Guildhall Short Courses - Residential Summer Schools Code of Conduct

This Code of Conduct sets out the standards expected of all residential participants attending our Residential Summer Schools. It is designed to ensure safety, wellbeing, and a positive experience for everyone. Breaches of these rules may result in immediate removal from the course and accommodation, with parents/guardians required to collect the participant in the case of a course with participants under the age of 18. This Residential Code of Conduct applies in addition to our Terms & Conditions and to the Short Courses Code of Conduct. All participants booking onto the Residential Summer Schools must adhere to all.

All participants are expected to demonstrate professionalism, respect, and integrity throughout the programme. This includes being punctual, actively engaging in discussions, and contributing to a positive learning environment. Disruptive behavior, disrespectful language, or actions that hinder the experience of others will not be tolerated. We encourage open dialogue and diverse perspectives, provided they are expressed constructively and with courtesy. By adhering to these standards, we ensure a safe, inclusive, and productive experience for everyone.

Guildhall Short Courses cannot assume parental responsibility for a participant under the age of 18. We expect responsible, reasonable and sensible conduct from all our participants. Whilst Guildhall Short Courses recognises its special duty of care to participants who are under 18, it will expect such participants to act responsibly and appropriately.

The Short Courses team on site are the first point of contact for residential participants during the course. The team will supervise all residential participants on site.

Interpretation

“Premises” refers to the premises used by Guildhall Short Courses to deliver the Residential Summer School, including the Venue and surrounding areas.

“Residential participants” or “Participants” refers to individuals who have booked and attend the Residential Summer Schools organised by Guildhall Short Courses.

“Short Courses Team” refers to staff appointed by Guildhall Short Courses to manage the course, operations, logistics, and safeguarding at the Venue.

“Staff” refers to both the Venue staff and the Short Courses Team.

“Schools” refers to Guildhall Short Courses and the Venue.

“Venue” refers to the Premises, including bedrooms, flats, common areas, classrooms, grounds, and other designated spaces. In this Code of Conduct, a reference to a particular law is a reference to it as it is in force from time to time taking account of any amendment, extension, application or re-enactment and includes any subordinate legislation made under it. The location and venue where our Residential Summer Schools take place may change each year.

Headings shall not affect the interpretation of the Code of Conduct.

1. General

1.1. No residential participants or visitors shall engage in conduct, that brings the Schools into disrepute or in a manner that might cause a nuisance or disturbance to the activities of the Schools or that might in any way damage the reputation of the Schools, its staff, or the facilities provided at the Schools.

1.2. Residential participants are expected to act within the law, for example with regard to offences against persons or property, or possession of illegal substances. Residential participants shall not bring or use any explosives or dangerous substances into or in the School or use naked lights or hold any that might involve danger to the public.

1.3. No residential participants shall engage in conduct which interferes or attempts to interfere with:

- the right of any visitor or member of staff to pursue his or her proper functions.
- the right of any person properly invited onto the Premises to carry out the purpose of his or her visit.
- the right to freedom of speech or lawful assembly within the Premises.

1.5. Residential participants must respect the Premises and facilities:

1.5.a. Residential participants accept not to make any use, change, addition or alteration in or to the Venue (interior or exterior) or the contents of the Venue (including bringing in or moving any furniture, fittings or equipment or using any other items at the Venue);

1.5.b. Residential participants accept not to smoke or chew gum in any part(s) of the Premises or eat or drink other than in designated areas and to ensure that no animals are brought in to the Premises;

1.5.c. Residential participants will ensure that the Premises are not damaged or disfigured by litter or other pollutants.

1.6. The Short Courses Team will remove from the Premises any person who is behaving or appears likely to behave in a manner that is unsafe or in breach of the Codes of Conduct or that is otherwise considered by the Schools to be unacceptable

1.7. Residential participants must remain within the designated areas indicated by the Short Courses Team. Access to out-of-bounds areas is strictly prohibited. Breaching this rule may result in removal from the programme.

1.8. Any form of harassment or bullying, including the racial, sexual or religious harassment of any participant, residential participant, member of staff or other employee, or any visitor to the will result in disciplinary action.

