

The University of Bath Students' Union represents supports and provides services and activities for all students at the University of Bath. 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 Students' Union 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 Students' Union.

Responsibilities

Students' Union

- The Students' Union 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 Students' Union will work and liaise with the University Student Support Services and update them on relevant areas/policies within the Students' Union.
- The Students' Union has its own Child Protection Policy. All those involved in working with under 18's are required to attend training. Details can be found at www.bathstudent.com/volunteering under Help and Support.

Area Managers:

- Managers will
 - Inform relevant members of staff/committee members if a student under 18 has joined their student group. This will be done through bathstudent.com flagging system. The U18 student must be informed who regarding staff and committee members will receive their details. Committee members are also able to check their membership as an under 18 will be highlighted via a red flag.
 - Ensure adequate training is given to student groups, officers, volunteers, and staff on under 18 requirements. In addition all information will be available on bathstudent.com.
 - Ensure procedures are in place and kept up to date on under 18 students and made available to all via bathstudent.com. For example, information on completing risk assessments, overnight stays, off campus activities, disclosure forms, consent forms '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.

Parents:

- If students under 18 wish to take part in high risk activities, parental consent will be required. Managers will contact parents or legal guardian and arrange for consent forms to be completed and returned.

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 Students' Union if and when required.

Students Under 18:

- Whilst the Students' Union 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 Students' Union 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.
 - Are not permitted to attend overnight trips.
 - Are not allowed to take positions of responsibility i.e. a committee officer or area officers positions.
 - Not permitted to become a 1.1 mentor.

Student Officers/Project Leaders/Committees:

- Student Officers, Project Leaders and Committees
 - Ensure that the club records are up to date with under 18 student's details by liaising with the relevant manager.
 - Track members under 18 until week 3 of the academic year by checking your student group membership. Go to you groups webpage on bathstudent.com, admin tools sales report, purchases report. 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 clubs are found to have under 18s taking part in activities without the relevant forms being completed, disciplinary actions will 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 club attend all health and safety training, which will include dealing with students under 18.
 - Ensure that information contained within the club safety policy and risk assessments and general health and safety information regarding their activities is passed on to their members and others who may be affected by their activities.
 - Ensure that all Students' Union, National Governing Body procedures and best practice are followed.

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. Details of this are available from the Development and Administration Manager.
- 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.bathstudent.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
Sub-Aqua	Motorsports	Cheerleading (stunts)		
Surfing				

Societies
Arts Group
Backstage

The below activities and support roles are not permitted for under 18 students.

- Any Sport (including BUCS) Society activities or volunteering that involve overnight trips.
- Paris Hitch
- Charity Abseil and Bungee Jump
- Oversea Trips
- Duke of Edinburgh expedition
- V-Team Easter Residential
- Nightline Volunteer support
- LGBT e-mentors

From time to time there will be new activities and events introduced during the year. If you have any doubt at all contact the relevant area manager.

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.

Within group risk assessments ratios and level of experience or qualification must be included. When an U18 has been identified the committee must review their ratio depending on the planned activity/event and adjust if necessary to ensure that a higher duty of care is applied to the U18 student.

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.bathstudent.com/health-and-safety.

Further information on completing trip list including students under 18.

- A one off 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.
- 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 Sport & Societies	Polly Hawker	P.Hawker@bath.ac.uk
SU Volunteer Centre	Anna Boneham	A.Boneham@bath.ac.uk
SU Advice & Support	Carol Lacey	C.Lacey@bath.ac.uk
SU Representation & Engagement Manager	Charlie Slack	c.a.slack@bath.ac.uk