



## **CÉIM leader code of conduct – what’s expected of you**

**As a CÉIM Student Leader, you are expected to:**

### **Work as a team**

- Work collaboratively with your fellow leaders to divide up relevant tasks between each of you.

### **Promote your sessions**

- Communicate with 1<sup>st</sup> year students in advance of CÉIM sessions in order to encourage attendance. One leader in your group needs to be responsible for communicating with the 1<sup>st</sup> years on behalf of your group on a weekly basis.

### **Prepare for sessions**

- Prepare for your weekly CÉIM session in collaboration with your fellow leaders.

### **Deliver weekly CÉIM sessions**

- Arrive for sessions in a timely manner which will allow for all room setup to be completed in advance of the session start time. (If a session starts at 9am, the room/materials must be ready to go at 8.59am latest).

- Co-facilitate all of your weekly CÉIM sessions in collaboration with your fellow leaders.

- Your role in sessions is to:

Show up ready to actively lead the session with your fellow leaders.

Work hard to engage ALL 1<sup>st</sup> year students in your group.

Encourage the 1<sup>st</sup> year students to drive the agenda for what is covered in CÉIM sessions.

Support the 1<sup>st</sup> year students to help each other figure things out for themselves – it is about helping them develop independent learning skills.

Refer students to relevant services as necessary.

Act as a positive role model for the 1<sup>st</sup> year students.

Positively represent CÉIM and the student leader role.

Your role is NOT to teach or give answers, or to act as a counsellor.

- Restrict your phone usage during CÉIM sessions to academic or session-related activities.

Ideally, there should be no need to use your phone during sessions as 1<sup>st</sup> year students should be encouraged to find information for themselves.

Phones/devices should not be used for personal use during CÉIM sessions (for example, checking social media, texting etc). If you do need to take care of an urgent personal matter, please just step outside the room.

- Notify your fellow leaders and Amber/Órla as far in advance as possible if you cannot attend a session, and try to find a leader to stand in if necessary.

### **Attend weekly debrief meetings**

- Attend CÉIM debrief meetings on a weekly basis and actively participate by sharing what activities/techniques your group has used, what you’ve learnt and any challenges you are facing.

- Notify Amber/Órla in advance of a debrief meeting if you cannot attend and ensure other leaders from your group will be attendance. If it happens that no leader from your group can attend a debrief meeting, one of you needs to email an update in advance to Amber/Órla.

### **Communicate**

- Communicate regularly and clearly with your fellow leaders, 1<sup>st</sup> year students and your CÉIM Academic Lead/Amber/Órla.

- Notify your CÉIM Academic Lead or Amber/Órla if any difficulties arise. Do not let things drag on.

### **Act as a positive role model**

- Be prepared for your sessions and engage fully in sessions. It is not acceptable for a leader to not take part in the session and sit away from the group checking their phone.

- Do not show up to your CÉIM session hungover or having had a drink.

- Refrain from talking about high levels of alcohol consumption in front of the 1<sup>st</sup> year students. Please note that NUI Galway promotes low-risk drinking and discourages high-risk drinking – see the University's Abridged Alcohol Policy

[http://www.nuigalway.ie/student\\_services/documents/abridged\\_alcohol\\_policy.pdf](http://www.nuigalway.ie/student_services/documents/abridged_alcohol_policy.pdf)

- Adhere to the NUI Galway Student Code of Conduct

<http://www.nuigalway.ie/codeofconduct/#section21>

### **Adhere to Child Protection Policy**

- Be aware that some of the 1<sup>st</sup> year students in your group may be under the age of 18.

- Adhere to the NUI Galway Child Protection Policy. See:

[http://www.nuigalway.ie/media/childprotection/child\\_protection\\_policy.pdf](http://www.nuigalway.ie/media/childprotection/child_protection_policy.pdf)

- Never run a CÉIM session without another leader present. This is also for your own safety as a leader.

- It may be inappropriate to have private communication (social media or otherwise) with an individual member of your CÉIM group who is under 18.

- Under the Children First Act 2015, a mandatory reporting regime was introduced for those working with children and vulnerable adults. Immediately report any concerns of a serious nature (abuse or neglect) regarding a CÉIM participant under the age of 18 to Chris Newell, General Manager of NUI Galway Students' Union: [chris.newell@nuigalway.ie](mailto:chris.newell@nuigalway.ie), 091 494815 or 087 9618745.

### **Act professionally on social media**

- Act in a professional and kind manner at all times when engaging in any social media group or activity related to CÉIM (for example, the CÉIM leader Facebook group, individual CÉIM group Facebook groups, Facebook Messenger groups or WhatsApp groups etc.). See 'Social media etiquette for CÉIM leaders' for more information on this.

### **Maintain student confidentiality**

- An important obligation that CÉIM leaders and participants have, is the protection of confidences in spoken, written and electronic communications.

- Individual student confidentiality must be maintained by CÉIM leaders and coordinators. For example, if a 1<sup>st</sup> year student shares an academic difficulty they are having in a session you can discuss this in a debrief meeting, but you should not name the student. Discretion should also be exercised when handling enquiries from others regarding any individual student.

- Leaders should be vigilant when communicating via telephone, text message and social media groups. Leaders should refrain from discussing personal data in public where it may be overheard. In the case of a telephone call, it is okay to tell someone you will call them back once you have found a quiet place. You should never leave personal data on voicemail or an answering machine.
- Take care with email to ensure that it is sent only to intended recipient(s). If necessary, put mailing lists in the BCC: (blind copy) field to protect the anonymity of students from each other.
- CÉIM paper attendance records are used to measure the effectiveness of the CÉIM programme. Data collected should be treated confidentially and the data should not be used outside the confines of CÉIM. Paper attendance records should be returned to staff at weekly debrief meetings.
- Regardless of age and on the grounds that a vital (life or death) interest is at stake, leaders are obliged to report the identity of a student when suicidal thoughts are expressed, when someone may be in danger, or where a child is at risk of physical, emotional or sexual abuse. You do not need to receive the student's consent to report this as reporting in the above instances is permitted under the General Data Protection Regulation (GDPR) as a safeguarding measure. However, ideally, you should inform the student that you are concerned and that you will be reporting the matter. Immediately report all concerns to Chris Newell, General Manager of NUI Galway Students' Union: [chris.newell@nuigalway.ie](mailto:chris.newell@nuigalway.ie), 091 494815 or 087 9618745.
- For more information on the CÉIM data privacy policy, see the following web link: <http://ceim.su.nuigalway.ie/about/data-privacy-summary/>

### **Warning system**

In the unlikely event of student leaders not adhering to the leader code of conduct, they will be invited to discuss their performance with their CÉIM Academic Lead and/or Amber/Órla.

We have a system of three warnings listed below, which may be delivered verbally and will be confirmed via email. Please note that the system of three warnings will not apply in cases of serious misconduct, such as putting others at risk via aggression, harassment, violence or abuse; theft; intoxication etc.

**Warning 1:** The initial warning will involve monitoring and observation of the student leader to see noted improvement.

**Warning 2:** If there is no improvement or a second incident, a second warning will be given.

**Warning 3:** If the situation is not rectified, a third warning will be given and the student leader will then be asked to leave the CÉIM programme. In this case, the student leader will not receive a certificate of participation in CÉIM and staff will not be in a position to act as a referee.

### **Student Leader signature**

I, \_\_\_\_\_, have read and understood the above CÉIM Leader Code of Conduct and agree to abide by it.

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