

Procedure for Supporting Students aged Under 18

This guide outlines the safeguarding and oversight measures for students under the age of 18, enrolling in a full-time undergraduate (UG) and/or King's Foundation course at King's College London. This process does not encompass summer school students. It endeavours to ensure the well-being and safety of these young students throughout their academic journey.

Author: Mary Flaherty (in collaboration with SED & faculty colleagues)

Associate Director Advice, Wellbeing & Welfare

Lead Safeguarding Officer for Enrolled Students

Date: 03rd September 2025

Key aspects of this procedure include:

- Admissions: Rigorous checks and procedures are in place for under-18 applicants, including parental consent and accommodation verification.
- Accommodation: Regular monitoring of under-18 students' presence in their accommodation helps ensure their safety, daily wellbeing, and compliance with University regulations
- Student Wellbeing: Dedicated teams provide support and guidance to under-18 students, including regular check-ins and addressing any concerns.
- Academic Support: Faculty members and personal tutors play a crucial role in monitoring under-18 students' academic progress and well-being.
- Financial Matters: Credit control measures are in place to support under-18 students with financial difficulties and to protect their interests.
- Safeguarding Concerns: A robust system is in place to identify and address any safeguarding concerns, involving relevant authorities as needed.

Please note, this document refers only to Designated Safeguarding Officers (DSO's), however, this is done in the knowledge that the DSO can delegate activities to Faculty Safeguarding Liaison Officers or other appropriate members of staff. But they will retain overall responsibility for these activities being carried out.

(see Appendix 1 – Flowchart)

By adhering to this guidance, the University aims to provide a safe and supportive environment for all under-18 students

Contents

1. Admissions.....	5
1.1 Requirements for Under-18 Students.....	5
1.2 Age Restrictions on Professional Health Courses	5
1.3 Special Provisions for Under-16 Applicants.....	5
1.4 Under 16	6
1.5 All Under-18s.....	6
2. Residences	7
2.1 September Procedures	7
2.2 Monitoring Non-Compliance	7
2.3 Accommodation Verification	7
2.4 Final Escalation for Safe Return Home	8
3. Student Wellbeing Team.....	9
3.1 September Procedures	9
3.2 Ongoing Monitoring and Support	9
3.3 Accommodation Confirmation (FWA Role)	9
3.4 Missed Check-ins.....	9
3.5 Escalation for Welfare/Wellbeing Concerns	10
3.6 Escalation for Unresolved Accommodation Issues.....	10
3.7 Final Escalation for Safe Return Home	10
4. Faculty Attendance Checks.....	11
4.1 On-going Monitoring.....	11
4.2 Missed attendance	11
5. Personal Tutoring (PT)	12
5.1 September procedures	12
5.2 Ongoing Monitoring & Support	12
5.3 Missed check-ins.....	13
5.4 Disability Support & Inclusion	13
5.5 Field Trips.....	13
6. Credit Control.....	14
6.1 Process for Under-18 Debtors	14
6.2 Non-Engagement Escalation	14
7. Student of Concern (SOC) Procedure for Under-18s	15
7.1 Prioritisation.....	15
7.2 Contacting Trusted Contact.....	15

7.3 Safeguarding Escalation.....	15
Appendix 1 Under-18 Student Support Process at King's College London.....	16
Appendix 2: Template email to Under 18 student.....	18
Appendix 3: Key Contacts	19
Appendix 4: Glossary of Terms	20
Appendix 5: Checklist for Field Trip Leaders/Organisers.....	21
Appendix 6: Template Risk Assessment (to be conducted for any student under the age of 16).....	23

1. Admissions

King's generally doesn't have a minimum age requirement for most courses. However, all applicants must demonstrate the maturity, personal skills, and academic ability needed to succeed in a university-level environment and benefit from higher education.

1.1 Requirements for Under-18 Students

Offer holders who will be under 18 at the start of their course will need to engage with the University before enrolling. This ensures appropriate support arrangements are in place for their time on campus.

1.2 Age Restrictions on Professional Health Courses

Some professional health courses, such as Nursing, Midwifery, and Medicine, may have age requirements due to their clinical placements. If a prospective student will be under 18 at the start of one of these courses, please direct them to the Admissions Office for guidance.

