**CODE OF CONDUCT FOR UCL PHD PRESENTERS WORKING ON UCL WIDENING PARTICIPATION PROGRAMMES**

**Training, development and performance feedback**
- The Access and Widening Participation Office (AWPO) provide specialist training sessions for new PhD presenters to develop their teaching and presentation skills for working with children and young people.
- You can ask to observe other taster presenters to get more ideas and experience for your own sessions, and you can ask AWPO staff to observe your sessions and give you additional feedback to help you improve once you have started working for us.

**Professional conduct**
- Please manage your other study, work and personal commitments to ensure that you only commit to events that you will definitely be able to work on.
- Be punctual and reliable for jobs. If you become unable to work on an event, let the staff member know as soon as possible and provide a specific reason.
- If you are late or become unable to work on an event less than 24 hours before the event is due to start (for example due to sickness), call the AWPO staff member you are working for as soon as possible.
- Follow any reasonable instructions given to you by AWPO staff members.

**Being a positive role model and ambassador for UCL**
- Please outline your educational journey up to your PhD and your future career plans as part of your introduction to your sessions.
- Be careful not to say or do anything that could be perceived as hurtful, offensive or excluding to someone based on their gender, sexuality, age, social background, religion, ethnicity, or disability.
- Bear diversity in mind when planning your session content: you do not need to avoid possibly contentious topics, but think carefully about how you will present them and how you might respond to challenging questions or unexpected reactions.
- If you are asked questions about higher education admissions or student finance, remember that details of finance, entry requirements and degree programme modules can change year to year. If you do answer these questions, make it clear that you are speaking about your personal experiences of university.
- Be very careful not to give inaccurate or misleading statements about aspects of the UCL student experience or university admissions processes. If you are unsure of something, say so, and suggest ways they could find the answer (for example checking the UCL online prospectus or emailing a AWPO staff member).

**Child protection and safeguarding**
- If you are booked to work on a programme which involves “regulated activity” (frequent or regular contact with a group children or young people), you must have a DBS
Certificate and two references before you start work on it. AWPO staff will advise if you need to provide these.

- You must attend a AWPO child protection and safeguarding training session before you start working as a taster presenter, and an annual refresher thereafter.
- Read the AWPO child protection policy and ensure you understand it. You are in a position of trust in relation to children and young people attending WP programmes. Sexual relationships between UCL students and WP programme participants are strictly forbidden (both during and after the programme) and may be an abuse of trust which constitutes a criminal offence (Sexual Offences Act 2003).
- Do not discuss your personal or romantic life with children and young people, or develop close personal relationships with them.
- You must never meet, or arrange to meet, any children and young people from WP programmes privately away from planned UCL activities.
- Do not hug or have physical contact with children and young people.
- Do not exchange any contact details (this includes your UCL student email) with any children, young people or their family members on WP programmes, and do not connect with them on social media accounts.
- Do not take any photos or videos of anyone on WP programmes, unless an AWPO staff member instructs you to for a specific purpose (in which case you must use a AWPO camera or phone, not your personal camera or phone).
- Ensure that there is always more than one adult present when you are working with children and young people (for example, you and at least one other adult you are working with). If this is not possible, make sure that you are within sight or hearing distance of another adult. You must never be alone with a child or young person in a room with the door closed.

**How to report disclosures and child protection concerns**

- If you have any child protection concerns about a child or young person, or concerns about the conduct of an adult working on a UCL WP programme towards children or young people, you must report it as soon as possible to the appropriate person using a Concern or Incident Reporting (CIR) form. You must also ensure the report is acknowledged.
- Full details of the reporting procedure, definitions and indicators of abuse, examples of child protection concerns and safeguarding contact details are given in the AWPO child protection policy. The policy and the CIR template are both available at this webpage: [https://www.ucl.ac.uk/widening-participation/child-protection-and-safeguarding](https://www.ucl.ac.uk/widening-participation/child-protection-and-safeguarding). Copies are also emailed to you after you attend AWPO child protection training.
- If you receive a disclosure that UCL staff member or UCL student staff is abusing a child or young person, or you are worried about their conduct towards children and young people, you must complete a CIR form and report the concern immediately to the UCL HR safeguarding contact, copying in a WP Access Manager. If the concern is about a WP Access Manager, then you should copy in the Head of Access.
- If you receive a disclosure that a child or young person is being abused by someone (who as far as you know is NOT a UCL staff member or UCL student staff), or you have other reasons to be concerned about a child or young person’s safety and wellbeing, you must report the concern immediately to the WP staff member running the event you are working on, and then complete a CIR form and give it to them. The staff member will alert a WP Access Manager.
If you are worried that you could be open to an allegation of misconduct towards a child or young person for any reason, you must complete a CIR form and report the concern immediately to the UCL HR safeguarding contact, copying in a WP Access Manager. The HR and WP team will then work to support you.

If any child protection concerns are raised in relation to your conduct, you will be removed from working on any UCL programmes with children and young people (not just WP programmes) while the concerns are investigated. UCL HR will provide guidance to you during this process.

**Disciplinary procedure**

- Disciplinary action is rarely needed. However, please be aware that if you do not follow this code of conduct, you may trigger disciplinary action. At the University’s entire discretion, if you commit any act of misconduct you may either receive a warning, or be dismissed as a UCL PhD presenter and will no longer be able to work on WP programmes.

- Some examples of misconduct:
  - Arriving late for work, failing to show up for work, or ignoring repeated attempts to contact you by AWPO staff
  - Arriving for work hungover, smelling of cigarettes or inappropriately dressed
  - Not following reasonable instructions from AWPO staff, or being rude to colleagues
  - Receiving poor feedback from programme participants or colleagues
  - Making inaccurate statements about UCL or higher education admissions
  - Making comments that people could find offensive
  - Failure to follow our child protection policy
  - Being aggressive, threatening or putting someone in danger

- If any child protection concerns are raised in relation to your conduct, you will be removed from working on any UCL programmes with children and young people (not just WP programmes) while the concerns are investigated. UCL HR will provide guidance to you during this process.

- If you feel that you have unfairly treated, bullied, harassed, subjected to discrimination or subjected to any other conduct by a AWPO staff member that is unwanted, unwelcome and undermines your dignity, you may raise your concerns either with a WP Access Manager or with the University’s Human Resources Advisory Service. You may also wish to contact UCL’s Student Mediator. Their role is to advise and assist UCL students with the resolution of complaints involving staff or other students or services of UCL

[https://www.ucl.ac.uk/student-mediator/](https://www.ucl.ac.uk/student-mediator/)
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DECLARATION FOR UCL PHD PRESENTERS WORKING ON UCL WIDENING PARTICIPATION PROGRAMMES

I have read this Code of Conduct and agree to follow it at all times while working for the UCL Access and Widening Participation Office.

YOUR FULL NAME (CAPITAL LETTERS)

__________________________________________________________________

YOUR SIGNATURE

__________________________________________________________________

YOUR DEGREE PROGRAMME, DEPARTMENT AND CURRENT YEAR OF STUDY

__________________________________________________________________

DATE: ____________________________________________________________

Please keep a copy of this code of conduct for your future reference.