



UNIVERSITY OF LONDON

Intercollegiate Halls of Residence

**Residential Accommodation
Under 18's Policy for Student Residents**

Policy Statement

This Under 18's policy covers students applying for accommodation at the University of London's Intercollegiate Halls, whose 18th birthday falls after the first day of the Licence Agreement for the year of entry to the University. The purpose of the policy is to promote and safeguard the welfare of students who are under the age of 18 years whilst living in University owned or managed accommodation. The policy will cease to apply to students once they reach their 18th birthday.

Students under the age of 18 years are unable to enter into a Licence Agreement with University of London and the University requires a parent/guardian or guarantor to sign the Licence Agreement. Liability for outstanding rent agreed under the Licence Agreement remains with the parent/guardian or guarantor, if the student fails to maintain payment.

The University cannot assume parental responsibility for a student under the age of 18 years. Students and their families should bear in mind that the Intercollegiate Halls are an adult environment. Students are expected to behave like adults and to assume adult levels of responsibility. They are expected to have the necessary skills to study and live independently alongside people from a wide variety of backgrounds. Places in halls are offered on the understanding that the student will be able to adapt to living away from home and to looking after him or herself in all practical matters.

Arrangements

1. Responsibilities of Accommodation and Hospitality Team:
 - i. Preference will be given to under-18s who apply for accommodation;
 - ii. In the interests of Safeguarding best practice, Under-18s will only be offered accommodation at College Hall or Nutford House. Accommodation at alternative Intercollegiate Halls of residence will not be offered to under-18s;
 - iii. To advise Under-18s not to take accommodation in the private sector;
 - iv. To notify the Warden and Hall Management teams of contact details for Under-18s residing in their hall, including e-mail addresses and telephone numbers;
 - v. To make Under-18s aware of who to contact in case of difficulties;
 - vi. To always accommodate Under-18s in single room accommodation preferably near to a Resident Advisor or Senior Resident Advisor and a floor nearer to Reception (e.g. the first or second floor);
 - vii. Inform the responsible adult if we become aware that the student is in rent arrears or is in serious breach of the Licence Agreement invoking disciplinary procedures;
 - viii. In all cases encourage students to involve the responsible adult where appropriate. Although confidentiality is important and the student's request to not include the responsible person or parent should be taken seriously;
 - ix. Treat sympathetically any requests for a change of room within the University accommodation (always subject to availability and suitability).
2. Responsibilities of the Hall Management and Warden Team:
 - i. The Warden of the Hall will meet with the under-18 on a monthly basis until the student turns 18. The purpose of the meeting is to ensure the welfare of the under 18 only
 - ii. Provide additional fire evacuation training and other relevant information on emergency procedures to the Under-18 resident;
 - iii. DBS (Disclosure and Barring Service) checks are carried out on all the halls team (including Hall Management, Warden, Senior Resident Advisor(s), Resident Advisors, Housekeepers, Maintenance and Catering). Although some specialist contractors that are brought on site for occasional works will not be DBS checked but will be supervised by a member of halls team and no other students will also be DBS checked.
 - iv. No member of the halls team will act in Loco Parentis or provide direct supervision of the under 18.
 - v. No member of the halls team will monitor how the under 18 spends their leisure time, including whether meals have been taken at breakfast/brunch/dinner, or how they manage their finances.
3. Responsibilities of the under 18:
 - i. To abide by the terms and conditions of the Licence Agreements and related documents.
 - ii. To provide the name and address of a parent or other responsible adult who will be the University's point of contact of notification under this policy.
 - iii. To attend a monthly meeting with the Warden until they turn 18.

The university will not:

- Carry out DBS checks for contractors attending to irregular ad-hoc repairs within the residences. 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.
- Act in Loco Parentis or provide direct supervision of a student
- Carry out DBS checks on other students unless they are a Resident Advisor or Senior Resident Advisor – even where the student(s) is/are over the age of 18
- Monitor how the student spends their leisure time or manages their finances
- Inspect or monitor any accommodation which is not managed by the University
- Intrude unnecessarily on students' reasonable privacy.