

Annex 7

Procedure for Sharing Information Regarding New Students Under the Age of 18

1. Introduction

1.1 This procedure forms part of the University's Safeguarding provision and should be read in conjunction with the University Safeguarding Policy and Procedure, and the University Under 18's Admissions Policy and Procedure.

1.2. This procedure outlines the processes in place to ensure any students under the age of 18 on enrolment are adequately supported, and to ensure staff are aware of their responsibilities when working with students under the age of 18.

1.3 The University is an adult education environment and the Admissions U18 policy and procedure (including risk assessment) ensures that the University can consider any safeguarding mitigations and support requirements for students under the age of 18. The University does not provide health or social care services and does not act loco parentis for students.

2. Procedure and Responsibilities

2.1 Following the University's admissions procedure, Global Student Recruitment and Admissions (GSRA) will provide a list of students who will be under the age of 18 when they are due to enrol at Keele. This list will consist of key information to allow Keele staff to be aware of under 18's, for example within our accommodation setting.

2.2 The list of under 18 students will be sent to:

Member of staff	Area responsible for	Responsibility
Director of Student Services	All areas of Student Services	Awareness of under 18's as University Safeguarding Lead
Heads of Faculty Operations	Areas within Faculties	Ensuring academic members of staff are aware of under 18's where required. Ensuring the relevant academic members of staff have received the guidance on working with U18's
Head of Student Wellbeing	All areas of Student Services	Circulate list to the Student Experience and Support team, along with guidance regarding working with Under 18's Ensure appropriate processes are in place to address any support related issues for under 18's

		Ensure the Keele Postgraduate Association receives the list of U18's (note: the Keele Students' Union receives this information via a data feed from the Student Records system). Both the KPA and SU are required to have their own policies and procedures in place.
Operations and Active Lifestyles Manager	All University organised sports activities	Ensure appropriate processes are in place for sports teams/activities for under 18's
Head of Campus Safety	University Campus, including accommodation. Circulation to estates and campus services	Ensure processes are in place for supporting under 18's on campus Ensure processes are in place for staff entering accommodation where under 18's reside along with guidance regarding working with under 18's
Head of Student Records and Awards	University Records system	Ensure processes are in place for recording information for students under 18
Student Accommodation Manager	Offering places in accommodation Liaising with estates regarding accommodation	Ensure that processes are in place for under 18's applying for on campus accommodation Circulate list to Residence Life Managers (day and night) Ensure processes are in place for staff entering accommodation where under 18's reside along with guidance regarding working with under 18's
Residence Life Managers (day and night)	Student Support within university accommodation	Ensure processes are in place to address and support issues for under 18's living in university accommodation along with guidance regarding working with under 18's
Chief Executive Officer Student's Union	Student's Union	Ensure processes within the student union are in place for admittance of under 18's into the premises along with

		guidance regarding working with under 18's
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2.3 An updated list will then also be sent following enrolment.

2.4 At all times the University will comply with [GDPR requirements](#) and students can find further information regarding how we share information in the [Privacy Notice for Students](#) and in the University's [Information sharing with Emergency Contacts Code of Practice](#).