

Supporting Students under the age of 18

Policy Statement:

The University has a responsibility to ensure specific safeguarding measures are in place for those students who are under the age of 18. This includes early identification of applicants who will be under 18 on their first day of study, ensuring that appropriate information and support is provided to prospective students and applicants, and their parent or guardian, in advance of arriving at Queen's, and that students are aware of support available to them during their time on their course of studies.

Scope of Policy and Procedure

This procedure is applied to all prospective students, applicants and students who have applied to a course of study with Queen's University Belfast. This does not apply to visitors or young people on non-credit bearing courses, summer schools or other activities, which should be considered and risk assessed under the University's Safeguarding Children and Vulnerable Adults Policy. INTO Queen's has separate procedures relating to the safeguarding of under 18s.

Approach to Safeguarding Students under the age of 18

Queen's University Belfast is committed to equal opportunities in its admissions; this is underpinned by the University's Equality and Diversity Policy. All applications are considered on their individual merits.

Each year the University admits a small number of students who are under the age of 18 years. In most cases, the student will remain under 18 for a short period of time. However, the University acknowledges that anyone under the age of 18 living in Northern Ireland is legally a child and that some legal restrictions and additional concerns apply to that cohort.

All students are expected to adhere to the University's Student Charter and Regulations, regardless of their age. The University-wide personal and academic support arrangements will apply to students who are under 18 years, and there is no difference in the application of University academic regulations based on age. In the context of its safeguarding responsibilities, the University will attempt to identify and consider additional support or risks associated with an applicant to a course of study who will be under the age of 18 on their first day of studies. The level of support or risk will be considered in the context of:

- Legal requirements
- Health and Safety (legislation and University policies and procedures)
- Wellbeing and institutional duty of care.

1. All students under 18 on their first day of studies

The University's procedure for safeguarding students under the age of 18 is detailed in Appendix 1. The process includes additional support measures that apply to **all students who are under 18 on the first day of their studies**. These include:

- An analysis of support and risks is undertaken for all students who are under the age of 18 from the first day of semester one in their first year of study, even if it is only for 1 day.
- All students who will be under the age of 18 on their first day of studies will receive a letter from the University's Student Wellbeing Service offering a named support contact and individual support for the transition to Queen's, outlining the University's approach to safeguarding students under the age of 18, highlighting legal implications that relate to being a student under the age of 18 in Northern Ireland and inviting them to a Welcome and Induction event for students under 18.
- Parents / guardians of students under 18 on their first day of study will be sent a similar letter and will be required to complete and return a parental consent form.
- All students who will be under the age of 18 on their first day of studies must attend a Welcome and Induction Event facilitated by the University's Student Wellbeing Service for students under 18 during the first 3 weeks of their studies. If unable to attend the event the student should schedule an individual meeting with the University's Student Wellbeing Manager no later than within the first 3 weeks of the first day of their studies.

Please note: *Submission of a parental consent form and attendance at the Welcome and Induction Event for under 18s are mandatory requirements for all students who are under the age of 18 on the first day of their studies. Failure to adhere to either requirement without appropriate explanation and no later than within 3 weeks of the first day of studies, will result in the Head of School being notified, and may result in a student's registration being suspended until all outstanding requirements are fulfilled.*

In addition, all Students under the age of 18 on the first day of their studies are required to:

- Register with a General Practitioner (GP) (i.e. doctor) within Northern Ireland, preferably within the Belfast Health and Social Care Trust;
- Provide contact details for an emergency contact / next of kin;
- Provide a term time address within Northern Ireland;

These should be supplied on the Queen's Student Information System (Qsis). They can be entered by the student at the point of registration, and students are required to keep these details up to date during their course of studies.

2. Students under the age of 18 for more than one semester (i.e. beyond January), but above age of 16 on first day of studies (i.e. 16 – 17 ½ on first day of studies)

The majority of students who are under the age of 18 on their first day of studies reach the age of 18 within their first semester of studies. Where a student does not reach the age of 18 within their first semester, the same measures apply as above, and in addition all students in this group, will be required to meet with the University's Student Wellbeing Manager or delegate and a representative from their School within 4 weeks of their first day of studies.

