

The university may have ambassadors based at Heathrow Airport on a limited number of days during Welcome. We recommend that your child/ward plans their arrival in the UK to coincide with our ambassadors, as they will be able to assist with any problems which arise at the airport.

The university's free online International Welcome Programme helps international students prepare for life in the UK as a student. It includes information on what they can expect at the airport and guidance on planning their onward journey. **All students under the age of 18 should register for this programme** as it contains important information to help them stay safe and well. An invitation to register for this programme will be sent shortly before arrival.

### **Covid regulations and travel to the UK\***

Before travelling to the UK, the child should be very clear about what Covid specific rules will apply to them. Some people are required to have a period of quarantine on arrival to the UK. All arrivals have some requirements, including taking tests and completing forms. If this has not been checked carefully before travel, this could result in difficulties for the child as they travel to or enter the UK and on arrival.

If 'red list' rules are in force at the time of travelling and apply to the child, it is expected that a parent will accompany the child and stay with them in a government managed quarantine hotel. If this is not possible, a special exemption must be applied for before travelling.

\*Covid restrictions are changing frequently and the relevant detail may have been changed by the UK government since the last edition of this policy. The general principle remains that you should check all restrictions very carefully before making any travel arrangements.

### Accommodation

With regards to accommodation, please be advised that students who do not attain the age of 18 years during the Academic session will not be eligible for student accommodation. However, we may be able to provide accommodation for the stipulated quarantine period if students will be travelling from a red-list country. Please contact the Accommodation Services to discuss any accommodation requirements for your child/ward. Contact email addresses for each campus can be found by clicking this [link](#) and going to the bottom of the page. You will need to ensure that your child/ward has access to suitable accommodation upon arrival at the university and for the duration of their studies.

### Care

The University's policy for the safeguarding and care of children can be found at: <https://docs.gre.ac.uk/rep/sas/under-18-policy>. Please read this policy carefully.

Please sign and return by email the attached parents/guardians consent form, to the Admissions department to indicate that you have accepted the arrangements as set out in the Framework Policy. **Please note that for international applicants who require a student visa to study in the UK, this form must be signed and returned before a CAS can be released.**

Please email completed forms to [aoc@greenwich.ac.uk](mailto:aoc@greenwich.ac.uk)

If you have any questions or would like further information, please contact Student Wellbeing Service on 020 8331 9635, or email [wellbeing@gre.ac.uk](mailto:wellbeing@gre.ac.uk).

All records are kept securely within the terms of the University's Data Protection Policy and Data Protection Legislation.

## Parents/Guardians Permission Form

I confirm that I give permission for my child/ward to study on the stated programme.

I have read and accept the arrangements for the care of my child/ward as set out within The university's [Under 18 Policy](#).

### For applicants based overseas:

- I understand that my child/ward will live independently in the UK and consent to their travel, arrival, accommodation, and care arrangements.
- I understand that my child/ward will have to satisfy the UK immigration requirements for the duration of their studies in the UK. If a student visa is required, I/We give my/our consent for my/our child/ward to apply for this and for the university to undertake all associated processes.

### **Covid regulations and travel to the UK\***

Before travelling to the UK, the child should be very clear about what Covid specific rules will apply to them. Some people are required to have a period of quarantine on arrival to the UK. All arrivals have some requirements, including taking tests and completing forms. If this has not been checked carefully before travel, this could result in difficulties for the child as they travel to or enter the UK and on arrival.

If 'red list' rules are in force at the time of travelling and apply to the child, it is expected that a parent will accompany the child and stay with them in a government managed quarantine hotel. If this is not possible, a special exemption must be applied for before travelling.

\*Covid restrictions are changing frequently and the relevant detail may have been changed by the UK government since the last edition of this policy. The general principle remains that you should check all restrictions very carefully before making any travel arrangements.

