

### Parent/Guardian Information

Student participation in any King's College London Pre-University programme requires consent from the parent or guardian.

As the parent/guardian of a student who will be participating in a King's College London Pre-University programme you are required to read this document and complete the [Agreement to Study Form](#).

#### Summary of responsibilities

**Parent/guardian** - It is the responsibility of the parent/guardian to:

- Review this document and the website information to ensure they understand the nature of the programme their child is enrolling into and its suitability for them.
- Recognise that, like most universities, King's is a mainly adult environment and understand that King's does not act *in loco parentis* (in place of a parent) towards its students. King's expects all students to have the necessary skills and maturity to live and study alongside people from a wide variety of backgrounds. Additionally, King's expects all students to act responsibly and maturely, and to obey English laws and the Student Code of Conduct (see end of document).

**Summer Programmes staff** - It is the responsibility of Summer Programme staff to:

- Ensure that whilst 'on campus', during all scheduled lessons, excursions, workshops and activities, students are supervised and supported to get the most out of the programme.
- Ensure that appropriate measures are in place to assist all students during the programme, including risk assessment, emergency procedures (including 24-hour support for residential students), and to ensure that all students are informed of the relevant procedures and emergency contact details.

#### Safeguarding

- All tutors on Pre-University programmes are required to have an enhanced Disclosure and Barring Service (DBS) check, valid within the past 3 years.
- All student ambassadors working on Pre-University programmes are required to have an enhanced DBS check valid within the past 3 years.
- The Summer Programmes team has an appointed NSPCC trained Designated Safeguarding Officer.

#### Supervision, attendance and wellbeing:

- Students will be supervised during all timetabled activities by a team of trained Summer Programmes ambassadors and/or tutors. Parents should be aware that students will be unsupervised should they choose not to participate in an optional programme activity, during lunch breaks, and during evenings when there is no mandatory social activity.
- Where there is allocated free time students will always have the option to stay on site with a member of the Summer Programmes team and they will all be advised of emergency contact numbers and procedures.
- All classes will have a regular register of attendance taken and if a student is not present a Summer Programmes team member will contact the student directly. In the case that the student does not respond the Summer Programmes team will contact the parent/guardian.
- During the programme students can speak to any member of the Summer Programmes team or Summer Programmes ambassadors about any concerns or questions. There will always be members of the Summer Programmes team on site at the teaching campus and the Summer Programmes office can be found on the Strand campus or contacted on +44(0) 20 7848 1533.

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- Students on the under 18 residential programme will have the pastoral support of a dedicated Summer Programmes ambassador (max 1:16 ratio) and this ambassador will provide a detailed orientation on arrival day and be the first point of contact to assist with students' concerns throughout the programme.

### Communications and social media:

- Parents and guardians are required to give at least 24 hours' notice if they require their child to miss any part of the scheduled programme. It is advised that this is only requested in exceptional circumstances.
- All parents should be aware that for the purposes of supervision and effective communication students may join WhatsApp groups with their class/pastoral group and their assigned student ambassador, who will use their personal mobile number. This should be used for essential programme information only (updated meeting times, locations etc.) and the conversation history will be available to the Pre-University Programme Manager upon request.

### Student information:

- We will email students key information about their programme in the lead up to the start date. The email address we use will be the one that was given at the time of application. Students can edit this email address via the King's Apply portal.
- In order to ensure the safety, security and enjoyment of all students on Pre-University programmes it is important that we collect key information, such as emergency contact details and medical and dietary information, from each student. It is the parent/guardian's responsibility to ensure that all information provided is accurate and up to date.
- In line with UK law and College legal compliance, personal information (for example, regarding a student's academic progress) may not be disclosed to parents, guardians, sponsors or agents for any student even if the student is under 18 unless the student has previously given consent. Further information regarding disclosure is provided at the point of offer.
- The College retains the right, in cases where there is concern for the welfare of the student or others, to contact the parents or guardians.

### Image usage:

- The Summer Programmes team may document some of the programmes with photos and video. These are used primarily for promotional purposes or to distribute to participants as keepsakes from the programme.
- Parents/Guardians or participants can consent to King's College London taking photographs and video of participants whilst on the programme, or opt-out of the process, through the Agreement to Study Form.

### Insurance and Medical support:

- All students are required to take out the appropriate level of insurance. Some of the Pre-University programme fees include basic travel, medical and emergency cover however we strongly advise all applicants to speak with appropriate travel/medical insurers to identify and ensure they cover their individual needs and requirements.
- It is the parent/guardian's responsibility to ensure that adequate medical insurance has been arranged to cover any charges that may be incurred. If students require any medical attention they will be supported in seeking the appropriate care from a local pharmacy, the KCL health service or an NHS walk in clinic.

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### Physical activity

- Please note that students may take part in physical activities, including team sports led by members of the King's Sport team. Please review the Health Commitment Statement (see end of document).
- 16 + students may also use the fitness centre (included in the residential package) and parents should be aware that usage will be unsupervised, but an induction is available for all students and staff will be available on site if assistance or support is required.

