

INFORMATION FOR PARENTS OF STUDENTS UNDER THE AGE OF 18

Under English law, anyone under the age of 18 is considered to be a child. This means that Newcastle University London has a special duty of care to students under the age of 18. Parents also continue to have a legal responsibility, even if they are not living in the UK.

UK University Life

Universities in England may be very different from Universities in other countries and are not like boarding schools. Universities are adult environments where nearly all of the students are over the age of 18 and have the freedom and responsibilities of adults.

Newcastle University London recognises that students under the age of 18 need extra support and help and that their parents will want to make sure that their children are as safe as possible. This information will set out the ways in which we will care for your child. However, you should also be aware that you are still legally responsible for your child and that you should make any provision you feel necessary for their wellbeing.

Your child will, for the most part, be treated by Newcastle University London in the same way as any other student, nearly all of whom will be over 18 years of age.

Guardianship

Whilst the university will do everything possible to care for your child whilst they are at Newcastle University London, it cannot take full parental responsibility for your child. If your child is travelling to the UK from overseas, we strongly recommend that you appoint a guardian, who is resident in the UK, for your child. The guardian is someone who can act in your place if there are any problems or emergencies and will provide an added level of care for your child and give you peace of mind.

Guardianship options for international students:

1. If you have a friend or relative living in the UK who is over 21 years of age and who you trust, they may be willing to act as your child's guardian
2. There are a variety of Guardianship agencies in the UK. You should look for a Guardianship agency which is a member of AEGIS. Go to website: www.aegisuk.net

If you have decided to appoint someone to act as your child's guardian in the UK, you should complete **Form 4**.

What Newcastle University London Will Do To Support and Help Your Child

General Statement

All students will be treated with dignity, respect and fairness by all staff. They will be provided with a learning environment which is free from physical, emotional and social abuse.

Newcastle University London has a duty of care to all of its students and especially those under the age of 18. All staff have police checks to make sure that they have not committed any offences which would make them unfit to look after students under the age of 18. These are known as 'Disclosure and Barring Service' (DBS) checks.

Newcastle University London has a child protection policy to safeguard its students from abuse, which includes physical abuse, emotional abuse, sexual abuse or bullying. Parents should contact University

Student Services if they become concerned that their child might be suffering abuse from any other student or any member of staff.

Support for Students Under the Age of 18

Personal Tutor

Each student is assigned a personal tutor who is available to discuss and deal with any issues which might arise as part of the student's studies.

Student Services Staff

Newcastle University London has a number of Student Services Staff, whose role it is to look after the welfare of all of our students, but particularly those under the age of 18. Student Services Staff are made aware of each student under the age of 18 so that they can provide extra help and support to these students. Newcastle University London offers a dedicated Welfare Officer who monitors the welfare of all students under the age of 18. Various support services as well as conducting 1-2-1 sessions with students are available on a regular basis.

The Student Services Staff also help students with the following:

- Police Registration (for some international students)
- Visa Extensions (for some international students)
- Registration with a local doctor
- Social Activities

Social Programme and Social Activities

The campus runs a range of social activities that students are encouraged to get involved in. These social activities are designed to help students make friends, engage with the culture of London and have fun outside of the classroom. The campus also has a Students' Union Coordinator who helps facilitate the creation of student-led social clubs which your child will be encouraged to join.

24 Hour Emergency Support

The campus has a 24 hour emergency support line which will be made available to your child. It means that your child can contact someone day and night, no matter where they are. This number will be made available to your child before the start of the programme. Please note that this number should only be used for emergencies and not for general enquiries.

Medical Services

Students will be advised to register with a local doctor upon arrival, details of this is included in the Student Handbook which students receive during their induction. It is important that students bring any medical information with them and inform us of any ongoing medical concerns in order for us to be able to identify the students' needs in advance.

Please note that students between the age of 16 and 18 are able to give their own consent for medical treatment and their wishes will be respected by medical staff. The centre can only give consent for medical treatment if a student under the age of 18 is unable to do so themselves (for example if they are unconscious or the doctor thinks they are mentally unfit to give consent)

Dental Services

Students will be advised to register with a local dentist upon arrival. A charge is made for dental treatment, however if your insurance policy includes cover, you may be able to re-claim some of the treatment fees back. Please refer to your policy.

Pre-Departure

Your child will receive a pre-departure guide before they begin their studies. You should read this guide together to make sure that your child is prepared for arrival in the UK. It is available on the Newcastle University London website.

