

# **Students Aged under 18**

## **King's Residences**

**Policy Location** SharePoint

**Policy Issue Date** 06/12/2018

**Version & Date of Last Review**

Version 5.0 – 20th May 2022

	<b>NAME</b>	<b>JOB TITLE</b>	<b>SIGNATURE</b>
<b>Author</b>	Nicky Doone	Residences Wellbeing Manager	<i>Nicky Doone</i>
<b>Reviewer</b>	Paul Cornell	Associate Director (Advice & Guidance)	<i>P/Cornell</i>
<b>Authoriser</b>	Phil Cox	Associate Director of Student Residences	<i>PC</i>

<b>Effective Date</b>	9 <sup>th</sup> March 2021
<b>Next Review</b>	1 <sup>st</sup> March 2023

### **Change History**

<b>Policy Version</b>	<b>Effective Date</b>	<b>Significant Changes</b>
1.0	30 August 2017	
2.0	6 December 2018	
3.0	3 March 2020	
4.0	9 <sup>th</sup> March 2021	
5.0	May 2022	Updated names and titles, updated links, updated clauses. Changes to COVID section to bring more in line with current health and safety guidance.

# Contents

Introduction .....	2
Policy Statement.....	2
Purpose.....	2
Application of this Policy .....	2
Term-Time Accommodation for Full-time Students .....	2
Induction to Residences: .....	4
Health & Safety: .....	4
Summer Accommodation for Guests under the Age of 18:.....	4
Additional Conditions that Apply to all Students or Guests under 18 Years of Age in King’s Residences:.....	5
Risk Assessments: .....	5
GDPR: .....	5
Relevant Policies and Documents .....	6

## Introduction

This policy is governed by the College's Safeguarding Policy and is supported by the current [King's Residences License Agreement](#). Thus, they should be read together for a fuller understanding of the arrangements and conditions attached to the housing of persons under the age of 18 in King's Residences.

## Policy Statement

King's Residences will not assume parental responsibility for minors who are residing or visiting its residences. Students and visitors under the age of 18 and their families or carers should recognise that King's Residences are homes and places of work comprising of adults. Students residing in King's Residences are expected to demonstrate competence and readiness to live independently and alongside people from diverse backgrounds and ages. In housing students aged under 18, it is the aim of King's Residences to respect their independence, whilst also extending an enhanced duty of care in accordance with UK law and good safeguarding practice.

## Purpose

The purpose of the Under 18 Policy in King's Residences is to:

- Safeguard the welfare of persons under the age of 18 who are resident or guest in its premises
- Provide guidance on arrangements offered to protect the personal safety and social wellbeing of those under 18
- Ensure the relevant legislation is adhered to for the safeguarding of persons under the age of 18

## Application of this Policy

This policy applies to all students residing in King's College London managed residences whose 18<sup>th</sup> birthday falls after the start date of the accommodation agreement. The policy ceases to apply once students residing in King's Residences reach their 18<sup>th</sup> birthday.

Parental/Guardian sign-off is a requirement for acceptance of the online contractual agreement.

Legally, persons under the age of 18 do not have capacity to hold legal estate; however, they may enter into contracts for 'necessaries', such as accommodation and education.

• For applicants who will be under 18 when accepting a King's Residence Agreement, the Agreement will be held on trust until the applicant reaches the age of 18. During that time, the resident will enjoy all the rights set out in this Agreement and be subject to all the obligations contained in it. When the resident will reach 18, they will be entitled to terminate the Agreement in accordance with clause 4.1.1. If the resident chooses not to do so, the Agreement will be legally binding upon the resident. King's Residences primarily accommodate persons aged 18 and over, with the following exceptions:

### **Term-Time Accommodation for Full-time Students:**

Persons aged 16 or 17 who are enrolled as full-time students of the university may be offered accommodation in King's Residences.

This is to ensure that younger adults are better supported through a wider range of options for safe and secure housing in their transition to adulthood and adult environments. The Allocations Team will offer a place in a suitable King's managed residence, based on the information provided by students in their application as well as rooms availability.

## Welfare Support

All students at King's Residences have access to [the College's welfare support network](#). Within residences, there are Welfare Leads and Community Facilitators responsible for out-of-hours welfare and community support. Students aged under 18 will be allocated in single rooms with ensuite facilities within suitable residences. Community Facilitators and Welfare Leads are not trained youth workers and will not provide specialist youth support services but will act as accessible points of contact for minor students living in King's Residences.

