

# University of Wolverhampton – Accommodation Services under 18's Policy

---

## 1. Introduction

This document will outline the process to be followed when a student under the age of 18 applies to reside within University owned and managed accommodation.

In the case of students joining the University of Wolverhampton before their 18th birthday, this duty is enhanced as such students are regarded as children under UK law. In order that families can be assured of the University's commitment to the safety and well-being of younger students, this document has been produced as a guide to the level of care provided by the institution within University accommodation.

Students and their families should bear in mind that the University of Wolverhampton is an adult environment. Students are expected to behave like adults and to assume an adult level of responsibility. Students are expected to have the necessary skills to study and live independently alongside people from a wide variety of backgrounds. This can be particularly challenging for younger students.

The University is not in loco parentis i.e. it is not in the same position as a parent and does not accept that level of responsibility for its students. For this reason, if a student's parents are not resident in the UK, it will be necessary for them to appoint a guardian in the UK and provide contact details for this person and their informed consent to acting in this capacity.

Students who are over the age of 16 and under the age of 18 have the legal capacity to enter into contracts for education and necessary accommodation and will be liable for fees and charges payable under those contracts.

## 2. Allocation Process

Students who are under 18 are not accommodated differently to other students within University accommodation. They are subject to the same eligibility criteria and allocation process although their age is taken into account when an allocation is made, they will be required to reside within an ensuite room and on a single sex corridor (where possible) until they reach their 18<sup>th</sup> birthday. They can at this point request a room change with no additional charge.

All students entering into University accommodation are required to sign an Accommodation Licence Agreement, whereby the student will accept the terms and conditions of the accommodation, along with the local rules or guidance that is contained within the [Student Guide to Living within Accommodation](#). This booklet will provide clear guidelines to state the level of acceptable behaviour and the sanctions imposed if not adhered to.

Student accommodation areas are predominantly for the use of the students to whom they are allocated and their guests, however there will be occasions when

they will be required to share parts of the accommodation excluding bedrooms with conference guests, summer school students or similar University sanctioned visitors. The accommodation provided is secure and meets necessary fire and health and safety legislation.

Students are not supervised during their free time whilst they reside within the accommodation, however comprehensive information is provided to all students to state who to contact if they require assistance during the day and out of hours. The campus is essentially an adult environment and it may not be possible to provide the level of supervision parents consider appropriate.

### **3. Under 18s welfare and support**

All students at the University of Wolverhampton have access to a very comprehensive support system, for example the [Student Enabling Centre](#), [Counselling Services](#), [Multi Faith Centre \(Chaplaincy\)](#), [Students' Union](#) and a [Mental Health and Wellbeing Coordinator](#). All of these services will offer advice, support and guidance and where they cannot resolve an issue they will signpost the student to the relevant service.

If a student or staff member has any concern about the welfare of an under 18 student residing within the student accommodation these should be reported to Accommodation Services and they will then liaise with Safeguarding Lead or Deputy Officer for advice or guidance.

### **4. Telford International Academy students**

If a student is applying for University accommodation following their studies at the Telford International Academy, the International Academy will notify Accommodation Services of any student that will be under 18. Accommodation Services will treat the student as any other student that is under 18, however if the student requires to meet with the Halls Manager before they sign the accommodation Licence Agreement this will be arranged through the International Academy to assist with any transitional issues moving from Telford to either Walsall or Wolverhampton.

If a student remains to be 17 after December of their academic year, the student will remain in situ at the Telford Campus under the supervision of the Telford International Academy. Their accommodation and any additional services will be booked and managed through the Conference Department.

### **5. The Universities responsibilities to the student's under the age of 18**

#### **The University of Wolverhampton will:**

4.1 The University Admissions Unit will identify on the student's application anyone under the age of 18. If these students do not turn 18 by 31<sup>st</sup> December, within the current academic year the student may be informed that they may need to defer to either the next semester or following academic year.

4.2 Accommodation Services will check the date of birth of students that apply to reside within the accommodation, where the students do not fall 18 within the stated

timeframe, Accommodation Services will liaise with the Admissions Unit to check the student's details and ensure this data is correct before refusing any application.

4.3 Where Accommodation Services have identified the student will turn 18 within the required timescales, they will **only** offer the student ensuite accommodation and where possible allocate them to a single sex corridor.

When the student reaches the age of 18, Accommodation Services will treat sympathetically any requests for a change of room within the University accommodation (subject to availability and suitability).

4.4 Accommodation Services will inform the student that they will need to nominate a guarantor prior to signing the Accommodation Licence Agreement and paying the £300 pre-payment. The paperwork will be sent to the guarantor for completion and requested to be returned within 5 working days.

4.5 Upon the student being allocated a room within the ensuite accommodation, the Halls Manager will arrange contact with the student within their first month to ascertain how they are coping with their transition into the university. A check will also be undertaken to ensure that they are registered with a doctors and sign post them to any relevant department or services if they require further support. Follow up meetings will then only be arranged if requested by the student.

4.6 The University web pages and Accommodation Licence Agreements will outline information regarding the rules, regulation, procedures for students to adhere to whilst they are residing within the accommodation

4.7 Ensure the student is aware of the laundry facilities, how to use this and if required provide assistance, also give them an overview of amenities or provisions within the local area or on campus.

4.8 Ensure that students are aware of whom to contact in case of difficulties, and that students have means of ensuring confidentiality where they wish it. The University will try and encourage students to involve a parent where appropriate. We will normally respect a student's request regarding confidentiality; however, circumstances may dictate that we have to disclose personal data in the best interests of the student or others. Such decisions will always be made in accordance with the Data Protection Act.

4.9 Take seriously all suspicions and allegations of abuse and respond swiftly and appropriately, following the University's Safeguarding Policy. This could result in the University contacting official authorities on behalf of a student under the age of 18, e.g. police, social services etc.

**6. The University will not take the responsibility for the student under the age of 18, in following circumstances;**

The University will not:

5.1 Undertake DBS checks for contractors attending to irregular ad-hoc repairs within the accommodation. 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.

5.2 Complete DBS checks on all students residing within the accommodation

5.3 Act in Loco Parentis or provide direct supervision of a student

5.4 Monitor how the student spends their leisure time or manages their finances.

5.5 Inspect or monitor any accommodation which is not managed by the University.

5.6 Intrude unnecessarily on students' reasonable privacy.

5.7 Check for late night / overnight guests.

5.8 Segregate students on the basis of their age

5.9 Accommodation Services will not inform the parent or guardian about anything unless it is deemed essential / necessary or desirable for the purpose of promoting and safeguarding the student.

## **7. Students Responsibility under the age of 18**

The student will be responsible for:

6.1 Their compliance with the Accommodation Licence Agreement and University bye laws.

6.2 Providing the guarantor information to Accommodation Services within the set timescales, if these are not met accommodation cannot be guaranteed.

6.3 Attending the initial meeting with Halls Manager and then arranging subsequent meetings themselves.

<b>Version</b>	Version (2) March 2016	Author Rebecca Woolley	Accommodation Operations Manager
<b>Approved date</b>		Approved by:	
<b>Review date</b>			