Meet and Greet Service for International Students

In the Policy Guidance for Tier 4 of the Points Based System it states that 'All children studying in the United Kingdom must have suitable care arrangements in place for their travel, reception at port and living arrangements while here. Children are all students under 18 years old. If you are 16 or 17 years old and applying as an adult student, you must have your parent(s) or legal guardian(s) written consent that you can live and travel independently.'

To ensure the safety of your child on arrival in the UK, we require parents of students under the age of 18 to use the 'meet and greet' service, at the cost set out in the brochure, unless they have made satisfactory alternative provision for their child to be met. A taxi will be there to meet your child and safely transport them to their selected destination. All of the drivers of the taxi service we use have had police checks to make sure they are suitable to collect students aged under 18 of age. You should complete the 'Arrivals Details Form', which is sent with the student's course confirmation correspondence.

If you do not wish to use the meet and greet service and have arranged for someone else to meet your child at the airport, you should complete **Form 5** to let us know the full details, including flight number, flight arrival time at the UK airport, the name of the person collecting the student and their expected arrival time at the campus.

Please Note: Parents/Guardians of UK/EU students under the age of 18 are also encouraged to put in place suitable care arrangements for their child's travel and accommodation even if they are travelling only a short distance.

Accommodation

International Students under the age of 18 can choose between homestay or residential accommodation. All students under 18 in the residences live in a standard room but share a kitchen.

Please note that we are not able to segregate students by age, gender, religion or ethnic group.

Support in Accommodation

The campus provides support for all students living in our residential accommodation. In addition to professional residence staff who work on-site, the campus employs a warden whose role it is to look after the welfare of students in the residential units and to maintain good order in residences.

Curfew

All students in residence must sign a book to say when they are leaving the residences and when they are returning each night. If students under the age of 18 leave the residences in the evening, they are expected to return by 11.00pm. If they wish to return later because they are attending a special event, they must get permission from the residence warden and have the curfew authorised and logged.

Nights or Weekends Away from the Residences

If a student under the age of 18 wishes to be away from the residences overnight or for a weekend, they must first get permission from the campus Student Services' Welfare Officer. The student must also inform their residence warden of their intended plans. The Student Services' Welfare Officer will then try to contact you, either directly or, for international students, via their agent to gain authorisation of this absence. If it is not possible to contact you and you have appointed a UK guardian, we will seek permission from the guardian. If we cannot make contact with your child's guardian, the Student Services Manager will have final say on whether the absence will be permitted. In all cases we will need to know where your child is going and who they are going with or going to see. We will also need a contact telephone number and address.

Our Expectations of Students

Alcohol and Cigarettes

In the UK it is illegal for alcohol or cigarettes to be sold to anyone under the age of 18. It is also illegal for anyone under the age of 18 to buy alcohol or cigarettes. Newcastle University London does not allow smoking or drinking alcohol by any student on campus.

Please Note: Under English law it is a criminal offence to smoke in any enclosed place used by the public.

Conduct and Behaviour of Students

All students are expected to treat other students, staff and visitors of Newcastle University London with respect, dignity and fairness. Students under the age of 18 are treated in the same way as other students and are expected to take responsibility for their own behaviour. The 'Student Code of Conduct' is given to all students when they arrive on campus. A copy is available on request.

Attendance

Good attendance is key to academic success. Newcastle University London expects students to attend **all academic sessions**. Student attendance is monitored carefully and where attendance is not satisfactory, the university has an absence procedure, which is administered by the Academic Support Team. Newcastle University London has an additional obligation to report to the Home Office, UK Visas and Immigration (UKVI) service any changes that may affect the terms of an international student's visa, including absence from the programme.

The campus' Welfare Officer will monitor class attendance of Under 18 students on a daily basis to ensure your child's welfare. Any absences will be followed up on to confirm the student's safety and wellbeing.

Disciplinary Action

Any student who fails to meet Newcastle University London's expectations for attendance or behaviour and conduct is likely to face disciplinary action.

Disciplinary action for minor offences will range from a reprimand to a fine not exceeding £100. For major offences, for example where the student's behaviour puts others at significant risk, or where the student has persistently failed to attend classes as required by the Home Office, the student will be subject to formal disciplinary action. If, for any reason, disciplinary action is taken against a student

under the age of 18, the parents or guardian will be informed. They will be told why the student was disciplined, what is expected of the student in the future and what will happen if the student fails to meet the expectations.

In the unlikely event of a student under 18 years of age being permanently excluded from the university the student will not be asked to leave before parents have been informed and have had the chance to make arrangements for the student to return home.

A copy of the Disciplinary Policy and Procedures is available on request

Internet

The University is an adult environment and so does not have controls on websites to prevent younger people viewing them. Therefore, your child will have access to any website which can be viewed by other members of the University, within the regulations laid out by the University.