This consent form must be signed by **both** parents or legal guardians (unless you have sole responsibility for your child/ward)

Please email completed forms to [aoc@greenwich.ac.uk](mailto:aoc@greenwich.ac.uk)

|                           |                       |
|---------------------------|-----------------------|
| <b>Name of Applicant:</b> | <b>Date of Birth:</b> |
| <b>Address:</b>           |                       |

|  |                            |
|--|----------------------------|
| <b>UCAS Number/Application Number:</b> | <b>Course applied for:</b> |
| <b>Applicant's Telephone number:</b>   |                            |

**Parent/Guardian 1**

|             |                  |             |
|-------------|------------------|-------------|
| <b>Name</b> | <b>Signature</b> | <b>Date</b> |
|-------------|------------------|-------------|

**Parent/Guardian 2**

|             |                  |             |
|-------------|------------------|-------------|
| <b>Name</b> | <b>Signature</b> | <b>Date</b> |
|-------------|------------------|-------------|

I understand that while my child/ward is under the age of 18 years, the University requires the name and contact details of a **guardian in the UK** who can be contacted if there are any concerns. Their details are:

|                          |
|--------------------------|
| <b>UK Guardian Name:</b> |
| <b>Address:</b>          |
| <b>Telephone number:</b> |

|  |
|--|
| <b>PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY</b> |
| <b>Name:</b>   |
| <b>Relationship to Applicant:</b>                    |
| <b>Home Telephone Number :</b>                       |
| <b>Work Telephone Number:</b>                        |

All records are kept securely within the terms of the University's Data Protection Policy and Data Protection Legislation.

### Appendix 3

Date:

Dear (Student Name)

Student ID Number and Course Title

I am writing to you because it has been drawn to my attention that you are currently under the age of eighteen, and therefore I need to let you know that there are support services which you can access in the university if you feel the need to do so.

We will contact you during the year, to see how you are. Contacts you might find useful are:

*(Enter Student Centre contact name, campus, email address and telephone number)*

*(Enter Counsellor contact name, campus, email address and phone number to obtain an appointment).*

You will also have a personal tutor whom you should have met by now, and this person will be able to support you during your studies. If you have not met your personal tutor please go to your Department office and ask the staff at reception to identify this person for you.

A copy of this letter will also be sent to your Head of Department.

May I wish you success in your programme of study.

Best wishes

**Pauline McFarlane** | Head of Student Wellbeing Services | Directorate of Student & Academic Services,  
Room D111, Dreadnought, Greenwich Campus  
020 8331 9064 | [p.mcfarlane@gre.ac.uk](mailto:p.mcfarlane@gre.ac.uk)

**Under 18 Risk Assessment  
Staff Guidance**

**1. Introduction**

The university has a duty of care to all of its staff and students. There is an enhanced duty of care requirement to ensure the safety of young people under the age of 18 years, as outlined in the Education Act 2002 and HM Government Policy (2015) Keeping Children Safe in Education.

Young students and their parents/guardians will be made aware that the young student will be joining an adult environment and as such, any additional support or restrictions will be limited to those that are in the interests of the young student, or as required by law. The parents/guardians will be required to complete and sign a Parents/Guardians Consent form, which confirms their understanding of the safeguarding arrangements which have been put in place for the young student.

A Risk assessment should be undertaken by the relevant Academic department and signed off by the Programme Leader.

**2. Safeguarding - Disclosure and Barring Service (DBS)**

Under the Children Act 1989 and the Protection of Children Act 1999, staff who work on a frequent or intensive basis with children and young people will be required to have a Disclosure and Barring Service (DBS) check carried out to an enhanced level. The Faculty will be responsible for identifying staff who will be required to undertake an enhanced DBS check. DBS check requests will be administered by the University's Human Resources department.

**3. International students**

The parents/guardians will be required to confirm the name and contact details of the nominated UK based guardian, prior to the young student commencing their course.

**4. Accommodation**

Young students unless they will reach age 18 during their first year, will not have access to university accommodation, unless required for quarantine purposes, and suitable accommodation is available for the required period. The parent/guardian will need to

ensure that the student has suitable accommodation, and this must be confirmed in writing to the Admissions department.

