

Schools and Colleges Liaison (SCL) Code of Conduct for Internal Staff

Thank you for supporting our Student Recruitment and Widening Participation activities organised by Schools and Colleges Liaison at Aston University. We hope that you will enjoy the opportunity to promote Aston University and higher education to prospective students and young people.

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 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, the Schools Liaison Office and/or the Department Safeguarding Officer(s) on the telephone numbers listed in the Safeguarding Policy Document 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 always to 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 at any time during an activity or event and that if speaking to an individual young person, that I do so in sight or hearing of other adults.

Leave the door open if you find yourself alone in a room. Only use the lifts to escort individual students around the University when other persons are present. If visiting students ask you to escort them to the nearest toilets, ensure, wherever possible, you are escorting a group of students and not just an individual student. Do not enter the toilets when escorting the students but wait outside in the corridor for the students. Wherever possible, please ask a member of the school's staff to accompany the group when escorting them to the toilets.

If you do not hold a current (completed in the last 3 years) and satisfactory enhanced Disclosure and Barring Service (DBS) check countersigned by Aston University you should not be alone with any individual participant at any stage.

- I will not permit abusive activities amongst and/or directed towards a young person (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 to the SCL Event Organiser.
- I agree not to give my personal e-mail, home/mobile number or social networking contact details to any young person, or interact with any young person 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 Office.

DECLARATION

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

I confirm I do not have any criminal convictions, cautions, reprimands or 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 Internal Staff.

PRINT NAME:

POSITION:

SCHOOL/DEPT:

SIGNATURE:

DATE:

Please print and complete this form and return it to:
John Connolly, Schools Liaison Office, South Wing 210, Main Building