

Information for Parents/Guardians and Students

Pre-University Summer School

2024

The University of York is committed to safeguarding and promoting the welfare of young people under 18 who access its activities or services.

York Global Summer Schools follow the University [safeguarding procedures and guidelines](#) for all courses. Due to the high number of under 18 students on the Pre-University Summer School additional processes and measures are in place to promote and safeguard the safety and welfare of all involved, as outlined in this document.

Parental/Guardian Responsibilities

Please read through this document as well as the course information on our website to ensure that you understand the nature of the course that your child is applying to and its suitability for them.

It is important for you to recognise that the University of York, like other universities, is predominantly an adult environment and does not act *in loco parentis* (in place of a parent) towards its students. We expect students to have the necessary maturity and skills to be able to participate in such a course and live and study with people from a variety of backgrounds.

It is your responsibility to ensure that your child understands the course rules and regulations as outlined here and in the [Student Code of Conduct](#) and agrees to abide by them at all times.

It is your responsibility to ensure that we are aware of and kept up to date of any medical conditions, allergies, dietary requirements, disability or learning needs that your child may have well in advance of the course start. Information on this is requested at the application stage.

Both you and your child will be asked to accept and agree to the [Student Code of Conduct](#), course [terms and conditions](#) and any other relevant policies via the Acceptance to Study form that will be shared at the offer stage. Your child's place on the course is not confirmed until we have received the returned form with the necessary requested consent.

University Responsibilities

It is our responsibility to ensure that reasonable steps are taken to safeguard the welfare of children and young people on our courses and that relevant legislation and government guidance are complied with.

This includes suitable supervision and support for students at all times whether on- or off-campus, risk assessments and safety measures and ensuring that students are aware of all relevant procedures and contact details.

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Safeguarding and Staffing

- During the course, students will be looked after by a core team of staff who have a clear enhanced Disclosure and Barring Service (DBS) check and who are trained in safeguarding students of this age.
- Upon arrival, students will be assigned to a Course Assistant and a Resident Assistant who will be their first points of contact throughout the course. Course and Resident Assistants are University of York students who have an enhanced DBS check and have received safeguarding and first aid training, and who provide supervision, support and assistance throughout the timetabled activities, social course, free time and in accommodation.
- Students are provided with 24/7 emergency contact details upon arrival and are strongly encouraged to download the University's [SafeZone app](#) that they can use to connect to the University's central Campus Safety team.

Supervision and Free Time

- Students will be supervised during all scheduled activities by tutors and/or Course and Resident Assistants (maximum 1:25 staff to student ratio during classroom activities; 1:16 in accommodation and during excursions and out of class activities).
- Students will be granted some free time on campus outside of scheduled activities and off-campus during excursions. Parents and guardians should be aware that students may not be supervised during this time, however a member of staff will always be on-call and in the vicinity. Students must ensure that they inform their Resident Assistant or a staff member of their free time plans and, when outside of the accommodation, must remain in pairs or larger groups. Students must have their phones switched on and monitor them frequently in case summer school staff need to contact them.

Attendance

- Attendance at all scheduled classes, academic and social activities and trips is compulsory.
- A register of attendance is taken at the start of each activity and at regular intervals. If a student is absent without prior notice, summer school staff will in the first instance try to contact the student via phone, visit the accommodation and check with their friends/classmates to try and locate them. In the case of no response or if the student has not been located, the missing student protocol will be followed.
- If a student needs to miss a scheduled activity due to illness, they will be instructed to remain in their accommodation (unless medical care is required). The student may not be supervised, however a member of staff will be on call and will check in with them at regular intervals.

Communications

- During the application process, we will communicate with students via the email address provided in the application.
- Around one week prior to arrival, students will be provided with a University of York email address. During the course, access to digital platforms and communications between students and staff must be via the University email address only.
- For health and safety reasons, **all students are required to have a mobile phone that can make and receive calls and WhatsApp messages in the UK and is charged for the duration of the course. We strongly recommend that students arrange this ahead of arrival.** SIM cards can also be purchased at the airport. Please contact the York Global Summer Schools team if you have any questions about this.

