Student Ambassador Code of Conduct

As outlined within your Statement of Terms, you are at all times required to comply with University rules, policies, and procedures. All policies and procedures can be found on the University's Intranet site Human Resources (HR) | UWTSD Intranet. You are reminded that you have a statutory duty to observe all health and safety rules and to take all reasonable care to promote the health and safety at work of yourself and others.

Child Protection – You have a responsibility to ensure that children are treated with respect and are free from abuse. This means:

- You must work in a place which is accessible to others and in which you can be observed working with the children;
- You must never take, or arrange to meet, children outside of school premises;
- You must never make any unnecessary physical contact with the children;
- You must report any suspicions that a child is being abused to the school's named person. This is the Head Teacher unless you have been informed otherwise.

Equal Opportunities – All children must be treated appropriately with regard to gender, ethnic origin, religion or disability. This means:

- You must be prepared to help any child; You must respect each child's background, culture and traditions and be aware that certain books may offend their beliefs. It would be helpful to remember for instance that: Jehovah's Witnesses do not celebrate Christmas or birthdays. Hindu's regard the cow as a sacred animal. Muslims regard the pig as an unclean animal

Health & Safety – You have a duty to safeguard your own health and safety; that of the children with whom you work and anyone else with whom you may come into contact during your working day. This means:

- You should collect your children from the classroom and return them after their session with you, unless the school makes other arrangements. This is to ensure that they do not get lost or into mischief on the way and that their class teacher knows where they are at all times;
- You should make sure that you are familiar with the Health & Safety Policy and practices of the school in which you work. For example, where the first aid box is kept and who is in charge of first aid arrangements and what the emergency evacuation procedures are;
- You should also make sure that the place where you work and the equipment you use is safe for you and your children; If you, or a child in your care, has an accident while on the school premises, you must ensure that a report is made to the person responsible for recording accidents at a school.

Disciplinary Procedures specifically related to Student Ambassadors

- All Student Ambassadors are expected to adhere to a certain standard of behaviour and failure to do so may result in disciplinary action being taken. A brief summary of general behavioural expectations is listed below (it is not exhaustive, but is intended merely as a guide):
- Student Ambassadors must attend the scheduled training sessions. Please note that there may be more than one training session. Failure to attend any session will result in their name being removed from the list of Student Ambassadors.
- You must turn up to events you have been signed up to. You should not cancel unless there is a very good reason. If you do cancel, you MUST give as much notice as possible and ensure you contact the event organiser by email or telephone. It is your responsibility to make sure you receive a response confirming that you are no longer expected to work.
- We require good time-keeping from all Student Ambassadors. If Student Ambassadors are unable to attend work at an agreed time, they must inform a member of the Recruitment Team well in advance. Failure to inform the event organiser will be recorded and two recorded incidents will result in the removal of your name from the list.
- You are expected to behave in a professional manner which means being punctual and appropriately dressed at all times. We will provide you with yellow student ambassador t-shirts. You must be reliable – do what you say you will do (don't agree to something you might not be able to deliver). Unreliability will result in your name being removed from the list. Student Ambassadors are expected to have a pro-active attitude and show willingness and enthusiasm in undertaking the variety of tasks requested of them.
- All information given about the University, Further and Higher Education should be accurate and provided in a positive way. Negative comments about any member of staff or the University of Wales Trinity Saint David may result in the removal of your name from the list.
- You should be aware of the limit of your responsibilities and refer any matters of which you are unsure of to a member of the Recruitment team.

Signed _____ Print name _____

Date _____