1.3 Special Provisions for Under-16 Applicants

It's rare for King's to receive applications from individuals who will be under 16 years old at entry. For these applicants, the relevant Faculty or King's Foundations must arrange an interview with them and their parent(s) or legal guardian(s) before their application can be processed. This interview is no longer required for applicants who will be 16 or 17 years old at entry.

The purpose of these interviews is to:

- Ensure applicants understand that enrolling at the university means entering an adult learning environment, and that the university does not act *in loco parentis*.
- Assess the applicant's academic maturity for their chosen course.
- Confirm their understanding of the declarations on the Agreement to Study form.
- Identify any issues that need to be highlighted in a risk assessment for each under-16 applicant before enrolment.

These meetings, which must include the applicant and their parent or legal guardian, can be conducted in person or via TEAMS/telephone.

The Admissions process for under-16 applicants is summarised below:

- Admissions send applicant specific guidance
- The applicant and their parent/guardian are asked to sign an "Agreement to Study form"
- Faculty/King's Foundations is notified of the under-16 offer holder by Admissions and is asked to organise a meeting (either in person or via Skype)

Details of who needs to attend the interview and the key King's contacts may be found below:

Representative	Key Contact
Applicant and Parent/Guardian	Applicant – Admissions Officer
Student Support & Wellbeing Services	Lead Safeguarding Officer for Enrolled Students
Faculty/King's Foundation staff	Senior Tutor (chair) Faculty Designated Safeguarding Officer

Following the interview, the outcome (to progress or to defer the applicant) is communicated to the Admissions Office through the Admissions Portal and the appropriate action is taken (offer or defer)

1.4 Under 16:

- Admissions will arrange for the student and their guardian to meet with Faculty & Lead Safeguarding Officer to assess readiness to study
- Admissions will send the offer or deferral letter to the student.
- If an offer letter is issued, Admissions will also send the Agreement to Study form.

1.5 All Under-18s:

Admissions require the Agreement to Study form to be returned before enrolment.

- Admissions will provide residences with a spreadsheet of offer holders in March-April.
- Admissions will provide [Faculty Wellbeing Advisers](#) (FWAs) with a list of under-18s in September.

2. Residences

2.1 September Procedures

- King's Residences will accommodate students aged 16 and 17 in two designated Halls of Residence (Great Dover Street Apartments and Stamford Street Apartments). Students aged 16 and 17 will be required to live in King's Residences, unless they are residing with a parent or legal guardian.
- Students under 16 years of age are required to live with a parent or legal guardian and are not eligible for university halls of residence.
- [The Under 18's Students in Residences Policy](#) outlines King's Residences' terms for housing students under the age of 18. The policy details welfare support, staff access & monitoring protocols, and student expectations regarding residence events, discipline, visitors, and absences. The policy will be fully implemented upon student arrival.

2.2 Monitoring Non-Compliance

In cases of non-compliance with the Under-18 Students in Residences Policy, King's Residences will take the following actions:

- Call the student's designated Trusted Contact.
- Update the Faculty Designated Safeguarding Officer (DSO).
- Involve the Student of Concern (SOC) team in accordance with the [Student of Concern Procedure](#).

2.3 Accommodation Verification

If there are concerns regarding a student's whereabouts or living arrangements:

- Immediately contact the designated Trusted Contact to confirm the student's whereabouts and living situation.
- If the Trusted Contact cannot be reached within 24 hours, or if concerns persist following contact, escalate the matter to the Student of Concern (SOC) team.
- If it is confirmed that the Trusted Contact supports the student residing at an undeclared location, the King's Residences team will initiate an investigation. This investigation will determine if the student deliberately provided incorrect information on their Agreement to Study (ATS) form.
 - Outcome of Investigation: Should the investigation conclude that the student intentionally provided false information, their enrolment at King's College London may be withdrawn under the academic regulations (see chapter 8).

Escalation for Policy Breach (if not a welfare concern): If a student is found to have provided incorrect address information on their ATS form, but there are no immediate welfare concerns, the matter must be escalated to the Lead Safeguarding Officer for Enrolled Students (LSO) within 24 hours. The LSO will review the case and determine appropriate action, which may include disciplinary proceedings or other consequences as outlined in [The Under 18's Students in Residences Policy](#)

2.4 Final Escalation for Safe Return Home

- If the decision is made to withdraw a student, a referral must be made to the Student of Concern (SOC) team. The SOC team will provide support to ensure the student's safe return home.