A student who will be under the age of 18, but above the age of 16, for more than 1 semester of studies, and who does not have a parent or legal guardian within Northern Ireland, is strongly encouraged to obtain an 'educational guardian' while they are under the age of 18. Information on educational guardians can be found in Annex 4.

Students ages 16 – 17 ½ on their first day of studies can apply for Queen’s-managed accommodation, and are subject to the Accommodation and Hospitality Allocation Policy. The University does not assume parental responsibility for students living in its accommodation.

1. Students under the age of 16 on the first day of Studies

The University is not permitted to issue a CAS to sponsor a Tier 4 visa for an applicant who is under the age of 16 on their first day of studies.

As it is a predominantly adult environment, a student under the age of 16 will not be permitted to live in University-managed accommodation.

For students who will be under the age of 16 when they arrive in Northern Ireland (NI) (17 if they have a disability) and who intend to live with an adult who is not their parent or legal guardian but who will be caring for them, there is a requirement for Social Services (in NI) to be advised and for an assessment to be completed by them. The University needs to be made aware of the student’s living arrangements and that the assessment had been undertaken by Social Services. If the University was aware of such an arrangement which had not been assessed by Social Services, it would be obliged to report it to Social Services. A young person under the age of 16 would not be permitted by Social Services to live independently.

Before allowing the enrolment of a student under the age of 16, the University requires evidence that the student:

- a) is living with their parent or legal guardian during their studies, or a suitable fostering arrangement which has been approved by Social Services in Northern Ireland
- b) has appropriate leave to remain in the United Kingdom and/or visa for studying at Queen’s.

The measures outlined in sections 1 and 2 above also apply to a student under the age of 16 on their first day of studies.

Procedure for Safeguarding Students under the age of 18

Annex 1	Process Timeline
Annex 2	Support and Risk Assessment Template
Annex 3	Parental Consent Form
Annex 4	Educational Guardianship agencies

1. Applicants (Prior to accepting an offer)

If an applicant is projected to be under the age of 18 on their first day of study, this will be identified on their application form, either through UCAS or direct entry to the University.

Applicants who will not turn 18 within their first semester of studies at Queen's University Belfast, but are above the age of 16 on their first day of studies, who will not be living with a parent or guardian whilst at University, are strongly encouraged to consider appointing an educational guardian (see Annex 4).

If students will be under the age of 16 on their first day of studies, they are encouraged to discuss requirements of the course with the relevant School prior to submitting an application. Schools or Directorates of the University who are made aware of an applicant who will be under the age of 16 at the start of their studies should consult with the Head of Disability and Wellbeing Services or the Student Wellbeing Manager. If the applicant requires a Tier 4 visa the Head of International Student Support should also be notified. For students who will be under the age of 16 when (17 if they have a disability) and who intend to live with an adult who is not their parent or legal guardian but who will be caring for them, there is a requirement for Social Services in Northern Ireland to be advised and for an assessment to be completed by them. The University must be made aware of these arrangements and the outcome of the Social Services assessment. It is the responsibility of the student's parent or legal guardian to ensure that appropriate arrangements are in place.

2. Offer Holders (who have replied accepting QUB as their firm or insurance choice) (mid-June)

In mid-June the Admissions and Access Service will make available to the Head of Disability and Wellbeing or designate the name, date of birth, course, nationality and residency, disability or care experience declared, and contact details for offer holders who have replied accepting QUB as their firm or insurance choice. This includes students who are direct applicants to Queen's as well as UCAS applicants.

Students ages 16 – 17 ½ on their first day of studies can apply for Queen's-managed accommodation, and are subject to the Accommodation and Hospitality Allocation Policy. The University does not undertake parental responsibility for students living in its accommodation, but can provide assistance with settling in and making the transition to life in Northern Ireland.

The Head of Disability and Wellbeing and the Student Wellbeing Manager (or appropriate delegate) will jointly undertake an initial review of risk relating to students who will be under the age of 18 on their first day of study to identify if there are factors which may enhance the level of risk for those students, particularly relating to their course of study (using criteria set out in the 'Support and Risk Assessment', Annex 2) or their personal circumstances (e.g. from a background of care or disability). This initial assessment will also allow students who will not turn 18 during their first semester of study, and who may have other considerations relating to accommodation or other elements of University life to be identified. This assessment will

involve as appropriate consultation with the Head of International Student Support, Accommodation and Hospitality and the relevant School to determine if any of the identified risks are applicable (e.g. field trip, placement or handling hazardous or prohibited materials).