1.9. Residential participants bringing any mobile devices with internet access should respect other participants' right to privacy and need of sleep and have to abide by the Schools' policies. Mobile devices with internet access must be used responsibly.

1.9.a. Misuse, including harassment, digital bullying, or sharing inappropriate content, will result in disciplinary action.

1.9.b. Participants must use mobile devices responsibly during the course. You must not share, send, or display any inappropriate, offensive, or harmful content or images. This includes material that could compromise the safety or wellbeing of other participants or staff. Breaches of this rule will be treated seriously and may result in removal from the course and accommodation.

1.9.c. Quiet hours apply after 10:30pm to respect others' need for rest.

1.10. Residential participants are required to check in and check out at the times specified. Failure to comply may result in additional charges or impact participation in the programme.

1.11. It is illegal to smoke anywhere on the Premises. The Premises are non-smoking and candles or any other similar burning or smoldering materials are forbidden. E-cigarettes and vapes are not permitted.

1.12. Any property brought onto the Venue or the School shall be the entire responsibility of the owner. The Schools shall not be liable whether in tort or contract for any loss damage or destruction of such property however caused.

1.13.The Schools shall not be liable for any item left at any storage space at the School or any part of the Premises.

1.14. Any personal photographs or video recordings taken by participants during your course are strictly for private use and must not, under any circumstances, be posted on the internet or be used publicly in any way. Please ensure you have the explicit consent of all individuals featured, including other participants and tutors, before taking or sharing any images or recordings.

1.15. All residential participants must follow staff instructions during fire drills or emergencies.

2. Safeguarding, Pastoral Care and Residential Rules

2.1. Members of the Short Courses Team will be stationed in areas of the Premises throughout the day in case residential participants wish to find them during their free time between classes. In early mornings, evenings and nights: members of the Short Courses Team will be on the Premises and will act as the first point of contact for the residential participants. Details on how to contact them while on the Premises will be communicated to all residential participants when they check into Venue.

2.2. There may be optional chaperoned activities organised in the evenings and at weekends, details will be announced during the courses. These activities are optional and may incur an additional fee.

2.3. Reception at the Venue is staffed during normal working hours. Outside of working hours, a security guard will be on site. If you feel unsafe or witness any threatening behaviour, you must report it immediately to reception during the day or to the security guard outside working hours. They are there to assist and ensure your safety.

2.4. The wellbeing of all participants and staff is our priority. If a residential participant is feeling unwell or experiencing symptoms of illness, please notify a member of the Short Courses Team as soon as possible so we can provide appropriate support.

> 2.4.a. If a residential participant becomes unwell during their course, they will initially be assessed by the designated first aiders. Where the first aiders consider the residential participant too unwell to continue participating safely, arrangements will be made for the residential participant to return home.
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> 2.4.b. For minor illnesses, residential participants may remain on site with appropriate care and supervision. If the illness is contagious, isolation measures could be implemented where possible. In cases requiring medical attention beyond first aid, the Short Courses Team will discuss this with parents/guardians. Decisions will be made in the best interests of the residential participant’s health and wellbeing, and parents/guardians will be kept informed throughout.

2.4.c. To protect the health and safety of the group, we reserve the right to ask any participant who is unwell or whose condition may pose a risk to others not to attend or to leave the course. In such cases, we will discuss options for support and next steps with the participant.

2.5. Residential participants are not permitted to enter any other flats except their own.

2.6. This also applies to other residential participants who are family members. In case of emergency, they will need to be supervised by a member of the Short Courses Team.

2.7. Residential participants under the age of 18 can socialise in designated common areas which will be shown by the Short Courses Team on the Premises.

2.8. All residential participants are lodged in single sex flats.

3. Evenings

3.1. All residential participants must be **on the Venue Premises by 10pm** and will need to **sign in by 10pm** with the Short Courses Team on the Premises.

3.2. Residential participants must remain on the Premises at all times during the course, including scheduled activities and free time, unless:

- Chaperoned evening or weekend activities are scheduled or
- A leave of absence from a parent or guardian has been approved or
- Written consent from a parent or guardian has been provided via the official consent form, explicitly confirming that the participant may leave the premises unaccompanied.

