



# Under 18's at Cranfield and MK:U

## Applicants under 18

We are concerned about the care and wellbeing of all of our students. This includes safeguarding the welfare of children, adults “at risk”, and protecting those most vulnerable as outlined in our [Safeguarding policy](#). People under 18 years of age living in England are considered to be children, which means we have additional responsibilities towards younger students.

We adopt a holistic approach to safeguarding, through integration of good safeguarding practice into all our engagement activities with students, and assessment and proportional management of risk. However, the University is not able to take on the responsibilities, rights and authority which parents or guardians have in relation to a child, and it will not act in loco parentis (assuming parental responsibility) in relation to students who are under the age of 18.

If applicants, parents or legal guardians are uncomfortable with any of the following information, we advise that you request a deferral of your application until you reach 18 years of age. The majority of students will be over 18 and while we will put in place these extra measures for you, you and your family will want to assure yourselves that you will be comfortable in this environment.

## Data protection

Students under 18 years of age can make decisions about their personal data and we do need the same consent for students under 18 years of age as we do for adults when it comes to data protection requests.

Under our privacy policy Cranfield will share personal data when required to by law or regulation, and sometimes with trusted third parties, see [Privacy Policy \(cranfield.ac.uk\)](#)

Cranfield will not share or discuss the personal information of students under 18 years of age with parents or guardians unless the student asks us to, except in rare cases, as outlined below.

## Emergency contact

You must provide the University with an emergency contact when you register. Those nominated will only be contacted if there has been an emergency (accident/illness), or when there is a significant concern about your physical or mental health and wellbeing, or safety.

For students on an apprenticeship course, we will liaise with the Safeguarding point of contact at your place of employment to coordinate support where concerns are raised.

## **For students under the age of 18 years old where there is a welfare concern of any kind, we will contact your parents or legal guardian.**

We will always seek to gain informed consent from students at the appropriate time, but there may be exceptional occasions where it is in your best interests for us to use the emergency contact in situations which are not necessarily life-threatening, but where there is significant concern about your physical or mental health, wellbeing or safety.

[Students' emergency contact policy \(cranfield.ac.uk\)](https://cranfield.ac.uk/students/emergency-contact-policy)

## **Contact details – emergency contact, parents, guardian**

If you are under 18 years of age, you must provide with contact details for:

- parents or legal guardians,
- emergency contact,
- UK Guardian (if required)

If you are made an offer to study, you will need to complete an under 18 years old form before you commence your studies.

We will then contact you to verify your details. We will also invite your parents or legal guardian to a meeting or induction event.

## **Students under 18 might need a UK based guardian**

If you don't have a parent or legal guardian that is resident in the UK, you must appoint a UK based guardian. They must be an adult member of the family or an adult family friend that the student knows. We recommend that the parent or legal guardian consults the '[Association for the Education and Guardianship of International Students' \(AEGIS\)](https://www.aegis.org/) for recommended guardianship organisations.

A guardian must be made aware of all their responsibilities including

- have primary responsibility for your personal supervision and welfare.
- provide full and up to date contact details.
- understand and accept the information provided in our policy.
- be the point of emergency contact for you if your chosen emergency contact is not available.
- respond to communication from us and accompany you to induction sessions and meetings when appropriate.
- be a part of travel arrangements in connection with the course where applicable.

## **Student Wellbeing and Disability Support services**

The Student Wellbeing and Disability Support service (SWaDS) works to support all students at Cranfield. [Student Wellbeing and Disability Support team \(cranfield.ac.uk\)](https://cranfield.ac.uk/students/wellbeing-disability-support)

If you are under the age of 18 years old, the SWaDS service will invite you (and your parents or guardians) to attend an induction session at the start of your studies at Cranfield. Here you will meet the Head of Student Support and Wellbeing (Deputy Safeguarding and Prevent Lead) or nominee, and the key points of contact and our support services will be discussed.

## To be completed by applicant

I consent to my parent(s) / UK guardian(s) being contacted in situations where there is significant concern about my physical or mental health, wellbeing or safety.