## **5. Health and Safety**

The legal obligations from the Health & Safety at Work Act and the common law duty of care are enhanced for young persons, requiring higher standards of protection in some circumstances. All the likely risk areas are ones where there will be risk assessments in place already for students. However, an assessment which takes account of the age of some students alongside other risk factors, will be required. In the case of young students any significant findings of the assessments will need to be communicated to parents or guardians. A non-exhaustive list of examples of likely risk areas include:

- i) hazardous substances
- ii) radiation
- iii) dangerous machinery (including food preparation machinery)
- iv) participation in field trips
- v) some sporting activity

## **6. Academic Issue**

Where there is a requirement that young students make use of adult material, for example a film classified for over 18s, as part of their course. In these circumstances, alternative arrangements should be made as far as is possible.

## **7. Work related Learning**

While no particular work is prohibited for young persons providing it is meeting a required training need, the employer has an obligation to undertake a risk assessment which takes into account their lack of experience and training and their possible physical and behavioural immaturity: and to put in place measures to control the risks which will remove them altogether or reduce them to the lowest possible level.

All work will need to be properly supervised by a competent person.

The Programme Leader will need to inform the employer that the student is under 18. They should also check that the employer is aware of health and safety requirements and has in place health and safety procedures. The Programme Leader will ensure that the employer is aware of the additional responsibilities of employing young people. The Programme Leader will also ensure that the University has suitable arrangements for maintaining contact with the student.

If a significant risk remains in spite of efforts to take all reasonable steps to control it, the young student must not be allowed to undertake the work

## **8. Pastoral Support**



Staff within Student & Academic Services and Faculty who give academic or pastoral advice to students will be made aware of those students who are under 18, so that, if they give advice to such students, they do so with knowledge of their age and can make any adjustments to their advice which, in their professional opinion, are necessary.

Young students may require additional pastoral support. They will be informed of a named member of staff within their Faculty, who they can approach if they have problems. In addition, the young student will be required to meet with a university Counsellor at the start of the course and then meet with them on a monthly basis in term time until the student reaches the age of 17. Ongoing support will continue to be offered up until the age of 18.

## **9. Information and Library Services (ILS)**

There are two possible issues for ILS:

24 hour access to libraries and access to adult material either through the internet or within libraries. Regarding 24 hour access, the University has security staff on site so this should ensure their reasonable safety when on campus. The issue of visiting the University at late hours should be covered by general advice provided to all students about their safety.

With regards to adult material, all students are expected to abide by the University's ILS code of conduct which stipulates that students should not be accessing unsuitable material. It is also the young student's responsibility not to access material which is unsuitable for their age and where it is not required by their course.

## **10. Student Union Facilities**

The Students' Union should take appropriate steps to ensure that it does not sell alcohol or cigarettes to a student under 18.

## **11. Medical care and emergencies**

It is accepted that young students are capable of making their own decisions about seeking medical treatment and are capable of self-administering prescribed drugs or other treatments. However, in medical emergencies where the young student is unable to give or withhold consent, the University will seek the appropriate emergency medical treatment.

Pauline McFarlane  
Head of Student Wellbeing Service

September 2021



**Under 18s: Risk Assessment Form**

**Overview:** All under 18 year old undergraduate students are classed as inexperienced. Any laboratory practical work which they may be expected to perform or any work experience necessary as part of the curriculum are designed to minimise all hazards and to reduce any risks to a minimum. These activities should also be supervised by a competent adult at all times and must be overseen by the academic supervisor or member of the technical staff.

Please make reference to the supporting guidance document when completing this form.

For this assessment 'under 18 years old' is being taken as between 16 and 18 years old.

|   |  |                                     |                              |                |                  |
|---|--|-------------------------------------|------------------------------|----------------|------------------|
| Date:   | Assessed by:                                     | Checked by:                         | Faculty/ Programme of Study: | Student no:    | Review date: (6) |
| Student Name:   | Student date of birth<br><br>Age:    yrs    mths | Date Student will turn 18 years old | Student Period of study      | Personal Tutor |                  |
| <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• State the name of the proposed (DBS checked) Programme Leader and the Personal Tutor – ensure they are given a copy of the Under 18 Risk Assessment Procedure.</li> <li>• The named supervisor will be the individual responsible for ensuring all the risk and safety assessments have been undertaken.</li> <li>• The tasks / activities that will be undertaken will need to be identified and confirmed as completed.</li> <li>• Copies of this form should be included in the student’s personal file with a completed action plan.</li> </ul> |  |                                     |                              |                |                  |
| <p><b>TASK:</b> <i>(brief description of tasks to be undertaken by Under 18 year old student)</i></p>   |  |                                     |                              |                |                  |

