



MENTOR CODE OF CONDUCT 2024

This Code of Conduct is intended to ensure that the Shadowing Scheme is effective and that participants get the most out of the experience. All Mentors must sign up to the expectations outlined in the Code of Conduct in order to confirm your participation in the Scheme.

Failure to meet the expectations outlined below will result in an individual being removed from the Scheme and potential further action.

Responsibility of Mentors:

- Treat all participants, Mentors, other volunteers and staff with respect.
- Prioritise the wellbeing and safety of Shadows at all times.
- Attend all training sessions as mandatory.
- Report any *concerns* about inappropriate or abusive behaviour, including use of inappropriate language, discrimination, harassment, physical violence or bullying (including behaviour displayed by an adult or child and directed at anybody of any age) to Cambridge SU at www.cambridgesu.co.uk/safeguarding.
- Report any *disclosures* of inappropriate or abusive behaviour, including use of inappropriate language, discrimination, harassment, physical violence or bullying (including behaviour displayed by an adult or child and directed at anybody of any age) to Cambridge SU at www.cambridgesu.co.uk/safeguarding.
- Never speak to a Shadow one on one in a private space. The only exception to this is using the messaging function on MentorNet.
- Use the accounts assigned to you to participate in the Shadowing Scheme only for the purposes of the Scheme.
- Do not share details of how to access Shadowing Scheme events or activities to allow others who are not participating may access events themselves.
- Never leave a Shadow with, or give responsibility of a Shadow to, someone who is not partaking in the Scheme.
- Shadows may have free time **before 5pm**, only if Mentors are sure that the following are met:
 - They are in a group with at least **three other Shadows**
 - They know how to contact you and an SU staff member
 - You have a designated time and place to meet

- Remember at all times that legally Shadows are children and you are in a position of trust and responsibility and to act accordingly.

Inappropriate behaviour:

- **Do not** consume alcohol with, or buy alcohol for, a Shadow.
- **Do not** smoke or use or be under the influence of illegal substances around a Shadow.
- **Do not** take Shadows to any college or city bars, pubs, clubs, or other drinking establishments. The only exception to this would be if a Scheme event is held in a College bar.
- **Do not** contact or reply to your Shadow or any other participant on the scheme outside of the platforms specified for use in the Shadowing Scheme.
- **Do not** share your contact (mobile number, email or postal address) or social media details, or details of any other mentor or volunteer, including full names.
- **Do not** develop inappropriate relationships with a Shadow.
- **Do not** make inappropriate promises to a Shadow, e.g. promising that you'll keep a secret.
- **Do not** act in a way that can be perceived as threatening or intrusive
- **Do not** patronise or belittle a Shadow, including making sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of a Shadow.
- **Do not** take any unnecessary risks that might result in harm to you or a Shadow

To uphold diversity and inclusion, Mentors should:

- Treat all Shadows fairly and without prejudice or discrimination
- Understand that Shadows are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems.
- Challenge discrimination and prejudice
- Encourage Shadows to speak out about attitudes or behaviour that makes them uncomfortable.

If you have any questions about this Code of Conduct please contact shadowingscheme@cambridgesu.co.uk.