### Parent / Guardian Details

First name \_\_\_\_\_

Last name \_\_\_\_\_

Telephone\* \_\_\_\_\_  
Landline, Mobile, work)

Email\* \_\_\_\_\_

### Applicant Details

Full Name: \_\_\_\_\_

Date Of Birth (e.g. 24/04/2007) \_\_\_\_\_

Application Number: \_\_\_\_\_

Date: \_\_\_\_\_

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## Parents / Guardian Form

### Rules and regulations

While at the University, your child will be subject to English law and to the rules and regulations of the University. These rules will be explained during their course registration and induction at the University, but you should be aware of the following:

#### Alcohol

There are a number of venues on our University sites where it is possible to purchase alcohol. Please note that it is illegal for someone under 18 to try to buy alcohol or to be sold alcohol or to consume alcohol in relevant premises. Students under the age of 18 will be issued with a student card indicating they are under 18. This card will be replaced with a regular student card on their 18<sup>th</sup> birthday.

#### Internet

Your child will have access to the University computer network and will be subject to the University's IT User Policy and Procedures which explains the appropriate and lawful use of computer facilities.

## Information if you live outside the UK

### Guardians in the UK

The University does not act *in loco parentis* for its students. This means that the University does not take on the legal role and responsibilities of the parent. Therefore, parents and guardians who live outside the UK of students who are under 18 must appoint a UK based guardian. They must be an adult member of the family or an adult family friend that the student knows. We recommend that the parent or legal guardian consults the '[Association for the Education and Guardianship of International Students' \(AEGIS\)](#) for recommended guardianship organisations.

A guardian must be made aware of all their responsibilities including:

- have primary responsibility for your personal supervision and welfare.
- provide full and up to date contact details.
- understand and accept the information provided in our policy.
- be the point of emergency contact for your child if their chosen emergency contact is not available.
- respond to communication from us and accompany your child to induction sessions and meetings when appropriate.
- be a part of travel arrangements in connection with the course where applicable.

Please provide us with full contact details of the appointed guardian on the form. Please also inform us if those details change at any time. In the event of an emergency we will normally try to contact the guardian first and then arrange for you to be contacted. The University reserves the right to withdraw the offer of a place at any time if it is not satisfied that guardianship arrangements provide a sufficient level of care.

### Parent/Guardian Agreement Form

Please complete and submit the Parent/UK Guardian Agreement Form below. If you have questions please contact [studentsupport@cranfield.ac.uk](mailto:studentsupport@cranfield.ac.uk) . The form should be completed fully and submitted as soon as possible.

### Child's Details

First name \_\_\_\_\_

Last name \_\_\_\_\_

Child's University ID\* \_\_\_\_\_

This is the number that was provided on your child's course offer letter.

Date of Birth\* (eg. 31/12/2007) \_\_\_\_\_

### Parent / Guardian Details

First name \_\_\_\_\_

Last name \_\_\_\_\_

Telephone\* \_\_\_\_\_  
(Landline, Mobile, work)

Email\* \_\_\_\_\_

## Parent / Guardian Address

Street address \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_

Postal / Zip code \_\_\_\_\_

Country \_\_\_\_\_

Region / County / State \_\_\_\_\_

Do you live in the United Kingdom? **Yes / No**

Are you the emergency contact for this child? **Yes / No**

## Declaration

**I have read and understood the Parent / Guardian Agreement that are outlined on the [Cranfield University webpage](#).**

**By completing and submitting this form, I am agreeing and subject to its terms.**

- While at the University, my child will be subject to UK law and the University's rules.
- I am liable for my child's debts to the University, including tuition fees.
- My child may attend University activities without my specific consent.
- My child must notify the University of any medical conditions.
- Other than the information covered above around [emergency situations](#), I understand that the University must have my child's consent before disclosing any information.
- The University may pass my contact details to any emergency department / hospital where my child has been admitted so that they can contact me directly regarding my child's condition.

Yes, I agree to the above statement

First Name \_\_\_\_\_

Last name \_\_\_\_\_

Date signed \_\_\_\_\_

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