The American School in London

Summer Program: Code of Conduct

Responsible party	Designated Safeguarding Lead
Approved by	Educational Experience Committee
Approval date	23 October 2026

The American School in London Summer Program is founded on the ASL core values of respect, responsibility, kindness, integrity and the courage to act. These values inform and guide the program and all who engage in it.

Our mission is to provide an inclusive, supportive and safe environment in which campers explore fun, challenging and educational experiences, learn from positive role models, and have the opportunity to build skills for life.We aim to ensure that participants and community members feel respected, comfortable and that they belong.

In accordance with Department for Education (DfE) guidance and Keeping Children Safe in Education (KCSIE), ASL operates on the foundational principle that safeguarding risks and child welfare concerns can arise in any setting, including summer programs. All staff, parents and participants are expected to maintain an attitude of proactive vigilance, believing at all times that “it could happen here”, rather than assuming safety.

If a participant compromises their own safety or well-being, or that of others, ASL prioritizes problem-solving, behavioural coaching and support. However, individual

needs must be reasonably balanced with ASL's duty to protect the physical and emotional safety of the wider community.

Safeguarding & Mental Health

- Recognizing that behavioural changes or distress are often indicators of underlying mental health difficulties or safeguarding risks, ASL staff respond to emotional distress, self-harm signals, severe anxiety or acute social withdrawal with support rather than discipline.
- Staff noticing indicators of mental health distress will offer immediate care, log the concern and notify the Designated Safeguarding Lead (DSL) and parents/guardians to arrange appropriate support pathways.

Low-level Concerns

A "low-level concern" is any concern, doubt or suspicion, no matter how small, that an adult working in or on behalf of the Summer Program may have acted in a way that:

- Is inconsistent with the ASL Staff Code of Conduct; and/or
- Falls short of expected professional standards, but does not meet the harm threshold for an allegation.

All low-level concerns must be reported immediately to the Summer Program Director or the Designated Safeguarding Lead (DSL). Reporting low-level concerns ensures early intervention, maintains professional standards and prevents potential harm from escalating.

Whistleblowing

Staff, participants and parents are empowered to raise concerns regarding safeguarding or adult conduct without fear of reprisal. Further information can be found in the school's "Whistleblowing Policy" on the school website.

Conduct Expectations

Participants must remain inside our designated boundary, which will be explained to them during their first day of the Summer Program. Participants must follow all program expectations, both on and offline. Conduct that causes emotional or physical harm to others will be addressed immediately.

ASL strictly prohibits:

- Discriminatory behavior, hate speech, misandry, misogyny or racism.
- Exposure to, promotion of or engagement with radicalization, extremism or harmful online content/disinformation.
- Inappropriate behavior, including bullying (and cyberbullying), teasing, child-on-child abuse, sexual harassment, sexual violence, acts of physical violence, swearing, or the creation/sharing of inappropriate images.
- Smoking, including vaping, and the consumption, possession or use of alcohol or illicit drugs, or being under their influence. ASL, including Canons Park, is a smoke-free campus.
- Knives, tools, blades or any implement that our employees deem dangerous or potentially dangerous. These will be removed and held in the Summer Program office for the remainder of the day.

Parents/guardians will be notified and consulted, and will be kept informed. If negative behaviour persists, the ASL Summer Program reserves the right to remove the participant from the program. There will be no refund or credit of program fees when a participant is sent home for contravening program rules.

In some circumstances, such as when a participant is engaged in illegal activities or their behavior jeopardizes the physical or emotional safety of other community participants, the individual(s) may be removed from the program environment without warning, and the local authority contacted along with parents/guardians.

Mobile Phones

The use of mobile phones during the Summer Program is not allowed, in accordance with our school phone policy, so that participants can fully immerse themselves in their experience and engage meaningfully with their peers. All phones must be switched off and kept in the participant's bag/backpack for the duration of the day. Any exceptions to this rule will be clearly communicated to students by camp staff, for example, students may be asked to bring phones for safety reasons during off campus activities.

Camera Restrictions

For classes where technology is used as an educational tool, the school will provide the equipment. Photography, video recording and audio capturing in changing rooms, toilets or private spaces are not allowed, to prevent image-based abuse.

Consequences

As a school, we try to do what is best for each student and the community at large. In doing so, the full circumstances of each situation will be considered.

In dealing with disciplinary incidents, ASL considers a variety of factors, including precedent, a student's age, past record and any and all other circumstances related to the incident or individual of which we are aware and deem relevant. However, ASL must also take into consideration the safety of the wider community and the overall values of the School.

The needs of an individual must therefore be reasonably balanced with ASL's responsibility to the community. While student behavioral problems vary in frequency and degree of seriousness, corrective action must be a matter of judgment by the appropriate teacher, coach or administrator.

For lower-level behavioural infractions, the philosophy of discipline at ASL is to foster the notion of learning from mistakes while more serious or repeated behavioural infractions may result in more significant consequences. Staff may use reasonable force strictly to prevent injury or damage, or to maintain safety. Any use of force will be reported to the Director and DSL, and parents/guardians will be informed.

Three-strike rule

We implement a "three-strike rule" when any infraction of this code of conduct occurs*. When an infraction is perceived to have taken place, ASL Summer Program employees will inform and try to educate the participant, and may remove the participant from the activity. Infractions, however minor, will be recorded in the infraction log, and the participant's parents/guardians will be informed.

If a second infraction occurs, either on the same day or later in the week, the same procedure will be followed, and the participant's parents/guardians will be informed that one more incident may result in the participant's permanent removal from the program.

Should there be a third infraction, the participant's parents/guardians will be notified, and the participant will be asked to leave the ASL Summer Program and not return for the remainder of the week's activity or for any future camp activities. No refund will be given.

*These procedural rules do not apply to severe safeguarding incidents, child-on-child abuse or disclosures. Immediate safeguarding reporting protocols must override disciplinary steps in these cases.