

EMPLOYEE CODE OF CONDUCT (NON-CONTRACTUAL)

– PART 2: SAFEGUARDING

Policy statement

UCEM has a responsibility to safeguard its students, to ensure that their health, safety and welfare are supported whilst they study.

The following standards of conduct are that which UCEM require of employees in the fulfilment of their job roles and their duty of care towards learners. This Part 2 of the Code of Conduct, along with UCEM's Code of Practice and Procedures relating to Safeguarding and Prevent, should assist employees to safeguard the health, safety and welfare of students, and to protect vulnerable groups of students.

Awareness training

All employees will take part in mandatory Safeguarding and Prevent training, both as a new starter to UCEM, and also during employment. New starters to UCEM should be supported to ensure that they complete Safeguarding and Prevent training prior to the completion of their probationary period.

You must take part in any training required of you, regardless of any previous training you may have received via a previous employer, or voluntary role/organisation.

Safeguarding contact details

Main contact

Email: safeguarding@ucem.ac.uk
Phone: 0118 467 2400

Lynne Downey (overall Institutional oversight)

Email: l.downey@ucem.ac.uk
Phone: 0118 921 4665

Lucy Kazandjian (DSL, Designated Safeguarding Lead)

Email: l.kazandjian@ucem.ac.uk
Phone: 0118 467 2126

Phoebe Cleary (DDSL, Deputy- Designated Safeguarding Lead)

Email: p.cleary@ucem.ac.uk
Phone: 0118 467 2268

What we all must do

You must:

- Make sure that you fully comply with and implement UCEM's Code of Practice: Safeguarding and Prevent, and related procedures and guidance at all times, along with any other associated policies and procedures.
- Act to promote the health, safety and welfare of UCEM students, prevent abuse, and report any suspected or actual cases of abuse.
- Report all known or suspected concerns about the health, safety or welfare of a student to the relevant DSL, followed with an email to safeguarding@ucem.ac.uk

What you must not do

You must not:

- Share your personal contact information with a student (which includes personal telephone/mobile numbers, addresses, email addresses or private social media account details). Communications with students should

take place via UCEM accounts (email, UCEM phone, Teams, Zoom etc).

- Participate in personal relationships with students, beyond what is normal and appropriate within the regular context of a student/staff relationship.
- Participate in sexual misconduct towards a student.
- Behave in a way which bullies or harasses a student.
- Spend time alone with students outside of the normal tutorial/classroom situations.

In UCEM, the majority of teaching and learning takes place online, however there are occasions where face to face contact will be necessary. Where your job role involves working with students in a face-to-face setting, you must not:

- Participate or engage in inappropriate physical contact with students. The following guidelines should be adhered to relating to physical contact:
 - It should be in response to the need of the student.
 - It should be both age appropriate and appropriate to the student's stage of development.
 - It should always be consensual.
- Do things of a personal nature for a student which they could do themselves.
- Physically restrain a student, unless this restraint is intended to prevent a physical injury of other students or staff/visitors or yourself. All physical restraint **MUST** be appropriate and reasonable, otherwise the action will be defined as assault.
- Transport students in your personal vehicle. If a situation arises where there is no option but to transport a student in a personal vehicle, another employee must be present. You are responsible for ensuring that your personal vehicle has the appropriate level of insurance to cover the transport of students. In an extreme emergency where it is required for you to transport a student in a vehicle alone, the relevant DSL must be immediately notified.
- Be alone with a student in classroom situations where there is no-one around to observe. If it is unavoidable to be alone with a student, you should ensure that the door to the room is left

wide open, and curtains/blinds are left open on windows where possible. You should also inform another employee that you will be left alone with the student

- Participate or encourage rough or physical activity with students, which includes games and/or horseplay.

Social media usage

You should not 'add' or send friend requests to UCEM students on any **personal** social media platform. If you have any queries about how to proceed with this, please contact safeguarding@ucem.ac.uk (there may be certain business activities which require exceptions to this rule, such as Marketing Activity or Student Representatives - they should liaise with the Safeguarding team to confirm this).

Sometimes students may try to 'add' you on social media. You may accept 'LinkedIn' requests from students (for other professional networks please consult with the Safeguarding team for advice), but should never accept any requests to be added by a student on any other **personal** social media platform. You **may** accept requests to be 'added' by a student on a **work** social media platform, but you are responsible for monitoring, managing and reporting content on your profile/posts. We recommend that you check your profiles daily.

Any employee with responsibility for the assessment or consideration of a student leading to a UCEM award, should not accept social media requests on **any** personal or professional social media accounts for the duration that the student is studying with UCEM. This to protect against bias and repercussions of assessment decisions.

Failure to adhere to this code

Any behaviour which breaches of this code (Part 1 or 2 or both) will be investigated thoroughly; this may lead to action being taken under the UCEM Disciplinary Procedure.

This policy is non-contractual.