

## New College

### Guidance for Students and the Parent(s)/Legal Guardian(s) of Students Aged Under 18 on Entry

Under UK law, students under the age of 18 living in England are regarded as children. Higher education institutions have a statutory and moral duty of care towards all of their students, regardless of their age, but New College recognises the particular need for a safeguarding culture in relation to students who are under 18 years of age. New College advocates a holistic approach to safeguarding, through assessment and proportional management of risk, and integration of good safeguarding practice into our activities.

In considering your application to, or offer from, New College, we would ask that you consider the following before making a decision.

**1. Personal Data and Contract:** Facilities and services for students at the University of Oxford and New College are designed with a predominantly adult user group in mind. Therefore, it is assumed that students under 18 are competent to make decisions regarding their personal data and their consent is required, in the same way as for adults, with regard to any matters of data protection. In view of this, New College will not ordinarily share or discuss personal information of students under 18's with any third parties, including parent(s)/guardian(s) unless the student has submitted a written request asking for us to share their personal information with another named person. Consent for New College to share information needs to be submitted in writing to the Tuition Office.

In relation to this, under 18 unconditional offer holders will be asked to enter into the College Contract we require all undergraduate to sign. This will need to be re-signed and ratified when the student turns 18. The parent(s)/legal guardian(s) must guarantee fulfilment of any contract the undergraduate student enters into with the College and must undertake payment of all sums due under any such contract. Negotiation concerning contracts shall normally be undertaken with the student, and when they have agreed, the contract will be deemed to have been underwritten and guaranteed by the parent/guardian. Generally, the College shall deem the undergraduate student as competent to understand all aspects of the normal College process, to obey the College regulations, to be disciplined under College procedures and shall not as a matter of routine make contact with the parent(s)/guardian(s) concerning any matter.

**2. Provision of Contact Details:** It is mandatory for students under the age of 18 to provide parent(s)/guardian(s)<sup>1</sup> and emergency contact details, as is the case with all the College's undergraduate students. An emergency contact can be a family member or a friend. This information needs to be provided to New College before a student can be permitted to enrol.

**3. Use of Contact Details:** New College may get in touch with the parent(s)/guardian(s), the appointed guardian and/or emergency contacts of students under the age of 18 to verify their details and/or to invite them to a meeting and/or induction events. The student's permission will not be requested prior to this, though they would be informed. The appropriate College staff (Academic Registrar, Tutor for Welfare, Lead Subject Tutor or Senior Tutor), taking into account the College's moral responsibility and its duty of care to a student who is a child, and when there is a reasonable level of concern about the wellbeing and/or safety of a student, may decide to contact their next of kin, parent(s)/guardian(s) and/or emergency contact.

**4. Guardianship:** With the College being an adult environment, we expect students under the age 18 to behave like adults and assume an adult level of responsibility and have the necessary skills to live and study independently. The College will not be acting *in loco parentis* or assume delegated parental responsibility. Where parent(s)/legal guardian(s) are not resident within the Oxfordshire area, it will normally be necessary to appoint a guardian for the student. It is necessary that the guardian is made fully aware of their responsibilities by the family. The guardian should reside in the Oxfordshire area and be a member of the family or a family friend that is known to the student. If a member of the family or family friend is not available to act as guardian then New College will only allow UK-based guardianship agencies accredited by the 'Association for the Education and Guardianship of International Students' (AEGIS) ([www.aegisuk.net](http://www.aegisuk.net)). One such organisation we have had positive dealings with is [www.oxfordguardians.com](http://www.oxfordguardians.com), who offer two university packages depending on the level of support preferred by the offer holder's family.

Additionally, New College expects the following of the guardian:

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<sup>1</sup> Where the student is primarily cared for by a legal guardian and not a parent, the words 'legal guardian' should be assumed

- To understand and accept the information provided in this guidance.
- To remain primarily responsible for the student's personal supervision and welfare whilst the student is at the university.
- To provide up to date and full contact details and take the role of a first emergency contact for the student if their emergency contact is not resident within the Oxfordshire area.
- To respond to communication from the College and University and if necessary, accompany the student to induction sessions and meetings.
- In the case of international students, to be involved in his/her travel arrangements and receive them on initial arrival in the UK.

