



### **Under 18 Clubs and Societies Guidance for Committees**

Bournemouth University and SUBU has a duty of care towards all of its students. In the case of students joining the university before their 18th birthday, it is important to define the scope of that duty as they are classed as minors. This document explains the steps Clubs and Societies Committee Members must take to protect the welfare and safety of these students, and highlights responsibilities we expect you to comply with.

#### **Monitoring**

You must regularly check your membership base on the website and must notify the Student Opportunities Team if a student has purchased a membership who is under the age of 18. You can do this by; Going to your Group Admin Tools on the SUBU website;

1. Clicking "Sales Reports"
2. Clicking "Purchasers Report"
3. Looking for any members flagged (\* u18 \*) in the Under 18 column

#### **Permission Form**

All under 18 members must submit a signed form by their parent/guardian to the Student Opportunities team to confirm that their parent/guardian agrees to them taking part in club/society activities. They will be sent this once you have informed us that you have an under 18 student member. Once we have received this signed form back, the Committee will be informed and can then organise events with the under 18 students in attendance.

#### **Activities, Trips & Overnight Stays**

You may need to make any under 18 students members aware that the university is an adult environment and that they are expected to behave appropriately. They are living independently alongside others and take responsibility for looking after themselves. However as an activity leader there are certain requirements you need to be aware of.

Ensure that when arranging any activity that a risk assessment has been completed bearing in mind the enhanced duty of care toward students under 18. Please note this will be in addition to your annual risk assessment. If clubs or societies are found to have under 18s taking part in activities without notifying the Student Opportunities Team via these additional risk assessments, disciplinary actions may be taken.

For trips, a trip form will need to be completed including confirmation of who will be responsible during the trip and emergency contact details provided.

Please note that any under 18 members **cannot attend an overnight stay or trip.**

#### **Insurance**

Any student under the age of 18 will be covered by SUBU's Public Liability Insurance however if your club has its own insurance for a specific activity you carry out, you will need to check with your own insurers that under 18s will be covered by your insurance and possibly factor in an increased cost or additional policy.

#### **Socials**

It is illegal for any person under the age of 18 to consume alcohol and therefore non-alcoholic socials should be considered to include any under 18 members. Under 18 members should not attend a social where drinking alcohol is the sole focus of the activity.

**Under 18s will not be able to gain access to the SUBU club night, or other similar venues.**

Please contact [SUClubs@bournemouth.ac.uk](mailto:SUClubs@bournemouth.ac.uk) if you have any specific questions regarding your society.