



Safeguarding: Overnight sign out for process for residential students under 18 years of age

Hartpury accepts a greater responsibility for students who are under 18 years of age living in Hartpury campus residential accommodation and has implemented additional regulations for such students.

The college cannot accept responsibility for the behaviour and welfare of students who fail to comply with the Accommodation Licence including the Residential Regulations and Procedures which are detailed on the Hartpury website www.hartpury.ac.uk and are shared as part of the residential allocation email.

During Move-in day full details of the overnight sign out process will be outlined in the parent/carer briefing. All parents of new residential students are strongly encouraged to attend this briefing.

Parent/carer responsibilities for sign out

Under-18 students must not leave the Hartpury campus overnight without the college receiving advance permission from a Parent/carer. Parents/carers should inform the college using the absence web page <https://absence.hartpury.ac.uk/> (Create Absence Booking - Hartpury Accommodation). A 'pass key' is provided for this purpose. This includes holiday periods, where parents/carers are expected to follow this process.

Once the student has left the college premises, full responsibility is given to the Parent/carer until the student returns to college.

Failure to observe these procedures may lead to the college recommending that the responsibility for the student returns to the Parent/carer or the student being removed from accommodation.

Students registering absences by other methods of communication will not be permitted. The Parent/carer is requested to authorise absences wherever possible via the absence web page. However, if this is not possible, then parents can authorise an absence by emailing Student Services at studentservices@hartpury.ac.uk or by telephoning +44 (0) 1452 702109 between 9am and 5pm. After 5pm, please contact the Residential Support duty team at residentialsupport@hartpury.ac.uk or by telephoning 07768091041. Parents/guardians must state a valid 'pass key' in any of these communications.

Return to campus

Please note that if a student is signed out overnight they are NOT permitted to return to campus until 8:00 the following morning. Should a student return to campus before 08:00 parents/carers will be contacted to come and collect their student, as the parent/carer has full responsibility at this time.

Parent/carer contact details

Parents/carers with parental responsibility may be asked to collect a student from college at short notice for medical, wellbeing, safeguarding or behaviour management reasons. Parents/carers should ensure that either they are available to do so or they are able to nominate a responsible adult if unavailable. Students and parents/carers are responsible for ensuring that the college is always in receipt of up-to-date contact information.

Receiving your unique passkey

A unique pass key will be emailed to the parent/carer who we hold as first next of kin on our records, a few days prior to residential move-in day each academic year. We recommend that you change this pass key to a memorable piece of information for you. The passkey needs to be between 8 and 12 characters, with a mixture of upper- and lower-case letters and at least one number.

We ask that you keep this confidential and do not share with your child!