| Activity   | Action to be taken  | Completed / To be completed | Date completed | Signed |
|--|---|-----------------------------|----------------|--------|
| DBS Checks   | Appropriate Faculty staff must have undertaken a DBS Enhanced Check and received a certificate                              |                             |                |        |
| *Meetings with Faculty staff                       | Supervisor must have undertaken DBS Enhanced check and received a certificate   |                             |                |        |
| Meetings with Student Wellbeing Staff (Counsellor) | <p>One to one meetings.</p> <p>Where a student is under the age of 17 at the commencement of the course, the student is</p> |                             |                |        |

|                              |   |  |  |  |
|------------------------------|---|--|--|--|
|                              | <p>to meet with a Counsellor at commencement of course and on a monthly basis during term time until student reaches age 17.</p> <p>Ongoing support offered until age 18.</p> |  |  |  |
| Medical care and Emergencies | Emergency contact details to be recorded  |  |  |  |
| International Students       | <p>Nominated UK based guardian name and contacted details confirmed.</p> <p>Admissions/ International Student Support and Advice staff should ensure that they have</p>       |  |  |  |

|   |  |  |  |  |
|---|--|--|--|--|
|   | written confirmation of name and contact details of the nominated UK based guardian. |  |  |  |
| Accommodation<br>Admissions department should ensure that they received written details of the student's accommodation. | Evidence of suitable accommodation details confirmed                                 |  |  |  |
| Laboratory based work, including access to mechanical machinery and/or chemicals  | Health and Safety risk assessment undertaken   |  |  |  |
| Factory visits.   | Separate risk assessment specific to the   |  |  |  |

|  |   |  |  |  |
|--|---|--|--|--|
|  | visit, normally visits would be as a group  |  |  |  |
| Group work<br>Regular meetings with Personal Tutor.  | A record of attendance to be kept   |  |  |  |
| Curriculum and its delivery  | Ensure that student does not have access to unsuitable course material, or other age appropriate material.                        |  |  |  |
| Information and Library Services<br>24 hour access<br>Travelling to and from library late at night<br>Access to adult material | Safety induction and introductory talks,<br>supervisor monitoring - but as activities generally out-of-hours difficult to control |  |  |  |



|   |   |  |  |  |
|---|---|--|--|--|
| Field Trips   | Separate risk assessment specific to the trip, normally trips would be as a group   |  |  |  |
| Induction/<br>Welcome week<br><br>Social – e.g.<br>under age for<br>drinking,<br>bullying | Safety induction and introductory talks, supervisor monitoring - but as activities generally out-of-hours difficult to control                                    |  |  |  |
| Student Union<br>Societies and<br>Facilities  | Purchase of alcohol and cigarettes at SU bar and events.<br><br>Safety induction and introductory talks, supervisor monitoring - but as activities generally out- |  |  |  |

