

### **TCSU CPR05: Safeguarding and Under 18s Policy**

1. The College, Swansea University is a joint venture between Swansea University and Navitas. As part of the formation of the joint venture, it was agreed that The College, Swansea University would comply with Swansea University's [Safeguarding Policy](#).
2. This includes those sections of that policy that cover the admission of students under the age of 18. Navitas has a very similar policy on Admissions (NPR QS3: Admission) and Registration of Under 18s (NPR QS4).
3. There are a number of operational requirements that are linked to the enrolment and admission of a student who is under the age of 18. Navitas, as the partner responsible for admissions, will ensure that:
  - a. Parent(s)/Legal Guardian(s) sign the Acceptance of Offer form (under 18 acceptance form for under 18 years old) contained in the Offer Pack to acknowledge that they have read and understood the requirements of studying in a mature learning environment and the responsibilities that they and their child are entering into;
  - b. Parent(s)/Legal Guardian(s) are also required to complete the under 18 Consent Letter (where an applicant is under 18 years old), indicating that they understand the UK Visas and Immigration (UKVI) requirements for travel and living arrangements for students under the age of 18. UKVI Student Sponsor Guidance states that students who are aged 16 or 17 years old who apply to study in the UK, must provide parental/guardian(s) consent to travel and live independently in the UK;
  - c. Applicants and Parent(s)/Legal Guardian(s) not resident in the UK will be made aware that it is necessary for them to appoint a UK Guardian until the student turns 18 years of age. Colleges will advise Parent(s)/Legal Guardian(s) to approach the Association of Educational Guardians for International Students (AEGIS) for advice on the appointment of a Guardian or to assist more generally in the process of determining a suitable UK based Guardian.
4. Whilst liability for the appointment of a UK Guardian remains that of the student's parent/legal guardian, the College Director/Principal reserves the right to not recognise an appointed UK Guardian if they deem them to not be suitable, and to require an alternative UK Guardian to be appointment. The individual will typically be expected to:
  - Be over 25 years old
  - Not be a current student at the College
  - Be resident in the UK

UK Guardians should be aware of the importance of their role and should therefore be mature, and able to respond to any issues that may arise during the student's studies. Parent(s)/Legal Guardian(s) will be asked to provide confirmation of a UK Guardian as part of the offer stage of the admissions process.

5. The College will be responsible for undertaking Disclosure and Barring Service (DBS) Checks on members of staff employed by Swan Global LLP.

6. The College will hold regular group meetings of Under 18s each semester. These are in addition to timetabled classes, for which attendance is monitored (attendance is covered by TCSU CPR02). Checks will be done on accommodation, UK Guardian details, next of kin details, as well as helping to answer any questions students may have regarding their studies/living in Swansea and informing/reminding students of support available to them.
7. Under 18 students are advised to download the University SafeZone app on their mobile phones; this is checked during the regular group meetings held with under 18 students.
8. The College may hold events that involve Under 18s who are not formally registered or enrolled with the College (such as summer schools). In these cases, the principles of the University's Safeguarding Policy will be applied.
9. The College will appoint a Designated Safeguarding Officer(s), ensure that they attend all relevant training and participate in Swansea University Forum meetings.
10. Reporting of incidents for The College will be done initially via Swansea University's safeguarding procedures. Information will be shared with Navitas' Safeguarding team.

**The College Designated Safeguarding lead is:**

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Director of Academic & Student Experience

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**The College Safeguarding officer is:**

Sharon Davies – Smith

College Director / Principal

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Further information on under 18's at The College can be found [here](#).

Date	Version	Summary of changes
February 2026	4	Update to DSL details
Aug 2023	3	Update of Admissions requirements based on Navitas Safeguarding policy update Removal of The College accommodation information Updated information on DBS checks Noting of reporting of incidents to both Swansea University and Navitas Addition of more detailed information regarding under 18s meetings
April 2023	2	Change to DSO and SO