



Careers and work experience camp July 2019

Information summary sheet

The following information is provided in complement to the St Mary's University (SMU) Careers and Work Experience camp main event, while also acting as the formal briefing to parents and/or guardians in conjunction with completing the necessary booking and participation consent form.

Event dates and age group: The Careers and work experience camp will be running during the week commencing the 1st of July 2019. The event is geared towards any student equivalent to first year FE college (year 12/BTEC L2/senior certificate/IB) including national, European or international status. St Mary's University does not run an equivalent year 10/GCSE/junior certificate camp at present but is aiming to do so in the near future.

Event aims and objectives:

The main aim of the event is to offer aspiring young adults a highly relevant, informative and inspiring insight into specific Higher Education (HE) employment pathways. Giving opportunity to undertake appropriate work experience activity within our relevant facilities and laboratories, visitors will gain applied exposure to a range of specialist professional graduate career roles, including hearing from guest speakers in each area.

Process for booking onto the Careers and Work Experience Camp

Please note that your teacher/tutor/work experience coordinator at the relevant school/college/academy (SCA) will initially invite interest for the event, then asking interested individuals to complete the online initial booking form within the relevant St Mary's University event webpage. St Mary's University will then email parents/guardians to complete the full booking and consent form to allow for the processing of the attendance application. We will then send the applicant and parent/guardian an email to confirm if we are able to offer a place on the camp. Please note that we will try to accommodate all applications but may need to limit numbers due to physical capacity and safety constraints during the event week.

Collection, use and storage of visitor information:

Please note that as part of the full booking and consent process, the statutory requested visitor and parent/guardian information is a necessary requirement to enable a visitor to apply for the event. Failure to provide full information will prevent a visitor from being able to make a full application. In accordance with SMU policy, visitor data will be held on a password protected and staff specific/access secure University data base. For note, no special categorisation processing of personal data will be undertaken. Data will also not be transferred or shared with any third parties and will only be used for the following:

- Secure and safe organisation of the event including preparation, participation and incident response
- St Mary's University would also like to seek parental/guardian permission (via the relevant consent form) to securely store visitor information (name, address, telephone and email) after the event to help support any visitor making further enquiries regarding progressing a possible HE pathway option.
- Securely use the visitor data and a post event feedback survey to determine how effectively the Careers and Work Experience camp contributes towards supporting young adults with making career choices and associated decisions around Higher Education study.

Collection of media material during the Careers and Work Experience Camp:

Please note St Mary's University would like to seek permission (via the consent form) to take some media footage of the event activity which will be used on the SMU website or other social media platforms.

Event health and safety management:

St Mary's University is fully insured for the event, with cover for all visitors in place. All event facilities and activities have been risk assessed, with a copy of the relevant documentation being available to parents/guardians on request. For note as part of the risk assessment procedures, all event staff are appropriately trained, including necessary cover for fire marshalling, first aid and incident response/reporting including medical, accident or near miss. Any unlikely incident that occurs during the event will be managed by the event staff and University security team, contacting visitor emergency contact(s) where necessary. St Mary's University holds a comprehensive series of staff H&S policies, including cover for risk management, event planning, GDPR, safeguarding and incident reporting. All staff working at the event will hold a DBS check certificate. It is a statutory requirement for parents/guardians to declare any visitor health considerations that they feel SMU staff should know about to maintain appropriate visitor health and safety. SMU reserves the right to request a GP/doctor's fitness to participate certificate where required. For note, SMU may exclude any visitor who is not deemed fit to participate either before or during the event to ensure the appropriate health and safety of the visitor.

Catering/lunch details:

Lunch will be provided for free to all visitors attending each day of the camp. Visitors will be given a lunch token to the value of four pounds per day which can be used to buy any items in the University's main refectory canteen. Both hot and cold food is provided with options for vegetarians and other similar dietary preferences. Visitors are welcome to bring their own pack lunch and/or money to top up, including buying any optional drinks or snacks during the break times set out each day.

Travel outline:

Visitors are expected to pay and make their own way to the University each day. The day events commence each day from 10:00am and finish at 15:00pm to allow for an easier visitor transit avoiding peak daily travel times and associated costs.

Parental/guardian consent for event participation:

SMU is legally obliged to ensure that all parent/guardian(s) are appropriately briefed about the Careers and Work Experience camp regarding the following criteria:

- To enable the parent/guardian to make an adequately informed judgement regarding choosing for their child/children to attend the event, based on receiving clear, concise and unambiguous information.
- To ensure the parent/guardian(s) understand that they are in the position to freely give their consent for the relevant visitor(s).
- To ensure parents/guardians are aware of their rights regarding visitor withdrawal. Please see next section.

Visitor withdrawal from the Careers and Work Experience camp:

Please note that the relevant parent/guardian is fully entitled to withdraw a visitor from the event at any time, completing the bottom section of the event booking and consent form titled **Event visitor withdrawal declaration**, returning it via email to both the relevant teacher/tutor/work experience coordinator and the SMU staff at SHAS.visits@stmarys.ac.uk. It is extremely important that the parent/guardian provides notification as soon as is possible to help safely manage attendance. Please finally note that the parent/guardian(s) are fully entitled to request:

- A full outline and amendment of part or all data kept regarding the parent/guardian relevant visitors.
- A copy of the SMU event health and safety documents including insurance certificates and risk assessment. These will be made available to the relevant SCA teacher/coordinators.
- The deletion of part or all of the relevant visitor(s) information stored by St Mary's University, either at the time of visitor withdrawal or on any separate/subsequent future date.

It is trusted that the above information is appropriate, clear and unambiguous in content. However, please do let us know if you have questions or feedback regarding any items outlined in this summary or accompanying documents to SHAS.visits@stmarys.ac.uk