



# **Code of Behaviour and Safety Information for Online Activities**

## **UCL Access and Widening Participation Office**

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- Code of behaviour for young people participating in online activities
  - Key information for parents and carers

# Behaviour policy

We want everyone attending UCL online 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.
- Follow housekeeping instructions from the session leader that will be given at the start of the session. For example, if asked to mute your microphone or turn off your camera, please do so. Repeated failure to follow the instructions will result in you being removed from the session.
- Do not share the invitation link to the online session with others.
- Engage with the session. Listen and contribute your thoughts and questions at the appropriate times.
- Give yourself time to log in and join the session on time. Tell us if you can no longer attend.
- Do not attend the UCL session under the influence of alcohol, cigarettes or illegal drugs.
- Don't try to contact UCL staff and students or your fellow participants through their personal emails or social media accounts.
- UCL staff and students or your fellow participants must not contact you through their personal email or social media accounts.
- If a member of staff, student ambassador or a participant contacts you in this way, please tell a UCL staff member about it or tell your parent/carer so they can contact UCL.
- You must not take photographs of the screen or share any images of the online session.

# Anti-bullying policy

Online bullying can take different forms, such as:

- Verbal – name calling, making nasty jokes, comments or threats
- Emotional – excluding or ignoring people
- 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 any form of bullying.
- You must show respect and kindness to classmates, 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 notice that someone else is being bullied inform the moderator or a UCL staff member as soon as possible.
- If you feel upset by the way someone on the programme has treated you, get in touch with a UCL staff member, or your parent or carer and ask for help.

# Serious misbehaviour

- In the event of serious misbehaviour, such as bullying, attending a session under the influence of drugs or alcohol or using offensive or inappropriate language or images you will not be allowed to continue with the session or the rest of the programme (if applicable).
- We will contact your parent / carer to discuss it, and your teacher will be informed.

## What to do if you are worried about something

If you feel worried about anything while you are attending a UCL session or programme, you are very welcome to contact the UCL staff programme organiser or you can email [wp@ucl.ac.uk](mailto:wp@ucl.ac.uk)

If you feel uncomfortable about something at UCL, but don't feel able to tell a 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/aboutus/our-policies](http://www.ucl.ac.uk/widening-participation/aboutus/our-policies)

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.

Online interaction with young people is always supervised. Each discussion group will include a moderator to monitor behaviour as well as a session leader.

## 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.

## Contacting us if you have a concern

If you have any concerns or questions, please contact the UCL staff member running the programme.

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

Alternatively, you can email the Access & Widening Participation office:

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

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 our Designated Safeguarding Officers. 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)