

King's College London – Summer Programmes

Supplement to the King's College London Safeguarding Policy

King's College London [Summer Programmes](#) delivers a portfolio of programmes for high school students, undergraduate students, postgraduate students and professionals.

This document should be read in conjunction with:

- King's College London Safeguarding Policy and Procedures:
<https://www.kcl.ac.uk/governancezone/assets/governancelegal/safeguarding-policy-v3.pdf>
- King's general terms and conditions:
<https://www.kcl.ac.uk/governancezone/Students/Terms-and-Conditions-for-Students.aspx>

In all cases, Summer Programmes complies with College policy and UK law. This document details additional undertakings made by Summer Programmes due to a high proportion of under 18-year-olds in our cohort, who will be exposed to an adult environment through our programmes.

Key Contacts and Student Support:

The Designated Safeguarding Officer is responsible for under 18 care and for implementing local safeguarding procedures within Summer Programmes, with support from the Lead Safeguarding Officers.

Designated Safeguarding Officer (DSO):	Mina Chakmagi, Programme Manager (Summer Programmes)
Lead Safeguarding Officers (LSO):	
• For offer holders and applicants	Director of Admissions and Registry Services
• For enrolled students	Associate Director (Advice and Guidance), Student Support & Wellbeing Services

Additional pastoral and study related support is given by the Summer Programmes Office's network of tutors and professional services staff. There are numerous College services that also offer a heightened level of support.

Admission to the College and Summer Programmes:

1. Students aged under 18 are identified by the Summer Programmes Office at offer stage.
2. Pre-University programmes are designed specifically for students aged 15-18 years and it is expected that most students will be under the age of 18. Key information for students and parents/guardians about the programme structure, student code of conduct and level of supervision is available on the relevant programme page on the summer programmes' website.

3. All offer holders who will be under 18 at the point of entry must have their parents/guardians sign and return an 'Agreement to Study Form'. Completion of the form confirms that both parents/guardians and students have understood and agreed to Summer Programmes conditions of study and have provided emergency contact details.

Induction to the College:

1. All under-18 students will know the name of their key points of contact for all academic and pastoral queries by the first day of teaching.
2. Their induction to the programme will include details on how to access the student handbook, how to access support services around the College, and who to speak to if they need additional support.

Teaching, Student Records and Monitoring:

1. All central and local student records clearly display which student is under the age of 18, along with who their personal tutors/ambassadors are.
2. Students under the age of 18 who will be studying in an adult environment receive an ID card with 'Under 18' clearly displayed on it.
3. Attendance registers have an indicator which show which students are under 18. The attendance monitoring process has additional steps for accelerated monitoring of under 18-year-old students.
4. For Pre-University programmes students are supervised by tutors, Summer Programmes staff and ambassadors during timetabled activities. On-campus timetabled activities adhere to a maximum 1:25 supervisor to student ratio and unsupervised free time is granted with parental consent.
5. In line with UK law and College legal compliance, personal information may not be disclosed to parents, guardians, sponsors or agents for any student even if the student is under the age of 18 unless the student has previously given their specific consent. Parents are made aware of this prior to confirmation of study.
6. The College retains the right, in cases where there is significant concern for the welfare of a minor, to contact the parents or guardians of a student.
7. Online Teaching and Learning:
 - a. Live/synchronous sessions will be recorded where possible for monitoring purposes
 - b. Access to live streams will be password protected
 - c. Online forums and channels are monitored daily by tutors and Summer Programmes staff.
 - d. Summer Programmes staff may enter live/synchronous classrooms to monitor lessons on an ad hoc basis

Health and safety

1. Summer Programmes may include activities, excursions or events designed to enhance student learning, experience or cultural awareness.
2. Risk assessments are completed as part of the programme and activity planning process.

3. Guidance on the College's duties, as well as advice on completing the risk assessment, is available here: <https://internal.kcl.ac.uk/about/ps/safety/general/riskass.aspx>
 - Procedures/arrangement for young people on College premises: <https://internal.kcl.ac.uk/about/ps/safety/sm/procedures/spr028.pdf>
 - Event safety planning: <https://internal.kcl.ac.uk/about/ps/safety/fire-building/events/events.aspx>
 - Risk assessments: <https://internal.kcl.ac.uk/about/ps/safety/general/riskass.aspx>

Accommodation

1. Students enrolled on Pre-University Residential Programmes (London only) are housed in King's College London managed and nominated residences in single sex flats.
 - a. Under 18 students are assigned to a pastoral student ambassador with a maximum 1:16 ambassador to student ratio.
 - b. Under 18 students are required to comply with curfew times and nightly check-ins.
2. Students aged 18 or over who are enrolled on a Pre-University Residential Programme (London only) are housed separately.
3. The accommodation has 24-hour security and Summer Programmes ambassadors and staff are on hand 24 hours a day.

Staffing:

1. It is recognised that all staff employed by Summer Programmes have a heightened duty of care for students, and in particular for those who are under the age of 18. Summer Programmes has a strong safeguarding ethos.
2. All staff that are likely to have unsupervised access to students under 18 years old or their personal information, are required to undergo an enhanced DBS check every 3 years. This includes Summer Programmes staff, Pre-University Summer School tutors, and student ambassadors. The College reserves the right to terminate a contract for staff members whose check brings to light previous undeclared incidents or convictions.
3. All tutors and staff are briefed on, and must adhere to, the staff code of conduct. The code of conduct as well as this document is made available to staff upon commencement of their employment with Summer Programmes.
4. It is expected that staff regularly receive and engage with training and development to help them support students.
5. All student ambassadors receive training in child protection and safeguarding from the DSO prior to the start of the programme and are informed about the disclosure and incident reporting procedures, in line with the local and College's 'at risk' procedure.

This policy supplement:

- This policy will be reviewed annually, or sooner if there are updates to UK law, College policy or practice, or if an identified risk becomes apparent.

Updated: May 2020