3. Student Wellbeing Team

3.1 September Procedures

- The Student Wellbeing Team will request a list of all under-18 students from Admissions.

3.2 Ongoing Monitoring and Support

- General Monitoring: The Student Wellbeing Team will monitor under-18 students who are not residing in university halls or enrolled in King's Foundations programmes.
- Initial Engagement: Under-18 students will be invited to a group introduction session to welcome them and provide essential information.
- Individual Check-ins: A named Faculty Wellbeing Adviser (FWA) will be assigned to each under-18 student for individual check-ins. These check-ins will be conducted monthly until the student turns 18.

3.3 Accommodation Confirmation (FWA Role)

- The FWA must proactively confirm with under-18 students who are not residing in university halls or enrolled in King's Foundations programmes that they are living at the accommodation stated on their Agreement to Study (ATS) form.
- If the student is not living at the stated accommodation, the FWA will:
 - Flag the situation to the faculty's Designated Safeguarding Officer (DSO).
 - Contact the student's Trusted Contact.
 - Advise the Trusted Contact of the requirement for the student to live in the agreed-upon accommodation and explain the implications, including potential withdrawal, if they do not comply.
 - If the student is living in residences, this initial flagging may lead to an investigation by the Residences team as outlined in the 'Accommodation Verification (Residences)' section, especially if the trusted contact supports an undeclared living arrangement that is not in the Halls of Residence.
 - If the student is not living in residences, the case should be escalated to Student of Concern for further investigation.

3.4 Missed Check-ins

- If a student misses a scheduled check-in with their FWA:
 - The FWA will contact the student, copying in the faculty DSO.
 - If there is no response from the student within two working days, the FWA will escalate the matter to the Student of Concern (SOC) team.

3.5 Escalation for Welfare/Wellbeing Concerns

- If welfare or wellbeing concerns are influencing a student's change of address, the FWA should escalate the matter to the Lead Safeguarding Officer (LSO), copying in the faculty's Designated Safeguarding Officer (DSO), for consultation and oversight.

3.6 Escalation for Unresolved Accommodation Issues

- If there are no welfare or well-being concerns and the accommodation situation remains unresolved after 14 days, the faculty will initiate the withdrawal process.
- The student will be referred to Student of Concern, and this team will liaise with the student and their Trusted Contact to facilitate the student's return home.

3.7 Final Escalation for Safe Return Home

- The Student of Concern (SOC) team will then liaise with the Trusted Contact to support the student's safe return home.

4. Faculty Attendance Checks

4.1 On-going Monitoring

The Faculty Designated Safeguarding Officer (DSO) will oversee the process of monitoring the attendance of Under-18s. This can be done with the use of faculty monitoring processes and systems (e.g. PowerBI and Venio) to conduct weekly checks

(Please note - King's Foundation will follow up every unexplained U18 absence in line with [British Council - Accreditation UK](#))

4.2 Missed attendance

If an under-18 student has not attended for one week, the DSO will oversee a well-being check by emailing the student (using the template provided – Appendix 2).

If the student doesn't reply within 48 hours, the DSO will escalate the concern to Student of Concern.

Faculty U18 Checklist

An Under-18 checklist must be completed. This checklist will be shared by the Academic Regulations, Quality and Standards (ARQS) team at the start of each academic year

The nominated Faculty Designated Safeguarding Officer (DSO) is responsible for ensuring that the duties in the checklist are completed and reported to the Safeguarding Oversight Group twice a year. Activities can be delegated to wider members of the team as appropriate; however, overall responsibility for the completion of these activities resides with the DSO.

The DSO will be required to provide confirmation of these checks by signing the checklist and submitting this to the officer of the Safeguarding Oversight Group ahead of the December meeting. Checklists can be returned to the ARQS team (email: ARQS@kcl.ac.uk).

5. Personal Tutoring (PT)

The DSO is responsible for overseeing the process to ensure that all under-18 students are assigned to Personal Tutors who have undergone a DBS (Disclosure and Barring Service) check.

DSO's also oversee the allocation of Under 18 students to PT'S. All DSO's have been given access to the Personal Tutor Allocation Power BI Dashboard which includes an under 18 and date of birth information for any underage students. If you need to request access, please contact personal.tutoring@kcl.ac.uk and specify the reasons for access.