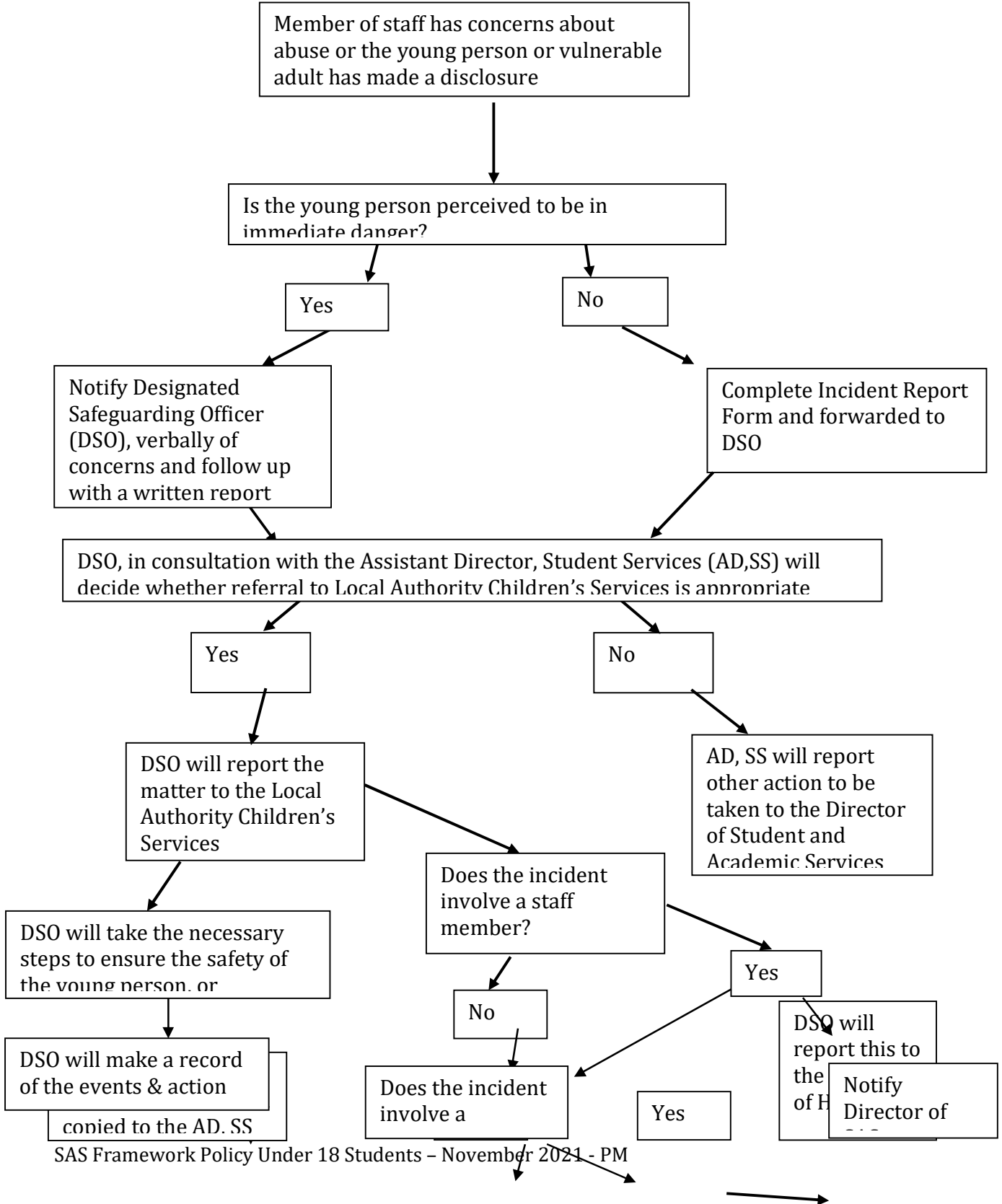
|  |                                      |  |  |  |
|--|--------------------------------------|--|--|--|
|  | of-hours, it is difficult to control |  |  |  |
|--|--------------------------------------|--|--|--|

- **Where staff who do not hold an enhanced DBS certificate and are required to meet with a student, the member of staff should ensure that they are accompanied by a colleague who has a DBS certificate.**

| <b>Action plan</b> |                                |                       |                       |             |
|--------------------|--------------------------------|-----------------------|-----------------------|-------------|
| <b>Ref No</b>      | <b>Further action required</b> | <b>Action by whom</b> | <b>Action by when</b> | <b>Done</b> |
|                    |                                |                       |                       |             |
|                    |                                |                       |                       |             |
|                    |                                |                       |                       |             |
|                    |                                |                       |                       |             |
|                    |                                |                       |                       |             |
|                    |                                |                       |                       |             |
|                    |                                |                       |                       |             |
|                    |                                |                       |                       |             |

Appendix 6

Flowchart for reporting procedure





## Appendix 6a

# ACCIDENT/INCIDENT REPORT FORM

Use the link below to access online form to report any type of accident/incident on University premises or whilst on University business off campus.

<https://www.gre.ac.uk/about-us/policy/safety/about/report-an-accident-or-incident>