

## Code of Conduct for a Residential Summer School visit to York St John University

*The 24 Hours at York St John Residential at York St John University is an exciting opportunity for participants to gain first-hand experience of what it is like to be at university as a student. Participants will get the chance to take part in a range of activities and have the opportunity to meet new friends. We hope that all pupils benefit from their stay and enjoy their time with us.*

*In order to ensure their experience is as enjoyable as possible for everyone, pupils are expected to behave in a considerate and polite manner at all times. For health and safety reasons, certain rules will be in operation.*

**By attending the Summer School you are agreeing to comply with the following:**

### Code of Conduct

- Summer School participants who disrupt any of the activities, are abusive or have been reported taking part in banned activities may be excluded from the remaining activities by the Summer School Leaders.
- If a pupil does not comply with this Code of Conduct the University has the right to remove the pupil from the Summer School and send them home immediately. **The University will not be responsible for this journey.**
- If any breaches of the Code of Conduct occur, the University will inform the parents and named teacher at their school, who may choose to inform the Head Teacher of the school, even if the pupil is not sent home.
- Security staff at the University reserves the right to contact emergency services, including the police, if they consider behaviour to warrant such intervention.

### Signed Declaration

Each pupil will need to sign the declaration regarding expectations of behaviour in the application form upon their arrival on Wednesday 20<sup>th</sup> July. A reminder of this declaration:

- I understand that while on the summer school I will be representing my school and community
- I will follow the code of behaviour set by York St John University
- I understand that any serious breach in my behaviour may be reported to my parent/carer and to my school and in severe cases me being sent home from the summer school
- Any intentional damage caused to university property or loss of university property will incur a cost to the individual.

### On arrival

- Please remind us of any health-related or other specific requirements which may affect participation in the planned activities.

### Throughout the Summer School (from onset of travel to return)

- Pupils shall behave in a friendly, respectful, cooperative, polite and responsible manner towards all persons in the University.
- Pupils shall refrain from bringing to or using prohibited items in the University. Tobacco, alcohol, illegal substances and dangerous items are strictly prohibited. The purchase or use of any illegal substances is strictly forbidden.
- Headphones are to be used in a pupil's spare time only; they are not to be used whilst listening to instructions, taking part in activities or walking around the campus or city of York.
- Smoking and vaping is forbidden at all times.
- Pupils shall use University facilities, computers and equipment responsibly and treat University property with respect.
- Pupils shall follow any emergency procedure, such as a fire drill and evacuation of the building as directed by University staff.
- Pupils shall not leave the University site without supervision by a member of Summer School staff.
- Pupils are permitted to take photographs of other pupils on the Summer School **as long as** they have their express permission. Social media use is also allowed, again as long as any photos posted have the permission of those pictured in them. Any bullying or harassment of other pupils attending, or any posting of inappropriate photos will **not** be tolerated. Any breach of this will be discussed with the contact teacher at the school.

### Participation

- All pupils will receive a briefing by Staff and Student Ambassadors regarding the programme for each day and what is expected of them.
- All pupils offered a place to attend the summer school should be willing participants.
- Pupils shall attend all workshops and activities on time and participate in an appropriate manner.
- All pupils shall be expected to stay for the duration of the event.
- If a pupil wishes to leave the summer school early, discussions are to take place between Student Recruitment staff, the school staff and the parent/carer for the pupil in question. The parent/carer may then to pick up the pupil from the Summer School if necessary.
- If a visitor turns up uninvited they will be asked to leave immediately. Any early pickups are to be authorised in advance.

### Summer School Participant's own property

- The University accepts no responsibility for loss or damage of participants own property.
- The Summer School participant is responsible for their own belongings at all times
- Items of value are best left at home.
- Pupils do not need to bring any money, however if you wish to, please bring only a small amount for incidental spends (£20.00 maximum recommended).
- Pupils are not to leave any electrical items plugged in when leaving their accommodation rooms

### Who to contact - 'Safe' people

A 'safe' person is someone pupils can turn to during their visit if they need help. For the purposes of the Summer School, 'safe' people are the Student Ambassadors and the University Staff who will be in attendance at all times. There will also be at least one member of staff from each school attending, though we would ask that a pupil comes to us first if they have any issues to do with the Summer School.

Student Recruitment staff and Student Ambassadors are all fully DBS checked and the ambassadors have had specific training and are fully briefed in advance of the Summer School to be able to work those shifts. The Security team are fully aware of the Summer School and will carry out extra security checks for the duration.

All pupils will receive a lanyard on arrival which will contain their programme for the event, emergency procedures and staff/security phone numbers.

If there is any aspect of the Summer School that the participant is not happy with, please do not hesitate to inform one of the Summer School staff at the time and we will try to deal with the complaint. This includes any issues before, during or after the event.

If you have any queries in the lead up to the summer school you can contact:

Katherine Parsons

Student Recruitment Manager

[k.parsons@yorks.ac.uk](mailto:k.parsons@yorks.ac.uk)

07817 090661

We hope that none of the above should occur, and that the visit is an enjoyable and fulfilling experience for all pupils that attend.