If factors are identified which may enhance the level of risk, then the Student Wellbeing Manager and a representative from the School (and relevant support areas, as appropriate) will discuss the concerns / risk factors, potential ways to mitigate or address the risk, and whether action needs to be taken immediately, or as part of a meeting with the student if / when they arrive to commence their studies.

Information about the under 18s procedure, risk assessment, parental consent and guardianship options will be available online, and prospective students and their parents/guardians will be made aware via the Student Wellbeing website (www.qub.ac.uk/sgc/wellbeing) of a point of contact within the University should they have any queries or wish to discuss their situation.

There will be no further action taken at this point in time for those applicants holding offers where no additional risks are identified.

3. Students who have accepted an offer of a place (mid-August)

As soon as possible following A-level results, the Admissions and Access Service will make available to the Head of Disability and Wellbeing (or delegate) the name, date of birth, course, nationality and residency, disability or care experience declared, contact details and current status with regard to those applicants who have met offer criteria or are being considered for offers of admission, both through UCAS and direct entry to Queen's University Belfast.

If an applicant is made an offer of a place on a programme of study, and they will be under 18 on their first day of study, they will be written to by the University's Student Wellbeing Service. This letter will contain the following information;

- A point of contact in Student Wellbeing as well as information on student support services at Queen's
- A commitment to supporting their wellbeing while on their programme of study as a student who is under the age of 18 and therefore technically a 'minor'
- Clarity that while due care will be taken to ensure, where possible, students are not at risk, the University is primarily an adult environment and interactions with students occur on that basis.
- A reminder that access to bars and licensed premises on campus is prohibited until they reach the age of 18
- A reminder that while under 18's can go to licensed premises off campus which serve food, they are prohibited from either buying or drinking alcohol, even if accompanied by an adult
- That they cannot hold an elected office in the Students' Union, though can be elected as a course representative
- The requirement to attend a mandatory Welcome and Induction Event for students under 18.

The students' parents or guardian will also be written to at this stage, by the University's Student Wellbeing Service, outlining the same information as indicated above, as well as reminding them that the University does not act *in loco parentis*, that is, it does not assume the responsibility of a parent.

Parents / Guardians will be required to complete a parental consent form (Annex 3), which can also be completed online. *Submission of a parental consent form and attendance at the Welcome and Induction Event for under 18s are mandatory requirements for all students who are under the age of 18 on the first day of their studies. Failure to adhere to either requirement without appropriate explanation and no later than within 3 weeks of the first day of studies, will result in the Head of School being notified, and may result in a student's registration being suspended until all outstanding requirements are fulfilled.*

The Head of Disability and Wellbeing and Student Wellbeing Manager (or delegate) will work jointly to complete the 'Support and Risk Assessment' form for those applicants who have accepted offers to attend QUB and will be under 18 on their first day of study (Annex 2).

The purpose of the Support and Risk Assessment is to ensure that measures are in place to support the wellbeing of a student under the age of 18. The Assessment will be based on information collected with input from the School and other support services as relevant. Where certain criteria are met (set out in Section 4 below), a student will be required to meet with a member of staff from the School and support staff to discuss particular support needs or risks.

The Heads of Disability and Wellbeing, and Accommodation and Hospitality (or delegates) will discuss requirements for those applicants who have submitted an application for University-managed accommodation and who will be under 18 on their first day of study,

School Managers (or delegates) will be sent the names and Support and Risk Assessments of students who are under 18 and who have confirmed they will be taking up the place for which they have been holding an offer. School Managers will ensure that students under the age of 18 on their first day of studies have a named point of contact within the School for discussing concerns relating to their studies, that this member of staff has been given Appendix 7 of the Safeguarding Children and Vulnerable Groups Policy, 'Code of Practice and Good Conduct in Relation to Safeguarding Children and Vulnerable Adults', and where appropriate that the member of staff has had an Enhanced Disclosure Check¹. The School Manager (or delegate) will ensure that recommendations arising from the Support and Risk Assessments are implemented, and any concerns are raised with the Student Wellbeing Manager.

