



The
University
Of
Sheffield.

Accommodation &
Commercial
Services.

Accommodation and Commercial Services

UNDER 18'S POLICY – ACCOMMODATION AND COMMERCIAL SERVICES 2017-18

The under 18's policy will apply to students housed in University owned/partnership accommodation whose 18th birthday falls after the first day of the Residence Contract of the year of entry to the University. This policy will not apply to students once they reach their 18th birthday.

1.0 Our responsibility to under 18 year old students

- 1.1 House all those students who fulfil the terms of the guarantee in University owned/partnership accommodation.
- 1.2 Where possible, give preference for vacancies in University-owned/partnership accommodation to under 18 students who do not qualify for the guarantee.
- 1.3 House students in accommodation where support is provided by Residence Life or to a 24 hour staffed reception facility.
- 1.4 Integrate students who are under 18 with those who are over 18.
- 1.5 Disclosure Barring Service (DBS) checks will be carried out for new Residence Life, Portering and Security staff employed by Accommodation and commercial Services.
- 1.6 Provide relevant training for Partnership staff and Residence Life staff employed by the University, room key holders and staff with regular access to study bedrooms.
- 1.7 Recommend that our partnership properties carry out DBS checks on front line employees.
- 1.8 Arrange a meeting no later than Christmas each year with each student whose 18th birthday falls after the end of Semester 1. Residence Life will conduct the meeting to discuss the transition from home life to University accommodation and to check on general well-being.
- 1.9 Arrange follow-up meetings where required by the student.

- 1.10 Promptly inform the person's named as next-of-kin if we become aware that the student:
- a. Is in serious rent arrears – more than 1 term in arrears
 - b. Is in serious breach of the Residence Contract invoking the Disciplinary Regulations.
- 1.11 In all cases we will encourage students to involve a parent/carer and will try to respect a student's request for confidentiality. The student's welfare is paramount and a decision to involve a parent/carer will only be taken when there are serious concerns regarding the well-being of the student.
- 1.12 Residence Life will ensure that students under age 18 are aware of whom to contact in case of difficulties.
- 1.13 Encourage Residential bar staff to check proof of age in cases where they are not sure.

2.0 Accommodation and Commercial Services will not;

- 2.1 Carry out DBS checks or provide training for University Contractors (attending to repairs within the residences). All Contractors will, however carry identification.
- 2.2 Carry out any checks, other than those mentioned above, on under 18's living in University owned or partnership accommodation.
- 2.3 Insist on re-arranging the initial contact meeting in point 1.8 if the student chooses not to attend.

3.0 Students' responsibility to Accommodation and Commercial Services Students will:

- 3.1 Be required to enter into a Residence Contract with the University and abide by its terms and conditions.
- 3.2 Provide the name and address of a parent, guardian or other responsible adult who will be the University's point of contact for notification under paragraph 1.10

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