



Students' Union Support for Under 18s

University of Bath Students' Union represent, supports and provides services and activities for all students at the University of Bath. Whilst the majority of students are aged 18 years or over, there are an increasing number of students under the age of 18 and the Students' Union recognises the need to discharge its enhanced duty of care towards them.

The Children's Act 1989 defines a child as "a person under the age of 18" and therefore extra consideration and guidelines are needed when working with such students.

The following information sets out individuals' responsibilities towards students under 18 within the activities area.

Responsibilities

Students' Union

- The Students' Union will risk assess areas/staff that come into close contact with students under 18s, to determine whether a CRB check is required.
- The Students' Union will work and liaise with the University Student Support Services and update them on relevant areas/policies within activities.
- The Students' Union has its own Child Protection Policy. All those involved in working with under 18s are required to attend training. Details of this can also be found at www.BathStudent.com/volunteering under Policies and Procedures.

Co-ordinators:

- Co-ordinators will inform relevant members of staff/committee members if a student under 18 has joined their activity/area. The student must be made aware who will receive this information.
- Staff will ensure adequate training is offered to clubs, officers, volunteers, staff etc on under 18 policy/requirements. In addition all information will be available on BathStudent.com.
- Staff will ensure procedures are in place and kept up to date on under 18 year old students and made available to all via BathStudent.com. For example, information on completing risk assessments, overnight stays, off campus activities, disclosure forms, consent forms 'high risk activities'.
- Staff will ensure proper supervision is available if a student under 18 volunteers to work with children in schools or as part of a project.
- If students under 18 wish to take part in high risk activities, parental consent will be required, (*Forms will be available on BathStudent.com Health and Safety page for parents to read, sign and forward on to the relevant area*).

If parents are not resident in the UK, it will be necessary to appoint a guardian for a student who is under 18. A legal guardian must be 18 years or over. The University will supply this information to the Students' Union if and when required.



Students Under 18:

- Whilst the Students' Union recognises its enhanced duty of care towards students under 18, it expects such students to act responsibly and appropriately and in an adult manner.
- The Students' Union will do its best to inform appropriate officers and staff of students under 18 but the student, as an individual, also has a responsibility to disclose that he or she is under 18, especially in the context of social and non-academic activities.
- Students under 18 must not take responsibility for running an activity/event
- Students under 18 must follow the University's and Students' Unions' under 18 policy
- Students under 18 and their parents/guardians are required to complete a consent form before they can participate in a high risk activity.
- Students under 18 are not permitted to attend overnight trips.
- Students under 18 are not allowed to take positions of responsibility i.e. posts in activity group committees or sabbatical positions.
- Students under 18 are not permitted to become a one to one mentor.

Student Officers/Project Leaders:

- Officers/leaders must ensure that the activity group's records are up to date with under 18 students details by liaising with the appropriate Co-ordinator (for Clubs & Societies, Activities Co-ordinator; for Volunteering, Volunteering Co-ordinator etc).
- Officers/leaders must ensure that when arranging trips a risk assessment has been completed bearing in mind the enhanced duty of care toward students under 18. If activity groups are found to have under 18s participating in activities without the relevant forms being completed, budgets will be frozen until further notice.
- Officers/leaders must ensure that trip lists and forms are completed and consent to contact parents in an emergency has been obtained. Please also see 'Trips'
- Officers/leaders must ensure that they and other relevant members of the club attend all health and safety training, which will include dealing with students under 18.
- Officers/leaders must ensure that information contained within the club safety policy and risk assessments and general health and safety information regarding their activities is passed on to their members and others who may be affected by their activities.
- Officers/leaders must ensure that all Students' Union, National Governing Body procedures and best practice are followed.

Sports Development and Recreation:

- The Sports Department will liaise with coaches and staff who have regular contact with students under 18 The Sports Department also has its own Child Protection Policy which covers all activities within that Department. Details of this are available from the Development and Administration Manager



Students' Union Support for Under 18s

- The Sports Department will ensure that all coaches update the Sports Department and Students' Union on National Governing Bodies policies and guidance when working with students under 18.

High Risk Activities

Water Based Clubs

Canoe
Rowing
Sailing
Sub Aqua
Surfing
Water-ski and Wakeboard
Windsurfing and Kite surfing

Outdoor Clubs

Mountaineering
(climbing/walking)
Mountain Bike
Horse Riding
Motor Sports
Snow Sports

Team Sports

Rugby Men/Women
American Football

Airborne Clubs

Sky Diving
Gliding

Projectile Sports

Rifle
Clay Pigeon Shooting
Archery

Societies

Backstage

It is the Students' Union aim to ensure that all activities are carried out within a safe environment for all students. Students who are not 18 upon arrival at University are legally considered to be minors. Because of this students will not be able to take part in the above activities unless they have a consent form from their parents or registered guardian. Forms are available from www.BathStudent.com, health and safety page. The Students' Union will ensure that regulations and rules within national governing bodies are adhered to at all times

Trips and Trip Lists

The Students' Union has regulations and procedures covering the requirement for trips and trip lists. However where students under 18 are involved there is an enhanced duty of care.

In all cases the Students' Union will require details of the main leaders/organisers. This will be an agreed ratio set out in individual clubs risk assessments and has been agreed between the clubs and the Students' Union.

Students who take responsibility for activities/high risk activities must have experience in the activity and this will be discussed with the relevant Co-ordinator. A record of student experience and qualifications will be kept on file for future reference.



Students' Union Support for Under 18s

The Students' Union has set guidelines to follow when completing a general trip form and trip list. This information can be found on the bathstudent.com Health and Safety page. However below is some information to include when dealing with students under 18.

Further information on completing trip list including students under 18.

- A one off risk assessment must be completed prior to the trip and the needs of students under 18 taken into account. For example, are the activities suitable for under 18 year olds and what social events might be taking place?
- Trips List, full names and contact details
- Confirmation of who will be responsible during the trip.
- Confirmation of who on the trip has been CRB cleared.
- Completion of parent/guardian consent form.
- Student under 18 are NOT permitted to attend overnight trips
- Any student under 17 years of age will not be allowed to attend trips.

The Students' Union Activities group will review and update this support document when necessary.

If you wish to discuss any further information, please feel free to contact the following people:

Volunteer Co-ordinator Anna Boneham A.Boneham@bath.ac.uk – for all Volunteering activities

Activities Co-ordinator Polly Hawker P.Hawker@bath.ac.uk – for all Clubs and Societies

Executive & Management Assistant A.J.Fleet@bath.ac.uk – for any of the above in the absence of the Co-ordinator

Review June 2008