Event and Activities Policy

(UKMC Student Association - All Programmes)

Date	Author	Summary of Changes	Version	Authorised
24/06/2025	Dr Abbas Mohammed	New policy to govern events and activities run under the UKMCSA	1.0	Academic Board
Policy Owner	The policy is overseen by the Student Experience, Engagement and Employability Committee. Implementation, event approval, and oversight responsibilities are delegated to the Student Engagement Lead and UKMCSA Executive.			
Additional Responsible Parties	All UKMCSA Officers, UKMC Ambassadors, Student Society leaders, and any student organising events under UKMCSA branding or affiliation must comply with this policy.			
Assessment	**Relevant Details**			
Equality Analysis	Completed in June 2025, aligned with UKMC, Equality, Diversity, and Inclusion Policy			
Legal	Reviewed against current UK legislation on health and safety, safeguarding, and data protection			
Information Governance	Compliant with UKMC IT and Data Security Policy and governance procedures			
Student-Facing Procedures	Developed through student consultation (April-June 2025) and feedback via Course Reps and Ambassadors			
Consultation	**Relevant Contributions**			
Student Association via HR	Not Applicable			
Students via Course Reps (CRs)	Input gathered during student engagement forums and course review meetings			
Relevant External Stakeholders	Benchmarked against sector practice at UK higher education providers and aligned with relevant OfS guidance for student events and student association activity.			
Other (if applicable)	Reviewed in collaboration with UKMC Estates, IT Services, and Student Support			
Authorisation and Version Control				
Authorised by	Academic Board			
Authorisation Date	24 June 2025			
Effective From	1 July 2025			
Next Review Date	July 2027 (Biennial Review - tracked by the Student Experience, Engagement and Employability Committee)			

Document Access and Communication	
Document Location	UKMC Student-Facing Procedures page - [https://ukmc.ac.uk/policies-and-legislation]
Disseminatio n Plan	The policy will be distributed via UKMCSA training sessions, Officer and Ambassador handbooks, Event planning toolkits, Staff briefings and communications, Student Portal and Society Hub announcements

Contents

1. Introduction

Events and activities are a central part of student life at UKMC. They provide opportunities for participation, development, and community building, while promoting wellbeing and inclusion. This policy sets the framework for all events delivered under the UKMCSA banner, ensuring they are planned responsibly, comply with relevant regulations, and reflect the values of UKMC.

2. Purpose

This policy ensures that all UKMCSA events:

- Are inclusive, safe, and responsibly managed.
- Enhance engagement, wellbeing, and community spirit.
- Comply with UKMC regulations and UK law.
- Uphold UKMC's values of equality, respect, and professionalism.

3. Scope

This policy applies to all events that are:

- Organised or endorsed by the UKMCSA.
- Initiated by:
    - UKMCSA Executive Committee
    - UKMC Ambassadors (Wellbeing, Library, Social Media, Sports, Mental Health)
    - Recognised student societies/clubs.
- Held on UKMC premises or using UKMCSA branding.
- Hosted at partner university venues under UKMCSA affiliation.

Exclusions: Private student events run in a personal capacity.

4. Principles for UKMCSA Events

4.1 All UKMCSA events must:

- Be open, inclusive, and welcoming to all UKMC students
- Respect the diverse backgrounds, beliefs, and identities of participants
- Promote positive interaction and a sense of community
- Be planned and delivered with due care and oversight

4.2 Compliance required with:

- UKMC and UKMCSA Codes of Conduct.
- Health and safety, equality, safeguarding law.
- Prevent Duty obligations.
- Data Protection Act 2018/UK GDPR.

4.3 Data Controller Role:

UKMCSA acts as a data processor when handling student data under UKMC direction. Where UKMCSA defines its own processing purposes (e.g. its own mailing lists), it must operate within UKMC IT and Data Security Policy and obtain appropriate authorisation before processing begins.

5. Planning and Approval of Events

5.1 Approval Requirements

All events must be approved prior to taking place by:

- The UKMCSA Events Coordinator (for small-scale events)
- The Student Engagement Lead (for large or public-facing events)

5.1.1 Events involving:

- External speakers
- Public promotion beyond UKMC
- Use of partner university facilities; must also be authorised by the relevant UKMC Senior Manager and (where applicable) partner institutions.

Events assessed as high risk, or involving alcohol, large public audiences, or external VIP speakers, must also be authorised by the Student Engagement Lead or the Dean or any other designated Senior Institutional Manager.

