



Access and Outreach Code of Conduct and Programme Expectations

The Access and Outreach team at the University of York are delighted that you have shown interest to participate in one of our programmes.

When engaging throughout our programmes, it is important to say that it will most likely be different from your experiences at school and college. You will be interacting with other like-minded students from across the country, University of York students and University of York academic and professional support staff.

All our programmes offer a variety of events and activities and therefore it is very likely that you will engage with our programmes through both on campus events and online virtual events.

In order to ensure that everyone is able to safely benefit from our programmes and fully enjoy this opportunity, all students must act in accordance with the following programme expectations. Please read the following expectations carefully.

Behaviours and Attitudes (On Campus and Online Events)

- Students will attend all events with a positive '*can do*' attitude, show a willingness to engage proactively in all activities and step out of their comfort zone in order to make the most of the opportunities on our programmes
- Students will be encouraged to be bold, have enquiring minds, be critical thinkers, be active listeners, show enthusiasm with the passion to learn
- Students will behave in a friendly, cooperative, polite, responsible and respectful manner towards all students, members of staff and other individuals that they engage with throughout the programme. This includes external providers and members of the community using University of York buildings throughout our on campus events
- Students will not engage in behaviour or use language that could be understood as offensive, racist, sexist, homophobic, defamatory, harassment, abusive or discriminative

On Campus Events

- Students will treat the University of York's facilities and equipment with respect and great care. They will tidy up after themselves and report any concerns or breakages to the relevant member of staff immediately

- Students will attend all scheduled activities, as listed in the event programme, and will remain in their allocated group and/or remain with the rest of the group in designated venues throughout the duration of the event
- Students will listen to, adhere to and follow all health and safety and emergency procedures as directed by the Access and Outreach team or other members of University of York staff
- Students are strictly forbidden to possess, store, sell or use alcohol, cigarettes/e-cigarettes, drugs, weapons, dangerous items or any other illegal items and substances
- Students who wish to use social media and/or create media such as videos and photographs during all programme events will be considerate and mindful of other participant's feelings and preferences. Students must gain consent before taking photographs or videos of all individuals involved

Online Events

- Students are to only use their first name or preferred name during online events. Students are not to provide their surname or any other identifying information
- Students are to use the group chat function that can be seen by all participants. Students are to accept that transcripts of all chat rooms and messages will be monitored and made available to all participants after the event, including those unable to attend the live session
- Students are to turn off their microphone during live events when they are not speaking unless otherwise instructed by the session leader or student ambassador
- Students are not to share their invitation e.g. the Zoom link or a webpage link, to an online activity with anyone else. Live events are 'invitation only'. Students may receive a personal invitation to the event which will require the student to register or log in to participate in sessions. This will allow the Access and Outreach team to monitor and track engagement and allow the team to verify who has participated
- Students will not share personal information or contact details with any other participant, session leader or student ambassador. In addition students will not contact any other participant, session leader or student ambassador outside of the activity, including through social media
- Students will not share their screen during a live session and/or post or upload anything off-topic, offensive, abusive or illegal to the online event

Students will adhere to any additions or alterations to the programme agreement. The Access and Outreach team will only make such changes in the interest of health, safety and wellbeing of all individuals involved.

Breaches to the programme agreement will result in disciplinary actions in reasonable measure, as determined by the Access and Outreach team, which will be in the best interest of all involved.

Examples of disciplinary actions include the Access and Outreach team informing the student's school, informing the student's parents/carers, the student being removed from the scheduled activities and/or the student being fully withdrawn from the programme.

In order to participate in one of our Access and Outreach programmes, the student must read, agree to and sign the programme expectations. If you are successful in gaining a place on one of our programmes, the student will receive their own copy of the programme agreement for their own reference.

If you are unsure of any of the expectations or have any concerns, please do get in touch with the Access and Outreach team for further information. The Access and Outreach team are here to make your experience as inspiring and as happy as it can be.