

Outreach Ambassador Code of Conduct

As an employee of Arts University Bournemouth, you are expected to demonstrate the values and behaviours as directed below.

Your progress will be monitored, and you will receive feedback on your work.

Code of Conduct

- As a Student/Outreach Ambassador and Brand Ambassador for AUB, you are expected to demonstrate professionalism and comply with all the policies and regulations of the university.
- You are expected to be punctual; to know who you are reporting to, where, and at what time.
- Absence is recorded and therefore, if you cannot attend for any reason, please inform the project lead as soon as possible. Please try to give at least 24-hours' notice.
- When you liaise with parents and students, listen without interrupting, respect difference, be tolerant and inclusive.
- Be respectful and aware of any physical or hidden disability someone may have. When giving a tour, make sure everyone can see and hear you. Engage your audience, whilst also respecting individual comfort around personal space and level of engagement.
- Do not use your phone for personal reasons while working.
- Show consideration and respect for all staff, students and visitors at AUB.
- Show consideration and care for the university environment, equipment and facilities.
- The Arts University Bournemouth has a legal duty to ensure the health, safety and welfare of all children (any person under the age of 18) and vulnerable adults whilst studying, working or engaging in activities or events at AUB or externally supported by AUB. We all have a responsibility to report any concerns regarding the safety and welfare of young or vulnerable people.
- If you are concerned about any young or vulnerable person, please report this as soon as possible to the project/event/safeguarding lead.
- When you represent AUB off-campus in a school or other educational setting, remember to embody the values of respect and tolerance for all. Your positive example could really make the difference to a young person's life and view of higher education.
- If you are unsure about anything, please ask. We are here to support you as well. So, if you're taking part in an event and have questions or concerns about anything, please ask the member of staff who is leading it.

I have read the above code of conduct and agree to abide by the rules and expectations of the role of an Student/Outreach Ambassador and an employee of Arts University Bournemouth.

Print name: _____

Signature: _____ Date: _____