**Safeguarding: Activity Specific Guidance Note 1**

**Admission to study (Applicants Under the Age of 18)**

**Admissions**

1. **Scope**

1.1 Whilst the majority of applicants under 18 years of age will be seeking admission to the University’s undergraduate degree, preliminary year, international foundation programmes and pre-sessional English Language courses, the University recognises that it offers programmes and modules through Continuing Professional Education (CPE) and its Welsh Language Teaching Centre which may also be attractive to younger applicants.

1.2 The safeguarding approach for admissions to the University outlined below therefore applies equally to all categories of applicants who have submitted applications for a programme of study at the University.

2. **Definitions**

2.1 The term ‘applicant’ refers to any individual who has submitted a formal application for study at the University, irrespective of application route.

2.2 The term ‘placed applicant’ refers to any individual who has satisfied all conditions of their offer of admission and whose place has been confirmed by the University.

3. **High level principles**

3.1Applicants under 18 years of age at the commencement of programmes

**Information and Guidance**

3.1.1 The University will provide guidance for applicants who will be aged under 18 years at the commencement of their programme of study about the nature of the University environment, which will include links to the University’s safeguarding policy and contacts.

3.1.2 This guidance will be issued at the point of offer, to inform applicants’ decisions about their offers, and reissued for placed applicants to coincide with the dispatch of enrolment information.

3.1.3 This guidance will also be copied to the applicant’s guardian(s) / parent(s) for information, both at the point of offer and prior to enrolment.

3.1.4 If younger students apply to study at Cardiff University ()e.g. applicants under the age of 15 years of age at the commencement of programmes, the University will carry out a risk assessment to determine the specific risks attached to admitting the student and will add relevant conditions to the student’s admission where necessary.

**Risk Management and Student Support**

3.1.5 Heads of School and the relevant administrative support divisions, principally Residences and Student Support Service, will be notified of students under 18 in each intake cohort, to ensure that all relevant academic and support divisions are aware of these students’ potential additional support needs and their duties in relation to undertaking appropriate risk assessments.

**Alcohol**

3.1.6 It is an offence for a person under 18 to purchase alcohol (and conversely to sell alcohol to such a person). It is also an offence for any person to purchase alcohol on behalf of someone under 18, whether it is for consumption on licensed premised or publicly elsewhere (e.g. on the street). The University will need to show that it is making every effort to ensure that the law is not broken or risk losing its licences.

**Residences**

3.1.7 Students under 18 and their parents/guardians are made aware via a letter from Admissions that the University environment (including Halls of residence) is an adult environment and students are not supervised in student accommodation.

**Staff/Student Relationships**

3.1.8 The University’s Code of Practice on Close Personal Relationships applies to all students of whatever age. The Sexual Offences (Amendment) Act (2001) created a new offence of abuse of trust. It is an offence for a person aged 18 or over to have sexual intercourse with a person under that age, or to engage in any other sexual activity with, or directed towards such a person, if in either case he or she is in a position of trust in relation to that person.

3.2**Adults at risk**

3.2.1 The University recognises that it may not be aware of circumstances at the point of application or during the admissions process which make an adult vulnerable or at risk.

3.2.2 From the point of offer, the Disability and Dyslexia Service will make contact with all disabled applicants (including those who may be identified as adults at risk under the definition included on page 6 of the Safeguarding Policy) to request additional information as part of the procedure for identifying support and reasonable adjustments. This procedure may include any specific needs relevant to safeguarding adults at risk.

**4. Supporting documents**

* Procedure for applicants who will be aged under 18 at the commencement of their programme – available from the University’s Admissions team

**Policies/Procedures available from the HR Health, Safety and Wellbeing Services**:

* Cardiff University Safeguarding children and young persons on University Premises
* Cardiff University Health and Safety in Fieldwork
* Safety, Health and Environmental Monitoring Policy and Guidance