

## **Code of Conduct for Students who are under the Age of 18**

Merton College is committed to ensuring a safe and supportive environment for its students.

The College recognises that it has a responsibility in respect of the welfare of its students, who are under 18 years of age while on course and therefore legally children. However, the College cannot act in 'loco parentis' (i.e. will not undertake to fulfil the duties normally undertaken by a parent) and parental responsibility rests with your parents or legal guardians. If your parents or legal guardians are not resident in the UK, a UK-based adult guardian must be appointed by your parents or legal guardian. As Merton College is an adult higher education and residential community, it is assumed that any student of the College who is under 18 is competent to make day-to-day decisions concerning their studies and has the maturity to live independently in the College environment (e.g. manage their own finances, domestic arrangements, physical and emotional wellbeing). In signing this Code of Conduct, you accept that you will be undertaking your studies and (if you choose to live in College) living in an adult environment, will be expected to live and study independently.

Your parent or guardian will also be asked to confirm that you have read, understood and agreed to abide by this Code of Conduct and have also reviewed the Code, have discussed the requirements of it with you, and agree to the terms of it.

- The following provisions relate specifically to students who are under the age of 18 and form part of the College's regulations for those students: It is illegal to purchase alcohol under the age of 18. You must not buy or be served alcohol in the College bar or consume any alcohol at College events, including but not limited to bops, formal meals, drinks receptions, or informal student gatherings before you turn 18.
- You must not participate in College social events or other activities which involve age-restricted material (such as screenings of 18-rated films or videogames, or sports societies which require participants to be over 18 for liability and insurance reasons).
- You must not use the University and College IT networks to access material that could be considered harmful or inappropriate for minors or otherwise offensive. You will be bound by the University and College IT regulations and policies.

Failure to abide by these requirements will be treated as a serious breach of the College regulations and will be dealt with accordingly.

You must also adhere to all regulations set out in the College Handbook for Junior Members and to any other regulations made by the College for its Junior

Members. It is assumed that you have the capacity to understand and engage with all aspects of normal College processes, to obey the College regulations and the requirements of this Code of Conduct, and to be disciplined under College procedures, should this be appropriate.

Non-adherence to this Code of Conduct may result in the College taking disciplinary action against you, the penalties for which may include expulsion.

The following measures will be put in place to prioritise your wellbeing and safety while you are in residence at Merton College and minimise the risk of harm to you. These apply for any period in which you are under the age of 18.

- **Accommodation.**
- You do not have to live in College accommodation. If you choose to take up the offer of College accommodation:
  - You will be provided with en-suite, single occupancy accommodation for any academic year in which you are under the age of 18.
  - You must not invite or permit other students or adults other than your parents, guardian or a family member to be in your room when you are present.
  - You must not be alone with another student in their room.
  - You will be informed of when your room will be cleaned and must vacate your room during these times.
  - If any maintenance is necessary to your room, you will be informed when this will take place and must be absent during this time. In the event that urgent maintenance makes it necessary for your room to be entered without notice, e.g. a flood, then staff of the Maintenance Department will enter only in pairs, whenever possible.
  - You will not be eligible for vacation residence.
  - In the event of an emergency, College staff including Lodge Porters or members of the Welfare Team, will, if possible and practical, enter your room in pairs. Please note that there may be occasions on which the nature of the emergency prevents this from being possible.
  - A PEEP (Personal Emergency Evacuation Plan) will be created for you and shared with the College Lodge, which you must adhere to.
  - You must notify the Head of Welfare by email if you will be absent from College, providing information about where you will be staying and confirmation that you have notified your parents and UK-based guardian. Notification should be at least 24 hours in advance and must be sent during normal working hours (9.00 am – 5.00 pm, Monday to Friday). The College reserves the right to check that your parents and UK-based guardian are aware that you have left the College.

- **Teaching and wider support.**

- One-to-one tutorials will not be permitted. If you are for any reason the only student in a tutorial, this will be delivered online or rescheduled.
- Except for meetings with your Director of Studies, other one-to-one meetings with Fellows, staff, or student mentors for pastoral or guidance purposes must be online.
- When accessing services provided by your department/faculty or a central University team you must inform them that you are under the age of 18 to ensure that they have clarity about this and can take any appropriate steps in response.

- **Welfare**

- You will be required to meet the Head of Welfare within 2 days of arriving at the College and at the start and end of each subsequent term, to establish and maintain a pastoral/welfare-related point-of-contact.

- **Social and Extra-curricular activities**

- The College may give you instructions and/or guidance relating to individual College events and activities, which you will be expected to comply with as if they are set out in this document.
- You will inform the leaders of any activities in which you participate outside the College of your age, where that is appropriate or required.
- You will not be permitted to undertake paid work

- **Consent and data sharing**

- The College will adhere to the standard practices of student confidentiality and data protection. Confidential information will not usually be shared with a parent/guardian without your express consent unless proportionate and necessary to help prevent serious physical, emotional or mental harm or loss of life.
- If there is a disclosure of harm by you or about you by another individual while you are under the age of 18, then the College's Safeguarding duty may require the Collegiate University to override confidentiality and report the circumstances urgently to police, social services or other appropriate body.
- Certain staff will be made aware of your age on a need-to-know basis to enable them to take appropriate actions. These will include, but not be limited to: academic staff in your subject, members of the Welfare team, the Lodge Porters, the Academic Office, the

Librarian, the Head Steward, the Bar Manager, the Head of Maintenance.

- It is standard practice for consent from individuals to be required for them to appear in published photographs (e.g. on websites/social media). If asked, you should consider whether it is appropriate to inform the requester that you are under the age of 18.
- Other students will not be made aware that you are under 18 unless a student is (a) in a position of responsibility, and (b) they need to know in order to meet their responsibilities. We encourage you to share this with your peers.

The requirements set out above apply to the College context. Your University faculty or department will be made aware that you are under 18 so that they can put suitable safeguarding arrangements in place. If you access any central University support, such as Student Wellbeing and Support Services (including Counselling and the Disability Advisory Service), the Careers Service or the Language Centre, you must make them aware that you are under 18.

**Please complete this section.**

I confirm that I have read and understood the Student Code of Conduct and agree to abide by it. I understand that breaches of this Code of Conduct may result in disciplinary action being taken against me.

I am signing this document with the knowledge and consent of my parent/carer who will independently confirm this to be the case.

In signing this document, I accept that I will be undertaking my studies and living in an adult environment, that I will be expected to live and study independently and that I will not be under the direct supervision of College staff for the majority of the time.

I confirm that I am aware that the College will not be acting *in loco parentis* and that I know who my guardian in the UK is and how to contact them

Student Name:

Student Signature:

Date of signature: