

Manchester Access Programme 2022

Staff Code of Conduct

Expectations for how university staff participate in and deliver both in-person and online MAP activities, events and 1-to-1 sessions. This includes, but is not limited to, the MAP team, Student Ambassadors, WP Fellows and Academic Tutors.

We also expect external stakeholders to adhere to our staff code of conduct when delivering activities for MAP students.

Over the last two years MAP has been delivered remotely due to the restrictions introduced to combat the Covid-19 pandemic. As the majority of restrictions have lifted, we aim to return to in-person delivery for MAP 2022. However, MAP students have fed back that they appreciate the flexibility and accessibility that online delivery provides.

We will therefore continue to utilise online platforms, such as Zoom, GoToWebinar and Microsoft Teams as part of a hybrid approach to the delivery of our events and activities. In order for MAP students to participate in our events and activities, staff must adhere to this code of conduct for their own protection and safeguarding. Staff can learn what to expect from MAP students participating in MAP activities in the [Student Code of Conduct](#).

Meetings with MAP Tutors will continue to be delivered online-only for 2022 in order to aid flexibility and accessibility for all MAP students and tutors.

All MAP activities

As a member of university staff, you are expected to:

- ✓ Be dressed in appropriate clothing.
- ✓ Use professional and appropriate language.
- ✓ Contact the MAP team if you have any concerns.
- ✓ Be up-to-date with the [University's Child Protection Policy](#) and know how to respond in the case of a student disclosure, or if you have concerns about a student's welfare.
- ✓ Never share the invitation link to a session with others.
- ✓ Never attend MAP sessions under the influence of alcohol or illegal drugs.
- ✓ Never smoke or vape during a MAP session.
- ✓ Never try to contact students outside of the session, including through their personal email addresses or social media. The exception to this is Academic Tutors and the MAP team, who must contact students from a University of Manchester email address.

Online activities

In addition to all of the above, you are expected to:

- ✓ Attend all events from a suitable room in the house/workplace, sitting in an appropriate place, with an appropriate background. If this is in your bedroom, please make sure you are sitting at a desk or table.
- ✓ Provide housekeeping instructions at the start of the session (e.g. mute microphone, turn camera off). If a student repeatedly does not follow instructions, you have the right to remove them from the session.
- ✓ End the session if there are any concerns regarding student engagement or behaviour or about the security of the meeting, and report this to the MAP team.
- ✓ Let the MAP team know immediately if you are leading a group session and your internet drops and/or you suddenly leave the group session.
- ✓ Ensure that there is nothing inappropriate on your desktop when screen sharing.
- ✓ Keep up-to-date with the [university's guidance regarding online delivery](#) and set up meetings accordingly.
- ✓ Never record or take screenshots or photos of online events. If a session is being recorded then students must be made aware of this at the start of the session. Sessions should only be recorded where students cannot be identified.
- ✓ Never share images of online events. This is for your safety as well as the safety of participants and other staff.

In addition to the above, Academic Tutors are also expected to:

- ✓ Arrange academic assignment meetings with their MAP student via their University of Manchester email address.
- ✓ Only arrange meetings with tutees from Monday – Friday, 9am – 5pm (excluding Bank Holidays).
- ✓ Ensure that all security protocols for individual meetings are followed, as set out in the [University Zoom guidance and security tips](#), including use of unique meeting ID, password protection and waiting room functions.
- ✓ Introduce themselves to their MAP student in the first online meeting.
- ✓ Ensure that no recording of the meeting is made and no images taken.
- ✓ Immediately report to the MAP team if their MAP student ends the session unexpectedly.
- ✓ Never try to contact their MAP student on Social Media.
- ✓ Never arrange to meet, either via Zoom/electronically or face-to-face, their MAP student outside of the two agreed MAP tutorial meetings.