Student Services provide ongoing support for students who are aged under 18 old and the Advice & Guidance team act as a first point of contact for any students who require personal or practical support. The team can be contacted by email [advice@kcl.ac.uk](mailto:advice@kcl.ac.uk) or Student Services on 020 7848 1234. (Monday-Thursday 1300-1500 and Friday 0900-1100) or online at [Student Services online](#).

### **Access to Rooms Occupied by Minors**

All staff in King's Residences are DBS cleared. Where possible, staff requiring access to rooms occupied by minors, in the performance of necessary cleaning, works and inspections, will be accompanied by another DBS-checked member of staff. All unaccompanied access to rooms occupied by minors will be subject to emergency audio recording on lone working devices carried by staff.

### **Expectations:**

#### **1. Residence Events and Activities**

Participation in Residence Life events and activities in their King's residence is open to students aged under 18. King's Residences will take reasonable steps to ensure that UK laws are not broken within its premises such as serving alcohol or showing non-age-restricted films and other media. In case of alcohol being available at an off-site event, staff reserve the right to ask students for proof of age but cannot undertake to supervise, monitor or control individual students.

#### **2. King's Residences Discipline Policy**

Students aged 16 or 17 in breach of the accommodation agreement with King's Residences, including policies surrounding controlled substances and age restricted media, will be subject to disciplinary action in accordance with the [College's Residents Discipline Policy](#). King's Residences may also report suspected and substantiated cases of underage drinking and consumption of illegal substances to law enforcement officers.

#### **3. Visitors**

Day and overnight visits by adults to students aged under 18 are normally allowed and will be subject to the same terms and conditions set out in the accommodation agreement. Visits to minors in residences will not be supervised by King's Residences staff. Parents, carers, or legal guardians may, on written request, restrict visitor access to minors in residences. King's Residences will seek to enforce such restriction as is reasonably possible, but may not claim responsibility in cases of unreported visits or illicit entry.

#### **4. Leaving the Residence**

Minor students are required to inform the residence in writing to the Residences Safeguarding Team if they plan to be away from the residence for a period of more than 24 hours. It is the parent, carer or legal guardian's responsibility to ensure that minor students have a safe place to stay when away from the residence for trips or overnight stays.

#### **5. Holding Office**

Although all residents are free to join committees, societies and interest groups, residents under 18 are not allowed to hold office, for example, they may not run and be appointed as Hall Leaders in King's residences.

#### **6. Card Activity Monitoring**

The University has a duty to make sure students remain safe. Student wellbeing is important to us, so as part of the safeguarding responsibilities, the Residences Safeguarding Team will be monitoring daily student card activity. It is the responsibility of student to ensure they use their card on a reader daily (including weekends), otherwise the missing persons process will be initiated. It is important that the student card is used at least once every 24 hours (including weekends) on the access card readers at the Residence or any University Campuses. Access card readers

are located on most doors or barriers in all buildings throughout Kings College London. If students wish to remain in their rooms for a period of more than 24 hours or are unable to leave their residence as they are self-isolating or unwell, they may also use the [Under 18s Online Daily Check-In Form](#) . This form must be filled in once a day by 10AM for each day that the student is unable to use their student ID card on an access card reader. If there is no card activity in period over 24 hours and the student has not used the [Daily Check-In Form](#), the Residences Safeguarding Team will start the missing student process, which includes a number of attempts to contact the student. If no contact is made within 2 hours from the start of the process, the student will be reported to the Police as a missing person. More information on the process will be shared with the students closer to the arrival weekend as well as during the induction meeting throughout the academic year.

### **Induction to Residences:**

All Residents must complete an online Health and Safety induction prior to arrival. All students under the age of 18 must attend a Residences Induction during the Welcome Week to get an overview of living in Residences.

In addition, it is also mandatory to attend the Under 18s Induction meeting, organised by The Residences Safeguarding Team. The induction will include an overview and aims of the Residences Safeguarding Team. It will also include the safeguarding responsibilities and monitoring that will be undertaken until students will turn 18 years old.

### **Health and Safety:**

Adhering to the Government and College recommendations, we have adapted some of our processes so that we can provide better support to our students aged under 18 living in residences. The [Under 18s Online Check In Form](#) exists to help students who are self-isolating or who are staying indoors more due to national lockdowns. This form can be used if the student has not used their student ID card on an access reader in the previous 24-hour period. This form must be used by 10AM everyday (including weekends). In addition, if in-person induction meetings cannot take place The Residences Safeguarding Team will regularly communicate with under 18s via email and newsletter and will also make regular phone calls to those self-isolating.