4. Arrival at Queen's (Welcome & Induction)

Students who are under the age of 18 when they arrive at Queen's will be offered individual transition support through Student Wellbeing or International Student Support.

To facilitate transition support International students must make International Student Support (or Student Wellbeing, for GB / ROI students) aware of their travel plans. The University cannot be responsible for minors (students under the age of 18) travelling independently.

International students are encouraged to make use of the 'meet and greet' facilities provided immediately before international welcome and orientation. International Student Support will also help international students to adapt to the change in culture and make a successful transition to life in Northern Ireland.

Following arrival and enrolment at the University, the University's Student Wellbeing Service will again write to all individuals under 18 to their Queen's email addresses, welcoming them and inviting them to a mandatory Welcome and Induction Event for all under 18 students. This

¹ See definitions of regulated activity in the University's Safeguarding Children and Vulnerable Adults Policy

event provides students with an opportunity to meet with members of the Student Wellbeing Team and to hear more about the supports available to them at Queen's.

In the following situations students under 18 will also be required to meet with the University: Student Wellbeing Manager (or delegate) and a representative from their School within 3 weeks of commencing studies at the University.

- Where the applicant will remain under 18 for longer than one semester in their first year of study
- Where the course may include the handling of materials which are prohibited to those who are under the age of 18. This may include exposure to harmful levels of radiation or involvement in work where there is harmful exposure to toxic, carcinogenic, mutagenic or teratogenic substances.
- Where the course may include an overnight field trip or placement during the time the student is under the age of 18;
- Where there may be professional requirements that the student is over the age of 18 to carry out certain duties, in particular clinical activity;
- Where the student is not normally resident in Northern Ireland or living with a parent / legal guardian in Northern Ireland (including Great Britain or Republic of Ireland)

At this meeting, section 6 of the Support and Risk assessment will be completed with the student. Depending on the circumstances this meeting may require attendance or input from various staff members including School and support services. The parent of a student under the age of 18 may attend this meeting and/or to see a copy of the Support and Risk Assessment on written request to the Head of Student Wellbeing.

Failure to attend a meeting without appropriate explanation as soon as possible and no later than 3 weeks after their first day of studies will result in the Head of School being notified, and may result in suspending registration until this meeting has taken place.

5. Following enrolment and registration period

Post enrolment, the University's Student Wellbeing Service will check the Queen's Student Information System (QSIS) to ensure that all students who are under 18 have:

- Registered with a General Practitioner (GP) (i.e. doctor) within Northern Ireland, preferably within the Belfast Health and Social Care Trust;
- Provided contact details for an emergency contact / next of kin;
- Provided a term time address within Northern Ireland;

This check will normally be undertaken approximately 4 weeks into the first semester, when the enrolment and registration wizard closes.

Depending on the outcome of the Support and Risk Assessment process, students under 18 may be contacted by members of the Student Wellbeing Team to ensure that the student is settling well into student life at Queen's and to encourage students to raise any issues they may encounter during their time as a student while under the age of 18.

Where identified as a necessary support measure as part of a Support and Risk Assessment, a member of staff from Accommodation and Hospitality, Student Wellbeing or the student's School may make contact with the student on a regular (e.g. monthly) basis to give the student the opportunity to discuss any issues or concerns.

Appendix 1

These additional support measures will cease when the student turns 18, unless an ongoing need is identified for a purpose related to student wellbeing.