5.2 Event Registration

Event organisers must complete an Event Registration Form, including:

- Event overview and objectives
- Intended audience
- Promotion and communication plans
- Risk assessment

- Safeguarding and accessibility considerations
- Budget and funding details

6. Risk Assessment and Safeguarding

Each event must have a proportionate risk assessment, with guidance available from the Student Engagement Lead. Key considerations include:

- Crowd control and event safety
- Compliance with UKMC Health and Safety Policy and relevant legislation
- Protection of vulnerable attendees
- Prevent Duty (to avoid extremism or radicalisation)
- Ensuring dignity and respect for all participants

Certain events, digital platforms, or media activity involving significant personal data may require a Data Protection Impact Assessment (DPIA). Any such assessment must be agreed with the UKMC Data Protection Officer prior to implementation.

7. Finance and Resources

7.1 Funding for events must be:

- Pre-approved by both the UKMCSA Treasurer and Student Engagement Lead
- In line with UKMC Financial Regulations
- Supported by complete receipts and expenditure reconciliation

7.2 Additional guidelines:

- No individual may profit from UKMCSA-funded events
- Sponsorship must comply with the UKMC Sponsorship Policy and reflect partnership standards

8. Marketing and Communications

8.1 Requirements:

- Promotion must be accurate, respectful, and inclusive.
- UKMC/UKMCSA branding must be used appropriately.
- Campaigns must be signed off by the UKMCSA Public Relations Officer.
- GDPR must be observed when handling student contact data.

8.2 Group messaging safeguards:

- Only approved UKMC bulk email tools may be used.
- Recipient lists must not be exposed (BCC required).
- Mailouts must include an unsubscribe option.

8.3 Cookies/Analytics:

- UKMCSA websites may use cookies for functionality/analytics.
- No personal data may be collected without consent.
- Students must be informed and able to opt out.

9. Inclusivity and Accessibility

Event organisers must:

- Prioritise accessible venues.
- Consider dietary, cultural, and religious needs.
- Provide reasonable adjustments for students with disabilities.
- Avoid excluding groups unless justified.

10. Data Governance and Retention

10.1 Retention schedule:

Data Type	Retention Period	Deletion Method
Mailing lists	Officer term + 3 months	Secure deletion (UKMC)
Event sign-up forms	6 months post-event	Encrypted deletion
Complaint data	In line with UKMC policies	Institutional deletion
Images/videos	Max 3 years or until consent withdrawn	Manual review and removal

10.2 Student rights:

Students may request access, correction, or deletion of their data via the Student Engagement Lead. Requests acknowledged within 5 working days.

Students who have concerns about the handling of their personal data may contact the UKMC Data Protection Officer, and if concerns are unresolved, may complain to the Information Commissioner's Office (ICO), in accordance with UKMC's Data Protection Policy.

10.3 Photography/media:

Images must be taken with UKMC-approved devices and stored securely. Consent is required for identifiable media; withdrawal must be respected within 5 working days.

10.4 Audit:

Termly audits of data use will be led by the Student Engagement Lead, with oversight from the Data Protection Officer and reports to Academic Board.

11. Post-Event Review

For significant events, organisers must submit a short Post-Event Report within ten working days of the event.

11.1 Submission route:

- Reports must be submitted electronically to the Student Engagement Lead (via the central Student Engagement inbox: [students.association@ukmc.ac.uk].
- Copies are retained by the UKMCSA Events Coordinator for record keeping.

11.2 Oversight and reporting line:

- The Student Engagement Lead will review the report and highlight any issues requiring escalation.
- A summary of all Post-Event Reports will be collated termly and presented to the Student Experience Committee.
- Serious incidents, safeguarding issues, or breaches of policy must be reported immediately to the Registrar and, where appropriate, to relevant partner institutions.

Key findings from investigations and outcomes will be shared back with UKMCSA officers to close the loop

11.3 Use of reports:

- To evaluate event impact and effectiveness.
- To identify good practice for future training.
- To capture lessons learned for risk management and planning.
- To share key findings with UKMCSA officers, ensuring lessons feed back into future event delivery
- To evidence compliance with UKMC regulations

12. Breaches and Complaints

Concerns about UKMCSA events will be addressed through the UKMC Complaints and Escalation Policy. Breaches may result in:

- Suspension of event approval rights
- Referral to Student Disciplinary Procedure
- Referral to external authorities (e.g., partner institutions, Police, Prevent Lead, HSE) where safeguarding, safety, or legal breaches are identified

Review and Approval

Approved by: Academic Board

Date of Approval: 24 June 2025