

Manchester Access Programme 2024

Student Code of Conduct

*Expectations for how MAP students participate in MAP activities
and events, including 1-to-1 meetings with their Academic Tutor
Information for parents and carers*

MAP will be delivered using a mixture of both in-person events and online activities, using online platforms such as Zoom. In order for MAP students to participate in our events and activities, they must adhere to this code of conduct for their own protection and safeguarding. Students can learn what to expect from staff delivering MAP activities in the [Staff Code of Conduct](#).

All MAP activities

As a MAP Student, we expect you to:

- ✓ Update your parents/carers regarding the in-person and online delivery of MAP this year as appropriate.
- ✓ Adhere to any pre-event guidance communicated during the booking process.
- ✓ Adhere to any additional guidance provided by external partner organisations.
- ✓ Arrive on time to sessions.
- ✓ Inform the MAP team as soon as possible if you can no longer attend an event, or if you have to arrive late/leave early.
- ✓ Never share the invitation link to an event with others. If peers ask for the link, they must email map@manchester.ac.uk. Any uninvited attendees will be removed from sessions immediately.
- ✓ Act responsibly and follow instructions from session leaders and University staff.
- ✓ Contact the MAP Team as soon as possible if you hear or see anything upsetting or inappropriate during an event or meeting.
- ✓ Engage in all sessions, listen and contribute your thoughts when appropriate.
- ✓ Adhere to the communication expectations set out in the MAP induction.
- ✓ Never give out any personal information, such as your phone number or home address to anyone except MAP Team members. Your academic tutor will need to communicate with you via email only.
- ✓ Never attend MAP sessions under the influence of alcohol or illegal drugs.
- ✓ Never smoke or vape during a MAP session.
- ✓ Never try to contact University staff or Student Ambassadors through their personal email addresses or social media. You must inform the MAP team if a member of university staff or student tries to contact you in this way.

In-person activities

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

- ✓ Read and adhere to all of the pre-event guidance indicated within the event confirmation email.
- ✓ Not attend if you have tested positive for Covid-19.
- ✓ If there's an urgent issue or you need to leave the event because you feel unsafe or ill, you must inform the MAP team as soon as possible before leaving.
- ✓ Interact with University members of staff, Student Ambassadors and other MAP students with respect at all times.
- ✓ Be mindful that the campus is open to the general public and that whilst on campus you are representing the Manchester Access Programme.

Online activities

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

- ✓ Ensure that your camera and microphone are working.
- ✓ Contact the MAP team if there are any technical issues preventing you from fully engaging in MAP online sessions.
- ✓ Log in to sessions using your first and last name. If you log in or register with a name we don't recognise, we may need to remove you from the session.
- ✓ Attend all events from a suitable room in the house, 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 if possible.
- ✓ Follow housekeeping instructions from the session leader that will be given at the start of the session (e.g. mute microphone, turn camera off). Repeated failure to do so will result in you being removed from the session.
- ✓ If there's an urgent issue or if you need to leave the meeting because you feel unsafe or ill, please leave and inform the MAP team as soon as possible.
- ✓ Never record or take screenshots or photos of online events. You will be sent all the information shared on screen so there is no need to take screenshots.

In addition to adhering to the above, when meeting with your Academic Tutor we also expect you to:

- ✓ Introduce yourself to your Academic Tutor in your first email correspondence and online or in person meeting. You will receive guidance when the time comes.
- ✓ Check that meeting requests only come from your matched Academic Tutor.
- ✓ Only arrange a meeting to take place between Monday – Friday, 9am – 5pm (excluding Bank Holidays).
- ✓ Never try to contact your Academic Tutor on social media or meet with your Academic Tutor outside the two arranged meetings.
- ✓ Engage fully during your meetings with your Academic Tutor and ensure you prepare any questions that you have for your tutor before your meeting.
- ✓ Please note that MAP Tutor meetings will be online. However, if your WiFi or meeting environment mean that a productive meeting isn't possible, your Tutor may request to meet you on campus instead. In addition to the above, you must:
 - ✓ Meet your Tutor in a public place on the University campus, for example an open study area, or a café .
 - ✓ Phone the MAP team on 0161 306 6505 if you are running late for a meeting, so that we can inform your Tutor. If no one answers the phone, please email your Tutor instead.

Anti-bullying policy

Bullying can take different forms, such as but not limited to:

- Verbal – name calling, making nasty jokes, comments or threats.
- Emotional – excluding or ignoring people.

- Cyberbullying - sending bullying messages, pictures or videos through social media, texts, email etc.

The University of Manchester promotes equality and diversity. We want all young people attending programmes to feel welcome and safe on MAP. We will not tolerate any form of bullying. You must show respect and kindness to fellow MAP students, MAP staff and Student Ambassadors.

You must not make remarks that could upset someone based on their gender, sexuality, ethnicity, disability, religious beliefs or lack of religious beliefs. If you notice or suspect that someone else is being bullied, inform the MAP team as soon as possible.

Misbehaviour

In the event of misbehaviour, students will be subject to the MAP disciplinary process outlined in the [MAP Student Charter](#). This includes the possibility of immediate withdrawal from the Programme in the event of serious misbehaviour.

What to do if you are worried about something

If you feel worried about something, or you feel upset by the way someone on the Programme has treated you, please [get in touch with the MAP team](#). If you don't feel comfortable talking to the MAP team, please talk to a trusted adult (this could be a parent or carer, a teacher at school, or someone in your family).

Information for parents and carers

We take the safety and privacy of young people very seriously. You can view our [child protection policy here](#), our online safeguarding guidance [here](#), and our privacy notice for participants in pre-university events and initiatives [here](#).

Staff, Student Ambassadors and Academic Tutors attend child protection training. The MAP Team and MAP Academic Tutors are required to have a [DBS \(Disclosure and Barring Service\)](#) criminal record check.

All our activities have risk assessments in place.

Although our contact will be with each individual student, if you do have any questions or concerns about the welfare of your child, please contact us on map@manchester.ac.uk

You can find out what you can expect from the MAP team's online delivery in the [Staff Code of Conduct](#).