All DBS checked staff must complete the Safeguarding e-module on WorkRite as well as the online facilitated Safeguarding training. PT's can find out how to access the facilitated training by contacting the ARQS team on ARQS@kcl.ac.uk

5.1 September procedures

PT's must have met with their Under 18 Tutee by the 3rd week of teaching.

5.2 Ongoing Monitoring & Support

In line with good practice, it is recommended that after your initial meeting you schedule regular monthly meetings (15 minutes minimum) with the under 18 tutees to discuss attendance, engagement and academics.

All students under 18 that do not live in KCL accommodation will be assigned a Faculty Wellbeing advisor (FWA). They will be required to meet with a FWA monthly. The FWA will support the under 18 tutees' wellbeing & monitor any support needs. It will be good practice to identify who the well-being advisor is for your student. Please contact the Student Wellbeing team by [email](#) so that you sync your meetings with the FWA ensuring that the under 18 student is meeting with a member of staff fortnightly.

5.3 Missed check-in's

If an under-18 student misses a scheduled Personal Tutoring meeting:

- The Personal Tutor will email the student, copying in the DSO (Appendix 2: Template email to Under 18 student)
- If there's no response within 48 hours, the Personal Tutor will escalate the matter to SOC.

In line with good practice, we would suggest the following subsequent actions if the under 18 tutee persistently demonstrates disengagement and/or non-attendance

If Tutee misses two PT appointments but engages after initiating the 48-hour response email, speak to your Designated Safeguarding officer (DSO) and consider arranging a [Support for Study Stage 2](#)

If Student engages after SOC welfare reach out, then the PT & DSO should consider initiating [Support for Study Stage 2](#). It may be helpful to invite their parents or guardians to this meeting. However, unless there are significant safeguarding concerns, this should be done with the student's consent whenever possible. Please do seek further guidance from Student of Concern and/or LSO where necessary.

5.4 Disability Support & Inclusion

Transitioning from a structured school environment with established support systems to the independence of university can be challenging for any student. For those with disabilities, these challenges may be exacerbated. Students under 18, may face additional difficulties, particularly if they are living away from home for the first time.

Therefore, if an under-18 student has disclosed a disability, please ensure they are connected with the [Disability Support & Inclusion Team](#).

This team offers information, advice and guidance to prospective and current disabled students. The term 'disability' also includes long-term medical or mental health conditions and Specific learning difficulties (SpLDs).

In line with good practice, we would suggest the following subsequent actions if the under 18 tutee has declared a Disability.

- Familiarise yourself with their Kings Inclusion Plans (KIP) or Personalised Assessment Arrangements (PAA) that are in place if applicable.
- During PT appointments check in with student about DSI support. Check they have been attending appointments.
- Liaise with allocated disability advisor where possible to share information regarding studies or concerns. Disability@kcl.ac.uk

5.5 Field Trips

If you are the leader of a fieldtrip on which a student under the age of 18 is attending, there are some additional procedures and policies you need to be aware of. Please speak to your Faculty Designated Safeguarding Officer and/or Faculty Safeguarding Liaison Officer about additional fieldtrip considerations for students under the age of 18 and advice on how to complete a [risk assessment](#) (see Appendix 5: Field Trip Checklist & Appendix 6: Risk Assessment).

6. Credit Control

6.1 Process for Under-18 Debtors

- Weekly Monitoring: The Credit Control team will weekly identify any under-18 students with outstanding debts.
- Parent/Guardian Contact & Responsibility: Credit Control will contact the under-18 student to seek their consent to discuss the debt with their named parent or legal guardian. While the under-18 student is the direct recipient of the services, they are not legally bound by the contract for fees. Therefore, the parent or legal guardian is ultimately responsible for the fees. As a courtesy, Credit Control will seek the student's consent, but they can liaise directly with the parent/guardian regarding the debt without the student's explicit consent if necessary, given the parent/guardian's ultimate financial responsibility.

