**This Code of Conduct should be read, signed and returned to the SCL Team**

**by the lead member of staff from school / college prior to the event.**

Loughborough University hopes that your students enjoy their time on this event.

Our aim is to introduce visiting students to a different learning environment and demonstrate to them that higher education is an exciting and inclusive environment which they can aspire to.

To ensure that all participants are given the opportunity to gain from their time on campus, visiting students will be expected to show responsible behaviour in accordance with the points of guidance detailed below. This Code of Conduct is not meant to be over-restrictive, it has been written only to ensure the wellbeing of everyone who participates in activities at Loughborough University.

Please read the following carefully before completing and signing the box overleaf.

* Teachers will be responsible for ensuring that students abide by this code of conduct and must supervise their allocated group of students at all times during the event. Teachers must wear their staff ID at all times.
* All Health and Safety Rules which are displayed or which are advised by members of staff should be followed.
* Abusive and anti-social behaviour will not be tolerated under any circumstances.
* Students and teachers are expected to remain on university premises during events.
* Respect should be shown for University staff and students at all times.
* Images of University staff and students must not be captured without their express consent.
* Smoking (for over 18s) is only permitted in clearly marked areas on campus.
* At no point shall students attempt to buy, sell or consume alcohol.
* School / college students agree not to use social media to contact University students and staff, without their express consent.
* All visitors should wear suitable footwear and clothing when on campus (especially for the campus tour).
* Teachers will return the EMWPREP data collection forms and activity register prior to, or on the day, of the University Campus visit
* School will give at least 48 hours’ notice if needing to cancel the University Campus visit
* School must only bring the number of students that they have booked a University Campus visit for
* School must provide the name of the Designated Safeguarding Lead, in case any concerns need to be reported.

**Loughborough University Image Capture Policy**

This event may be photographed. Images may be used in university prospectuses, course brochures and other publicity material (e.g., internal, and external newsletters and the LU website). It is not possible or practical to seek consent for image capture from everyone attending this event. The university will therefore conclude that by attending the event participants agree to their image being captured for the purposes stated above. On registration, please highlight to us any students who have not given image consent, and we will notify the photographer of these students by giving them an identifiable lanyard.

#### Staff Supervision

We want you and your students to get the most out of the day. We, therefore, require staff to attend all sessions and would welcome it if they could also play an active and encouraging role during each of the day’s activities. The school will be responsible for the behaviour and discipline of students whilst on the Loughborough University campus.

#### Student/Staff Ratio

In accordance with government and Local Authority guidance, we ask that the staff/student ratio for your visit is a minimum of 1 member of staff to 15 students (1:15) for cohorts in key stages 3 and 4 and 1 member of staff to 25 students (1:25) for cohorts in post 16.

The University reserves the right to cancel your event, without notice, should this ratio not be adhered to.

#### School Agreement: Declaration to be signed and returned before the event:

I have read the information presented in the Loughborough University Code of Conduct and agree that the school and students will adhere to the points of guidance outlined above during their visit**.**

**I understand that if a visitor in my group fails to adhere to these guidelines this could result in the school / college being asked to leave the campus immediately.**

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| --- | --- |
| School |  |
| Name |  | Signature |  |

Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number for lead member of staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_