**Under 18s Guidance**

**How do we know if we have a member who is under 18?**

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

**What if a student who is under 18 wants to join our club?**

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. **The student will not be able to take part in club/society activity until we receive the permission form from their parent/guardian.**

**Trips and Activities**

When completing an activity risk assessment, you will need to include the risks of having under 18 members at your social/ activity and consider control measures about how the committee has an enhanced duty of care towards students under 18.

Under 18 members cannot attend an overnight trip.

**Insurance**

Any BU student under the age of 18 will be covered by SUBU’s Public Liability Insurance.

**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.**