6.2 Non-Engagement Escalation

- If an under-18 student does not engage with Credit Control after two weeks, the matter will be referred to the Student of Concern (SOC) team. The SOC team will reach out to the student initially and will escalate to Trusted Contact where necessary (e.g., if the student does not engage or where there are safeguarding concerns relating to the student).
- In accordance with [The Trusted Contact Procedure](#), students are asked to nominate a responsible adult of their choice to be their Trusted Contact. KCL expects that for many of our students, the Trusted Contact will be a parent, carer, legal guardian, or spouse/partner, but it does not have to be.

7. Student of Concern (SOC) Procedure for Under-18s

The Student of Concern (SOC) team plays a critical role in supporting under-18 students, operating in line with King's College London's Student of Concern procedure and safeguarding policy.

7.1 Prioritisation

All cases involving under-18 students referred to the SOC team will be prioritised for urgent attention.

7.2 Contacting Trusted Contact

If the SOC team receives no response from the student within 24 hours of initial contact, they will proceed to contact the designated Trusted Contact to ascertain the student's well-being and whereabouts.

7.3 Safeguarding Escalation

Where deemed necessary, and in accordance with King's College London's [Safeguarding Policy](#), any identified safeguarding concerns will be escalated to the relevant Local Authority for further intervention and support.

Appendix 1 Under-18 Student Support Process at King's College London

Stage	Details
Admissions Process	<p><u>Applicant Under 18?</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes → Proceed with Agreement to Study form <input checked="" type="checkbox"/> Under 16 → Additional steps: <ul style="list-style-type: none"> - Send U16 guidance - Schedule interview with applicant + guardian - Conduct risk assessment - Decide: Offer or Defer
Accommodation	<p><u>Student Age Check</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 16–17 → Eligible for university halls. Must live in King's Halls of Residence or with a parent/ legal guardian <input checked="" type="checkbox"/> Under 16 → Must live with parent/guardian <p><u>Monitoring (if student is living in residences)</u></p> <ul style="list-style-type: none"> - Implement Under 18's Students in Residences Policy <p>If non-compliance:</p> <ul style="list-style-type: none"> - Contact Trusted Contact - Escalate to the Student of Concern (SOC) team - Investigate false info on ATS form - Possible withdrawal or disciplinary action
Student Wellbeing	<p><u>Initial Setup</u></p> <ul style="list-style-type: none"> - Assign Faculty Wellbeing Adviser (FWA) - Group intro session <p><u>Ongoing Monitoring - When a student is not living in residences or is not with King's Foundations</u></p> <ul style="list-style-type: none"> - Monthly check-ins until the student turns 18 - Confirm accommodation matches ATS form <p><u>If mismatch:</u></p> <ul style="list-style-type: none"> - Notify DSO - Contact Trusted Contact - Possible escalation to SOC or withdrawal
Attendance & Academic Support	<p><u>Faculty DSO Responsibilities</u></p> <ul style="list-style-type: none"> - Annual faculty responsibility checklist completed and returned to ARQS - Fortnightly attendance checks (via faculty monitoring processes) <p>If no attendance for 1 week:</p>

-
- Email student
 - No reply in 48 hrs → Escalate to SOC
- Personal Tutor (PT)**
- Must be DBS-checked
- Missed PT meeting:**
- Email student
 - No reply in 48 hrs → Escalate to SOC

King's Foundation

Ongoing Monitoring

- Daily monitoring, following up every unexplained U18 absence in line with [British Council - Accreditation UK](#)
- Confirm accommodation matches ATS form

If mismatch:

- Notify DSO
- Contact Trusted Contact
- Possible escalation to SOC or withdrawal

Financial Oversight

Credit Control

- Weekly debt monitoring
- Contact the student for consent to speak with parent/guardian
- If no engagement in 2 weeks → Escalate to SOC

Student of Concern (SOC) Team

- Urgent Prioritization
- No student response in 24 hrs?
- Contact Trusted Contact
- Safeguarding Concern?
- Escalate to Local Authority

Appendix 2: Template email to Under 18 student

Subject: Checking In: Your Attendance and Wellbeing at King's

Dear [Student's Full Name],

I'm writing to you today from the (Your Faculty Name).

We've noticed that you haven't been attending your recent [mention specific classes/lectures if known, e.g., 'lectures for Module X' or 'classes over the past week'], and we wanted to reach out to ensure everything is alright.

As an under-18 student, your wellbeing and academic success are particularly important to us, and we want to make sure you're settling in well and receiving all the support you need.

