



Cardiff  
Metropolitan  
University

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**Policy Owner-Dean of Students**

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# **Under 18's Guidance for Students**

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Version 2: February 2012  
Dean of Students

**CARDIFF METROPOLITAN UNIVERSITY**  
**HIGHER EDUCATION CORPORATION**

**Information For Potential Students Under 18 Years of Age (at date of enrolment) and Their Parents/Legal Guardians**

**1. Introduction**

- 1.1 Cardiff Metropolitan University is committed to ensuring that any students who are under the age of 18 receive the same quality of experience as those students aged over 18, whilst also meeting the additional legal requirements that apply to this age group.
- 1.2 The Children's Act (1989) states the legal definition of a child as a 'person under the age of 18', so Cardiff Metropolitan University has developed a Child Protection Policy and procedures relating to the care of students under the age of 18, to minimise any risks associated with the presence of minors in an adult environment. The policy is available on the website.
- 1.3 Please note that whilst additional measures are in place to support students under the age of 18, Cardiff Metropolitan University is an adult environment. Individuals joining the University are expected to behave like adults and to assume an adult level of responsibility, as part of the personal development integral to their studies.

Students under 18 will receive support from a mentor, but will not receive the level of supervision they would probably receive in school. They are expected to have the necessary skills to study or work and live independently alongside students over 18 from a wide variety of backgrounds.

**2. Aims**

The aims of this guidance are:

- To provide you and your parent(s)/carer(s) or legal guardian(s), with guidance in relation to the steps that will be taken to ensure the welfare and safety of students under the age of 18;
- To set out the conditions (other than academic conditions) which must be met before you will be accepted on a programme at Cardiff Metropolitan University.

**3. Procedures**

The following procedures apply:

#### 4.1 Pre-entry:

- Please ensure that the consent form (see Appendix) attached to the offer letter is read carefully and signed by your parent/legal guardian on your behalf, once your parents have read this guidance. The consent form must accompany the letter of acceptance.

*(The form provides a statement of agreement to the activities you are likely to engage in and the range of actions the University may have to take on your behalf, such as emergency medical treatment and advice on personal matters.*

*Please note that Cardiff Metropolitan University does not act in loco parentis and the permission of a parent or legal guardian has to be sought where the you wish to make certain decisions (e.g. entering into specific contracts, making a complaint or in the event of illness, accident or disciplinary matters)*

- It is not legally possible to offer you confidentiality, as certain disclosures must be reported because of your age. However, you still have rights under the Data Protection and Freedom of Information Acts *(e.g. information about results in assignments and examinations or about health issues should not be disclosed to a third party without your consent, unless this is part of a contract or there is a legal obligation to do so or if the University or a third party has a legitimate interest, such as an employer who is funding a student)*. In addition, failure to pay any sums of money under contract can be disclosed to parent(s)/carer(s) or legal guardians or any debt collecting agency.
- Special arrangements will be put in place for any students who are under the age of 18, such as the appointment of a guardian in the UK. Please contact the University's International Office and/or agent(s) abroad for further information.
- You **must** follow the law in relation to such matters as purchasing alcohol, giving consent and holding office and failure to do so may result in legal and or disciplinary action.
- If you accept a place on a programme at Cardiff Metropolitan University, then the following steps will be taken to ensure that you are well supported:

- You will be allocated suitable accommodation;
- You will be allocated to a specific adult mentor, who will continually monitor your progress and welfare until you reach the age of 18.

#### 4.2 Record Keeping:

- Cardiff Metropolitan University **must** hold details of your emergency contact details, including your parent(s)/carer(s) or legal guardian(s). It is essential that you inform us of the full details of these individuals to ensure that we contact the appropriate person where necessary.
- A record will be kept by the Dean of Students in relation to students of any incidents and their outcomes involving persons under 18.

## Appendix 1

Dear Parent/Legal Guardian,

### Parent/Guardian Consent Form

As your son/daughter/ward is starting as a student at Cardiff Metropolitan University and s/he is under the age of 18, we are writing to inform you about Cardiff Metropolitan University's policy and procedures in relation to his/her protection and safety, which address the requirements of current legislation. The document *Information For Students Who Are Under 18 and Their Parents/Legal Guardians* is attached and we would ask you to ensure that you discuss the contents of this important document with your son/daughter/ward.

In addition, we require you to sign and return the consent form below, which should accompany his/her letter of acceptance:

1. I/we understand that Cardiff Metropolitan University does not act 'in loco parentis' for my/our son/daughter/ward. This means that my/our permission will be sought if s/he wishes to make certain decisions, such as entering into specific contracts or making a complaint, and I/we have to be informed if s/he is taken ill, has an accident or in any way has to be disciplined.
2. I/we consent to the activities that my/our son/daughter/ward will be undertaking as part of his/her studies on the programme being pursued.
3. I/we consent to Cardiff Metropolitan University acting on medical advice in the best interests of my/our son/daughter/ward to authorise emergency medical treatment if it is not possible to contact either myself/us or the appointed guardian.
4. I/we agree to accept liability for any of my/our son's/daughter's/ward's debts to Cardiff Metropolitan University.
5. I/we understand and accept that Cardiff Metropolitan University is an adult environment and that my/our son/daughter/ward will be treated as an adult.
6. I/we understand and accept that while studying at Cardiff Metropolitan University my/our son/daughter/ward will be subject to UK Law and the Policies and Procedures of Cardiff Metropolitan University, for example in relation to purchasing alcohol, giving consent and holding office.
7. I/we understand that, in accordance with statutory requirements, it is not possible to offer confidentiality to a person under 18, that any disclosures must normally be reported to a parent/carer/legal guardian apart from child protection issues which will be reported to appropriate authorities.

8. I/we understand that subject to paragraph 7 (above), the operation of The Data Protection and Freedom of Information Acts prevents Cardiff Metropolitan University releasing information relating to my/our son's/daughter's/ward's academic, personal or social progress without him/her giving express consent to this. However, failure to pay any sums of money under contract can be disclosed to myself/ourselves or any debt collecting agency.
9. I/we understand that special arrangements will need to be put in place for any international students who are under the age of 18, including the appointment of a guardian in the UK. (Further details can be obtained from the International Office).
10. I/we realise that this consent form becomes null and void once my/our son or daughter reaches the age of 18.

**NB Please only return this form if your son/daughter/ward is choosing Cardiff Metropolitan University as his/her firm choice.**

Signed \_\_\_\_\_ (Parent/Legal Guardian)

Date \_\_\_\_\_

Thank you for completing this consent form. Please return it to:

Admissions office  
Cardiff Metropolitan University  
Llandaff Campus  
Western Avenue  
Cardiff CF5 2YB

## Appendix 1a

Dear Student,

Thank you for applying to Cardiff Metropolitan University. According to our records you will be under 18 years of age at enrolment, so legally, we are required to take additional steps to ensure your welfare is protected (Children Act 1989).

We want you to enjoy student life, so please note the following points which should help you make the most of your time here, until you are 18:

Cardiff Metropolitan University has a Child Protection Policy and procedures relating to the care of students under the age of 18. The policy is available on the website.

The University is an adult environment and we expect all students to assume an adult level of responsibility, as part of the personal development integral to your studies.

You are expected to have the necessary skills to study or work and live independently alongside students over 18 from a wide variety of backgrounds.

You **must** follow the law in relation to such matters as purchasing alcohol, giving consent and holding office and failure to do so may result in legal and/or disciplinary action.

It is not legally possible to offer you confidentiality, as certain disclosures must be reported because of your age. However, you still have rights under the Data Protection and Freedom of Information Acts (*e.g. information about results in assignments and examinations or about health issues should not be disclosed to a third party without your consent, unless this is part of a contract or there is a legal obligation to do so or if UWIC or a third party has a legitimate interest, such as an employer who is funding a student*). In addition, failure to pay any sums of money under contract can be disclosed to parent(s)/carer(s) or legal guardians or any debt collecting agency.

Special arrangements will be put in place for any international students who are under the age of 18, such as the appointment of a guardian in the UK. Please contact Cardiff Metropolitan University's International Office for further information.

You will be allocated suitable accommodation, although this may be in mixed gender halls of residence where the majority of students are over

18 years of age. If you are unhappy with your accommodation, please contact The Halls Manager.

Cardiff Metropolitan University **must** hold details of your emergency contact details, including your parent(s)/carer(s) or legal guardian(s). It is essential that you inform us of the full details of these individuals to ensure that we contact the appropriate person where necessary.

A record will be kept by the Dean of Students in relation to students of any incidents and their outcomes involving persons under 18.

Additionally, we need to advise your parents of certain information and obtain their consent. I enclose our guidance document and would be grateful if you would ensure that your parents complete and return the attached **consent form** to me at the address given at the top of this letter. Your application cannot be accepted unless this form is returned completed.

The form provides a statement of agreement to the activities you are likely to engage in and the range of actions Cardiff Metropolitan University may have to take on your behalf, such as emergency medical treatment and advice on personal matters. Please note that Cardiff Metropolitan University does not act in loco parentis and the permission of a parent or legal guardian has to be sought where the you wish to make certain decisions (e.g. entering into specific contracts, making a complaint or in the event of illness, accident or disciplinary matters).

Please also ensure that you complete and return the consent form at Appendix 2 allowing us to contact your parents where necessary, whilst you are under 18.

If you have any queries or concerns, please do not hesitate to contact me on *02920 415810*.

Yours sincerely

Rob Cummings  
**Dean of Students**



## Appendix 2

I \_\_\_\_\_ (student) hereby consent to Cardiff Metropolitan University contacting my parent/legal guardian:

Name \_\_\_\_\_  
of Address \_\_\_\_\_

\_\_\_\_\_

To advise them of the provisions in place to support students under 18 years of age in Cardiff Metropolitan University and to contact them in the future, as necessary, until I celebrate my 18<sup>th</sup> birthday, at which time this consent will become null and void.

Signed \_\_\_\_\_ (Student) \_\_\_\_\_ (Date)