

The under 18's Accommodation Policy covers students:

who want to book BU accommodation, i.e. University managed or contracted private accommodation partner accommodation; and

whose 18<sup>th</sup> birthday falls after the first day of the accommodation contract of the year of entry to the University.

This policy will cease to apply students once they reach their 18<sup>th</sup> birthday.

Related documents:

[Admission and Support for Students Under 18: Policy and Procedure](#)

BU Information Pack in relation to U18 Students\*

[Safeguarding Policy](#)

(Accommodation)

and their parents/guardians to take final decisions on selecting and booking the specific accommodation.

- 1.3 Via its Human Resources team and the recruiting manager, carry out a risk assessment on all University staff working within University managed accommodation where there are/could be students under 18 years of age residing to assess and decide if a Disclosure and Barring Service (DBS) check is required.
- 1.4 Following a risk assessment, for all University staff deemed to require a DBS check, ensure that this is conducted, received and held on file by BU Human Resources.
- 1.5 Following a risk assessment, for all University staff's role not deemed to require a DBS check, e.g. consideration that their main place of work is not student accommodation, but who still require to occasionally work in University managed accommodation, to ensure that the staff member carries identification, conducts works between 9am and 5pm (except in an emergency situation), is advised prior to conducting the works that there are students under the age of 18 residing in that specific accommodation, and, where possible, is accompanied by a member of DBS checked University staff when visiting a room where there is known to be a student under the age of 18 years.
- 1.6 Ensure that all University Security Contractors working in University managed accommodation hold a Security Industry Authority Licence (SIA) which includes a DBS check and to be held on file by BU Estates
- 1.7 In respect of all other (non-DBS checked) University contractors or agency staff working in

relate to their living arrangements within BU accommodation, these are managed appropriately.

- 2.1 Carry out DBS checks for University contractors, whose main place of work is not the University's accommodation, e.g. agency staff, cleaning operatives and maintenance contractors. However, all Contractors will be required to: carry identification, conduct their duties between 9am and 5pm (except in an emergency situation), keep a record of the name of the person accessing the room along with the date and time of access and, where possible, be accompanied by a member of DBS checked University staff when visiting a room where there is

- 5.1 Full information about how student personal data is processed in connection with University-managed accommodation is set out in the University's [Student Privacy Notice](#). Information about how parent/guardian personal data is processed is included in the BU U18 Information Pack. The sharing of student information with parents/guardians provided for in 1.11 and 1.12 is specific to students under the age of 18. This information is shared on the basis that the sharing is necessary for the performance of contracts to which you are a party and/or necessary for legitimate interests pursued by the University and its Accommodation Partners (including the enforcement of the terms on which accommodation is provided and protection of the interests of other students resident in the accommodation). Special category data relating to health and welfare matters is shared only where this is considered necessary to safeguard you, to protect your vital interests or to provide you with confidential services/support, where it is not possible or not appropriate to seek your consent first before contacting your parent/guardian.
- 4.1 Outside of the standard academic year the University can enter into accommodation agreements with students, colleges, language schools and other educational providers (normally July – September)
- 4.2 If the students living in University accommodation during this time are under 18 years of age the University will continue to abide by all terms detailed in section 1. of this policy.
- 4.3 The University reserves the right to not take a booking from any students who are under 18 years of age. However, any students who are permitted to book accommodation are expected to abide by sections 3.1 and 3.4 to 3.5 of this policy
- 4.4 Any third-party group booking for University accommodation, where there are students who are under the age of 18 years old, should be able to demonstrate accreditation with the British Council; supply the University with a Safeguarding Policy that sets out how it will manage the risks and safeguard the wellbeing of its students during their time in University accommodation as well as respond to the requests of the University as set out in its Safeguarding Checklist for Summer lets form.