Even with consent, participants must follow any additional safety instructions provided by the Short Courses Team. Failure to comply with this policy will result in immediate disciplinary action and may lead to removal from the course.

3.3. All residential participants **must be in their own bedrooms** by 10:30pm.

4. Externals/Non-residential

4.1. It is forbidden for external visitors including family members to have access to the Venue Premises (including common spaces) and be admitted to the flats and bedrooms of the residential participants.

4.2. Residential participants are not permitted to meet or visit external individuals off-site without prior written consent from a parent or guardian and approval from the Short Courses Team.

5. Noise

5.1. No residential participants shall create or cause to be created excessive noise which could cause discomfort, inconvenience or annoyance to others within the Premises or the environs thereabout, including persons living in neighbouring homes to, or otherwise occupying or using land/buildings neighbouring.

5.2. Noise is to be kept to a minimum after **10pm**.

6. Facilities

As required by the Health and Safety at Work Act 1974, Guildhall School aims to take all steps which are reasonably practical to meet its responsibility for providing a safe and healthy workplace for the Venue residential participants and Guildhall Short Courses staff. Residential participants, as well as Guildhall Short Courses staff, are expected to set an example in safe behaviour and to be vigilant in Health and Safety measures.

6.1. All residential participants will have breakfast, lunch and dinner in the designated area at the Venue.

6.2. Animals are not permitted on the Venue Premises, except for guide dogs for disabled guests and authorised visitors.

6.3. No residential participants shall wilfully damage, or wrongfully treat as his, her or their own, any property owned or leased by the Schools. Residential participants will be required to make good in whole or in part, to the satisfaction of the Schools, any damage of this kind that he, she, they cause, in addition to any other penalty imposed.

6.4. No residential participants shall wilfully damage, or wrongfully treat as his, her or their own, the property of any other person on Schools Premises. The Schools accept no responsibility for private property lost or damaged on the Premises.

6.5. Furniture, equipment and other property owned or leased by the Schools must not be removed from the building without proper authority. Anything moved in contravention of this regulation may be recovered without notice by authorised staff. Those responsible may be liable for recovery costs.

6.6. Residential participants must not use or store any naked flames (including barbeques) or use or keep candles (including unlit candles for decoration) in the bedrooms or Premises.

6.7. Residential participants should not abuse the Fire Alarm System or misuse the fire-fighting equipment. Contravention of this requirement is a criminal offence and the School reserves the right to report incidents to the relevant authorities. Anyone in breach of this clause will be given notice to leave their course and the accommodation, and no refund will be given, and parents/guardians will have to make arrangements to collect the residential participant.

7. Alcohol and Drugs

7.1. Drugs are strictly prohibited anywhere on the premises. Possession, supply, misuse, or drug-related paraphernalia is not allowed. Anyone found with illegal substances will be reported to the police and removed from the course and accommodation without refund.

7.2. Alcohol is strictly prohibited for all participants under 18. Anyone found with alcohol will be immediately removed from the course and accommodation without refund.

8. Missing participant

8.1. If a residential participant fails to attend a class, does not return at the required time, or goes missing, we will follow our missing participant protocol. This includes contacting parents/guardians and, if necessary, the police after search and phone contact attempts. It is essential that we have two emergency contact numbers for those with parental responsibility to ensure we can manage such incidents safely.

9. Disciplinary action

Any illegal or inappropriate behaviour, or any breach of the School's Code of Conduct or this Residential Code of Conduct, will result in disciplinary action by the Short Courses Team. Consequences may include immediate removal from the course and accommodation without refund, and a ban from future Guildhall Short Courses. If the participant is under 18, parents/guardians will be required to collect them immediately.

If you have any concern, please contact the Short Courses Team:
Phone line:
+44 (0)20 7382 2310
Office hours: 9.30am - 5pm (UK Time), Monday – Friday, excluding bank holidays. Hours may differ during programme delivery.

Email:
shortcourses@gsmd.ac.uk