

### **Parent/Guardian Information: Online programmes**

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 Online 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 onto 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 study online alongside people from a wide variety of backgrounds. Additionally, King's expects all students to act responsibly and maturely, and to obey the **Online Student Code of Conduct** (see end of document).

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

- Ensure that during all scheduled live lessons, 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 assessments, and to ensure that all students are informed of the relevant procedures and 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 Lead.

#### Supervision, attendance and wellbeing:

- Students will be supervised during all timetabled live online activities by tutors and/or a team of trained Summer Programmes ambassadors. Parents should be aware that students will not be supervised during times outside of timetabled activities where students will be expected to work together in groups as part of independent study.
- All classes will have a regular register of attendance taken. If a student is absent, the Summer Programmes team will contact the student via phone. In the case of no response or after the 2<sup>nd</sup> absence, a Summer Programmes team member will contact the parent/guardian.
- During the programme students can speak to any member of the Summer Programmes team about any concerns or questions. The Summer Programmes office can be contacted via email at [summer@kcl.ac.uk](mailto:summer@kcl.ac.uk) or via phone on +44 (0)207 848 1218

# Pre-University

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### Communications, software and social media:

- During the programme, access to e-learning platforms and communication between students, staff and tutors must be via King's College London email accounts only. Students will receive login details and access to their KCL email account approximately one week prior to the programme start. Students are expected to check this account regularly and not use personal accounts for the purposes of the programme.
- 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.

### 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, 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.

### Filming and Photography usage:

- Live sessions will be recorded for monitoring and access purposes. Recordings will be available to programme participants and staff only on Microsoft Stream for the duration of the programme.
- The Summer Programmes team may document some of the programmes with photos and video to be used for promotional purposes. Parents/Guardians or participants can consent to King's College London taking photographs and video of participants whilst on the programme for promotional purposes, or opt-out of the process, through the Agreement to Study Form.

### 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 staying safe online and zero-tolerance policy to online harassment or bullying.
- 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 or discrimination or abuse of any kind, 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.
- 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: Online Programmes

### 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, sexual orientation, disability, age or political beliefs.

### 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 must use their KCL email account for all course and programme-related communications and access. The use of personal email accounts is not permitted.
- Students must adhere to [King's Digital Education guidelines](#) for communication and conduct.
- 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 must be dressed appropriately for the lesson and be in an environment that is quiet, safe and free from distractions. Where possible, students should not join virtual sessions from their bedroom.
- Microphones must be muted unless students are speaking.
- Students are strongly encouraged to have their camera turned on for the duration of live activities, unless instructed otherwise.
- Mobile phones must not be used during all timetabled sessions and activities, unless otherwise directed.
- Users must not create, download, store or transmit unlawful material, or material that is indecent, offensive, defamatory, threatening, discriminatory or extremist. The university reserves the right to block or monitor access to such material.

### First day guidelines

On the first day of the Summer School, staff will explain some additional rules and regulations that will apply to the programme. It is expected that you will adhere to them for your own safety and enjoyment of the course, 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 written warning. 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, discrimination or abuse of any kind, 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 Agreement to Study Form prior to the start of the programme.**