**7. Visiting the College:** Students under the age of 18 and their parent(s)/guardian(s) and appointed guardians are welcome to visit the College or arrange a virtual meeting prior to the start of their study at New College and meet with a representative from the College's Welfare team and their lead subject tutor. Further sessions and follow up meetings may be arranged for the students by a designated member of staff within the College with responsibility for student welfare.

**9. Mitigation of Risk:** For under 18 offer holders, an individual risk assessment will be sent to the parent(s)/guardian(s) of the student and the student, which they are required to read through.

**10. Social Restrictions:** There will be some instances where the student will not be able to participate in certain elements of events or in certain societies. Examples include a small number of sports societies which require students to be 17 or 18 for insurance and liability purposes. It is the student's responsibility to inform clubs of their correct age in case this has implications for their ability to partake fully in the club or society.

Risk mitigation regarding these areas will be detailed in the individual Risk Assessment (ref. point 9). The underage student will not be permitted to hold an office of the College where to do so would require them to carry out activities that are unlawful as a minor. However, reasonable adjustments will be made to an office, where possible.

**11. Educational and Pastoral Provision:** Students are made aware that they can contact any member of the College Welfare team for information and assistance and/or a designated member of staff within the central University's Student Services and/or a designated member of staff in the student's academic department if this is needed.

The College expects the student and parent(s)/guardian(s) to have read the overview of the student's course structure to have an understanding of the teaching and learning involved. See the 'Structure' section on the course page for the student's programme of study: <https://www.ox.ac.uk/admissions/undergraduate/courses/course-listing?wssl=1>.

The College also expects the parent(s)/legal guardian(s) and student to read through the relevant extracts from the undergraduate *Handbook of New College*, which will be sent to them alongside the consent forms, to help clarify the College and University's educational provision and limits thereof. Under 18 Offer Holders and their parent(s)/guardian(s) will also be sent information regarding the College's welfare provision for undergraduates, to outline the welfare provision in College and limits thereof.

If you are content with the above points, and are holding an offer from New College, your parent(s)/guardian(s) should complete the attached consent and emergency contact forms. Please note the following guidance when completing the forms:

- Form 1 will need to be completed and signed by your parent(s)/guardian(s)
- Form 2 will need to be completed by the offer-holder
- Form 3 will need to be signed by your parent(s)/guardian(s) and your appointed UK guardian.

When completing Form 3 please note that the appointed UK guardian must not be a current student of Oxford University or any other university.

**FORM 1: TO BE COMPLETED AND SIGNED BY PARENT(S)/LEGAL GUARDIAN(S)****PAGE 1 OF 1**

This form is to be completed by a parent or legal guardian. The appointed UK Guardian should not sign this section.  
Please complete all sections of this form.

If the applicant named above takes up a place of study at New College, I the undersigned parent or guardian:

1. Understand and accept the information provided in the *New College Guidance for Students and the Parents/Legal Guardians of Students Aged Under 18 on Entry*.
2. Understand and accept the information provided in the *Individual Risk Assessment* created for my child.
3. Understand and accept the information provided regarding College welfare provision and extracts from *The Handbook of New College* which detail the educational provision of the College and limits thereof.
3. Understand that the College and/or the University shall not have parental responsibility and shall not be liable for any acts or omissions by the student. I agree that I, the parent/legal guardian, shall remain primarily responsible for the student's personal supervision and welfare. For this purpose, I understand that I must consider whether there is a need to provide any continuing personal supervision.
4. Understand that I shall be responsible for ensuring that the College and University's rules and regulations are adhered to by the student.
5. Consent to the student undertaking the programme of study and participating in such extra-curricular activities as the student shall determine.
6. Accept that the College's obligation of confidentiality is owed to the student and to nobody else. Accordingly, the College shall not divulge confidential information, for example about a student's academic progress to a parent or anyone else without the consent of the student.
7. Understand that this agreement shall remain in force until the eighteenth birthday of the student.