Students aged under 18 must follow all health and safety guidelines in their residences as recommended by the College.

**Summer Accommodation for Guests under the Age of 18:** During the summer vacation, King's Residences, in partnership with King's Venues, may accommodate children or groups of children aged 14 years or older who are participating in study programmes or organised school trips with the supervision of group leaders, teachers, carers, or family members. The College reserves the right at its sole discretion to refuse any booking made by or on behalf of minors in circumstances where it believes that the minor/s will not be sufficiently accompanied and supervised.

At the time of booking, King's Venues will establish the ages of any summer guests to ensure they are booked into suitable accommodation and will confirm at the time of booking that groups with children have designated responsible adults at a ratio of at least 1 adult for every 10 children.

- Group leaders or co-ordinators will be asked by King's Venues to complete a risk assessment for the accommodation of minors at King's residences.
- Group organisers will be provided with details of their responsibilities in writing at the time of booking, e.g. levels of supervision required at specified times and details of their responsibilities regarding fire safety etc.
- A mixed-sex group of children will be accompanied by a corresponding ratio of male and female staff. Staff/teachers will be responsible for escorting children within College premises and providing any necessary supervision e.g. using baths and showers.
- Separate male and female sleeping and bathroom facilities will be provided.
- Group leaders will need to organise adequate night time supervision arrangements. If children cause noise or disturbance to other guests, Reception will contact the designated night time supervisor/s who will enter the bedrooms concerned.
- Unaccompanied Reception and/or Residence staff will not enter bedrooms occupied by children aged under 18, whilst children are present, except in an emergency.

- Visiting groups should be supported by enough staff who are fluent in both English and the mother tongue of any under 18's in their care so that they can translate if necessary.

### **Additional Conditions that Apply to all Students or Guests under 18 Years of Age in King's Residences:**

#### 1. Visitors & Guests under the Age of 18:

Visitors/guests under the age of 18 may come to the residences to visit individual residents during the day or overnight, in accordance with the visiting privileges set out in the accommodation terms and conditions. Children may also visit a residence as part of a College Open Day. Local security procedures require visitors to be signed in and out. The presence of visiting minors in the premises will be monitored, as far as is reasonably possible, by the residence staff for their safeguarding. Minor supervision, however, will be the responsibility of College Open Day co-ordinators or the individual resident accepting the visit.

#### 2. Trespassers:

Children may not trespass into residence grounds or buildings; such unauthorised visitors are covered by the Occupiers' Liability Act. In the event of trespassers who are identified as young persons or children, Residence staff will summon other members of staff and the police to assist.

#### 3. Photographs, videos, websites and cameras:

Photography and filming on College premises and the publication and distribution of images of College facilities may only take place with prior permission from King's College London. King's Residences, other organisations, groups and individuals should obtain a written consent from the minor and his/her parent, carer or legal guardian before taking and using images of minors in any format. When publishing, the minor's full name must not be attached or associated with his/her image.

**Risk Assessments:** Risk assessments should be based on the potential hazards in the specific residence, flat and room. The Residence Manager will ensure that an assessment of the risks involved in under 18's in the residential premises is undertaken before the period of accommodation agreement commences and updated as soon as new or previously unforeseen hazards are made known or as new residential activities and considerable changes in the environment occurs.

Risk assessments following the template in the Safeguarding Policy should be carried out to cover the following situations:

- persons under 18 who are offered accommodation in a college residence without a parent or guardian to accompany them;
- visiting families with children who are accommodated at residences suitable for children;
- visitors under the age of 18 who visit individual residents during the day or overnight guests or as part of a College Open Day; and
- unauthorised children who trespass into Residence grounds/buildings.

**GDPR:** Although students aged under 18 are regarded as minors under the law, the GDPR protects their right to privacy. King's Residences owe the duty of confidentiality to the minor and not the parents, carers or legal guardians, and will thus correspond with the former in matters pertaining to their accommodation agreement.

King's Residences staff will obtain consent of the minor before releasing information to a parent or other party (unless information release has been pre-agreed by both minor and parent/guardian in a written agreement), with

the exception of situations in which disclosure without consent is deemed necessary to reduce or avoid harm to the minor and to others, as set out in [King's Residences Welfare Policy](#).

## **Relevant Policies and Documents**

- [Data Protection Policy](#)
- [Accommodation Policy](#)
- [King's Residences License Agreement](#)
- [Safeguarding Policy & Procedures](#)