

Code of Conduct: On-campus Visits and Online Events with University College Birmingham

We hope that you enjoy your event with University College Birmingham. We have spent a considerable amount of time putting an engaging programme together for your students. **To ensure that the activities are appropriate for the group, please make sure that the year group and number of students attending reflect the original booking. A charge of £15 per place will be charged for visits cancelled within two weeks of the scheduled event date unless there is sufficient reasoning for cancellation.**

We have produced these guidelines to enable staff and students to enjoy and benefit from the time spent on campus/online with us. We expect all visitors to behave appropriately and respect all staff and students. We do not tolerate harassment in any form.

On campus visits

- All staff and students are expected to follow any safety instructions and emergency procedures as directed by University College Birmingham staff. Our 'health and safety on campus' information can be found [here](#).
- **Visiting staff are required to maintain full responsibility of their students at all times.** Please ensure that an appropriate number of staff remains with the group throughout your visit as we cannot accept responsibility for visitors.
- To make the most of your visit, please ensure you arrive on time. It may not be possible to delay the start of your event due to staff and room availability and out of courtesy to any other groups who are attending. Please note there is no visitor parking on site (minibus parking must be requested well in advance) so allow time for travel/parking.
- It would be beneficial if you could brief your students about the purpose of the visit and what it will include before attending the session so that they arrive enthusiastic and motivated.
- Students are expected to participate in all sessions, ask questions and take part in group work activity (where appropriate).
- Students are not allowed to leave University College Birmingham without permission from appropriate staff.
- Please ensure that all mobile phones are turned off and that no eating or drinking takes place during the session.
- Where identification is provided, visiting staff are expected to wear it at all times.
- Students are asked to avoid all areas that are designated out of bounds. These will be made clear by University College Birmingham.
- We will not tolerate physical or verbal abuse of staff, students or other visitors.
- Disruptive behaviour and interfering with the smooth running of sessions will not be tolerated. We, therefore, ask that staff take responsibility for their students and intervene where necessary.
- Any vandalism, deliberate destruction or defacement of University property will result in the student(s) being removed from the session and a charge for any damage caused.
- University College Birmingham reserves the right to remove participants from the session should any element of the code of conduct be violated. They may also be prevented from attending any further events delivered by us.

Online events

- It would be beneficial if you could brief your students about the purpose of the session and what it will include before attending so that they are enthusiastic and motivated.
- To make the most of your online session, please ensure you logon in plenty of time. It may not be possible to delay the start of your event due to staff availability and out of courtesy to any other groups who may be attending. Please use Google Chrome as your web browser for the best user experience.
- Please do not share the link to the session with anyone other than staff and students involved in the session. Only those authorised to join the session may attend.
- All staff and students are expected to follow any safety instructions and emergency procedures related to the session as directed by University College Birmingham staff online.
- **During an online event, school/college staff are required to maintain full responsibility of their students at all times. Please ensure that at least one member of staff is present with the group throughout your online session** as we cannot accept responsibly for attendees. Please note that multiple school/college groups may be participating in an online session – if you have any questions regarding this, please email schoolsliaison@ucb.ac.uk.
- Students are expected to participate in sessions and ask questions.
- Please ensure that students do not share personal data, such as their full name, school/college, email address, phone number or home address while online. Please ensure students only logon using their first name and the initial of their surname.
- We ask that staff and students attending the session do not take screenshots or share any images of the online session. This is for your safety as well as the safety of other participants and staff.
- University College Birmingham will disable the sharing of cameras with other attendees (only session moderators will be able to see all cameras). Please ensure background environments are suitable and appropriate for a classroom setting and if there are any unexpected noises etc. please mute microphones or stop the video as needed, until it is possible to safely re-activate.
- Private chat within the sessions will be disabled. However, the public chat box will be available, and the use of microphones permitted.
- If you have any concerns about the content or activity or other participants or staff on the platform, please report this to schoolsliaison@ucb.ac.uk.
- We will not tolerate physical or verbal abuse of staff, students or other visitors.
- Disruptive behaviour and interfering with the smooth running of sessions will not be tolerated. We therefore ask that staff take responsibility for their students and intervene where necessary.
- University College Birmingham reserves the right to remove participants from the session should any element of the code of conduct be violated. They may also be prevented from attending any further events delivered by us.

