

# The Sutton Trust Code of Conduct for Children and Young People

To take up your place on Queen Mary University of London Pathways to Law (QMUL Pathways to Law) it is compulsory for you to read and sign this document to show that you agree to all of the conditions within it.

As a participant on QMUL Pathways to Law you are representing the Sutton Trust and Queen Mary University of London in all interactions (digital and face-to-face) with universities, fellow students, placement providers and other organisations. Many of the organisations you interact with on the programme are potential future universities or employers, so it is very much in your own interest to make the best impression possible.

## Expectations

Whilst participating in QMUL Pathways to Law, I will:

- Act responsibly at all times. I will recognise that I am an ambassador for the programme and my behaviour must reflect this.
- Show respect to my fellow students, mentors, university staff, industry volunteers, placement providers and anyone else that I meet during events.

I understand that acting responsibly includes, but is not limited to, following all of the rules and regulations below. **I understand that failing to meet these expectations may affect my place on the programme.**

**I will:**

1. Be responsible for my behaviour and language throughout the programme, including when using the internet, social media platforms, messaging, apps and online platforms.
2. Speak out against bullying, harassment or online abuse, being careful not to put myself in danger by reporting my concerns to the QMUL Pathways to Law coordinator at [pathwaystolaw@qmul.ac.uk](mailto:pathwaystolaw@qmul.ac.uk)
3. Use appropriate and professional language with staff and volunteers.
4. Attend all compulsory activities. If I am unable to attend part or all of a session, I will give at least 24 hours notice to [pathwaystolaw@qmul.ac.uk](mailto:pathwaystolaw@qmul.ac.uk) unless it is an emergency. In this case, I will notify the email address as soon as possible.
5. If I wish to sign up for other optional events, I will complete all the relevant procedures by the deadline. I understand that it is not possible to sign up after these deadlines have passed, and that once I have committed to attend, I may not give up my place.
6. Turn all other devices off/on silent when taking part in sessions.
7. Ensure I am punctual and dressed appropriately for sessions, whether digital or face-to-face. If I am running late or having tech problems I will contact [pathwaystolaw@qmul.ac.uk](mailto:pathwaystolaw@qmul.ac.uk) to explain.
8. Be conscious of the environment I am in when using a camera during digital sessions and ensure I have nothing personal or sensitive/offensive in nature in view.
9. Be aware of the information I share about myself online and with other students.
10. Follow all emergency procedures, for example fire drills, as directed by staff.

11. Follow any additional rules explained to me by staff at particular sessions.

**I will not:**

1. Engage in any offensive (e.g. sexist, racist, homophobic, transphobic, ableist) or bullying behaviour toward other students, staff or volunteers.
2. Behave in ways that could be unsafe, unkind or intimidating.
3. Harass, bully or stalk others or continue to contact someone if they have asked me to stop.
4. Pressure others into sharing their personal information or share others' contact details.
5. Record or take screen shots of the sessions being delivered digitally.
6. Deliberately browse, download, send or share material that could be considered threatening, bullying, offensive or illegal.
7. Share any of the links or passwords to online sessions or materials with anyone not on the programme.
8. Leave an event partway through, unless I have previously notified my QMUL Pathways to Law coordinator in advance.
9. Share my personal contact details with anyone from an external organisation or contact staff or volunteers through social media, including LinkedIn.
10. Form any personal/intimate relationships with any staff or volunteers on the programme.
11. Arrange a face-to-face meeting with any staff, mentors or volunteers I meet during online activities, unless it has been arranged by the Sutton Trust or my university coordinator.
12. Bring or consume any alcohol, drugs, cigarettes or use any illegal substances during events.

**I understand that:**

1. My behaviour has consequences, and that if I break any of these rules and regulations, it may affect my place on the QMUL Pathways to Law programme
2. I understand that my attendance and engagement on the programme will be continually assessed and could impact my ability to receive alternative offers to Pathways universities.
3. The Sutton Trust and partner organisations will always prioritise my safety online.
4. If I am concerned or upset about anything I see online or messages I receive I know I can report this and I know how to do this.
5. If my behaviour affects the group or activity I may be asked to leave the session.

**Student declaration**

I have read the information presented in this code of behaviour and I agree to follow all of the rules and regulations listed.

PRINT NAME:

\_\_\_\_\_

SIGNATURE (initials): \_\_\_\_\_

DATE: \_\_\_\_\_