Name of Applicant:.....

UCAS ID:.....

Name of Parent:.....

Relationship to applicant: .....

I declare that I have read and accept the above conditions.

Signature of parent or legal guardian: .....

Date: .....

**FORM 2: TO BE COMPLETED AND SIGNED BY THE OFFER-HOLDER****PAGE 1 OF 1**

This form is to be completed by the student holding an offer who will be under 18 at the point of entry.

If taking up a place of study at New College, I the undersigned offer holder:

1. Understand and accept the information provided in the *New College Guidance for Students and the Parents/Legal Guardians of Students Aged Under 18 on Entry*.
2. Understand and accept the information provided in the *Individual Risk Assessment*.
3. Understand and accept the information provided regarding College welfare provision and extracts from *The Handbook of New College* which detail the educational provision of the College and limits thereof.
4. Understand that the College and/or the University shall not have parental responsibility and shall not be liable for any acts or omissions by myself, the student. I understand that my parent(s)/legal guardian(s) shall remain primarily responsible for my personal supervision and welfare.
5. Understand that this agreement shall remain in force until the eighteenth birthday of myself, the student.

Name of Offer Holder:.....

UCAS ID:.....

I declare that I have read and accept the above conditions.

Signature of Offer Holder: .....

Date: .....

**FORM 3: APPOINTMENT OF A UK GUARDIAN FOR A STUDENT UNDER 18 YEARS****PAGE 1 OF 2**

Where parent/s are not resident within the Oxfordshire area, it will normally be necessary to appoint a UK guardian for the student. The guardian should reside in the Oxfordshire area and be a member of the family or a family friend that is known to the student. UK-based guardianship agencies accredited by the 'Association for the Education and Guardianship of International Students' (AEGIS) ([www.aegisuk.net](http://www.aegisuk.net)) are acceptable where a member of the family or family friend is not available to act as a guardian. It is necessary that the guardian is made fully aware of their responsibilities by the family. Additionally, New College expects the following of the guardian:

- To understand and accept the information provided in this policy.
- To remain primarily responsible for the student's personal supervision and welfare whilst the student is at university.
- To provide up to date and full contact details and take the role of a first emergency contact for the student if their emergency contact is not resident within the Greater London area.
- To respond to communication from New College and the University of Oxford and if necessary accompany the student to induction sessions and meetings.
- In the case of international students, to be involved in his/her travel arrangements and receive them on initial arrival in the UK.

Name of Applicant: .....

UCAS ID:.....

Name of Parent: .....

**1. To be completed by a parent or legal guardian**

I authorise the person named below to act as guardian for my child whilst in the UK and until he or she is 18:

Name of Appointed UK Guardian:

.....

*This should be the full name of the person who will be your child's UK guardian*

Please tick one of the three following options to confirm the relationship to the applicant and complete the required information about the appointed UK guardian:

- UK Guardianship agency

Name of Agency:.....

*This must be an AEGIS approved agency: <http://www.aegisuk.net/>*

- Family Member

- Family friend

Please describe the relationship to the applicant:

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**FORM 3: APPOINTMENT OF A UK GUARDIAN FOR A STUDENT UNDER 18 YEARS****PAGE 2 OF 2**

Occupation: .....

Address: .....

Telephone Number: .....

Email address: .....

Signature of Parent: .....

Date: .....

**2. To be completed by appointed UK guardian; not to be signed by the parent or legal guardian**

I agree to act as a guardian for the above named applicant whilst they are in the UK and until they are 18:

Signature of Appointed UK Guardian: .....

Date: .....

Once all forms have been fully completed, please send them to the Admissions Office at New College:  
[admissions@new.ox.ac.uk](mailto:admissions@new.ox.ac.uk).

Please direct any enquiries to the same address.