



## Code of Behaviour and Safety Information

## UCL Access and Widening Participation Office

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- Code of behaviour for young people
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# Behaviour policy

We want everyone attending UCL activities to enjoy themselves, learn new things and to feel welcome, so we ask you to follow our behaviour policy.

- Act responsibly. Follow instructions from UCL staff and UCL student ambassadors.
- Do not use, bring, or arrive at UCL under the influence of alcohol, cigarettes or illegal drugs.
- Engage with the sessions. Keep an open mind and be prepared to try new things.
- Arrive on time and attend all scheduled activities. Tell us in advance if you are going to be late or can't attend.
- Don't try to contact UCL staff and students through their personal emails or social media accounts.
- UCL staff and students must not contact you through their personal emails or social media accounts. If one of them does contact you in this way, please tell your parent, carer or a different UCL staff member about it.

## Anti-bullying policy

Bullying can take different forms, such as:

- Physical – hitting, pushing, taking belongings
- Verbal – name calling, making nasty jokes, comments or threats
- Emotional – excluding or ignoring people, gossiping about them
- Cyberbullying - sending bullying messages, pictures or videos through social media, texts, email etc.

UCL promotes equality and diversity. We want all young people attending programmes to feel welcome and safe at UCL.

- We will not tolerate bullying, whether at UCL, away from UCL, or online.
- You must show respect and kindness to class-mates, UCL staff and student ambassadors.
- You must not make remarks that could upset someone based on their gender, sexuality, ethnicity, disability, religious beliefs or lack of religious beliefs.
- If you see someone being bullied, try to defend them or include them in your group if you can, and then tell an adult about it.
- If you feel upset by the way someone on the programme has treated you, talk to a student ambassador, a UCL staff member, or your parent or carer and ask for help.

## Serious misbehaviour

- In the event of serious misbehaviour, such as fighting, bullying, stealing or bringing drugs or alcohol to UCL, you will not be allowed to continue on Young Researchers.
- We will contact your parent / carer to discuss it, and will ask them to collect you. We will also inform your teacher.

## What to do if you are worried about something

If you feel worried about anything while you are at UCL, you can talk to your student ambassadors or a UCL staff member. They are there to support you.

If you feel uncomfortable about something at UCL, but don't feel able to tell a student ambassador or another UCL staff member about it, please talk to a trusted adult (this might be your parent, carer, someone in your family or a teacher at school) and ask for their help.



# Information for parents and carers

## Health, safety and supervision

We take the safety and privacy of young people very seriously. Our child protection policy and reporting form, and our privacy notice, are available here:

[www.ucl.ac.uk/widening-participation/about-us/our-policies](http://www.ucl.ac.uk/widening-participation/about-us/our-policies)

We are responsible for young people from registration until the end of the day. However, please note that we are not responsible for their safety when they are travelling to and from UCL.

Staff and student ambassadors attend child protection training. If working on programmes with frequent or regular contact with young people, staff and student staff have DBS (Disclosure and Barring Service) criminal record clearances.

All our activities have risk assessments in place.

Young people are always supervised. Our campus is open to the general public; young people need to keep belongings with them, and stay with supervising staff so they do not get lost.

We collect health, faith, dietary and access requirements in the enrolment form. Please note UCL staff cannot administer medication, but we can supervise young people taking their own medicine.

We will inform parents and carers if there is a medical or health concern about a young person during the activity.

## Attendance, registration, arrival and departures

If your child can't attend a scheduled activity, please email or us as soon as possible. The contact details for the programme will be provided in the enrolment email; if you can't find them, you can check our webpage for our staff details.

If your child wants to leave early, we will call you first to confirm your permission before we let them leave.

We register participants as they arrive. Once the activity starts, we call anyone who hasn't arrived. If we cannot contact them, we will then call parents / carers.



At the end of the activity, participants will leave UCL to travel home by themselves.

## Photography, video and social media

UCL students and young people on our programmes can interact with our Discover UCL social media accounts.

However, UCL students and staff are all instructed not to contact or connect with young people through personal email or social media accounts.

## Media Permissions

During the event(s), we may take photographs and record video footage that features participants.

This material may be used in UCL publications and marketing materials, on the UCL webpages and may also be posted on our official social media channels (including but not limited to; Facebook, Twitter, Instagram and YouTube).

This material will be stored electronically for up to 10 years.

If you / your child would prefer not to be included in photographs and video please email us:

[wp-data@ucl.ac.uk](mailto:wp-data@ucl.ac.uk)

## Contacting us if you have a concern

If you have any concerns or questions, please contact the officer running the programme by email or phone.

[www.ucl.ac.uk/widening-participation/about-us/contact-us](http://www.ucl.ac.uk/widening-participation/about-us/contact-us)

If you need to report a child protection concern about any child related to their attendance at a UCL activity, please complete a child protection concern report form and send it to the contacts in the form. The form, policy and contact details are available here:

[www.ucl.ac.uk/widening-participation/child-protection-and-safeguarding](http://www.ucl.ac.uk/widening-participation/child-protection-and-safeguarding)

