

Code of Conduct

School and College Programme Participants



To confirm your place on a Sutton Trust programme you'll need to read, and agree you'll follow these rules and expectations. They're in place to help make sure you and the other students have a positive experience on the programme and help us keep you safe.

During the programme I will:

- Show respect to staff, industry volunteers, placement organisations, mentors, other students and anyone else that I meet.
- Be mindful of the different needs, backgrounds, and beliefs of other participants, and I will play my part in making the programme inclusive and welcoming for everyone.
- Always act responsibly. I recognise that I'm an ambassador for the programme and my behaviour must reflect this.

I understand that acting responsibly includes, but isn't limited to, the following:

- Attend all sessions on time. If I can't attend all or part of a session, I'll let the programme coordinator know with as much notice as possible.
- Turn off or use silent mode for any devices like my phone.
- Follow emergency procedures, like fire drills, and any additional rules that are explained to me.
- Show physical respect to others, by giving them personal space, maintaining appropriate boundaries, and never using or threatening physical harm.
- Not bring or consume any alcohol, cigarettes, e-cigarettes, vapes or any illegal substances.
- Act within these expectations, if I am offered overnight accommodation as part of my participation on a Sutton Trust programme.
- Speak out if I'm worried or concerned about anything or anyone. For example, if someone is being bullied or harassed, either online or in person, I'll report it to a staff member or use the safeguarding contact details below
- Approach the Sutton Trust or my University Coordinator if I wish to arrange further contact with employers or session leaders.
- Not share my personal contact details or social media accounts with any staff or volunteers I meet on the programme, including employers or session leaders.
- Not form any personal or intimate relationships with any staff or volunteers.
- Only use LinkedIn to **follow** organisations or adult contacts if I wish to, however I will not **connect** with individuals personally or send them direct messages.

We understand that you may be encouraged to use LinkedIn to explore careers and build your professional profile. While you're welcome to follow professionals to see their updates, we ask that you don't send connection requests or direct messages. This helps maintain clear and safe boundaries between young people and professional adults.

I will behave with the consideration of others' feelings and won't:

- Use inappropriate language or act in an offensive way. For example, I won't intentionally use swear words or be; sexist, racist, homophobic, transphobic or ableist.
- Act in a way that's unsafe, unkind, intimidating or could be seen as bullying. For example, I won't;
 - share threatening online content,
 - contact a person if they've asked me to stop,
 - ask other students to share their personal information with me if they don't want to,
 - share student's contact details with other students.

During online sessions I:

- Won't record or take screen shots on my personal devices (e.g. mobile phone or laptop).
- Won't share the links, passwords or materials with anyone else, either privately or publicly such as on social media.
- Will be conscious of the environment I'm in when I use a camera. I'll make sure I don't have anything which could be perceived as sensitive or offensive in the background.

I understand that:

- If my behaviour negatively affects the group or session, I might be asked to leave the session.
- Following these rules and expectations is very important. If I can't follow them, it could affect my place on the programme.
- The Sutton Trust and partner organisations will always prioritise my safety.

If you ever feel worried or concerned about anything, or something doesn't feel right with a student or staff member, you should let us know at any time by emailing safeguarding@suttontrust.com or contacting 02078021671