

Manchester Access Programme 2024

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.

MAP 2024 will be delivered both in person and online in order to ensure that students have the opportunity to engage with University facilities and campus life whilst also providing flexibility and accessibility through utilising platforms such as Zoom and Microsoft Teams.

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](#).

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.
- ✓ Not attend an in-person event if you have tested positive for Covid-19.
- ✓ 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 meeting are a maximum of one hour long.
- ✓ 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.
- ✓ Encourage student engagement and progression. To also be proactive about reporting to MAP if a student is struggling with their assignment or is not engaging.
- ✓ 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.
- ✓ Not meet students if you are unwell or have tested positive for Covid 19.

If a student's WiFi or meeting environment means that a productive meeting is not possible, Academic Tutors may request to meet their tutee in person. In addition to the above, Academic Tutors must:

- Request permission from the MAP team to meet their student in-person
- Arrange a meeting with the student on-campus, in a public place e.g. an open study area or a University café. Tutors must never arrange meetings in their personal office.
- Ring the MAP Team on 0161 306 6505 if the student is late. The MAP Team will contact the student for you. **Under no circumstances should you exchange numbers with your student.** If no one answers the phone, please email map@manchester.ac.uk