

**GOLDSMITHS**  
**University of London**

**Policy for the admittance of students under the age of 18 years**

**2019-20**

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## 1. Introductory statement

Goldsmiths is an adult environment and the majority of students will be over 18 years of age when enrolling at the university. While all students will be treated as independent and mature adults, Goldsmiths has a duty of care towards all its students and staff and in the case of students who are under the age of eighteen years this duty is enhanced as these students are considered to be children in terms of UK law.

This policy is intended to cover all students who will be 17 or younger at the point at which they enrol as a student at Goldsmiths. This includes students who are ordinarily resident outside of the UK and whether resident in Goldsmiths accommodation or who have made private arrangements.

## 2. Roles and responsibilities

This policy applies to all university employees who may come into contact with students under 18 years of age but responsibility for administering this policy is shared among the following departments in conjunction with the institution's Safeguarding Coordinator:

- The Admissions Office
- Accommodation Services
- Academic departments

The Admissions Office will be the first point of contact up until the point of enrolment. It is the responsibility of this team to collect important information and hold this securely. The Admissions Office will disseminate relevant information to other departments within the institution where appropriate.

Although students under 18 are legally considered children, the institution will not act in loco parentis during the period until which they legally become adults on their 18<sup>th</sup> birthday. Goldsmiths will take additional safeguarding measures as detailed in this policy but the parents or guardians will retain the usual rights and responsibilities in relation to their child. The student and their parents/carers will be required to complete an Under 18 consent form (below). If the parent/guardian of a student aged under 18 is resident outside of the UK, it will be necessary for them to appoint a guardian resident in the UK and to provide details for this person and his / her informed consent to their acting in this capacity. Being a guardian involves carrying out the tasks and responsibilities of the parents as delegated by the child's parents and is a private arrangement between the parents and the guardian. The University is unable to assist parents in finding a suitable guardian, but in the case of difficulty in this regard, a list of accredited agencies may be obtained from the Association of Educational Guardians for International Students (AEGIS), details of which are available at [www.aegisuk.net](http://www.aegisuk.net). AEGIS is an umbrella organisation with member agencies providing guardianship services who charge a fee. The student is responsible for paying any fees incurred.

It is recognised that all staff are placed in a position of trust particularly those with responsibility to teach and provide support or guidance and Goldsmith staff are required to act appropriately at all times and where necessary with reference to this policy. Relevant academic and administrative staff will be made aware of the Sexual Offences (Amendment) Act 2000 and of the Goldsmiths Safeguarding Policy to ensure appropriate terms of contact and support.

### 3. Contractual arrangements

As is usual university policy we will only enter into contract directly with the student. Any contract entered into will be directly with the student but we may require the parent/guardian to act as a guarantor until the student reaches the age of 18. Under the Data Protection Act 2018 and any subsequent legislation Goldsmiths will not disclose any information about the student to a third party including a parent or guardian without explicit permission from the student.

### 4. Medical treatment

Students under 18 years old but over 16 would be expected to consent to their own medical treatment. We require all students who are under 18 to register with our GP service provider upon enrolment at the university. In the case of an emergency where the student is unable to give consent, the consent of the parent or appointed guardian will be sought as taken from the consent form below. In the rare instance where the student is unable to communicate consent for emergency medical treatment and it has not been possible to contact the parent/guardian, the university will undertake to follow medical advice and give consent for treatment in the best interests of the student. Goldsmiths would only take a decision on the student's behalf in these circumstances if it were impossible or impractical to contact the student's nominated emergency contact in the available time.

### 5. Accommodation and Support Services

Students under the age of 18 may choose to apply to live in Goldsmiths accommodation. If so, an accommodation application will need to be submitted by the deadline and any student under 18 will be placed in an appropriate hall of residence as decided by Goldsmiths. This does mean that a student under 18 will not be able to choose which halls they would like to be accommodated in. Students under 18 will have the same right to privacy as adult students but while all halls represent an adult environment, Goldsmiths will have some additional support in place for these students which will remain in place until their 18<sup>th</sup> birthday. Students under 18 will be subject to the usual terms and conditions regarding guests.

Safeguarding of students is paramount and therefore appropriate procedures are in place to safeguard students under 18 who are residing in Goldsmiths accommodation. Prior to

enrolment the student will be required to complete an emergency contact consent form (below) and to have a meeting with an Accommodation Services representative at check-in. Parents/guardians are strongly advised to attend this initial meeting along with the student. They will have regular meetings with an Accommodation Services representative once a month until their 18<sup>th</sup> birthday. Relevant staff will receive safeguarding guidance when there is the potential to come into contact with this category of student and staff will meet in pairs with students so under 18s will not be placed in a one-on-one situation with accommodation staff at any meetings. This also applies to maintenance staff who may need access to student accommodation for repairs or maintenance.

All students under 18 will be given the names of key contacts in Student Support Services in case of any support needs. We encourage all students to contact Student Support Services to discuss any support needs prior to enrolment particularly in relation to any disability.

Nominated staff from Accommodation and Support Services will undergo the relevant DBS process as decided by the Safeguarding coordinator.