Procedure Timeline: Supporting Students under 18 on their first day of study

Timing	Action	Responsibility
Ongoing Applicants who would be under the age of 16 on first day of studies	<p>An applicant to the University who would be under the age of 16 on their first day of studies is encouraged to discuss arrangements with the relevant School prior to submitting an application.</p> <p>Schools or Directorates made aware of an applicant who will be under the age of 16 at the start of their studies should consult with the Head of Disability and Wellbeing or Student Wellbeing Manager. In addition, the Head of International Student Support should be notified if the student requires a Tier 4 student visa.</p> <p>Parents/guardians of applicants who would be under the age of 16 on their first day of studies at Queen's, who do not live in Northern Ireland, should establish arrangements for appropriate legal guardianship / private fostering arrangements for their child, arrange for this to be assessed by Social Services, and inform the University of this arrangement.</p>	<p>Applicant with parent or guardian</p> <p>Schools and Directorates</p> <p>Parent / guardian of applicant</p>
Ongoing: Applicants who would be under the age of 18 on first day of studies	<p>Schools, support services, Admissions or International Office who become aware of an applicant under the age of 18, should contact Student Wellbeing Service or International Student Support, particularly if aged 16 or under on first day of studies.</p> <p>Parents / guardians of students who will be under the age of 18 (but above age of 16) on their first day of studies, and are not resident in the UK or Ireland, are encouraged to consider educational guardianship arrangements (Annex 4) and inform the University of this arrangement on the Parental Consent form.</p>	<p>Schools / Individual service areas</p> <p>Parent / guardian of applicant</p>
Mid June	The names, courses and contact details for applicants who have selected QUB as their firm or insurance choice will be made available by the Admissions and Access Service to the Head of Disability and Wellbeing (including UCAS and direct entry applicants)	Head of Admissions & Access
End of June	Student Wellbeing Service to make School Managers aware of course(s) where applicants holding an offer have put Queen's	Student Wellbeing Service

	<p>as 'firm' or 'insurance' choice, and will be under 18 on their first day of study.</p> <p>The School will inform the Student Wellbeing Manager if any risks need to be identified and addressed at this stage, particularly relating to the course of study, based on criteria set out in the Support and Risk Assessment (Annex 2)</p>	School
End of June	<p>The Student Wellbeing Manager will make the Head of International Student Support aware of applicants who will be under the age of 18 on their first day of study, to determine if actions are required relating to visa status or pre-arrival information.</p> <p>The Student Wellbeing Manager (or delegate) will consult with Disability Services (relevant DO), Accommodation and Hospitality or other professional support areas as appropriate.</p>	<p>Student Wellbeing Manager</p> <p>Student Wellbeing Manager</p>
End of June	<p>Review and update as necessary the policy and information available for students under the age of 18 on the first day of semester one to include information provided directly on the website and through related links.</p> <p>Liaise with Admissions and Access Service to ensure that June information packs sent out include reference to students under the age of 18 on the first day of semester one in their first year of study with a link to the website.</p>	<p>Head of Disability and Wellbeing</p> <p>Student Wellbeing Service</p>
July / August	<p>International Student Support providing immigration advice and support to international students will respond to any queries received from perspective students and provide information about visa requirements, such as letter of parental consent</p>	International Student Support
Mid- August	<p>Updated list of applicants (UCAS and Direct entry) who have accepted unconditional offers and contact details to be provided by Admissions & Access Service to Head of Disability and Wellbeing</p>	Admissions and Access Service
End of August	<p>The Head of Disability and Wellbeing and Student Wellbeing Manager will jointly complete the assessment of support and risk for applicants under the age of 18 on their first day of study who have accepted unconditional offers using the template set out in Annex 2, to determine whether further meetings and</p>	Head of Disability and Wellbeing and Student Wellbeing Manager

	mitigating actions are required. This may require input from the relevant School and support areas (e.g. Accommodation, International Student Support).	
End of August	<p>If an applicant is made an offer of a place on a programme of study, and they will be under 18 on their first day of study, they will be written to by the Student Wellbeing Manager as set out in section 3 of the Process.</p> <p>This will also ask students to identify their travel / arrival arrangements.</p>	Student Wellbeing Manager
End of August	<p>The students' parents or guardian will also be written to at this stage by the Student Wellbeing Service, outlining the same information as well as reminding them that the University does not assume parental responsibility</p> <p>Parents / guardians to complete parental consent form (Annex 3 and available online) and consider guardianship arrangements (Annex 4). The parental consent form must be returned prior to the first day of studies.</p>	<p>Student Wellbeing Manager</p> <p>Parent or guardian</p>
Early September	The Head of Disability and Wellbeing and Head of Accommodation and Hospitality (or delegates) will discuss requirements for those applicants who have requested University-managed accommodation who will be under the age of 18 on their first day of study.	Head of Disability and Wellbeing/ Head of Accommodation and Hospitality
Mid-September	<p>School Managers or delegates will ensure that appropriate Personal Tutors have been allocated and have been given Appendix 7 of the Safeguarding Children and Vulnerable Groups Policy, 'Code of Practice and Good Conduct in Relation to Safeguarding Children and Vulnerable Adults'.</p> <p>The School Manager (or delegate) will identify to the Student Wellbeing Manager the appropriate member of staff to take part in Support and Risk Assessment meetings (where required).</p>	<p>School Managers</p> <p>School Managers</p>
Welcome & Induction (End of September for most courses)	Following arrival and enrolment at the University, Student Wellbeing Service will invite all students under 18 to attend a Welcome and Induction Event to meet with the staff team and learn more about the supports available to them.	Student Wellbeing Manager