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- It is a requirement of attendance on the courses offered that students will bring a laptop or similar device with them to enable them to access the course.
- Course updates and other important information may be shared with students via email, Google Classroom or WhatsApp groups with their Course/Resident Assistants. WhatsApp groups are to be used for course-related communications only and the conversation history is available to the summer school team upon request.
- If students need to raise a concern or contact staff for any reason at any point during the course they can:
 - Alert their Course or Resident Assistant or tutor
 - Email global-summer@york.ac.uk or call the office on +44 (0)10904 322 846.
 - In case of emergency, use the emergency contact details that are provided on arrival and/or the SafeZone App.
- In line with UK law and data compliance, personal information (eg. a student's academic progress) may not be disclosed to parents, guardians or agents unless the student has previously given consent. This will be requested via the Acceptance to Study form at the offer stage.
- Parents or guardians may be contacted in cases where there is concern for the welfare of the student or others. We may use emergency contact details in the following circumstances:
 - In a student's 'vital interest' (ie. life or death situation where the student is physically or legally unable to give consent)
 - Where there is a serious concern for the student or others and it is deemed that there is a 'legitimate interest' in ensuring this concern is acted upon.
 - In cases of serious misconduct where the student needs to be removed from the course.
- At the end of the course, the University will contact students via email to provide their certificates of completion, request feedback and to share information about any future course benefits such as the guaranteed conditional offer for UG study. The email address used will be the one provided at application.

Health, Safety and Medical Care

- In order to ensure the health and safety of all students on the course, key information regarding medical or learning conditions, allergies and dietary requirements will be requested in advance. It is the parent/guardian's responsibility to ensure that accurate information is provided prior to the course start and that we are kept up to date of any changes.
- The University is committed to valuing and celebrating diversity, and to advancing equality and inclusive practice in all our activities. Students with disabilities, specific learning difficulties, medical and/or mental health conditions are encouraged to disclose this and inform us of any potential support needs at the application stage so that options for reasonable adjustments and support can be discussed and implemented in a timely manner.
- If a student requires medical assistance at any stage during the course, summer school staff will direct and support the student in accessing local pharmacy, health or emergency services as appropriate and needed. Students will be encouraged to inform their parent/guardian at the time.
- The University does not provide insurance for students. It is the parent/guardian's responsibility to ensure that a suitable insurance policy is acquired for the student's needs that covers loss or damage to personal possessions, medical and repatriation expenses, and cancellations that cover any fees and travel costs.

Accommodation

- Students under 18 are accommodated in single-gendered units (blocks or flats) in single bedrooms with a shared bathroom (around 5 students per bathroom). Trans/non-binary students are encouraged

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to contact the summer school team following application to discuss allocation arrangements and so that the team can ensure that students feel supported during their stay.

- Students aged 18+ will be accommodated in a separate unit or floor to students under 18. Separate bathrooms will be provided and accommodation for students aged 18+ may be mixed gender.
- Members of summer school resident staff may be accommodated in a single room within the same unit with students of any gender. Rooms are clearly marked with a 'staff' sign and one bathroom will be clearly marked and reserved for staff use only.
- Students are not permitted to enter other students' bedrooms or any other accommodation blocks other than the one allocated to them. Common areas and social spaces are available for students to socialise.
- Students will be required to adhere to curfew and quiet hours whilst staying in residential accommodation.
- The course is fully catered. Students will have access to kitchen facilities to store small quantities of snacks and drinks and are permitted to use the kettle, toaster and microwave only. Please note that kitchen equipment and utensils are not provided. Students will have the opportunity to purchase any kitchen supplies during the first two days of the course.
- Guests are not permitted in the accommodation.

Video and Photography

- The University may, during the course of the course, capture video or images for the purpose of marketing and promotion. Students will be asked to consent to this in the Acceptance to Study form. Details of how and why this data may be used are set out in the [Summer Schools and Short Courses Privacy Notice](#).
- Students can opt out of this at any time by emailing global-summer@york.ac.uk

Student Conduct

- The University expects that all students will have the maturity to participate in a course that takes place in a predominantly adult environment, and that they will act in a considerate, responsible and respectful manner to all students and staff at all times. Students are expected to positively contribute to the creation of an environment in which everyone is treated fairly and with dignity. Behaviour that demeans, harasses, bullies, abuses or victimises others, in particular on the grounds of age, disability, gender, race, religion or belief, sexual orientation or disability will not be tolerated.
- For health, safety and legal reasons, and in order for all students to have the opportunity to benefit from and enjoy the course, students are required to abide by the [Student Code of Conduct](#) at all times. Parents/guardians must ensure that they have reviewed and discussed this document with their child and are aware of any possible sanctions or consequences for misbehaviour.