## 6. Academic departments

Academic departments will receive a list of any students who will be under 18 years old at enrolment. All students are allocated a personal tutor at the start of their studies and this member of staff will be made aware that some of his/her students are under 18. Each department will have a nominated tutor who will undergo the relevant DBS process.

The academic department will ensure that students under 18 meet with their personal tutor on at least a fortnightly basis (this establishes 'substantial contact' over and above the contact such a student has with other members of staff in the Department). The academic department will review any age restricted material in the curriculum for their programmes.

## 7. Restrictions placed on students under 18 years of age

Goldsmiths is an adult environment which also operates a licensed bar and shop through the Goldsmiths Students' Union. It is illegal to buy or sell alcohol or tobacco products to under 18s. While staff take a responsible approach and adhere to 'Challenge 25' recommendations, Goldsmiths and Goldsmiths Student Union cannot take responsibility to supervise individual students.

All students have access to the internet while on campus. Students should not be using the internet to access sites intended for adults and Goldsmiths will not be responsible for monitoring internet usage.

Students under 18 may join and train with Goldsmiths Students' Union sports clubs but due to insurance restrictions they are unable to take part in competitive sports. Student Leaders will be made aware of the fact that they have under 18s in their societies or sports clubs and will be given support and information as to how to make sure they have a positive experience but also a safe one within the SU environment.

For certain programmes of study, restrictions may apply for work placements.

## 8. Related Policies

This policy has been developed in conjunction with, and should be read alongside, the following Goldsmiths Policies which can all be found on our website:

- Admissions Policy
- Goldsmiths SU Age Verification Policy
- Goldsmiths Safeguarding Policy
- Personal Relationships Policy
- Missing Persons Policy

## 9. Ending of obligations under this policy

All obligations signed up to under this policy will naturally cease on the student's 18<sup>th</sup> birthday. The student will continue to be subject to the usual policies, terms and conditions applicable to all students enrolled at Goldsmiths.

## 10. Further information

In case of any enquiries relating to this policy, please contact the Admissions Policy and Fair Access Manager via [admissionsconfidential@gold.ac.uk](mailto:admissionsconfidential@gold.ac.uk).

Contact details for all staff can be found on our website: <http://www.gold.ac.uk/staff-directory/>

## Admittance of students under the age of eighteen years

You have been sent this form as you will be below the age of 18 when you enrol on your programme of study at Goldsmiths. By completing and returning this form you confirm that you have read and understood the attached policy 'Policy for the admittance of students under the age of 18 years'.

### Students Details

Student name	
Goldsmiths student ID number	
Programme of study and year of entry	
Date of birth	
<p><b><i>I confirm that I have read, and will abide by, the Goldsmiths policy for the admittance of students under the age of 18 years' document.</i></b></p> <p><b><i>These arrangements will end on my 18<sup>th</sup> birthday.</i></b></p> <p>Signature:</p> <p>Date:</p>	

## Parent/Guardian Details

<b>1. Parent/legal guardian name</b>	
Address	
Telephone number	
Email address	
<b>2. (optional) Parent/legal guardian name</b>	
Address	
Telephone number	
Email address	
<p><b><i>I confirm that I am the parent/guardian of the above named student and I have read, and will abide by, the Goldsmiths policy for the admittance of students under the age of 18 years' document.</i></b></p> <p><b><i>Furthermore, I understand that Goldsmiths will not act in loco parentis and that Goldsmiths will only authorise emergency medical treatment for the student where the relevant people on this form are unreachable.</i></b></p> <p><b><i>I understand that, in accordance with the Data Protection Act and any subsequent legislation, Goldsmiths is not in a position to give any information about individuals, including those under the age of eighteen, to any person, including their parent(s) or guardian, without the specific written consent of that student. I further accept liability for any debts incurred by the above-named to Goldsmiths.</i></b></p> <p><b><i>These responsibilities will end on the student's 18<sup>th</sup> birthday when they will legally become an adult.</i></b></p> <p>Signature:</p> <p>Date:</p>	

**UK Based Guardian (to be completed where the above named parent/guardian is normally resident outside the UK)**

UK Guardian name	
Agency name (if applicable)	
Relationship to student	
Address	
Telephone	
Email	
<p><b><i>Signed by the legal parent/guardian on behalf of the named UK guardian.</i></b></p> <p><b><i>I confirm that the above named person has read the policy for the admittance of students under 18 years of age and has consented to be named as the UK guardian and to be contacted by Goldsmiths if necessary.</i></b></p> <p><b><i>This arrangement will end on the student's 18<sup>th</sup> birthday.</i></b></p> <p>Signature:</p> <p>Date:</p>	

**To submit this form:**

- The student must complete and sign their section.
- The parent/guardian must complete and sign their section.
- Where applicable the parent/guardian must send a copy of this document to their chosen UK guardian to gain their consent, then complete and sign on the guardian's behalf.

When fully complete and all relevant sections signed, please return this form to:

Admissions Operations Manager, Goldsmiths, New Cross, London SE14 6NW or email a signed copy to [admissionsconfidential@gold.ac.uk](mailto:admissionsconfidential@gold.ac.uk)