

## **Code of Conduct**

### **Purpose**

To ensure a safe and respectful environment during online sessions between UoS students and Year 11 students at Perins School.

### **1. Professional Conduct**

- Always behave in a respectful and courteous manner.
- Use appropriate language and maintain a positive tone throughout the session.
- Do not share personal contact information or engage in private communication.

### **2. Communication Guidelines**

- Follow the pre-approved script provided for the session.
- Keep all discussions focused on the educational objectives of the session.

### **3. Safeguarding and Supervision**

- Be aware that all sessions will be supervised by a Perins teacher.
- Sessions will be recorded for safeguarding purposes.

### **4. Technology and Platform Use**

- Use only the official Microsoft Teams link provided by Perins School.
- Do not use the chat function during the session.
- Do not initiate or schedule meetings independently.

### **5. Confidentiality and Data Protection**

- Do not collect, store, or share any personal data.

### **6. UoS students - Session Environment**

- Join sessions from a quiet campus location.
- Ensure your background is neutral and free from distractions or inappropriate content.
- Dress appropriately, as you would for an in-person professional setting.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_