

SOUTHERN UNIVERSITIES NETWORK I CODE OF CONDUCT

The Southern Universities Network aims to provide all students with engaging and informative activities that enable them to explore, consider, discuss, and evaluate their post-16 and post-18 education options. To ensure all participants are given equal opportunities we ask that you follow the guidelines below:

1. All schools/colleges will allocate a dedicated member of staff who will be the main contact for the activity.
2. The main contact will ensure that the activity arrangements are communicated to relevant members of school/college staff (including office and reception staff).
3. Should the school/college need to cancel or rearrange the activity, the main contact will liaise with the relevant member of the SUN team – ideally at least two working days in advance.
4. The school/college will provide suitable learning environment(s) for the activity as agreed in advance. Where possible, if SUN staff who are delivering the activity could have access to the learning environment before session to set up, that would be much appreciated.
5. The main contact to ensure that there is a member of school/college staff based within the learning environment at all times. If for any reason, they need to step away from the vicinity of the session for a length of time, there needs to be a replacement member of school/ college staff in the session.
6. Though SUN staff are trained to deal with low level disruption (e.g. talking) they cannot be held responsible for the management of classroom behaviour or your institution's behavioural policy. Please ensure the member of school/ college staff is aware of this and steps in when required, to ensure the successful delivery of the session.
7. The main contact will be responsible for ensuring all appropriate safeguarding and health and safety measures have been taken. If at any point, the SUN member of staff feels unsafe or the behaviour is excessively disruptive, we reserve the right to terminate the session.
8. The school/ college member of staff within the session will support the SUN staff to create an engaging, safe and positive experience for the students.

In return, staff from the Southern Universities Network agree to:

1. Provide a trained member(s) of staff to deliver and ensure they have full DBS clearance.
2. Ensure that all activities have been risk-assessed.
3. Communicate any requirements for the activity in advance.
4. Arrive at the school/college prior to the activity with adequate time to set up and prepare.
5. Deliver content that is well prepared, age appropriate, and has clear aims and objectives.
6. Inform the school/college of any staff illness or delays and wherever possible make alternative arrangements.
7. Abide by all school/college policies provided.

Thank you. We look forward to working with you.