Welcome & Induction (End of September for most courses)	<p>As soon as possible, and no later than 3 weeks after the start of the first semester, students who meet the criteria set out below (as identified in the Support and Risk Assessment) will be invited to meet with the Student Wellbeing Manager (or delegate) and representative from their School:</p> <ul style="list-style-type: none"> • Where the applicant will remain under 18 for longer than one semester in their first year of study • Where the course may include the handling of materials which are prohibited to those who are under the age of 18. This may include exposure to harmful levels of radiation or involvement in work where there is harmful exposure to toxic, carcinogenic, mutagenic or teratogenic substances. • Where the course may include an overnight field trip or placement during the time the student is under the age of 18 • Where there may be professional requirements that the students is over the age of 18 to carry out certain duties, in particular clinical activity • Where the offer holder is not from Northern Ireland <p>Depending on the circumstances this meeting may require attendance or input from other support services.</p>	Student Wellbeing Manager
Week 1 of first semester	The Student Wellbeing Service will send a further communication to all students still under 18 at this stage, advising them to ensure that appropriate contact details are provided in Qsis.	Student Wellbeing Service
As soon as possible (no later than week 3 of first semester)	<p>Student Wellbeing Manager (or delegate) sends completed Support and Risk Assessment to relevant School Manager (or delegate) and student.</p> <p>The School Manager (or delegate) will ensure that recommendations arising from the Support and Risk Assessments are implemented, and any concerns raised with the Student Wellbeing Manager</p>	<p>Student Wellbeing Manager</p> <p>School Managers</p>

Week 4 of semester (deadline for enrolment)	Post enrolment, Student Wellbeing Service will check the Student Records System to ensure that all students who are under 18 have supplied appropriate next of kin and medical details for use in an emergency. Where this has not been supplied, students will be contacted by the Student Wellbeing Service to require action.	Student Wellbeing Service
Week 4 of semester	<p>The Student Wellbeing Service will alert the appropriate Head of School to any students under the age of 18 where:</p> <ul style="list-style-type: none"> - Support and Risk Assessment has not been completed, including if student has not attended the induction event and individual meeting (if appropriate), and whether an explanation was provided. - Signed parental consent form has not been supplied <p>The Head of School is required to take appropriate action, which may include suspending registration until the Support and Risk Assessment has been completed, or Parental Consent is received.</p>	<p>Student Wellbeing Service</p> <p>Head of School</p>
Ongoing	Actions identified as part of the Support and Risk Assessment to be implemented. This may include meeting with the student to determine whether they have settled in well to student life at Queen’s and to afford students the opportunity to raise any issues they may encounter during their time as a student under the age of 18.	All responsible managers

Support and Risk Assessment: Students under 18 on their first day of study at Queen's

1. Applicant / Student information			
Student Name			
Date of Birth		Date of 18 th Birthday	
Student ID			
Residency			
Home address	Term time address		
Email:			
Tel:			
Additional Needs (e.g. medical condition, allergy or disability)			
2. Academic Information			
School			
Course			
Designated School contact			
3. Assessment of Risks			
	Student will not turn 18 until after end of 1 st semester of study Specify if student under age of 16 on first day of studies.		
	Student is not from Northern Ireland; Specify if UK or Ireland		
	Living with parent or legal guardian (if not, specify arrangements in Section 6)		
Before the student turns 18, will the course offer (O) or require (R) : (please provide details, including measures identified to mitigate risk and support student, on separate page if necessary)			
O or R	Field trip off campus		
O or R	Activity that requires being away overnight		
O or R	Placement		
O or R	Handling of materials prohibited to those who are under the age of 18. This may include potential exposure to harmful levels of radiation or involvement in work where there is harmful exposure to toxic, carcinogenic, mutagenic or tetragenic substances.		
O or R	Professional requirements that the student is over the age of 18 to carry out certain duties, in particular clinical activity		
Assessment meeting required (see Section 6 for agenda)			Y / N
4. Actions Taken			
Date student was sent initial information and support letter			
Date parent/guardian was sent information and support letter			
Student matched to appropriate Personal Tutor			
Date student was sent follow-up support email (following registration)			
5. Emergency Contacts			
Next of Kin		GP	
Recorded on Qsis: Y / N		Recorded on Qsis: Y / N	

