

## **Schools and Colleges Liaison (SCL) Code of Conduct for External Staff**

Aston University wishes to ensure that everyone who is involved in the running and coordination of an event here on the Aston University Campus understands the boundaries of appropriate behaviour.

The Code of Conduct for External Staff aims to ensure the safety and wellbeing of all staff and young visitors involved in SCL Events and Activities. This document accompanies the Schools and Colleges Liaison Safeguarding Policy that all staff involved in SCL Events and Activities are obliged to adhere to.

Aston University encourages positive role modelling and for your own safety, as well as the safety of all the young people you will be working with, it is important to highlight the boundaries of appropriate behaviour which Aston University expects from all staff and visitors involved in SCL Events and Activities.

We ask you to read this document carefully and sign the declaration confirming your agreement to abide and be bound by these statements:

- I agree to contact the SCL Event Organiser or the Schools Liaison Office if my arrival has been delayed or if I am unable to attend an event that I have committed myself to
- I agree to contact the SCL Event Organiser or the Schools Liaison Office on the telephone numbers listed in the case of any suspicions, allegations or incidents occurring during the course of an event.
- I agree to treat everyone equally with fairness and respect and will challenge any unacceptable behaviour.
- I agree to act as a good role model – this includes not smoking or drinking alcohol in the presence of young people.
- I agree to always put the welfare of the young person first.
- I agree to give enthusiastic and constructive feedback rather than negative criticism.
- I will avoid being left alone with a young person.
  - *Ensure you place yourself in situations, which involve more than one other person being present. If you are speaking to an individual participant, do so in sight or hearing of other adults.*

**N.B. If you do not hold a current (completed in the last 3 years) and satisfactory enhanced Criminal Records Bureau (CRB) police check you should never be alone with any participant at any time during the event.**

- I will not permit abusive activities amongst and/or directed towards young people (e.g. bullying, ridiculing, name calling, exclusion, racism).
- I agree to the best of my knowledge to respect a participant's background, culture and traditions and be mindful of any behaviour that may offend his/her beliefs.

- I agree not to engage in any intimate relationships with any young person either during or after the event has taken place, or to engage in any relationships arising from my involvement with the event.
- I agree to avoid unnecessary physical contact with any young person.
- I agree not to show favouritism to an individual.
- I agree not to collude with other colleagues' inappropriate behaviour.
- I will report any inappropriate behaviour by colleagues, Student Ambassadors or visiting students to the SCL Event Organiser at the earliest opportunity.
- I agree not to give my personal e-mail, home or mobile number to any student, or interact with any students in a personal capacity via telephone, email correspondence or on social networking sites, during or after the event has taken place.
- I agree to report any suspicions that I may have about a young person who is being abused to the SCL Event Organiser co-ordinating the event.

If you would like to discuss any aspect of this document please contact the Schools and Colleges Liaison Department.

**DECLARATION**

I have read and understand the information presented in this document.

I confirm I do not have any criminal convictions (including cautions, reprimands and final warnings) that would prevent me from working with young people.

I also agree to abide by and be bound by the SCL Code of Conduct for External Staff.

**PRINT NAME:**.....

**ORGANISATION:**.....

**POSITION:**.....

**SIGNATURE:**.....

**DATE:**.....

Please complete this form and return it to:  
 Schools and Colleges Liaison  
 Aston University  
 Birmingham  
 B4 7ET

In case of emergencies please inform the event organiser immediately and/or  
 telephone: Security: 0121 359 2922 or internal ext 4222  
 Schools and Colleges Liaison Office: 0121 204 4771 or internal ext 4771