

Information for parent(s)/carer(s)

You will be aware that your child has applied for a programme of study at Nottingham Trent University. Our records indicate that s/he will be less than eighteen years of age at the predicted enrolment date for the programme of study.

Nottingham Trent University is committed to safeguarding and promoting the welfare of all students studying at the institution, but take additional steps in relation to those who are under eighteen years of age who are considered children in English law. Because of this commitment, we feel that it is important to inform you of a number of points in relation to your child's time at university prior to becoming eighteen.

Please read this information carefully, before completing and returning the parental agreement statement at the end of this document. We do need to receive parental consent before admitting any student who is under the age of eighteen at enrolment.

Safeguards and support in place

Universities are generally safe and happy places where the great majority of students enjoy their time and have a trouble free university career. Nottingham Trent University has a number of provisions in place to support and safeguard the welfare of students, and in particular students under the age of eighteen. These provisions include:

- Safeguarding children policies and best practice (www.ntu.ac.uk/safeguarding).
- NSPCC trained Designated Child Protection Officer who can offer support and guidance in relation to the safeguarding of students under the age of eighteen.
- Appropriate recruitment policies and procedures for staff involved in working with students under the age of eighteen.
- Tutors who can offer support and advice assigned specifically to students under the age of eighteen.
- A dedicated Health and Safety Department who work to ensure that the university is a safe environment for all students.
- 24 hour security of all campuses, including CCTV cameras, electronic entry systems, restricted access areas and dedicated security staff.
- Student support for a wide range of areas including International Student Support, Faith Support, Counselling, Disability Support, Mental Health Support, Funding and Money Advice and access to affiliated health centres. See www.ntu.ac.uk/ssc for more information.

Wherever possible, we encourage the parents/carers of students under the age of eighteen to visit the university in person, so that you can see all of its facilities.

Parental responsibility

Unlike schools and colleges, the law does not require universities to act *in loco parentis* whilst your child is studying with us. This means that the University will not act in any parental capacity towards your child.

Learning in an adult environment

Universities are primarily designated as adult learning environments. As a result we believe it is important that you are aware of some key ways in which the University may differ from other learning environments such as schools and colleges:

Vetting of University staff

The University follows government guidance in relation to the recruitment and vetting of staff who routinely work with under-eighteen year old students within the university. This includes the undertaking of Disclosure Barring Service (DBS) checks as appropriate. However, as you can imagine, with an academic and support staff of over 3,500 we are focusing these checks on roles with the highest levels of engagement with under eighteen's. You therefore need to be aware that your child will have dealings with staff or contractors who have not been DBS checked.

Please be reassured that we undertake a range of other recruitment practices to ensure that staff are suitable to work in Higher Education and this should not be a cause for concern. This is standard practice across all Higher Education Institutions.

University allocated accommodation

Students staying in University allocated accommodation are not supervised for the most part and are free to come and go without the need to sign in or out. However, security, safety and general well-being are of the utmost importance to the University. For this reason most accommodation is protected by CCTV cameras, electronic entry systems, intercoms and/or security staff.

The University also provides a Warden Service for each hall of residence. Wardens are in post to provide pastoral and welfare support to students, and to deal with any behavioural issues.

More information about University allocated accommodation is available through the Accommodation section of the University [website](#).

Licensed premises

University and Students' Union facilities include bars, restaurants and convenience stores that are premises licensed for the sale of alcohol.

To ensure that access to University and Students' Union licensed premises can be monitored and controlled appropriately; entrance to licensed premises requires a student card to be produced upon request. Students under the age of eighteen are issued with a student card indicating that they are under the age of eighteen.

Upon their eighteenth birthday, these students are able to exchange their under-eighteen student card for a regular student card, without charge.

Leisure time and holiday periods

The University takes no responsibility for the welfare of students during their leisure time and holiday periods, unless they are undertaking activities which are specifically organised by Nottingham Trent University.

Computer use regulations

Upon enrolment at the University, your child will be provided with a user account to access the University's online resources. This includes their own email account, free internet access and

access to over 2000 computer workstations. The use of the University computer network is governed by a set of regulations which all students are made aware of upon enrolment. You may wish to make your child aware that the University has the right to monitor all electronic materials sent and received using its networks and that students must adhere to computer use regulations at all times.