6. Assessment Meeting

Assessment Meeting date: Or record of correspondence indicating student declined the meeting and understands that the University may need to act to deter risks without their consent		
In attendance:		
Risk Factor / Issue identified	Actions Agreed	
Academic <ul style="list-style-type: none"> - Details relating to factors identified in section 3 above - Any queries / other potential concerns relating to course - Identified point of contact in School for issues 		
Accommodation <ul style="list-style-type: none"> - With parent / legal guardian - University-managed - Private 		
Health and Wellbeing <ul style="list-style-type: none"> - Accessing health care / registered with GP in Belfast - Identify and discuss additional support needs - Identify support available to student 		
Social / Personal Development <ul style="list-style-type: none"> - Highlight School or subject-based programmes (e.g. peer mentoring, societies) - Highlight extra-curricular opportunities e.g. Students' Union, PEC, Student Guidance Centre 		
Legal - review content of letter sent to student, confirm students' understanding of this content, discuss any potential difficulties and signpost for advice		
Other		

Summary of Actions (indicate who is responsible to undertake them):

Expected review period: required if student is under the age of 18 at entry to new phase / stage of course (e.g. 2nd year, placement) or if any specific issues / concerns identified above.

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I agree that this reflects the discussion held to discuss any potential risks relating to being under 18 at the start of my studies, and will undertake relevant agreed actions as identified above. I agree that my parent / legal guardian may have a copy of this Support and Risk Assessment on their request.

Signed by student:

Signed by Student Wellbeing Manager or delegate:

Signed by other attendees:

Completed Assessment to be scanned and copy sent to School representative, student and Head of Student Wellbeing or delegate.

Queen's University Belfast Parental Consent Form Students under the age of 18 on their first day of studies

Queen's University Belfast is committed to supporting all students throughout their time at Queen's. A range of support services are available to all students, providing information, advice and specialist services. We encourage students to engage with support services, and to ask for assistance where needed.

The University requires all parents/guardians of students who will be under 18 on their first day of studies to complete a consent form acknowledging that they have read the University's Supporting Students Under the age of 18 Policy and understand what the University can and can't do to support students under 18, and the implications for communication with parents arising from data protection legislation. We hope that this information helps to clarify the scope of the University's role in supporting your child and supports you in considering the safety and wellbeing of your child as they make this transition to University life.

As you can see from the Policy, we will write to all students under the age of 18 outlining support available to them and ensuring they are aware of specific legal points relating to being under the age of 18.

What we can do:

- Ensure your son/daughter is aware of support available to them at Queen's
- Meet with your son/daughter if they have any concerns or questions
- Ensure your son/daughter has a point of contact at University within their School and other support areas (e.g. Accommodation, Wellbeing etc.)
- Ensure your son/daughter is aware of some specific legal issues whilst under age of 18 in Northern Ireland
- Act on any concerns identified to ensure the safety and wellbeing of our students
- Help with settling in/transition to the University accommodation and study.

What we can't do:

- Take parental responsibility for your son/daughter
- Under Data Protection legislation discuss your son/daughter's progress/attendance etc. with you (unless we have written consent from your son/daughter which specifies what we can discuss, and in what circumstances)
- Force your son/daughter to engage with support services. If we are aware of a concern, we will reach out to them, and make them aware of support available.
- Undertake any of the actions set out in the consent form without the permission of a parent or legal guardian – which you should provide by submitting the form.

Parental Consent Form to be completed by parent/guardian of all students under the age of 18 on first day of studies

This form (<http://www.qub.ac.uk/directorates/sgc/wellbeing/PoliciesProcedures/>) can be completed and returned online or in hard copy. Please return to:

Head of Disability & wellbeing Service
 Student Guidance Centre
 Queen's University, Belfast
 Belfast
 BT7 1NN
 Email: studentwellbeing@qub.ac.uk

Student Details	
Name of student:	
Course of Study:	
Please feel free to identify any special requirements of the above named student that may enable Queen's to provide or recommend appropriate support:	Please note: this information will be held in Student Affairs and only shared with other Services as necessary.