University life can sometimes present challenges, and we understand that there might be various reasons for missed classes. Please know that we are here to support you. We want to understand if there's anything we can do to help you re-engage with your studies or address any difficulties you might be facing. This could involve connecting you with your Personal Tutor, academic advisors, or our dedicated wellbeing services.

Could you please reply to this email within the next 48 hours to let us know you're okay and, if you feel comfortable, briefly explain your situation? This will help us ensure you're getting the right support.

We look forward to hearing from you soon and helping in any way we can.

Best regards,

Appendix 3: Key Contacts

Name	Web page	Contact
Faculty Wellbeing Adviser	Student Wellbeing Team	Studentwellbeing&welfare@kcl.ac.uk
Student of Concern	Student of Concern Guidance and Referral link	Sc-manager@kcl.ac.uk
Under 18's Residences Welfare Lead	The Under 18's Students in Residences Policy	Welfare@kcl.ac.uk
Disability Support & Inclusion	Disability Support & Inclusion	Disability@kcl.ac.uk
List of DSO's and FSLO's	Safeguarding Procedure 1	See procedure 1, for faculty specific details
Credit Control	Worried about my tuition fees Contact Fee Collection Team form	Credit.control@kcl.ac.uk
Admissions	Undergraduate Admissions Policy	See procedure one for Lead Safeguarding Officer for Admissions

Appendix 4: Glossary of Terms

DSO

Designated Safeguarding Officer – responsible for overseeing safeguarding activities within a department.

FSLO

Faculty Safeguarding Liaison Officer – supports the operationalising of safeguarding activity in faculty

FWA

Faculty Wellbeing Adviser – provides wellbeing support to students within a faculty.

SOC

Student of Concern – a procedure for managing student safeguarding concerns.

ATS

Agreement to Study – a formal agreement outlining expectations and support for students.

PT

Personal Tutor – academic staff member assigned to support a student's academic progress and wellbeing.

Trusted Contact

A person nominated by the student (often, but not always, a parent or guardian) who can be contacted when there are serious concerns about a student.

King's Foundations

A preparatory programme for international students to support transition into undergraduate study.

Safeguarding

Policies and procedures to protect the health, wellbeing, and human rights of individuals, especially vulnerable groups such as those under the age of 18 and vulnerable adults.

Appendix 5: Checklist for Field Trip Leaders/Organisers



If you are the leader of a fieldtrip on which a student under the age of 18 is attending, there are some additional procedures and policies you need to be aware of. These students fall under the jurisdiction of the College's Safeguarding Policy and associated Procedures. It is therefore recommended that as a fieldtrip leader the following steps are taken with respect to residential field trips:

Fieldtrip:	
Module:	
Date:	
Lead Organiser:	
Date completed and comments	Task
	Notify your staff who will be in contact with the student(s) during the trip that the student(s) is(are) under 18 years of age and point out the higher duty of care that the College has towards this(these) student(s).

	Refer these staff members to the College Safeguarding Policy and Associated Procedures and ensure they have the opportunity to examine their own understanding of child protection issues. The organiser should complete the Safeguarding at King's e-module.
	Ensure that you have the contact details of the parents or guardians of the student(s).
	Ensure that staff who will be in regular or one to one contact with the student(s) are DBS checked <ol style="list-style-type: none"> 1. Ensure that at least one member of staff on your trip is DBS checked 2. Ensure that any regular supervisory work/one to one contact with the student is undertaken by the DBS-checked member of staff.
	Complete a risk assessment for the field trip, factoring in requirements for any students under 18 years of age. A template can be found in the Safeguarding Policy.
	Ensure that students under 18 years of age are accommodated in their own room on a sole-occupancy basis.
	Remind the student(s) prior to the trip who needs to be contacted in case any issues arise during the trip. The student's point of contact should be a DBS-checked member of staff.

Appendix 6: Template Risk Assessment (to be conducted for any student under the age of 16)

The purpose of this risk assessment is to ensure that risks that may be heightened due to age are identified and addressed without compromising the value of educational experience or personal development at King's.

