

Application of College policy to under-18 undergraduate students in Earth Science and Engineering – Fieldwork

For the attention of: Year 1 fieldtrip leaders, DUGS, Year 1 coordinator

If you are the leader of a fieldtrip on which an under-18 undergraduate is attending there are some additional guidelines and policies you need to be aware of.

If an under-18 student is admitted to the college they have been done so under the guidance of the College Minors Policy:

https://workspace.imperial.ac.uk/registry/Public/Admissions/Minors_Policy.pdf

As part of this and in respect of the Law an under-18 student should be treated with reference to the College Child Protection policy:

[https://workspace.imperial.ac.uk/secretariat/public/ChildProtectionPolicyFeb%202010\).pdf](https://workspace.imperial.ac.uk/secretariat/public/ChildProtectionPolicyFeb%202010).pdf)

It is therefore recommended that as a fieldtrip leader the following steps are taken with respect to residential field trips:

- You should notify your staff who will be in contact with the student(s) during the trip that the student(s) is(are) under 18 and point out the higher duty of care that the College has towards this(these) student(s).
- If in doubt refer the relevant staff for a re-fresher to the child protection policy (link above) and ensure that they have the opportunity to examine their own understanding of child protection issues and to think through possible situations to be better prepared for them.
- You should ensure that you have the contact details of the parents or guardians of the student.
- Ensure that staff who will be in regular (or one to one) contact with the student(s) during each trip are DBS checked. In practice this means that
 - you ensure at least one member of staff on your trip is DBS checked
 - you ensure that any regular/one on one contact (e.g. supervising a small field mapping group over a number of days) with the under- 18 student is undertaken by the DBS checked member of staff.
 - Dependent on your logistical and staffing arrangements and in light of the above you may also wish to be DBS checked if you are not already.
- Prior to the trip a letter will be sent to the parents/guardians of the under-18 student(s) to inform them about the trips – the letter is will be in similar terms to the agreement signed by the parent/guardian when the student is admitted to the college, but will highlight the residential nature of the trip. This letter will be sent from the DUGS.
- You should remind the student prior to the trip about who needs to be contacted in case any issues arise during the trip (see Annex B of the Child Protection Policy).
- You should complete risk assessment on the ground to ensure that the accommodation itself is safe for under-18 students.
- You should ensure under-18 students should be accommodated in their own room on a sole-occupancy basis.
- The use or entry to licensed premises is particularly problematic – you should normally inform the student that he/she may not enter the licensed premises. In exceptional circumstances, when no other meeting room is available, educational meetings may be held in such a location, but not while alcohol is being served.