### Student behaviour:

- King's College London wants every student to benefit from the experience, so all participants will be expected to show responsible behaviour, as well as respect for the rights of other students and Summer Programmes staff.
- All students must abide by the **Student Code of Conduct** (see end of document), which covers the main rules and regulations of the programme including our zero-tolerance policy for the purchase, possession or consumption of alcohol or drugs at any time during the programme.
- Parents must ensure they have reviewed the Student Code of Conduct and discussed it with their child.
- In the event of serious incidents of misbehaviour, such as fighting, abuse of any kind or the use of illegal substances, the student(s) concerned will not be allowed to continue on the Summer School and their parents/guardian will be contacted for withdrawal from the programme. It will then be the responsibility of the parent/guardian to make arrangements for collection from the College and for travel home.
- The College will accept no liability or cost associated with removal from the programme as a result of breaking the Code of Conduct or in the event of serious incidents of misbehaviour.

## Student Code of Conduct

### Overview

All students on any Pre-University Summer programme must abide by the rules and regulations of the programme, as set out in this code of conduct. Participation in the programme is subject to the review and acceptance of the terms of this code of conduct.

### Expected behaviour

King's College London wants all students to benefit from the Pre-University Summer School and to enjoy the experience. The university expects that students will act in a sensitive, considerate and responsible manner at all times. You will also be expected to show respect for the rights of other students and all Summer School staff. In all cases the university does not tolerate any verbal or physical conduct that demeans others, in particular because of their ethnicity, gender, race, religion or sexual orientation.

### Rules and Regulations

For health and safety reasons, and for all students to have the opportunity to benefit from and to enjoy the programme, the following rules and regulations will be in operation:

- Students must attend all timetabled activities.
- Students are expected to engage seriously in their course through class participation and the completion of any assigned work. Disruptive behaviour will not be tolerated.
- Students are not allowed to leave the Summer School site without the permission and/or supervision of appropriate Summer School staff, unless it is a scheduled free time slot.
- On occasions where students are given 'free time' they must adhere to instructions regarding meeting points and times.
- Students must observe curfew rules every evening, which will be outlined on the first day. (*Under 18 residential students only*)
- There will be separate male and female accommodation areas. Males and females are required to keep to their own accommodation areas. (*Residential students only*)
- Students are expected to follow any emergency procedure, such as a fire drill, as directed by Summer School staff.
- Mobile phones must be switched off during all timetabled sessions and activities, unless otherwise directed.
- Alcohol must NOT be brought onto the Summer School site or consumed at any point (on or off site) during the Summer School.
- The purchase or use of any illegal substances is strictly forbidden.
- The purchase of alcohol or tobacco products is strictly forbidden for anyone under the age of 18. It is also forbidden for anyone to purchase alcohol or tobacco to be used by those who are under 18.

<https://www.gov.uk/alcohol-young-people-law>

### First day guidelines

On the first day of the Summer School, staff will explain some additional rules and regulations that will apply to activities currently being planned. It is expected that you will adhere to them for your own health and safety, and that of other students and staff.

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## Misconduct

Failure to behave appropriately, or to comply with the above rules and regulations, will result in a verbal warning and automatic suspension of free time privilege. If the misconduct is repeated, or for incidents of a serious nature, parents and/or the student's school will be contacted and this may result in exclusion from the programme.

## Serious incidents of misbehaviour

In the event of serious incidents of misbehaviour, such as fighting, abuse of any kind or the use of illegal substances, the student(s) concerned will not be allowed to continue on the Summer School and their parents/carers will be contacted for withdrawal from the programme. No portion of the programme fee will be refunded to a student who has been dismissed.

**All students will be asked to acknowledge and accept the terms of this code of conduct agreement when completing the student information survey prior to the start of the programme.**



## **KING'S SPORT**

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### **HEALTH AND FITNESS**

Your health is your responsibility. The management and staff of this organisation are dedicated to helping you take every opportunity to enjoy the facilities that we offer. With this in mind, we have carefully considered what we can reasonably expect of each other.

#### **Our commitment to you**

1. We will respect your personal decisions, and allow you to make your own decisions about what exercise you can carry out. However, we ask you not to exercise beyond what you consider to be your own abilities.
2. We will make every reasonable effort to make sure that our equipment and facilities are in a safe condition for you to use and enjoy.
3. We will take all reasonable steps to make sure that our staff are qualified to the fitness industry standards as set out by the Register of Exercise Professionals.
4. If you tell us that you have a disability which puts you at a substantial disadvantage in accessing our equipment and facilities, we will consider what adjustments, if any, are reasonable for us to make.

#### **Your commitment to us**

1. You should not exercise beyond your own abilities. If you know or are concerned that you have a medical condition which might interfere with you exercising safely, before you use our equipment and facilities you should get advice from a relevant medical professional and follow that advice.
2. You should make yourself aware of any rules and instructions, including warning notices, and follow them. Exercise carries its own risks. You should not carry out any activities which you have been told are not suitable for you.
3. You should let us know immediately if you feel ill when using our equipment or facilities. Our staff members are not qualified doctors, but there will be a person available who has had first-aid training.
4. If you have a disability, you must follow any reasonable instructions to allow you to exercise safely.

This statement is for guidance only. It is not a legally binding agreement between you and us and does not create any obligations which you or we must meet.



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