Programme of study content

The content of your child's chosen course may include legitimate themes, discussions or viewing of material which could be considered of an adult nature. Where students under the age of eighteen are enrolled on such programmes of study, the Course Leaders / Deans for the programmes are made aware of their presence and will make suitable adjustments to accommodate any age-related legal constraints or obligations. Your child's acceptance of a place on the course confirms that they understand these issues and that you accept that they may encounter such material as a necessary element of their studies.

Provision of information to parents and carers

UK Data Protection law prevents us from providing information to parents/carers about the academic achievement and progression of students aged 16 or 17 without their explicit consent. However, you should be aware that we may contact you in a limited number of situations to discuss issues relating to your child, when it is felt to be in the vital interests of your child and/or Nottingham Trent University. Examples of situations when this may occur include (but are not limited to):

- If we have serious concerns about the safety and welfare of your child
- If your child is subject to serious disciplinary action

You should be aware that we will be seeking the consent of your child to contact you in situations, such as those listed.

Your child will be made aware of the student code of conduct for studying at Nottingham Trent University, as well as the expected conduct for residing in University allocated accommodation (if appropriate) during their admission and enrolment to the University.

International students under the age of eighteen

All international students under the age of eighteen are required to provide details of a UK based guardian who can act as a contact in the event of an emergency. The UK based guardian can be a nominated friend or relative living in the UK, or a guardian appointed through a guardianship organisation who offer such services.

The [Association for the Education and Guardianship of International Students \(AEGIS\)](#) runs a programme for the inspection and accreditation of guardianship organisations in the UK. It is recommended that parents/carers of overseas students under the age of eighteen consult the AEGIS website for details of their recommended guardianship organisations.

Please note that Nottingham Trent University provides these details for information purposes only. We are not able to recommend or endorse any guardianship organisations available through AEGIS. International students who are subject to UK immigration control are advised to contact the University's International Student Support Service for up to date advice on visa regulations relating to students who are under eighteen.

International Student Support Service
Email: int.support@ntu.ac.uk
Telephone: +44 (0) 115 848 2631

Parental consent

Finally, we need to ensure that any potential students who apply for a place on a University programme, and will be under eighteen years of age at the start of the programme, have the permission of their parent/carer to attend that programme. We would therefore be grateful if you could complete and return the attached form, confirming your permission and providing us with your preferred means of emergency contact.

TO BE COMPLETED BY THE PARENT/CARER

Nottingham Trent University requires that students, who will be under the age of eighteen at the time of enrolment at the University, must have the permission of their parent or carer to attend the programme of study. Please provide the information below and ensure that you sign and date the form before returning it to us.

I understand that Nottingham Trent University cannot act *in loco parentis* (in place of the parent) at any stage of attendance on the programme of study, either on or off campus.

I have read the guidance provided by Nottingham Trent University and understand that the University is primarily an adult learning environment.

I hereby give my permission for: _____ (name of applicant)
Date of Birth _____ to attend the Nottingham Trent University, starting in
October 2015.

I would like the University to communicate with me using the contact details listed below should an emergency situation arise:

Parent/carer name: _____
Relationship to student: _____
Home Telephone: _____
Work Telephone: _____
Mobile: _____
Email: _____
Contact Address: _____

I would like the university to communicate with the nominated contact below in an emergency situation, when I cannot be contacted. I consent to this individual acting *in loco parentis* in such a situation. **PLEASE NOTE: NON-UK BASED STUDENTS MUST PROVIDE A NOMINATED UK BASED EMERGENCY CONTACT.**

Nominated contact name: _____
Relationship to student: _____
Home Telephone: _____
Work Telephone: _____
Mobile: _____
Email: _____
Contact Address: _____

Signature of parent/carer: _____
Date: _____

Please return this completed form to:

Admissions, Nottingham Trent University, Burton Street, Nottingham, NG1 4BU
Email: applications@ntu.ac.uk Fax: +44 (0)115 848 8869