

The University of Bath Students' Union (the SU Bath) represents, supports and provides services and activities for all students at the University. 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 SU Bath recognises the need to enhance its duty of care.

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 student groups affiliated to the SU Bath

Responsibilities

The SU Bath

- The SU Bath will risk assess areas/staff that come into close contact with students under 18, to determine whether a Disclosure and Barring Service (DBS) is required. The SU Bath will work and liaise with the University Student Support Services and update them on relevant areas/policies within the SU Bath
- The SU Bath has its own Safeguarding Policy. Details can be found at <https://www.bath.ac.uk/corporate-information/child-protection-and-safeguarding/>

Responsibility of Area Managers:

- Managers will
 - At the start of Semester 1, inform relevant members of staff/committee members if an under 18 student has joined their student group. This will be done through thesubath.com flagging system.
 - Inform Committee members on the SU's U18 Policy and processes, to include guidance on how they check for U18 students within their SU group memberships on a regular basis
 - The U18 student must be informed who (regarding staff and committee members) will receive their details.
 - Ensure the processes and policies are sent to student groups, officers, volunteers, and staff on under 18 requirements. In addition all information will be available on thesubath.com.
 - Ensure procedures are in place and kept up to date on under 18 students and made available to all via .thesubath.com For example, information on completing risk assessments, procedures for trips and overnight stays, off campus activities, disclosure forms and consent forms for 'high risk activities'. Ensure the correct level of supervision is available if a student under 18 volunteers to work with children in schools or as part of a project.

Responsibility of Parents/Legal Guardian:

If students under 18 wish to take part in high risk activities, parental consent will be required.

If parents are not resident in the UK, it will be necessary to appoint a guardian

for the U18 student. A legal guardian must be 18 years or over and the University will supply this information to the SU Bath if and when required

Responsibility of Students Under 18:

- Whilst the SU Bath 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 SU Bath 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
 - Cannot take responsibility for running an activity/event.
 - Students and parents/guardians are required to complete a consent form before they can participate in a high risk activity.
 - They are not permitted to attend overnight trips.
 - They cannot take positions of responsibility i.e. a committee member or area officers positions.
 - Not permitted to become a 1.1 mentor.

Responsibility of Student Officers/Project Leaders/Committees:

- Student Officers, Project Leaders and Committees
 - Track members who are under 18 throughout the academic year by checking your student group membership. You can do this by:
 1. Going to your Group Admin Tools on thesubath.com
 2. Clicking "Sales Reports"
 3. Clicking "Purchasers Report"
 4. Looking for any members flagged (* u18 *) in the Under 18 column
 - Contact your area Line Manager if you have an under 18 member.
 - Ensure that when arranging trips that a risk assessment has been completed bearing in mind the enhanced duty of care toward students under 18. If groups are found to have under 18s taking part in activities without the relevant forms being completed, disciplinary actions may be taken.
 - Ensure that trip lists and forms are completed and consent to contact parents in an emergency has been obtained.
 - Ensure that they and other relevant members of the group complete all health and safety training. Ensure that all Students' Union, National Governing Body procedures and best practice are followed.

Responsibility 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 the department. Go to <https://www.bath.ac.uk/corporate-information/child-protection-and-safeguarding/>
The Sports Department/SU Sport will work with student sports club coaches to ensure that all National Governing Bodies policies and guidance towards under

18s are in place.

Casual sports coaches will only require a DBS check on confirmation that an U18 student has joined the club and will require 1.1 tuition/coaching. This is an agreement between the sports department and the university human resources department.

High Risk Activities

The following groups have been identified as activities that involve a higher level of risk when compared against other conventional activities. The Students’ Union aims 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. Due to this students will not be able to participate in the below activities until the Students’ Union has received a signed consent form from their parents/registered legal guardian.

Forms are available from www.thesubath.com/health-and-safety/.

Sport Clubs				
Water based	Outdoor	Contact Sport	Airborne Clubs	Projectile Clubs
Canoe	Mountaineering	Rugby Union/League	Sky Diving	Clay Pigeon Shooting
Sailing	Horse Riding	American Football	Gliding	Archery
Surfing	Motorsports	Cheerleading (stunts)		

Societies
Backstage

- The above table is not an exhaustive list and there may also be other activities and roles that are not permitted, for eg any Sport (including BUCS), Society or volunteering activities that involve overnight trips, any events involving high risk such as bungee jumping etc. **If you are unsure of whether your event/activity will allow under 18’s please contact the relevant area within the SU**

Activities and Trips

Where students under 18 are involved there is an enhanced duty of care.

In all cases the Students’ Union will require details of all experienced leaders/organisers when any trip linked to a high risk activity/event is planned.

Pre any event/activity there will be an agreed ratio set out between participants

and leaders/instructors. The ratio will be confirmed using recommendations and specific regulations relevant to the event/activity and agreed with the student committee and relevant manager.

Students who take responsibility for any activity must have a good level of experience in that activity. However, this will be discussed with the relevant manager. A record of student experience and qualifications will be kept on file for future reference

The Students' Union has set guidelines to follow when completing a general trip form and trip list. This information can be found on www.thesubath.com/health-and-safety/.

Further information on completing trip list including students under 18.

- A 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 that the U18 student will not be left on a 1.1 basis with anyone.
- Completion of parent/guardian consent form if a high risk activity.
- Student under 18 are NOT permitted to attend overnight trips.
- Any student under 17 years of age will not be allowed to attend off campus trips.

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

Student Area	Manager	Contact Details
SU Head of Activities	Polly Hawker	adsph@bath.ac.uk
SU Volunteer and Societies Manager	Anna Boneham	susao@bath.ac.uk
SU Advice & Community Manager	Naomi Galliford	Ng596@bath.ac.uk
SU Head of Student Voice and Engagement	Charlie Slack	suscas@bath.ac.uk

