

## Accommodation Services

# **Under 18s Policy** for students living in University Owned or Managed Partnerships accommodation

---

### **Purpose Statement**

To promote and safeguard the welfare of students who are under 18 whilst living in University Owned or Managed Partnerships accommodation.

### **Applicability and Scope**

This policy is applicable to students, aged under 18, who have a contract, or a booking for University Owned or Managed Partnerships accommodation.

### **Definition**

Under 18s: Any student whose 18th birthday falls after the first day of the Tenancy Agreement of the year of entry to the University. The policy will cease to apply to students once they reach their 18th birthday.

### **Policy Statements**

The University cannot assume parental responsibility for any student under the age of 18. Students and their families should bear in mind that Newcastle 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. Places in accommodation are offered at Newcastle on the understanding that the student will be able to adapt to living away from home and to look after themselves in all practical matters.

### **Responsibilities of Accommodation Services:**

- allocate all students who meet the terms of the guarantee, in University Owned or Managed Partnerships accommodation, where possible in one building/location per site
- where possible, give preferences for vacancies in University Owned and Managed Partnerships accommodation to under 18s who do not qualify for the guarantee
- strongly advise under 18s not to take accommodation in the private sector
- identify under 18s details to the appropriate village Residences Teams
- make under 18s aware of whom to contact in case of difficulties and arrange a termly meeting to check on their general wellbeing, whilst they remain under 18
- try to accommodate under 18s with those who are over 18
- recommend that our Managed Partnership properties carry out DBS checks on frontline employees
- arrange follow up meetings to discuss any concerns where requested by the student
- promptly inform the parent, or other named responsible adult, if we become aware that the student is in serious rent arrears – more than four weeks after the payment due date - or is in serious breach of the Tenancy Agreement invoking the Disciplinary Procedures

- in all cases, encourage students to involve the parent or other named responsible adult where appropriate. However, we will take a student's request for confidentiality into account and the student's welfare is paramount in the decision making process. This may result in not advising the responsible adult at the student's request
- provide additional training on fire evacuation and other emergency procedures to under 18s if required
- all staff are informed of Newcastle University's Policy 'Code of Conduct' Policy on personal Relationships'

### Accommodation Services will not:

- carry out DBS checks or provide training for contractors attending to repairs within our accommodation. However, all contractors should carry identification and will only carry out repairs/works between 9am and 5pm, except in an emergency situation
- act in Loco Parentis or provide direct supervision of the student
- carry out any checks, other than those mentioned above, on under 18s living in University Owned or Managed Partnerships accommodation
- carry out DBS checks on other students in the accommodation
- monitor how the student spends their leisure time or manages their finances
- apply this policy to under 18s housed in the private sector
- be responsible for student consumption of alcohol - all residences are deemed adult environments.

### Students' Responsibilities:

- enter into a Tenancy Agreement with Accommodation Services and abide by our Terms and Conditions, students have to assume adult responsibility and be able to live independently
- provide the name and address of a parent, or other responsible adult, who will be the University's point of contact for notification under this policy
- attend a termly meeting with Residence staff whilst under 18
- take responsibility for administering their own medication and setting up medical support as needed prior to arrival at University (with the help of the Student Health and Wellbeing team)
- if U18 students choose not to live in University owned or managed partnership accommodation, responsibility will lie with a parent, or other responsible adult for checking the accommodation is safe / appropriate management is in place