Activity	Risk	Mitigation	Severity	Likelihood	Rating after mitigation
Accommodation	<i>For example: Living arrangements place them at undue risk (e.g. of inappropriate contact from adults)</i>	<p><i>Example mitigation: Student will live with parent while in the UK. This is a condition of current visa.</i></p> <p><i>From the age of 16 will be entitled to apply for a Student visa that will allow them to live independently in the UK. Accommodation arrangements to be risk assessed again at that point in conjunction with Accommodation Services. College accommodation provides the opportunity for a more supportive environment than private accommodation and when student is between 16 and 18, they should be prioritised for a place in KCL accommodation with appropriate safeguards.</i></p>	4	1	4 - Minor

Travel	<i>Travel to/from the College</i>	<p><i>Risk should not be exaggerated as thousands of unaccompanied school age children in London travel to school on public transport.</i></p> <p><i>Example Mitigations:</i></p> <ul style="list-style-type: none"> • <i>To arrange advice session for student with an international student adviser on travel in London.</i> • <i>Student has a mobile phone to contact guardian and KCL staff in case of emergency.</i> • <i>Guardian to be provided with the mobile contacts of key College staff</i> • <i>Staff to contact guardian in the event that they do not arrive for a scheduled class/lecture</i> 			
Teaching	<i>Inappropriate unsupervised contact from adult College staff</i>	<p><i>Example mitigations:</i></p> <ul style="list-style-type: none"> • <i>Senior tutor to be enhanced DBS checked</i> • <i>121 meetings with module tutors will take place in the presence of another staff member or with the door open or recorded in the case of online sessions.</i> 			
Teaching	Risks from programme related activities: e.g. labs, field trips	<p><i>Example mitigations:</i></p> <ul style="list-style-type: none"> • <i>Module content has been reviewed and deemed appropriate for student; over 18 content, such as, film screenings have been reviewed and as the student is 17 and completed an Agreement to Study Form, no further actions required; or further mitigations have been discussed with the Faculty DSO (such as, transfer to a different module; further consent from</i> 			

		<p><i>parent/guardian has been obtained; student will not attend a session due to adult content) and have been put in place as the student is under 16.</i></p> <ul style="list-style-type: none"> • <i>The department has carried out a risk assessment of lab activities. Student will be supervised at all times during labs, so risk is considered low</i> • <i>Department to carry out further risk assessment if student decides to take an UG module which involves voluntary work in schools.</i> <p>N.B. By completing an Agreement to study form, the parents and the under 18 student have confirmed their understanding that the student is entering an adult learning environment and may be exposed to a wide range of course content to meet the learning outcomes of the programme.</p>		
Social life	Risks from student activities	<p><i>Example mitigations:</i></p> <ul style="list-style-type: none"> • <i>KCLSU to be informed and will monitor what clubs/societies student joins, and risk assess as appropriate according to KCLSU's safeguarding procedures.</i> • <i>Personal Tutor is meeting student on a fortnightly basis initially.</i> 		

Social life	Breach of UK laws on alcohol for under 18s	<p><i>Example mitigations:</i></p> <ul style="list-style-type: none"> • KCL ID will identify that student is under 18; KCLSU procedures for checking ID will prevent access to KCLSU licensed premises. • Department has assigned a second year UG student to act as a 'buddy' and provide support around life in the UK. 			
-------------	--	---	--	--	--

Severity Likelihood Matrix Scoring

For the scoring columns, we use a scoring system based on the HSE template for assessing likelihood, impact and the overall risk score/colour rating– as described below.

Stage One: Consider the severity of the situation if the risk were to occur.

Number	Severity
1	Minor
2	Moderate
3	Serious
4	High
5	Major

Stage Two: Determine the likelihood of an event arising (from 1-5). The higher the likelihood score, the more urgent is the requirement for immediate action to be taken. For most activities, consider the scoring to reflect the following descriptions of likelihood:

Number	Likelihood	Probability
1	Rare/Remote	<20%
2	Possible	20%-40%
3	Likely	41% to 60%
4	Very likely	61% to 80%
5	Almost certain	>80%

Stage Three: Plot both the likelihood and severity scores on the Risk Matrix grid - this assigns a colour and numerical score rating:

Risk Matrix	Minor (1)	Moderate (2)	Serious (3)	High (4)	Major (5)
Almost certain (5)	5	10	15	20	25
Very Likely (4)	4	8	12	16	20
Likely (3)	3	6	9	12	15
Possible (2)	2	4	6	8	10
Rare/Remote (1)	1	2	3	4	5