- I have read the University's Policy in relation to Supporting Students under the age of 18.
- I understand that Queen's University Belfast is not able to act in the role of a parent/guardian to my son/daughter, and that in cases of emergency the University will endeavour to contact the appointed parent / guardian, while they remain a minor. **Please note:** if a student has an appointed UK resident guardian, this person will be contacted before a parent who resides overseas.
- I consent, where it is not possible to contact a parent or an appointed UK Guardian, to Queen's University Belfast acting as a point of contact for medical professionals, and for them to disclose information to the University should my son/daughter require emergency medical treatment, up to the age of 18.
- I consent, where it is not possible to contact a parent or an appointed UK Guardian, to Queen's University Belfast acting as a point of contact in any dealings with the PSNI relating to my son/daughter, either as a victim or alleged perpetrator of a criminal act, up to the age of 18.
- I understand and accept that Queen's University Belfast is an adult environment. The University will not release information on academic progress or personal life to any third party including parent/guardian without the student's permission, normally required in writing.
- I understand and accept that Queen's University Belfast's internet and email services are provided on the principle of unrestricted access.

- I agree to accept liability for any debts to Queen's University Belfast incurred by my son/daughter agreed prior to and up to the age of 18.
- I understand and accept that while studying at Queen's University Belfast, my son/daughter will be subject to UK law and the rules and regulations of Queen's University Belfast.

I declare that I have read and accept the above conditions.

Name of signatory (parent or guardian)	
Relationship to student (e.g. mother, father, legal guardian)	
Signature (or type name if returning via email)	
Date	

In an emergency, please contact: *These details will be held on record by Student Affairs. All students are also requested to provide emergency contact details as part of their registration with the University, on the student information system.*

Name	
Telephone number	
Mobile number	
Email address	
Address	

Guardianship:

I have appointed the following to have guardianship of my son/daughter while they are studying at Queen's University Belfast and are under the age of 18:

This is strongly recommended, particularly for students who will turn 18 after December 2017 and are not living with their parent or legal guardian.

Name / Organisation:	
Telephone number:	
Email:	
Address	

Please note that confirmation of a student residing with a parent or legal guardian, or a private fostering arrangement assessed by Social Services, is a requirement for students who will be under the age of 16 on their first day of studies.

Parental Consent for Tier 4 Visa Students

Please note that the UK Visas & Immigration (UKVI) requires a parental consent letter for students under the age of 18 who wish to make an application for a Tier 4 visa. **This is a separate and additional form**, which is providing consent and information to the

University. The UKVI letter will be required to be submitted with supporting documents for the Tier 4 visa application, and appropriate information about this will be provided by Queen's International Student Support after a CAS is issued.

Educational Guardianship

For students at Queen's University Belfast who will be under the age of 18 on their first day of studies, and who will not be living with a legal guardian or parent during their studies, their parents / guardians are encouraged to consider an educational guardianship arrangement while they are under the age of 18.

Educational Guardians are not the same as 'legal guardians'. Educational Guardians have a parent's permission to act as their representative in the United Kingdom, should the need arise while their son or daughter is studying here.

Information about Educational Guardianship, and guardianship providers can be found on the AEGIS (Association for the Education and Guardianship for International Students) website <http://www.aegisuk.net>

Different providers will offer different services, for a cost. Some Educational Guardians may offer visits to the student, provide additional support to settle in to a new city and country, or source host families for holiday visits. Guardianship organisations should provide a 24 hour emergency contact point for either students or parents, if problems should arise.

It is the case that boarding schools in the UK may require an educational guardian as a condition for admission. This is not the case with Queen's University, though parents of international students are encouraged to consider the best way for their child, and their family, to be supported while their child is under the age of 18.

Please note that not all agencies will operate in Northern Ireland, so please enquire about this when speaking to an educational guardianship provider. You should also clarify the services provided (e.g. organising home stay visits with host families, frequency of contact with your child) and the cost of this provision, and what is offered by the organisation